



BERKELEY PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES

SPECIAL MEETING
June 21, 2017

AGENDA
6:30 PM

SPECIAL LOCATION:
Central Library
2090 KITTREDGE STREET

I. PRELIMINARY MATTERS

- A. **Call to Order**
- B. **Public Comments** - Speakers are allowed 3 minutes each for up to 10 speakers; if more than 10 individuals have filled out and submitted cards to speak, the time for all speakers will be reduced to 2 minutes per person and if more than 20 individuals have submitted speaker's cards, the time per person will be reduced to one minute each, for a maximum of one hour of public comment.
- C. **Comments from Library Unions** - For regular meetings of the BOLT, representatives from the three unions representing Library employees may address BOLT, with a time limit of 5 minutes per union. The order in which representatives of the three unions will speak will be listed on the agenda and rotated at consecutive meetings. The time allotment for union comment will not be diminished in the event of large numbers of speakers present for public comment, and cannot be ceded from one union to another.
 - 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 the May 24, 2017 Special Meeting**
Recommendation: Approve the minutes of the May 24, 2017 Special Meeting of the Board of Library Trustees.
- B. **Contract: New Image Landscaping Company**
Recommendation: Adopt a resolution authorizing the Director of Library Services to enter into an agreement with New Image Landscape Company for the provision of landscape maintenance services at all Berkeley Public Library facilities for the anticipated period from July 1, 2017 through June 30, 2020 in a total amount not to exceed \$25,000 annually with options for two sequential one-year extensions at the sole discretion of the City at \$25,000 per period.

III. ACTION CALENDAR

- A. **BOLT Meeting Schedule**
Recommendation: Review the Board of Library Trustees meeting schedule and adopt a new meeting schedule if necessary.

IV. INFORMATION REPORTS

- A. **Trustee Training: What It Means to Be a Trustee** – Heidi Dolamore, Director of Library Services
- B. **Monthly Library Director's Report** – Heidi Dolamore, Director of Library Services
- 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, August 2, 2017 at the **Tarea Hall Pittman South Branch, 1901 Russell Street, Berkeley.**

VI. ADJOURNMENT

* * * * *



Communication Access Information

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

Please refrain from wearing scented products to this meeting.

I hereby certify that 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 14, 2017.

//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.

1. 04/19/2017 Statement to the Board of Library Trustees
2. 05/07/2017 Union Member Contacts with Public Officials
3. 05/15/2017 Library Policy of staff support to board and related commissions

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

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

MINUTES

Berkeley Public Library - Board of Library Trustees Special Meeting Wednesday, May 31, 2017 6:30 PM

TAREA HALL PITTMAN SOUTH BRANCH – 1901 RUSSELL STREET



Board of Library Trustees:

Diane Davenport
Abigail Franklin
Sophie Hahn
Judy Hunt

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: 6:30 PM

Present: Trustees Davenport, Franklin, Hahn, Hunt, and Selawsky.

Absent: None.

Also Present: Heidi Dolamore, Director of Library Services; Elliot Warren, Deputy Director; Dennis Dang, Fiscal Services Manager; Sarah Dentan, Library Services Manager; Alicia Abramson, Information Technology Manager; Jay Dickinson, Circulation Services Manager; July Cole, Associate Human Resources Analyst; Amanda Myers, Acting Library Services Manager; Eve Franklin, Administrative Secretary

B. Public Comments: 4 speakers.

C. Comments from Library Unions:

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

D. Comments from Board of Library Trustees

1. Trustee Hahn – Welcome to Trustee Selawsky.
2. Trustee Selawsky – It's a pleasure to be here. I look forward to working with all of you to make our libraries more effective better for our community and better for our workers. Thank you all for participating and doing the work necessary to move us along.
3. Trustee Franklin – Welcome to Trustee Selawsky. I appreciated all the comments from the speakers; it's time to look outward, at the community and let's continue to make this library a great place. We need to do a little inward looking and make sure we're working together on the same page and keep in mind our fiduciary responsibilities.
4. Trustee Davenport – Attended the quilt show. Caught the end of Erica doing a family story time with Mom's and 18 month olds. One more time my heart just swelled with the public programming work that we do in the library. Thank you to staff and administration.
5. Trustee Hunt – Expressed gratitude to staff for hanging in there in tough times and looking forward and having a spirit of cooperation and a spirit of recognizing that we all don't have to agree; see the same things the same way from the same lens. It's okay to disagree. That doesn't mean we have to be enemies. As the Board, it is our fiduciary responsibility to make policy decisions that are best for the library and the community. Sometimes staff may not always agree but we need to be respectful of each other and our rules and responsibilities. Thank you

to Eve Franklin and executive staff. Thank you to Ms. Huff for her comments and for our community being here. We need to hear from you. Don't be afraid to share the tough stuff.

II. CONSENT CALENDAR

Action: M/S/C Trustee Hunt / Trustee Selawsky to approve the consent calendar minus item A.

Vote: Ayes: Trustees Davenport, Franklin, Hahn, Hunt and Selawsky. Noes: None. Absent: None. Abstentions: None.

A. Approve minutes of the April 19, 2017 Special Meeting

From: Director of Library Services

Recommendation: Adopt a resolution to approve the minutes of the April 19, 2017 Special Meeting of the Board of Library Trustees.

Financial Implications: None.

Contact: Heidi Dolamore, Director of Library Services

Action: M/S/C Trustee Hahn / Trustee Davenport to adopt resolution # R17-027 to approve the minutes of the April 19, 2017 Special Meeting with correction to Action Calendar, Item C. Library Ethics. Change "Recommendation: That the Board of Library Trustees rescind its action from February 10, 2016, and determine whether to reinstate the Signage Subcommittee." to "Recommendation: Affirm the American Library Association (ALA) Code of Ethics and adopt an Ethical Conduct Policy."

Vote: Ayes: Trustees Davenport, Franklin, Hahn, Hunt and Selawsky. Noes: None. Absent: None. Abstentions: None.

B. Signing Authority

From: Director of Library Services

Recommendation: Adopt a Resolution to authorize and ratify signing authority for Abigail Franklin for resolutions approved after the office of President was vacated on April 5, 2017 and until a new President is elected.

Financial Implications: None.

