



BERKELEY PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES

REGULAR MEETING
December 14, 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 (Maintenance and Clerical Units)
 - ii. SEIU, LOCAL 1021 (Community Services and PTRLA Units)
 - iii. Public Employees Union, LOCAL 1
- 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 November 9, 2016 Regular Meeting**
Recommendation: Approve the minutes of the November 9, 2016, Regular Meeting of the Board of Library Trustees.

III. ACTION CALENDAR

- A. **Review and Possible Action on Budget Priorities for the FY2018 & FY 2019 Biennial Budget Cycle**
Recommendation: Adopt a resolution adopting budget priorities for the Library for the FY2018 and FY2019 biennial budget cycle.
- B. **Pacific Library Partnership 2016-2017 Grant Program: Learning by Doing – Easy PC Building Workshop**
Recommendation: Adopt a resolution authorizing the Director of Library Services to accept and appropriate \$12,000 in FY 2016-2017 Innovation and Technology Opportunity Grant Program funds from the Pacific Library Partnership.
- C. **Berkeley Public Library's Commitment to Diversity, Equity, Inclusion, and Social Justice**
Recommendation: Adopt a Resolution to affirm Berkeley Public Library's commitment to Diversity, Equity, Inclusion, and Social Justice.

IV. PRESENTATION CALENDAR

- A. **Inventory Exploration and Human Centered Design** – Rachel MacNeilly, Collection Services Manager

V. INFORMATION REPORTS

- A. **FY17 – 1st Quarter Budget Report**
- B. **Monthly Library Director's Report** – Director Heidi Dolamore
- C. **Library Events:** Calendar of events and press releases for various Library programs are posted at <http://www.berkeleypubliclibrary.org>

VI. AGENDA BUILDING

The next meeting will be a Regular Meeting held at 6:30 PM on Wednesday, January 4, 2017 at the **Tarea Hall Pittman South Branch, 1901 Russell Street, Berkeley.**

VII. 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 December 7, 2016.

//s//

Heidi Dolamore, 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 records. **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.

RE: Denial of Service

1. Patron Comment
2. Sarah Dentan response

You're invited to the 15th Annual Authors Dinner!

1. Berkeley Public Library Foundation

Solar Eclipse Astronomy Program

1. kevin@ [REDACTED]

Teen rooms

1. Thomas Lynch

Potential Youth Commission Involvement with new Teen Area

1. Simelia_Rogers

4 Ways Libraries are Essential to Democracy

1. Dawn Logsdon, Serendipity Films

Our November road show is here

1. Black Cedar

Primary Research Group has published: Public Librarian Use of Google and its Features & Apps, ISBN 978-157440-428-9

1. Primary Research Group

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

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



MINUTES
Berkeley Public Library - Board of Library Trustees Regular Meeting
Wednesday, November 9, 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>

1. Call to Order: 6:30 PM

Present: Trustees Burton, Holcomb and Novosel.

Absent: Trustees Franklin and Moore.

Also Present: Heidi Dolamore, Director of Library Services; Sarah Dentan, Acting Deputy Director of Library Services; Dennis Dang, Administrative and Fiscal Services Manager; Jay Dickinson, Circulation Services Manager; Rachel MacNeilly, Collection Services Manager; July Cole, Associate Human Resources Analyst; Armin Arethna, Librarian; Andrea Mullarkey, Librarian; Lisa Hesselgesser, Librarian; Rudy Tapia, Library Specialist; Eve Franklin, Administrative Secretary.

2. Public Comments: 1 speakers.

3. Comments from Library Unions:

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

4. Comments from Board of Library Trustees

1. Trustee Burton – Thank you for comments, I'm not going away yet.
2. Trustee Novosel – Spoke regarding results of local election and his hope that the library remains non-political. Recommended books "Altamont" and "Smoke Gets in Your Eyes".

II. CONSENT CALENDAR

Action: M/S/C Trustee Novosel / Trustee Burton to adopt Resolution # R16-044 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 October 19, 2016 Special Meeting

From: Director of Library Services

Recommendation: Adopt a resolution to approve the minutes of the October 19, 2016 Special Meeting of the Board of Library Trustees.

Financial Implications: None.

Contact: Heidi Dolamore, Director of Library Services

Action: Adopted Resolution # R16-045

B. Approve minutes of October 19, 2016 Regular Meeting

From: Director of Library Services

Recommendation: Adopt a resolution to approve the minutes of the October 19, 2016 Regular Meeting of the Board of Library Trustees.

Financial Implications: None.

Contact: Heidi Dolamore, Director of Library Services

Action: Adopted Resolution # R16-046

III. PRESENTATION CALENDAR

- A. Circulation** – Jay Dickinson, Circulation Manager & Rudy Tapia, Library Specialist provided a presentation. (Attachment 1)

IV. ACTION CALENDAR

- A. President and Vice President Nominations** – Heidi Dolamore, Director of Library Services

From: Director of Library Services

Recommendation: Adopt a resolution to appoint President and Vice-President for the remainder of 2016 and through the time of election in 2017.

Financial Implications: None.

Contact: Heidi Dolamore, Director of Library Services

Action: Adopted Resolution # R16-047

M/S/C Trustee Novosel / Trustee Holcomb to appoint Julie Holcomb as President for the remainder of 2016 and through the time of election in 2017.

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

M/S/C Trustee Novosel / Trustee Holcomb to appoint Jim Novosel as Vice President for the remainder of 2016 and through the time of election in 2017.

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

V. INFORMATION CALENDAR

- A. Monthly Library Director's Report**

Heidi Dolamore, Director of Library services provided a presentation on Library Values (Attachment 2).

From: Director of Library Services

Contact: Heidi Dolamore, Director of Library Services

Action: Received

- B. Report on Trustee Recruitment Process**

From: Director of Library Services

Contact: Heidi Dolamore, Director of Library Services

Action: Received

- C. Library Events**

From: Director of Library Services

Contact: Heidi Dolamore, Director of Library Services

Action: Received

VI. ADJOURNMENT

Adjourned at 7:31 PM.

This is to certify that the foregoing is a true and correct copy of the minutes of the regular meeting of November 9, 2016 as approved by the Board of Library Trustees

//s// _____

Heidi Dolamore, Director of Library Services, acting as secretary to BOLT

ATTACHMENTS:

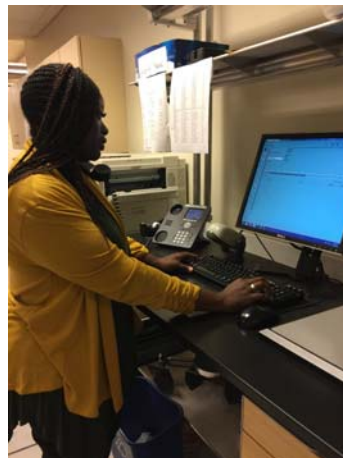
1. Circulation Presentation



Circulation Services

Presentation by: Rudy Tapia and Jay Dickinson
November 9th, 2016

The primary task of Circulation Services is to make it possible for patrons to take materials home with them. We are responsible for checking items out to patrons, signing patrons up for library cards, and writing and implementing lending rules. We also shelve the books when they come back!



