



BERKELEY PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES

REGULAR MEETING
September 6, 2017

AGENDA
6:30 PM

Tarea Hall Pittman South Branch
1901 Russell 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 (Community Services and PTRLA Units)
 - ii. Public Employees Union, LOCAL 1
 - iii. SEIU, LOCAL 1021 (Maintenance and Clerical Units)
- D. **Comments from Board of Library Trustees**

II. CONSENT CALENDAR

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

- A. **Approve Minutes of the August 2, 2017 Special Closed Session Meeting**
Recommendation: Approve the minutes of the August 2, 2017 Special Closed Session Meeting of the Board of Library Trustees.
- B. **Approve Minutes of the August 2, 2017 Special Meeting**
Recommendation: Approve the minutes of the August 2, 2017 Special Meeting of the Board of Library Trustees.
- C. **Approve Minutes of the August 7, 2017 Special Closed Session Meeting**
Recommendation: Approve the minutes of the August 2, 2017 Special Closed Session Meeting of the Board of Library Trustees.
- D. **FY 2017 Closing Budget Results and FY 2018 Budget Amendment (AAO1)**
Recommendation: Adopt the resolution amending the FY 2017 Adopted Expenditures Budgets for all Fund entities based upon recommended re-appropriation of committed prior year funding and other adjustments totaling \$470,134.
- E. **Fiscal Year 2018 Purchase Authorization for Kanopy.com**
Recommendation: Adopt the resolution for fiscal year 2018 purchase agreements and payment approvals for library materials provided from Kanopy.com in excess of Director of Library Services' granted authority.
- F. **California State Library FY 2018 Baseline Grant Funds from the California Library Literacy Services (CLLS) Program**
Recommendation: Adopt the resolution authorizing the Director of Library Services to apply for and accept \$18,000 in awarded FY 2018 CLLS baseline grant funds.
- G. **Contract Amendment: No. 10175 Interact Intranet, Inc.**
Recommendation: Adopt the resolution authorizing the Director of Library Services to execute an amendment to Contract No. 10175 with Interact Intranet, Inc. to increase the contracted not-to-exceed amount to \$110,000 for continuous technical support and regular software upgrades of the Library's Staff Intranet, and to extend the term of the Contract to December 31, 2020.
- H. **Contract Amendment: No. 10376 Clark Pest Control**
Recommendation: Adopt the resolution authorizing the Director of Library Services to execute an amendment to Contract No. 10376 with Clark Pest Control to increase the contracted not-to-exceed amount to \$75,000 for bedbug and pest detection and remediation services, and to extend the term of the Contract to February 28, 2020.

III. ACTION CALENDAR

- A. Officer Election**
Recommendation: Adopt a Resolution to elect a Vice President to serve through the time of the next election in October 2017.
- B. Bylaws Subcommittee**
Recommendation: Adopt a resolution appointing two Trustees to a BOLT subcommittee to develop bylaws for the Board of Library Trustees.
- C. Amend Board of Library Trustees Meeting Policy**
Recommendation: Adopt a Resolution to amend the first two sentences of the Board of Library Trustees Meeting Policy Section B, Comment from Library Unions, to read as follows:
“For regular meetings of the BOLT, representatives from the three unions representing Library employees may address BOLT, with a total time limit of 15 minutes. If all three (3) unions have representatives present and wish to speak, each union shall receive 5 minutes to address BOLT. If only two (2) unions have representatives present and wishing to speak, each union shall receive 7.5 minutes to address BOLT, for a total of 15 minutes. If only one (1) union has representatives present and wishing to speak, that union shall receive 15 minutes to address BOLT. The Secretary shall, at the start of the Comment from Library Union item, ask union representatives who wish to speak to identify themselves and which union they represent. The Secretary shall then determine the appropriate allocation of speaking time according to the rules stated herein.”
- D. Tarea Hall Pittman South Branch Library Signage Update**
Recommendation: Adopt a Resolution to request that Library Administration report monthly to the Board of Library Trustees on the status of the Tarea Hall Pittman South Branch Library signage project via an Information Item on all BOLT Agendas until the signage has been installed and the unveiling celebration of the signage has taken place.
- E. Discussion of Organizational Audit of Library Services**
Recommendation: Discuss Trustee Hunt’s suggestion for an organizational evaluation to facilitate and sustain improved operations and services. Adopt a resolution for BOLT to discuss at one or both of the next two regular BOLT meetings the initiation of an independent review and evaluation of the Library.
- F. Director Recruitment Process**
Recommendation: Adopt a resolution referring staff to develop a recruitment process for Director of Library Services, and to report back to the Board of Library Trustees at the next meeting.

IV. INFORMATION REPORTS

- A. Trustee Recruitment Process Report** – Elliot Warren, Deputy Director of Library Services
- B. Monthly Library Director’s Report** – Elliot Warren, Deputy 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, October 4, 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 contact the Disability Services specialist at 510-981-6418 (V) or 510-981-6347 (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 August 30, 2017.

//s//
Elliot Warren, Deputy 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.

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 Closed Session Meeting
Wednesday, August 2, 2017 5:30 PM

CENTRAL LIBRARY – 2090 KITTREDGE STREET

Board of Library Trustees:

Diane Davenport, President	Abigail Franklin
Joh Selawsky, Vice President	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>

1. Call to Order: 5:30 PM

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

Absent: Trustee Davenport.

Also Present: Eve Franklin, Administrative Secretary; Kristi Van Herick, City Attorney

2. Public Comments: 1 speakers.

II. CLOSED SESSION

The Board of Library Trustees convened in closed session for the following purposes:

A. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE– Pursuant to Government Code Section 54957

B. PUBLIC EMPLOYEE PERFORMANCE EVALUATION – Pursuant to Government Code Section 54957

Title of position being evaluated: Director of Library Services

III. ACTION CALENDAR

A. Public Reports of actions taken pursuant to Government Code Section 54957.1.

Action: No action was taken.

IV. ADJOURNMENT

Adjourned at 6:45 PM.

This is to certify that the foregoing is a true and correct copy of the minutes of the special meeting of August 2, 2017 as approved by the Board of Library Trustees

//s// _____

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



MINUTES
Berkeley Public Library - Board of Library Trustees Special Meeting
Wednesday, August 2, 2017 6:30 PM

CENTRAL LIBRARY – 2090 KITTREDGE STREET

Board of Library Trustees:

Diane Davenport, President	Abigail Franklin
Joh Selawsky, Vice President	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>

1. Call to Order: 6:55 PM

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

Absent: None.

Also Present: Elliot Warren, Deputy Director; Dennis Dang, Fiscal Services Manager; Sarah Dentan, Library Services Manager; Jay Dickinson, Circulation Services Manager; Alicia Abramson, Information Technology Manager; Amanda Myers, Library Services Manager; Eve Franklin, Administrative Secretary

2. Public Comments: 3 speakers.

3. Comments from Library Unions:

- A. Public Employees Union, LOCAL 1 – 0 speakers
- B. SEIU, LOCAL 1021 (Maintenance and Clerical Units) – 0 speakers
- C. SEIU, LOCAL 1021 (Community Services and PTRLA Units) –1 speakers.

4. Comments from Board of Library Trustees

- A. Trustee Hunt – Good to see several members of the public here. Shared information on group norms, and suggested a future agenda item of an outside audit of the library organization.
- B. Trustee Franklin - Thanked Kathy Huff for her comments. It is very important that we all keep in mind that Berkeley should be on the forefront of leading the charge, and the Library's been doing exceptional work.
- C. Trustee Selawsky – responded to a public comment on signage for Tarea Hall Pittman South Branch by reading from the Directors report "The Library is negotiating a contract with a vendor to fabricate and install the new sign. Following successful execution of the contract, the Library will be able to establish a projected timeframe for installation." Noted points about a bench or plaque in honor of Charles Austin.
- D. Trustee Hahn – Thanked everyone for coming to the meeting. Will suggest a couple of things at the end of the meeting for agenda building. Suggested allocating time to Berkeley Public Library Foundation and Friends of the Library to make comments. Provided a request to include an update on the Tarea Hall Pittman South Branch Signage at every meeting until item is completed.
- E. Trustee Davenport – spoke regarding the passing of Charles Austin and Betty Olds. Tonight's meeting will be adjourned in memory of Charles Austin and Betty Olds.

II. CONSENT CALENDAR

Action: M/S/C Trustee Franklin / Trustee Hahn to approve the consent calendar items A, C & D.

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

A. Approve minutes of the June 21, 2017 Special Meeting

From: Director of Library Services

Recommendation: Adopt a resolution to approve the minutes of the June 21, 2017 Special Meeting of the Board of Library Trustees.

Financial Implications: None.

Contact: Heidi Dolamore, Director of Library Services

Action: M/S/C Trustee Franklin / Trustee Hahn to adopt resolution # R17-033 to approve the minutes of the June 21, 2017 Special Meeting.

B. Fiscal Year 2018 Purchase Authorization in Excess of Director of Library Services' Granted Authority

From: Administrative and Fiscal Services Manager

Recommendation: Adopt the resolution authorizing the Director of Library Services to enter into fiscal year 2018 purchase agreements and approve payments to specified vendors for services encompassing utility, telephone and intranet/internet services, library materials, state taxes, professional services, and office supplies projected to exceed the director's delegated spending authority of \$50,000 for services and \$100,000 for goods, materials, and equipment.

Financial Implications: None.

Contact: Administrative and Fiscal Services Manager

Action: M/S/C Trustee Franklin / Trustee Hahn to adopt resolution # R17-034 to adopt the resolution authorizing the Director of Library Services to enter into fiscal year 2018 purchase agreements and approve payments to specified vendors for services encompassing utility, telephone and intranet/internet services, library materials, state taxes, professional services, and office supplies projected to exceed the director's delegated spending authority of \$50,000 for services and \$100,000 for goods, materials, and equipment.

C. Fiscal Year 2017 Annual Gift Report

From: Dennis Dang, Administrative and Fiscal Services Manager

Recommendation: Adopt a resolution to approve annual reporting to the City Council of gifts received in FY 2017 as mandated by CC Resolution No. 65,444-N.S.

Financial Implications: None.

Contact: Dennis Dang, Administrative and Fiscal Services Manager

Action: M/S/C Trustee Franklin / Trustee Hahn to adopt resolution # R17-035 to adopt a resolution to approve annual reporting to the City Council of gifts received in FY 2017 as mandated by CC Resolution No. 65,444-N.S.

D. Integrated Library Systems (ILS)

From: Director of Library Services

Recommendation: Adopt a resolution to recommend City Council authorize the Library to issue a Request for Proposals for an Integrated Library System.

Financial Implications: None.

Contact: Heidi Dolamore, Director of Library Services

Action: M/S/C Trustee Franklin / Trustee Hahn to adopt resolution # R17-036 to adopt a resolution to recommend City Council authorize the Library to issue a Request for Proposals for an Integrated Library System.

III. ACTION CALENDAR

A. Bylaws Subcommittee

This item was postponed to a future meeting.

From: Director of Library Services

Recommendation: Adopt a resolution appointing two Trustees to a BOLT subcommittee to develop bylaws for the Board of Library Trustees.

Financial Implications: None.

Contact: Heidi Dolamore, Director of Library Services.

Action: No Action taken.

IV. INFORMATION CALENDAR

A. Employee Engagement

Dan Beringhele and Shani Leonards provided a summary of employee engagement activities at Berkeley Public Library (BPL).

Contact: Dan Beringhele, Acting Supervising Librarian, and Shani Leonards, Supervising Librarian

Action: Received

B. Human Resources

July Cole, Associate Human Resources Analyst provided a Berkeley Public Library Recruitment and Diversity Status Report (attachment #3)

From: Associate Human Resources Analyst

Contact: July Cole

Action: Received

C. Monthly Library Director's Report

From: Director of Library Services

Contact: Heidi Dolamore, Director of Library Services

Action: Received

D. Trustee Training: Board Meetings – Heidi Dolamore, Director of Library Services

This items was postponed to a future meeting.

From: Director of Library Services

Contact: Heidi Dolamore, Director of Library Services

Action: Postponed to next meeting.

E. Library Events

From: Director of Library Services

Contact: Heidi Dolamore, Director of Library Services

Action: Received

V. AGENDA BUILDING

- Tarea Hall Pittman South Signage Updates
- Union Comment Process
- Employee Engagement Survey Report
- Strategic Plan
- 4x2 Committee attendee process
- Bylaws for Trustees; including suggested Trustee guidelines for conduct during public meetings

VI. ADJOURNMENT

Adjourned at 8:30 PM.

This is to certify that the foregoing is a true and correct copy of the minutes of the special meeting of August 2, 2017 as approved by the Board of Library Trustees

//s// _____

Elliot Warren, Deputy Director of Library Services, acting as secretary to BOLT

Attachments:

1. Judy Hunt item on Group Norms
2. Berkeley Public Library (Recruitment and Diversity Status Report
3. Hahn items on Consent and Action Items for future agendas

Group Norms

We will be on time for each session, sign in and be ready to begin promptly.

We will respect the agenda, meeting process and basic rules of order.

We will listen respectfully when someone speaks.

We acknowledge that all viewpoints have value and contribute to the organization's development as a good place to work and evolve as a vital positive community resource.

We will disagree with another person's viewpoints without personal attacks toward the person.

We will value one another's contributions to discussions. Integrating diverse perspectives into our work strengthens our organization and its credibility with the diverse communities we serve.

We will respect each person's viewpoints, feelings and experiences.

We will express our experiences with honest and open discussion.

We will respect the decision-making process. We acknowledge that the minority voice, position and vote should be respectfully heard, valued and recorded without being maligned.

We will "try on" new ideas, approaches, and ways to do things differently. We acknowledge constructive criticism is necessary for positive growth.

We will utilize this opportunity to: improve the organization; make needed changes to strengthen the organization's image, reputation and functioning as a mission driven, results oriented community resource.

We will respect confidentiality and not reveal any personal information about others or ourselves for public discussion.

We will end our time together without rancor so we can be good leadership role models in our community.



Berkeley Public Library (BPL) A Recruitment and Diversity Status Report



Presenter: July Cole, Associate Human Resources Analyst
August 2017

BPL Recruitment Goals

Berkeley Public Library Mission Statement

The Berkeley Public Library supports the individual's right to know by providing free access to information and by developing collections and services which meet the diverse needs of our multicultural community.

Berkeley Public Library Council

In 2017, the Council adopted a shared goal focusing on staff training and development in support of providing quality services to our patrons.

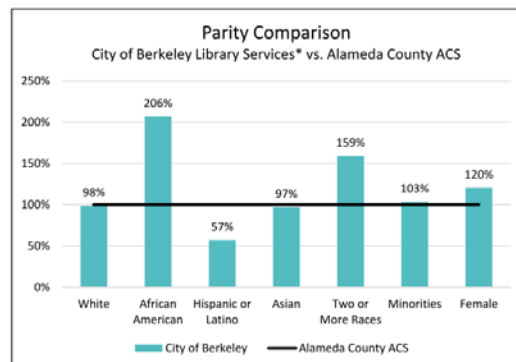
BPL Recruitment & Hiring Governance

- City of Berkeley Personnel Rules and Regulations
- City of Berkeley Equal Employment Opportunity Policy
- Union Contracts
- City of Berkeley Charter
- Merit based hiring
- Training for all supervisors and managers with hiring responsibilities
- BPL has onsite human resources support

City of Berkeley 2017 Mid Year Workforce Report

FY2017 MID YEAR WORK FORCE REPORT

Figures 41 and 42: Library Services Department Parity Compared to Alameda County ACS (Mid-year FY2017)



*Certain groups are not displayed on graph due to statistical insignificance.