Contact: Heidi Dolamore, Director of Library Services

Action: Adopted resolution # R17-028.

A. Contract Amendment: ITG, LLC

From: Information Technology Manager

Recommendation: Recommendation: Adopt a resolution authorizing the Director of Library Services to execute an amendment to Contract No. 8500 with Bibliotheca ITG, LLC to increase the contracted not-to-exceed amount to \$1,097,703 for maintenance of the Library's Automated Material Handling (AMH), Self-Check and Materials Security Equipment, and the purchase of additional security gates and patron counting software, and to extend the term of the Contract to June 30, 2020.

Financial Implications: See Report.

Contact: Alicia Abramson, Information Technology Manager.

Action: Adopted resolution # R17-029.

III. ACTION CALENDAR

A. Officer Elections

From: Director of Library Services

Recommendation: Adopt a Resolution to elect officers to serve through the time of the next election in October 2017.

Financial Implications: None.

Contact: Heidi Dolamore, Director of Library Services.

Action: Trustee Hunt nominated, Trustee Franklin seconded to elect Trustee Franklin as President through the time of the next election in October 2017. Vote: Ayes: Trustees Franklin & Hunt. Noes: Trustees Davenport, Hahn & Selawsky. Absent: None. Abstentions: None. Motion failed.

Action: Trustee Selawsky nominated, Trustee Hahn seconded to elect Trustee Davenport as President through the time of the next election in October 2017. Vote: Ayes: Trustees Davenport, Hahn & Selawsky. Noes: Trustees Franklin & Hunt Absent: None. Abstentions: none.

Action: Trustee Hahn nominated, Trustee Davenport seconded to elect Trustee Selawsky as Vice President through the time of the next election in October 2017. Vote: Ayes: Trustees Davenport, Hahn & Selawsky. Noes: Trustees Franklin & Hunt Absent: None. Abstentions: none.

Action: Adopted resolution # R17-030.

B. Recommendation to City Council on FY 2018 Library Tax Rate

From: Administrative and Fiscal Services Manager

Recommendation: Adopt a resolution to recommend that the Berkeley City Council set the FY 2018 tax rate for the Library Services Tax at \$0.2107 (21.07 cents) per square foot for dwelling units and \$0. 3186 (31.86 cents) per square foot for industrial, commercial, and institutional buildings, based on the April 2017 Consumer Price Index in the immediate San Francisco Bay Area of 3.789%.

Financial Implications: None.

Contact: Dennis Dang, Administrative and Fiscal Services Manager.

Action: M/S Trustee Franklin / Trustee Hahn to adopt resolution # R17-031 to recommend that the Berkeley City Council set the FY 2018 tax rate for the Library Services Tax at \$0.2107 (21.07 cents) per square foot for dwelling units and \$0. 3186 (31.86 cents) per square foot for industrial, commercial, and institutional buildings, based on the April 2017 Consumer Price Index in the immediate San Francisco Bay Area of 3.789%.

Vote: Ayes: Trustees Davenport, Franklin, Hahn, Hunt & Selawsky. Noes: None. Absent: None. Abstentions: None.

Information Calendar, Item B, Peer Benchmarking for Library Programs was moved to Action Calendar.

From: Director of Library Services

Contact: Heidi Dolamore, Director of Library Services

Action: Received

Presentations Calendar, Item A Proposed Biennial Budget FY2018 and FY 2019 was moved to Action Calendar

Dennis Dang, Administrative and Fiscal Services Manager provided a presentation. (Attachment #1)

C. Proposed Biennial Budget FY 2018 and FY 2019 – All Library Funds

From: Administrative and Fiscal Services Manager

Recommendation: approve the Biennial Budgets for FY 2018 of revenue of \$19,383,437 and expenditures of \$21,065,346; and for FY 2019 of revenue of \$19,548,171 and expenditures of \$19,964,444.

Financial Implications: None.

Contact: Heidi Dolamore, Director of Library Services.

Action: M/S/C Trustee Hunt / Trustee Hahn to adopt resolution # R17-032 to approve the Biennial Budgets for FY 2018 of revenue of \$19,383,437 and expenditures of \$21,065,346; and for FY 2019 of revenue of \$19,548,171 and expenditures of \$19,964,444 with a change to reserve amount ### and directed staff to come back to BOLT with details of Service Design division by end of September.

Vote: Ayes: Trustees Davenport, Franklin, Hahn, Hunt & Selawsky. Noes: None. Absent: None. Abstentions: None.

IV. PRESENTATION

A. Proposed Biennial Budget FY2018 and FY 2019 - Moved to Action Calendar.

V. INFORMATION CALENDAR

A. Board Training: Trustees Roles and Responsibilities

From: Director of Library Services

Contact: Heidi Dolamore, Director of Library Services

Action: Postponed to next meeting.

B. Peer Benchmarking for Library Programs – moved to Action Calendar.

C. FY17 – 3rd Quarter Budget Report

From: Administrative and Fiscal Services Manager

Contact: Dennis Dang, Administrative and Fiscal Services Manager

Action: Received

D. Monthly Library Director's Report

From: Director of Library Services

Contact: Heidi Dolamore, Director of Library Services

Action: Received

E. Library Events

From: Director of Library Services

Contact: Heidi Dolamore, Director of Library Services

Action: Received

VI. AGENDA BUILDING

- Future Meetings: June 21, 2017, No July Meeting, August 2, 2017
- Trustee Training (June 21)
- Recruitment, Retention & Diversity
- Union Comments Allocation
- Employee Engagement Survey Report
- Public Comment on Significant Agenda items
- THP Signage Update at every meeting until completion
- Director to share proposed agenda items
- Protocol including for public comments, communications to BOLT, letter in the public record.
- What do the public want from libraries? Survey?
- Star Libraries – what are criteria?
- Earlier BOLT Agenda packet release
- Library Policies
- Board Priorities
- Closed session to discuss Director expectations

VII. ADJOURNMENT

Adjourned at 9:48 PM.