Service and Access

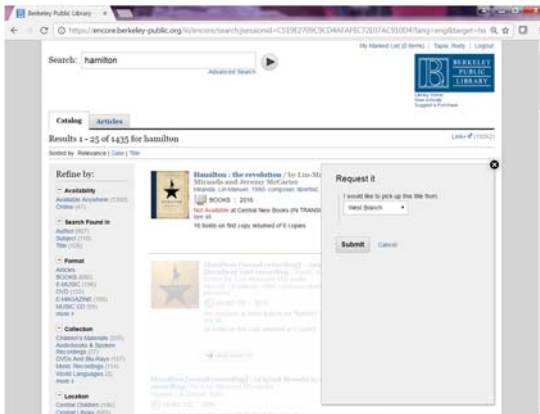
55% of the staff at Berkeley Public Library provide Circulation Services.

Circulation staff are the first to greet patrons when they walk in, and the last to wish them a good day when walking out.

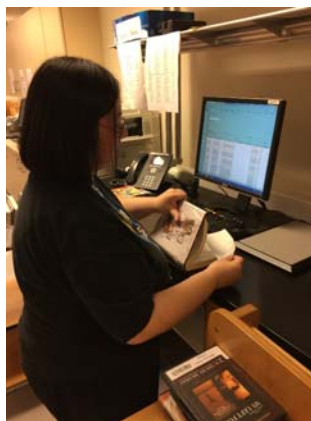


Service

We are a big part of how patrons experience our library and collection.



IT TAKES A VILLAGE



IT TAKES A VILLAGE



Access

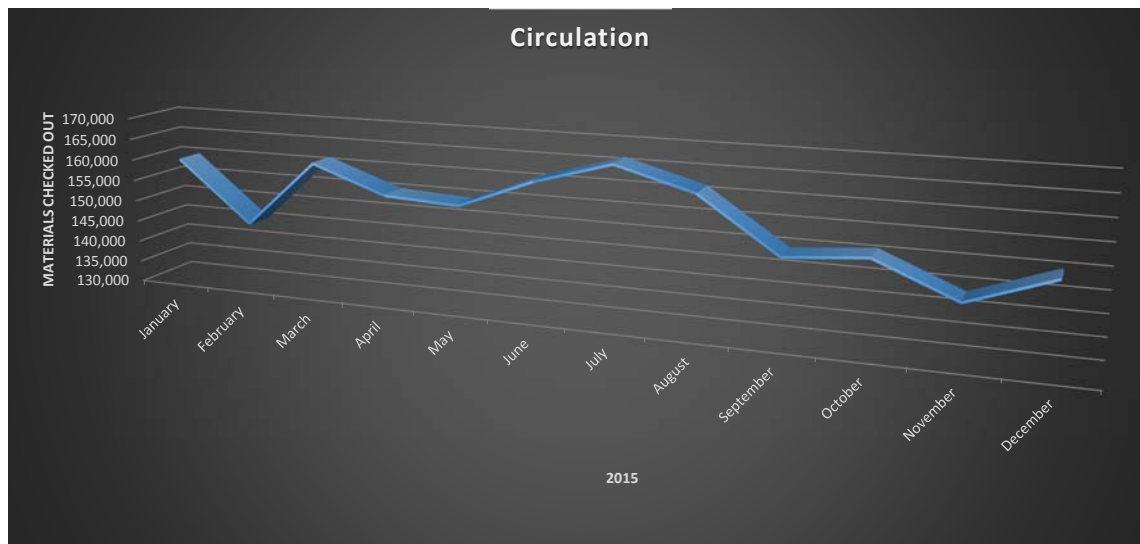
It's your collection. We are just taking care of it.



But wait...there's more



As goes Circulation, so goes the library



Circulation We're Everywhere!

There are staff providing Circulation Services at all branches of the library.

It's unlikely a patron will come into the library and not interact with someone from Circulation Services in some way. Even if they somehow manage to do that, if you handle materials, we are serving you.

Most patrons see the library as "a place that let's me take home free stuff." We make that happen!

Questions?

Library Values

November 9, 2016



Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

Adopted by Berkeley Public Library Board of Library Trustees on April 24, 1981.



<http://www.ala.org/advocacy/intfreedom/librarybill>



Interpretations of the Library Bill of Rights

Intellectual freedom, the essence of equitable library services, provides for free access to all expressions of ideas through which any and all sides of a question, cause, or movement may be explored. Toleration is meaningless without tolerance for what some may consider detestable.

The publicly supported library provides free, equal, and equitable access to information for all people of the community the library serves.

Libraries empower individuals to explore ideas, access, and evaluate information, draw meaning from information presented in a variety of formats, develop valid conclusions, and express new ideas.

Libraries, no matter their size, contain an enormous wealth of viewpoints and are responsible for making those viewpoints available to all.

Libraries are a traditional forum for the open exchange of information.

The library plays a catalytic role in people's lives by facilitating their full participation in society.



<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations>



California Library Services Act (1977)

The Legislature finds and declares that it is in the interest of the people of the state to insure that all people have free and convenient access to all library resources and services that might enrich their lives... This... shall be accomplished by assisting public libraries to improve service to the underserved of all ages...

Definitions:

"Underserved" means any population segment with exceptional service needs not adequately met by traditional library service patterns; including, but not limited to, those persons who are geographically isolated, economically disadvantaged, functionally illiterate, of non-English-speaking or limited-English-speaking ability, shut-in, or institutionalized, or who are persons with disabilities.



California Education Code, Title 1, Chapter 4
<http://leginfo.legislature.ca.gov/faces/codes.xhtml>

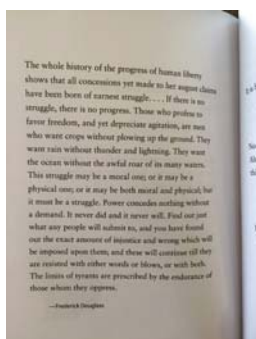


Image credits

liberty by john melven from the Noun Project





ACTION CALENDAR

December 14, 2016

To: Board of Library Trustees

From: Heidi Dolamore, Director of Library Services

Subject: REVIEW AND POSSIBLE ACTION ON BUDGET PRIORITIES FOR THE FY 2018 & FY 2019 BIENNIAL BUDGET CYCLE

RECOMMENDATION

Adopt a resolution adopting budget priorities for the Library for the FY 2018 and FY 2019 biennial budget cycle.

INTRODUCTION

The purpose of this report is to provide background relevant to setting the Library's budget priorities for the upcoming 2-year biennial budget cycle – fiscal years 2018 and 2019 – that begins on July 1, 2017.

FISCAL IMPACT

There is no direct fiscal impact from this report; however, adopted priorities will have budget implications.

BACKGROUND

Prior to the development of the budget for a 2-year fiscal cycle, the board establishes budget priorities to serve as the framework with which to achieve the optimum utilization of public and library resources over that biennial budget period.

At the December 10, 2014 regular meeting, the board by passage of BOLT Resolution No.: R14-077 adopted the following budget priorities for fiscal years 2016 and 2017:

1. Identify and prioritize strategic capital improvements, including infrastructure and Central Library repairs and improvements for possible action
2. Maintain the stability of the operating budget and plan for future operational needs – including establishing/maintaining a balanced budget
3. Undertake a marketing campaign to raise the Library's profile in the community
4. Consider options/strategies to increase community partnerships and collaborative opportunities
5. Conduct a technology needs assessment, identify strategic technology improvement, and draft a 3-year Technology Plan for the Library

Among accomplishments in regards to the board's enunciated priorities for the biennial budget cycle extending through fiscal years 2016 and 2017 are 1) continued identification and prioritization of repairs and improvements to the Central Library. Work on improvements to the main HVAC restroom ventilation stack as well as replacement of rooftop generators as mandated by the Bay Area Air Quality Management District (BAAQMD) are expected to be underway prior to fiscal year-end 2017. Additionally, in spite of delays due to

management vacancies, the Library has undertaken actions to enhance space utilization within Central, and continues to move forward on creating a dedicated Teen space; 2) the Library entered into a collaborative agreement with participation of the BPL Foundation and six other piloting public libraries to initiate a STEM based program dubbed "*Cornerstones of Science*" dedicated to developing science literacy in public libraries; 3) stepped up participation at local and regional events such as Solano Stroll, Oakland Pride Festival, the two-year old annual Berkeley Book Fair, and the Bay Area Record Fair; 4) conducting an on-site full-day staff development training and exercise workshops session, and further strengthened community ties in renaming the South Branch Library to the Tarea Hall Pittman South Branch Library in response to grass-roots community sentiments; and 5) after a review of library operations initiated a transition of the integrated library system from Innovative Interfaces' Millennium to the more robust Sierra platform – including server upgrades. In regards to oversight of the operational budget and the accommodation of future operational needs, the Library remains vigilant to manage its resources in a prudent, transparent, and principled manner.