City of Berkeley 2017 Mid Year Workforce Report

Category	# of Employees	% in Department	% Representation in Alameda County ACS	Population % City of Berkeley Residents
Race and Ethnicity				
White	52	41%	42%	White 56%
African American	26	21%	10%	African American 7%
Hispanic or Latino	15	12%	21%	Hispanic or Latino 11%
Asian	28	22%	23%	Asian 20%
Native Hawaiian	0	0%	1%	Native Hawaiian 0.2%
American Native	1	1%	.2%	American Native 0.2%
Two or More Races	4	3%	2%	Two or More Races 5%
Total	126	100%	99.2%	
Other Protected Categories				
Minorities	74	59%	57%	
Female	68	54%	45%	

BPL Career Staff Data by Age Grouping as of July 2017

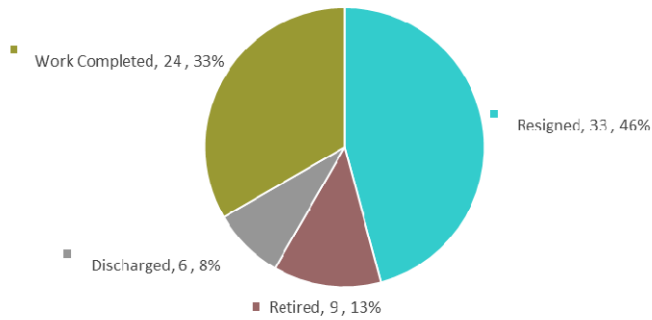
Age	Berkeley Public Library				BPL % Headcount		BPL % FTE		ALA Members	
	Men	FTE	Women	FTE	Men	Women	Men	Women	Men	Women
<25	2.000	1.000	1.000	0.500	2%	1%	1%	0%		
25-34	6.000	4.000	12.000	7.000	5%	9%	4%	7%		
35-44	20.000	15.300	18.000	15.500	15%	14%	15%	15%		
45-54	15.000	12.500	14.000	12.050	12%	11%	12%	12%		
55-64	10.000	7.500	17.000	14.100	8%	13%	7%	14%		
65-74	4.000	4.000	8.000	6.000	3%	6%	4%	6%		
>=75	1.000	1.000	2.000	1.200	1%	2%	1%	1%		
	58.000	45.300	72.000	56.350	45%	55%	45%	55%	19%	81%

Career Staff by Residential City

City	Headcount	%age
Berkeley	48	36.9%
Oakland	27	20.8%
El Cerrito	13	10.0%
Richmond	11	8.5%
Albany	7	5.4%
San Pablo	4	3.1%
San Leandro	3	2.3%
Hercules	3	2.3%
San Francisco	2	1.5%
Pittsburg	2	1.5%
Antioch	2	1.5%
San Lorenzo	1	0.8%
Hayward	1	0.8%
Martinez	1	0.8%
El Sobrante	1	0.8%
Lafayette	1	0.8%
Fairfield	1	0.8%
Castro Valley	1	0.8%
Emeryville	1	0.8%
Total	130	100.0%

End of Library Service Jan 2014 – March 2017

Service Close-out



Calendar Year	Total	CY 2014	CY 2015	CY 2016	CY 2017
Resigned	33	7	11	12	3
Retired	9	2	4	3	
Discharged	6	2		4	
Work Completed	24	11	5	5	3
Total	72	22	20	24	6

End of Library Service by Ethnic Grouping Jan 2014 – March 2017

Ethnic Grouping*	Total	Resigned	Retired	Discharged	Work Completed
White	39	15	8	2	14
Black or African-American	14	6	1	3	4
Asian	10	6		1	3
Hispanic or Latino	6	4			2
Other~	3	2			1
Total	72	33	9	6	24

* As indicated by individual on Employee Self-Identification Survey
~ Includes Native Hawaiian or Other Pacific Islander, American Indian or Alaskan Native, and Two or More Races.

BPL Recruitment Statistics

Entry Level

- Library Page
- Library Aide

Non Entry Level

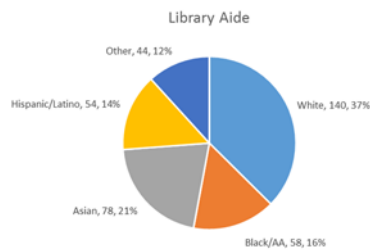
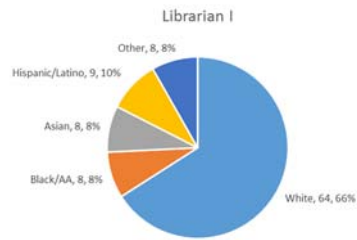
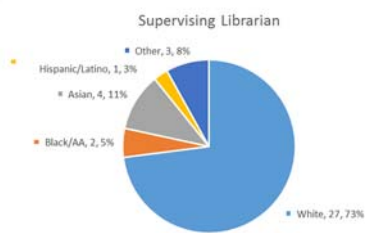
- Supervising Librarian
- Librarian I
- Library Services Manager

Distinctions

- Education requirements
- Experience requirements
- Number of applicants vary by:
- Gender
- Ethnicity
- Age
- Employment type part-time vs full-time
- Benefits
- Flexibility i.e. school commitments
- Career aspirations



Qualified Eligible Applicants by Ethnicity



Ethnic Grouping*	Total	Supervising		
		Librarian	Librarian I	Library Aide
White	231	27	64	140
Black or African-American	68	2	8	58
Asian	90	4	8	78
Hispanic or Latino	64	1	9	54
Other-	55	3	8	44
Total	508	37	97	374

* As Indicated by individual on Employee Self-Identification Survey
- Includes Native Hawaiian or Other Pacific Islander, American Indian or Alaskan Native, and Two or More Races.

BPL Recruitment Initiatives

- Targeted outreach i.e. shelters, community centers, colleges
- Conferences
- Word of Mouth
- Social Media
- Newsletters i.e. BPL & Berkeley Matters
- Online job boards
- BPL staff
- Professional trade organizations such as American Library Association and CA Library Associate
- Partner with local employment agencies / programs i.e. YouthWorks and Computer Technology Program





Berkeley Public Library

<https://www.berkeleypubliclibrary.org/>

City of Berkeley Human Resources

<http://www.ci.berkeley.ca.us/DepartmentHome.aspx?id=9864>

SOPHIE HAHN

Berkeley City Council, District 5
2180 Milvia Street, 5th Floor
Berkeley, CA 94704
Phone: (510) 981-7150
Email: shahn@cityofberkeley.info

ACTION CALENDAR

August 2, 2017

To: Board of Library Trustees
From: Trustee Sophie Hahn
Subject: Tarea Hall Pittman South Branch Library Signage Update

RECOMMENDATION

Request that the Library Administration report monthly to the Board of Library Trustees on the status of the Tarea Hall Pittman South Branch Library Signage Project via an Action Item on all BOLT Agendas until the signage has been installed and the unveiling celebration of the signage has taken place

FINANCIAL IMPLICATIONS

Possible staff time to prepare reports and present to City Council and Board of Library Trustees

BACKGROUND

In May of 2015, the Board of Library Trustees voted in favor of renaming the South Branch Library in honor of Tarea Hall Pittman, a civil rights leader, community organizer and long-time South Berkeley resident. Following the renaming, BOLT approved a memorial signage feature for the Martin Luther King Jr. Way side of the library building. For a variety of reasons, installation of the Martin Luther King Jr. Way signage has been delayed. This has caused significant community distress, and many community members have requested that the approved signage be installed, and that Tarea Hall Pittman be honored and recognized. One barrier to the installation of the new signage stemmed from the fact that the BOLT-approved signage did not technically comply with certain signage restrictions in the R-2A zone in which Tarea Hall Pittman South Branch Library exists.

On April 4, 2017 the Berkeley City Council unanimously passed the second reading of Ordinance No. 7,538-N.S. to amend BMC § 20.16.090 to allow new signage at the Tarea Hall Pittman South Branch Library to be installed as was originally designed. On March 28, 2017 the Berkeley City Council also requested that Trustee/Councilmember Hahn report to Council on the progress of the Martin Luther King Jr. Way sign installation at Tarea Hall Pittman South Branch Library.

In light of the importance of Tarea Hall Pittman's contributions to the community, the outpouring of community support for both the renaming of this Branch library and new signage, the City Council's efforts to take all steps necessary to expedite installation of the new signage and urging of the BOLT to the same, Trustee Hahn requests a monthly update from the Library Administration about the status of the Tarea Hall Pittman signage project every month until the project has been successfully completed and the subsequent unveiling celebration held, so that the City Council and the community can receive timely updates of this important project.

NEXT ACTION

Delivery of monthly reports on the status of the Tarea Hall Pittman Signage Project via an Action Item each BOLT meeting agenda until the signage project has been completed and the unveiling celebration held.

CONTACT PERSON

Sophie Hahn, Trustee, (510) 981-7150

ATTACHMENTS

1. Signage Ordinance, Amending BMC Chapter 20.16.090, as adopted on April 4, 2017

SOPHIE HAHN

Berkeley City Council, District 5
2180 Milvia Street, 5th Floor
Berkeley, CA 94704
Phone: (510) 981-7150
Email: shahn@cityofberkeley.info

ACTION CALENDAR

August 2, 2017

To: Board of Library Trustees
From: Trustee Sophie Hahn
Subject: Standards for Comments from Library Unions

RECOMMENDATION

Consider amending the first two sentences of the Board of Library Trustees Meeting Policy Section B, Comment from Library Unions, to read as follows:

“For regular meetings of the BOLT, representatives from the three unions representing Library employees may address BOLT, with a total time limit of 15 minutes. If all three (3) unions have representatives present and wish to speak, each union shall receive 5 minutes to address BOLT. If only two (2) unions have representatives present and wishing to speak, each union shall receive 7.5 minutes to address BOLT, for a total of 15 minutes. If only one (1) union has representatives present and wishing to speak, that union shall receive 15 minutes to address BOLT. The Secretary shall, at the start of the Comment from Library Union item, ask union representatives who wish to speak to identify themselves and which union they represent. The Secretary shall then determine the appropriate allocation of speaking time according to the rules stated herein.”

FINANCIAL IMPLICATIONS

Possible staff time to amend Board of Library Trustees Meeting Policy

BACKGROUND

Traditionally, each of the three unions representing Library employees have been able to address BOLT, with a time limit of 5 minutes per union, for a total of 15 minutes. However, it is often the case that only one or two unions send representatives wishing to speak. At the same time, some unions, at times, might like to offer remarks for more than a total of 5 minutes.

This recommendation retains and respects the 15 minute allocation for comment from Library Unions, while providing opportunities for the full 15 minutes to be used at all meetings, regardless of the number of union representatives who are present and wish to speak.

NEXT ACTION

Inclusion of an Action Item on the next BOLT Agenda to discuss the recommended changes to BOLT Meeting Policy Section B, Comment from Library Unions

CONTACT PERSON

Sophie Hahn, Trustee, (510) 981-7150

ATTACHMENTS

1. Email from former City Attorney Zach Cowan, Re: Question regarding Union comments at BOLT Meetings
2. Board of Library Trustees Meeting Policy

RE: Question regarding Union comments at BOLT meetings

Cowan, Zach

Sent: Thursday, June 22, 2017 11:12 AM

To: Hahn, Sophie

Dividing the time allotted between the unions that send representatives does not raise any legal issues. I would recommend that the board adopt an explicit policy about this in its rules of procedure. [...] I think allocating time based on membership would not be a great idea, since it could have results that seem arbitrary and unfair under certain circumstances.

From: Hahn, Sophie

Sent: Wednesday, June 21, 2017 8:23 PM

To: Cowan, Zach

Subject: Question regarding Union comments at BOLT meetings

Dear Zach,

Current practice at BOLT is that Unions have 15 minutes to speak. Three unions are each given 5 minutes. In the past, the time was not segmented and any union could speak during that time. Now, most often only one union shows up, and they can only speak 5 minutes. They represent the vast majority of employees, and they would like more time when other Unions chose not to speak.

I would like to propose that the time (15 min) be divided equally between all Unions present and wishing to comment. In addition, if one union did not use all of its time (5 min or 7.5 min, depending on how many showed up to speak) the remainder could be ceded to another or others, in equal parts.

Please let me know if this is an acceptable policy from a legal perspective. If not, how can we best approximate the intent of this? Could we allocate the time proportionally relative to the percent of employees represented by each Union?

Again, let me know what is possible. Thanks! Sophie

Sophie Hahn

Berkeley City Council, District 5
2180 Milvia Street, Berkeley, CA 94704
510-981-7150
shahn@cityofberkeley.info

Interested in receiving periodic news and updates? [Click here](#) to be added to our email communications list.



MINUTES
Berkeley Public Library - Board of Library Trustees Special Closed Session Meeting
Monday, August 7, 2017 10:00 AM

Berkeley City Hall – 2180 Milvia Street, 1st Floor South, Cypress Room

Board of Library Trustees:

Diane Davenport, President	Abigail Franklin
Joh Selawsky, Vice President	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>

1. Call to Order: 10:00 AM

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

Absent: Trustee Davenport.

Also Present: Eve Franklin, Administrative Secretary; Kristi Van Herick, City Attorney

Kristi Van Herick reported that due to a missed deadline of filing paperwork, the Board would need to select a presiding officer for this meeting.

Action: M/S/C Trustee Hahn / Trustee Hunt to appoint Joh Selawsky as presiding officer for this meeting.

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

2. Public Comments: 0 speakers.

II. CLOSED SESSION

The Board of Library Trustees convened in closed session for the following purposes:

A. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE– Pursuant to Government Code Section 54957

III. ACTION CALENDAR

A. Public Reports of actions taken pursuant to Government Code Section 54957.1.

Action: No Action was taken

IV. ADJOURNMENT

Adjourned at ____ AM.

This is to certify that the foregoing is a true and correct copy of the minutes of the special meeting of August 7, 2017 as approved by the Board of Library Trustees

//s// _____

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



CONSENT CALENDAR
September 6, 2017

TO: Board of Library Trustees
FROM: Dennis Dang, Administrative and Fiscal Services Manager
SUBJECT: FY 2017 Closing Budget Results and FY 2018 Budget Amendment (AAO1)

INTRODUCTION

Fiscal year 2017 results and year-over-year percentage changes by Fund entities are:

Close #1 (28JUL17)

Fund	Revenue	%age of Rev	Rev YoY	Expenditures	%age of Exp	Exp YoY
Library Tax (301)	\$18,291,483	98.7%	+4.5%	\$17,242,824	98.6%	+7.4%
Transaction Based Reimb (302)	22,042	0.1%	-8.9%	40,161	0.2%	+5.4%
Grants (304)	73,534	0.4%	-0.9%	72,712	0.4%	-8.3%
Public Library (305)	-	-	-	-	-	-
Gifts (306)	111,419	0.6%	+8.4%	89,247	0.5%	-18.8%
Foundation (307)	27,100	0.1%	-24.7%	37,867	0.2%	-39.0%
Measure FF (308)	6,083	0.1%	+78.4%	4,778	0.1%	+91.1%
Total	\$18,531,661	100.0%	+4.4%	\$17,487,589	100.0%	+7.0%

RECOMMENDATION

Adopt the resolution amending the FY 2017 Adopted Expenditures Budget for all Fund entities based upon recommended re-appropriation of committed prior year funding and other adjustments totaling \$470,134.

FISCAL IMPACTS

The Board of Library Trustees at a special meeting on May 31, 2017 approved Resolution No.: 17-032 authorizing revenues and expenditure budgets for all Library Fund entities for biennial budget fiscal years 2018 and 2019.

Acceptance of the encumbered carry-over and budget adjustments to the FY 2018 adopted budgets, shown herein, would be affected as part of the first amendment to the FY 2018 Annual Appropriations Ordinance to be brought before the City Council in late 2017.

Recommended revisions to the fiscal year 2018 expenditure budget by Fund entities are:

Fund	R17-032 FY18 Budget (Adopted)	Encumbered C/O	Adjustments (AAO1)	Proposed FY18 Budget (Revised)	Prjctd FY-End Fund Balance
Library Tax (301)	\$20,191,635	\$220,101	\$250,000	\$20,661,736	\$3,695,261*
TBR (302)	18,000	-	-	18,000	90,101
Grants (304)	63,450	-	-	63,450	30,380
Public Library (305)	-	-	-	-	56,283
Gifts (306)	150,000	33	-	150,033	293,309
Foundation (307)	600,000	-	-	600,000	53,244
Total	\$21,023,085	\$220,134	\$250,000	\$21,493,219	-

*Net of \$1.5MM in reserve funds.

