



# BERKELEY PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES

REGULAR MEETING  
June 8, 2016

AGENDA  
6:30 PM

Tarea Hall Pittman  
South Branch  
1901 RUSSELL STREET

## I. PRELIMINARY MATTERS

- A. Call to Order
- B. Public Comments
- C. Comments from Library Unions:
  - i. SEIU, LOCAL 1021 (Community Services and PTRLA Units)
  - ii. Public Employees Union, LOCAL 1
  - iii. SEIU, LOCAL 1021 (Maintenance and Clerical Units)
- D. Comments from Board of Library Trustees

## II. CONSENT CALENDAR

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

- A. **Approve minutes of May 11, 2016 Regular Meeting**  
Recommendation: Approve the minutes of the May 11, 2016 Regular Meeting of the Board of Library Trustees.
- B. **Amend Contract: Innovative Interfaces, Inc.** – Information Services Manager Alicia Abramson  
Recommendation: Adopt a resolution authorizing the Director of Library Services to amend Contract No. 9354 with Innovative Interfaces, Inc. for the provision of hardware and software maintenance services and products for the Library's integrated library system in an incremental amount of \$450,000 for a contracted value not-to-exceed \$1,050,000; and to amend the Contract's date of expiration to June 30, 2019 from June 30, 2016.
- C. **Contract Amendment: No. 8658 Security Engineers, Inc.** – Senior Management Analyst Lucy Xie  
Recommendation: Adopt a resolution authorizing the Director of Library Services to amend Contract No. 8658 with Security Engineers, Inc. to add fire service monitoring, testing, and inspections, and on-call servicing for the five libraries in an incremental amount of \$20,000.00 for a contracted value not-to-exceed \$110,000.00; and to extend one more year for the contract, amending the Contract's date of expiration to June 30, 2017 from June 30, 2016..

## III. ACTION CALENDAR

- A. **Biennial Budget Update Fiscal Year 2017** – Senior Management Analyst Lucy Xie  
Recommendation: Adopt a Resolution to approve the Biennial Budget update for FY 2017 for revenues of \$18,531,335 and expenditures of \$20,142,606.
- B. **Inventory of Library Materials** – Interim Library Director Beth Pollard  
Recommendation: Authorize staff to explore methods, timing, and costs to conduct an inventory of Berkeley Public Library materials.

## IV. INFORMATION REPORTS

- A. **Monthly Library Operations Report** – Acting Deputy Director Sarah Dentan
- B. **Monthly Library Director's Report** – Interim Library Director Beth Pollard

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

**V. AGENDA BUILDING**

The next meeting will be a Regular Meeting held at 6:30 PM on Wednesday, July 13, 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 June 02, 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, 3<sup>rd</sup> Floor Admin Wing, Berkeley, CA 94704.

Agendas and agenda reports may be accessed via the Internet at [www.berkeleypubliclibrary.org/about/board-library-trustees](http://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 Regular Meeting Wednesday, May 11, 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: 6:32 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; Bill Kolb, Acting Library Services Manager; Eve Franklin, Administrative Secretary.

##### B. Public Comments: 15 speakers.

##### C. Comments from Library Unions:

1. **SEIU, LOCAL 1021 (Maintenance and Clerical Units)** - 0 speakers
2. **SEIU, LOCAL 1021 (Community Services and PTRLA Units)** - 2 speakers
3. **Public Employees Union, LOCAL 1** - 2 speakers

##### D. Comments from Board of Library Trustees

1. **Trustee Novosel** – Thanks to Charles Austin for his efforts to rename South Branch to Tarea Hall Pittman South Branch.
2. **Trustee Burton** – Gave appreciation to all who attended the meeting and spoke.
3. **Trustee Franklin** – Gave appreciation to all who attended the meeting and spoke.
4. **Trustee Moore** – Gave appreciation to all who attended the meeting and spoke.

#### II. CONSENT CALENDAR

Action: M/S/C Trustee Franklin / Trustee Burton to adopt Resolution # R16-014 to approve Consent Calendar items as presented.

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

Abstentions: None.

##### A. Approve minutes of March 9, 2016 Regular Meeting

From: Interim Director of Library Services

Recommendation: Adopt a resolution to approve the minutes of the March 9, 2016 Regular Meeting of the Board of Library Trustees.

Financial Implications: None.

Contact: Beth Pollard, Interim Director of Library Services

Action: Adopted Resolution # R16-015

Action Calendar, Item A was moved to Consent Calendar.

**B. Amend Contract: Universal Building Services**

From: Interim Director of Library Services

Recommendation: Adopt a resolution authorizing the Director of Library Services to execute a contract amendment with Universal Building Services (UBS) for janitorial services at all Berkeley Public Library locations effective July 1, 2016 through June 30, 2018 for another two years at an amount not to exceed \$225,000 annually and a total not to exceed of \$450,000 during the two years.

Financial Implications: See report.

Contact: Beth Pollard, Interim Director of Library Services

Action: Adopted Resolution # R16-016.

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

Abstentions: None.

**III. ACTION CALENDAR**

**A. Amend Contract: Universal Building Services**

This item was moved to the Consent Calendar.

**C. Approval of Board of Library Trustees Meeting Policy**

From: Chairperson, BOLT

Recommendation: Adopt a resolution to approve the attached Board of Library Trustees Meetings Policy.

Financial Implications: None.

Contact: Julie Holcomb, Chairperson, BOLT

Action: M/S/C Trustee Novosel / Trustee Franklin to adopt Resolution # R16-017.

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

**IV. INFORMATION REPORTS**

**A. Berkeley Public Library FY 16-18 Strategic Plan – May 2016 Update**

From: Interim Director of Library Services

Financial Implications: None.

Contact: Beth Pollard, Interim Director of Library Services

Action: Received.

**B. Director of Library Services Recruitment Update**

From: Associate Human Resources Analyst

Financial Implications: None.

Contact: July Cole, Associate Human Resources Analyst

Action: Received.

**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. May 2016 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.

**V. AGENDA BUILDING**

- Fines
- Labelling
- Biographies
- Inventory
- Tarea Hall Pittman South Signage Update

**VI. ADJOURNMENT**

**Adjourned at 8:40 PM.**

**COMMUNICATIONS:** none

**SUPPLEMENTAL COMMUNICATIONS AND REPORTS:**

1. Berkeley Public Library FY 16-18 Strategic Plan – May 2016 Update
2. Library Operations Presentation - Sarah Dentan, Acting Deputy Director



# STRATEGIC PLAN

Community-Collaboration-Conversations

May 2016 Update

## Literacy

Bolster LITERACY in all its forms to bridge the achievement gap

### Strategies:

- Develop dynamic services, programs and collections that meet individuals' and community needs and interests
- Develop strategies and services to support curriculum, educational preparedness and literacies for all generations

## How are we doing?

Provide Tutor.com to our community to support City of Berkeley's 20/20 Vision	Completed 3 months ahead of schedule. Not user-friendly, low usage, staff recommend discontinue and rely on programming, staff & electronic resources.
Update Collection Development Policy and library practice to reflect library's goal of responsive collections	Policy updated in FY15, operational changes effective FY16, Collection Advisory Team started Feb 2016 with review of magazines and databases. Collection Services manual is being created.
Support City of Berkeley's 20/20 Vision by providing college and career readiness	Relevant information included in monthly Teen newsletter, staff provides trainings for teachers. Teen Librarians providing SAT training & career exploration with teachers
Support City of Berkeley's 20/20 Vision by having Teen Advisory Groups in place at each library location	Completed
Develop trained volunteer program to enhance early literacy skills at local preschools and daycares	Grant funding received through Berkeley Public Library Foundation for Berkeley Builds Readers. Training materials finalized Spring 2016. Partnering with Builds for adult literacy

## How are we doing?

Pilot a book vending machine at a Berkeley preschool	Will review feasibility of project for FY2018
Together with local schools, create curated book lists	Actively participating with local schools
Develop and focus digital and streaming collections for youth	Created Teen and Children's Reading Rooms on Overdrive, created Children's emagazine collection, revised eLibrary to highlight Teen and Children's materials, increased materials in Overdrive for youth. Adding Global World Warrior, and Hoopla for e-books & streaming
Expand Books by Mail	Exploring avenues to increase reach of program
Expand shelf ready processing and Lucky Day offerings	Updating shelf ready and in-house processing for increased efficiency for print and media
Develop a series of inter-generational STEM programs in partnership with local organizations	Partnering with <i>Cornerstones of Science</i> via the Berkeley Public Library Foundation to develop programs supporting STEM literacy for all ages. Initial meetings began spring 2016, development plan completed Fall 2016.