This is to certify that the foregoing is a true and correct copy of the minutes of the special meeting of May 31, 2017 as approved by the Board of Library Trustees

//s// _____

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

Attachments:

1) Proposed Biennial Budget FY2018 and FY 2019



**Biennial Budget
FY: 2018 & 2019
BOLT Budget Presentation #2**
Wednesday, May 31, 2017

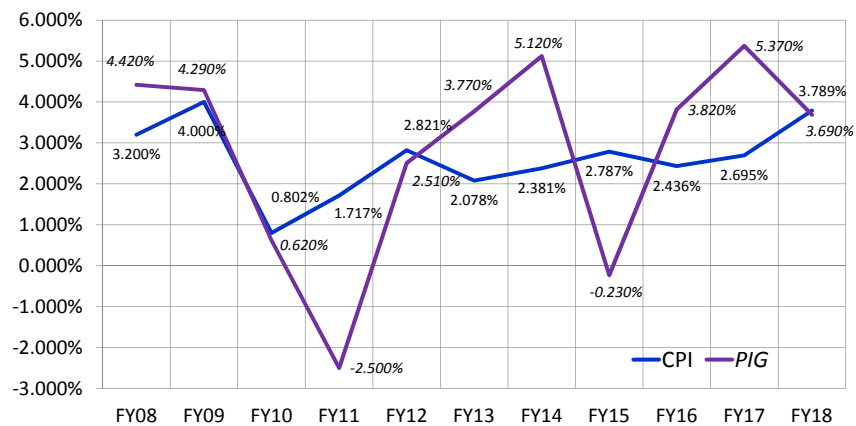
**Board of Library Trustees
Budget Priorities for FY18 and FY19** (BOLT#: R16-050, 14DEC16)

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

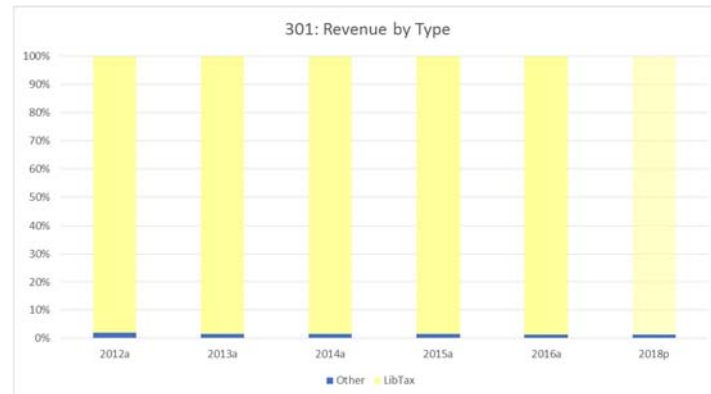
Budget Strategies for FY 2018-2019

- Maximize Delivery of Core Library Services with Available Resources
 - Right and Proper Deployment of Staff
 - Enhanced and Expanded Programming
 - Central Library Teen Room and Infrastructure Improvements
 - Pursue Grants and Gifts Funding

301: Library Tax Fund CPI vs PIG



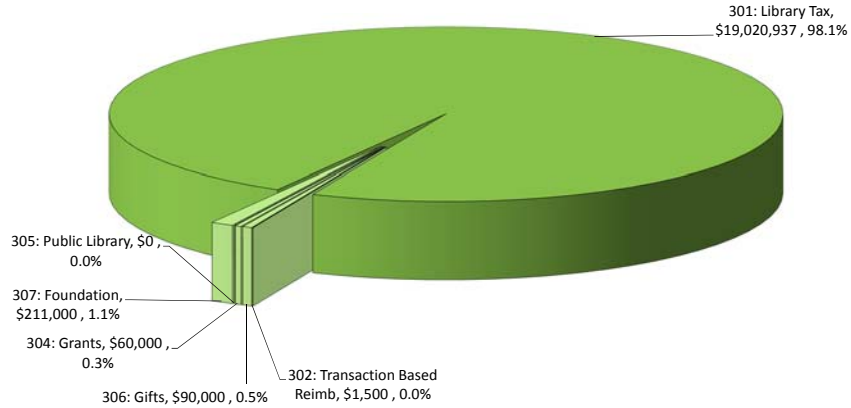
301: Tax vs. Other Revenues



Projected Revenue and Fund Balance

Fund	FY19	Fund Balance (begin FY19)	FY18	Fund Balance (begin FY18)
301: Library Tax <i>(*begin balance net reserve)</i>	\$19,396,671	\$2,269,391*	\$19,020,937	\$4,551,630*
302: Transactions Based Reimbursements	\$1,500	\$65,220	\$1,500	\$81,720
304: Grants	\$60,000	\$25,522	\$60,000	\$28,972
305: Public Library	Inactive	\$56,283	Inactive	\$56,283
306: Gifts	\$90,000	\$266,887	\$90,000	\$326,887
307: Foundation	\$0	\$51,111	\$211,000	\$1,014,638
308: Measure FF	Complete	-	Complete	-

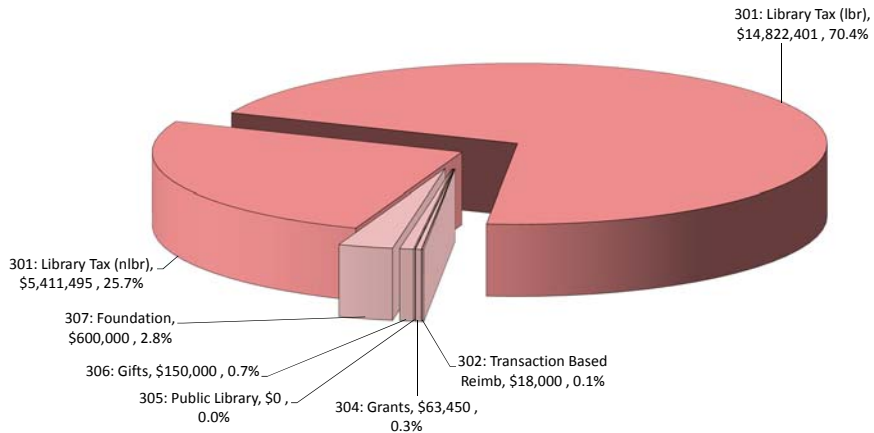
FY18: Projected Revenues
Funds: 301, 302, 304, 305, 306, 307
\$19,383,437



301: Library Tax Fund
FY15 – FY19 (\$)

