



BERKELEY PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES

REGULAR MEETING
Wednesday, 04/04/2018

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 (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 March 7, 2018 Regular Meeting**
Recommendation: Approve the minutes of the March 7, 2018 Regular Meeting of the Board of Library Trustees.
- B. Close the Public Library Fund (305) and Transfer the Fund Balance to the Library Tax Fund (301)**
Recommendation: Adopt the resolution authorizing the Library to submit to the City Council of the City of Berkeley, for inclusion to the second amendment to the Annual Appropriations Ordinance for fiscal year 2018, an adjustment to the Library's FY 2018 Budget closing the Public Library Fund (305) via transfer of the Fund's fund balance to the Library Tax Fund (301).
- C. Library Internet Use Policy**
Recommendation: Adopt a resolution authorizing revisions to the Library Internet Use policy that updates it to include coverage of use of the Library's laptops and wireless system. The revision removes out of date content related to provision of privacy screens and updates it to more clearly support changes to the Behavior Guidelines policy and the adoption of the Library's Customer Service philosophy. Both of these documents prioritize the Library's responsibility to provide a welcoming environment for Library patrons. Revisions to the Computer Use Policy are informed by these more recent documents and are intended to align and clarify practices. The revision also removes out of date content related to some rules for access to the public computers.
- D. Berkeley Public Library Rules Of Use Policy**
Recommendation: Adopt the resolution approving the Rules of Use Policy to replace the Berkeley Public Library Behavior Guidelines previously approved on May 28, 2015.
- E. California State Library FY 2018 Grant Funds for Harwood Public Innovators Lab**
Recommendation: Adopt the resolution authorizing the Director of Library Services to accept and appropriate the FY 2018 Harwood Public Innovation Lab grant award for participation of up to three (3) staff members in the California State Library 3rd Harwood Lab to be held in Ontario, CA and reimbursement for associated travel costs up to \$300 per participant and eligible meals at program allowable rates.

III. ACTION CALENDAR

- A. **Library Budget FY19 Adjustments** – Dennis Dang
Recommendation: Adopt the resolution to approve the Biennial Budget update for FY 2019 for revenues of \$19,736,621 and expenditures of \$23,303,530.

IV. INFORMATION REPORTS

- A. **Bylaws Sub Commission Oral Report** – Sophie Hahn and Judy Hunt
B. **Organizational Review Oral Report** – Elliot Warren, Acting Director of Library Services
C. **Summer Reading Oral Report** – Sarah Dentan, Library Services Manager
D. **Monthly Library Director's Report** – Elliot Warren, Acting Director of Library Services
E. **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, May 2, 2018 at the **Tarea Hall Pittman South Branch, 1901 Russell Street, Berkeley.**

VI. ADJOURNMENT

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Communication Access Information



This meeting is being held in a wheelchair accessible location. To request a disability-related accommodation(s) to participate in the meeting, including auxiliary aids or services, please 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 March 28, 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 Avenue
West Branch – 1125 University Avenue
North Branch – 1170 The Alameda
South Branch – 1901 Russell Street

1. Andrea Mullarkey 3/13/2018

Comments at March 7 BOLT meeting



MINUTES
Berkeley Public Library - Board of Library Trustees Regular Meeting
Wednesday, March 7, 2018 6:30 PM

Tarea Hall Pittman South Branch – 1901 Russell Street

Board of Library Trustees:

Diane Davenport, President	Sophie Hahn
John Selawsky, Vice President	Judy Hunt
	Amy Roth

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: 6:30pm.

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

Absent: None.

Also Present: Elliot Warren, Acting Director of Library Services; Sarah Dentan, Library Services Manager; Ann Gonzalez, Library Services Manager; Dennis Dang, Admin and Fiscal Services Manager; Jay Dickinson, Circulation Services Manager; Alicia Abramson, Information Technology Manager; Danielle McMillian, Assoc. Human Resources Analyst; Shani Leonards, Supervising Librarian; Erica Glenn, Senior Librarian; Eve Franklin, Administrative Secretary.

2. Public Comments: 2 speakers.

3. Comments from Library Unions:

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

4. Comments from Board of Library Trustees

- A. Trustee Hahn – Thank you to the Berkeley Public Library Foundation for an amazing Authors Dinner and grants.
- B. Trustee Hunt – Thank you for the gala event. Commend staff for creative programming.
- C. Trustee Davenport – spoke regarding the Fix-it Clinic held at South Branch. North Branch will hold one on March 24.

II. PRESENTATION CALENDAR

A. Library Budget FY19 Adjustments – Dennis Dang, Administrative and Fiscal Services Manager

Dennis Dang provided a presentation on the budget (Attachment #1)

III. CONSENT CALENDAR

Action: M/S/C Trustee Selawsky / Trustee Hahn to adopt resolution # R18-009 to approve the consent calendar.

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

A. Approve Minutes of the February 7, 2018 Regular Meeting

From: Acting Director of Library Services

Recommendation: Adopt a resolution to approve the minutes of the February 7, 2018 Regular Meeting of the Board of Library Trustees as corrected.

Financial Implications: None.

Contact: Elliot Warren, Acting Director of Library Services

Action: Adopted resolution # R18-010.

B. Library Internet Use Policy Update – Elliot Warren

From: Acting Director of Library Services

Recommendation: Adopt the resolution authorizing revisions to the Library Internet Use policy that updates it to include coverage of use of the Library's laptops and wireless system. The revision removes out of date content related to provision of privacy screens and updates it to more clearly support changes to the Behavior Guidelines policy and the adoption of the Library's Customer Service philosophy. Both of these documents prioritize the Library's responsibility to provide a welcoming environment for Library patrons. Revisions to the Computer Use Policy are informed by these more recent documents and are intended to align and clarify practices. The revision also removes out of date content related to some rules for access to the public computers.

Financial Implications: none.

Contact: Elliot Warren, Acting Director of Library Services

Action: Adopted resolution # R18-011.

IV. INFORMATION CALENDAR

A. Bylaws Sub Commission Oral Report – Sophie Hahn and Judy Hunt

Next meeting to be held in May.

B. Staff Report – Cornerstones of Science

From: Senior Librarian

Contact: Erica Glenn, Senior Librarian

Action: Received (Attachment 2)

C. Monthly Library Director's Report – Elliot Warren, Acting Director of Library Services

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

- Library Evaluation Update
- Budget
- 2x2 Committee Update

VI. ADJOURNMENT

Adjourned at 8:05pm PM.