## Operational Efficiencies

Foster a culture of flexibility by optimizing OPERATIONAL EFFICIENCIES

Strategies:

- Be progressive, responsible, responsive and welcoming
- Be a central hub for congregation, shared experiences and innovation

## How are we doing?

Evaluate systems, processes and service models in all divisions with goals of streamlining workflow, improving services and increasing responsiveness to community needs

Revised project teams in Children's Services, Collection Development and creation of Collection Advisory Team in January 2016

Facilitate communication at all organizational levels

State-of-the-art Intranet that is participatory and interactive will launch in June 2016 -will expand & enhance communication; Adopted communications standards recommended by task force for monthly branch/dept meetings, minutes, daily email access for all employees, etc.

## How are we doing?

Develop and implement staff improvement plan, inclusive of All Staff Day

Each employee is scheduled to receive annual performance review which includes development plan. All Staff Day proposed for June 3, 2016. Library, City of Berkeley & external trainings are offered weekly

Create Human Resources Corner on Intranet

Will launch with Intranet, June 2016

Identify and prioritize capital improvements: Central Teen Room and internal improvements

Construction drawings underway for Central Teen Room, Reference Room, and other improvements; estimated construction start in first quarter 2017. Ergonomic & workflow furniture and space updates in IT and Tech Services in Summer 2016

Develop and train staff on customer service standards  
Staff required to attend four trainings annually

BPL and COB trainings are regularly promoted in Library News and staff meetings. Staff are actively enrolling

Implement recommendations of the Safety Audit report

Audit complete, BOLT approved updated Behavior Guidelines. Active shooter training conducted; safety & security ideas from all-staff meeting prioritized for training and implementation. More training in summer 2016

Develop annual system-wide programming to reflect City's cultural diversity

Calendar completed, programming implemented. Marketing, collection tie-in and promotions in progress

Maintain balanced biennial budget, reserves, and  
Illustrate stakeholders' rate of return (ROI)

Budget in balance, with reserves. ROI  
project to be considered in 2017 or  
2018

Explore ways to increase energy savings & sustainability  
and educate public on Library's "green" practices

As a NetZeroEnergy building that in  
April was awarded LEED Platinum  
status and national American  
Architects Association COTE award,  
West Branch is an active education  
model for the public. Library system  
recognized by EBMUD for water  
savings

## Marketing

Raise awareness of the Library through MARKETING

Strategies:

- Promote the Library's value to our community
- Promote Library programs, services and collections to raise the Library's profile

## How are we doing?

Develop outcome measures and evaluation tools to assess programs	Systemwide statistical reporting structure in place, also moving towards implementing PLA's Project Outcome tool
Develop a comprehensive marketing plan	Three monthly library newsletters in place, regular social media posts by staff. All-staff marketing brainstorming conducted April 29. Comprehensive plan awaiting new Library Director
Brand and market programs on an annual schedule	Annual calendar now in place, have completed some coordinated promotions
Promote Library's free meeting spaces for community groups,	Currently promoted on Library website, very well used by community – little capacity for additional growth
Develop Early Literacy webpage for community	Exploring options for implementation

## Partnerships

Leverage resources through PARTNERSHIPS

Strategies:

- Construct partnerships to offer inspired services, programs and collections of interest to all generations of users
- Construct partnerships to connect people to services and information

## How are we doing?

Establish annual outreach schedule for City events	Library programming is scheduled monthly, outreach events are calendar. Library On Wheels and storytimes are popular and requested for outreach events
Reestablish Berkeley History Room hours	Currently examining options for staffing within budget
Work with Berkeley history partners to create systemwide programming	Library is reaching out to local organizations to develop leads for programming.
Provide tools for local organizations to network	Library actively participates in COB Homeless Task Force. Relaunched Berkeley Information Network. Social services providers to begin hours for patrons at Central in Summer 2016.
Develop Tool Lending Library workshops and classes together with local organizations and businesses	Outreach programming occurring

## How are we doing?

Develop Chromebook pilot program with BHS	Explore options to implement during 2016-17 school year
Encourage staff to actively participate in local organizations and civic groups	Explore options for membership-based groups in 2017, after hire of Library Director
Create History Room Development plan to include preservation, curation and digitization plans	BHS yearbook digitization project near completion; History Room plan under development.
Develop a plan together with local language service providers to provide needed services	Explore for implementation in FY17; English conversation group implemented at West Branch; online ESL learning options highlighted; promote use of AT&T language translation services

## Technology

Use TECHNOLOGY to strengthen digital presence and bridge digital divide

Strategies:

- Connect people and services creatively through free access to information and resources
- Connect people to services and information through technology as a social equalizer

## How are we doing?

Develop internal and public tech-related trainings	Internal trainings offered by Library and COB, to be included also in Tech Plan. External training & conferences also offered
Increase bandwidth for staff and patrons	CENIC 1GB adoption effective November 2015, branches adopted CENIC effective March 2016
Conduct technology needs assessment to draft 3 year technology plan	Review by staff and managers Summer 2016, tentative date for Tech Plan submittal to BOLT by Fall 2016
Establish monthly computer classes at branches	Will explore after approval of Tech Plan and establishing plan for staffing classes
Revamp access to digital content and mobile devices	All locations circulating laptops in-house, Central is also circulating ipads in-house; exploring sharing digital content on mobile devices

## Conclusion

How did we do?

- Progress in all strategic areas
- Work ongoing

Community

Collaboration

Conversation



Thank you





LIBRARY OPERATIONS  
**MARCH & APRIL 2016**

Board of Library Trustees – May 11, 2016

**BY THE NUMBERS**

	March 2015		March 2016	
Circulation	150,304		133,649	
Computer Usage	15,374		13,699	
Wireless Users	6,325		7,736	
Gate Count	108,828		unavailable	
Information Requests	20,616		14,263	
	Events	Attendees	Events	Attendees
Library Programs	140	4,948	157	3,880
Outreach	21	480	35	810

	April 2015		April 2016	
Circulation	143,699		125,663	
Computer Usage	15,057		12,571	
Wireless Users	6,493		7,588	
Gate Count	112,515		unavailable	
Information Requests	17,892		13,549	
	Events	Attendees	Events	Attendees
Library Programs	158	4,685	144	3,641
Outreach	38	1,008	38	1,104

## HIGHEST CIRCULATORS ADULT FICTION - MARCH

1. *The Girl on the Train*, Paula Hawkins
2. *My name is Lucy Barton*, Elizabeth Stout
3. *All the Light We Cannot See*, Anthony Doerr
4. *Go Set a Watchman*, Harper Lee
5. *The Girl in the Spider's Web*, David Lagercrantz
6. *Fates and Furies*, Lauren Groff
7. *The Goldfinch*, Donna Tartt
8. *The Crossing*, Michael Connelly
9. *Rogue Lawyer*, John Grisham
10. *Purity*, Jonathan Franzen

## HIGHEST CIRCULATORS ADULT FICTION - APRIL

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

## HIGHEST CIRCULATORS ADULT NON-FICTION - MARCH

1. **When Breath Becomes Air**, Paul Kalanithi
2. **Being Mortal: Medicine and What Matters in the End**, Atul Gawande
3. **H is for Hawk**, Helen Macdonald
4. **Between the World and Me**, Ta-Nehisi Coates
5. **On the Move: a Life**, Oliver Sacks
6. **M Train**, Patti Smith
7. **The Life-changing Magic of Tidying Up**, Marie Kondō
8. **Modern Romance**, Aziz Ansari
9. **SPQR: a History of Ancient Rome**, Mary Beard
10. **My Life on the Road**, Gloria Steinem

