



BERKELEY PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES

REGULAR MEETING
Wednesday, 02/07/2018

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 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.
- i. SEIU, LOCAL 1021 (Maintenance and Clerical Units)
 - ii. SEIU, LOCAL 1021 (Community Services and PTRLA Units)
 - iii. Public Employees Union, LOCAL 1
- D. Comments from Board of Library Trustees**

II. CONSENT CALENDAR

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

- A. Approve Minutes of the January 3, 2018 Regular Meeting**
Recommendation: Approve the minutes of the January 3, 2018 Regular Meeting of the Board of Library Trustees.
- B. Contract – One Workplace**
Recommendation: Adopt the resolution authorizing the acting Director of Library Services to execute an agreement and any amendments with One Workplace for the procurement of furniture, carpets, and acoustic tiles; and associated delivery, temporary storage, and installation services for the Central Library 1st floor lounge buildout for the anticipated period from February 26, 2018 through December 31, 2018 or thereabout in an amount not to exceed \$82,040.
- C. Contract Amendment – No. 8264 Syserco, Inc.**
Recommendation: Adopt a resolution authorizing the Director of Library Services to amend Contract No. 8264 with Syserco, Inc. for service maintenance and monitoring of the Alerton Building Management System at the Central Library and the Tarea Hall Pittman South Branch Library in an incremental amount of \$40,000.00 for a contracted value not-to-exceed \$125,000.00; and to amend the Contract's date of expiration to February 28, 2021 from February 28, 2018.

III. ACTION CALENDAR

- A. ULC Equity Statement**
Recommendation: Adopt the resolution to affirm the Urban Libraries Council Statement on Race and Social Equity.

IV. INFORMATION REPORTS

- A. Central Space Planning Update** – Elliot Warren, Acting Director of Library Services
- B. Budget Report** – Dennis Dang, Administrative and Fiscal Services Manager
- C. Bylaws Sub Commission Oral Report** – Sophie Hahn and Judy Hunt
- D. Staff Report on the Link +** – Jay Dickinson, Circulation Services Manager

- E. **Monthly Library Director’s Report** – Elliot Warren, Acting Director of Library Services
- F. **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, February 7, 2018 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 January 31, 2018.

//s//

Elliot Warren, Acting 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

- 1. Robert Abiad Late fine and notices 1/20/2018
- 2. David Lawskpy Library card 1/3/2018



MINUTES
Berkeley Public Library - Board of Library Trustees Regular Meeting
Wednesday, January 3, 2018 6:30 PM

Tarea Hall Pittman South Branch – 1901 Russell Street

Board of Library Trustees:

Diane Davenport, President	Abigail Franklin
John 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: 6:31 PM

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

Absent: None.

Also Present: Elliot Warren, Acting Director of Library Services; Sarah Dentan, Library Services Manager; Ann Gonzalez, Library Services Manager; Jay Dickinson, Circulation Services Manager; Alicia Abramson, Information Technology Manager;

2. Public Comments: 0 speakers.

3. Comments from Library Unions:

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

4. Comments from Board of Library Trustees

- A. Trustee Hahn – Welcome to Amy Roth.
- B. Trustee Roth – Happy to be here.
- C. Trustee Selawski – Welcome to Amy Roth.
- D. Trustee Hunt – Welcome to Amy Roth and thank you to staff.
- E. Trustee Hahn – Thanked Library staff for providing tour.

II. CONSENT CALENDAR

Action: M/S/C Trustee Selawski / Trustee Hunt to adopt resolution # R18-001 to approve the consent calendar.
Vote: Ayes: Trustees Davenport, Franklin, Hahn, Hunt and Selawsky. Noes: None. Absent: None. Abstentions: None.

A. Approve Minutes of the December 6, 2017 Regular Meeting

From: Acting Director of Library Services

Recommendation: Adopt a resolution to approve the minutes of the December 6, 2017 Regular Meeting of the Board of Library Trustees.

Financial Implications: None.

Contact: Elliot Warren, Deputy Director of Library Services

Action: Adopted resolution # R18-002.

III. ACTION CALENDAR

A. Consulting Services for Organizational Evaluation and Review

From: Elliot Warren

Recommendation: Adopt the resolution to direct the Acting Library Director to identify consulting services for three distinct purposes in response to BOLT discussions on interest in organizational evaluation and review.

Financial Implications: see report.

Contact: Elliot Warren, Acting Director of Library Service

Action: M/S/C Trustee Hahn / Trustee Selawski to adopt resolution # R18-003.

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

Abstentions: None.

IV. INFORMATION CALENDAR

A. Bylaws Sub Commission Oral Report – Trustee Hahn provided an update. Bylaws Sub Commission has established a timeline and expect it will take at least a year. Next subcommittee meeting to be held in mid-February.

B. Staff Report on the Urban Libraries Council

Sarah Dentan, Library Services Manager, provided a presentation (Attachment 1).

C. Monthly Director's Report

From: Acting Director of Library Services

Contact: Elliot Warren, Acting Director of Library Services

Action: Received

D. Library Events

From: Acting Director of Library Services

Contact: Elliot Warren, Acting Director of Library Services

Action: Received

V. AGENDA BUILDING

- ULC Equity Statement
- Library Fines
- BIN
- Joint Library, BUSD and COB Meetings
- Bylaws Sub Committee Report
- Budget Work session

VI. ADJOURNMENT

Adjourned at 7:50 PM.

This is to certify that the foregoing is a true and correct copy of the minutes of the special meeting of January 3, 2018 as approved by the Board of Library Trustees

//s// _____

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

Attachments:

1. Urban Libraries Council Presentation – Sarah Dentan



CONSENT CALENDAR

February 7, 2018

TO: Board of Library Trustees
FROM: Elliot Warren, Acting Director of Library Services
SUBJECT: Contract: One Workplace

RECOMMENDATION

Adopt a resolution authorizing the acting Director of Library Services to execute an agreement and any amendments with One Workplace for the procurement of furniture, carpets, and acoustic tiles; and associated delivery, temporary storage, and installation services for the Central Library 1st floor lounge buildout for the anticipated period from February 26, 2018 through December 31, 2018 or thereabout in an amount not to exceed \$82,040.

FISCAL IMPACT

The total cost of the contract is valued at \$82,039.60. This expenditure is included in the Foundation Fund (307) FY 2018 Budget and will be expensed through budget code **307-9101-450.##-## 14LB24** (Central Library Improvement). The Foundation Fund is a gift-supported fund with proceeds sourced from the Berkeley Public Library Foundation's fundraising efforts in support of Berkeley Public Library.

BACKGROUND

To date the Foundation has pledged \$75,000 for the creation of a 1st floor lounge in the Central Library, and has informed the Library that it will fund in its entirety furnishings for the space through its overall funding support released for the Central Library Improvement Project.