	FY19 Projected	FY18 Projected	FY17 Midyear	FY16 Final	FY15 Final
Revenue	19,396,671	19,020,937	18,387,846	17,504,309	16,747,095
Library Tax	19,162,421	18,786,687	18,100,846	17,286,659	16,470,657
Other	234,250	234,250	287,000	217,650	276,438
Expenses	19,586,211	20,233,896	18,223,617	16,049,444	16,016,730
Personnel	15,162,863	14,793,782	13,140,033	12,959,742	12,865,083
Non-Personnel	4,390,495	5,407,495	5,055,190	3,069,554	3,127,778
CoB	32,853	32,619	28,394	20,148	23,869
Surplus / Shortfall	(189,540)	(1,212,959)	164,229	1,454,865	730,365

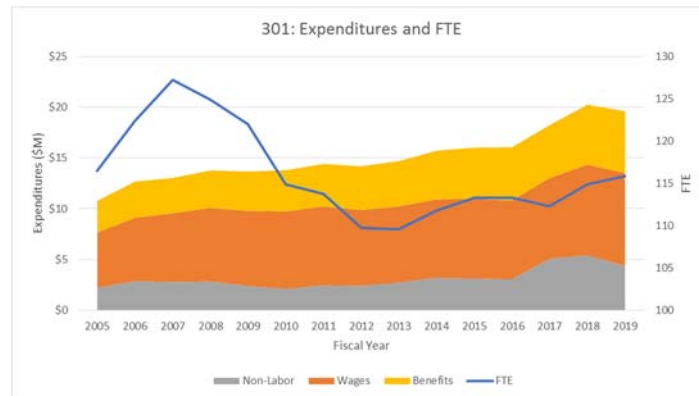
FY18: Projected Expenditures
Funds: 301, 302, 304, 305, 306, 307
\$21,065,346



301: Library Tax Fund
Fund Balance FY15 – FY19 (\$)

	FY19 Projected	FY18 Projected	FY17 Projected	FY16 Final	FY15 Final
Begin Fund Balance	\$4,738,671	\$5,951,630	\$5,787,401	\$4,332,536	\$3,602,171
Surplus / Shortfall	(189,540)	(1,212,959)	164,229	1,454,865	730,365
Reserve (FY19=15.25%; FY18=13.8%)	(2,728,734)	(2,469,280)	(1,400,000)	(1,400,000)	(1,300,000)
End Fund Balance	\$1,820,397	\$2,269,391	\$4,551,630	\$4,387,401	\$3,032,536

301: Expenditures and FTE



Staffing

Reassignments

Position	Hdcnt	FTE	To	From
Library Specialist II	1.0	0.5	Children's (9202)	Art and Music (9203)
Library Specialist II	1.0	1.0	Service Design Unit (9301)	Administration (9101)
Senior Librarian	1.0	1.0	Service Design Unit (9301)	Children's (9202)

FTE Changes

Division	Position	Hdcnt	FTE To	FTE Fr	Notes
Circulation Services (9201)	Library Aide	1.0	-	0.375	Non-career position
Circulation Services (9201)	Mail Services Aide	1.0	0.80	0.75	For four 8-hour days
Service Design Unit (9301)	Supervising Librarian	1.0	1.00	-	Increase to FTE
Service Design Unit (9301)	Senior Librarian	1.0	1.00	-	Increase to FTE
Tool Lending Library (9307)	Tool Lending Specialist	3.0	0.75	0.70	For BOLT authorization
Administration (9101)	Communications Manager	1.0	1.00	-	Increase to FTE – FY19

FTE by Classification

Title	FTE			
	Prop 19	Prop 18	Auth 17	Auth 16
ACCOUNTING OFF SPEC III U	2,000	2,000	2,000	2,000
ADMIN & FISCAL SVS MGR UN	1,000	1,000	1,000	1,000
ADMIN SECRETARY	1,000	1,000	1,000	1,000
ASSOCIATE HUMAN RESRCS AN	1,000	1,000	1,000	1,000
BUILDING MAINTENANCE MECH	1,000	1,000	1,000	1,000
BUILDING MAINTENANCE SUPE	1,000	1,000	1,000	1,000
CIRCULATION SERVICES MANA	1,000	1,000	1,000	1,000
COMMUNICATIONS MGR	1,000			
DEPUTY DIRECTOR OF LIBRAR	1,000	1,000	1,000	1,000
DIRECTOR OF LIBRARY SERVI	1,000	1,000	1,000	1,000
INFORMATOR SYSTEMS SPECI	3,000	3,000	3,000	3,000
INFORMATION SYSTEMS SUPPO				1,000
LIBRARIAN I	3,500	3,500	3,500	3,500
LIBRARIAN II	17,800	17,800	17,800	17,800
LIBRARY AIDE	14,000	14,000	14,000	14,000
LIBRARY ASSISTANT	14,250	14,250	14,250	14,250
LIBRARY INFO SYS ADMINIST	1,000	1,000	1,000	1,000
LIBRARY LITERACY PROGRAM	1,000	1,000	1,000	1,000
LIBRARY SERVICES MANAGER	2,000	2,000	2,000	2,000
LIBRARY SPECIALIST I	3,000	3,000	3,000	3,000
LIBRARY SPECIALIST II	13,550	13,550	13,550	13,550
MAIL SERVICES AIDE	1,800	1,800	1,750	1,750
OFFICE SPECIALIST II	1,000	1,000	1,000	1,000
SENIOR BUILDING MTC SUPER	1,000	1,000	1,000	1,000
SENIOR LIBRARIAN	3,000	3,000	2,000	2,000
SUPERVISING LIBRARIAN	8,000	8,000	7,000	7,000
SUPERVISING LIBRARY ASSIS	9,000	9,000	9,000	9,000
TOOL LENDING SPECIALIST	2,250	2,250	2,100	2,100
Career	110,150	109,150	106,950	107,950
non-career: LIBRARY AIDE	0,750	0,750	1,125	1,125
non-career: LIBRARY PAGE	4,200	4,200	4,200	4,200
non-career: YOUTH ENROLLEE INTERN				
Total	115,100	114,100	112,275	113,275