This is to certify that the foregoing is a true and correct copy of the minutes of the regular meeting of March 7, 2018 as approved by the Board of Library Trustees

//s// _____

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

Attachments:

1. Library Budget FY19 Adjustments (Attachment #1)
2. Staff Report on Cornerstones of Science (Attachment #2)



FY 2019 – ADJUSTMENTS TO BUDGET

Board of Library Trustees
March 7, 2018

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

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

FY 2019 – BASE BUDGET BY FUND (\$)

FY 2019	Library Tax (301)	TBR (302)	Grants (304)	Public Library (305)	Gifts (306)	Foundation (307)
Beginning Balance * net of reserve	6,436,244*	90,101	30,380	56,283	293,309	527,511
Revenue	19,396,671	1,500	60,000	-	90,000	-
Expenses	19,338,686	18,000	63,450	-	150,000	51,111
Personnel	14,915,338	-	33,000	-	-	-
Non-personnel	4,390,495	18,000	30,450	-	150,000	51,111
City of Berkeley	32,853	-	-	-	-	-
Surplus / (Shortfall)	57,985	(16,500)	(3,450)	-	(60,000)	(51,111)
Ending Balance * net of reserve	6,494,229*	73,601	26,930	56,283	233,309	476,400

301: FY 2019 INCREMENTAL BUDGET ADJUSTMENTS (\$)

Fund	Division	Name	\$ Amount to add to 301	Notes
Library Tax	Base Budget Non-personnel Expense		4,390,495	
Library Tax	9101	Administration	99,500	Director recruitment; Procedures Manual consultant; Travel and training; Advertising
Library Tax	9102	Information Systems	338,052	ILS; PC reservations system; AMH at Claremont; software licenses; Wifi upgrade
Library Tax	9150	Capital Projects	2,550,000	Central Library interior renovations and building construction repair
Library Tax	9307	Tool Lending Library	3,000	Materials budget raised to \$30K
Library Tax	9402	Collections Management	431,591	Materials budget raised to \$1.75MM
Library Tax	Misc	various	(19,500)	Advertising transfer and reduction
Library Tax	Proposed Expense Adjustments		3,402,643	
Library Tax	Adjusted Base Budget Non-personnel Expense		7,793,138	

LIBRARY STAFFING (CAREER FTE)

Position	Draft	Change	Budget	Notes
Accounting Office Specialist III	2 00		2 00	
Admin & Fiscal Services Manager	1 00		1 00	
Administrative Secretary	1 00		1 00	
Associate HR Analyst	1 00		1 00	
Assistant Management Analyst	2 00	2 00	-	Add: 9101
Building Maintenance Mechanic	1 00		1 00	
Building Maintenance Supervisor	1 00		1 00	
Circulation Services Manager	1 00		1 00	
Communications Manager	-	(1 00)	1 00	Delete: 9101
Deputy Director Of Library Services	1 00		1 00	
Director Of Library Services	1 00		1 00	
Information Systems Specialist	3 00		3 00	
Librarian I	2 50		2 50	
Librarian II	18 80		18 80	
Library Aide	14 00		14 00	
Library Assistant	14 25		14 25	
Library Info Systems Administrator	1 00		1 00	
Library Literacy Program Coordinator	1 00		1 00	
Library Services Manager	2 00		2 00	
Library Specialist I	3 00		3 00	
Library Specialist II	13 55		13 55	
Mail Services Aide	1 80		1 80	
Office Specialist II	1 00		1 00	
Building Maint Senior Supervisor	1 00		1 00	
Senior Librarian	3 00		3 00	
Supervising Librarian	8 00		8 00	
Supervising Library Assistant	9 00		9 00	
Tool Lending Specialist	2 25		2 25	
TOTAL CAREER STAFF FTE	111.15	1.00	110.15	

LIBRARY STAFFING (ALL FTE)

Division Name	Code	Draft	Change	Career	Non-Career
Administration	9101	12.000	2.000	10.000	
Information Systems	9102	5.000		5.000	
Facilities Maintenance	9103	3.000		3.000	
Circulation Services	9201	25.450		24.050	1.400
Childrens Services	9202	6.400		6.400	
Art & Music	9203	3.500		3.500	
Reference	9204	8.700		8.700	
Literacy Programs	9205	2.500		2.500	
Central Support Unit	9301	3.000		3.000	
North Branch	9302	10.050		9.000	1.050
Tarea Hall Pittman South Branch	9303	8.350		8.000	0.350
West Branch	9304	9.075		8.000	1.075
Claremont Branch	9305	8.825	0.500	7.250	1.075
Tool Lending Library	9307	2.250		2.250	
Technical Services	9401	6.000	(0.500)	6.500	
Collections Management	9402	2.000	(1.000)	3.000	
TOTAL STAFF FTE		116.100	1.000	110.150	4.950

LIBRARY TAX FUND (301)

(\$)

	FY18 Revised Budget	FY18 Mid-Year Projection	FY19 Projected (Base)	FY19 Draft
Beginning Balance * net of reserve	5,336,060	5,336,060	6,436,244	6,436,244
Revenue	19,020,937	19,376,829	19,396,671	19,309,171
Expenses	20,661,736	18,276,645	19,338,686	23,021,329
Personnel	14,751,521	13,866,430	14,915,338	15,195,338
Non-personnel	5,877,596	4,377,596	4,390,495	7,793,138
City of Berkeley	32,619	32,619	32,853	32,853
Surplus / (Shortfall)	(1,640,799)	1,100,184	57,985	(3,712,158)
Ending Balance * net of reserve	3,695,261	6,436,244	6,494,229	2,724,086

FY 2019 Highlights of Library Tax Fund Draft Budget

(major projects requesting added incremental funding for FY 2019)