## HIGHEST CIRCULATORS ADULT NON-FICTION - APRIL

1. **When Breath Becomes Air**, Paul Kalanithi
2. **H is for Hawk**, Helen Macdonald
3. **Between the World and Me**, Ta-Nehisi Coates
4. **Being Mortal: Medicine and What Matters in the End**, Atul Gawande
5. **M Train**, Patti Smith
6. **Modern Romance**, Aziz Ansari
7. **On the Move: a Life**, Oliver Sacks
8. **The Life-changing Magic of Tidying Up**, Marie Kondō
9. **SPQR: a History of Ancient Rome**, Mary Beard
10. **Dark Money**, Jane Mayer

## HIGHEST CIRCULATORS CHILDREN'S MATERIALS - MARCH

1. *Diary of a Wimpy Kid: Old School*, Jeff Kinney
2. *Harry Potter and the Sorcerer's Stone*, JK Rowling
3. *We are in a Book!* Mo Willems (*reader*)
4. *Bear is not Tired*, Ciara Gavin (*picture book*)
5. *I Really Like Slop!* Mo Willems (*reader*)
6. *Waiting is Not Easy!* Mo Willems (*reader*)
7. *Maisy Goes on a Plane*, Lucy Cousins (*picture book*)
8. *Kristy's Great Idea*, Raina Telgemeier (*graphic novel*)
9. *Waiting*, Kevin Henkes (*picture book*)
10. *Completely Clementine*, Sara Pennypacker

## HIGHEST CIRCULATORS CHILDREN'S MATERIALS - APRIL

1. *Harry Potter and the Sorcerer's Stone*, JK Rowling
2. *Diary of a Wimpy Kid: Old School*, Jeff Kinney
3. *Waiting is Not Easy!* Mo Willems (*reader*)
4. *Harry Potter and the Goblet of Fire*, JK Rowling
5. *I am Invited to a Party!* Mo Willems (*reader*)
6. *My Friend is Sad*, Mo Willems (*reader*)
7. *There is a Bird on your Head!* Mo Willems (*reader*)
8. *We are in a Book!* Mo Willems (*reader*)
9. *Bear is Tired*, Ciara Gavin (*picture book*)
10. *I Broke my Trunk!* Mo Willems (*reader*)

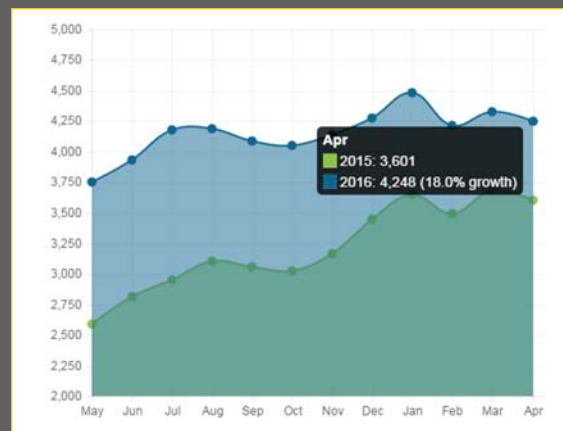


## OVERDRIVE CHECKOUTS

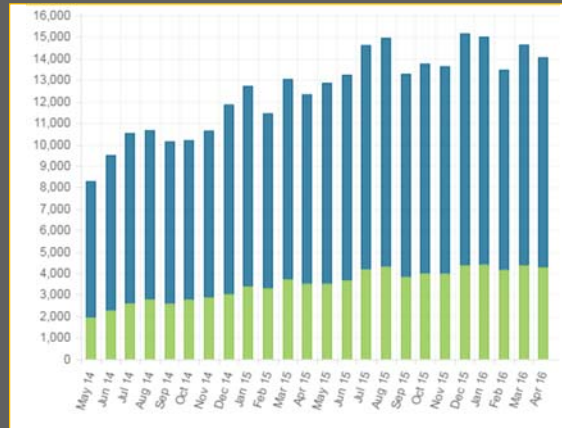
300,000\*

\* 300,214 as of May 4, 2016

## OVERDRIVE UNIQUE USERS



# OVERDRIVE CHECKOUTS E-BOOKS AND E-AUDIOBOOKS



# PROGRAMS

March & April, 2016



## AUTHOR & LITERARY EVENTS

- Charlie Jane Anders, *All the Birds in the Sky*
- Adam Hochschild & Drew Dellinger, Works in Progress
- Peter Tieryas, *United States of Japan*
- Linda McDonald, *The Perfect Deception*
- C.D Blanton, Wilfred Owen & "War Poets"
- Marley D., *Roara's Story*
- Poem in your Pocket Day
- Memoir Writing Workshop with Frances Lefkowitz

## PROGRAMS

- Cartoon Art with Brian Kolm - *Tarea Hall Pittman South Branch*
- Family Place Early Childhood Series – *Central Library*
- Saturday Meditation - *North Branch*
- Library Apps Class – *Central Library*
- "A Rose for Emily" Storytime for Adults – *Tarea Hall Pittman South Branch*
- Fratello Marionettes "Mother Goose Land" – *West Branch*
- The Culinary Kid: All About Cheese – *Claremont Branch*

## LEGO ENGINEERING

- Central Library, with Play-Well TEKologies



## BAYFEST

- Bayfest –Tool Lending, South Branch, and Library on Wheels









**CONSENT CALENDAR**

June 8, 2016

To: Board of Library Trustees  
 From: Alicia Abramson, Manager, Information Technology  
 Subject: CONTRACT AMENDMENT: NO. 9354 INNOVATIVE INTERFACES, INC.

**RECOMMENDATION**

Adopt a resolution authorizing the Director of Library Services to amend Contract No. 9354 with Innovative Interfaces, Inc. for the provision of hardware and software maintenance services and products for the Library’s integrated library system in an incremental amount of \$450,000 for a contracted value not-to-exceed \$1,050,000; and to amend the Contract’s date of expiration to June 30, 2019 from June 30, 2016.

**FISCAL IMPACTS OF RECOMMENDATION**

Funding for this contract is budgeted in the FY 2017 Library Tax Fund, and will be included in the upcoming FY 2018 and FY 2019 biennial budgets cycle. The CMS number for this amendment request is JHGHF.

**BACKGROUND**

Innovative Interfaces, Inc. (“III”) provides subscription and maintenance services for III’s Millennium integrated library system (“ILS”) for a negotiated annual fee based on system hardware and software, and add-on modules ordered. The Berkeley Public Library uses Millennium as its online public catalog; as well as the circulation, acquisitions, serials and cataloging modules that support patrons’ access to the Library’s collections. Existing additional subscriptions include: the INN-Reach (LINK+) module to expand access to collections beyond those owned by the Berkeley Public Library; the Encore Discovery module which provides faceted search and reading recommendations; and the Research Pro Select system which provides users with electronic database results directly in the online catalog.

The following chart illustrates system components with pricing:

<b>Current Products</b>	<b>Years 1-3 (completed)</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>Total</b>
Annual Maintenance	\$236,212	\$79,664	\$84,452	\$85,338	\$485,666
Link + Subscription	73,200	22,600	23,391	24,209	143,400
Encore Discovery Subscription	65,631	20,439	28,205	29,192	143,467
Research Pro Select Subscription	17,250	6,409	15,921	16,478	17,250
Server Replacement Plan	\$22,500				\$22,500
Reporter/Decision Center	56,736				95,544
Cloud Backup	14,700	3,020	5,249	5,433	28,402
Reporter Implementation*	4,500				4,500
Add: Customizations/Server/Modules**	109,271				109,271
<b>Total – Products and Services</b>	<b>\$600,000</b>	<b>\$132,132</b>	<b>\$157,218</b>	<b>\$160,650</b>	<b>\$1,050,000</b>

\*One-time fee.

\*\*Includes Sierra Migration Services, “Sierra Database Server C22”, Mobile Worklists.