FTE by Division

Library/Division		FTE			
No.	Name	Prop 19	Prop 18	Auth 17	Auth 16
9101	Administration	9,000	9,000	10,000	10,000
9102	Information Systems	5,000	5,000	5,000	6,000
9103	Facilities Maintenance	3,000	3,000	3,000	3,000
9201	Circulation Services	25,450	25,450	25,775	25,775
9202	Childrens Services	5,400	5,400	5,900	5,900
9203	Art+Music	3,500	3,500	4,000	4,000
9204	Reference	8,700	8,700	8,700	8,700
9205	Literacy Programs	2,500	2,500	2,500	2,500
9301	Service Design Unit	4,000	4,000		
9302	North Branch	10,050	10,050	10,050	10,050
9303	South Branch	8,350	8,350	8,350	8,350
9304	West Branch	9,075	9,075	9,075	9,075
9305	Claremont Branch	8,325	8,325	8,325	8,325
9307	Tool Lending Library	2,250	2,250	2,100	2,100
9401	Technical Services	6,500	6,500	6,500	6,500
9402	Collections Management	3,000	3,000	3,000	3,000
Total		114,100	114,100	112,275	113,275
COMMUNICATIONS MGR		1,000			

FY 2018 Budget Highlights Library Tax Fund (301)

Non-Discretionary (over Projected FY17)

- Wages and Benefits: +\$1,653,749
 - FY18: Two 1.0 FTEs = \$342,080 (est. salary + benefits)
 - FY19: One 1.0 FTE = \$204,728 (est. salary + benefits)
- CalPERS: +\$183,959 (current FTEs only)
- Reserve: +\$1,069,280

Discretionary (allocated)

- Library Materials: \$1,318,409
- Programming: \$125,000
- Central Improvement-Prof. Svcs: \$325,000
- Central Improvement-Construction: \$1,300,000

Summary Biennial Budget for FY18/19

Material Items:

- CalPERS Discount Rate in FY 2019
- Contracted Phase-in of Employee Payments for CalPERS
- COLAs for FY 2018 and FY 2019

Address priorities & service commitments:

- Right and proper staffing
- Prudent use of fund balances
- Maintain fiscal and physical health
- Make incremental cost neutral changes to Operations

FY18/19 Biennial Budget Presentation Calendar

Date	Topic
Wed, 14 DEC 2016	Discussion and Action on Budget Priorities for FY 2018 & FY 2019
Wed, 1 MAR 2017	BOLT FY17-2Q (mid-year) Report
Wed, 19 APR 2017	BOLT Presentation and Recommendations on Draft Budget
Wed, 31 MAY 2017	BOLT Recommendations on Draft Budget, Tentative Adoption; BOLT FY17-3Q Report
Tue, 27 JUN 2017	City Council Adoption of Biennial Budget and Tax Rates

FY18/19 Biennial Budget Presentation #2

- Board Discussion



CONSENT CALENDAR

June 21, 2017

To: Board of Library Trustees
From: Dennis Dang, Administrative and Fiscal Services Manager
Subject: Contract: New Image Landscaping Company

RECOMMENDATION

Adopt a resolution authorizing the Director of Library Services to enter into an agreement with New Image Landscape Company for the provision of landscape maintenance services at all Berkeley Public Library facilities for the anticipated period from July 1, 2017 through June 30, 2020 in a total amount not to exceed \$25,000 annually with options for two sequential one-year extensions at the sole discretion of the City at \$25,000 per period.

FISCAL IMPACTS OF RECOMMENDATION

Total cost is estimated at **\$75,000** for an initial 3-year contract, plus two optional 1-year extensions.

Funding for fiscal years 2018 and 2019 is provisioned in the adopted biennial budget on account line 301-9103-450-30-43. The contracted start date will be Saturday, July 1, 2017; services will not begin until Monday, July 3, 2017.

CURRENT SITUATION AND ITS EFFECTS

New Image Landscaping Company, a full-service Bay-Friendly certified landscaping service, is the provider of landscaping services as assigned under contract number 8992 in effect from July 1, 2012 through June 30, 2017. Staff members of New Image have completed training and qualification programs for experienced, local landscape maintenance professionals such as Bay-Friendly trainings offered and supported by the Alameda County Waste Management Authority & Alameda County Source Reduction and Recycling Board.

With the upcoming expiration on June 30, 2017 of New Image's five-year contract, the Library released RFP Specification No. 17-11130 for *Landscape Maintenance for Library* on April 28, 2017 to cover a proposed period from July 1, 2017 through June 30, 2020 with options for two sequential one-year extensions at the sole discretion of the City. The Library, as the recipient of the City's library services parcel tax is accorded, in addition to the provision of providing City operated library services, the duty to maintain the physical plant inclusive of (Bay-Friendly) landscaping services for all City-owned library facilities consistent with City policy as adopted by City Council Resolution No. 64,507-N.S. Three qualifying responses were received at the conclusion of the bid period and upon evaluation the reviewing panel selected New Image based on services and pricing value.

BACKGROUND

Bay-Friendly landscaping was integrated into the Library's current landscaping contract with New Image Landscape Company instituted on July 1, 2012 and set to expire on June 30, 2017. Furthermore, the City is committed as enunciated in City Council Resolution No. 64,507-N.S. to the concepts and principles outlined by Bay-Friendly landscaping practices and is committed to implementing and maintaining such sustainable

practices. To date, New Image has successfully fulfilled contracted tasks and obligations pursuant to contract 8992.

On June 10, 2008, the board adopted BOLT Resolution No. R08-56, amending the Director of Library Services' purchasing authority for services to \$50,000. And on October 14, 2009, the board adopted BOLT Resolution No. R09-94, amending the Director of Library Services' purchasing authority for goods, materials, and equipment to \$100,000. As a result, this required report to the board is for services in excess of \$50,000.

ENVIRONMENTAL SUSTAINABILITY

This contract shall employ certified Bay-Friendly landscaping services which incorporate use of permeable pavers, reuse of on-site recycled materials, and the replacement of small lawns with drought-tolerant natives and bio-filtration planters.