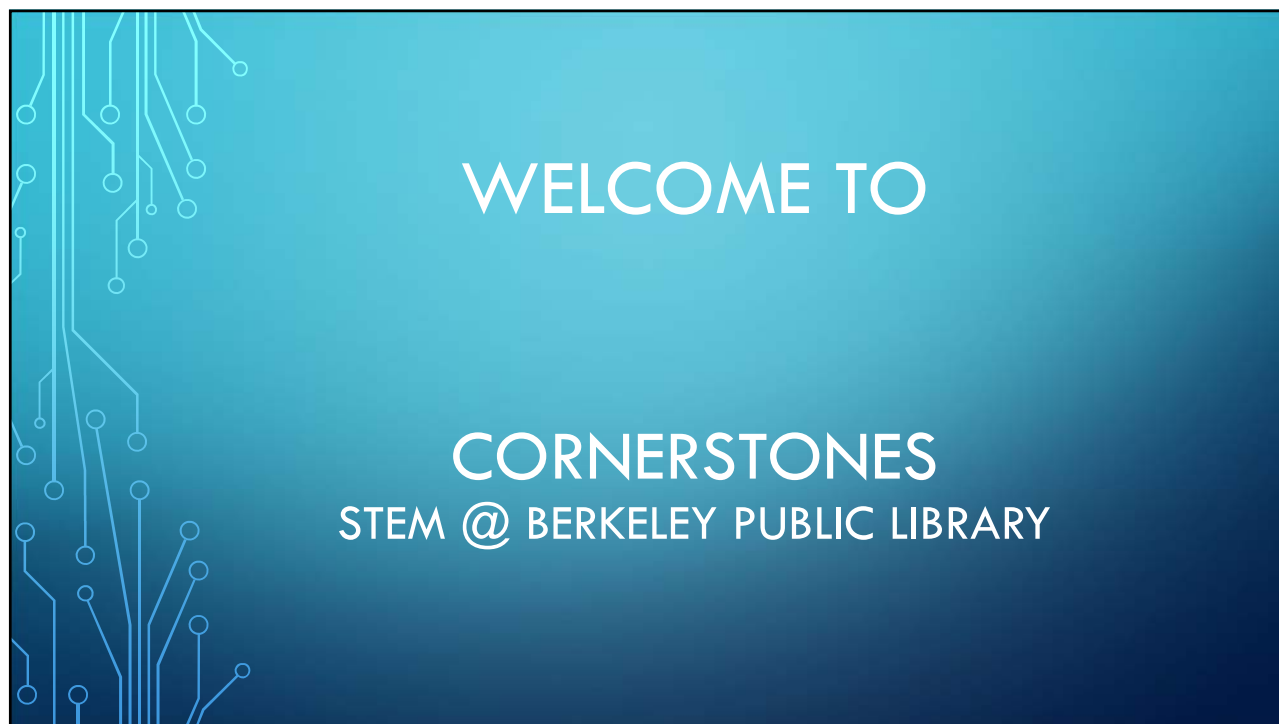
- Central Library Construction Repair & Interior Renovation Work: \$2,500,000
 - Budgeted in FY 2018 but not undertaken. Project projected for FY 2019, funding requested.
- Library Materials: to \$1,750,000; Tool Library Materials: to \$30,000
 - Budgeted in Base Budget FY 2018 & FY 2019 at \$1.3MM. FY 2018 increased to \$1.6MM. FY 2019 requested increase to \$1.75MM,
- Integrated Library System: \$156,600
 - Approved by BOLT Resolution R17-036 dated August 7, 2017
- Director Recruitment: \$50,000
- FY 2019/FY 2020 Exchange of Office Specialist II to Assistant Management Analyst: costs of \$35,000
- Convert Communications Manager to Assistant Management Analyst : savings of \$55,000

***** TOPIC: NON-301 FUNDS *****
FY 2019 – OTHER FUNDS’ ADJUSTMENTS
 (\$)

	Gifts (306)		Foundation (307)	
	Projected (Base)	Draft	Projected (Base)	Draft
Beginning Balance	293,309	293,309	527,511	527,511
Revenue	90,000	100,000	-	-
Expenses	150,000	150,000	51,111	400,000
Personnel	-	-	-	-
Non-personnel	150,000	150,000	51,111	400,000
City of Berkeley	-	-	-	-
Surplus / (Shortfall)	(60,000)	(50,000)	(51,111)	(400,000)
Ending Balance	233,309	243,309	476,400	127,511

FY 2019 – OTHER FUNDS’ ADJUSTMENTS
 (\$)

- Gifts Fund (306) Draft: Recognition of higher gifting level of Friends of BPL
- Foundation Fund (307) Draft: Placeholder for Central Improvement Project furniture and fixture



WE BELIEVE

- That STEM is for everyone
- That learning about STEM can be fun
- Engaging in STEM happens on a daily basis

CORNERSTONES TEAM

- Sarah Dentan (Administration)
- Jack Baur (North)
- Erica Dean Glenn (Central)
- Anh-Vu Doan (Central)
- Will Marston (West)
- Oona Okragly (North)

with help from:

- Kay Finney (Central)
- Perlita Payne (Claremont)
- Emiliano Ruiz (Technical Services)

GETTING STARTED

- Patron and staff surveys
- Stakeholder interviews
 - address “STEM gap”
- Advisory Group
- Trainings
 - Project Planning
- Collection assessment



ADDITIONAL PROGRESS

- Cornerstones page on staff intranet (Bloop)
- Added a way to search for STEM programs in web calendar
- Researched circulating science kits at other libraries
- Decided on three kits to start:
 - Telescope Kit
 - Microscope Kit
 - Google Cardboard/Virtual Reality Kit

A SAMPLING OF PREVIOUS AND CURRENT STEM PROGRAMS



A SAMPLING OF PREVIOUS AND CURRENT STEM PROGRAMS

Virtual Reality Fridays @Central



Next event (Weekly): March 9, 2018 - 3:30pm-5:00pm [View all dates](#)
Central Library

VR Fridays returns!

Berkeley Public Library and Virtual Reality @ Berkeley invite you to experience virtual reality first hand. Experiment with this new technology! **Ages 12 and up.** Third floor Electronic Classroom. Participants will be asked to sign a waiver. Fridays beginning January 26, 2018. First come, first served.



A SAMPLING OF PREVIOUS AND CURRENT STEM PROGRAMS



A SAMPLING OF PREVIOUS AND CURRENT STEM PROGRAMS



Eclipse 2017



Celebrate the eclipse with us at Berkeley Public Library. Attend our exciting programs, culminating in a live viewing of the eclipse right here in Berkeley!