The Director of Library Services is granted authority by the Board of Library Trustees for expenditures up to \$100,000.00 for goods, materials, and equipment pursuant to BOLT Resolution R09-94, and up to \$50,000.00 for services pursuant to BOLT Resolution R08-56. This request for contracted services exceeds the Directors authority.

CURRENT SITUATION AND ITS EFFECTS

The current agreement between ILL and the Berkeley Public Library began on July 1, 2013 and expires on June 30, 2016. It was established with a three-year fixed term, with an allowance for two single year option extensions (BOLT Resolution No.: R13-032, dated May 29, 2013). The Library requests a modification to BOLT Resolution No.: R13-032 in regards to the term of the agreement to allow amending for a second fixed term of three years in lieu of the authorized two single year options and to allow an incremental value increase of \$450,000. This request to the Board is due to ILL offering a three year (effective July 1, 2016 through to June 30, 2019) discounted pricing package if accepted prior to expiration of the current contract. Amending of the contract would provide for continuation of existing services, updates to all modules, and upgrade the Library's server to the "Sierra Database Server (C2)"server to accommodate the upgrade from Millennium (current version of the system) to the Sierra system, which improves the staff interface (e.g., circulation, acquisition, electronic materials, patron contact, reporting, etc.), improves overall system performance and provides new capabilities to improve staff workflows.

Failure to maintain a maintenance agreement for the integrated library system, and by extension the automated circulation system, would result in serious operational difficulties and failures, and have a severe negative impact on patrons utilizing Library services.

RATIONALE FOR RECOMMENDATION

Library Administration recommends approval of this request in order to maintain a stable and proven operating environment as well as not to disrupt or modify operations in a significant way prior to appointment and installation of a permanent Director of Library Services. If approved, at the end of the second 3-year term the Library will allow the contract to expire and seek a new contract for identical or similar services.

ALTERNATIVE ACTIONS CONSIDERED

The first of two single year options would be exercised to extend the Contract through to June 30, 2017 with pricing to be negotiated.

FUTURE ACTION

No further action is required.

CONTACT PERSON

Alicia Abramson, Manager, Library Information Technology, Library, 510-981-6131

Attachments:

1: Resolution

**BOARD OF LIBRARY TRUSTEES**

**RESOLUTION NO: YY-\_\_**

**CONTRACT AMENDMENT: INNOVATIVE INTERFACES, INC.**

WHEREAS, Innovative Interfaces, Inc. is the sole source provider for the provision of hardware and software maintenance services and products for the Millennium integrated library system; and

WHEREAS, the Library entered into the existing agreement #9354 with Innovative Interfaces, Inc. extending from July 1, 2013 through June 30, 2016 with a provision for two single year consecutive options; and

WHEREAS, in lieu of exercising the two single year options, Innovative Interfaces, Inc. has proposed a discounted package for service continuation and upgrades extending through the next three years and expiring on June 30, 2019; and

WHEREAS, the projected costs for continuing services for fiscal year 2017 is budgeted in the Library Tax Fund, and will be included in the upcoming FY 2018 and FY 2019 biennial budgets cycle; and

WHEREAS, failure to enter into an amended agreement whether by option extension or acceptance of the three-year discounted package will result in the termination of support for the hardware and software supporting the Library’s integrated library system, and by extension the automated circulation system, seriously impacting Library operations and patrons; and

WHEREAS, Library Administration recommends acceptance of the discounted services package in order to maintain a stable and proven operating environment as well as not to disrupt or modify operations in a significant way prior to appointment and installation of a permanent Director of Library Services.

NOW, THEREFORE, BE IT RESOLVED that the Board of Library Trustees adopts a resolution to supercede BOLT Resolution No.: R13-032 to amend Contract No. 9354 with Innovative Interfaces, Inc. for an incremental increase of \$450,000, thereby increasing the contracted total not-to-exceed amount to \$1,050,000, and to amend the Contract’s date of expiration to June 30, 2016 from June 30, 2019.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on June 8, 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







**CONSENT CALENDAR**

June 8, 2016

To: Board of Library Trustees  
From: Lucy Xie, Senior Management Analyst  
Subject: Contract Amendment: No. 8658 Security Engineers, Inc.

**RECOMMENDATION**

Adopt a resolution authorizing the Director of Library Services to amend Contract No. 8658 with Security Engineers, Inc. to add fire service monitoring, testing, and inspections, and on-call servicing for the five libraries in an incremental amount of \$20,000.00 for a contracted value not-to-exceed \$110,000.00; and to extend one more year for the contract, amending the Contract's date of expiration to June 30, 2017 from June 30, 2016.

**FISCAL IMPACT**

Funding for this contract is budgeted in the FY 2017 Library Tax Fund. Budget code would be 301-9103/9302/9303/9304/9305-450-3043.

**BACKGROUND**

The Director of Library Services is granted authority by the Board of Library Trustees for expenditures up to \$100,000.00 for goods, materials, and equipment pursuant to BOLT Resolution R09-94, and up to \$50,000.00 for services pursuant to BOLT Resolution R08-56. This request for contracted services exceeds the Directors authority.

The initial contract executed in June 2011 with Security Engineers, Inc. provided essential fire service monitoring, testing, and inspection, and on-call servicing solely at the Central Library. Since that time the Library has added like services for other library locations to the contract's scope of services.

The Library's contract with Security Engineers, Inc. is focused on fire system services and support. Services are based on an annual fee with damper testing and additional repair and replacement services provided on a time and material basis. Certification is provided for the required scheduled testing for system water flow, smoke detectors, manual pull stations, duct detectors and dampers, as well as elevator recall and horn/strobe alarms.

The breakdown of the services and their fees is provided in the following table:

Libraries	Fire test and inspection (3 times a year)	Annual Fire Alarm Monitoring (*Annual)	Sprinkler test (2 times a year)	Annual Elevator recall test (north and central only)	Total Fixed Contract Amount (3 times Fire, 1 annual monitoring, 2 sprinkler tests, 1 annual elevator)
Central	1,270.00	432.00	445.00	492.50	5,624.50
Claremont	850.00	432.00	255.00		3,492.00
North	825.00	432.00	255.00	255.00	3,672.00
South	825.00	432.00	255.00		3,417.00
West	730.00	432.00	255.00		3,132.00
Total	4,500.00	2,160.00	1,465.00	747.50	19,337.50

**CURRENT SITUATION AND ITS EFFECTS**

In addition to the scheduled services described above, Security Engineers Inc. also provide on-call emergency related services. Services to date provided by Security Engineers have been exemplary and highly responsive to the Library’s needs. For FY2016, we have an estimated balance of \$5,000 from the contract which could be used to cover FY2017 on-call emergency services for labor and materials.

Amending Contract No. 8658 is necessary in order to add additional required monies for the fiscal year 2017 to provide the essential services that are fire related. Prior to the next fiscal year, staff will issue a request for proposals to compare and contrast other potential vendors.

**Attachments:**

- 1: Resolution

**BOARD OF LIBRARY TRUSTEES**

**RESOLUTION NO: R16-\_\_\_**

**CONTRACT AMENDMENT: NO. 8658 SECURITY ENGINEERS, INC.**

WHEREAS, on June 7, 2011 the Library entered into Contract No. 8658 with Security Engineers, Inc., to provide essential fire service monitoring, testing, and inspection, and on-call servicing solely at the Central Library at a total amount not to exceed \$23,167.00; and

WHEREAS, on December 6, 2011 the Library amended Contract No. 8658 with Security Engineers, Inc. to a total amount not to exceed \$30,000.00; and

WHEREAS, on February 6, 2012 the Library amended Contract No. 8658 with Security Engineers, Inc. to include fire service monitoring, testing, and inspection, and on-call servicing for the North Branch Library and to amend the contracted not to exceed amount to \$35,000.00; and

WHEREAS, on February 21, 2012 the Library amended Contract No. 8658 with Security Engineers, Inc. to include intrusion alarm services for the temporary Tool Lending Library at 8th Street and to amend the contracted not to exceed amount to \$37,000.00.