The Central Library Improvement Project is a program focused on physical plant maintenance and improvement to the Central Library to support and enhance the on-site patron experience. The Central Library was last substantially upgraded in 2002 when it reopened after major expansion and retrofit work funded by Measure S, a 1996 voter approved bond measure. In FY 2014, the Library initiated steps to conceptualize and define an overall improvement program when it contracted with Noll and Tam Architects and Planners for programmatic architectural and design services; this was supported by the board's subsequent action to set infrastructure repairs and improvements at the Central Library as a biennial budget priority for fiscal years 2016 and 2017. Due to delays primarily attributable to personnel turnover in the Director's position, the defined program encountered a number of starts and stops. To date the program has been reinitiated and updated and is ready to buildout a 1st floor lounge as the initial physical component of the overall Central Library Improvement Project.

The Berkeley Public Library Foundation has demonstrated a consistent and enduring commitment of support for the Library, particularly in raising capital funds to fund facility improvements. The Foundation was a key participant in the success of the Measure FF *Branch Libraries Improvement Project* contributing \$1,689,916 to furnish and equip all four branch libraries. And going back to 2002, the Foundation raised

\$4.1 million in capital campaign funds for the purchase of furniture, fixtures, and equipment for the then newly renovated and expanded historical Central Library.

CURRENT SITUATION AND ITS EFFECTS

The Library's Central Space Planning team, a cross-unit team comprised of Library staff, supervisors, and managers, has identified a community interest in an expansion of seating opportunities at the Central Library. Working with the Noll and Tam Architecture and Planning firm, the team has developed a design plan for a portion of the first floor of the Library that transforms an area currently housing eight study carrels and six catalog computers into an area with a diverse range of seating opportunities: study carrels; reading seats; seating designed for the comfortable use of laptops; meeting tables; and areas intended for group project work and quiet conversation. The plan will add over 40 new seats to the first floor of the Central Library, and will transform a relatively low-use area of the facility into a more effective and valuable community space.

The project includes installation of furniture, carpeting, and acoustic tiles. Additionally, improvements will be made to electrical outlets to facilitate easy to use, safe device charging. Furnishing is being purchased from three vendors for this project: One Workplace, Pivot Interiors Inc., and KBM Hogue. All three companies are US Communities Government Purchasing Alliance vendors and have agreed to US Communities pricing. The US Communities program is a nongovernment government purchasing cooperative that reduces the cost of goods and services for participating agencies by aggregating their purchasing power. Lead public agencies competitively solicit contracts which US Communities makes available to other entities such as governmental agencies and non-governmental organizations throughout the United States. The City of Berkeley is a US Communities participant.

The awards to Pivot Interiors, Inc. and KBM Hogue for the Central Library Improvement Project fall far below the Director's spending threshold, and consequently, contracting with those two vendors does not require Board approval. The value of the award recommended to One Workplace at \$82,039.60 exceeds the Director's spending limit of \$50,000 for the purchase of *services* that requires board approval. However, it falls below the \$100,000 limit for the purchase of *goods* permitted to the Director of Library Services (as stated in the Library's Purchasing Manual).

It is specifically the portion of the work awarded to One Workplace that the Board is asked to approve by resolution. One Workplace presented the most complete and comprehensive of proposals and includes the supply and installation of carpets, acoustic tiling, and electrical improvements along with some of the furnishings.

RATIONALE FOR RECOMMENDATION

Bids were received by Noll and Tam and presented to the Library and Foundation for approval and acceptance. The Foundation has agreed to fund the purchases in full as bid; and has instructed the Library to proceed with executing the purchases from the vendors for the products as specified.

ALTERNATIVE ACTIONS CONSIDERED

No alternative actions were considered due instructions received from the Foundation. The Foundation is providing full funding support for this purchase. One Workplace is a US Communities vendor.

Attachments:

1. Resolution

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO: 18-___

AUTHORIZE THE DIRECTOR OF LIBRARY SERVICES TO EXECUTE AN AGREEMENT AND ANY AMENDMENTS WITH ONE WORKPLACE FOR THE PROCUREMENT, ASSOCIATED DELIVERY, AND TEMPORARY STORAGE OF FURNITURE, CARPETS, ACOUSTIC TILING, AND INSTALLATION SERVICES FOR THE CENTRAL LIBRARY IMPROVEMENTS PROJECT

WHEREAS, the Noll and Tam Architecture and Planning firm provides interior design services as part of their contract for services with the Library for its Central Library Improvement Project that is designed to modernize the Library, enable Library staff to shape services around community needs, and support improved experiences of the Central Library; and

WHEREAS Noll and Tam received bids for the supply of furnishings and fixtures, and installation of other design elements of the Central Library 1st floor lounge portion of the Central Library Improvement Project; and

WHEREAS, the Berkeley Public Library Foundation is leading a fund drive designed to enable the Library to achieve the above mentioned goals, and in doing so has raised over \$600,000 in funds; and

WHEREAS, on December 14, 2016 by adoption of Resolution No.: R16-050, the Board of Library Trustees identified Central Library Improvements as a priority for the Library during the fiscal year 2018 to 2019 biennial budget cycle; and

WHEREAS One Workplace is the sole local distributor of a portion of the furnishings identified by the Library for the Central Library first floor lounge; and

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to authorize the Director of Library Services to execute an agreement and any amendments with One Workplace for the procurement of furniture and fixtures; associated delivery, temporary storage, and installation services for the Central Library Improvement Project for the anticipated period from February 26, 2018 through December 31, 2018 or thereabout in an amount not to exceed \$82,040.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on February 7, 2018 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Diane Davenport, Board President

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



CONSENT CALENDAR
February 7, 2018

To: Board of Library Trustees
From: Sarah Dentan, Library Services Manager
Subject: Contract Amendment: No. 8264 Syserco, Inc.

RECOMMENDATION

Adopt a resolution authorizing the Director of Library Services to amend Contract No. 8264 with Syserco, Inc. for service maintenance and monitoring of the Alerton Building Management System at the Central Library and the Tarea Hall Pittman South Branch Library in an incremental amount of \$40,000.00 for a contracted value not-to-exceed \$125,000.00; and to amend the Contract's date of expiration to February 28, 2021 from February 28, 2018.

FISCAL IMPACT

Funding for this contract is budgeted in the FY 2018 Library Tax Fund, and will be included in the FY 2019, FY 2020, and FY 2021 budgets.

The CMS number for this amendment request is **TZT6U**.

BACKGROUND

As the exclusive dealer for Alerton manufactured building systems in the Northern California Bay Area, Syserco, Inc. is the sole authorized service supplier of the "building management system" (BMS) installed at the Central Library since the 2002 reopening of the renovated facility, as well as for the newly constructed Tarea Hall Pittman South Branch Library opened in 2013. The BMS system controls each facility's mechanical systems encompassing the HVAC, electrical, and lighting systems. The continuous proper functioning of these systems is essential to the daily operations of both the Central Library and the Tarea Hall Pittman South Branch Library. Syserco as the original designer, installer, and to date sole BPL service provider for the BMS is the exclusive local area manufacturer's representative and so uniquely trained and qualified to render the necessary system maintenance monitoring and servicing.