BACKGROUND

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

Excluding Funds targeted primarily to special programs and projects, i.e., Gifts (306), Foundation (307), and Measure FF (308), FY 2017 revenue at \$18,387,059 ended 4.5% higher over the prior fiscal year period with an increase of \$784,734 and expenditures at \$17,355,697 rose 7.4% or \$1,188,829. Among these operational Funds, FY17 revenues exceeded expenditures by \$1,031,362; however, the FY17 surplus, revenues less expenditures, was down 28.2% from the \$1,435,457 gain realized in FY16. The fiscal year’s favorable revenue increase among these Fund groups was primarily due to \$790,825 in higher year-over library tax receipts. Staffing expenditures rose due to salary and wage costs increasing year-over by \$533,863 as the Director and Deputy Director positions were no longer vacant, and an increase of \$147,077 in medical costs boosted benefit costs \$131,632 year-over. Non-staffing expenses grew \$527,885 largely due to purchase and installation at the Central Library of a new generator as required by recently updated BAAQMD (Bay Area Air Quality Management District) regulations, new workstations and

office furniture in Technical Services, Information Technology and the Director's offices, and equipment replacement for public-use computers.

As a share of total revenue, library tax receipts represented 97.6% of revenue. Library Tax Fund expenditures at 98.7% of fiscal year total expenditures were related to normal operating expenses.

1. Library Tax Fund

The Library Tax Fund (301) ended fiscal year 2017 in surplus as revenues exceeded expenditures by \$1,048,659 yielding an estimated fund balance of \$5,336,060 at the beginning of fiscal year 2018 net of reserves of \$1.5MM.

The Library Tax Fund is made up of revenue from the dedicated library tax, fines and fees, and miscellaneous revenue. The largest component of revenues in the Fund is the library tax itself which is received periodically during the fiscal year – generally September, February, April and June – from the County Assessor's Office and is indexed to the higher of the increase in the California Personal Income Growth (PIG) or the San Francisco Bay Area Consumer Price Index (CPI) rates. In FY17, the library tax rate was pegged to the PIG index increase of 5.37%, generating receipts of \$18,077,484 for an incremental gain of \$790,825 over that of the FY 2016 PIG rate of 3.82%. Proceeds from fines and fees at \$200,135 decreased \$6,639 from the prior year, a drop of 3.2% continuing a trend seen since FY 2013 to yield just slightly above \$200,000.

Fiscal year expenditures at \$17,242,824 ended 7.4% over last fiscal year increasing \$1,193,380; but was significantly below the year's Adjusted Budget with a favorable variance of \$2,312,750. Spending during fiscal year 2017 was again, as occurred in FY 2016, impacted by unexpected delays to progress of the Central Library Improvement Project. In FY17 the Central capital improvement project did not advance to construction, as was budgeted, due to renewed engagement efforts undertaken by staff and the architectural firm Noll & Tam to comprehensively relook at existing project scope and proposals. Savings of \$1,702,217 in budgeted construction costs were realized due to the project's delay. Actual labor costs rose year-over by \$665,495 due to staffing in the Director and Deputy Director positions, and an increase in medical costs; but were in line with the revised budget, exceeding it only by 1.0% or \$147,077. Other savings to the revised budget include approximately \$300,000 for architectural and other services related to the Central Library capital improvement project.

2. Gifts Fund

Gifts Fund (306) expenditures at \$89,247 fell year-over by 18.8% or \$20,624. The bulk of spending was supported by funding from the Friends of the Library. Received funding support for programs from the Friends was \$108,589 of which \$85,390 was spent. Programs supported by the Friends included \$27,173 for Childrens events and activities, \$11,055 for Teen programming, \$10,563 for adult programming, and \$7,741 for Art and Music programs. The remainder of Gifts Fund spending consisted primarily of spend-down of private gifts received in support of BerkeleyREADS, and a memoriam pass-through received via the Friends group.

FY 2017 Gift Receipts (306 and 307)

Report to CC	Donor	Value	Fund	Purpose
No	Corporate Donor (Direct Line Tele Response)	50	306	Unrestricted
No	Private Donor (Addison)	500	306	West Branch
No	Private Donor (Common Knowledge)	150	306	BerkeleyREADS
No	Private Donor (Sheeks)	150	306	Books for children
No	Private Donor (Kimmerer/Weaver)	80	306	Unrestricted
Yes	Private Donor (Shapiro)	1,000	306	Purchase of books
Yes	BPL Foundation: Pass-through	3,500	307	Raymond Family Foundation for BerkeleyREADS
Yes	BPL Foundation	6,200	307	Program: Berkeley Builds Readers
Yes	BPL Foundation and Silberstein Foundation	17,400	307	Program: Cornerstones of Science
Yes	Friends of BPL	109,639	306	Library programs
BPL	Total	\$138,669.00		

As indicated in the Library's *Gift / Donation Policy* (A.R. Number 10.11) donor funds are kept separate and apart from other funds and are managed as part of the regular budget management process.

3. Other Funds

The TBR Fund (302) ended the fiscal year with revenue of \$22,042, down 8.9% from FY 2016. Receipts in the TBR Fund are largely derived from public-use photocopiers as well as a small contribution from fines from the Link+ lending program. The Fund's decline in receipts was due to lower photo-copier revenues as Link+ fines at \$1,401 was \$1 higher than in FY16. Ending TBR Fund expenditures at \$40,161 rose \$2,042 year-over, up 5.4%, reflecting higher rental fees to Konica Minolta for public-use photocopiers and increased Link+ delivery fees. Public-use photocopier services and participation in the Link+ lending program are services partially subsidized by the Fund's balance accumulated prior to discontinuation of the Link+ program's funding support by the CA State Library.

Grants Fund (304) revenue at \$73,534 was composed of a \$61,534 award from the California Library Literacy Services (CLLS) program to support the BerkeleyREADS adult literacy program, and a \$12,000 grant from the Pacific Library Partnership for the Library's winning proposal, *Learning by Doing – Easy PC Building Workshops*. Expenditures totaling \$72,712 encompassed \$60,070 for BerkeleyREADS CLLS, purchases of \$12,097 in field supplies for the PC building workshops, with the remainder of spending being lagging costs from the FY 2016 Pacific Library Partnership peer support program.

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

4. Library Foundation Fund

The Library Foundation Fund (307) recorded revenues of \$27,100: \$17,400 for the *Cornerstones of Science* STEM-based science literacy pilot program, \$6,200 for the *Berkeley Builds Readers* early literacy project, and \$3,500 in pass-through funding for BerkeleyREADS from the Raymond Family Foundation. Expenditures of \$37,867 during the fiscal year included \$34,225 from the Nello and Mary Jo Pace Trust for the North Branch Library, and other residual spending for *Berkeley Builds Readers*, Central Teen Room design project, and BerkeleyREADS support from the Raymond Family Foundation.

5. Measure FF Fund

The Measure FF Fund (308), closed in FY 2017 by BOLT Resolution No.: R17-019 dated April 19, 2017, posted interest revenue of \$6,083 and spending of \$4,778 for final billing by EBMUD for waste water line relocation during construction of the West Branch Library.

CURRENT SITUATION AND ITS EFFECTS

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

The revised budget is also amended annually to reflect re-appropriation of prior-year funds for contractual commitments (i.e. encumbrances) as well as carryover of unexpended funds previously authorized for one-time, non-recurring purposes. The amended FY 2018 Revised Budget will be sent to the City’s budget office for inclusion in the consolidated amendment of the Annual Appropriations Ordinance (see table in *Fiscal Impacts* section).

1. Library Tax Fund (301)

The Library Tax Fund budget is requested to be increased by the carryover amount of \$220,101 and \$250,000 for increased library materials and other purchases yielding a revised budgeted amount of \$20,661,736. Incorporating these actions yields a projected ending uncommitted Fund Balance net of reserves of \$3,695,261.

Carryover	\$220,101		
• AMS.net, Inc.	\$58,688	Server Switch	
• KPM Consulting, LLC	\$42,463	Construction Management	
• Califa Group	\$30,905	Internet Support Services	
• L.J. Kruse Co.	\$29,584	Facility Maintenance	
• VAS Security Systems, Inc.	\$13,192	Key-card System Servicing	
• Advantel Inc.	\$6,348	VoIP Telephone System	
• The Active Network, Inc.	\$6,250	PC Reservation System	
• Syserco, Inc.	\$5,930	Building Systems	
• Thyssen Krupp Elevator	\$4,896	Elevator Maintenance	
• Bibliotheca	\$4,800	Self-check and AMH Systems	
• Kray Cabling, Inc.	\$4,720	I.T. Cabling	
• Trinity EMCS, Inc.	\$3,361	Building Systems	
• Hercules Electric	\$2,727	Electrician	
• Universal Building Service	\$1,910	Janitorial Services	
• ICS-Intergrated Communications	\$1,817	A/V Equipment	
• Accutite Environmental Engineers	\$1,708	Underground Tank Servicing	
• Stuart's Clear Choice	\$480	Window Cleaning/Pressure Washing	
• Clark Pest Control	\$315	Pest Control	
• 4Imprint, Inc.	\$3	Miscellaneous Supplies	
• CDW-Government	\$3	Computer Supplies	

FUTURE ACTION

The Library will report the amended revised budget to the City Manager's Office for inclusion in the first amendment to the FY 2018 Annual Appropriations Ordinance to be brought before the City Council at a future date.

Attachments:

1. Resolution
2. FY 2017 Revenue by Fund: Close #2
3. FY 2017 Expenditure by Fund: Close #2
4. FY 2017 Friends of the Library Gift Expenditures
5. Library Tax Fund: 5-Year Fund Analysis
6. Gifts Fund: 5-Year Fund Analysis
7. Other Funds: 5-Year Fund Analysis
8. Foundation Fund: 5-Year Fund Analysis
9. Measure FF Fund: 5-Year Fund Analysis

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO: R17-041

AMEND THE FY 2018 EXPENDITURE BUDGETS TO \$21,493,219

WHEREAS, on December 14, 2016, the Board of Library Trustees by Resolution No.: 16-050 adopted budget priorities for FY 2018 and FY 2019; and

WHEREAS, the Board of Library Trustees by approval of BOLT Resolution No.: 17-032 on May 31, 2017 adopted the FY 2018 and FY 2018 biennial revenue and expenditure budgets; and

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

WHEREAS, the FY 2018 expenditures budgets are requested to be amended to include fiscal year 2017 encumbered carry-over of \$220,134; and

WHEREAS, the FY 2018 expenditures budgets are requested to be amended to include other adjustments of \$250,000; and

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

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley that the FY 2018 Expenditure Budgets are amended based upon a recommended value of \$21,493,219 in expenditures.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on September 6, 2017 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Diane Davenport, Chairperson

Elliot Warren, Deputy Director of Library Services
Serving as Secretary to the Board of Library Trustees

Attachment 2 FY 2017 REVENUE BY FUND

BERKELEY PUBLIC LIBRARY									data as of:
REVENUE JUN FY17 (Close #2)									21-Aug-17
Berkeley Public Library									
Ele/Obj	Account Description	Lib Dscr 301	DL/ILL 302	Grants 304	Gift 306	Fndtn 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								
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								
65-01	Meeting Room Fees	2,000							2,000
80-99	1-Time Grant /w Proj Code								
99-01	Carryover/AAO								
99-03	Donations								
99-99	Miscellaneous Revenue	10,000	20,000						30,000
Adopted	Berkeley Public Library	18,180,335	20,000	30,000	90,000	211,000			18,531,335
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								
65-01	Meeting Room Fees	2,000							2,000
80-99	1-Time Grant /w Proj Code								
99-01	Carryover/AAO								
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	(88)							(88)
10-01	Collection by City							12,521	12,521
13-15	Library Tax	18,077,484							18,077,484
20-07	Library Svc&Constr Act			61,534					61,534
20-11	Library Fines	172,097							172,097
20-12	Link + Fines	103	1,401						1,504
20-15	Lost Book Fines	20,369							20,369
20-17	Lib/Fin Act/S.B. 358								
20-18	Calif Library Svcs Board								
20-21	Tool Lending Fines	7,566							7,566
23-12	BPL Foundation					17,400			17,400
23-13	Friends of BPL				108,639				108,639
30-01	Interest-Investment Pool				1,617		6,083		7,700
50-02	Inter-Library Book Loan								
50-03	Direct Book Loan								
65-01	Meeting Room Fees								
80-99	1-Time Grant /w Proj Code			12,000					12,000
99-01	Carryover/AAO	5,787,418	124,720	33,008	331,174	1,027,536	1,332,657		8,692,796
99-03	Donations				1,163	9,700			10,863
99-99	Miscellaneous Revenue	13,952	20,641						34,593
Actl+Upstd	Berkeley Public Library	24,078,901	146,762	106,542	442,593	1,054,636	1,338,740	12,521	27,236,978

Attachment 3
FY 2017 EXPENDITURE BY FUND (1 of 3)

BERKELEY PUBLIC LIBRARY : EXPENDITURES JUN FY17 (Close #2)										13	100.0%
Berkeley Public Library + CoB				Actuals W/O Encumbrances						YTD JUN	
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	7,713,999						7,713,999	98.6%
11-02	Wage Continuation Payment			239						239	
11-03	Hourly and Daily Rated Empl	246,947	246,947	209,866		45,001		299		255,166	103.3%
11-04	Monthly Rated - Part Benefitted	106,220	106,220	37,671						37,671	35.5%
11-58	OT Retro Gross Adjust.			5						5	
11-59	Reg Retro Gross Adjust.			576						576	
11-60	Excess Hours Pay			314,631						314,631	
13-01	O/T-Monthly Rated Employee	6,771	6,771	1,149						1,149	17.0%
13-05	Holiday Pay	5,081	5,081	5						5	0.1%
Prsnl Svcs-Salaries and Wages		8,190,895	8,190,895	8,278,141		45,001		299		8,323,441	101.6%
20-11	Medical Insurance	1,330,023	1,330,023	1,332,575						1,332,575	100.2%
20-12	Dental Insurance	185,199	185,199	162,293						162,293	87.6%
20-13	Life Insurance	7,032	7,032	6,792						6,792	96.6%
20-21	Cash-in-Lieu	124,172	124,172	130,388						130,388	105.0%
20-31	Pers/Misc Other	2,769,860	2,769,860	2,522,120						2,522,120	91.1%
20-34	PARS (3.75%)	13,245	13,245	9,083		1,688		11		10,782	81.4%
20-36	SRIP	287,969	287,969	290,043						290,043	100.7%
20-40	Medicare Tax	105,834	105,834	112,209		628		4		112,841	106.6%
20-63	Retirement Med: Misc. Emp Medical Trusts	173,002	173,002	177,436						177,436	102.6%
20-71	Workers Comp: Workers Comp Charges	191,244	191,244	201,568		914		6		202,488	105.9%
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	150,645						150,645	102.5%
20-90	Other Employee Benefits	217,237	217,237	250,354						250,354	115.2%
20-91	Commuter Check	21,390	21,390	18,554						18,554	86.7%
27-20	Fringe Benefits (Budget)	12,290	12,290								
Prsnl Svcs-Fringe Benefits		5,586,701	5,586,701	5,365,272		3,230		21		5,368,523	96.1%
20-99	Salary Savings	(256,243)	(256,243)								
Personal Services-Employee		13,521,353	13,521,353	13,643,413		48,231		320		13,691,964	101.3%

Attachment 3
FY 2017 EXPENDITURE BY FUND (2 of 3)