Attachments

1. Resolution

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO: R17-___

AUTHORIZE THE DIRECTOR OF LIBRARY SERVICES TO EXECUTE A CONTRACT AND ANY AMENDMENTS AND APPROVE PAYMENTS WITH NEW IMAGE LANDSCAPING COMPANY FOR THE PROVISION OF LANDSCAPE MAINTENANCE SERVICES FOR THE ANTICIPATED PERIOD EXTENDING FROM JULY 1, 2017 THROUGH JUNE 30, 2020 IN A TOTAL AMOUNT NOT TO EXCEED \$25,000 ANNUALLY WITH OPTIONS FOR TWO SEQUENTIAL ONE-YEAR EXTENSIONS AT THE SOLE DISCRETION OF THE CITY AT \$25,000 PER PERIOD

WHEREAS, the City Council approved Resolution No. 64,507-N.S. establishing a Bay-Friendly landscaping policy for City projects; and

WHEREAS, New Image Landscaping Company is the provider of landscaping services as assigned under contract number 8992 in effect through June 30, 2017; and

WHEREAS, the Library released RFP Specification No. 17-11130 for *Landscape Maintenance for Library* on April 28, 2017 to cover the anticipated period from July 1, 2017 through June 30, 2020 with options for two sequential one-year extensions at the sole discretion of the City; and

WHEREAS, New Image Landscaping was one of three qualifying RFP respondents and was selected by an evaluating panel based on services and pricing value; and

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to authorize the Director of Library Services to execute a contract and any amendments and approve payments with New Image Landscaping Company for the provision of landscape maintenance services for the anticipated period extending from July 1, 2017 through June 30, 2020 in a total amount not to exceed \$25,000 annually with options for two sequential one-year extensions at the sole discretion of the City at \$25,000 per period.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a special meeting held on June 21, 2017 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Diane Davenport, President

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



INFORMATION REPORTS

June 21, 2017

To: Board of Library Trustees
From: Heidi W. Dolamore, Director of Library Services
Date: June 13, 2017
Subject: Monthly report from Director of Library Services

Programs, services, & operations

Berkeley Public Library (BPL) is committed to supporting parents and caregivers in providing young children the best start possible. In May, Library staff facilitated a series of workshops bringing parents and community service providers together to learn about child development during “playshops,” which also provide an opportunity for children and caregivers to play together. Volunteers with Berkeley Builds Readers, a library program funded in part by Berkeley Public Library Foundation, visited 18 preschool classrooms, providing stories and literacy activities to children. In celebration of Dia de los Niños/Dia de los Libros, Library staff presented bilingual (Spanish/English) storytimes and distributed bilingual books for children to keep, sponsored by the Friends of Berkeley Public Library.

Print and visual literacy for all ages was celebrated during Free Comic Book Day, an annual event recognized by libraries, booksellers, and comics retailers. In addition to distributing comics, graphic novel collections were highlighted. Programs ranged from card games and a variety of crafting opportunities to comics creation workshops with local artists.

The Library’s Customer Service Planning Team held its first meeting. Team members identified and shared customer service best practices for libraries to inform the development of best practices and customer service values for BPL. The team plans to meet over the next six months to develop a core set of customer service standards that support the Library’s values and meet community needs.

As part of a California State Library Technology and Training grant, BPL will receive a 3D printer for one month to provide staff with an opportunity to learn about 3D printing and test out new technology.

The Library installed an updated version of software used to count the number of visitors to the Library. The new software streamlines data collection, improves reporting, and offers an updated, enhanced user interface. The new patron count solution, to be implemented in the new Fiscal Year, will improve the ease of collection and accuracy of reporting these statistics to ensure compliance with the “Transparency and Accuracy of Statistical Reporting” policy, adopted by the Board by Resolution R17-026 on April 19, 2017.

The Tarea Hall Pittman South Branch community meeting room now features new, improved microphones and dual projection of presentations to both the projection screen and LCD panel to improve sightlines for programs and BOLT meetings. The May 31, 2017 meeting of BOLT offered the Library the first opportunity to make these updates available, and Trustees used the microphones resulting in improved output for audio recording. Additionally, the existing digital capture system is now being used to record both video and audio of BOLT meetings. All equipment described here is also available for public programs.

Due to installation of the new Central backup power generator, it was necessary to shut down all Library IT systems (except the website which is hosted externally) to safeguard the Library’s computer equipment and

data in case of extended power loss. This event provided IT staff the opportunity to test and refine the Division's Disaster Prevention and Recovery Procedure which would be triggered by unanticipated disasters or extended power outages. In the latter case, the Library would attempt to keep mission critical systems such as phones and the Library's Catalog running until normal power was restored. In disaster scenarios it could be necessary to shut all systems down until such time as it is safe to bring them back online.

Tarea Hall Pittman South Branch sign

The Library has identified a vendor to fabricate and install the new sign and is working with the vendor to comply with the City's purchasing procedures so that fabrication may begin.

The Library installed a digital display alongside a historic photo featuring Ms. Pittman at an NAACP meeting near the south entryway to the Branch. Content for the digital display is under development and will highlight Ms. Pittman's life and the multicultural history of South Berkeley.

Collection Management Plan

The Collection Planning team has begun to meet; the team has identified over 20 distinct roles that library staff play in managing collections that will need to be clarified in the plan. Team members have developed a survey intended to gather community input about people's interests in library collections. The survey will be used along with other quantitative and qualitative data to help develop collection scope, identify opportunities, and refine the plan. Next steps are to publicize and distribute surveys, analyze the results, and examine collection plans of other public libraries to identify elements to emulate and those to avoid.

Legislative update

In Sacramento, the Budget Conference Committee concluded their work on the State Budget; they did not fund any broadband connection grants for public libraries in the 2017-18 Budget. The State Library had been trying to secure funding for Phase 3 of the statewide broadband initiative to connect public libraries to the high speed broadband "backbone" operated by the Corporation for Education Network Initiatives in California (CENIC).

The majority of federal library program funds are distributed through the Institute of Museum and Library Services to each state. The Library Services and Technology Act (LSTA) is part of the annual Labor, Health and Human Services and Education Appropriations bill. The Innovative Approaches to Literacy (IAL) grant program from the U.S. Department of Education supports school libraries and non-profit literacy organizations working to improve reading skills at the most critical early years of a child's development. Both Senators Feinstein and Harris signed on to letters supporting LSTA and IAL appropriations. The appropriations cycle will continue into the fall.