The Library's contract with Syserco provides mechanical systems support on an annual subscription basis with additional repair and replacement services on a time and material basis. Subscription services include: disaster recovery, preventative maintenance reports and recommendations, annual preventative maintenance performed routines, remote customer support services, and a limited menu of emergency coverage.

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

CURRENT SITUATION AND ITS EFFECTS

Amending Contract No. 8264 is necessary to provide additional monies to provide for on-call servicing and to provide for subscription fee coverage. The contract is set to expire on February 28, 2018, with \$2,259.95 remaining. The \$40,000 requested incremental increase to the contract would cover subscription fees through February 28, 2021 and provide \$7,317 for on-call servicing.

Since the 2002 reopening of the enlarged and renovated Central Library and the 2013 opening of Tarea Hall Pittman South Branch Library, the Library has had a recurring service agreement with Syserco to monitor and perform preventative maintenance routines related to the BMS system. In addition, the Library's contract with Syserco typically includes additional funds for time and material (T&M) services falling outside of the subscription service package. Used T&M services most frequently involve repair and replacement service calls (on-call servicing); however, T&M charges may also be incurred for system modifications and emergency response outside of normal business hours.

Attachments:

1. Resolution

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO: 18-___

CONTRACT AMENDMENT: NO. 8264 SYSERCO, INC.

WHEREAS, on February 22, 2010 the Library entered into Contract No. 8264 with Syserco, Inc., to provide monitoring and preventative maintenance routines, and time and material services related to the building management system at the Central Library to a total amount not to exceed \$22,275.00; and

WHEREAS, on August 6, 2012 the Library amended Contract No. 8264 with Syserco, Inc. to a total amount not to exceed \$43,500.00, and to extend the ending term date to no later than February 28, 2015; and

WHEREAS, on April 12, 2013 the Library amended Contract No. 8264 with Syserco, Inc. to a total amount not to exceed \$85,000.00, to expand the scope to include Tarea Hall Pittman South Branch Library, and to extend the ending term date to no later than February 28, 2018; and

WHEREAS, since the 2002 reopening of the enlarged and renovated Central Library the Library has had a recurring service agreement with Syserco to monitor and perform preventative maintenance routines related to the building management system including additional funds for time and material (T&M) services falling outside of the subscription service package; and

WHEREAS, amending Contract No. 8264 provides funding for subscription fee coverage and on-call servicing through February 28, 2021.

NOW, THEREFORE, BE IT RESOLVED that the Board of Library Trustees adopts a resolution to amend Contract No. 8264 with Syserco, Inc. for an incremental increase of \$40,000.00, thereby increasing the contracted total not-to-exceed amount to \$125,000.00, and to amend the Contract's date of expiration to February 28, 2021 from February 28, 2018; and

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on February 7, 2018 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Diane Davenport, President

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



ACTION CALENDAR

February 7, 2018

To: Board of Library Trustees
From: Elliot Warren, Acting Library Director
Subject: Urban Libraries Council's Statement on Race and Social Equity

RECOMMENDATION

Adopt a Resolution to affirm Urban Libraries Council's Statement on Race and Social Equity

FISCAL IMPACTS OF RECOMMENDATION

None.

BACKGROUND

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

In 2016, the Board of Library Trustees adopted a resolution affirming Berkeley Public Library's commitment to diversity, equity, inclusion, and social justice, affirming the belief that everyone benefits when individuals are treated with respect, and ideas and information are freely shared.

CURRENT SITUATION AND ITS EFFECTS

The Urban Libraries Council (ULC), founded in 1971, is the voice for public libraries in the United States and Canada focusing on innovation for results. In 2017 Urban Libraries Council released a statement on race and social equity, which serves as a baseline upon which libraries can build policies and actions that make their communities more inclusive and just. Urban Libraries Council is calling for libraries, library associations, publishers, readers, authors, and others to join as signatories to the statement.

RATIONALE FOR RECOMMENDATION

By signing on to Urban Library Council's Statement on Race and Social Equity, we reaffirm our commitment to working toward a more just society in which all community members can realize their full potential. We recommit to eliminating racial and social equity barriers in library programs, services, policies and practices, and maintaining an environment of diversity, inclusion and respect.

CONTACT PERSON

Elliot Warren, Acting Director, Library Services, 610-981-6195

Attachments:

1. Resolution
2. Urban Libraries Council's Statement on Race and Equality

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO: 18-___

**BERKELEY PUBLIC LIBRARY AFFIRMS
THE URBAN LIBRARIES COUNCIL'S STATEMENT ON RACE AND SOCIAL EQUITY**

WHEREAS, in 1981, the Board of Library Trustees adopted a resolution affirming the principles and values outlined in the American Library Association (ALA) Library Bill of Rights;

WHEREAS, these values reflect the Library's commitment to equity, education and enlightenment, presenting all points of view, nonpartisanship, challenging censorship, free expression and free access to ideas, and the rights of everyone to use the library;

WHEREAS, in 2016, the Board of Library Trustees adopted resolution R16-052 affirming Berkeley Public Library's commitment to diversity, equity, inclusion, and social justice, affirming the belief that everyone benefits when individuals are treated with respect, and ideas and information are freely shared;

WHEREAS, the Urban Libraries Council (ULC), founded in 1971, is the voice for public libraries in the United States and Canada focusing on innovation for results;

WHEREAS, in 2017 Urban Libraries Council released a statement on race and social equity, which serves as a baseline upon which libraries can build policies and actions that make their communities more inclusive and just and has called for libraries, library associations, publishers, readers, authors, and others to join as signatories to the statement;

WHEREAS, Libraries are trusted, venerable and enduring institutions, central to their communities and an essential participant in the movement for racial and social equity; and

WHEREAS, Berkeley Public Library is committed to achieving racial and social equity by contributing to a more just society in which all community members can realize their full potential; and

WHEREAS, Berkeley Public Library is committed to eliminating racial and social equity barriers in library programs, services, policies and practices; and

WHEREAS, Berkeley Public Library is committed to creating and maintaining an environment of diversity, inclusion and respect both in our library systems and in all aspects of our community role; and

WHEREAS, by signing on to Urban Library Council's Statement on Race and Social Equity, we reaffirm our commitment to working toward a more just society in which all community members can realize their full potential and recommit to eliminating racial and social equity barriers in library programs, services, policies and practices, and maintaining an environment of diversity, inclusion and respect;

NOW, THEREFORE, BE IT RESOLVED that Berkeley Public Library joins other members of the Urban Libraries Council in affirming the Urban Libraries Council's Statement on Race and Social Equity.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on February 7, 2018 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Diane Davenport, President

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

Urban Libraries Council's Statement on Race and Social Equity

As leaders of North America's public libraries, we are committed to achieving racial and social equity by contributing to a more just society in which all community members can realize their full potential. Our libraries can help achieve true and sustained equity through an intentional, systemic and transformative library-community partnership. Our library systems are working to achieve equity in the communities we serve by:

- Eliminating racial and social equity barriers in library programs, services, policies and practices
- Creating and maintaining an environment of diversity, inclusion and respect both in our library systems and in all aspects of our community role
- Ensuring that we are reaching and engaging disenfranchised people in the community and helping them express their voice
- Serving as a convener and facilitator of conversations and partnerships to address community challenges
- Being forthright on tough issues that are important to our communities

Libraries are trusted, venerable and enduring institutions, central to their communities and an essential participant in the movement for racial and social equity.