On Thursday, November 17th the City kicked off the start of the biennial budget build for fiscal years 2018 and 2019 with a meeting opening the Fund\$ budget module to finance staff. At this writing contrary to prior years the City has not yet released budget instructions for the 2018 and 2019 biennial cycle. Instructions are expected to be released shortly.

CURRENT SITUATION AND ITS EFFECTS

The board establishes budget priorities to serve as the framework with which to achieve the optimum utilization of public and library resources over a biennial budget period.

Proposed priorities for fiscal years 2018 and 2019:

1. Better organizational health by cultivating an engaged staff, enhancing operational efficiencies, and building a culture of planning, evaluation, and evidence-based decisions
2. Promote innovative and effective use of technology to facilitate access to information and ideas
3. Identify and prioritize strategic capital improvements, including infrastructure and Central Library repairs and improvements for possible action
4. Increase and adapt the Library Tax Fund (301) reserve set-aside to model the City General Fund Reserve Policy
5. Maintain the stability of the operating budget and plan for future operational needs – including establishing/maintaining a balanced budget

Upon my start as the Director of Library Services several diagnostic and motivational exercises have been conducted to gauge organizational health and the effectiveness and relevance of library services offered to the community today. These exercises in part are a continuation of last year's first staff event whereby the Library closed for a day so that all staff could participate in a full-day of workshops and exercises focused on team building, institutional goal-setting, and exploration of the expanding definition of library services in a world of interconnectivity, devices, and virtual access. Continuing these exercises and establishing an annual staff workshop day would by means of a continuous spectrum of exercises and check-ins reinforce to staff their importance and roles in executing the essential mission of the Library – access to information and ideas.

In an ever-changing world, locally, nationally, and internationally, the Library will explore and exploit technologies that strengthen and support its core principles of access to information and ideas. During the 2016 and 2017 biennial budget cycle the Library joined the CalREN high-speed broadband fiber network through the California State Library sanctioned CENIC program. Connection to the CalREN network brings to library patrons immediate connectivity to a vast store of information resources as well as greatly enhanced user experiences for media-rich and bandwidth intensive multimedia such as streaming video and music, 3-D

mapping, interactive web-sites, and other digital resources. Additionally, CalREN provides direct interconnection to and from other regional and national research and education networks, and to and from international research and education networks including those in Mexico, Canada, Europe, Latin America, and the Pacific Rim.

The Central Library improvement project that includes a dedicated self-contained Teen Room has been delayed as a result of management vacancies. Now that the Library has achieved a greater level of management stability, focus is once again directed to this project with full completion projected during the 2018/2019 biennial budget cycle. Complementing the build-out of the Teen Room, project features will include better and more efficient use of space, and in selected areas new shelving, and new furniture and furnishings.

The Library proposes to increase the Library Tax Fund Reserve to achieve long-term fiscal stability as well as to offset the negative impacts inherent to earthquakes, fires, floods, and economic volatility. The City Council will reconsider Action Calendar item 29, held over from the November 29, 2016 Council meeting, creating 1) a minimum reserve level of 16.7% of baseline expenditures with a goal of 30% over time; 2) established criteria for how reserve funds are to be allocated and replenished; and 3) enunciated a plan for gradually building the reserve level to 30 percent of baseline expenditures so that the City maintains both a Stability Reserve (to mitigate effects of cyclical economic distress) and a Catastrophic Reserve (for major emergencies' response). Increasing and modifying the conditions pertinent to the Library Tax Fund Reserve will better ensure continuation of essential library services in an adverse environment, and maintain the Library's practice of modelling and adapting City practices and procedures.

The Library remains committed to maintaining the stability of the operating budget and planning for future needs such that expenditures are considered and balanced against revenues.

RATIONALE FOR RECOMMENDATION

Biennial budget progress reports and workshops will be conducted with staff and the board as outlined in the attached timetable.

Attachments

1. Resolution
2. Timetable

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO: R16-__

BIENNIAL BUDGET DEVELOPMENT FY 2018 & FY 2019

WHEREAS, on a biennial basis the Board of Library Trustees reviews and establishes budget priorities for the upcoming biennial budget cycle; and

WHEREAS, at the December 10, 2014 regular meeting, the Board of Library Trustees adopted priorities for FY 2016 and FY 2017 with passage of BOLT Resolution No.: R14-077; and

WHEREAS, with the kick-off of the FY2018 and FY 2019 biennial budget process, a review of priorities is recommended to achieve the optimum utilization of public and library resources throughout the biennial budget period and to ensure proposed budget changes are aligned with the board's priorities.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley approves the Budget Priorities as follows:

Budget Priorities for FY2018 and FY 2019:

1. Better organizational health by cultivating an engaged staff, enhancing operational efficiencies, and building a culture of planning, evaluation, and evidence-based decisions
2. Promote innovative and effective use of technology to facilitate access to information and ideas
3. Identify and prioritize strategic capital improvements, including infrastructure and Central Library repairs and improvements for possible action
4. Increase and adapt the Library Tax Fund (301) reserve set-aside to model the City General Fund Reserve Policy
5. Maintain the stability of the operating budget and plan for future operational needs – including establishing/maintaining a balanced budget

ADOPTED by the Board of Library Trustees of the City of Berkeley during a regular meeting held on December 14, 2016 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Julie Holcomb, Chairperson

Heidi Dolamore, Director of Library Services
Serving as Secretary to the Board of Library Trustees

Timetable
FY 2018 and FY 2018 Biennial Budget

| Date | Topic |
|------------------|---|
| 14 DEC 2016 | Discussion and Action on Budget Priorities for FY 2018 & FY 2019 |
| 4 JAN 2017 | Extended Action on Budget Priorities for FY 2018 & FY 2019 (<i>if needed</i>) |
| 1 FEB 2017 | BOLT FY16-2Q (mid-year) Report |
| TBD FEB/MAR 2017 | Internal Staff Workshop (<i>tentative workshop</i>) |
| 1 MAR 2017 | BOLT Budget Workshop |
| 5 APR 2017 | BOLT Recommendations on Draft Budget |
| TBD APR 2017 | Internal Staff Budget Presentation |
| TBD MAY/JUN 2017 | BOLT Recommendations on Draft Budget, Tentative Adoption |
| 27 JUN 2017 | BOLT Recommendation to City Council, Final Adoption |



ACTION CALENDAR

December 14, 2016

To: Board of Library Trustees

From: Heidi Dolamore, Director of Library Services

Subject: PACIFIC LIBRARY PARTNERSHIP 2016-2017 GRANT PROGRAM: LEARNING BY DOING — EASY PC BUILDING WORKSHOP

RECOMMENDATION

Adopt a resolution authorizing the Director of Library Services to accept and appropriate \$12,000 in FY 2016-2017 Innovation and Technology Opportunity Grant Program funds from the Pacific Library Partnership.