- **Free Eclipse Safe Viewing Glasses.** Are available while supplies last at upcoming eclipse events listed below.
- **Eclipse Video Displays:** View at Central Reference Desk (2nd Floor) and Central Children's Room (4th Floor) from July 22 to August 31.
- **Virtual Reality Astronomy Experience:** Bring your cell phone to use Google VR. Monday, July 24, 6-7:30 pm, Central Children's Room, 4th Floor.
- **2 in 1 Science Lecture with UC Berkeley**

Astronomy Department: Dark Matter; Eclipse. Monday, July 31, 6-7:30 pm, Central Meeting Room, 3rd Floor.

- **Popular Educator Andrew Fraknoi, Presenter: Eclipse 2017.** Talk with slides and discussion for ages 10 to adult. Saturday, August 5, 2-4 pm, Central Meeting Room, 3rd Floor.
- **Space Cosplay/Costume Event & Free Short Movies.** Ages 10 to adult. Sunday, August 13, 1-3 pm, Central Meeting Room, 3rd Floor.
- **GRAND FINALE: Live Eclipse Group Viewing plus Free Safe Viewing Glasses.** Monday, August 21, 9-11:30 am. Central Library front steps, 2090 Kittredge Street.



CELEBRATION OF STEM

APRIL 8-14, 2018

- Portable planetarium show from Chabot Space Science Center
- Claremont STEM Fair
- STEM Story Times at selected locations
- Virtual Reality Fridays
- Film Screenings on Science Fiction and Science Topics
- Cornerstones Telescope Kit
- Cornerstones at Berkeley web page

GOING FORWARD

- Ongoing and new programs under the Cornerstones umbrella
- Professional Development with Lawrence Hall of Science in leading learning conversations around STEM topics
- Orientation on telescopes with Astronomical Society of the Pacific
- All-Staff meeting presentation in March
- Additional Cornerstones kits to come
- Citywide Read Program – featuring the book *This Changes Everything: Capitalism and Climate Change* by Naomi Klein



CONSENT CALENDAR

April 4, 2018

To: Board of Library Trustees

From: Dennis Dang, Administrative and Fiscal Services Manager

Subject: Closing of the Public Library Fund (305) and Transferring the Fund Balance to the Library Tax Fund (301)

RECOMMENDATION

Adopt the resolution authorizing the Library to submit to the City Council of the City of Berkeley, for inclusion to the second amendment to the Annual Appropriations Ordinance for fiscal year 2018, an adjustment to the Library's FY 2018 Budget closing the Public Library Fund (305) via transfer of the Fund's fund balance into the Library Tax Fund (301).

FISCAL IMPACTS

This recommendation, which constitutes the Library's second amendment item to the City's Annual Appropriations Ordinance, requests authorization from the City Council to close the Public Library Fund (305) via transfer of the Fund's fund balance, currently at \$56,282.67, into the Library Tax Fund (301).

The Library's first amendment item to the City's Annual Appropriations Ordinance, authorized by BOLT Resolution No. R17-043 on September 6, 2017, recommended re-appropriation of committed prior year funding and other adjustments totaling \$470,134. The first amendment was adopted by the City Council on December 19, 2017.

BACKGROUND

The City's Annual Appropriations Ordinance (AAO) establishes the expenditure limits by Fund for FY 2018. Throughout the year, the City takes actions that amend the adopted budget. These may include, but are not limited to, the acceptance of new grants, revisions to existing grants, and adjustments to adopted expenditure authority due to emergency needs. The City Charter vests the Board of Library Trustees with the power to manage the Library; consequent to this, Library requests for adjustments to the adopted budget are recommended by the Board to the City Council for inclusion to the Annual Appropriations Ordinance.

CURRENT SITUATION AND ITS EFFECTS

The Public Library Fund (305) was funded by a program of the California State Library. The Fund received unrestricted annual awards based on a per capita calculation and distribution share of population. The last program receipts were received in fiscal year 2011. To date, the Fund has an unrestricted fund balance of \$56,282.67.

Subsequent to the economic downturn during the late 2000s and early 2010s the Library set aside the fund balance of the Public Library Fund (305) as backup support for the BerkeleyREADS adult literacy program. There has not been any recorded expenditure in the Fund since fiscal year 2013.

RATIONALE FOR RECOMMENDATION

The City is scheduled to implement a new *enterprise resource planning* business system on July 1, 2018. In preparation for this go-live date the Library seeks to retire the Public Library Fund (305) due to discontinuation of funding support from the California State Library, ongoing expenditures inactivity, and a reevaluation that

BERKELEY PUBLIC LIBRARY
CONSENT CALENDAR REPORT

Closing of the Public Library Fund (305) and Transferring the Fund Balance to the Library Tax Fund (301)

Page 2

any required backup for the BerkeleyREADS literacy program shall henceforth be supported by the Library Tax Fund (301).

In reference to this Library requested item, the Board's acceptance of this recommendation allows the City to amend the FY 2018 Library Adopted Budget for funds authorized by the City Council, new funds from outside entities, and for amounts appropriated from fund balances.

Attachments

1. Resolution

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO: R18-___

CLOSE THE PUBLIC LIBRARY FUND (305) AND TRANSFER THE FUND BALANCE TO THE LIBRARY TAX FUND (301)

WHEREAS, the City's Annual Appropriations Ordinance (AAO) establishes the expenditure limits by Fund for FY 2018; and

WHEREAS, on September 6, 2017, BOLT Resolution No. R17-043 authorized the Library's first amendment item to the City's Annual Appropriations Ordinance recommending re-appropriation of committed prior year funding and other adjustments totaling \$470,134; and

WHEREAS, the City is scheduled to implement a new enterprise resource planning business system on July 1, 2018; and

WHEREAS, the Library has conducted a review of all Library Fund groupings and determined that due to discontinuation in fiscal year 2011 of funding support from the California State Library and ongoing expenditures inactivity in the Public Library Fund (305) that the Fund be retired with transfer of fund balance monies into the Library Tax Fund (301); and

WHEREAS, the Public Library Fund (305) has a current unrestricted fund balance of \$56,282.67; and

NOW, THEREFORE BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley hereby recommends to the City Council of the City of Berkeley, for inclusion to the second amendment to the Annual Appropriations Ordinance for fiscal year 2018, an adjustment to the Library's fiscal year 2018 Adopted Budget closing the Public Library Fund (305) via transfer of the Fund's fund balance into the Library Tax Fund (301).