INFORMATION REPORTS

February 7, 2018

To: Board of Library Trustees
From: Dennis Dang, Administrative and Fiscal Services Manager
Subject: FYTD 2018 – 2nd Quarter Budget Report

INTRODUCTION

Library fiscal year 2018 results at end of 2Q by Fund are as follows:

Fund	Revenue		Expenditures (xcl Encmb)	
	Actual 2Q	YoY	Actual 2Q	YoY
Library Tax (301)	\$10,083,188	5.8%	\$7,960,585	-0.3%
Transaction Based Reimbursement (302)	\$745	-93.4%	\$5,005	-77.9%
Grants (304)	\$18,000	-40.0%	\$16,928	-21.0%
Public Library (305)				
Gifts (306)	\$54,011	-3.3%	\$37,539	32.3%
Foundation (307)	\$25,000	-7.7%	\$30,391	39.6%

BACKGROUND

FY 2018 is the first year of the two-year biennial budget cycle encompassing fiscal years 2018 and 2019. The two year biennial budget was adopted by the Board of Library Trustees on May 31, 2017 by Resolution No.: R17-032. On September 6, 2017, by approval of Resolution No.: 17-043, the board updated the fiscal year 2018 budget to accept into the budget carried over prior-year encumbered values and other budget adjustments as part of the first amendment to the FY 2018 Annual Appropriations Ordinance.

CURRENT SITUATION AND ITS EFFECTS

LIBRARY TAX FUND

The Library Tax Fund includes revenue derived from the dedicated library tax, fines and fees, and miscellaneous revenue. At the end of the second quarter, revenues stood at \$10,083,188, a year over year increase of 5.8%. Second quarter year-to-date revenue from the library tax was higher year-over by \$552,885, ending the first half favorably at 53.1% of the annual budgeted amount. Receipts from lost book and tool lending fines dropped \$5,631 below the same period last fiscal year. Miscellaneous revenue at \$12,976 posted a favorable variance of \$7,365 as public-use photocopier receipts are now recorded in the Library Tax Fund, versus prior years in which such revenues and expenses were posted to the TBR Fund (302).

Library Tax Fund expenditures excluding encumbrances at \$7,960,585 dipped slightly at 0.3% below the prior year period, a drop of \$27,582. In comparison to the prior year period, fiscal year first-half salary and wages remain unfavorable due to FY 2018 first quarter costs when the Director of Library Services position was fully filled (as compared to the current acting filled status) and contracted increases, with some offsets from resignation and retirement vacancies; CalPERS retirement costs were favorable by \$123,297. Excluding encumbrances, non-labor year-over costs were lower by \$55,741; however library materials spending was up by \$124,342 and software maintenance costs recorded an increase of \$48,252 due to maintenance fees paid to Bibliotheca for self-check equipment and services – note, the FY 2017 fee was paid in FY 2016 to secure a discount.

Comparing actual expenditures (net of encumbrances) against the revised budget at the 50% second quarter benchmark, period spending at 77%, was favorable primarily due to salary savings, general across-the-board savings in Medical Insurance and CalPERS, prolonged phased timing for activity related to the Central Library space planning improvement project, and timing execution of I.T. projects.

In the recently completed FY 2018 Mid-year Expenditure Projections exercise the Library reported a revenue increase of \$355,892 to \$19,376,829 in line with the amount submitted to the County for fiscal year tax collection. Expenditures projected full fiscal year costs below the revised budget of \$885,091 for personnel costs and \$1,500,000 for non-labor. Personnel savings reflect vacancy of the (permanent) Director's position and those due to staff resignations and retirements. Non-labor savings reflect timing delays to the Central Library Improvement Project.

GIFTS FUND

The Gifts Fund includes monies received through donations from the Friends of the Berkeley Public Library, the generosity of many individuals and organizations, and trusts. The Fund's first half receipts totaled \$54,011, or 3.3% below the prior year period. Interest earnings posted \$1,803 and miscellaneous donations were \$208.

Expenditures at \$37,539 were 32.3% above the prior year due to library materials spending of \$30,402 of the Friends \$65,000 FY 2018 commitment. Remaining \$7,137 of Gifts Fund expenditures were in support of events programming and Summer Reading.

ALL OTHER FUNDS

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

TBR Fund (302) revenue ended the first quarter with \$745 in receipts attributable solely to the Link+ program. The TBR Fund's earnings no longer include revenue derived from public-use photocopiers – effective FY 2018, public-use photocopier revenues and expenses are assigned to the Library Tax Fund (301); consequently, revenues dropped unfavorably \$10,474 or 93.4% year-over. A favorable expense variance of \$17,656, is due to the transfer of public-use photocopier equipment lease payments to the Library Tax Fund (301).

The Grants Fund (304) did not receive any revenues during the 2nd quarter. The only Grants Fund revenue to date is \$18,000 for California Library Literacy Services program baseline received in August 2018 (Q1); period expenditures at \$16,928 were attributable to providing BerkeleyREADS program services.

FOUNDATION FUND

The Foundation Fund (307) captures all funding support received either directly from the Berkeley Public Library Foundation or passed through the Foundation. The Library received a single in-kind donation of \$25,000 from the Foundation for staff LUMA Institute training that occurred at the West Branch Library in September 2017. Spending in the Fund at \$30,391 was flat year-over and supported, Berkeley Innovators (LUMA Institute training), Berkeley Builds Readers, and Cornerstones of Science programs. Spending from the Pace Trust (14LB29) was suspended in early FY 2017 but allowed for utility expenditures, this suspension (now inclusive of utilities) is ongoing and consequently did not provide budgeted appropriations for FY 2018 and FY 2019.

SUMMARY OF OPERATIONS EXPENSES

At the end of the second quarter, actual expenses excluding encumbrances in the operating Funds (301, 302, and 304) were 23% below the revised budget – versus the period benchmark of 50.0%. The bulk of savings to date are due to position vacancies (17% below the budget benchmark), and non-labor costs 39% favorable to the benchmark primarily resulting from timing of the phasing of the Central Library space planning project.