FISCAL IMPACTS OF RECOMMENDATION

Receipt of this Pacific Library Partnership grant award will have a beneficial impact on the library's gift/grant programs. No negative impact to the Library Tax Fund is anticipated.

BACKGROUND

The Pacific Library Partnership (PLP) is a not-for-profit consortium of four library systems, BALIS (Bay Area Library and Information System), serving Alameda, Contra Costa, and San Francisco Counties; PLS (Peninsula Library System), serving San Mateo County; MOBAC (Monterey Bay Area Cooperative Library System), serving Monterey, Santa Cruz, and San Benito Counties; and SVLS (Silicon Valley Library System), serving Santa Clara County. The Berkeley Public Library is a long-term member of BALIS and pays an annual subscription/membership fee to PLP.

Since 2012 PLP has approved an annual grant allocation of \$150,000 to fund opportunities to member libraries related to improvements in library related services and operations in the realm of technology. Proposals are evaluated based on ability to support and encourage innovation in libraries and on replicability in other libraries, such that group benefits are realized by sharing good ideas and addressing common issues and challenges. Individual grants to members are competitive and capped at \$15,000 per institution.

PLP Grant Awards to BPL

| FY | Program | Award |
|-------|---|----------|
| 16-17 | Learning by Doing — Easy PC Building Workshop | \$12,000 |
| 15-16 | Peer Inspired Support for Job Seekers | \$15,000 |

CURRENT SITUATION AND ITS EFFECTS

On September 2, 2016 the Pacific Library Partnership opened the 2016-17 Technology Opportunity Grant Program and the PLP Grant Replication Program. Proposals from member libraries were due by September 30, 2016. In response, the Berkeley Public Library submitted a proposal entitled, *Learning by Doing — Easy PC Building Workshop*. In the proposed two-part hands-on workshop-style class conducted by Library staff up to 10 students at a time will learn how to assemble a desktop PC from component parts and how to install the Linux Ubuntu 16.04 operating system. At the end of the workshop sessions the students will have acquired

knowledge of the functions of the component parts that make up a PC and have gained a foundational understanding as to how PCs work. Once a workshop is complete the PCs will be disassembled and readied for another workshop session. PC workshops are intended to be a continuing program that can last as long as the PC kits are properly maintained and the components functioning.

Four goals and objectives were enunciated in the workshop proposal.

- **Inspire Innovation** such that workshop participants have a set of fundamental skills and a working knowledge base of software and hardware that will allow them to broaden and open up avenues of inquiry that can lead to innovation and improvements.
- **Promote life-long learning** through sparking an interest computer systems. By providing participants with a baseline experience of hands-on PC assembly and a critical evaluation of the functioning modern PC technology, participants will be able to extend the knowledge gained to more advanced hands-on electronics and digital based projects.
- **Promote the Library as a science resource** to the community by offering a range of science/engineering focused programs such as *Cornerstones of Science* as well as hands-on technical based programs.
- **Bridge the digital divide** by demonstrating that with an accessible and acquirable knowledge base anyone can build a workable fully functioning PC for less than the price of a manufactured store-bought machine; and furthermore to develop user confidence in computer troubleshooting and repair.

RATIONALE FOR RECOMMENDATION

By accepting and appropriating the funds awarded the Library will be able to honor the intent and wishes of the grantor and fulfill the identified program's objectives.

Attachments

1. Resolution

BOARD OF LIBRARY TRUSTEES**RESOLUTION NO: R16-___****AUTHORIZING THE DIRECTOR OF LIBRARY SERVICES TO ACCEPT AND APPROPRIATE THE FY16/17
TECHNOLOGY INNOVATION GRANT AWARD FROM THE PACIFIC LIBRARY PARTNERSHIP**

WHEREAS, the Pacific Library Partnership (PLP) is a not-for-profit consortium of four library systems, BALIS (Bay Area Library and Information System), serving Alameda, Contra Costa, and San Francisco Counties; PLS (Peninsula Library System), serving San Mateo County; MOBAC (Monterey Bay Area Cooperative Library System), serving Monterey, Santa Cruz, and San Benito Counties; and SVLS (Silicon Valley Library System), serving Santa Clara County; and

WHEREAS, the Berkeley Public Library is a long-term member of BALIS; and

WHEREAS, the PLP Technology Innovation Grant program is intended to support and encourage innovative programs in libraries which can be replicated thereby helping multiple libraries to address common issues and challenges; and

WHEREAS, for the fiscal year 2016-2017 PLP grant program the Berkeley Public Library submitted a proposal entitled, *Learning by Doing — Easy PC Building Workshop*, a two-part hands-on workshop-style class conducted by Library staff for up to 10 students at a time to learn how to assemble a desktop PC from component parts and how to install the Linux Ubuntu 16.04 operating system; and

WHEREAS, the Library's grant proposal has been selected as one of 12 awarded entries for fiscal year 2016-2017; and

WHEREAS, Board authorization to accept the PLP Technology Innovation Grant funding will permit Library staff to implement the proposed program during fiscal year 2017.

NOW, THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley hereby authorizes the Director of Library Services to accept and appropriate the fiscal year 2016-2017 grant award of \$12,000 from the Pacific Library Partnership to develop and implement the workshop program *Learning by Doing — Easy PC Building Workshop*.

ADOPTED by the Board of Library Trustees of the City of Berkeley during a regular meeting held on December 14, 2016 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Julie Holcomb, Chairperson

Heidi Dolamore, Director of Library Services
Serving as Secretary to the Board of Library Trustees



ACTION CALENDAR

December 14, 2016

To: Board of Library Trustees
From: Heidi Dolamore, Director of Library Services
Subject: Berkeley Public Library's commitment to Diversity, Equity, Inclusion, and Social Justice

RECOMMENDATION

Adopt a Resolution to affirm Berkeley Public Library's commitment to Diversity, Equity, Inclusion, and Social Justice.

FISCAL IMPACTS OF RECOMMENDATION

None.

BACKGROUND

In 1981, the Board of Library Trustees adopted a resolution affirming the principles and values outlined in the American Library Association (ALA) Library Bill of Rights. These values reflect the Library's commitment to equity, education and enlightenment, presenting all points of view, nonpartisanship, challenging censorship, free expression and free access to ideas, and the rights of everyone to use the library.

Following last month's presidential election, numerous library leaders and library organizations have reaffirmed their commitment to these principles.

ALA President Julie Todaro released the following statement:

"[L]ibraries are invaluable allies inspiring understanding and community healing. Libraries provide a safe place for individuals of all ages and backgrounds and for difficult discussions on social issues. Our nation's libraries serve all community members, including people of color, immigrants, people with disabilities, and the most vulnerable in our communities, offering services and educational resources that transform communities, open minds and promote inclusion and diversity...the struggle against racism, prejudice, stereotyping, and discrimination is central to our mission. We will continue to support efforts to abolish intolerance and cultural invisibility, stand up for all the members of the communities we serve, and promote understanding and inclusion through our work."

Public Library Association President Felton Thomas Jr. echoed these sentiments:

"The public library has an unparalleled ability to bring people and knowledge together, especially in times of uncertainty and division. We are places of learning, free inquiry and free speech for people of all ages and backgrounds. As such, our nation's public libraries stand as a bulwark to intolerance and a beacon of opportunity. We are committed to ensuring a safe place for all that reflects and serves the diversity of our nation in our collections, programs and services."