CONTACT PERSON

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



ACTION CALENDAR

June 21, 2017

To: Board of Library Trustees (BOLT)
From: Heidi Dolamore, Director of Library Services
Subject: BOLT meeting schedule

RECOMMENDATION

Review the Board of Library Trustees meeting schedule and adopt a new meeting schedule if necessary.

FISCAL IMPACTS OF RECOMMENDATION

No fiscal impact.

CURRENT SITUATION AND ITS EFFECTS

The Board of Library Trustees currently meets regularly on the first Wednesday of the month.

BACKGROUND

Prior to 2017, BOLT met on the second Tuesday of the month. The Board moved its meetings from the second Wednesday to the first Wednesday due to a scheduling conflict affecting a previous Trustee who is no longer a member of the Board.

ENVIRONMENTAL SUSTAINABILITY

No identifiable environmental effects or opportunities associated.

RATIONALE FOR RECOMMENDATION

The majority of Trustees are newly appointed, and it is appropriate to establish a meeting schedule that incorporates input from the current slate of Trustees.

ALTERNATIVE ACTIONS CONSIDERED

The Berkeley Public Library Foundation Board meets on the fourth Wednesday; scheduling BOLT meetings on the fourth Wednesday is not advised to avoid conflict with Foundation meetings.

CONTACT PERSON

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

Attachments:

- 1: Resolution
- 2: Proposed meeting dates and known conflicts

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO: R17-__

OFFICER ELECTIONS

WHEREAS, Board of Library Trustees wishes to establish a schedule for its regular meetings; and

WHEREAS, the Board of Library Trustees customarily takes a summer recess for the month of August.

NOW, THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley hold a regular meeting on the _____ Wednesday of each month beginning on _____, with no meeting held in the month of _____.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a special meeting held on June 21, 2017 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Diane Davenport, President

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

Berkeley Public Library Board of Library Trustees
Remainder of 2017 & 2018 Regular Meeting Schedule
Possible Dates

Month/Year	1st Wed.	Conflict?	2nd Wed.	Conflict?	3rd Wed.	Conflict?	4th Wed.	Conflict?
July 2017	6	7/4 Holiday	13		20		27	
August 2017	2		9		16		23	
September 2017	6		13		20	Rosh Hashanah	27	
October 2017	4		11	ULC Annual Forum	18		25	
November 2017	1	CLA Annual Conf.	8		15		22	Thanksgiving Holiday eve
December 2017	6		13	Hanukkah	20	Hanukkah	27	Christmas week
January 2018	3		10		17		23	
February 2018	7		14	Valentine's Day	21		28	
March 2018	7		14		21		28	
April 2018	4		11		18		25	
May 2018	2		9		16		23	
June 2018	6		13		20	ALA Annual (6/22-26)	27	
July 2018	4	Holiday	11		18		25	
August 2018								
September 2018	5		12		19	Yom Kippur	26	
October 2018	3		10	?ULC Annual Forum)	17		23	
November 2018	7	CLA Annual Conf.	14		21	Thanksgiving Holiday eve	28	
December 2018	5	Hanukkah	12		19		26	Christmas week



INFORMATION REPORTS

June 21, 2017

To: Board of Library Trustees (BOLT)
From: Heidi Dolamore, Director of Library Services
Subject: Trustee Training: What It Means to Be a Trustee

INTRODUCTION

This report introduces United for Libraries Trustee training resources and will be accompanied by the first in a series of ten short videos from the *Short Takes for Trustees* series.

FISCAL IMPACT

There is no fiscal impact from this report.

BACKGROUND

United for Libraries is the Association of Library Trustees, Advocates, Friends and Foundations, a division of the American Library Association. To fulfill their mission to support those who govern, promote, advocate, and fundraise for all types of libraries, United for Libraries has developed educational tools and training materials for library Trustees to enable them to discharge their responsibilities to the benefit of the public and the libraries they represent.

Berkeley Public Library Board of Library Trustees is a member of United for Libraries.

CURRENT SITUATION AND ITS EFFECTS

Short Takes for Trustees is a series of 10 short videos intended to be shown during Trustee meetings to stimulate discussion about the important role that Trustees play in the governance of their libraries. Topics in the series explain the basics, such as the broad fiduciary responsibilities of governing boards, how to set policy, how to evaluate the library director, along with board self-evaluation, and the ethical and parliamentary standards for boards. As an additional resource, United for Libraries developed *The Complete Library Trustee Handbook*. New Trustees are provided a copy of this book as part of their orientation.

The first video in the series, *What It Means to Be a Trustee*, addresses fiduciary responsibilities, liability, and effective working relations between boards and directors. Fiduciary responsibility and liability are covered in-depth in Chapter 1 of the *Handbook*. Fiduciary responsibility includes a duty to always act in the best interest of the Library. The *Handbook* recommends that boards develop conflict of interest policies to safeguard against malfeasance, and that the policies require every member to sign conflict of interest statements. For information on roles and working relations between boards and directors, see Chapter 3 of the *Handbook*. Additional resources from United for Libraries are attached to this report.

CONTACT PERSON

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

Attachments:

- 1: Working Together: Roles and Responsibilities Guidelines
- 2: Sample Trustee Conflict of Interest Policy

Working Together: Roles and Responsibilities Guidelines

Responsibilities of	Library Director	Library Board	Friends
General Administrative	Administer daily operation of the library including personnel, collection development, fiscal, physical plant and programmatic functions. Act as advisor to the board and provide support to the Friends and community groups.	Recruit and employ a qualified library director; maintain an ongoing performance appraisal process for the director in accordance with town charter.	Support quality library service in the community through fund raising, volunteerism and serving as advocates for the library.
Policy	Apprise library board of need for new policies, as well as policy revisions. Implement the policies of the library as adopted by the library board.	Identify and adopt written policies to govern the operation and program of the library.	Support the policies of the library as adopted by the library board.
Planning	Coordinate and implement a strategic plan with library board, Friends, staff and community.	Ensure that the library has a strategic plan with implementation and evaluation components.	Provide input into the library's strategic plan and support its implementation.
Fiscal	Prepare an annual budget for the library in accordance with town charter.	Seek adequate funds to carry out library operations. Assist in the preparation and presentation of the annual budget in accordance with town charter.	Conduct fund raising to support the library's mission and plans.
Advocacy	Promote the mission of the library within the community. Educate the library board, Friends and community regarding local, state and federal issues that impact the library.	Promote the mission of the library within the community. Advocate for the library to legislators.	Promote the mission of the library within the community. Advocate for the library to legislators.
Meetings	Participate in library board and Friends meetings. Ensure that there is a liaison from the board to the Friends and vice versa.	Participate in all board meetings. Appoint a liaison to the Friends Board and become a member of the Friends.	Maintain a liaison to the library board.
Networking	Encourage City Board and Friends to join state and national professional organizations and make them aware of educational opportunities.	Join the Association of Connecticut Library Boards as a resource for policies, operations and advocacy for libraries.	Join the Friends of Connecticut Libraries as a resource to better support the library.