WHEREAS, on May 29, 2013, the Board of Library Trustees adopts a resolution R13-030 to amend Contract No. 8658 with Security Engineers, Inc. for an incremental increase of \$53,000.00, thereby increasing the contracted total not-to-exceed amount to \$90,000.00, and to amend the Contract's date of expiration to June 30, 2016 from June 13, 2014; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Library Trustees adopts a resolution to amend Contract No. 8658 with Security Engineers, Inc. for an incremental increase of \$20,000.00, thereby increasing the contracted total not-to-exceed amount to \$110,000.00, and to amend the Contract's date of expiration for one more year to June 30, 2017 from June 13, 2016; and

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on June 8, 2016 by the following vote:

NOES:

ABSENT:

ABSTENTIONS:

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Julie Holcomb, Chairperson

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





**ACTION CALENDAR**

June 08, 2016

**TO:** Board of Library Trustees  
**FROM:** Lucy Xie, Senior Management Analyst  
**SUBJECT:** Biennial Budget Update FY 2017 – All Library Funds

**RECOMMENDATION**

Adopt a resolution to approve the Biennial Budget update for FY 2017 for revenues of \$18,531,335 and expenditures of \$20,142,606.

**INTRODUCTION**

The total proposed revenue and expenditure budgets for all funding sources contained herein present the Library’s budget for fiscal year 2017, the final period for the biennial cycle comprising fiscal years 2016 and 2017. It has been updated to reflect the released tax rate indices, revenues and expenditures associated with the Central Library Improvement/Teen Room Project, revised personnel costs, and miscellaneous items. This budget will also go to City Council for adoption on June 28, 2016.

Table 1 is a breakdown of the revenue sources by fund for FY17 budget. Table 2 is a breakdown of the expenditures for each fund for FY17 budget.

**FY 2017 Revenue Budget:**

<b>Fund</b>	<b>Description</b>	<b>FY17 Proposed</b>	<b>Percentage</b>
301	Library Tax	17,893,335	96.56%
301	Miscellaneous	287,000	1.55%
302	Copier Fees	20,000	0.11%
304	CLLS Grants Income	30,000	0.16%
306	Friends of BPL	90,000	0.49%
307	BPL Foundation Commitment	211,000	1.14%
	<b>Total</b>	<b>18,531,335</b>	<b>100.00%</b>

**Table 1**

**FY2017 Expenditure Budget:**

Fund	FY 2017 Proposed Budget	Percentage
301	19,002,915	94.34%
302	69,000	0.34%
304	55,691	0.28%
306	115,000	0.57%
307	700,000	3.48%
308	200,000	0.99%
<b>Grand Total</b>	<b>20,142,606</b>	<b>100.00%</b>

**Table 2**

Here below is a comparison between the June 3<sup>rd</sup> 2015 BOLT initial Proposed budget FY17 and the new proposed budget, which will also go to June 28, 2016 City Council official adoption of budget FY17:

Fund	FY17 (6/3/2015)		FY17 (6/8/2016)	
	Revenue	Expenditure	Revenue	Expenditure
Fund 301 - Library Tax Fund	17,539,069	17,165,995	18,180,335	19,002,915
All Other Funds (302, 304)	50,000	124,691	50,000	124,691
Fund 306-Gifts Fund	90,000	115,000	90,000	115,000
Fund 307- BPL Foundation		200,000	211,000	700,000
Fund 308- Measure FF				200,000
<b>Total</b>	<b>17,679,069</b>	<b>17,605,686</b>	<b>18,531,335</b>	<b>20,142,606</b>

**Table 3**

**FISCAL IMPACT OF RECOMMENDATION**

The adoption of the budget will enable the library to accept the revenue sources as indicated above, continue the normal operational needs of all the five libraries, and construct capital improvements.

***Fund 301 - Library Tax Fund***

The new tax rate analysis for the library tax is based on the greater of the San Francisco Bay Area Consumer Price Index (CPI) of 2.695% in April 2016, and the reported per capita Personal Income Growth factor of 5.37% for the State of California. The Library Tax revenue is projected to achieve revenues of \$17,893,335 based on the FY16 net amount of \$17,275,109 that was submitted to Alameda County Tax Collector Office with a Personal Income Growth Factor of 5.37% for FY17 provided by California State Department of Finance and a county processing fee of 1.7% deduction.

Miscellaneous receipts, primarily attributable to fines and fees, are forecasted the same as previous years at \$287,000, making the total Library Tax Fund 301 an revenue budget of \$18,180,335. Compared with FY16 Adjusted budget for Fund 301 of \$17,200,793, that is an increase of \$979,542. The increase is mainly from the library tax increase as a result of choosing a Personal Income Growth Factor of 5.37%. It is also based on the updated information regarding FY16 net property tax billing of \$17,275,109 .

From Table 1, we can tell Fund 301 has 98.11% of the total library revenue budget, among which, library tax revenue is 96.56% and other miscellaneous revenue for this Fund is 1.55%.

Planned expenditures total \$19,002,915 is budgeted for Fund 301 in FY17, a prior period increase of 2.39% over the FY16 adjusted budget of \$18,559,345. Among the total budgeted, \$28,394 is an expenditure budgeted for 12.5% Assistant Management Analyst position for library tax collection in Finance department and for 6% Environmental Compliance Specialist position in Public Works Department for handling compliance on all sites and underground storage tanks.

A total of \$18,974,521 is budgeted for library operation from library divisions. Among this, \$13,471,990 are employee wages and benefits, 71% of the library operation Fund 301 budget is for the personnel costs. In FY17, a library specialist II position is added to the Children's division. The personnel budget has been developed with a 1% Cost of Living Adjustment (COLA) compared with FY16. During the FY17 and FY18, various union MOUs will be implemented, with various COLAs effective on different payroll dates. The end effect is a total of about 5.5% COLA for the next two years, with a salary adjustment of 5.86% and 8% CALPERS pick-up by employees, which means for the two fiscal years, a total of 3.36% of COLA will be implemented or 1.68% for each year. Library has always been very conservative in the personnel budget and proved to be under budget for the last few years. We are confident that the current personnel budget is sufficient. With the adoption of 5.37% library tax increase based on Personal Income Growth Factor, the library operation Fund 301 continues to be strong and healthy. Please find attachment 5 for the projected FY 17 ending Fund balance.

A total of \$5,502,531 non-personnel costs are budgeted, mainly for Central Library Improvement/Team Room project, building maintenance, library materials purchase, and all others professional costs. The Central Project has a budget of \$2.5 million, of which \$1.9 million will be from Fund 301. The other \$600,000 has been committed from Berkeley Public Library Foundation to contribute to the project.

From the Table 2, we can tell Fund 301 has 94.34% of the total library expenditure budget. 71% is for the personnel cost, 29% is for the non-personnel costs.

## ***Other Funds***

### ***Fund 302 – Transaction based Reimbursement***

The FY 17 budget of \$69,000 is less than FY16 budget of \$73,887. The Fund pays for the rental of public-use copiers. On average, a \$40,000 a year for the expenditure budget is enough. However, the fund is not able to be self-sufficient because the yearly revenue brought in from the copying and printing services is about \$30,000. A yearly loss of \$10,000 is supported by the previous unrestricted fund balance from California State Library Interlibrary Loan program. This Fund still has about \$120,000 balance as of June 30, 2016.

The Library is in search of new vendors to improve the copying, printing and scanning services while at the same time minimizing Library monetary loss.

***Fund 304 – Grants Fund***

The annual expenditure budget of \$55,691 for FY17 is the same as for FY16. In FY16, the grants revenue received is \$74,167. Grants revenue of \$59,167 from California State Library Literacy and English Acquisition Services program (CLLS) and grants revenue of \$15,000 Pacific Library Partnership for Berkeley Reads cover the program expenditure in this Fund. While there is a change in the funding from year to year as the funding is based on an increase or decrease in the number of adult learners library has served, the expenditure side is relatively stable as for staffing and program costs. We expect this Fund will continue to be healthy.