BERKELEY PUBLIC LIBRARY : EXPENDITURES JUN FY17 (Close #2)										13	100.0%
Berkeley Public Library + CoB			Actuals W/O Encumbrances							YTD JUN	
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		4,800	3,511				1,200		4,711	98.1%
30-35	Professional: Engrng & Architecural Svcs		83,874	55,122						55,122	65.7%
30-37	Professional: Medical		59	59						59	100.0%
30-38	Professional: Misc Prof Svcs	560,750	748,808	306,370			51,096	7,405		364,871	48.7%
30-39	Hazardous Materials Handling	2,000	1,500	1,500						1,500	100.0%
30-42	Maint Svcs: Office Equip Maint Svcs	6,500	7,900	2,111						2,111	26.7%
30-43	Maint Svcs: Bldg & Structures Maint Svcs	174,000	299,155	206,384						206,384	69.0%
30-44	Maint Svcs: Field Equip Maint	86,250	19,253	5,984						5,984	31.1%
30-46	Maint Svcs: Computer Maintenance	5,000	5,056	4,666						4,666	92.3%
30-47	Maint Svcs: Software Maintenance	350,000	267,092	244,660						244,660	91.6%
30-51	Bank Credit Card Fees	4,500	4,500	4,160						4,160	92.4%
Purchased Prof & Tech Svcs		1,189,000	1,441,997	834,527			51,096	8,605		894,228	62.0%
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	47,263	37,687						37,687	79.7%
40-31	Communications: Telephones	87,200	178,016	132,201						132,201	74.3%
40-33	Communications: Cellular	14,550	14,550	2,757						2,757	18.9%
40-41	Utilities: Water	32,500	40,717	28,365				5,044		33,409	82.1%
40-42	Utilities: Gas/Electricity	300,000	329,780	251,966				20,128		272,094	82.5%
40-43	Utilities: Refuse	34,252	34,252	19,050						19,050	55.6%
40-50	Printing and Binding	17,850	21,171	5,092			1,855			6,947	32.8%
40-61	Travel: Commerical Travel	2,000	7,970	7,052			456	390		7,898	99.1%
40-62	Travel: Meals & Lodging	7,000	11,758	11,262			1,537			12,799	108.9%
40-63	Travel: Registration/Admin Fees	25,000	28,258	18,734			1,285			20,019	70.8%
40-64	Travel: Transportation	2,000	2,270	988						988	43.5%
40-70	Advertising	20,000	17,985	3,837						3,837	21.3%
40-80	Books and Publications	16,000	3,919	2,834						2,834	72.3%
40-90	Other	175,000	65,304								
Other Purchased Services		780,602	803,213	521,825			5,133	25,562		552,520	68.8%
50-10	Rental of Land/Buildings	1,500	1,908	1,617						1,617	84.7%
50-20	Rental of Equip/Vehicles	46,500	48,438		28,545					28,545	58.9%
50-30	Rental of Office Equipment & Furniture	10,000	11,300	4,438						4,438	39.3%
50-40	Rental of Software & Licenses	75	75								
Rentals / Leases		58,075	61,721	6,055	28,545					34,600	56.1%

**Attachment 3
FY 2017 EXPENDITURE BY FUND (3 of 3)**

BERKELEY PUBLIC LIBRARY : EXPENDITURES JUN FY17 (Close #2)										13	100.0%
Berkeley Public Library + CoB			Actuals W/O Encumbrances							YTD JUN	
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
51-10	Postage	47,000	31,241	316			289			605	1.9%
51-20	Messenger/Deliver	13,000	13,000		11,616					11,616	89.4%
	Mail Services	60,000	44,241	316	11,616		289			12,221	27.6%
55-11	Office Supplies	39,260	36,172	22,672		240				22,912	63.3%
55-20	Field Supplies	169,721	283,070	161,584		24,380	22,148	1,821		209,933	74.2%
55-34	Equip & Veh Supp: Spare Replacement Parts	6,000	1,492	1,387						1,387	93.0%
55-50	Food	1,531	18,012	1,316		79	9,192	1,102		11,689	64.9%
55-60	Library Materials	1,327,000	1,375,564	1,331,106		(218)				1,330,888	96.8%
	Supplies	1,543,512	1,714,310	1,518,065		24,481	31,340	2,923		1,576,809	92.0%
60-20	Outside Janitorial Svcs	205,000	225,000	222,763						222,763	99.0%
	Purchased Property Services	205,000	225,000	222,763						222,763	99.0%
65-70	Building - Existing Construction	2,525,000	2,465,000	162,783						162,783	6.6%
65-75	Building - New Construction		4,778						4,778	4,778	100.0%
	Infrastructure	2,525,000	2,469,778	162,783					4,778	167,561	6.8%
70-41	Machinery and Equipment	9,000	16,161	2,914			1,389			4,303	26.6%
70-43	Furniture and Fixtures	75,000	107,695	102,110						102,110	94.8%
70-44	Computers & Printers	40,000	229,942	162,190						162,190	70.5%
70-47	Computer Softwares & Lic	25,000	25,000	18,889						18,889	75.6%
	Property	149,000	378,798	286,103			1,389			287,492	75.9%
71-10	Small Equipment	26,000	5,227	1,047						1,047	20.0%
71-43	Mach & Equip: Furniture And Fixtures		1,279	428				457		885	69.2%
71-44	Mach & Equip: Computers And Printers	50,000	28,567	24,011						24,011	84.1%
71-47	Mach & Equip: Software & Licenses	20,000	15,000	6,870						6,870	45.8%
	Property Under Cap Limit	96,000	50,073	32,356				457		32,813	65.5%
75-35	Mail Services	1,764	1,764	1,764						1,764	100.0%
75-50	City Vehicles/Fuel & Main	7,800	7,800	9,654						9,654	123.8%
75-60	City Parking Permits	500	500								
	Internal Services	10,064	10,064	11,418						11,418	113.5%
99-01	Appropriations Ord #1		(109,850)								
99-02	Appropriations Ord #2		(17,703)								
99-11	Appropriations Ord #1 Offset Acct		109,850								
99-12	Appropriations Ord #2 Offset Acct		17,703								
	Balance Sheet Accounts										
	Other Expenses	6,621,253	7,204,195	3,599,411	40,161	24,481	89,247	37,547	4,778	3,795,625	52.7%
	Berkeley Public Library + CoB	20,142,606	20,725,548	17,242,824	40,161	72,712	89,247	37,867	4,778	17,487,589	84.4%

Attachment 4
FY 2017 FRIENDS OF THE LIBRARY GIFT EXPENDITURES

BERKELEY PUBLIC LIBRARY					
FY17 GIFT SPENDING ACTUALS - FRIENDS OF THE LIBRARY					
G:\FINANCE\BUDGETS\FY17\Friends\[FY17_Friends Actuals_15AUG17.xlsx]tbl					
DpDv	Code	Project	@15AUG17 Spent	FY17 Bdgt	%age/ Bdgt Spnt
9101	17LB01	Gift FY17: BPL Annual Art Show (NACTV)			
	17LB02	Gift FY17: ALA 2017	2,708.35	7,500.00	36.1%
	17LB03	Gift FY17: All Staff Food	543.88	800.00	68.0%
	17LB07	Gift FY17: Volunteer Services	407.14	500.00	81.4%
	17LB10	Gift FY17: Employee Teamwork	1,000.45	1,000.00	100.0%
	17LB20	Gift FY17: Training=Dvlpmnt+Hlthy Food	399.01	1,325.00	30.1%
Admin		9101	5,058.83	11,125.00	45.5%
9202	17LB11	Gift FY17: Childrens	27,173.16	34,675.00	78.4%
9203	17LB05	Gift FY17: Art & Music	7,741.35	11,450.00	67.6%
9204	17LB12	Gift FY17: Asian Culture (REF)	500.00	1,400.00	35.7%
	17LB13	Gift FY17: Writing Wrkshp (REF)	4,077.28	4,100.00	99.4%
	17LB14	Gift FY17: Adult Program (REF)	5,054.27	4,580.00	110.4%
	17LB15	Gift FY17: BHR TALK (REF)	200.00	600.00	33.3%
	17LB16	Gift FY17: Science Prgm (REF)	731.01	780.00	93.7%
	17LB17	Gift FY17: Poetry Wrkshp (REF)		530.00	
Reference		9204	10,562.56	11,990.00	88.1%
9205	17LB04	Gift FY17: Literacy	2,914.70	3,000.00	97.2%
9206	17LB06	Gift FY17: Teen	11,055.21	11,940.00	92.6%
9301	17LB09	Gift FY17: Programming Committee	4,344.83	7,219.00	60.2%
9303	17LB21	Gift FY17: South Branch	3,786.98	3,900.00	97.1%
9304	17LB18	Gift FY17: Café Literario West	3,144.59	3,150.00	99.8%
	17LB19	Gift FY17: West Branch	2,912.92	3,290.00	88.5%
West		9304	6,057.51	6,440.00	94.1%
9305	17LB08	Gift FY17: Claremont Branch	6,694.89	6,850.00	97.7%
9402	17LB22	Gift FY17: Digitization (NACTV)			
Total - *** Friends *** 2017			85,390.02	108,589.00	78.6%

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

	FY 2014 FINAL	FY 2015 FINAL	FY 2016 FINAL	FY 2017 ADOPTED	FY 2017 REVISED	FY 2017 FINAL #2	FY 2018 ADOPTED	FY 2018 REVISED	FY 2018 PROJECTED
Beginning Fund Balance	\$ 3,068,245	\$ 3,602,171	\$ 4,332,536	\$ 5,787,401	\$ 5,787,401	\$ 5,787,401	\$ 6,836,060	\$ 6,836,060	\$ 6,836,060
Revenues									
Library Services Tax	\$ 15,991,855	\$ 16,470,657	\$ 17,286,659	\$ 17,893,335	\$ 17,893,335	\$ 18,077,484	\$ 18,786,687	\$ 18,786,687	\$ 18,786,687
Fines/Fees	213,243	215,832	207,113	275,000	275,000	200,135	202,250	202,250	202,250
Donations/Private Contributions									
Misc. Revenue / Interest / Refunds	30,941	60,606	10,537	12,000	12,000	13,864	32,000	32,000	32,000
TOTAL REVENUE	\$ 16,236,039	\$ 16,747,095	\$ 17,504,309	\$ 18,180,335	\$ 18,180,335	\$ 18,291,483	\$ 19,020,937	\$ 19,020,937	\$ 19,020,937
Expenditures									
Operations									
Salaries, Wages, Benefits	\$ 12,480,850	\$ 12,865,083	\$ 12,959,742	\$ 13,728,233	\$ 13,728,233	\$ 13,616,344	\$ 15,051,521	\$ 15,051,521	\$ 15,051,521
Salaries, Wages, Benefits									
less: Labor Vacancy Savings				256,243	256,243		300,000	300,000	300,000
Personnel	\$ 12,480,850	\$ 12,865,083	\$ 12,959,742	\$ 13,471,990	\$ 13,471,990	\$ 13,616,344	\$ 14,751,521	\$ 14,751,521	\$ 14,751,521
Non-Personnel	790,437	591,152	565,440	851,675	1,044,141	709,831	888,734	888,734	996,994
Library Materials (incl Tool Lndng)	1,155,518	1,270,771	1,289,660	1,327,000	1,327,809	1,331,106	1,345,409	1,345,409	1,545,409
Misc. Professional Services	333,916	305,519	346,613	345,750	629,171	311,263	791,450	791,450	850,738
Utilities+Telephone	404,688	367,515	444,307	433,402	481,218	434,283	495,902	495,902	526,807
Janitorial	184,076	189,974	195,083	205,000	205,000	222,763	205,000	205,000	206,910
Software Maintenance	220,045	340,051	204,136	350,000	322,351	244,660	346,000	346,000	357,051
Computer & Software Purchase >\$1K	52,292	62,796	23,925	65,000	180,500	181,079	35,000	35,000	93,688
Building/Infrastructure	59,285		390	1,925,000	1,865,000	162,783	1,300,000	1,300,000	1,300,000
Subtotal:	\$ 15,681,107	\$ 15,992,861	\$ 16,029,296	\$ 18,974,817	\$ 19,527,180	\$ 17,214,112	\$ 20,159,016	\$ 20,159,016	\$ 20,629,117
Charges From Other Depts									
Finance - Billing (3601)	\$ 13,553	\$ 14,259	\$ 15,256	\$ 15,294	\$ 15,294	\$ 17,347	\$ 18,217	\$ 18,217	\$ 18,217
Facilities - Admn (5401) + Txcs (5403)	7,453	9,610	4,892	13,100	13,100	11,365	14,402	14,402	14,402
Interfund Transfers									
Subtotal:	\$ 21,006	\$ 23,869	\$ 20,148	\$ 28,394	\$ 28,394	\$ 28,712	\$ 32,619	\$ 32,619	\$ 32,619
TOTAL EXPENDITURES	\$ 15,702,113	\$ 16,016,730	\$ 16,049,444	\$ 19,003,211	\$ 19,555,574	\$ 17,242,824	\$ 20,191,635	\$ 20,191,635	\$ 20,661,736
Projected Surplus/(Shortfall) {Rev - Exp}	\$ 533,926	\$ 730,365	\$ 1,454,865	\$ (822,876)	\$ (1,375,239)	\$ 1,048,659	\$ (1,170,698)	\$ (1,170,698)	\$ (1,640,799)
GROSS FUND BALANCE {Bal + Rev - Exp}	\$ 3,602,171	\$ 4,332,536	\$ 5,787,401	\$ 4,964,525	\$ 4,412,162	\$ 6,836,060	\$ 5,665,362	\$ 5,665,362	\$ 5,195,261
Annual Committed Reserve	\$ 1,300,000	\$ 1,300,000	\$ 1,400,000	\$ 1,400,000	\$ 1,400,000	\$ 1,400,000	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000
Uncommitted Fund Balance	\$ 2,302,171	\$ 3,032,536	\$ 4,387,401	\$ 3,564,525	\$ 3,012,162	\$ 5,436,060	\$ 4,165,362	\$ 4,165,362	\$ 3,695,261

Attachment 6
GIFTS FUND (306): 5-YEAR FUND ANALYSIS

	FY 2014 FINAL	FY 2015 FINAL	FY 2016 FINAL	FY 2017 ADOPTED	FY 2017 REVISED	FY 2017 FINAL #2	FY 2018 ADOPTED	FY 2018 REVISED	FY 2018 PROJECTED
Beginning Fund Balance	\$ 484,450	\$ 414,157	\$ 338,222	\$ 331,170	\$ 331,170	\$ 331,170	\$ 353,342	\$ 353,342	\$ 353,342
Revenues									
Friends of BPL	\$ 92,004	\$ 92,400	\$ 97,628	\$ 90,000	\$ 90,000	\$ 108,639	\$ 90,000	\$ 90,000	\$ 90,000
Donations/Private			4,315						
Interest/Misc. Revenues	1,924	20,798	881			2,780			
TOTAL REVENUE	\$ 94,428	\$ 113,198	\$ 102,824	\$ 90,000	\$ 90,000	\$ 111,419	\$ 90,000	\$ 90,000	\$ 90,000
Expenditures									
Operations									
Personnel	\$ 3,042	\$ 204	\$ 204						
Non-Personnel	51,999	53,821	49,843	115,000	59,781	38,151	150,000	120,000	120,033
Professional Services	52,889	36,466	47,552		57,502	51,096		30,000	30,000
Library Materials	56,791	98,642	12,272						
Subtotal:	\$ 164,721	\$ 189,133	\$ 109,871	\$ 115,000	\$ 117,283	\$ 89,247	\$ 150,000	\$ 150,000	\$ 150,033
TOTAL EXPENDITURES	\$ 164,721	\$ 189,133	\$ 109,871	\$ 115,000	\$ 117,283	\$ 89,247	\$ 150,000	\$ 150,000	\$ 150,033
Projected Surplus / (Deficit) (Rev - Exp)	\$ (70,293)	\$ (75,935)	\$ (7,047)	\$ (25,000)	\$ (27,283)	\$ 22,172	\$ (60,000)	\$ (60,000)	\$ (60,033)
GROSS FUND BALANCE (Bal + Rev - Exp)	\$ 414,157	\$ 338,222	\$ 331,170	\$ 306,170	\$ 303,887	\$ 353,342	\$ 293,342	\$ 293,342	\$ 293,309

Attachment 7
OTHER FUNDS (302, 304, 305): 5-YEAR FUND ANALYSIS

	FY 2014 FINAL	FY 2015 FINAL	FY 2016 FINAL	FY 2017 ADOPTED	FY 2017 REVISED	FY 2017 FINAL #2	FY 2018 ADOPTED	FY 2018 REVISED	FY 2018 PROJECTED
Beginning Fund Balance	\$ 281,955	\$ 260,013	\$ 233,081	\$ 214,010	\$ 214,010	\$ 214,010	\$ 196,713	\$ 196,713	\$ 196,713
Transaction Based Rmb Fund (302)	180,223	156,272	138,653	124,720	124,720	124,720	106,601	106,601	106,601
Grants Fund (304)	45,450	47,458	38,146	33,008	33,008	33,008	33,830	33,830	33,830
Public Library Fund (305)	56,283	56,283	56,283	56,283	56,283	56,283	56,283	56,283	56,283
Revenues									
Direct Loan Fund									
Literacy Services & LSTA	30,632	49,011	59,167	30,000	30,000	61,534	60,000	60,000	60,000
Miscellaneous Grant Revenue	15,000		15,000			12,000			
Public Library Fund (SB 358)									
Other	22,155	25,373	24,186	20,000	20,000	22,042	1,500	1,500	1,500
TOTAL REVENUE	\$ 67,787	\$ 74,384	\$ 98,353	\$ 50,000	\$ 50,000	\$ 95,576	\$ 61,500	\$ 61,500	\$ 61,500
Expenditures									
Operations									
Personnel	\$ 29,202	\$ 36,559	\$ 64,490	\$ 24,969	\$ 24,969	\$ 48,231	\$ 33,000	\$ 33,000	\$ 33,000
Non-Personnel	60,293	64,757	52,934	99,722	112,403	64,642	48,450	48,450	48,450
Library Materials	234				7,600				
TOTAL EXPENDITURES	\$ 89,729	\$ 101,316	\$ 117,424	\$ 124,691	\$ 144,972	\$ 112,873	\$ 81,450	\$ 81,450	\$ 81,450
Projected Surplus/Shortfall (Rev - Exp)	\$ (21,942)	\$ (26,932)	\$ (19,071)	\$ (74,691)	\$ (94,972)	\$ (17,297)	\$ (19,950)	\$ (19,950)	\$ (19,950)
GROSS FUND BALANCE (Bal + Rev - Exp)	\$ 260,013	\$ 233,081	\$ 214,010	\$ 139,319	\$ 119,038	\$ 196,713	\$ 176,763	\$ 176,763	\$ 176,763