ADOPTED by the Board of Library Trustees of the City of Berkeley during a regular meeting held on April 4, 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 Trustees



CONSENT CALENDAR

April 4, 2018

TO: Board of Library Trustees

FROM: Elliot Warren, Acting Director of Library Services

SUBJECT: LIBRARY INTERNET USE POLICY

RECOMMENDATION

Adopt a resolution authorizing revisions to the Library Internet Use policy that updates it to include coverage of use of the Library's laptops and wireless system. The revision removes out of date content related to provision of privacy screens and updates it to more clearly support changes to the Behavior Guidelines policy and the adoption of the Library's Customer Service philosophy. Both of these documents prioritize the Library's responsibility to provide a welcoming environment for Library patrons. Revisions to the Computer Use Policy are informed by these more recent documents and are intended to align and clarify practices. The revision also removes out of date content related to some rules for access to the public computers.

FISCAL IMPACT

This report will have no fiscal impacts.

BACKGROUND

Berkeley Public Library provides free access to the Internet as part of our mission to provide resources in a wide variety of formats to meet the community's cultural, informational, recreational, and educational need. Access to electronic resources by way of public computers, laptops, and a free wireless network is a core Library service. In view of the complex issues associated with access to electronic information, the American Library Association urges libraries to formally adopt Internet use policies developed from their specific missions and goals. When first adopting a Library Internet Use Policy, Berkeley Public Library staff researched the policies of other libraries and developed a policy designed to support providing a high degree of internet access and privacy for patrons. The current proposed policy was developed to improve upon previous versions and to enable staff to better meet the mission of creating a welcoming environment for patrons.

The current Library Internet Use Policy was last updated in July of 2014 mainly to incorporate language regarding the provision of privacy screens. It also established guidelines for access and incorporated a Terms of Use requirement for patrons to agree to prior to initiating a session.

In May of 2015, BOLT adopted a Behavior Guidelines Policy that prohibits "use of the Library computers in a way that interferes with a safe, welcoming and comfortable environment for other patrons and staff." Additionally, the Library now lends laptops from each facility, has plans to increase the number of laptops it lends, and will be making the process for borrowing laptops easier. The Library's wireless network allows internet access within all public areas of each building and is used at a higher rate than

ever before. In fact, the majority of access to the Library's network is no longer done via the Library's public computers. The policy is being updated to reflect these practical changes.

CURRENT SITUATION AND ITS EFFECTS

The Library Internet Use Policy as revised establishes policy regarding patron responsibilities for content and behavior while accessing the internet in Library facilities, and connects user responsibilities with the Library Behavior Guidelines.

This revision removes mention of privacy screens because laptops cannot be privacy-screen enabled and because these screens are imperfect tools; the Library cannot guarantee that such screens prevent others in the area from viewing content. The revision furthermore clarifies that the policy covers internet access via laptops and the Library's high speed wireless network, not just the public computer stations. The revision is intended to support the Library's Behavior Guidelines by clarifying that Library staff are empowered to facilitate a welcoming environment by asking patrons to change screens when necessary to support that environment. The revision reminds patrons that the Library is a public setting and that they are expected to use their best judgment when using the Library's internet services.

FUTURE ACTION

No further action is required.

Attachments:

1. Resolution
2. Existing Library Internet Use Policy (adopted July 23, 2014)
3. Library Internet Use Policy – Revised
4. Behavior Guidelines approved May 28, 2015
5. Berkeley Public Library Customer Service Philosophy

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO: 18-____

REVISED LIBRARY INTERNET USE POLICY

WHEREAS, the Berkeley Public Library provides its patrons free access to the Internet through a wireless network, laptop computers, and public access computers available in all branches, which is consistent with the Library's mission; and

WHEREAS, the Board adopted an Internet Use Policy on October 24, 2007 by Resolution R07-106; and

WHEREAS, the Board revised the Internet Use Policy on July 23, 2014 by Resolution R14-042; and

WHEREAS, that policy did not explicitly describe the policy as covering laptops or the wireless network; and

WHEREAS, the Library now provides free high speed wireless access and borrowable laptops from each of its facilities;

WHEREAS, the Board adopted a Behavior Guidelines policy on May 28, 2015 by Resolution R15-106 that prohibits "use of the Library computers in a way that interferes with a safe, welcoming and comfortable environment for other patrons and staff;" and

WHEREAS, privacy screens cannot be placed on laptops and cannot guarantee complete privacy when used in a public setting; and

WHEREAS, all areas of the areas of Berkeley Public Library facilities that patrons can access are public spaces; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to adopt the revised Internet Use Policy, which establishes policy regarding patron responsibilities for content and behavior while accessing the Internet in Library facilities, effective April 4, 2018.

ADOPTED by the Board of Library Trustees of the City of Berkeley during a Meeting held on April 4, 2018 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Diane Davenport, Chairperson

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

**BERKELEY PUBLIC LIBRARY
POLICIES**

SUBJECT: Internet Use Policy

A.R. Number	10.16
ORIGINAL DATE:	10/24/07
REVISED DATE:	07/23/2014
BOLT Resolution #:	
PAGE:	1 of 2

A. I. PURPOSE

The purpose of this administrative regulation is to set forth a policy governing the use of the Internet by patrons in any Berkeley Public Library facility, and upon which procedures for implementing this policy can be based.

II. POLICY

The Berkeley Public Library provides public access to the Internet to fulfill, in part, the Library's mission of developing resources and services that meet the cultural, informational, recreational, and educational needs of Berkeley's diverse, multicultural community, and of supporting the individual's right to know by providing free access to information. The Library adheres to the American Library Association's policy statement *Access to Electronic Information, Services, and Networks: An Interpretation of the Library Bill of Rights*, which supports the right of individuals to choose library materials for themselves, including those in electronic formats. All Library computers must be used in accordance with this policy and the Berkeley Public Library Rules of Conduct.

Responsibility for Content: The Berkeley Public Library does not monitor and has no control over the information available on the Internet and cannot be held responsible for the content, accuracy, or quality of the information retrieved. Not all information available on the Internet is accurate, complete, up-to-date, lawful, or philosophically acceptable to all individuals. The Library does not limit access to sites on the Internet or censor information that some may find offensive.

The Library encourages parents and guardians to participate with their children in using Library resources and the Internet. The Library affirms the right and responsibility of a parent to determine and monitor their child's Internet access. Computers reserved for the exclusive use by children, or children with guardians, are available in children's areas of the Library.