***Fund 306 - Gifts Fund***

The Gifts Fund estimates a \$90,000 award revenue from Friends of the Berkeley Public Library. The projected estimate will be revised during the first Annual Appropriations Ordinance adjustment in FY 2017. The actual award for FY16 is \$97,628. The gifts from Friends of Berkeley Public Library enable library to have the following programs: training and development, science programs, Poetry workshops, volunteer services, employee teamwork, annual art show, literacy, art and music and children's programs

***Fund 307- BPL Foundation Fund***

In FY17, the budget of \$700,000 for this Fund is broken down into three projects: one is approximately \$600,000 that BPL Foundation has committed to contribute to the central library's teen room project, the other is about \$50,000 budgeted for the North Branch library programs from the PACE Funding, and lastly, the carryover of unused project funds such as ChromeBooks and Berkeley Readers. On the revenue side, there is only \$211,000 estimated; that is because \$389,000 from BPL foundation is already received. PACE fund, a total of \$695,000 was also already received in the year 2014.

***Fund 308- Measure FF Fund***

The Measure FF Fund, the depository of all Measure FF bond proceeds, has completed all major construction activities. The unused balance is about \$1.3 million. On March 9, 2016, by Resolution No. 16-011, BOLT authorized the funds that remain after completion of approximately \$200,000 in remaining projects are to be transferred to the Debt Service Fund according to the Official Statement requirement. The remaining projects include improvements such as expansion of sidewalk access, security equipment and drainage improvements at North Branch and an electric vehicle charging station at West Branch; these projects are being budgeted in FY17.

**SUMMARY**

The Board of Library Trustees approved Resolution No. 14-077 on December 10, 2014 adopting the fiscal years 2016 and 2017 Biennial Budget priorities as follows:

- Identify and prioritize strategic capital improvements, including infrastructure and Central Library repairs and improvements for possible action
- Maintain the stability of operating budget and plan for future operational needs – including establishing / maintaining a balanced budget
- Undertake a marketing campaign to raise the library's profile in the community
- Consider options/strategies to increase community partnerships and collaborative opportunities



- Conduct a technology needs assessment, identify strategic technology improvements and draft a 3 year technology plan for the library

The presented FY17 budget is designed in response and in support of these enunciated priorities, and is structured for the current and future viability and continued growth of the Library.

Attachments:

1. Resolution
2. Library Expenditure Detail Budget FY17
3. Library Revenues Budget FY17 and FY16
4. Library Expenditure Budget FY17 abd FY16
5. FY17 FTE Positions Summary by Divisions
6. FY17 FTE Positions Summary
7. FY16 and FY17 Project Funds Balance Reconciliation



**BOARD OF LIBRARY TRUSTEES  
RESOLUTION NO.:**

**APPROVE THE PROPOSED BIENNIAL BUDGET UPDATE FOR FISCAL YEAR 2017 FOR REVENUES OF  
\$18,531,335 AND FOR EXPENDITURES OF \$20,142,606**

WHEREAS, on June 3, 2015, the Board of Library Trustees approved the Biennial Budgets for FY 2016 and FY 2017; and

WHEREAS, the FY 2017 budget has been updated to reflect changes in projected revenues and expenditures; and

WHEREAS, the Board of Library Trustees must adopt the fiscal year 2017 biennial budget update no later than June 30, 2016; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to approve the Biennial Budget update for FY 2017 for revenues of \$18,531,335 and expenditures of \$20,142,606.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on June 8, 2016 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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Julie Holcomb, Chairperson

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



Attachment 2:  
FY17 Proposed Budget for Library Expenditures

ACCOUNT DESCRIPTION	FY 17 PROPOSED
PERSONAL SVCS-SAL & WAGES	
* MONTHLY RATED EMPLOYEES	7,825,876.00
* HOURLY AND DAILY RATED EM	246,947.00
* MONTHLY RATED - PART BEN	106,220.00
<b>** PERSONAL SVCS-SAL &amp; WAGES</b>	<b>8,179,043.00</b>
OVERTIME	
* OT-MONTHLY RATED EMPLOYEE	6,771.00
* HOLIDAY PAY	5,081.00
<b>** OVERTIME</b>	<b>11,852.00</b>
PERSONAL SVCS-EMP FB	
* MEDICAL INSURANCE	1,330,023.00
* DENTAL INSURANCE	185,199.00
* LIFE INSURANCE	7,032.00
* CASH-IN-LIEU	124,172.00
* PERS/MISC OTHER	2,769,860.00
* PARS (3.75%)	13,245.00
* SRIP	287,969.00
* MEDICARE TAX	105,834.00
* MISC. EMP MEDICAL TRUSTS	173,002.00
* WORKERS COMPENSATION CHAR	191,244.00
* SHOES ALLOWANCE	1,212.00
* TERMINAL PAYOUTS-MISC.EMP	146,992.00
* OTHER EMPLOYEE BENEFITS	217,237.00
* COMMUTER CHECK	21,390.00
* SALARY SAVINGS	(256,243.00)
<b>** PERSONAL SVCS-EMP FB</b>	<b>5,318,168.00</b>
FRINGE BENEFITS	
* FRINGE BENEFITS (BUDGET)	12,290.00
<b>** FRINGE BENEFITS</b>	<b>12,290.00</b>
<b>Total Personnel Costs</b>	<b>13,521,353.00</b>

Attachment 2:  
FY17 Proposed Budget for Library Expenditures

ACCOUNT DESCRIPTION	FY 17 PROPOSED
PURCHASED PROFESSIONAL/TE	
* MISC PROF SVCS	560,750.00
* HAZARDS MATERIAL HANDLING	2,000.00
* OFFICE EQUIP MTC SVCS	6,500.00
* BLDG & STRUCTURES MTCS SV	174,000.00
* FIELD EQUIP MTC SVCS	86,250.00
* COMPUTER MAINTENANCE	5,000.00
* SOFTWARE MAINTENANCE	350,000.00
* BANK CREDIT CARD FEES	4,500.00
<b>** PURCHASED PROFESSIONAL/TE</b>	<b>1,189,000.00</b>
GRANTS & GOVT PAYMENTS	
* COUNTY/STATE/FED PYMTS.	5,000.00
<b>** GRANTS &amp; GOVT PAYMENTS</b>	<b>5,000.00</b>
OTHER PURCHASED SERVICES	
* PROFESSIONAL DUES AND FEE	47,250.00
* TELEPHONES	87,200.00
* CELLULAR	14,550.00
* WATER	32,500.00
* GAS/ELECTRICITY	300,000.00
* REFUSE	34,252.00
* PRINTING AND BINDING	17,850.00
* COMMERCIAL TRAVEL	2,000.00
* MEALS & LODGING	7,000.00
* REGISTRATION/ADMIN FEES	25,000.00
* TRANSPORTATION	2,000.00
* ADVERTISING	20,000.00
* BOOKS AND PUBLICATIONS	16,000.00
* OTHER	175,000.00
<b>** OTHER PURCHASED SERVICES</b>	<b>780,602.00</b>
RENTALS	
* RENTAL OF LAND/BUILDINGS	1,500.00
* RENTAL OF EQUIP/VEHICLES	46,500.00
* RENTAL OF OFF EQUIP & FUR	10,000.00
* LEASE OF SOFTWARE & LIC.	75.00
<b>** RENTALS</b>	<b>58,075.00</b>
MAIL SERVICES	
* POSTAGE	47,000.00
* MESSENGER/DELIVERY	13,000.00
<b>** MAIL SERVICES</b>	<b>60,000.00</b>