The Board of Directors of the Library and Information Technology Association affirmed their commitment to diversity:

“Our differences are our assets. Brilliant ideas and remarkable solutions have come from open-mindedness and collaboration, never from biases, intolerance, and isolation...We will continue to promote, embrace, and celebrate diversity”

The Association of Research Libraries released this strong statement supporting inclusion and social justice:

“[T]he Association of Research Libraries (ARL) proudly reaffirms its longstanding commitment to diversity, inclusion, equity, and social justice. As social institutions, research libraries strive to be welcoming havens for all members of our communities...the Association and its members will not claim neutrality in the face of discrimination, sexism, ableism, racism, homophobia, religious persecution, or other forms of oppression. We support freedom of speech and the open exchange of ideas and opinions, but we will not tolerate hate speech, silencing, inflammatory rhetoric, or any other speech or action that threatens the safety or dignity of any member of our community...Now more than ever, it is critical that libraries and archives ensure open and equitable access to credible sources of news, data, and knowledge, and provide the expertise, services, collections, tools, and spaces that will help all community members critically assess the information they encounter.”

CURRENT SITUATION AND ITS EFFECTS

Following the lead of our peers and colleagues in the field, I am undertaking an effort to coordinate the release of a joint statement in support of these values from libraries and library leaders in California.

RATIONALE FOR RECOMMENDATION

By reflecting on and reaffirming our commitment to diversity, equity, and inclusion, we bring those values into focus in our daily work of serving the public, and we join a chorus of voices in stating that we believe everyone benefits when individuals are treated with respect, and ideas and information are freely shared.

CONTACT PERSON

Heidi Dolamore, Director, Library Services, 610-981-6195

Attachments:

1: Resolution

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO: R16-____

BERKELEY PUBLIC LIBRARY'S COMMITMENT TO DIVERSITY, EQUITY, INCLUSION, AND SOCIAL JUSTICE

WHEREAS, the American Library Association affirms that all libraries are forums for information and ideas; and

WHEREAS, the California Library Services Act affirms the importance of Library services to the underserved, defined as including persons who are geographically isolated, economically disadvantaged, functionally illiterate, of non-English- speaking or limited-English-speaking ability, or who are persons with disabilities; and

WHEREAS, Libraries foster education by promoting the free expression and interchange of ideas, leading to empowered lifelong learners; and

WHEREAS, Intellectual freedom, the essence of equitable library services, provides for free access to all expressions of ideas through which any and all sides of a question, cause, or movement may be explored; and

WHEREAS, Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment; and

WHEREAS, Libraries are committed to privacy, free expression, and an inclusive society;

NOW, THEREFORE, BE IT RESOLVED that Berkeley Public Library joins other library leaders in affirming a commitment to the Library values of diversity, equity, inclusiveness, and social justice.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on December 14, 2016 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Julie Holcomb, Chairperson

Heidi Dolamore, Director of Library Services
Serving as Secretary to the Board of Library Trustee



INFORMATION REPORTS

December 14, 2016

To: Board of Library Trustees
From: Dennis Dang, Administrative and Fiscal Services Manager
Subject: **FY17 – 1ST QUARTER BUDGET REPORT**

INTRODUCTION

Library fiscal year 2017 1Q results by Fund are as follows:

| Fund | Revenue | | Expenditures (xcl Encmb) | |
|-------------------------------|-----------|---------|--------------------------|--------|
| | Actual 1Q | YoY | Actual 1Q | YoY |
| Library Tax (301) | \$327,462 | 3.9% | \$4,005,243 | 18.5% |
| Transaction Based Reimb (302) | \$5,675 | -29.0% | \$9,347 | -7.3% |
| Grants (304) | - | -100.0% | \$9,736 | 32.6% |
| Public Library (305) | | | | |
| Gifts (306) | \$1,035 | -67.8% | \$13,466 | -33.5% |
| Foundation Branch FF&E (307) | - | -100.0% | \$11,936 | -29.8% |
| Measure FF (308) | \$1,000 | 35.1% | \$4,778 | 0.0% |

BACKGROUND

FY 2017 is the second year of the two-year biennial budget cycle encompassing fiscal years 2016 and 2017. The two year biennial budget was adopted by the Board of Library Trustees on June 3, 2015 by Resolution No.: R15-109. On June 8, 2016, by approval of Resolution No.: 16-021, the board updated the fiscal year 2017 budget to reflect current conditions. On September 7, 2016, by approval of Resolution No.: 16-031, the board accepted into the budget carried over prior-year encumbered values and other budget adjustments as part of the first amendment to the FY 2017 Annual Appropriations Ordinance.

CURRENT SITUATION AND ITS EFFECTS

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 first quarter, revenues stood at \$327,462 an increase YoY of 3.9%. First quarter revenue from the library tax was up year-over by \$30,624; that is, 151.9% above the Fund's total \$12,154 period increase. Receipts from lost book and tool lending fines were down \$2,929 from the same period last fiscal year.

Library Tax Fund expenditures excluding encumbrances at \$4,005,243 were 18.5% above the prior year period, an increase of \$625,296; this spending was primarily driven by salaries, wages and CalPERS benefits, furniture and office systems installed in the Technical Services and Information Technology divisions, and software maintenance costs for the integrated library system (ILS). However, gas and electricity utility costs and library materials trended lower to the prior year period. In comparison to the fiscal year's revised budget, period spending ended favorable by \$858,651. Favorable variances were concentrated in salaries, wages and benefits, primarily due to vacancy savings; and not yet incurred expenses for construction activities of the Central Library improvement project.

GIFTS FUND

The Gifts Fund includes monies received through donations from the Friends of the Berkeley Public Library, the generosity of many individuals and organizations, and trusts. The Fund's first quarter receipts of \$1,035, down 67.8% from the prior year, was sourced from individuals and interest on the Fund's balance.

Expenditures at \$13,466 were lower by 33.5% from the prior year due to a slight budgeting delay at the beginning of the fiscal year; this delay slowed the start of programs funded by the Friends of the Berkeley Public Library.

ALL OTHER FUNDS

All Other Funds is typically composed of funding from California State Library administered programs such as the Public Library Fund (defunct), the California Library Literacy Services program, the Library Services and Technology Act, and the Direct Book Loan Transaction Based Reimbursements (TBR) program (defunct).

TBR Fund (302) revenue ended the first quarter at \$5,675, down 29.0% year-over. Since FY 2013, the Fund's main revenue source has been public-use photocopier revenue. During the period, photocopier use has contributed \$5,198, a drop of 31.8% over the same period last year. Link+ fines is the secondary source of Fund revenue and yielded \$477. Photo-copier revenues are included as part of this Funds' grouping to match with the associated expenditures which are in part supported by prior year's non-restricted State Library TBR receipts. Fund expenditures for photocopier rental and supplies were generally in line with the prior year; however, a moderate 7.3% drop in Fund expense was realized due to lower Link+ delivery services costs.

The Grants Fund (304) did not receive any monies during the period; expenditures at \$9,736 were higher by \$2,393 or 32.6% year-over. Fund expenditures were fully attributable to providing BerkeleyREADS tutoring services.

FOUNDATION FUND

The Foundation Fund (307) captures all funding support received either directly from the Berkeley Public Library Foundation or funneled through the Foundation. There were no receipts taken into the Fund during the first quarter. Spending in the Fund was down \$5,068 year-over as Pace Trust funded first quarter program spending lagged the prior year by 29.8%.