The user is ultimately responsible for selecting which sites to visit but should be aware that Library computers are in a public area and that others may be involuntarily exposed to what is displayed. Privacy screens are installed on all Internet access computers. However, these screens do not fully prevent other library users from seeing what you are viewing. Users are asked to respect the privacy of others and adhere to the Library Rules of Conduct. Violations may result in the loss of Library privileges.

Use of Library Equipment: Illegal activities or activities that interfere with or disrupt the network, users, services, or equipment are prohibited. Use of the Library's computers for the transmission, dissemination, and/or duplication of information is regulated under various state and federal laws. The Library expects all users to comply with such laws. There are time limits on Library computer use per day; the limit may vary according to location and level of demand. Violation of these limits

A.R. Number 10.16 Internet Use Policy

in any way, including representing oneself as another person by access codes or library card number may result in loss of Library privileges.

To use an Internet access computer, a patron must have a Berkeley Public Library card in good standing. Accounts whose fines and fees exceed \$100 are blocked from access to Internet computers.

Each time a patron logs onto an Internet Access computer, they must agree to the [terms of use](#).

Reviewed by: _____ Director of Library Services Date
--

Approved by: _____ Chair, Board of Library Trustees Date
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**BERKELEY PUBLIC LIBRARY
POLICIES****SUBJECT: Internet Use Policy**

A.R. Number	10.16
ORIGINAL DATE:	10/24/07
REVISED DATE:	04/04/2018
BOLT Resolution #:	
PAGE:	1 of 2

PURPOSE

The purpose of this administrative regulation is to set forth a policy governing the use of the Internet by patrons in any Berkeley Public Library facility, and upon which procedures for implementing this policy can be based.

POLICY

The Berkeley Public Library provides public access to the Internet to fulfill, in part, the Library's mission of developing resources and services that meet the cultural, informational, recreational, and educational needs of Berkeley's diverse, multicultural community, and of supporting the individual's right to know by providing free access to information. The Library provides internet access in three ways:

- Public computer stations
- Borrowable laptop computers for Library use only
- A wireless network available to people with their own wireless devices

This policy applies to use of each of these three services.

The Library adheres to the American Library Association's policy statement *Access to Electronic Information, Services, and Networks: An Interpretation of the Library Bill of Rights*, which supports the right of individuals to choose library materials for themselves, including those in electronic formats. All Library computers must be used in accordance with this policy and the Berkeley Public Library Rules of Conduct. The Library must balance the goal of supporting intellectual access with that of maintaining a welcoming environment. When use of the Library's public computers, laptops, or wireless network interferes with other patrons' ability to use Library services, staff may ask patrons to change their behavior.

Responsibility for Content: The Berkeley Public Library does not monitor and has no control over the information available on the Internet and cannot be held responsible for the content, accuracy, or quality of the information retrieved. Not all information available on the Internet is accurate, complete, up-to-date, lawful, or philosophically acceptable to all individuals. The Library does not filter content on the internet.

The Library encourages parents and guardians to participate with their children in using Library resources and the Internet. The Library affirms the right and responsibility of a parent to determine and monitor their child's Internet access. Computers reserved for the exclusive use by children, or children with guardians, are available in children's areas of the Library.

The user is ultimately responsible for selecting which sites to visit, and should be aware that Library computers are in a public area where others may be involuntarily exposed to what is displayed. Computer users have no guarantee of privacy when in a public area. To

ensure a welcoming environment conducive to providing library services for the entire community, patrons are expected to exercise good judgment and consideration. Some materials, such as sexually graphic or violent materials, may be more appropriate for viewing in the privacy of one's home rather than in a public space. Patrons may be asked to change screens if their use of the internet, computers, and/or devices interferes with the ability of the Library to provide a welcoming environment for the public. Users are expected to adhere to the Library's Behavior Guidelines and/or Rules of Conduct. Violations may result in the loss of Library privileges.

Use of Library Equipment: Illegal activities or activities that interfere with or disrupt the network, users, services, or equipment are prohibited. Use of the Library's computers for the transmission, dissemination, and/or duplication of information is regulated under various state and federal laws. The Library expects all users to comply with such laws.

There are time limits on Library computer use per day; the limit may vary according to location and level of demand. The Library strives to provide as much access for all as possible and seeks to identify ways to enable access to the highest extent possible, given limited resources and equipment. However, violation of time limits may result in loss of Library privileges when it is deemed to disrupt access to the internet for other users.

Reviewed by:

Director of Library Services

Date

Approved by:

President, Board of Library Trustees

Date

Berkeley Public Library Behavior Guidelines

Berkeley Public Library seeks to create a welcoming environment that enables learning, reading, and seeking Library resources. The Library Board has adopted the following behavioral guidelines for the safety and comfort of all Library patrons and staff, and for safeguarding the Library's facilities and resources.

Any behavior that interferes with the reasonable use and operations of the Library is forbidden, and may result in the suspension of Library privileges.

The following behaviors are prohibited:

- Refusal to follow reasonable direction from Library staff or security guards
- Engaging in any illegal activity
- Assault, fighting or challenging to fight
- Engaging in or soliciting any sexual act
- Theft, damage, or destruction of Library property
- Harassing or threatening language or conduct toward library patrons or staff
- Carrying weapons of any type
- Sleeping
- Lying on floors or furniture
- Blocking entrances, exits, or walkways
- Exuding offensive, pervasive odors, including pervasive fragrances caused by perfume or other scented products, which constitutes a nuisance to other patrons or staff
- Riding skates, roller shoes, scooters, skateboards, or other similar devices
- Unreasonable or excessive noise that disrupts other patrons or staff (e.g. loud talking, screaming, playing audio equipment, banging on desks or computer keyboards)
- Inappropriate use of restrooms (e.g. bathing, washing clothes)
- Smoking in the Library or within 25 feet of doors and windows
- Bringing in excessive personal materials (all personal items together must be within 16x18x24), or leaving personal items unattended
- Failing to wear shoes, shirt/top, and skirt/pants
- Failing to abide by posted notices regarding reserved seating, or other reserved spaces
- Leaving a child (7 and under) unattended by a parent or other responsible caregiver.
- Fraudulent use of another's Library card and/or number for any purpose, including using another's Library card to reserve or use Library computers
- Bringing animals into the Library, unless they are service animals authorized by law
- Petitioning or soliciting in the Library
- Possessing, consuming or being under the influence of alcohol or illegal drugs
- Eating in the Library
- Drinking in the Library, unless bottles or cups have a secured lid
- Use of the Library computers in a way that interferes with a safe, welcoming and comfortable environment for other patrons and staff

In line with the Patron Suspension Policy, authorized Library staff may suspend persons who, advised of the behavioral guidelines above, fail to comply with them.