Attachment 8
FOUNDATION FUND (307): 5-YEAR FUND ANALYSIS

	FY 2015 FINAL	FY 2016 FINAL	FY 2017 ADOPTED	FY 2017 REVISED	FY 2017 FINAL #2	FY 2018 ADOPTED	FY 2018 REVISED	FY 2018 PROJECTED
Beginning Fund Balance	\$ 1,117,990	\$ 1,053,593	\$ 1,027,538	\$ 1,027,538	\$ 1,027,538	\$ 1,016,771	\$ 1,016,771	\$ 1,016,771
Revenues								
Foundation		\$ 36,000	\$ 211,000	\$ 211,000	\$ 27,100	\$ 211,000	\$ 211,000	\$ 211,000
Misc./ Interest	14,510							
TOTAL REVENUE	\$ 14,510	\$ 36,000	\$ 211,000	\$ 211,000	\$ 27,100	\$ 211,000	\$ 211,000	\$ 211,000
Expenditures								
Personnel		\$ 1,584			\$ 320			
Consultants	6,095	15,778	15,000	8,250	7,405			
Furniture and Fixtures	40,535	5,000		419	457			
Equipment	1,780	100						
Building			600,000	600,000		500,000	500,000	500,000
Miscellaneous/Other	30,497	39,593	85,000	99,050	29,685	100,000	100,000	100,000
TOTAL EXPENDITURES	\$ 78,907	\$ 62,055	\$ 700,000	\$ 707,719	\$ 37,867	\$ 600,000	\$ 600,000	\$ 600,000
Projected Surplus/Shortfall (Rev - Exp)	\$ (64,397)	\$ (26,055)	\$ (489,000)	\$ (496,719)	\$ (10,767)	\$ (389,000)	\$ (389,000)	\$ (389,000)
GROSS FUND BALANCE (Bal + Rev - Exp)	\$ 1,053,593	\$ 1,027,538	\$ 538,538	\$ 530,819	\$ 1,016,771	\$ 627,771	\$ 627,771	\$ 627,771
Other						\$ (574,527)	\$ (574,527)	\$ (574,527)
Revised Gross Fund Balance {Gross Fund Balance - Budget Recommendations and Adjustments}	\$ 1,053,593	\$ 1,027,538	\$ 538,538	\$ 530,819	\$ 1,016,771	\$ 53,244	\$ 53,244	\$ 53,244

Note: At conclusion of Measure FF Branch Improvement Program in FY 2014, the Foundation FF&E Fund (307) was recharacterized to the Foundation Fund (307).

Attachment 9
MEASURE FF FUND (308): 5-YEAR FUND ANALYSIS

	FY 2009 FINAL	FY 2010 FINAL	FY 2011 FINAL	FY 2012 FINAL	FY 2013 FINAL	FY 2014 FINAL	FY 2015 FINAL	FY 2016 FINAL	FY 2017 ADOPTED	FY 2017 REVISED	FY 2017 FINAL #2
Beginning Fund Balance		\$ 9,955,299	\$ 8,510,959	\$ 22,130,714	\$ 13,726,851	\$ 5,245,411	\$ 1,421,449	\$ 1,331,747	\$ 1,332,287	\$ 1,332,287	\$ 1,332,287
Revenues											
Bond Proceeds	\$ 10,000,000		\$ 16,428,536								
Misc./ Interest		13,641	28,477	5,508	17,486	2,639	1,492	3,040			6,083
TOTAL REVENUE	\$ 10,000,000	\$ 13,641	\$ 16,457,013	\$ 5,508	\$ 17,486	\$ 2,639	\$ 1,492	\$ 3,040	\$ -	\$ -	\$ 6,083
Expenditures											
Bond Issuance: Costs/Premiums	\$ 35,425		\$ 310,207								
Operations											
Personnel		\$ 6,126	\$ 35,234	\$ 100,760	\$ 87,783	\$ 39,852	\$ 83				
Consultants	9,277	1,324,942	1,337,742	1,321,658	883,464	235,171	11,315	2,500	200,000	200,000	4,778
Building		112,704	1,023,319	6,770,851	7,175,207	3,521,630	73,696				
Misc./Utilities/Other		14,209	111,169	135,316	308,455	8,248	6,100				
Other Infrastructure/Public Art			19,587	80,790	44,017	21,700					
TOTAL EXPENDITURES	\$ 44,702	\$ 1,457,981	\$ 2,837,258	\$ 8,409,375	\$ 8,498,926	\$ 3,826,601	\$ 91,194	\$ 2,500	\$ 200,000	\$ 200,000	\$ 4,778
Projected Surplus/Shortfall (Rev - Exp)	\$ 9,955,299	\$ (1,444,340)	\$ 13,619,755	\$ (8,403,867)	\$ (8,481,440)	\$ (3,823,962)	\$ (89,702)	\$ 540	\$ (200,000)	\$ (200,000)	\$ 1,305
GROSS FUND BALANCE (Bal + Rev - Exp)	\$ 9,955,299	\$ 8,510,959	\$ 22,130,714	\$ 13,726,851	\$ 5,245,411	\$ 1,421,449	\$ 1,331,747	\$ 1,332,287	\$ 1,132,287	\$ 1,132,287	\$ 1,333,592

Note: Measure FF Fund (308) closed by authority of BOLT Resolution No.: R17-019 dated April 19, 2017.



CONSENT CALENDAR
September 6, 2017

To: Board of Library Trustees
From: Dennis Dang, Administrative and Fiscal Services Manager
Subject: Fiscal Year 2018 Purchase Authorization for Kanopy.com in Excess of Director of Library Services' Granted Authority

RECOMMENDATION

Adopt the resolution authorizing the Director of Library Services to enter into a fiscal year 2018 purchase agreement and approve payments to Kanopy.com for provision of library materials projected to exceed the director's delegated spending authority of \$50,000 for services and \$100,000 for goods, materials, and equipment.

FISCAL IMPACT

This report supplements BOLT Resolution No.: 17-034 approved August 2, 2017 approving a list of select vendors for purchases in excess of the director's spending authority.

Additional appropriation is provided for in the request for approval of BOLT Resolution No.: 17-037.

The estimated costs of library material expenditures to be provided by Kanopy.com is up to \$50,000.

BACKGROUND

With passage of BOLT Resolution No.: 08-56, the Board of Library Trustees on June 10, 2008 authorized the Director of Library Services to enter into purchase agreements for services up to \$50,000; and, with passage of BOLT Resolution No.: 09-94, the Board of Library Trustees on October 14, 2009 authorized the Director of Library Services to enter into purchase agreements for goods, materials, and equipment up to \$100,000.

On May 31, 2017, the board approved BOLT Resolution No.: R17-032 adopting the FY 2018 and FY 2019 Biennial Budget, which included funds for services, goods, materials and equipment.

On August 2, 2017, the board approved BOLT Resolution No.: R17-034 approving a list of select vendors for purchases in excess of the director's spending authority.

CURRENT SITUATION

During the month of July the Library's Collection Management Team released to the community a *Collections Survey*. Designed to solicit and determine community needs, interests, and aspirations, the survey will inform development of a Collection Management Plan. In the immediate term, the survey identified the online video service Kanopy.com as a high public interest item. Kanopy.com is a service that streams over 30,000 films through public libraries and higher education campuses worldwide with a focus on independent films, documentaries, classics, and foreign movies. In response to this expressed public interest, the Library evaluated Kanopy.com and determined that it would enhance and expand current library offerings.

Under current rules, the director must receive board approval for any purchase in excess of the authorized spending limit for any vendor once that vendor's cumulative fiscal year purchases exceed the authorized

**BERKELEY PUBLIC LIBRARY
CONSENT CALENDAR**

Fiscal Year 2018 Purchase Authorization in Excess of Director of Library Services' Granted Authority **Page 2**

spending limit; and of which can be satisfied by either the execution of a contract or a consolidated authorization as pursuant to this request.

ALTERNATIVE ACTIONS

The alternative considered is to not provide this expressed public interest service item.

FUTURE ACTION

No future action is necessary.

CONTACT PERSON

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

Attachments

1. Resolution

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO: R17-___

**PURCHASE AUTHORIZATION FOR KANOPY.COM IN EXCESS OF
DIRECTOR OF LIBRARY SERVICES' GRANTED AUTHORITY FOR FISCAL YEAR 2018**

WHEREAS, the Board of Library Trustees on June 10, 2008 passed Resolution No.: 08-56 authorizing the Director of Library Services to enter into purchase orders for services up to \$50,000; and

WHEREAS, the Board of Library Trustees on October 14, 2009 passed Resolution No.: 09-94 authorizing the Director of Library Services to enter into purchase orders for goods, materials, and equipment up to \$100,000; and

WHEREAS, the Board of Library Trustees on May 31, 2017 passed Resolution No.: R17-032 adopting the Biennial Budget for revenues and expenditures for fiscal years 2018 and 2019; and

WHEREAS, the Board of Library Trustees on August 2, 2017 passed Resolution No.: R17-034 authorizing a list of select vendors for fiscal year 2018 purchase agreements and payment approvals in excess of the director's spending authority; and

WHEREAS, the Berkeley Public Library in response to expressed public interest has evaluated Kanopy.com and determined that it would enhance and expand current library material offerings; and

WHEREAS, the Berkeley Public Library purchases services, goods, materials and equipment in accordance with the adopted budget and in conformance with purchasing policies and practices of the City of Berkeley.

NOW THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley authorizes the Director of Library Services to add Kanopy.com to the list of select vendors for fiscal year 2018 purchase agreements and payment approvals for services, materials, and supplies in excess of the delegated spending authority.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on September 6, 2017 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Diane Davenport, Chairperson

Elliot Warren, Deputy Director of Library Services
Serving as Secretary of the Board of Library Trustees



CONSENT CALENDAR
September 6, 2017

To: Board of Library Trustees
From: Dennis Dang, Administrative and Fiscal Services Manager
Subject: California State Library FY 2018 Baseline Grant Funds from the California Library Literacy Services (CLLS) Program

RECOMMENDATION

Adopt the resolution authorizing the Director of Library Services to apply for and accept \$18,000 in awarded FY 2018 CLLS baseline grant funds.

INTRODUCTION

The California Library Literacy Services (CLLS) is a program of the California State Library whose mission is to enable Californians of all ages to reach their literacy goals and use library services effectively. CLLS is an important funding source for the Library's BerkeleyREADS literacy service, a CLLS program participant since 1987.

FISCAL IMPACT

The annual CLLS grant has typically been provided in three parts: 1) a baseline amount applicable to the fiscal year's approved CLLS programs, including Adult Literacy and Families for Literacy – programs reflecting both the commitment and importance to the City of Berkeley and the State of California that all Californians attain their literacy goals and possess the capability to effectively use library services, and parts 2 and 3) a CLLS formula amount based on a per capita amount per adult learner served at BPL in the previous fiscal year, and a match on local funds raised and expended for adult literacy services reflecting the commitment to a continuing state/local partnership and an incentive for increased local support for adult literacy.

In FY 2017, the Library received \$61,534 in CLLS program support for library literacy services.

BACKGROUND

The Berkeley READS program was seeded in 1987 with CLLS funding and has continuously received this grant award following a fiscal year schedule through to fiscal year 2017. The program's Library staffing remains unchanged consisting of 1.0 FTE Library Literacy Program Coordinator, 1.0 FTE Library Specialist I (Literacy Program Assistant) and a 0.50 PT Library Assistant funded through the Library Tax Fund. Staffing is further supplemented by additional contractual or project positions (typically funded by CLLS grant support) – estimated at 1.00 FTE in FY 2018 – dedicated to adult and family literacy that may include a mix of a Family Literacy Instructor, a Computer Lab/ Drop-In Instructor, an Adult Learner-on-Staff, and a Tutor Trainer. In FY 2018, BPL's total funding support – inclusive of library tax funding, grant, and gift spending – directed to Berkeley READS was \$378,002.

CURRENT SITUATION

**BERKELEY PUBLIC LIBRARY
CONSENT CALENDAR**

Fiscal Year 2018 Purchase Authorization in Excess of Director of Library Services' Granted Authority **Page 2**

The Library has received a CLLS award letter dated August 1, 2017 from the CA State Library confirming a fiscal year 2018 baseline award claim of \$18,000. This amount is unchanged from that of the FY 2017 baseline award. The FY 2018 budget includes estimated revenue and expenditure amounts for a CLLS award based on the prior year's activity; and receipt of the \$18,000 baseline award is a component of these budgeted amounts. Acceptance and appropriation of the announced baseline award is requested in order to comply with this fiscal year's program rules that 100% of the year's CLLS award be directed towards adult and family literacy programs and be expended or encumbered by June 30, 2018. With this vital funding support Berkeley READS will continue to build upon its community and local government relationships, pursue active client recruitment strategies, and offer instruction in a variety of modalities best suited to the individual client.

FUTURE ACTION

No future action is necessary.

CONTACT PERSON

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

Attachments

1. Resolution

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO: R17-___

AUTHORIZING THE DIRECTOR OF LIBRARY SERVICES TO APPLY FOR AND ACCEPT CALIFORNIA STATE LIBRARY FY 2018 BASELINE GRANT FUNDS FROM THE CALIFORNIA LIBRARY LITERACY SERVICES (CLLS) PROGRAM

WHEREAS, the California State Library administers program awards for the California Library Literacy Services (CLLS) Grant Program and for the Public Library Fund appropriation; and

WHEREAS, the CLLS program is an important funding source for the Berkeley READS adult and family literacy program; and

WHEREAS, the grant amount is determined by a CLLS funding formula and is available to those libraries that sustain a commitment to a continued state/local partnership and support for adult literacy; and

WHEREAS, the California State Library has announced FY 2018 CLLS baseline awards for claim, with the per capita amount per adult learner and the match on local funds components to follow in the fall, and it is budgeted in the FY 2018 revenue and expenditure budgets; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley hereby authorizes the Director of Library Services to apply for and accept the eligible FY 2018 grant fund baseline claim amounting to \$18,000 extended by the California Library Literacy Services Grant Program to the Berkeley Public Library.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on September 6, 2017 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Diane Davenport, Chairperson

Elliot Warren, Deputy Director of Library Services
Serving as Secretary of the Board of Library Trustees



CONSENT CALENDAR

September 6, 2017

TO: Board of Library Trustees

FROM: Alicia Abramson, Manager Library Information Technology

SUBJECT: CONTRACT AMENDMENT: NO. 10175 INTERACT INTRANET, INC.

RECOMMENDATION

Adopt a resolution authorizing the Director of Library Services to execute an amendment to Contract No. 10175 with Interact Intranet, Inc. to increase the contracted not-to-exceed amount to \$110,000 for continuous technical support and regular software upgrades of the Library's Staff Intranet, and to extend the term of the Contract to December 31, 2020.

FISCAL IMPACTS OF RECOMMENDATION

The contracted not-to-exceed amount of the amendment is \$110,000 which includes support services and system upgrades for the Library's Staff Intranet. Funding is available from Fund 301 and is budgeted in the Library's Information Technology Division 2018 and 2019 fiscal years expenditure budgets using budget code 301-9102-450-3047.

BACKGROUND

The Library entered into a two-year contractual agreement with Interact Intranet, Inc. in December, 2015 for the purchase of a cloud based Intranet system for staff.