MEASURE FF FUND

The Measure FF Fund was established to serve as the repository for proceeds from the November 4, 2008 voter approved issuance of \$26M in general obligation bonds, "to renovate, expand and make seismic and access improvements at four neighborhood branch libraries ..." Expenses for the design, engineering, and construction needs for each of the four branches have been charged to this Fund. All major activities of the branch program is complete. During this quarter there was a single expense to the Fund of \$4,778 to cover final EBMUD costs for waste water line relocation during the West Branch construction; and received revenue totaled \$1,000 of interest earned.

SUMMARY OF OPERATIONS EXPENSES

At the end of the first quarter, actual expenses excluding encumbrances in the operating Funds (all Funds excluding the Measure FF Fund) was 19.9% to the revised budget – versus the period benchmark of 25.0%. The bulk of savings to date are due to position vacancies, and delayed timing of the Central Library space planning project.

A half-year financial report will be presented to the board in early 2017.

CONTACT PERSON

Dennis Dang, Administrative and Fiscal Services Manager, 510-981-6118

Attachments:

1: 1Q-FY 2017 Revenues by Fund

2: 1Q-FY 2017 Expenditures by Fund

1Q-FY 2017 EXPENDITURES BY FUND

| BERKELEY PUBLIC LIBRARY | | | | | | | | | data as of: |
|-------------------------|--------------------------------|-------------------|---------------|---------------|---------------|----------------|---------------|------------------|-------------------|
| REVENUE SEP FY17 | | | | | | | | | 19-Oct-17 |
| Berkeley Public Library | | | | | | | | | |
| Ele/Obj | Account Description | Lib Dscr 301 | DL/ILL 302 | Grants 304 | Gift 306 | FF&E 307 | Mse FF 308 | Rfse Coll 820 | Revenue FY17 |
| 01-01 | Refund on Bills | 2,000 | | | | | | | 2,000 |
| 05-01 | Over and Shorts | | | | | | | | |
| 10-01 | Collection by City | | | | | | | 10,766 | 10,766 |
| 13-15 | Library Tax | 17,893,335 | | | | | | | 17,893,335 |
| 20-07 | Library Svc&Constr Act | | | 30,000 | | | | | 30,000 |
| 20-11 | Library Fines | 223,000 | | | | | | | 223,000 |
| 20-12 | Link + Fines | | | | | | | | |
| 20-15 | Lost Book Fines | 30,000 | | | | | | | 30,000 |
| 20-17 | Lib/Fin Act/S.B. 358 | | | | | | | | |
| 20-18 | Calif Library Svcs Board | | | | | | | | |
| 20-21 | Tool Lending Fines | 20,000 | | | | | | | 20,000 |
| 23-12 | BPL Foundation | | | | | 211,000 | | | 211,000 |
| 23-13 | Friends of BPL | | | | 90,000 | | | | 90,000 |
| 30-01 | Interest-Investment Pool | | | | | | | | |
| 50-02 | Inter-Library Book Loan | | | | | | | | |
| 50-03 | Direct Book Loan | | | | | | | | |
| 61-01 | Max Recycling and Composting | | | | | | | | |
| 65-01 | Meeting Room Fees | 2,000 | | | | | | | 2,000 |
| 80-99 | 1-Time Grant /w Proj Code | | | | | | | | |
| 99-01 | Carryover/AEO | | | | | | | | |
| 99-03 | Donations | | | | | | | | |
| 99-99 | Miscellaneous Revenue | 10,000 | 20,000 | | | | | | 30,000 |
| Adjusted | Berkeley Public Library | 18,180,335 | 20,000 | 30,000 | 90,000 | 211,000 | | 10,766 | 18,542,101 |
| 01-01 | Refund on Bills | | | | | | | | |
| 05-01 | Over and Shorts | (51) | | | | | | | (51) |
| 10-01 | Collection by City | | | | | | | 3,227 | 3,227 |
| 13-15 | Library Tax | 273,354 | | | | | | | 273,354 |
| 20-07 | Library Svc&Constr Act | | | | | | | | |
| 20-11 | Library Fines | 42,869 | | | | | | | 42,869 |
| 20-12 | Link + Fines | 16 | 477 | | | | | | 493 |
| 20-15 | Lost Book Fines | 5,611 | | | | | | | 5,611 |
| 20-17 | Lib/Fin Act/S.B. 358 | | | | | | | | |
| 20-18 | Calif Library Svcs Board | | | | | | | | |
| 20-21 | Tool Lending Fines | 2,073 | | | | | | | 2,073 |
| 23-12 | BPL Foundation | | | | | | | | |
| 23-13 | Friends of BPL | | | | | | | | |
| 30-01 | Interest-Investment Pool | | | | 245 | | 1,000 | | 1,245 |
| 50-02 | Inter-Library Book Loan | | | | | | | | |
| 50-03 | Direct Book Loan | | | | | | | | |
| 61-01 | Max Recycling and Composting | | | | | | | | |
| 65-01 | Meeting Room Fees | | | | | | | | |
| 80-99 | 1-Time Grant /w Proj Code | | | | | | | | |
| 99-01 | Carryover/AEO | | | | | | | | |
| 99-03 | Donations | | | | 790 | | | | 790 |
| 99-99 | Miscellaneous Revenue | 3,590 | 5,198 | | | | | | 8,788 |
| Act+Upstd | Berkeley Public Library | 327,462 | 5,675 | | 1,035 | | 1,000 | 3,227 | 338,399 |