See the [Patron Suspension Policy](#)  for further information/See the [Unattended Children Policy](#)  for further information



Customer Service Philosophy

This philosophy was adopted in November, 2017 as the result of work by the Library's Customer Service Planning Team, Library Council, and Library Management.

We provide a universally welcoming environment. We facilitate equitable access to Library resources.

We assume best intentions and respond with empathy and integrity. We actively listen to community members and each other.

We empower patrons to use the Library independently and with ease; we meet patrons' needs at point of contact, refer to others when necessary, and follow up consistently.

We regularly promote the Library in a positive manner. We are committed to finding more ways to say "yes."

We develop methods to satisfy the needs of our diverse community and mindfully consider the developmental needs and interests of all age levels.

We maintain a high level of safety awareness for the community and each other.

We are knowledgeable of Library policies and procedures and apply them equitably.



CONSENT CALENDAR

April 4, 2018

TO: Board of Library Trustees
FROM: Elliot Warren, Acting Director of Library Services
SUBJECT: Berkeley Public Library Rules of Use Policy

RECOMMENDATION

Adopt the resolution approving the *Rules of Use Policy* to replace the *Berkeley Public Library Behavior Guidelines* previously approved on May 28, 2015

FISCAL IMPACT

This report will have no fiscal impacts.

BACKGROUND

The Library Board of Library Trustees adopted the *Library Rules of Conduct* in 1988, with revisions adopted in 1991, 2002, 2006, 2007, 2009 and lastly in 2012.

The Board adopted the *Patron Suspension Policy* which is linked to the Rules of Conduct in September 2002, with revisions in 2012.

Additionally, the City of Berkeley adopted its Administrative Regulation 1.15, governing rules of behavior for visitors to City buildings, on March 10, 2003 and last revised it in 2016. In 2007 Library staff, in striving to bring Library policies into conformance with City policies, brought before the Board an Administrative Regulation modeled after the City A.R. 1.15 addressing the need to formalize Library policy with regard to establishing limits on unacceptable behavior in its facilities.

In May of 2015, the Board of Library Trustees supplanted the Rules of Conduct with a Behavior Guidelines Policy.

CURRENT SITUATION AND ITS EFFECTS

City A.R. 1.15 "implements the building security and usage rules...for visitors to **all** City of Berkeley buildings..." The Administrative regulation goes on to say that specific building rules may be developed and that BOLT is empowered to establish rules for the City owned facilities (i.e. each of the five libraries) subject to its management. A.R. 1.15 lists each of the rules established for such City buildings. However, because the Library no longer has a *Rules of Conduct* or *Rules of Use Policy*, A.R. 1.15 does not include the Library's rules as an appendix, whereas it does include those of many other City buildings. The change from *Behavior Guidelines* to *Rules of Use* will allow the City to integrate the Library's policy into A.R. 1.15 and in doing so will enable improved communications between Library staff and Berkeley Police who are occasionally asked to facilitate removal of patrons who violate Library policy. The new policy clarifies that Library *Rules of Use* are intended to support A.R. 1.15.

The updated policy describes two categories of behavior that are not allowed: *Disruptive Behavior* and *Significant Violations*. The policy describes the difference between these categories, includes examples of each, and clarifies how staff will respond depending upon the category of behavior displayed.

In addition, the policy incorporates a number of changes that reflect staff discussions about how the Library can better respond to disruptive behavior. There is now a new category of disruptive behavior described as the “Monopolization or blocking of Library space, resources, equipment, or furniture.” The policy provides examples of the kinds of behavior that fall under this category, including lying on floors or other surfaces, bringing in excessive personal belongings, and leaving personal items unattended. Furthermore, other kinds of unspecified behavior that monopolizes Library resources are not precluded from being subject to these rules of use.

The new policy clarifies that for safety reasons, Library staff will attempt to wake up patrons who appear to be sleeping or unconscious. This element has been included as the result of much national and internal discussion about the need to prevent opioid overdoses and the number of times staff intervention with a seemingly sleeping patron results in the need to call emergency services to handle a serious health issue. Waking patrons saves lives.

The policy also makes changes to language about food in the Library designed to reflect the current practice that in some areas of our Libraries, and at some times, such as during special Library programs, food--generally snacks rather than meals--is indeed permitted. Other changes include a specification that use and/or possession of marijuana in the Library, despite it no longer being considered an “illegal drug” under California law, is not permitted, and that food odors can be considered an element of the pervasive odor category.

FUTURE ACTION

No future action is required.

Attachments:

1. Resolution
2. Existing Berkeley Public Library Behavior Guidelines
3. Draft Berkeley Public Library Rules of Use Policy
4. Draft Berkeley Public Library Rules of Use Policy Handout
5. Berkeley Public Library Patron Suspension Policy

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO: 18-____

ADOPTION OF BERKELEY PUBLIC LIBRARY RULES OF USE POLICY

WHEREAS, the Library has developed procedures for employees to follow when encountering violations of rules of use in the context of the Library's mission to provide all Library patrons with a safe and welcoming experience; and

WHEREAS, the Board of Library Trustees adopted the *Library Rules of Conduct* in 1988, with revisions adopted in 1991, 2002, 2006, 2007, 2009 and lastly in 2012; and

WHEREAS, the Board of Library Trustees adopted the *Patron Suspension Policy* which is linked to the *Rules of Conduct* in September 2002, with revisions in 2012; and

WHEREAS, the City of Berkeley adopted its Administrative Regulation 1.15, *Governing Rules of Behavior for Visitors to City Buildings*, on March 10, 2003 and last revised it in 2016; and

WHEREAS, the Board of Library Trustees adopted a *Behavior Guidelines Policy* in May, 2015 that supplanted the *Library Rules of Conduct*, thereby unintentionally disassociating it from City A.R. 1.15; and

WHEREAS, it is in the interest of the Library for the rules that govern use of the five City of Berkeley owned facilities managed by the Library to be included in A.R. 1.15; and

WHEREAS, operational needs and staff experiences since 2015 reflect a need to revise and update some aspects of the rules; and

WHEREAS, there is a need to provide clarity about what comprises *disruptive behavior* rather than a *significant violation* because the nature of staff response to violations of the rules is governed by these categories;

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to adopt the *Berkeley Public Library Rules of Use Policy* effective April 4, 2018

ADOPTED by the Board of Library Trustees of the City of Berkeley at a Meeting held on April 4, 2018:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Diane Davenport, Chairperson

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

Berkeley Public Library seeks to create a welcoming environment that enables learning, reading, and seeking Library resources. The Library Board has adopted the following behavioral guidelines for the safety and comfort of all Library patrons and staff, and for safeguarding the Library's facilities and resources.