CONTACT PERSON

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

Attachments:

- 1: 2Q-FYTD 2018 Revenues by Fund
- 2: 2Q-FYTD 2018 Expenditures by Fund
- 3: Library Tax Fund (301): 5-Year Fund Analysis
- 4: Other Funds (302/304/305): 5-Year Fund Analysis
- 5: Gifts Fund (306): 5-Year Fund Analysis
- 6: Foundation Fund (307): 5-Year Fund Analysis

2Q-FYTD 2018 REVENUES BY FUND

BERKELEY PUBLIC LIBRARY										data as of:
REVENUE DEC FY18										17-Jan-18
Berkeley Public Library										
Ele/Obj	Account Description	Lib Dscr 301	DL/ILL 302	Grants 304	Pub Lib 305	Gift 306	FF&E 307	Mse FF 308	Rfse Coll 820	Revenue FY18
01-01	Refund on Bills	2,000								2,000
05-01	Over and Shorts									
10-01	Collection by City								11,089	11,089
13-15	Library Tax	18,786,687								18,786,687
20-07	Library Svc&Constr Act			60,000						60,000
20-11	Library Fines	175,000								175,000
20-12	Link + Fines		1,500							1,500
20-15	Lost Book Fines	20,000								20,000
20-21	Tool Lending Fines	7,000								7,000
20-99	Private Donations-Miscellaneous									
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									
65-01	Meeting Room Fees	250								250
80-99	1-Time Grant /w Proj Code									
99-01	Carryover/AO									
99-03	Donations									
99-99	Miscellaneous Revenue	30,000								30,000
Adjusted	Berkeley Public Library	19,020,937	1,500	60,000		90,000	211,000		11,089	19,394,526
01-01	Refund on Bills									
05-01	Over and Shorts									
10-01	Collection by City								6,612	6,612
13-15	Library Tax	9,977,245								9,977,245
20-07	Library Svc&Constr Act			18,000						18,000
20-11	Library Fines	79,957								79,957
20-12	Link + Fines		745							745
20-15	Lost Book Fines	9,209								9,209
20-21	Tool Lending Fines	3,801								3,801
20-99	Private Donations-Miscellaneous						25,000			25,000
23-12	BPL Foundation									
23-13	Friends of BPL					52,000				52,000
30-01	Interest-Investment Pool					1,803				1,803
50-02	Inter-Library Book Loan									
65-01	Meeting Room Fees									
80-99	1-Time Grant /w Proj Code									
99-01	Carryover/AO									
99-03	Donations					208				208
99-99	Miscellaneous Revenue	12,976								12,976
Acti+Upstd	Berkeley Public Library	10,083,188	745	18,000		54,011	25,000		6,612	10,187,556

BERKELEY PUBLIC LIBRARY : EXPENDITURES DEC FY18									6	50.0%
Berkeley Public Library + CoB				Actuals+Encumbrances					YTD DEC	
Elmnt- Object	Description	Bdgt ORG FY18	Bdgt RSV FY18	Lib Dscr 301	DL / ILL 302	Grants 304	Gift 306	Fndtn 307	Actual FY18	% RSV Spent
11-01	Monthly Rated Employees	8,747,332	8,747,332	3,576,262					3,576,262	40.9%
11-03	Hourly and Daily Rated Empl	258,799	258,799	89,473		14,018		319	103,810	40.1%
11-04	Monthly Rated - Part Benefitted	108,660	108,660	17,551					17,551	16.2%
11-60	Excess Hours Pay			155,883					155,883	
13-01	O/T-Monthly Rated Employee	6,771	6,771	129					129	1.9%
13-05	Holiday Pay	5,081	5,081							
Prsnl Svcs-Salaries and Wages		9,126,643	9,126,643	3,839,298		14,018		319	3,853,635	42.2%
20-11	Medical Insurance	1,507,683	1,507,683	569,485					569,485	37.8%
20-12	Dental Insurance	187,373	187,373	65,975					65,975	35.2%
20-13	Life Insurance	7,089	7,089	2,818					2,818	39.8%
20-21	Cash-in-Lieu	138,195	138,195	50,662					50,662	36.7%
20-31	Pers/Misc Other	2,903,651	2,903,651	1,133,070					1,133,070	39.0%
20-34	PARS (3.75%)	14,154	14,154	3,957		526		12	4,495	31.8%
20-36	SRIP	296,089	296,089	51,594					51,594	17.4%
20-40	Medicare Tax	116,698	116,698	50,479		196		4	50,679	43.4%
20-63	Retirement Med: Misc. Emp Medical Trusts	184,971	184,971	77,867					77,867	42.1%
20-71	Workers Comp: Workers Comp Charges	193,543	193,543	85,421		254		6	85,681	44.3%
20-82	Allowances: Shoes Allowance	1,212	1,212	1,212					1,212	100.0%
20-87	Terminal Payouts-Misc.Emp	163,881	163,881	69,982					69,982	42.7%
20-90	Other Employee Benefits	235,247	235,247	144,026					144,026	61.2%
20-91	Commuter Check	24,165	24,165	9,791					9,791	40.5%
27-20	Fringe Benefits (Budget)	12,546	12,546							
Prsnl Svcs-Fringe Benefits		5,986,497	5,986,497	2,316,339		976		22	2,317,337	38.7%
20-99	Salary Savings	(300,000)	(300,000)							
Personal Services-Employee		14,813,140	14,813,140	6,155,637		14,994		341	6,170,972	41.7%