1Q-FY 2017 EXPENDITURES BY FUND

| BERKELEY PUBLIC LIBRARY : EXPENDITURES SEP FY17 | | | | | | | | | | 3 | 25.0% |
|---|--|-------------------|----------------------|------------------|-----------------|---------------|-------------|--------------|---------------|------------------|----------------|
| Berkeley Public Library + CoB | | | Actuals+Encumbrances | | | | | | YTD SEP | | |
| Elmnt- Object | Description | Bdgt ORG FY17 | Bdgt RSV FY17 | Lib Dscr 301 | DL / ILL 302 | Grants 304 | Gift 306 | Fndtn 307 | Mse FF 308 | Actual FY17 | % RSV Spent |
| 11-01 | Monthly Rated Employees | 7,825,876 | 7,825,876 | 1,741,885 | | | | | | 1,741,885 | 22.3% |
| 11-02 | Wage Continuation Payment | | | 239 | | | | | | 239 | |
| 11-03 | Hourly and Daily Rated Empl | 246,947 | 246,947 | 50,192 | | 9,084 | | | | 59,276 | 24.0% |
| 11-04 | Monthly Rated - Part Benefitted | 106,220 | 106,220 | 8,669 | | | | | | 8,669 | 8.2% |
| 11-58 | OT Retro Gross Adjust. | | | 5 | | | | | | 5 | |
| 11-59 | Reg Retro Gross Adjust. | | | 576 | | | | | | 576 | |
| 11-60 | Excess Hours Pay | | | 62,699 | | | | | | 62,699 | |
| 13-01 | O/T-Monthly Rated Employee | 6,771 | 6,771 | 255 | | | | | | 255 | 3.8% |
| 13-05 | Holiday Pay | 5,081 | 5,081 | | | | | | | | |
| Prsnl Svcs-Salaries and Wages | | 8,190,895 | 8,190,895 | 1,864,520 | | 9,084 | | | | 1,873,604 | 22.9% |
| 20-11 | Medical Insurance | 1,330,023 | 1,330,023 | 213,974 | | | | | | 213,974 | 16.1% |
| 20-12 | Dental Insurance | 185,199 | 185,199 | 28,489 | | | | | | 28,489 | 15.4% |
| 20-13 | Life Insurance | 7,032 | 7,032 | 1,211 | | | | | | 1,211 | 17.2% |
| 20-21 | Cash-in-Lieu | 124,172 | 124,172 | 24,590 | | | | | | 24,590 | 19.8% |
| 20-31 | Pers/Misc Other | 2,769,860 | 2,769,860 | 630,559 | | | | | | 630,559 | 22.8% |
| 20-34 | PARS (3.75%) | 13,245 | 13,245 | 2,158 | | 341 | | | | 2,499 | 18.9% |
| 20-36 | SRIP | 287,969 | 287,969 | 32,798 | | | | | | 32,798 | 11.4% |
| 20-40 | Medicare Tax | 105,834 | 105,834 | 26,507 | | 127 | | | | 26,634 | 25.2% |
| 20-63 | Retirement Med: Misc. Emp Medical Trusts | 173,002 | 173,002 | 39,755 | | | | | | 39,755 | 23.0% |
| 20-71 | Workers Comp: Workers Comp Charges | 191,244 | 191,244 | 45,614 | | 184 | | | | 45,798 | 23.9% |
| 20-82 | Allowances: Shoes Allowance | 1,212 | 1,212 | 1,212 | | | | | | 1,212 | 100.0% |
| 20-87 | Terminal Payouts-Misc.Emp | 146,992 | 146,992 | 33,857 | | | | | | 33,857 | 23.0% |
| 20-90 | Other Employee Benefits | 217,237 | 217,237 | 78,183 | | | | | | 78,183 | 36.0% |
| 20-91 | Commuter Check | 21,390 | 21,390 | 4,385 | | | | | | 4,385 | 20.5% |
| 27-20 | Fringe Benefits (Budget) | 12,290 | 12,290 | | | | | | | | |
| Prsnl Svcs-Fringe Benefits | | 5,586,701 | 5,586,701 | 1,163,292 | | 652 | | | | 1,163,944 | 20.8% |
| 20-99 | Salary Savings | (256,243) | (256,243) | | | | | | | | |
| Personal Services-Employee | | 13,521,353 | 13,521,353 | 3,027,812 | | 9,736 | | | | 3,037,548 | 22.5% |

1Q-FY 2017 EXPENDITURES BY FUND

| BERKELEY PUBLIC LIBRARY : EXPENDITURES SEP FY17 | | | | | | | | | | 3 | 25.0% |
|---|--|------------------|----------------------|-----------------|-----------------|---------------|--------------|---------------|---------------|----------------|----------------|
| Berkeley Public Library + CoB | | | Actuals+Encumbrances | | | | | | YTD SEP | | |
| Elmnt- Object | Description | Bdgt ORG FY17 | Bdgt RSV FY17 | Lib Dscr 301 | DL / ILL 302 | Grants 304 | Gift 306 | Fndtn 307 | Mse FF 308 | Actual FY17 | % RSV Spent |
| 30-12 | Professional: Stipends | | 3,600 | 3,511 | | | | | | 3,511 | 97.5% |
| 30-35 | Professional: Engrng & Architecural Svcs | | 129,174 | 129,174 | | | | | | 129,174 | 100.0% |
| 30-36 | Professional: Temporary Agency | | | | | | | | | | |
| 30-37 | Professional: Medical | | 59 | 59 | | | | | | 59 | 100.0% |
| 30-38 | Professional: Misc Prof Svcs | 560,750 | 699,690 | 320,157 | | | 9,794 | 5,955 | | 335,906 | 48.0% |
| 30-39 | Hazardous Materials Handling | 2,000 | 1,500 | | | | | | | | |
| 30-42 | Maint Svcs: Office Equip Maint Svcs | 6,500 | 6,500 | 1,000 | | | | | | 1,000 | 15.4% |
| 30-43 | Maint Svcs: Bldg & Structures Maint Svcs | 174,000 | 292,881 | 177,645 | | | | | | 177,645 | 60.7% |
| 30-44 | Maint Svcs: Field Equip Maint | 86,250 | 21,753 | 4,040 | | | | | | 4,040 | 18.6% |
| 30-46 | Maint Svcs: Computer Maintenance | 5,000 | 5,056 | 56 | | | | | | 56 | 1.1% |
| 30-47 | Maint Svcs: Software Maintenance | 350,000 | 357,351 | 208,644 | | | | | | 208,644 | 58.4% |
| 30-51 | Bank Credit Card Fees | 4,500 | 4,500 | 1,057 | | | | | | 1,057 | 23.5% |
| Purchased Prof & Tech Svcs | | 1,189,000 | 1,522,064 | 845,343 | | | 9,794 | 5,955 | | 861,092 | 56.6% |
| 35-20 | County/State/Fed Pymts. | 5,000 | 5,000 | 3,200 | | | | | | 3,200 | 64.0% |
| Grants & Gvrnmntl Payments | | 5,000 | 5,000 | 3,200 | | | | | | 3,200 | 64.0% |
| 40-10 | Professional Dues and Fee | 47,250 | 47,253 | 39,156 | | | | | | 39,156 | 82.9% |
| 40-31 | Communications: Telephones | 87,200 | 133,016 | 81,916 | | | | | | 81,916 | 61.6% |
| 40-33 | Communications: Cellular | 14,550 | 14,550 | 3,380 | | | | | | 3,380 | 23.2% |
| 40-41 | Utilities: Water | 32,500 | 32,500 | 22,500 | | | | 4,500 | | 27,000 | 83.1% |
| 40-42 | Utilities: Gas/Electricity | 300,000 | 300,000 | 194,021 | | | | 15,000 | | 209,021 | 69.7% |
| 40-43 | Utilities: Refuse | 34,252 | 34,252 | 4,903 | | | | | | 4,903 | 14.3% |
| 40-50 | Printing and Binding | 17,850 | 20,100 | 4,495 | | | 2,000 | | | 6,495 | 32.3% |
| 40-61 | Travel: Commerical Travel | 2,000 | 2,025 | 25 | | | | | | 25 | 1.2% |
| 40-62 | Travel: Meals & Lodging | 7,000 | 7,036 | 195 | | | | | | 195 | 2.8% |
| 40-63 | Travel: Registration/Admin Fees | 25,000 | 37,085 | 7,323 | | | | | | 7,323 | 19.7% |
| 40-64 | Travel: Transportation | 2,000 | 2,000 | 59 | | | | | | 59 | 3.0% |
| 40-70 | Advertising | 20,000 | 20,200 | 2,471 | | | | | | 2,471 | 12.2% |
| 40-80 | Books and Publications | 16,000 | 16,050 | 16,050 | | | | | | 16,050 | 100.0% |
| 40-90 | Other | 175,000 | 79,504 | | | | | | | | |
| Other Purchased Services | | 780,602 | 745,571 | 376,494 | | | 2,000 | 19,500 | | 397,994 | 53.4% |