Attachment 2:  
FY17 Proposed Budget for Library Expenditures

ACCOUNT DESCRIPTION	FY 17 PROPOSED
SUPPLIES	
* OFFICE SUPPLIES	39,260.00
* FIELD SUPPLIES	169,721.00
* SPARE REPLACEMENT PARTS	6,000.00
* FOOD	1,531.00
* LIBRARY MATERIALS	1,327,000.00
<b>** SUPPLIES</b>	<b>1,543,512.00</b>
PURCHASED PROPERTY SVCS	
* OUTSIDE JANITORIAL SVCS	205,000.00
<b>** PURCHASED PROPERTY SVCS</b>	<b>205,000.00</b>
CONSTRUCTION	
* BUILDING	2,525,000.00
<b>** CONSTRUCTION</b>	<b>2,525,000.00</b>
PROPERTY	
* MACHINERY AND EQUIPMENT	9,000.00
* FURNITURE AND FIXTURES	75,000.00
* COMPUTERS & PRINTERS	40,000.00
* COMPUTER SOFTWARES & LIC	25,000.00
<b>** PROPERTY</b>	<b>149,000.00</b>
PROPERTY UNDER CAP LIMIT	
* SMALL EQUIPMENT	26,000.00
* COMPUTERS AND PRINTERS	50,000.00
* SOFTWARE & LICENSES	20,000.00
<b>** PROPERTY UNDER CAP LIMIT</b>	<b>96,000.00</b>
INTERNAL SERVICES	
* MAIL SERVICES	1,764.00
* CITY VEHICLES/FUEL & MAIN	7,800.00
* CITY PARKING PERMITS	500.00
<b>** INTERNAL SERVICES</b>	<b>10,064.00</b>
<b>Total Non-Personnel Expenditures</b>	<b>6,621,253.00</b>
<b>Total Library Expenditure Budget FY17</b>	<b>20,142,606.00</b>





**Attachment 3:  
Library Revenues Budget FY17 and FY16**

<b>Fund</b>	<b>Description</b>	<b>FY17 Budget</b>	<b>FY16 Adjusted</b>	<b>Change</b>
301	Library Tax	17,893,335	16,913,793	979,542
301	Library Fines	223,000	223,000	-
301	Lost Book Fines	30,000	30,000	-
301	Tool Lending Fines	20,000	20,000	-
301	Meeting Room Fees	2,000	2,000	-
301	Miscellaneous Revenue	10,000	10,000	-
301	Refund on Bills	2,000	2,000	-
302	Copier Fees	20,000	20,000	-
304	CLLS Grants Income	30,000	59,167	(29,167)
306	Friends of BPL	90,000	90,000	-
307	BPL Foundation contribution/Commitment	211,000	3,500	207,500
	<b>Total</b>	<b>18,531,335</b>	<b>17,373,460</b>	<b>1,157,875</b>



**Attachment 4:**  
**Library Expenditures Budget FY17 and FY16**

<b>Fund</b>	<b>Description</b>	<b>FY17 Budget</b>	<b>FY16 Adjusted</b>	<b>Change</b>
301	Personnel Costs	13,496,384	13,212,186	284,198
301	Non-Personnel Costs	5,506,531	5,347,159	159,372
302	Non-Personnel Costs	69,000	73,837	(4,837)
304	Personnel Costs	24,969	24,969	-
304	Non-Personnel Costs	30,722	30,722	-
306	Non-Personnel Costs	115,000	115,388	(388)
307	Non-Personnel Costs	700,000	203,721	496,279
308	Non-Personnel Costs	200,000	7,548	192,452
	<b>Total</b>	<b>20,142,606</b>	<b>19,015,530</b>	<b>1,127,076</b>



**Attachment 5:**  
**FY17 FTE Positions Summary by Divisions**

<b>Library Division</b>	<b>FTE Count</b>
9101 Library Administration	10.00
9102 Library Information Systems	5.00
9103 Facilities	3.00
9201 Circulation Services	24.00
9202 Children's & Teen Services	6.90
9203 Art & Music	5.00
9204 Reference	8.70
9205 Literacy Programs	2.50
9302 North Branch	9.00
9303 South Branch	7.75
9304 West Branch	8.00
9305 Claremont Branch	7.25
9307 Tool Lending	2.25
9401 Technical Services	6.50
9402 Collections Management	3.00
<b>Grand Total</b>	<b>108.85</b>



Attachment 6  
FY17 FTE Positions Summary

Position Title	FTE
ACCOUNTING OFF SPEC III	2.00
ADMIN & FISCAL SVS MGR	1.00
ADMINISTRATIVE SECRETARY	1.00
ASSOCIATE HUMAN RESOURCES ANAL	1.00
BUILDING MAINTENANCE MECHANIC	1.00
BUILDING MAINTENANCE SUPERVISO	1.00
CIRCULATION SERVICES MANAGER	1.00
DEPUTY DIRECTOR OF LIBRARY SER	1.00
DIRECTOR OF LIBRARY SERVICES	1.00
INFORMATION SYSTEMS SPECIALIST	3.00
LIBRARIAN I	3.50
LIBRARIAN II	18.80
LIBRARY AIDE	14.00
LIBRARY ASSISTANT	14.25
LIBRARY INFO SYS ADMINISTRATOR	1.00
LIBRARY LITERACY PROGRAM COORD	1.00
LIBRARY SERVICES MANAGER	2.00
LIBRARY SPECIALIST I	3.00
LIBRARY SPECIALIST II	14.30
MAIL SERVICES AIDE	1.75
OFFICE SPECIALIST II	1.00
SENIOR BUILDING MTC SUPERVISOR	1.00
SENIOR LIBRARIAN	2.00
SUPERVISING LIBRARIAN	7.00
SUPERVISING LIBRARY ASSISTANT	9.00
TOOL LENDING SPECIALIST	2.25
<b>Grand Total</b>	<b>108.85</b>





**Attachment 7:**  
**FY16 and FY17 Projected Fund Balance Reconciliation**

	Fund 301- Library Tax	Fund 302- Transactions Based Reimb	Fund 304- Grants	Fund 305- Public Library	Fund 306- Gifts	Fund 307- BPL Foundation	Fund 308- Measure FF Branch
<b>7/1/2015 Beginning Fund Balance</b>	<b>\$ 4,332,540</b>	<b>\$ 138,653</b>	<b>\$ 38,146</b>	<b>\$ 56,283</b>	<b>\$ 338,224</b>	<b>\$1,053,591</b>	<b>\$ 1,331,747</b>
Revenue (7/1/15- 4/30/2016)	\$ 16,722,087	\$ 19,121	\$ 74,167		\$ 102,525	\$ 36,000	\$ 2,778
Expenditures (7/1/15- 04/30/2016)	\$ 12,779,170	\$ 33,784	\$ 50,191		\$ 75,578	\$ 49,576	
<b>04/30/2016 Ending Fund Balance</b>	<b>\$ 8,275,457</b>	<b>\$ 123,990</b>	<b>\$ 62,122</b>	<b>\$ 56,283</b>	<b>\$ 365,171</b>	<b>\$1,040,015</b>	<b>\$ 1,334,525</b>
<i>Revenues (May &amp; June 2016 Estimated)</i>	<i>\$ 800,000</i>	<i>\$ 5,000</i>					
<i>Expenditures (May &amp; June 2016 Estimated)</i>	<i>\$ 1,400,000</i>	<i>\$ 7,000</i>	<i>\$ 10,000</i>		<i>\$ 25,000</i>	<i>\$ 15,000</i>	<i>\$ 3,000</i>
<b>06/30/16 Projected Ending Fund Balance</b>	<b>\$ 7,675,457</b>	<b>\$ 121,990</b>	<b>\$ 52,122</b>	<b>\$ 56,283</b>	<b>\$ 340,171</b>	<b>\$1,025,015</b>	<b>\$ 1,331,525</b>
<i>FY17 Proposed Revenue</i>	<i>\$ 18,180,335</i>	<i>\$ 20,000</i>	<i>\$ 30,000</i>		<i>\$ 90,000</i>	<i>\$ 211,000</i>	
<i>FY Proposed Expenditure</i>	<i>\$ 19,002,915</i>	<i>\$ 69,000</i>	<i>\$ 55,691</i>		<i>\$ 115,000</i>	<i>\$ 700,000</i>	<i>\$ 200,000</i>
<b>06/30/17 Projected Ending Fund Balance</b>	<b>\$ 6,852,877</b>	<b>\$ 72,990</b>	<b>\$ 26,431</b>	<b>\$ 56,283</b>	<b>\$ 315,171</b>	<b>\$ 536,015</b>	<b>\$ 1,131,525</b>
Reserve Per Resolution 13-056	\$ 1,300,000						
<b>06/30/17 Projected Available Fund Balance</b>	<b>\$ 5,552,877</b>	<b>\$ 72,990</b>	<b>\$ 26,431</b>	<b>\$ 56,283</b>	<b>\$ 315,171</b>	<b>\$ 536,015</b>	<b>\$ 1,131,525</b>

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.