BERKELEY PUBLIC LIBRARY : EXPENDITURES DEC FY18									6	50.0%
Berkeley Public Library + CoB			Actuals+Encumbrances					YTD DEC		
Elmnt- Object	Description	Bdgt ORG FY18	Bdgt RSV FY18	Lib Dscr 301	DL / ILL 302	Grants 304	Gift 306	Fndtn 307	Actual FY18	% RSV Spent
30-35	Professional: Engrng & Architecural Svcs	325,000	299,052	74,052					74,052	24.8%
30-38	Professional: Misc Prof Svcs	466,450	560,081	272,010			5,035	700	277,745	49.6%
30-39	Hazardous Materials Handling	2,000	2,000							
30-42	Maint Svcs: Office Equip Maint Svcs	6,500	6,500	1,770					1,770	27.2%
30-43	Maint Svcs: Bldg & Structures Maint Svcs	174,000	209,192	186,431					186,431	89.1%
30-44	Maint Svcs: Field Equip Maint	17,250	16,950	7,001					7,001	41.3%
30-46	Maint Svcs: Computer Maintenance	5,000	5,000	4,600					4,600	92.0%
30-47	Maint Svcs: Software Maintenance	346,000	357,495	336,187					336,187	94.0%
30-51	Bank Credit Card Fees	4,500	4,500	2,046					2,046	45.5%
Purchased Prof & Tech Svcs		1,346,700	1,460,770	884,097			5,035	700	889,832	60.9%
35-15	Permit Fees		136							
35-20	County/State/Fed Pymts.	5,000	5,000	4,007					4,007	80.1%
Grants & Gvrnmntl Payments		5,000	5,136	4,007					4,007	78.0%
40-10	Professional Dues and Fee	47,250	47,250	46,752					46,752	98.9%
40-31	Communications: Telephones	112,200	143,105	73,505					73,505	51.4%
40-33	Communications: Cellular	14,550	14,550	3,352					3,352	23.0%
40-41	Utilities: Water	35,000	39,300	34,500					34,500	87.8%
40-42	Utilities: Gas/Electricity	300,000	300,000	270,000					270,000	90.0%
40-43	Utilities: Refuse	34,252	34,252	10,227					10,227	29.9%
40-50	Printing and Binding	15,600	15,850	4,100		1,000			5,100	32.2%
40-61	Travel: Commerical Travel	5,000	5,000	924					924	18.5%
40-62	Travel: Meals & Lodging	9,000	9,000	3,441					3,441	38.2%
40-63	Travel: Registration/Admin Fees	38,500	38,500	7,712				25,000	32,712	85.0%
40-64	Travel: Transportation	3,000	3,000	862					862	28.7%
40-70	Advertising	30,000	21,000	4,110					4,110	19.6%
40-80	Books and Publications		3,500	3,500					3,500	100.0%
40-90	Other	470,000	330,339							
Other Purchased Services		1,114,352	1,004,646	462,985		1,000		25,000	488,985	48.7%

BERKELEY PUBLIC LIBRARY : EXPENDITURES DEC FY18									6	50.0%
Berkeley Public Library + CoB				Actuals+Encumbrances					YTD DEC	
Elmnt- Object	Description	Bdgt ORG FY18	Bdgt RSV FY18	Lib Dscr 301	DL / ILL 302	Grants 304	Gift 306	Fndtn 307	Actual FY18	% RSV Spent
50-10	Rental of Land/Buildings	1,500	1,500	768					768	51.2%
50-20	Rental of Equip/Vehicles	46,500	46,500	29,000					29,000	62.4%
50-30	Rental of Office Equipment & Furniture	10,000	10,000	5,000					5,000	50.0%
50-40	Rental of Software & Licenses	75	75							
Rentals / Leases		58,075	58,075	34,768					34,768	59.9%
51-10	Postage	33,000	33,000	15,265					15,265	46.3%
51-20	Messenger/Deliver	18,000	18,000		12,000				12,000	66.7%
Mail Services		51,000	51,000	15,265	12,000				27,265	53.5%
55-11	Office Supplies	44,815	52,265	23,342		44			23,386	44.7%
55-20	Field Supplies	186,930	233,288	130,480		5,517	286	4,974	141,257	60.6%
55-34	Equip & Veh Supp: Spare Replacement Parts	6,000	6,000							
55-50	Food	2,200	13,150	355		1,100	4,432	1,609	7,496	57.0%
55-60	Library Materials	1,345,409	1,710,909	1,393,167			47,760		1,440,927	84.2%
Supplies		1,585,354	2,015,612	1,547,344		6,661	52,478	6,583	1,613,066	80.0%
60-20	Outside Janitorial Svcs	205,000	206,910	206,910					206,910	100.0%
Purchased Property Services		205,000	206,910	206,910					206,910	100.0%
65-70	Building - Existing Construction	1,600,000	1,522,948	26,135					26,135	1.7%
Infrastructure		1,600,000	1,522,948	26,135					26,135	1.7%
70-41	Machinery and Equipment	4,000	10,348	6,348					6,348	61.3%
70-43	Furniture and Fixtures	75,000	43,700							
70-44	Computers & Printers	20,000	153,072	56,522					56,522	36.9%
70-47	Computer Softwares & Lic	15,000	15,000	14,240					14,240	94.9%
Property		114,000	222,120	77,110					77,110	34.7%
71-10	Small Equipment	14,400	14,400	2,449					2,449	17.0%
71-43	Mach & Equip: Furniture And Fixtures		581	630					630	108.4%
71-44	Mach & Equip: Computers And Printers	95,000	96,817	13,832					13,832	14.3%
71-47	Mach & Equip: Software & Licenses	11,000	11,000	10,951					10,951	99.6%
Property Under Cap Limit		120,400	122,798	27,862					27,862	22.7%

BERKELEY PUBLIC LIBRARY : EXPENDITURES DEC FY18									6	50.0%
Berkeley Public Library + CoB				Actuals+Encumbrances					YTD DEC	
Elmnt- Object	Description	Bdgt ORG FY18	Bdgt RSV FY18	Lib Dscr 301	DL / ILL 302	Grants 304	Gift 306	Fndtn 307	Actual FY18	% RSV Spent
75-35	Mail Services	1,764	1,764	882					882	50.0%
75-40	City Vehicles/Replacement Contribution			2,533					2,533	
75-50	City Vehicles/Fuel & Main	7,800	7,800	5,992					5,992	76.8%
75-60	City Parking Permits	500	500							
Internal Services		10,064	10,064	9,407					9,407	93.5%
99-01	Appropriations Ord #1		(250,000)							
99-11	Appropriations Ord #1 Offset Acct		250,000							
Balance Sheet Accounts										
Other Expenses		6,209,945	6,680,079	3,295,890	12,000	7,661	57,513	32,283	3,405,347	51.0%
Berkeley Public Library + CoB		21,023,085	21,493,219	9,451,527	12,000	22,655	57,513	32,624	9,576,319	44.6%