To date, Interact Intranet has successfully fulfilled its contractual obligation to provide a robust staff Intranet platform for the Berkeley Public Library. The vendor has also provided continuous technical support and regular system updates which add features and functionality to the system as stipulated under the initial contract.

CURRENT SITUATION AND ITS EFFECTS

Item 3B of the Berkeley Public Library's 2016 – 2018 Strategic Plan was to create a staff Intranet to improve communication throughout the Library, provide staff with easy and centralized access to essential Library information and resources, and to provide a place for staff to collaborate and work more efficiently and effectively together.

After selecting the current system and entering into a two-year agreement with the vendor on December 28, 2015, the Library Staff Intranet Team commenced the system implementation in January 2016, and launched the current system in June 2016. Intranet Team membership included staff from various Library Divisions including Adult and Children's Services, Human Resources, Circulation, Administration and Information Technology. The implementation process included reviewing sample Intranet sites from other organizations, organizing and categorizing digital content, developing a site information architecture and design, working with the vendor to implement the system, and involving interested staff in beta testing the system while in development, and incorporating staff feedback into the first version of the system.

To date, feedback from staff about the site is predominantly positive. All staff of the Berkeley Public Library have an Intranet account, and usage statistics show that a high percentage of staff regularly log-in to the site.

In the coming year, the Library Intranet Team will conduct a staff survey to identify areas of improvement and ideas for increasing staff use of and participation on the site. The team will also review and synthesize current best practices in Intranet design and management. The information gathered will be used to guide improvements to the site's design and information architecture in order to increase the value and utility of the site for staff.

ALTERNATIVE ACTIONS

The alternative considered is to not maintain, nor update the existing staff intranet system; thus, incurring heightened security risks to the site and lagging staff interest over time.

Attachments

1. Resolution

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO: R17-___

CONTRACT AMENDMENT: NO. 10175, INTERACT INTRANET, INC

WHEREAS, on October 18, 2010 by BOLT Resolution No.: R15-107 the Board of Library Trustees adopted the 2016-2018 Strategic Plan which called for the development and implementation of a staff Intranet; and

WHEREAS, the Library and Interact Intranet, Inc. entered into Contract Number 10175, dated, December 28, 2015 for an amount not to exceed \$40,206, for which Contract was authorized by the Director of Library Services; and

WHEREAS, to date Interact Intranet, Inc. has successfully fulfilled contracted tasks to provide a cloud based staff Intranet system, and provide continuous technical support and regular system software upgrades.

NOW THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley hereby authorizes the Director of Library Services to execute an amendment to Contract No. 10175 with Interact Intranet, Inc. to increase the contracted not-to-exceed amount to \$110,000 for support and maintenance of the Library's cloud-based staff Intranet system, and to extend the term of the Contract to December 31, 2020.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on September 6, 2017 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Diane Davenport, President

Elliot Warren, Deputy Director of Library Services
Serving as Secretary to the Board of Library Trustees



CONSENT CALENDAR

September 6, 2017

TO: Board of Library Trustees
FROM: Dennis Dang, Administrative and Fiscal Services Manager
SUBJECT: Contract Amendment: No. 10376 Clark Pest Control

RECOMMENDATION

Adopt the resolution authorizing the Director of Library Services to execute an amendment to Contract No. 10376 with Clark Pest Control to increase the contracted not-to-exceed amount to \$75,000 for bedbug and pest detection and remediation services, and to extend the term of the Contract to February 28, 2020.

FISCAL IMPACTS OF RECOMMENDATION

The contracted not-to-exceed amount of the amendment is \$75,000 for bedbug and pest detection and remediation services. Funding is available from Fund 301 and is budgeted in the Facilities Maintenance division's 2018 and 2019 fiscal years expenditure budgets under budget code 301-9103-450.30-43 (Building and Structures Maintenance Services).

BACKGROUND

Subsequent to detection of bedbugs at the North Branch Library in late September 2015 the Library executed a contractual agreement with Clark Pest Control for bedbug detection and eradication. The Contract extending from July 1, 2016 through February 28, 2019 in a not-to-exceed value of \$25,000 allows for scheduled detection services every four months, as well as-needed on-call emergency services.

To date, Clark Pest Control has provided regularly scheduled testing at all five Library locations through the use of specially trained detection dogs.

CURRENT SITUATION AND ITS EFFECTS

Since execution of the existing contract with Clark Pest Control the Library regularly tests for bedbug infestation at the Central Library and the four branch libraries at a frequency not less than three times per year. The vendor recommends quarterly testing (four times per year) and not less than semi-annually (two-times per year). With this requested amendment the Library is requesting an incremental increase of \$50,000 yielding a revised not-to-exceed contracted value of \$75,000. Additionally, the Library is requesting to add roach and ant treatment services to the scope of services, and to extend the Contract's period an additional year through to February 28, 2020.

ALTERNATIVE ACTION

The alternative action considered is to not amend the Contract with additional funding; thereby ending pest detection and remediation services at all Library locations once existing funding is fully exhausted.

Attachments

1. Resolution

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO: R17-___

CONTRACT AMENDMENT: NO. 10376, CLARK PEST CONTROL

WHEREAS, the Library and Clark Pest Control entered into Contract Number 10376 for the period from July 1, 2016 through February 28, 2019 in an amount not to exceed \$25,000, for which Contract was authorized by the Director of Library Services; and

WHEREAS, to date Clark Pest Control has successfully fulfilled contracted services to provide scheduled and on-call bedbug detection and remediation services at all Library locations.

NOW THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley hereby authorizes the Director of Library Services to execute an amendment to Contract No. 10376 with Clark Pest Control to increase the contracted not-to-exceed amount to \$75,000 for bedbug and pest detection and remediation services, and to extend the term of the Contract to February 28, 2020.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on September 6, 2017 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Diane Davenport, President

Elliot Warren, Deputy Director of Library Services
Serving as Secretary to the Board of Library Trustees



ACTION CALENDAR

September 6, 2017

To: Board of Library Trustees (BOLT)
From: Elliot Warren, Deputy Director of Library Services
Subject: Officer Election

RECOMMENDATION

Adopt a Resolution to elect a Vice President to serve through the time of the next election in October 2017.

FISCAL IMPACTS OF RECOMMENDATION

No fiscal impact.

CURRENT SITUATION AND ITS EFFECTS

At the May 31, 2017 John Selawsky was elected to serve as Vice President through the time of the next election in October 2017.

On June 6, 2017, On June 6, 2017, Trustee Selawsky was notified that his requirement to complete a mandatory officer training within 60 days of election to the position of Vice-Chair (Vice President) on the Board of Library Trustees no later than July 30, 2017.

On August 7, 2017 The City Clerk Office notified Mr. Selawsky that according to their records, he had not submitted the required form, thereby forfeiting the position of Vice-Chair (Vice President).

Berkeley City Council Resolution No. 63,876–N.S. states:

“The training video must be viewed and the Affirmation of Completion must be filed with the City Clerk no later than 60 calendar days from the date of election as chairperson or vice chairperson. Failure to complete the video training and file the Affirmation of Training completion within 60 days of election will result in the immediate forfeiture of the position of chairperson or vice chairperson.”

BACKGROUND

Elected officers assist in providing structure to BOLT meetings in a way that ensures meetings are productive and allow for the intellectual input of all Trustees in determining how well the Library is meeting its obligations to the community.

§3.04.040 of the Berkeley Municipal code regulates organization of the Board:

The Board of Library Trustees shall organize by electing one of its members president and one of its members vice president, who shall hold office for one year, and until their successors are elected unless their terms as a member of said board expire sooner. The president and vice president shall be elected at the first meeting of the board in October of each year.

The President and Vice President are required to complete training within 60 calendar days from the date of election. You may view the training online at http://www.cityofberkeley.info/Clerk/Commissions/Commissions_Training_Workshop.aspx. An Affirmation of Completion must be filed with the City Clerk Department. The training provides information

to assist officers in performing their duties and covers many topics including the role of commissions and staff, conduct of meetings, the Brown Act, conflict of interest, Americans with Disabilities Act (ADA) compliance, and Board procedures. While not mandatory for Trustees other than the Chair and Vice Chair, completion of training is encouraged for all Trustees.

The President, or in their absence, the Vice President, is responsible for:

- Presiding at meetings.
- Appointing Trustees to temporary subcommittees and informal bodies subject to the approval of the full commission.
- Approving the agenda prior to distribution. This is limited to the structure and order of the agenda and does not grant the President the authority to remove items submitted by Trustees or staff.
- Signing correspondence on behalf of the Board.
- Representing BOLT before City Council with the formal approval of BOLT by motion and vote.
- Approving BOLT reports to Council.
- Calling special meetings or cancelling regular meetings. A quorum of BOLT may also call a special meeting.

The President and Vice President are also expected to participate in an agenda review session with the Library Director and Deputy, typically held during regular business hours two weeks prior to a public meeting of BOLT.

ENVIRONMENTAL SUSTAINABILITY

No identifiable environmental effects or opportunities associated.

RATIONALE FOR RECOMMENDATION

The election of a Vice President is essential for BOLT to engage in effective governance.

ALTERNATIVE ACTIONS CONSIDERED

None.

CONTACT PERSON

Elliott Warren, Deputy Director, Library Services, 510-981-6195

Attachments:

1: Resolution

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO: R17-___

OFFICER ELECTION

WHEREAS, at the May 31, 2017 John Selawsky was elected to serve as Vice President through the time of the next election in October 2017;

WHEREAS, on June 6, 2017, On June 6, 2017, Trustee Selawsky was notified by the City Clerk Office of his requirement to complete a mandatory officer training within 60 days of election to the position of Vice-Chair (Vice President) on the Board of Library Trustees no later than July 30, 2017.

WHEREAS, on August 7, 2017 The City Clerk Office notified Mr. Selawsky that according to their records, he had not submitted the required form, thereby forfeiting the position of Vice-Chair (Vice President).

WHEREAS, the office of Vice President is now vacant; and

WHEREAS, the election of officers is essential for BOLT to engage in effective governance; and

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

WHEREAS, the election of officers is a public process, with the vote announced at the conclusion of voting and the term commencing immediately.

NOW, THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley appoints _____ to serve as Vice President beginning at the conclusion of voting, through the time of the next election in October 2017.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on September 6, 2017 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Diane Davenport, President

Elliot Warren, Deputy Director of Library Services
Serving as Secretary to the Board of Library Trustee



ACTION CALENDAR

September 6, 2017

To: Board of Library Trustees (BOLT)
From: Elliot Warren, Deputy Director of Library Services
Subject: Bylaws subcommittee

RECOMMENDATION

Adopt a resolution appointing two Trustees to a BOLT subcommittee to develop bylaws for the Board of Library Trustees.

FISCAL IMPACT

None.

BACKGROUND

BOLT may appoint two Trustees to serve as a temporary subcommittee. Only Trustees may become members of the subcommittee. Subcommittees must be reviewed annually by BOLT to determine if the subcommittee is to continue. All BOLT subcommittees are considered ad hoc single purpose committees.

Upon creation of the subcommittee, BOLT shall allow it to operate with the following parameters:

1. A specific charge or outline of responsibilities shall be established by BOLT.
2. A target date must be established for a report back to BOLT.
3. Maximum life of the subcommittee shall be one year, with annual review and possible extension by BOLT.

Subcommittees shall conduct their meetings in public and in accessible locations that are open to the public. Agendas for subcommittee meetings must be posted with 24-hour notice. Quorum for the subcommittee is two. The secretary is not required to attend or take minutes at meetings of subcommittees.

CURRENT SITUATION AND ITS EFFECTS

BOLT does not have bylaws and instead relies upon the City's Commissioners' Manual. While the Commissioners' Manual provides useful information regarding rules and procedures, there are unique aspects to BOLT that are not addressed in the manual.

The Complete Library Trustee Handbook developed by the American Library Association states that it is important for all Library boards to have bylaws. "This set of rules will govern how the board operates and ensure that all members of the board clearly understand their role. Bylaws ensure consistency and objectivity in carrying out the board's activities."

ALTERNATIVE ACTIONS

None.

CONTACT PERSON

Elliot Warren, Deputy Director of Library Services, 510-981-6195

Attachments:

1. Resolution

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO: R17-___

BYLAWS SUBCOMMITTEE

WHEREAS, it is important for the Board of Library Trustees to have bylaws ensure consistency and objectivity in carrying out the board’s activities.

NOW THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley appoints _____ and _____ to a bylaws subcommittee.

BE IT FURTHER RESOLVED that the charge of the bylaws committee is _____ and the committee will report back to the Board by _____ .

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on August 2, 2017 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Diane Davenport, Chairperson

Elliot Warren, Deputy Director of Library Services
Serving as Secretary of the Board of Library Trustees



ACTION CALENDAR

September 6, 2017

To: Board of Library Trustees
From: Trustee Sophie Hahn
Subject: Amend Board of Library Trustees Meeting Policy

RECOMMENDATION

Adopt a Resolution to amend the first two sentences of the Board of Library Trustees Meeting Policy Section B, Comment from Library Unions, to read as follows:

“For regular meetings of the BOLT, representatives from the three unions representing Library employees may address BOLT, with a total time limit of 15 minutes. If all three (3) unions have representatives present and wish to speak, each union shall receive 5 minutes to address BOLT. If only two (2) unions have representatives present and wishing to speak, each union shall receive 7.5 minutes to address BOLT, for a total of 15 minutes. If only one (1) union has representatives present and wishing to speak, that union shall receive 15 minutes to address BOLT. The Secretary shall, at the start of the Comment from Library Union item, ask union representatives who wish to speak to identify themselves and which union they represent. The Secretary shall then determine the appropriate allocation of speaking time according to the rules stated herein.”

SUMMARY

On May 11, 2016 BOLT approved a Meeting Policy that set the parameters for union comments. The current policy states the following: “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”

This recommendation retains and respects the 15 minute allocation for comment from Library Unions, while providing opportunities for the full 15 minutes to be used at all meetings, regardless of the number of union representatives who are present and wish to speak.

FISCAL IMPACTS OF RECOMMENDATION

There is no fiscal impact from this report.

CURRENT SITUATION AND ITS EFFECTS

Union representatives representing Library employees currently each receive up to 5 minutes to speak at each regular BOLT meeting. They may also speak during the public comments period.

BACKGROUND

Prior to May 11, 2016, no policy regulated comments from union representatives. The agendas included an agenda item titled “Report from Library employees and unions, discussion of staff issues - Comments / responses to reports and issues addressed in packet.” As part of the Meeting Policy adopted in May of

2016, this section of the agenda was restructured to more accurately reflect that this time was set aside for union comment rather than staff reports. The revised approach largely mirrored the agenda format used by the Berkeley Unified School District, allowing each Union five minutes.

ENVIRONMENTAL SUSTAINABILITY

No impact.

RATIONALE FOR RECOMMENDATION

It is often the case that only one or two unions send representatives wishing to speak. At the same time, some unions, at times, might like to offer remarks for more than a total of 5 minutes.

ALTERNATIVE ACTIONS CONSIDERED

CONTACT PERSON

Sophie Hahn, Trustee, (510) 981-7150

Attachments:

1. Resolution
2. Existing Board of Library Trustees Meeting Policy
3. Proposed Board of Library Trustees Meeting Policy

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO: YY-___

WHEREAS, the Brown Act, at Government Code Section 54950, et seq, specifies the rules under which public agency holds open deliberations and takes open actions; and

WHEREAS, in compliance with the Brown Act, local boards must set aside time to hear from the public before or during consideration of an item. Government Code Section 54954.3(a) specifies the public comment process at regular and special meetings, with regular meetings allowing comment on matters within the subject matter jurisdiction of the body, and special meetings on items on the agenda; and

WHEREAS, in order to carry out the public comment process, the Brown Act allows local bodies to adopt “reasonable regulations”, which may include time limits for speakers or particular issues; and

WHEREAS, key provisions of the proposed Rules include the following: process for speaker cards, time limits on public comment, comments from union representatives, comments from Trustees, and protocol and decorum.

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to adopt a resolution to amend the attached Board of Library Trustees Meeting Policy.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on Wednesday, September 6, 2017 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Diane Davenport, President

Elliot Warren, Deputy Director of Library Services
Serving as Secretary to the Board of Library Trustee

**BERKELEY PUBLIC LIBRARY
POLICIES**

ORIGINAL DATE:	05/11/2016
BOLT Resolution #:	R16-016
REVISED DATE:	
PAGE:	1 of 2

**SUBJECT: Board of Library Trustees (BOLT)
Meeting Policy**

A. Public Comment

Any member of the public or Library staff may address BOLT during the period set aside on the meeting agenda for “Public Comment”. At a regular BOLT meeting, any topic pertaining to Library business may be addressed; however at a Special Meeting of BOLT, public comment is limited to items listed on the agenda.