SAMPLE BOARD OF TRUSTEES CONFLICT OF INTEREST POLICY

No Board member or committee member of the Anytown Public Library shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation on the Board.

Each individual shall disclose to the Board any personal interest which he or she may have in any matter pending before the Board and shall refrain from participation in any decision on such matter.

Members of Anytown Public Library Board shall refrain from obtaining any list of library patrons that results in personal benefit.

Statement of Associations

This is to certify that I, except as described on the reverse of this sheet, am not now nor at any time during the past year have been:

A participant, directly or indirectly, in any arrangement, agreement, investment, or other activity with any vendor, supplier, or other party doing business with Anytown Public Library that has resulted or could result in personal benefit to me.

Any exceptions to the above are stated on the reverse of this sheet with a full description of the transactions, whether direct or indirect, which I have (or have had during the past year) with persons or organizations having transactions with Anytown Public Library.

Signature: _____ Date: _____

Printed name: _____



INFORMATION REPORTS

June 21, 2017

To: Board of Library Trustees
From: Heidi W. Dolamore, Director of Library Services
Date: June 13, 2017
Subject: Monthly report from Director of Library Services

Programs, services, & operations

Berkeley Public Library (BPL) is committed to supporting parents and caregivers in providing young children the best start possible. In May, Library staff facilitated a series of workshops bringing parents and community service providers together to learn about child development during “playshops,” which also provide an opportunity for children and caregivers to play together. Volunteers with Berkeley Builds Readers, a library program funded in part by Berkeley Public Library Foundation, visited 18 preschool classrooms, providing stories and literacy activities to children. In celebration of Dia de los Niños/Dia de los Libros, Library staff presented bilingual (Spanish/English) storytimes and distributed bilingual books for children to keep, sponsored by the Friends of Berkeley Public Library.

Print and visual literacy for all ages was celebrated during Free Comic Book Day, an annual event recognized by libraries, booksellers, and comics retailers. In addition to distributing comics, graphic novel collections were highlighted. Programs ranged from card games and a variety of crafting opportunities to comics creation workshops with local artists.

The Library’s Customer Service Planning Team held its first meeting. Team members identified and shared customer service best practices for libraries to inform the development of best practices and customer service values for BPL. The team plans to meet over the next six months to develop a core set of customer service standards that support the Library’s values and meet community needs.

As part of a California State Library Technology and Training grant, BPL will receive a 3D printer for one month to provide staff with an opportunity to learn about 3D printing and test out new technology.

The Library installed an updated version of software used to count the number of visitors to the Library. The new software streamlines data collection, improves reporting, and offers an updated, enhanced user interface. The new patron count solution, to be implemented in the new Fiscal Year, will improve the ease of collection and accuracy of reporting these statistics to ensure compliance with the “Transparency and Accuracy of Statistical Reporting” policy, adopted by the Board by Resolution R17-026 on April 19, 2017.

The Tarea Hall Pittman South Branch community meeting room now features new, improved microphones and dual projection of presentations to both the projection screen and LCD panel to improve sightlines for programs and BOLT meetings. The May 31, 2017 meeting of BOLT offered the Library the first opportunity to make these updates available, and Trustees used the microphones resulting in improved output for audio recording. Additionally, the existing digital capture system is now being used to record both video and audio of BOLT meetings. All equipment described here is also available for public programs.

Due to installation of the new Central backup power generator, it was necessary to shut down all Library IT systems (except the website which is hosted externally) to safeguard the Library’s computer equipment and

data in case of extended power loss. This event provided IT staff the opportunity to test and refine the Division's Disaster Prevention and Recovery Procedure which would be triggered by unanticipated disasters or extended power outages. In the latter case, the Library would attempt to keep mission critical systems such as phones and the Library's Catalog running until normal power was restored. In disaster scenarios it could be necessary to shut all systems down until such time as it is safe to bring them back online.

Tarea Hall Pittman South Branch sign

The Library has identified a vendor to fabricate and install the new sign and is working with the vendor to comply with the City's purchasing procedures so that fabrication may begin.

The Library installed a digital display alongside a historic photo featuring Ms. Pittman at an NAACP meeting near the south entryway to the Branch. Content for the digital display is under development and will highlight Ms. Pittman's life and the multicultural history of South Berkeley.

Collection Management Plan

The Collection Planning team has begun to meet; the team has identified over 20 distinct roles that library staff play in managing collections that will need to be clarified in the plan. Team members have developed a survey intended to gather community input about people's interests in library collections. The survey will be used along with other quantitative and qualitative data to help develop collection scope, identify opportunities, and refine the plan. Next steps are to publicize and distribute surveys, analyze the results, and examine collection plans of other public libraries to identify elements to emulate and those to avoid.

Legislative update

In Sacramento, the Budget Conference Committee concluded their work on the State Budget; they did not fund any broadband connection grants for public libraries in the 2017-18 Budget. The State Library had been trying to secure funding for Phase 3 of the statewide broadband initiative to connect public libraries to the high speed broadband "backbone" operated by the Corporation for Education Network Initiatives in California (CENIC).

The majority of federal library program funds are distributed through the Institute of Museum and Library Services to each state. The Library Services and Technology Act (LSTA) is part of the annual Labor, Health and Human Services and Education Appropriations bill. The Innovative Approaches to Literacy (IAL) grant program from the U.S. Department of Education supports school libraries and non-profit literacy organizations working to improve reading skills at the most critical early years of a child's development. Both Senators Feinstein and Harris signed on to letters supporting LSTA and IAL appropriations. The appropriations cycle will continue into the fall.

CONTACT PERSON

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