	FY 2017 FINAL #2	FY 2018 ADOPTED	FY 2018 REVISED	FY 2018 PROJECTED	FY 2019 PROJECTED	FY 2020 PROJECTED	FY 2021 PROJECTED
Beginning Fund Balance	\$ 5,787,401	\$ 6,836,060	\$ 6,836,060	\$ 6,836,060	\$ 7,936,244	\$ 7,994,229	\$ 8,882,067
Revenues							
Library Services Tax	\$ 18,077,484	\$ 18,786,687	\$ 18,786,687	\$ 19,142,579	\$ 19,162,421	\$ 19,545,669	\$ 19,936,583
Fines/Fees	200,135	202,250	202,250	202,250	202,250	202,250	202,250
Donations/Private Contributions							
Misc. Revenue / Interest / Refunds	13,864	32,000	32,000	32,000	32,000	32,000	32,000
TOTAL REVENUE	\$ 18,291,483	\$ 19,020,937	\$ 19,020,937	\$ 19,376,829	\$ 19,396,671	\$ 19,779,919	\$ 20,170,833
Expenditures							
Operations							
Salaries, Wages, Benefits	\$ 13,616,344	\$ 15,051,521	\$ 15,051,521	\$ 15,051,521	\$ 15,215,338	\$ 15,671,798	\$ 16,141,952
Salaries, Wages, Benefits							
less: Labor Vacancy Savings		300,000	300,000	1,185,091	300,000	313,436	322,839
Personnel	\$ 13,616,344	\$ 14,751,521	\$ 14,751,521	\$ 13,866,430	\$ 14,915,338	\$ 15,358,362	\$ 15,819,113
Non-Personnel	709,831	888,734	927,516	927,516	891,734	575,000	575,000
Library Materials (incl Tool Lndng)	1,331,106	1,345,409	1,545,409	1,545,409	1,345,409	1,400,000	1,400,000
Misc. Professional Services	311,263	791,450	922,683	422,683	471,450		
Utilities+Telephone	434,283	495,902	526,807	526,807	495,902	500,000	500,000
Janitorial	222,763	205,000	206,910	206,910	205,000	225,000	225,000
Software Maintenance	244,660	346,000	357,251	357,251	346,000	350,000	350,000
Computer & Software Purchase >\$1K	181,079	35,000	168,072	168,072	35,000	50,000	50,000
Building/Infrastructure	162,783	1,300,000	1,222,948	222,948	600,000	400,000	400,000
Subtotal:	\$ 17,214,112	\$ 20,159,016	\$ 20,629,117	\$ 18,244,026	\$ 19,305,833	\$ 18,858,362	\$ 19,319,113
Charges From Other Depts							
Finance - Billing (3601)	\$ 17,347	\$ 18,217	\$ 18,217	\$ 18,217	\$ 18,477	\$ 19,031	\$ 19,602
Facilities - Admn (5401) +Txcs (5403)	11,365	14,402	14,402	14,402	14,376	14,687	15,008
Interfund Transfers							
Subtotal:	\$ 28,712	\$ 32,619	\$ 32,619	\$ 32,619	\$ 32,853	\$ 33,719	\$ 34,610
TOTAL EXPENDITURES	\$ 17,242,824	\$ 20,191,635	\$ 20,661,736	\$ 18,276,645	\$ 19,338,686	\$ 18,892,081	\$ 19,353,723
Projected Surplus/(Shortfall) {Rev - Exp}	\$ 1,048,659	\$ (1,170,698)	\$ (1,640,799)	\$ 1,100,184	\$ 57,985	\$ 887,838	\$ 817,109
GROSS FUND BALANCE {Bal + Rev - Exp}	\$ 6,836,060	\$ 5,665,362	\$ 5,195,261	\$ 7,936,244	\$ 7,994,229	\$ 8,882,067	\$ 9,699,176
Annual Committed Reserve	\$ 1,400,000	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	1,500,000	1,500,000	1,500,000
Uncommitted Fund Balance	\$ 5,436,060	\$ 4,165,362	\$ 3,695,261	\$ 6,436,244	\$ 6,494,229	\$ 7,382,067	\$ 8,199,176
Prjctn 5YR_FY16 21_10JAN18 for MidYear.xlsx						printed:	29-Jan-18

	FY 2017 FINAL #2	FY 2018 ADOPTED	FY 2018 REVISED	FY 2018 PROJECTED	FY 2019 PROJECTED	FY 2020 PROJECTED	FY 2021 PROJECTED
Beginning Fund Balance	\$ 214,010	\$ 196,713	\$ 196,713	\$ 196,713	\$ 176,763	\$ 156,813	\$ 140,313
Transaction Based Rmb Fund (302)	124,720	106,601	106,601	106,601	90,101	73,601	57,101
Grants Fund (304)	33,008	33,830	33,830	33,830	30,380	26,930	26,930
Public Library Fund (305)	56,283	56,283	56,283	56,283	56,283	56,283	56,283
Revenues							
Direct Loan Fund							
Literacy Services & LSTA	61,534	60,000	60,000	60,000	60,000	50,000	50,000
Miscellaneous Grant Revenue	12,000						
Public Library Fund (SB 358)							
Other	22,042	1,500	1,500	1,500	1,500	1,500	1,500
TOTAL REVENUE	\$ 95,576	\$ 61,500	\$ 61,500	\$ 61,500	\$ 61,500	\$ 51,500	\$ 51,500
Expenditures							
Operations							
Personnel	\$ 48,231	\$ 33,000	\$ 33,000	\$ 33,000	\$ 33,000	\$ 35,000	\$ 35,000
Non-Personnel	64,642	48,450	48,450	48,450	48,450	33,000	33,000
Library Materials							
TOTAL EXPENDITURES	\$ 112,873	\$ 81,450	\$ 81,450	\$ 81,450	\$ 81,450	\$ 68,000	\$ 68,000
Projected Surplus/Shortfall (Rev - Exp)	\$ (17,297)	\$ (19,950)	\$ (19,950)	\$ (19,950)	\$ (19,950)	\$ (16,500)	\$ (16,500)
GROSS FUND BALANCE (Bal + Rev - Exp)	\$ 196,713	\$ 176,763	\$ 176,763	\$ 176,763	\$ 156,813	\$ 140,313	\$ 123,813
Prjctn 5YR_FY16 21_10JAN18 for MidYear.xlsx						printed:	16-Jan-18

	FY 2017 FINAL #2	FY 2018 ADOPTED	FY 2018 REVISED	FY 2018 PROJECTED	FY 2019 PROJECTED	FY 2020 PROJECTED	FY 2021 PROJECTED
Beginning Fund Balance	\$ 331,170	\$ 353,342	\$ 353,342	\$ 353,342	\$ 293,309	\$ 233,309	\$ 233,309
Revenues							
Friends of BPL	\$ 108,639	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000		
Donations/Private							
Interest/Misc. Revenues	2,780						
TOTAL REVENUE	\$ 111,419	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000	\$ -	\$ -
Expenditures							
Operations							
Personnel							
Non-Personnel	38,151	150,000	120,000	120,033	150,000		
Professional Services	51,096		30,000	30,000			
Library Materials							
Subtotal:	\$ 89,247	\$ 150,000	\$ 150,000	\$ 150,033	\$ 150,000	\$ -	\$ -
TOTAL EXPENDITURES	\$ 89,247	\$ 150,000	\$ 150,000	\$ 150,033	\$ 150,000	\$ -	\$ -
Projected Surplus / (Deficit) (Rev - Exp)	\$ 22,172	\$ (60,000)	\$ (60,000)	\$ (60,033)	\$ (60,000)	\$ -	\$ -
GROSS FUND BALANCE (Bal + Rev - Exp)	\$ 353,342	\$ 293,342	\$ 293,342	\$ 293,309	\$ 233,309	\$ 233,309	\$ 233,309

Pjctn 5YR_FY16 21_10JAN18 for MidYear.xlsx

printed:

16-Jan-18

GIFTS FUND (306): 5-YEAR FUND ANALYSIS

	FY 2017 FINAL #2	FY 2018 ADOPTED	FY 2018 REVISED	FY 2018 PROJECTED	FY 2019 PROJECTED	FY 2020 PROJECTED	FY 2021 PROJECTED
Beginning Fund Balance	\$ 1,027,538	\$ 1,016,771	\$ 1,016,771	\$ 1,016,771	\$ 527,511	\$ 476,400	\$ 476,400
Revenues							
Foundation	\$ 27,100	\$ 211,000	\$ 211,000	\$ 211,000			
Misc./ Interest							
TOTAL REVENUE	\$ 27,100	\$ 211,000	\$ 211,000	\$ 211,000	\$ -	\$ -	\$ -
Expenditures							
Personnel	\$ 320			\$ 733			
Consultants	7,405						
Furniture and Fixtures	457						
Equipment							
Building		500,000	500,000	25,000			
Miscellaneous/Other	29,685	100,000	100,000	100,000	51,111		
TOTAL EXPENDITURES	\$ 37,867	\$ 600,000	\$ 600,000	\$ 125,733	\$ 51,111	\$ -	\$ -
Projected Surplus/Shortfall (Rev - Exp)	\$ (10,767)	\$ (389,000)	\$ (389,000)	\$ 85,267	\$ (51,111)	\$ -	\$ -
GROSS FUND BALANCE (Bal + Rev - Exp)	\$ 1,016,771	\$ 627,771	\$ 627,771	\$ 1,102,038	\$ 476,400	\$ 476,400	\$ 476,400
Other (Pace Trust)		\$ (574,527)	\$ (574,527)	\$ (574,527)			
Revised Gross Fund Balance {Gross Fund Balance - Budget Recommendations and Adjustments}	\$ 1,016,771	\$ 53,244	\$ 53,244	\$ 527,511	\$ 476,400	\$ 476,400	\$ 476,400
Prcjtn 5YR_FY16 21_10JAN18 for MidYear.xlsx						printed:	16-Jan-18

FOUNDATION FUND (307): 5-YEAR FUND ANALYSIS



INFORMATION REPORTS

February 7, 2018

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

The Library is completing the first phase of the **collection refresh project** intended to better engage librarians in the collection development and collection management process. Phase one was funded principally by the Friends of the Berkeley Library, and staff participated in analysis of collection use patterns to identify collection areas to refresh strategically. Librarians then selected titles from lists based upon that analytical work and, using their best judgment and knowledge of community interests, withdrew materials that no longer meet patrons' needs. For example, staff at the Central Library identified the need to update the collection of career and educational exam books and in selecting titles, simultaneously deselected out of date exam books. Phase two of the project begins in February and will use a portion of the Library's operating budget to enable staff to independently identify individual titles and/or broader collection areas to improve collections at the branches and Central Library. Support will be provided by Collections Services staff, who are meeting with individual unit supervisors to determine specific needs likely to enable success.

The Collections Unit has provided significant support for phase one of the project. Materials were copy-cataloged locally and many classic titles' catalog records were updated to reflect a new cataloging standard called Resource Description and Access (RDA) which replaced the Anglo American Cataloging Rules (AACR) in 2010. However, BPL has not retrospectively updated the records of older titles held, so much of the catalog remains out of date. Cataloging staff were assigned to update the records associated with the refresh orders because they are titles most likely to remain part of the collection into perpetuity. Updating these records helps community member who are using the online catalog to find the materials they want.

Usage of the **Kanopy streaming movie service** that provides access to independent and international films, as well as educational content, has been growing. Since its launch, over 2,000 Berkeley Public Library card holders have signed up for the service and over 8,000 films have been watched. One key component is that all Kanopy films come with public performance licenses that can be used by teachers and the Library to show such films in classrooms or for other events. BUSD teachers have been made aware of the program and school librarians have indicated that they are being used by teachers to support their educational goals.

The Library has initiated its series of **mind/body programs** in the various branches and Central library. This includes meditation programs at Claremont; Chair Yoga programs at Central and North; Family Yoga programs at Tarea Hall Pitman South, Central, West and Claremont; and an Introduction to Yoga programming at the West Branch. IT staff has developed a web page that accentuates books and electronic resources that are thematically related to these programs along with a schedule of the programs themselves. The provider of the Chair Yoga programs provided the following description of her chair yoga classes:

"I can honestly say that teaching chair yoga at the Central Library has been my favorite class to teach all year! I was SO pleased with who attended, SUCH a diverse group of people on every level. The experience

really connected me to my passion to make yoga more accessible in every sense of the term. We really hit our target audience!”

Book discussions, author visits, and regularly-scheduled book clubs are perennially popular library programs, and comprise much of our work around **developing a culture and community of reading**. In Berkeley, the range of books discussed and shared is notable. In January, Tarea Hall Pittman South Branch partnered with the NAACP Berkeley Chapter for a moderated book discussion on Richard Rothstein's book, *The Color of Law: A Forgotten History of How our Government Segregated America*. The book group at Claremont in January featured the classic *Pride and Prejudice* by Jane Austen. The North Branch book group read and discussed National Book Award finalist *News of the World* by Paulette Jiles, and hosted author Shanthi Sekaran who discussed her Berkeley-based novel *Lucky Boy*. Café Literario, a Spanish language book group which meets at West Branch, discussed *Cuentos de amor, de locura y de muerte, Ananconda, y Cuentos de la Selva* by Horacio Quiroga. The Central Library presents Book Into Film every other month, featuring a film screening followed by discussion of the film and its source material; in January, the book/film combination was F. Scott Fitzgerald's *The Great Gatsby*.

Book discussions are not just for adults, and the Central Library hosts two book groups for young people. The 4th & 5th Grade book club read Andrew Clements’ novel about a classroom newspaper, *Landry News*, and the Middle School book club discussed *Turning 15 on the road to freedom: my story of the 1965 Selma voting rights march* by Lynda Blackmon Lowery. The Library’s newest book group, the Rising Readers Third Grade Book Club at Claremont Branch, discussed *The Great Cake Mystery*, by Alexander McCall Smith, set in Botswana. In addition to discussing the book, attendees listened to music reflecting the setting.

The Central Library initiated a new program modelled after a current collaboration between West Branch and Literacy Unit staff; an **ESL Conversation Club** that enables adult learners to practice their English language skills in a fun and informal setting. Central Library staff worked with Literacy Unit staff to identify volunteers to support this program and it is being held each Wednesday afternoon in the Central Library Meeting Room.

Collaborations:

The Library has soft-launched access to e-books and e-audiobooks through the Overdrive platform for middle and high school students attending BUSD; they can now use their student IDs to access such materials. BUSD and Overdrive will host the Overdrive Bookmobile at Longfellow Middle School on February 6 that will allow students and teachers the opportunity to familiarize themselves with the service.

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