1Q-FY 2017 EXPENDITURES BY FUND

| BERKELEY PUBLIC LIBRARY : EXPENDITURES SEP FY17 | | | | | | | | | | 3 | 25.0% |
|---|---|------------------|----------------------|------------------|-----------------|---------------|---------------|--------------|---------------|------------------|----------------|
| Berkeley Public Library + CoB | | | Actuals+Encumbrances | | | | | | | YTD SEP | |
| Elmnt- Object | Description | Bdgt ORG FY17 | Bdgt RSV FY17 | Lib Dscr 301 | DL / ILL 302 | Grants 304 | Gift 306 | Fndtn 307 | Mse FF 308 | Actual FY17 | % RSV Spent |
| 50-10 | Rental of Land/Buildings | 1,500 | 1,500 | | | | | | | | |
| 50-20 | Rental of Equip/Vehicles | 46,500 | 48,938 | | 28,538 | | | | | 28,538 | 58.3% |
| 50-30 | Rental of Office Equipment & Furniture | 10,000 | 11,200 | 6,200 | | | | | | 6,200 | 55.4% |
| 50-40 | Rental of Software & Licenses | 75 | 75 | | | | | | | | |
| Rentals / Leases | | 58,075 | 61,713 | 6,200 | 28,538 | | | | | 34,738 | 56.3% |
| 51-10 | Postage | 47,000 | 45,689 | 15,255 | | | 169 | | | 15,424 | 33.8% |
| 51-20 | Messenger/Deliver | 13,000 | 13,000 | | 12,000 | | | | | 12,000 | 92.3% |
| Mail Services | | 60,000 | 58,689 | 15,255 | 12,000 | | 169 | | | 27,424 | 46.7% |
| 55-11 | Office Supplies | 39,260 | 36,412 | 22,229 | | | | | | 22,229 | 61.0% |
| 55-20 | Field Supplies | 169,721 | 207,141 | 115,203 | | 140 | 11,513 | 4,042 | | 130,898 | 63.2% |
| 55-34 | Equip & Veh Supp: Spare Replacement Parts | 6,000 | 6,000 | 1,387 | | | | | | 1,387 | 23.1% |
| 55-50 | Food | 1,531 | 16,282 | 432 | | | 5,834 | 1,750 | | 8,016 | 49.2% |
| 55-60 | Library Materials | 1,327,000 | 1,327,814 | 1,186,525 | | | | 5 | | 1,186,530 | 89.4% |
| Supplies | | 1,543,512 | 1,593,649 | 1,325,776 | | 140 | 17,347 | 5,797 | | 1,349,060 | 84.7% |
| 60-20 | Outside Janitorial Svcs | 205,000 | 205,000 | 205,001 | | | | | | 205,001 | 100.0% |
| Purchased Property Services | | 205,000 | 205,000 | 205,001 | | | | | | 205,001 | 100.0% |
| 65-70 | Building - Existing Construction | 2,525,000 | 2,525,000 | | | | | | | | |
| 65-75 | Building - New Construction | | 4,778 | | | | | | 4,778 | 4,778 | 100.0% |
| Infrastructure | | 2,525,000 | 2,529,778 | | | | | | 4,778 | 4,778 | 0.2% |
| 70-41 | Machinery and Equipment | 9,000 | 16,534 | 6,348 | | | 1,299 | | | 7,647 | 46.3% |
| 70-43 | Furniture and Fixtures | 75,000 | 165,619 | 77,147 | | | | | | 77,147 | 46.6% |
| 70-44 | Computers & Printers | 40,000 | 158,500 | 28,386 | | | | | | 28,386 | 17.9% |
| 70-47 | Computer Softwares & Lic | 25,000 | 25,000 | 7,596 | | | | | | 7,596 | 30.4% |
| Property | | 149,000 | 365,653 | 119,477 | | | 1,299 | | | 120,776 | 33.0% |
| 71-10 | Small Equipment | 26,000 | 18,628 | | | | | | | | |
| 71-43 | Mach & Equip: Furniture And Fixtures | | 375 | | | | | | | | |
| 71-44 | Mach & Equip: Computers And Printers | 50,000 | 50,308 | 11,307 | | | | | | 11,307 | 22.5% |
| 71-47 | Mach & Equip: Software & Licenses | 20,000 | 20,000 | 2,155 | | | | | | 2,155 | 10.8% |
| Property Under Cap Limit | | 96,000 | 89,311 | 13,462 | | | | | | 13,462 | 15.1% |

1Q-FY 2017 EXPENDITURES BY FUND

| | | | | | | | | | | | |
|---|---------------------------|-------------------|----------------------|------------------|-----------------|---------------|---------------|---------------|---------------|------------------|----------------|
| BERKELEY PUBLIC LIBRARY : EXPENDITURES SEP FY17 | | | | | | | | | | 3 | 25.0% |
| Berkeley Public Library + CoB | | | Actuals+Encumbrances | | | | | | | YTD SEP | |
| Elmnt- Object | Description | Bdgt ORG FY17 | Bdgt RSV FY17 | Lib Dscr 301 | DL / ILL 302 | Grants 304 | Gift 306 | Fndtn 307 | Mse FF 308 | Actual FY17 | % RSV Spent |
| 75-35 | Mail Services | 1,764 | 1,764 | 441 | | | | | | 441 | 25.0% |
| 75-50 | City Vehicles/Fuel & Main | 7,800 | 7,800 | 3,412 | | | | | | 3,412 | 43.7% |
| 75-60 | City Parking Permits | 500 | 500 | | | | | | | | |
| Internal Services | | 10,064 | 10,064 | 3,853 | | | | | | 3,853 | 38.3% |
| 99-01 | Appropriations Ord #1 | | (109,850) | | | | | | | | |
| Balance Sheet Accounts | | | (109,850) | | | | | | | | |
| Other Expenses | | 6,621,253 | 7,076,642 | 2,914,061 | 40,538 | 140 | 30,609 | 31,252 | 4,778 | 3,021,378 | 42.7% |
| Berkeley Public Library + CoB | | 20,142,606 | 20,597,995 | 5,941,873 | 40,538 | 9,876 | 30,609 | 31,252 | 4,778 | 6,058,926 | 29.4% |



INFORMATION REPORTS

December 14, 2016

To: Board of Library Trustees
From: Heidi W. Dolamore, Director of Library Services
Subject: December 2016 monthly report from Director of Library Services

DEPUTY DIRECTOR RECRUITMENT

- 28 applications received
- 1st round interviews with external professional panel scheduled for December 6, 2017; panelists are librarians working at deputy or director level
- 2nd round interviews scheduled for December 14, 2017; will include a staff panel (line staff, supervisors, managers) and an executive panel (library director, directors/deputies from other City agencies)
- Anticipated start date in early 2017

TAREA HALL PITTMAN SOUTH BRANCH

- Met with community members to discuss permanent exhibit
- Identified installation space near southern entrance, approximately 8'x4'

GALLUP Q12 SURVEY

- Q12 survey is designed to measure employee engagement
- Provides an opportunity to reflect on our organizational culture
- Provides opportunity for anonymous feedback
- Can be conducted annually to track changes over time
- Convened staff team to promote survey and assess results
- Survey is planned for January
- Additional information available online: <https://q12.gallup.com/>

TRUSTEE RECRUITMENT

- Publicized in Berkeleyside, Berkeley Times, Berkeley Post, Friends newsletter, Foundation newsletter, Library website
- December 5 open house was not scheduled due to lack of quorum

CORNERSTONES OF SCIENCE

- Acting Deputy and I will attend annual summit in Portland, ME, on Friday, December 9, 2016

PROGRAMS AND SERVICES

- New bike fix-it station installed at Claremont Branch
- Awarded \$12,000 grant from Pacific Library Partnership for *Learning by Doing – Easy PC Building*
- Closing announcements are being updated for increased language access and will be provided in English and Spanish
- Reconvening 4x2 meeting (2 representatives from Library administration, BOLT, Foundation, Friends) beginning in January 2017
- Reconvening joint labor management meeting beginning in January 2017

CONTACT PERSON

Heidi Dolamore, Director of Library Services, 510-981-6195