BOLT may not discuss or take action on an issue raised during public comment. However, any BOLT member may ask a brief clarifying question or may refer a matter raised in public comment to the BOLT Secretary for follow-up or reporting back at a future date.

1. Speaker Cards

Persons wishing to speak need to submit a speaker card. Persons submitting speaker cards are not required to list their name, however they must list some identifying information or alternate name in order to be called to speak. Speaker cards will not be accepted after Public Comment has begun.

2. Time Allotment for Public Comment

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.

3. Ceding Time during Public Comment

When up to 10 people wish to speak, and therefore the time limit per speaker is 3 minutes, one person may cede time to another for a total of 6 minutes of speaking time for that individual. When the time limit is 2 minutes, up to 2 people may cede their time to a third individual, for a total of 6 minutes for that speaker. When the time limit is 1 minute, up to three people may cede their time to a fourth person, giving that speaker a total of 4 minutes.

When an individual is called to speak, that person may cede their time to another person who has filled out a speaker’s card, but has not yet been called to speak. An individual whose name has not yet been called may cede time to an individual whose name has just been called to speak. Time may not be ceded to an unspecified individual, an individual who has not filled out a speaker’s card, an individual who has already spoken, or an individual who has already received the maximum amount of ceded time.

B. Comment 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.

C. Comment from Board Trustees

Time will be set aside on the agenda for brief comments and announcements from BOLT Trustees. BOLT Trustees may not engage in discussion of items raised during the Trustee Comment period but may make a referral to the BOLT Secretary of an item for follow up or for reporting back at a future date.

D. Order and Decorum

1. Presiding Officer

The Presiding Officer has the affirmative duty to maintain order. The BOLT will honor the role of the Presiding Officer in maintaining order.

2. Trustee Conduct.

While the BOLT is in session, the Trustees will practice civility and decorum in their discussions and debate. BOLT Trustees will value each other's time and will preserve order and decorum. A Trustee shall not delay or interrupt the proceedings of the BOLT, use personal, impertinent or slanderous remarks, or disturb any other member while that member is speaking, or refuse to obey the orders of the Presiding Officer of the BOLT.

All Trustees have the opportunity to speak and agree to disagree but no Trustee shall speak twice on any given subject unless all other Trustees have been given the opportunity to speak. All Trustee remarks shall be addressed to the BOLT as a body and not to any member thereof. No question shall be asked of or by a BOLT Trustee except through the Presiding Officer.

3. Conduct of Public in Attendance

Persons attending the meeting shall observe the rules and procedures of the BOLT and shall not disrupt Trustee business, for example: by shouting, making disruptive noises, such as boos or hisses; creating or participating in a physical disturbance; speaking out of turn or in violation of the BOLT's procedures or rules; preventing or attempting to prevent others who have the floor from speaking; preventing others from observing the meeting; entering into or remaining in an area of the meeting room that is not open to the public; or approaching the BOLT table without consent. Any message to or contact with any member of the BOLT while it is in session shall be through the Board Secretary.

Members of the public who do not follow the rules for decorum may be asked to leave the meeting. If a member of the public creates a significant physical disruption to the conduct of the meeting or acts in a threatening manner toward another member of the public, staff, or BOLT Trustee, law enforcement personnel may be called to remove the individual from the premises.

Reviewed by:	<u>Brian Leonard</u>	<u>5/24/16</u>
	Interim Director of Library Services	Date
Approved by:	<u>Julie Adams</u>	<u>5/19/2016</u>
	Chair, Board of Library Trustees	Date

**BERKELEY PUBLIC LIBRARY
POLICIES**

ORIGINAL DATE:	05/11/2016
BOLT Resolution #:	R16-016
REVISED DATE:	09/06/2017
PAGE:	1 of 3

**SUBJECT: Board of Library Trustees (BOLT)
Meeting Policy**

A. Public Comment

Any member of the public or Library staff may address BOLT during the period set aside on the meeting agenda for “Public Comment”. At a regular BOLT meeting, any topic pertaining to Library business may be addressed; however at a Special Meeting of BOLT, public comment is limited to items listed on the agenda.

BOLT may not discuss or take action on an issue raised during public comment. However, any BOLT member may ask a brief clarifying question or may refer a matter raised in public comment to the BOLT Secretary for follow-up or reporting back at a future date.

1. Speaker Cards

Persons wishing to speak need to submit a speaker card. Persons submitting speaker cards are not required to list their name, however they must list some identifying information or alternate name in order to be called to speak. Speaker cards will not be accepted after Public Comment has begun.

2. Time Allotment for Public Comment

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.

3. Ceding Time during Public Comment

When up to 10 people wish to speak, and therefore the time limit per speaker is 3 minutes, one person may cede time to another for a total of 6 minutes of speaking time for that individual. When the time limit is 2 minutes, up to 2 people may cede their time to a third individual, for a total of 6 minutes for that speaker. When the time limit is 1 minute, up to three people may cede their time to a fourth person, giving that speaker a total of 4 minutes.

When an individual is called to speak, that person may cede their time to another person who has filled out a speaker’s card, but has not yet been called to speak. An individual whose name has not yet been called may cede time to an individual whose name has just been called to speak. Time may not be ceded to an unspecified individual, an individual who has not filled out a speaker’s card, an individual who has already spoken, or an individual who has already received the maximum amount of ceded time.

B. Comment from Library Unions

“For regular meetings of the BOLT, representatives from the three unions representing Library employees may address BOLT, with a total time limit of 15 minutes. If all three (3) unions have representatives present and wish to speak, each union shall receive 5 minutes to address BOLT. If only two (2) unions have representatives present and wishing to speak, each union shall receive 7.5 minutes to address BOLT, for a total of 15 minutes. If only one (1) union has representatives present and wishing to speak, that union shall receive 15 minutes to address BOLT. The Secretary shall, at the start of the

Comment from Library Union item, ask union representatives who wish to speak to identify themselves and which union they represent. The Secretary shall then determine the appropriate allocation of speaking time according to the rules stated herein.” 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.

C. Comment from Board Trustees

Time will be set aside on the agenda for brief comments and announcements from BOLT Trustees. BOLT Trustees may not engage in discussion of items raised during the Trustee Comment period but may make a referral to the BOLT Secretary of an item for follow up or for reporting back at a future date.

D. Order and Decorum

1. Presiding Officer

The Presiding Officer has the affirmative duty to maintain order. The BOLT will honor the role of the Presiding Officer in maintaining order.

2. Trustee Conduct.

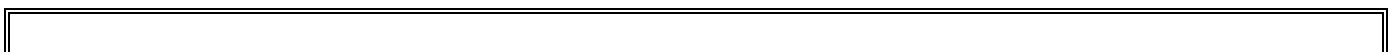
While the BOLT is in session, the Trustees will practice civility and decorum in their discussions and debate. BOLT Trustees will value each other’s time and will preserve order and decorum. A Trustee shall not delay or interrupt the proceedings of the BOLT, use personal, impertinent or slanderous remarks, or disturb any other member while that member is speaking, or refuse to obey the orders of the Presiding Officer of the BOLT.

All Trustees have the opportunity to speak and agree to disagree but no Trustee shall speak twice on any given subject unless all other Trustees have been given the opportunity to speak. All Trustee remarks shall be addressed to the BOLT as a body and not to any member thereof. No question shall be asked of or by a BOLT Trustee except through the Presiding Officer.

3. Conduct of Public in Attendance

Persons attending the meeting shall observe the rules and procedures of the BOLT and shall not disrupt Trustee business, for example: by shouting, making disruptive noises, such as boos or hisses; creating or participating in a physical disturbance; speaking out of turn or in violation of the BOLT's procedures or rules; preventing or attempting to prevent others who have the floor from speaking; preventing others from observing the meeting; entering into or remaining in an area of the meeting room that is not open to the public; or approaching the BOLT table without consent. Any message to or contact with any member of the BOLT while it is in session shall be through the Board Secretary.

Members of the public who do not follow the rules for decorum may be asked to leave the meeting. If a member of the public creates a significant physical disruption to the conduct of the meeting or acts in a threatening manner toward another member of the public, staff, or BOLT Trustee, law enforcement personnel may be called to remove the individual from the premises.



Reviewed by:	_____	_____
	Director of Library Services	Date
Approved by:	_____	_____
	Chair, Board of Library Trustees	Date

Reviewed by:	<u>Brian Leonard</u>	<u>5/24/16</u>
	Interim Director of Library Services	Date
Approved by:	<u>[Signature]</u>	<u>5/19/2016</u>
	Chair, Board of Library Trustees	Date



ACTION CALENDAR

September 6, 2017

To: Board of Library Trustees
From: Trustee Sophie Hahn
Subject: Tarea Hall Pittman South Branch Library Signage Update

RECOMMENDATION

Adopt a Resolution to request that Library Administration report monthly to the Board of Library Trustees on the status of the Tarea Hall Pittman South Branch Library signage project via an Information Item on all BOLT Agendas until the signage has been installed and the unveiling celebration of the signage has taken place.

SUMMARY

In light of the importance of Tarea Hall Pittman's contributions to the community, the outpouring of community support for both the renaming of this Branch library and new signage, the City Council's efforts to take all steps necessary to expedite installation of the new signage and urging of the BOLT to the same, Trustee Hahn requests a monthly update from the Library Administration about the status of the Tarea Hall Pittman signage project every month until the project has been successfully completed and the subsequent unveiling celebration held, so that the City Council and the community can receive timely updates of this important project.

FISCAL IMPACTS OF RECOMMENDATION

Staff time to prepare reports and present to Board of Library Trustees.

CURRENT SITUATION AND ITS EFFECTS

The Library identified a design, received vendor quotes, selected a vendor, and a contract has been agreed upon for installation of a sign on MLK Jr. Way.

BACKGROUND

In May of 2015, the Board of Library Trustees voted in favor of renaming the South Branch Library in honor of Tarea Hall Pittman, a civil rights leader, community organizer, and long-time South Berkeley resident. Following the renaming, BOLT approved a memorial signage feature for the Martin Luther King Jr. Way side of the library building. For a variety of reasons, installation of the Martin Luther King Jr. Way signage has been delayed. This has caused significant community distress, and many community members have requested that the approved signage be installed, and that Tarea Hall Pittman be honored and recognized. One barrier to the installation of the new signage stemmed from the fact that the BOLT-approved signage did not technically comply with certain signage restrictions in the R-2A zone in which Tarea Hall Pittman South Branch Library exists.

On April 4, 2017 the Berkeley City Council unanimously passed the second reading of Ordinance No. 7,538-N.S. to amend BMC § 20.16.090 to allow new signage at the Tarea Hall Pittman South Branch Library to be installed as was originally designed. On March 28, 2017 the Berkeley City Council also requested that

Trustee/Councilmember Hahn report to Council on the progress of the Martin Luther King Jr. Way sign installation at Tarea Hall Pittman South Branch Library.

ENVIRONMENTAL SUSTAINABILITY

RATIONALE FOR RECOMMENDATION

Reports will facilitate public knowledge of the project's progress.

ALTERNATIVE ACTIONS CONSIDERED

CONTACT PERSON

Sophie Hahn, Trustee, (510) 981-7150

Attachments:

1. Resolution
2. Signage Ordinance, Amending BMC Chapter 20.16.090, as adopted on April 4, 2017

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO: YY-___

WHEREAS,

"[Click Here to edit (Whereas' are necessary when an explanation or legislative history is required)]" ; and

WHEREAS, "[Click Here and enter text(The last \"Whereas\" paragraph should contain a period (.).]"

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley that (Action to be taken, should be same as recommendation) - ends in a period (.).

BE IT FURTHER RESOLVED that (for further action if needed; if not delete) - ends in a period (.).

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on September 6, 2017 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Diane Davenport, President

Elliot Warren, Deputy Director of Library Services
Serving as Secretary to the Board of Library Trustee

ORDINANCE NO. 7,538-N.S

AMENDING SECTION 20.16.090 OF THE BERKELEY MUNICIPAL CODE RELATING TO SIGNS

BE IT ORDAINED by the Council of the City of Berkeley as follows:

Section 1. That Section 20.16.090 of the Berkeley Municipal Code is amended to read as follows:

20.16.090 Exempt signs.

A. Subject to subdivisions D and E, signs placed on bus shelters that are sponsored or contracted by AC Transit pursuant to and in compliance with the contract between AC Transit and the City of Berkeley, and with its consent are exempt from this Title.

B. Subject to subdivisions D and E, signs placed on and associated with bike share stations installed pursuant to a contract between the Metropolitan Transportation Commission and the City of Berkeley are exempt from this Title.

C. Subject to subdivisions D and E, non-illuminated signs for Community and Institutional Uses as defined in section 23F.04.010, provided they do not exceed the sign area limitations in Section 20.24.040.

D. Signs that are otherwise exempt from this Title under subdivisions A and B are not exempt from the following provisions:

- 1. 20.16.020 (Clearance requirements);
- 2. 20.16.040 (Obstructing certain areas or facilities prohibited); and
- 3. 20.16.120 (Moving signs).

E. Signs that are otherwise exempt from this Title under subdivisions A and B may not be wind signs; rotate, flash, blink, dispense bubbles, or emit sounds; or include strings of pennants, streamers, banners, twirlers, propellers, inflatable devices, or any similar attention-attracting devices.

Section 2. Copies of this Ordinance shall be posted for two days prior to adoption in the display case located near the walkway in front of Council Chambers, 2134 Martin Luther King Jr. Way. Within 15 days of adoption, copies of this Ordinance shall be filed at each branch of the Berkeley Public Library and the title shall be published in a newspaper of general circulation.

At a regular meeting of the Council of the City of Berkeley held on March 28, 2017, this Ordinance was passed to print and ordered published by posting by the following vote:

Ayes: Bartlett, Davila, Droste, Hahn, Harrison, Maio, Wengraf, Worthington and Arreguin.

Noes: None.

Absent: None.



ACTION CALENDAR
September 6, 2017

To: Board of Library Trustees
From: Judy Hunt, Trustee
Subject: Discussion of Organizational Audit of Library Services

RECOMMENDATION

Discuss Trustee Hunt's suggestion for an organizational evaluation to facilitate and sustain improved operations and services. Adopt a resolution for BOLT to discuss at one or both of the next two regular BOLT meetings the initiation of an independent review and evaluation of the Library.

SUMMARY

During its August 2, 2017 BOLT meeting, Trustee Judy Hunt shared that an audit of the Berkeley Library would be helpful to address issues facing the Berkeley Public Library for several past administrations.

FISCAL IMPACTS OF RECOMMENDATION

Unknown consultant fees to be determined

CURRENT SITUATION AND ITS EFFECTS

BOLT seeks to enable the Library to improve its services and community outcomes and an outside review is an effective way to identify opportunities for improvement.

BACKGROUND

The Library has not undergone outside review.

An audit of an organization is: a review, evaluation and recommendations from an independent outside body with knowledge, skills and expertise to provide a status of the organization as an effective functioning entity.

The goals of an independent review and evaluation would be to:

- Build on the strengths of the Library
- State the areas of needed improvement
- Share specific benchmarks for areas needing improvement
- Share how to achieve the benchmarks;
- Engage community stakeholders with transparency and accountability

ENVIRONMENTAL SUSTAINABILITY

No impact

RATIONALE FOR RECOMMENDATION

A review and evaluation of the Library would include the following:

- Organizational structure
- Governance-type of board and how it functions
- Executive management & Staff

- Operations: policies, procedures and systems for effective performance
- Community partnerships: engagement with vital resources and city residents
- Finance-status of financial health

Review timeframe: Possibly 1 year.

Reviewers/Evaluators: American Library Association and/or other entities to be determined.

Review/Evaluation should align with an up-to-date strategic plan.

Provide regular communications to city residents about benchmarks and milestones achieved as positive outcomes and effective performance measurements of the Library's capacities.

Future BOLT Workshops:

- To engage the community in collaborative conversations about a desired review, evaluation and recommendations from outside entities; and
- To provide transparency and accountability to its city residents/taxpayers and to the Friends and Foundation as vital community partners.