**ACTION ITEM**

June 8, 2016

To: Board of Library Trustees  
From: Beth Pollard, Interim Director of Library Services  
Subject: Inventory of Library Materials

**RECOMMENDATION**

Authorize staff to explore methods, timing, and costs to conduct an inventory of Berkeley Public Library materials.

**FISCAL IMPACT**

The fiscal impact of conducting an inventory, both for staff time and any outside services, equipment, materials, and supplies will be determined through the exploration process.

**BACKGROUND**

At the May 11, 2016 meeting of the Board of Library Trustees, staff was asked to report back on the potential for the Berkeley Public Library to conduct an inventory of its materials.

To the best of Library Management's knowledge, an inventory has not taken place at least since the Library switched to the Millennium system in the 1990s.

**CURRENT SITUATION AND ITS EFFECTS**

Inventories are a commonplace practice in libraries to:

- Ensure that the library catalog accurately reflects the library's holdings
- Removes digital records of materials that the library does not hold
- Identifies cataloging errors (where the spine label/barcode info do not match)
- Find missing, miss-shelved, long-in-transit items

There are several approaches to conducting a system-wide inventory in how it is scheduled, use of staff time, specialized services, equipment, etc. One approach is to conduct an inventory with in-house staff on a one to four year inventory cycle. The Library's Collection HQ system has inventory tools that could be an option to support Berkeley Public Library staff in performing a systematic inventory, section by section. However, there is a cost associated with purchasing inventory tools such as hand held scanners for staff to use in the stacks, and IT time to set up those systems. Some library systems outsource the inventory project because of its impact on staff time and to compress the process into a specified time period.

As the inventory is a project that has not been undertaken in some time, if at all at BPL, Management and staff will collaborate on a short-term team to investigate and compare options, costs, and timing. The team would explore the pros, cons and costs of using a consultant, an inventory company, Library staff and some combination of the three.

FUTURE ACTION

Once the inventory team has completed its research and analysis, the Library Director will report back to the Board with a recommended budget and plan to proceed.



**INFORMATION CALENDAR**

June 8, 2016

**TO:** BOARD OF LIBRARY TRUSTEES  
**FROM:** BETH POLLARD, INTERIM DIRECTOR OF LIBRARY SERVICES  
**SUBJECT:** JUNE 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**

The Berkeley Public Library has been selected as one of ten libraries to participate in the “California Listens” project, creating oral histories of California communities. We will base this project at the Tarea Hall Pittman South Branch and identify and solicit participation from area residents who knew Ms. Pittman. The created video stories, incorporating video, still photos, music, and voiceover, will be archived at the State Library as well as the Berkeley Public Library.

In the meantime, we are finalizing the contract with Vomar Signage for construction and installation of the Tarea Hall Pittman memorial feature.

**LIBRARY DIRECTOR RECRUITMENT**

On behalf of the Library, the recruiting firm The Hawkins Company has launched its search for a new Director for the Berkeley Public Library. The recruitment brochure is available on the website for the Library, the City, and on various sites for Library organizations that reach a national audience. The position is announced as open until filled, with first consideration given to applications received by July 15, 2016.

**LIBRARY FINES**

At the last meeting of the Board of Library Trustees, staff was asked to provide information on the status of the Library’s policies and procedures concerning fines for overdue materials. Below is a summary by Circulation Manager Jay Dickinson on how Berkeley has approached cost and accessibility concerns in balance with encouraging returns to make materials available to others:

Berkeley Public Library has always been very conscious of the potential impacts of our fines and fees schedule on patrons. It's a delicate balancing act though; we must provide at least some incentive for patrons to return materials in a timely fashion without unfairly limiting access. Still, a late or non-return of a book limits access to the next person who wants to the book, so you can see the potential catch-22 inherent in the system.

We review the fines and fees schedule annually. When adjustments are made, we must go to BOLT for approval. Not every annual review has produced changes, but the majority have. In my time here the only changes we have made have been reductions. Some examples include reducing the daily fine on DVDs from \$1 to 25 cents, removing the 50 cent charge on non-picked up holds, and the reduction of some Tool library fines. We have also increased loan periods and number of allowable renewals on nearly all materials in an effort to help patrons keep items longer and avoid fines.

In addition to these changes, in the last eight years we have had two fine amnesty periods (2 weeks each). In the first we waived \$35,000 in fees, and the numbers were similar in the second. Most likely we will schedule another amnesty in the next couple of years.

There is a \$10 threshold on accounts, that when passed will keep a patron from checking out any additional items. To be able to check out materials again, a patron only needs to pay the account down below the \$10. That is to say, they do not have to pay their account down to zero. All front line circulation staff have the authority to wave up to \$10 in fines without approval from a supervisor. We ask and expect them to listen to patron's explanations, and to be generous where they can. Supervisors can ok waivers on amounts in excess of \$10.

I think the best summary I can give on our philosophy concerning fines is to directly quote the Circulation Manual used by staff:

"Late fines are not assessed on patron records as punishment, but rather are intended as an incentive to the patron to return items on time. Staff should bear this concept in mind as they serve the public. The various rules that are applied to the collection and its circulation are reasonable and fair, but when use patterns or demands of our patronage change, we make adjustments."

And concerning the waiver of fines, also from the Circulation Manual:

"Every staff member who works at the Circulation Desk has the authority to waive fines up to \$10...Staff should consider the story the patron shares, and be reasonable where possible. A personal tragedy, illness, or even a broken down care are obviously worthy of a waiver, but an excuse of "I just lost track," is not altogether unreasonable either..."

Basically we ask our staff to think on their feet, and to be fair.

### Biography Cataloging and Labeling

In past years, biographies have been scattered across the collection with location preference based on the subject area of the person being profiled. For example, a biography about a musician would be on the fifth floor.

Furthermore, the spine labels on the books would use numbers that were understandable to Librarians but not to the average patron. So rather than looking for the biography by the subject's name, the patron would need to note the call number (a mix of letters and numbers) and take it with them to the subject section.

Libraries have been migrating to an approach wherein all biographies are grouped together, their spine labels containing the subject person, and shelved in alphabetical order of the subject's name. The benefits of this practice are:

- Biographies of all individuals are located together, making it easier for patrons to find biographies without using a catalog or searching all floors
- Using natural language spine labels makes finding materials simpler
- Staying current with library trends

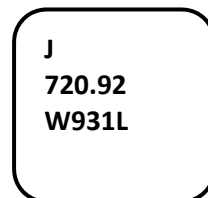
Beginning in fiscal year 2016, after vetting, discussing and altering the final plan with staff involvement, the Library updated our cataloging standards with respect to biographies as outlined above. Biographies entering the system are now catalogued in 920, contain the subject's name, followed by the author's name. With this change, most biographies are now being located together in the 920's on the 2<sup>nd</sup> floor.

For example, below is how a biography about *Frank Lloyd Wright* by the author Labrecque would be labeled:

#### CURRENT



#### PAST PRACTICE



As with any cataloging update, the new practice is not retroactive; the Library typically does not recatalog or relabel all previous held materials. We are open to doing so, however. This would

be at least a year long project with involvement of all locations, considerable addition to workloads for circulation/delivery/catalog. We are currently understaffed in the cataloging department, so it could go longer. For these reasons, most libraries do not update retrospectively. At some point in time in the future, the Library may determine that any biographies remaining scattered throughout the collection are at a manageable level to be recatalogued relabeled, and reshelfed.

Patrons have responded well to the change.

#### PERSONNEL

Dennis Dang, who has been on temporary assignment in the City of Berkeley Finance Department for the past year, will be returning to his position as Administrative & Fiscal Services Manager for the Library. We thank Lucy Xie, who has been filling in as a Senior Management Analyst with the Library, for her good work with the Library as she returns to her position in the Finance Department.