ALTERNATIVE ACTIONS CONSIDERED

CONTACT PERSON

Judy Hunt, Board of Library Trustees

Attachments:

1: Resolution



ACTION CALENDAR
September 6, 2017

To: Board of Library Trustees
From: Diane Davenport, President, Board of Library Trustees
Subject: Director Recruitment Process

RECOMMENDATION

Adopt a resolution referring staff to develop a recruitment process for Director of Library Services, and to report back to the Board of Library Trustees at the next meeting.

FISCAL IMPACTS OF RECOMMENDATION

None.

CURRENT SITUATION AND ITS EFFECTS

Heidi Dolamore resigned as Director of Library Services effective September 22, 2017.

BACKGROUND

It has been the Board of Library Trustee's practice to conduct library hiring and promotional examinations pursuant to the city of Berkeley's personnel rules and regulations

I recommend that the Library develop a recruitment process for Director of Library Services search and report back to the Board of Library Trustees at the next meeting.

Attachments

1. Resolution

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO: YY-___

DIRECTOR OF LIBRARY SERVICES RECRUITMENT PROCESS

WHEREAS, the Board of Library Trustees is vested under the City Charter with the authority to hire all officers and employees of the Library; and

WHEREAS, Heidi Dolamore resigned her position as Director of Library Services effective September 22, 2017; and

WHEREAS, it has been the Board's practice to conduct library hiring and promotional examinations pursuant to the city's personnel rules and regulations; and

NOW, THEREFORE BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley hereby adopts a resolution to refer to a City of Berkeley Associate Human Resources Analyst and Diane Davenport (Board of Library Trustee Chair) to head up the Director search process and to request a staff report to Board on the process at the next regularly scheduled meeting.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on September 6, 2017 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Diane Davenport, Chairperson

Elliot Warren, Deputy Director of Library Services
Serving as Secretary to the Board of Library Trustees



INFORMATION REPORTS

September 6, 2017

To: Board of Library Trustees
From: Elliot Warren, Deputy Director of Library Services
Subject: Report on recruitment process to fill vacancy on Board of Library Trustees created by Trustee Franklin's term end effective January 3, 2018

INTRODUCTION

Review timeline for process to recruit for vacancy on Board of Library Trustees created by the end of Trustee Franklin's second term, effective January 3, 2018.

FISCAL IMPACT

None.

BACKGROUND

Trustee Franklin's second four year term will end on January 3, 2018. To ensure a replacement is selected and confirmed by City Council prior to this date, the process to fill this vacancy will begin in September. The proposed timeline conforms with the process established by the Board for past Trustee appointments and allows adequate time for all steps as outlined below.

CURRENT SITUATION AND ITS EFFECTS

The process and criteria related to the search for a replacement will begin in September to ensure an appointment is made prior to January 3, 2018.

<i>Date</i>	<i>Activity</i>
September 6, 2017	BOLT Regular meeting: review recruitment process
September 7–October 5, 2017	Recruitment open. Advertise in local media and in library branches
November 1, 2017	BOLT Regular meeting
November TBD	BOLT Special Meeting: interviews and selection of recommended candidate
December 12, 2017	City Council meeting consent item to approve appointing the recommended candidate
January 3, 2018	Trustee Franklin's term ends
January 4, 2018	New Trustee term begins
February 7, 2018	New Trustee's first regular meeting as a Board member

RECRUITMENT

The current [Boards and Commission page](#) of the City's website provides general information on commission vacancies and specific information for the Board of Library Trustees, including:

- [Commission Application](#)

- [BOLT Supplemental Questionnaire](#)
- [Board of Library Trustees Responsibilities](#)
- And a link to the [Board of Library Trustees webpage](#).

The Board of Library Trustees is authorized by the City of Berkeley Charter. Charter provisions concerning library trustees can be found in [Charter § 30](#) (pages 31). Additional information related to the Board of Library Trustees can be found in Chapter 3.04 of the [Berkeley Municipal Code](#):

The three documents most relevant to the recruitment process: Application for Appointment to Berkeley Boards and Commissions, Supplemental Questionnaire for the Berkeley Board of Library Trustees, and Responsibilities of the Berkeley Public Library Board of Library Trustees are included for the Board's information. These are the same documents used in the most recent recruitment effort.

FURTHER ACTION

None.

CONTACT PERSON

Elliot Warren, Deputy Director of Library Services, 510-981-6195

Attachments:

1. Application for Appointment to Berkeley Boards and Commissions
2. Supplemental Questionnaire for the Berkeley Board of Library Trustees
3. Responsibilities of the Berkeley Public Library Board of Library Trustees



APPLICATION FOR APPOINTMENT TO BERKELEY BOARDS AND COMMISSIONS

NAME: _____

RESIDENCE ADDRESS: _____
Street City Zip

BUSINESS NAME/ADDRESS: _____
Street City Zip

EMAIL ADDRESS: _____

OCCUPATION/PROFESSION: _____

HOME PHONE: _____ BUSINESS PHONE: _____

I am interested in being considered for appointment to the following Berkeley board(s)/commission(s):

Name of board/commission: _____

Name of board/commission: _____

List any qualifications (work experience, education, attributes and training) which you feel would provide positive input to the work of the commission and the reason why you are interested in being appointed:

Please use another sheet of paper, if necessary.

The following individuals are qualified to comment on my capabilities:

<u>NAME</u>	<u>ADDRESS</u>	<u>PHONE NO.</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Signature of Applicant: _____ Date: _____

PLEASE COMPLETE DEMOGRAPHIC SURVEY ON REVERSE SIDE OF THIS APPLICATION

Return this form to the City Clerk Department: 2180 Milvia Street, Berkeley, 94704

*The City of Berkeley's Conflict of Interest Code requires members of all City of Berkeley Commissions except the Youth Commission and Commission on Status of Women to file Statements of Economic Interests – FPPC Form 700. The Form 700 is a public document. For more information, please contact the City Clerk's Department at 981-6900, or visit our website at http://www.cityofberkeley.info/Clerk/Home/Conflict_of_Interest_Code.aspx.



SUPPLEMENTAL QUESTIONNAIRE
FOR THE
BERKELEY BOARD OF LIBRARY TRUSTEES

In addition to filling out the “Application for Appointment to Berkeley Boards and Commissions”, candidates are requested to provide additional information to assist the Board of Library Trustees in their process to recommend names to the City Council.

1. Describe your interest in serving as a Library Trustee.
2. What qualities do you consider necessary for an effective Trustee, and how do you demonstrate those qualities?
3. Provide examples of current or previous community service and leadership roles.
4. What do you see as the Library’s role in the community now and in the future?

*Please return this form and the **Application for Appointment to Berkeley Boards and Commissions** to the Office of the City Clerk*

Responsibilities of the Berkeley Public Library Board of Library Trustees

“There is not such a cradle of democracy upon the earth as the Free Public Library, this republic of letters, where neither rank, office, nor wealth receives the slightest consideration.” – Andrew Carnegie

Overview

The Berkeley Public Library Board of Trustees provides a liaison between the general public and the library. The Library Board has the legal authority and responsibility to see that the library is well- managed, and that it operates in accordance with the Berkeley City Charter (Article VII, Section 30) as well as with policies established by the Board itself.

Legal Authorities and Responsibilities

Appointment of the Library Director: Trustees select and appoint the Director of the Library. They delegate to the Director the authority needed to ensure effective planning and managing of the day-to-day operations.

Policy formulation: The Director and appropriate staff assist the Trustees in developing policies to ensure that the organization is sound and can respond to the needs of the public. This includes determining fines and fees, setting or changing hours of service, approving and affirming principles used to guide collection development, and making final decisions regarding personnel actions involving grievances or the Skelly process.

Planning and Budget Review: The Trustees are involved in both short- and long-range planning; they are the managing agents of the Library Fund and are participants in the annual budget review and approval process.

Role as liaison between the general public and the Library

It is the responsibility of the Library Board to represent the Berkeley community to the library by mixing with many segments and interests in the community and attending meetings of other groups; to serve as library advocates, bringing library awareness to the citizens; to explain the library and its usefulness to individuals, groups and to the political structure; to respond to questions and comments positively, accurately, and convincingly; to organize support for the library, its plans, its programs, and its growth.

General Qualifications

- Demonstrated interest in and enthusiasm for the library (preferably a regular library user)
- Readiness to devote time and effort
- An open mind coupled with respect for the opinion of others and, a steadfast belief in intellectual freedom and privacy.
- Ability to plan creatively.
- Courage to withstand pressures and resist influences based on prejudice
- Ability to analyze the business and administrative procedures, and to be part of the accountability process to the public and provide oversight.
- Possession of common sense
- Reflects the diversity of the Berkeley community. Experience with books and libraries
- Willing and able to work with management, staff and the union.

Practical background and/or direct experience in one or more of these areas is desirable:

- Involvement in community organizations
- An understanding of local government operations, of public boards, and commissions
- An interest in long-range planning
- Personal experience in one or more of these areas:
 - Education
 - Architecture/Construction Accounting/Finance Business
 - Personnel management Technology Law/Government
 - Humanities
 - The Arts
- Availability and openness to the public



INFORMATION REPORTS

September 6, 2017

To: Board of Library Trustees
From: Elliot Warren, Deputy Director of Library Services
Subject: Monthly report from Director of Library Services

News

In August, 2017, Library Journal identified Berkeley Public Library as one of 260 Star Libraries in the United States. In doing so, it compared the following output measures to those of comparably funded libraries: the number of library visits, circulation rate, program attendance, public Internet terminal use—and, for the first time, the circulation of electronic content such as eBooks, e-Audiobooks, and downloadable video. BPL was designated a **Four-Star Library** based upon fiscal year 2014 output data. Libraries can receive from three to five stars and our patrons' high use of electronic content appears to be what enabled Library Journal to rank BPL as a Star Library. Library Journal has indicated that it will likely add the rate of wireless data use into its measures for determining the 2018 star libraries. Adding wireless usage rates will complement the California State Library's broadband initiative to connect California participating public libraries into the California Research and Education Network (of which BPL has been a participant since FEB 2015). Continuing improvements to the CalREN network and the BPL broadband system should facilitate BPL remaining a star library into the future, as will ongoing investments in downloadable eBooks and video content along with expanded programming and improved access to high interest collections.

Programs, services, & operations

The Library is continuing to strengthen its ability to enhance opportunities for science, technology, engineering, and math (STEM) experiences for our patrons through the **Cornerstones of Science Program**, a donor-funded initiative. In anticipation of the **August 21 Eclipse**, the Central Library provided educational programming and opportunities for community members to learn how to safely view the eclipse. Over 113 community members attended an August 5 talk at the Central Library by Astronomer Andrew Fraknoi. The meeting room was filled to capacity, and some attendees were required to listen from the hallway. About 3,000 eclipse-safe glasses were offered to community members as a result of donations from the UC Berkeley Space Sciences Laboratory and StarNet Libraries, a production of the Space Science Institute's National Center for Interactive Learning. Other eclipse focused programming included a children's educational program, an outer space costume eclipse party with short films, a Google Cardboard virtual reality program, informational displays at service desks, and the giveaway of eclipse activity sheets. On the date of the eclipse, over 1,800 community members attended a viewing party marred only by the seasonally appropriate thick fog.

BPL was awarded two sets of **Virtual Reality** equipment through a Library Services and Technology Act (LSTA) grant awarded by the California State Library. The equipment includes a VR-enabled computer, software, educational media catalog, and Oculus Rift gear. In June and July, staff were afforded the opportunity to develop comfort with the technology, under the assistance of the Library's IT staff. In July, Staff at the Central Library initiated programming twice a week for two hours in the Library's Electronic Classroom. Programming has focused upon teaching participants to comfortably use the equipment, and introducing STEM-related applications, such as a Mars visit, mapping software, and a human anatomy program. The second VR set will soon be implemented at the West Branch and programming there will focus

upon the interests of teen patrons and will also emphasize opportunities for STEM learning. The goal of the program is to help community members who might not know about VR to become acquainted with this technology and learn about its possible uses.

Berkeley Public Library's **Summer Reading Program** was held from June 16 through September 2, 2017. As of August 25, 2,909 patrons had signed up for the program, of which 1,029 had completed. This represents, minimally, an 11% increase in participation over 2016. Complete data will be available in October.

The Library initiated a new element to the program that is designed to support school reading readiness: providing a free book for each child who signed up. 2,362 books were offered to babies, preschoolers, and school age children upon registering for Summer Reading.

For the second year in a row, librarians brought the Library on Wheels to Berkeley United in Literacy Development (BUILD) sites throughout the city, reaching 161 children in 2017. At two of the sites, staff provided a free paperback book to each child. The Library hopes to grow this element of the program in 2018, as part of its efforts to support the school district's reading readiness initiatives.

Staff also piloted an effort to engage the public more effectively with a Summer Reading newsletter. About 1,500 members of the public were informed of upcoming events, recommended books and resources. Each Children's newsletter also included a STEM-related activity or experiment.

Communications

The Library has adjusted practices of its **Library Council**, a cross-functional team comprised of all Library Managers, Supervisors, and Senior Librarians, in order to ensure transparent and effective communication. Rather than meet monthly, we have initiated shorter meetings to occur twice monthly, and have broadened participation to include a greater number of paraprofessional supervisors. This has enabled a quicker turnaround for incorporating staff feedback into operational decisions.

Coordination of operations during protests in downtown Berkeley

In coordination with the City Manager's office and the City Emergency Operations Center (EOC), the Library remained open during the August 27 protests. An additional Security Guard was on hand, as were two extra managers, to ensure that the Library remained a safe and welcoming environment for all. Library Management remained in contact with the EOC throughout the day. The protests had no effect upon library services and many community members expressed their thanks for Library services.

Tarea Hall Pittman South Branch sign

A contract for fabrication and installation of the THPS sign was executed with Vomar Products, the City of Berkeley has issued a permit for signage, and a notice to proceed has been issued. The Library has received billing. A fabrication and installation schedule is in development by the vendor in coordination with BPL's Facilities Maintenance Senior Supervisor.

Collection management The Collection Management Planning Team has developed strategies around six initiatives to improve the experience of collections at BPL:

- Supporting patrons' interest in accessing the following:
 - a greater breadth of audiobook content
 - a greater breadth of movie content
 - high interest new materials
 - classic, in demand literature
- Enhancing patron browsing experiences across all facilities
- Building collections that better reflect the current interests of patrons

The Collection Management Plan will focus upon three key elements:

- Strategies designed to support the above initiatives
- A focus upon an improved user experience of Library collections
- Operational clarity and transparency

Librarians have already begun performing the analytical work to identify opportunities to strategically refresh **high use collection areas** with newer materials. In Fiscal year 2018, The Friends of the Berkeley Library provided additional money to support this effort. Key refresh areas identified include children's picture books, classic fiction (children's and adult), travel guides, art instruction materials, popular music CDs, and more.

Furthermore, in order to jumpstart the initiative to support patron access to a greater breadth of video content, the Library will initiate the **Kanopy** streaming video service. Kanopy's motto is "Thoughtful Entertainment." Its offerings emphasize films that "educate, enlighten, and inspire" and are often impossible to access via consumer platforms. The primary film genres include documentaries, foreign films, early cinema, indie films, educational films (such as the Great Courses), and local content. Kanopy is designed to be easy to use with most television platforms.

The New York Public Library recently initiated the Kanopy service and many BPL patrons learned about it through a number of New York Times articles and have shared their interest with BPL staff. We are pleased to be able to offer this innovative service.

Customer service planning

The Library's Customer Service Planning team developed a set of values and these were discussed by the Library Council (see above), who provided feedback and helped shape the team's focus:

We value creating a welcoming, safe environment for everyone. We value teamwork; we believe we provide our best service when we work collaboratively. We value equity; we provide equitable access to our collections and services and seek to remove barriers to our service. We value respect; we respect our patrons and one another.

The team's next steps are to develop an internal communications plan, and a training plan designed to enable teams to develop and sustain best practices based upon these values.

Central space planning

The Library will soon transform the original, marble floored Central Library lobby that now holds six OPAC terminals and twelve carrels into a seating lounge with a greater number of varied seating opportunities including individual seats, group study tables, co-working areas, and space designed for laptop use. The Library will install a self-service laptop lending machine at the entrance to this area near the current circulation desk and will remove some no longer used built-in furnishings to free up room for additional seating in that area as well.

CONTACT PERSON

Elliot Warren, Deputy Director of Library Services, 510-981-6195