Any behavior that interferes with the reasonable use and operations of the Library is forbidden, and may result in the suspension of Library privileges.

The following behaviors are prohibited:

- Refusal to follow reasonable direction from Library staff or security guards
- Engaging in any illegal activity
- Assault, fighting or challenging to fight
- Engaging in or soliciting any sexual act
- Theft, damage, or destruction of Library property
- Harassing or threatening language or conduct toward library patrons or staff
- Carrying weapons of any type
- Sleeping
- Lying on floors or furniture
- Blocking entrances, exits, or walkways
- Exuding offensive, pervasive odors, including pervasive fragrances caused by perfume or other scented products, which constitutes a nuisance to other patrons or staff
- Riding skates, roller shoes, scooters, skateboards, or other similar devices
- Unreasonable or excessive noise that disrupts other patrons or staff (e.g. loud talking, screaming, playing audio equipment, banging on desks or computer keyboards)
- Inappropriate use of restrooms (e.g. bathing, washing clothes)
- Smoking in the Library or within 25 feet of doors and windows
- Bringing in excessive personal materials (all personal items together must be within 16x18x24), or leaving personal items unattended
- Failing to wear shoes, shirt/top, and skirt/pants
- Failing to abide by posted notices regarding reserved seating, or other reserved spaces
- Leaving a child (7 and under) unattended by a parent or other responsible caregiver.
- Fraudulent use of another's Library card and/or number for any purpose, including using another's Library card to reserve or use Library computers
- Bringing animals into the Library, unless they are service animals authorized by law
- Petitioning or soliciting in the Library
- Possessing, consuming or being under the influence of alcohol or illegal drugs
- Eating in the Library
- Drinking in the Library, unless bottles or cups have a secured lid
- Use of the Library computers in a way that interferes with a safe, welcoming and comfortable environment for other patrons and staff

In line with the Patron Suspension Policy, authorized Library staff may suspend persons who, advised of the behavioral guidelines above, fail to comply with them.

See the [Patron Suspension Policy](#)  for further information/See the [Unattended Children Policy](#)  for further information.

BERKELEY PUBLIC LIBRARY POLICIES

ORIGINAL DATE:	04/04/2018
BOLT Resolution #:	
REVISED DATE:	
PAGE:	1 of 2

SUBJECT: Rules of Use Policy

Berkeley Public Library seeks to create a welcoming environment for Library patrons. The Rules of Use are designed to ensure the safety and comfort of all Library patrons and staff. All Berkeley Public Library facilities are City of Berkeley property regulated by City of Berkeley Administrative Regulation 1.15 (Posting and Enforcing Rules for Visitors to All City Buildings).

There are two types of violations of the Library's Rules of Use:

- *Disruptive behavior* that will result in an immediate warning by staff to change behavior.
- *Significant violations* that will result in immediate suspension of Library privileges

Disruptive Behavior

Any behavior that interferes with the reasonable use and operations of the Library is not permitted. Violators will be made aware of the violation and will be asked to change behavior. Failure to heed staff's warning may result in the immediate suspension of Library privileges. Continued disruptive behavior violations may result in longer suspensions. Examples of disruptive behavior include the following:

- Refusal to follow reasonable direction from Library staff or security guards.
- Unreasonable or excessive noise that disrupts other patrons or staff.
- Use of the Library computers in a way that interferes with a safe, welcoming, comfortable environment for other patrons & staff.
- Monopolization or blocking of Library space, resources, equipment, or furniture. Examples include lying on floors or other surfaces, bringing in excessive personal materials (greater than 16"x18"x24"), or leaving personal items unattended.
- Sleeping. As a safety check, Library staff will attempt to wake patrons who appear to be unconscious or asleep.
- Exuding offensive, pervasive odors. This includes any odor that creates a nuisance to other patrons or staff, such as food odors or pervasive fragrances caused by perfume or other scented products.
- Riding skates, roller shoes, scooters, skateboards, or other similar devices on Library property.
- Inappropriate use of restrooms, including washing clothes or bathing.
- Smoking in the Library or within 25 feet of doors and windows.
- Failing to wear shoes, shirt/top, and skirt/pants.
- Failing to abide by posted notices regarding reserved seating or other reserved spaces.
- Leaving a child (7 and under) unattended by a parent or other responsible caregiver.
- Fraudulent use of another's Library card.
- Bringing animals into the Library unless they are service animals authorized by law.
- Petitioning or soliciting.
- Possessing, consuming, or being under the influence of alcohol, marijuana, or illegal drugs.
- Food consumption is restricted to special events and/or designated spaces. Beverages with secured lids are permitted.

Significant Violations

Significant violations may result in the immediate suspension of Library privileges for a week or longer. Examples include:

- Engaging in any illegal activity.
- Harassing, fighting, assaulting, or threatening people.
- Engaging in or soliciting any sexual act.
- Theft, damage, or destruction of Library property or the property of others.
- Carrying weapons of any type.
- Entering into staff areas for the purpose of burglary or intimidation, or without staff approval or knowledge.

Suspensions

Patrons who are suspended are not permitted to use Library services or enter onto Library property. Please see the [Library's Suspension Policy](#) for details.

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

Berkeley Public Library seeks to create a welcoming environment for Library patrons. The Rules of Use are designed to ensure the safety and comfort of all Library patrons and staff. All Berkeley Public Library facilities are City of Berkeley property regulated by City of Berkeley Administrative Regulation 1.15 (Posting and Enforcing Rules for Visitors to All City Buildings).

There are two types of violations of the Library's Rules of Use:

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- *Significant violations* that will result in immediate suspension of Library privileges

Disruptive Behavior

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- Refusal to follow reasonable direction from Library staff or security guards.
- Unreasonable or excessive noise that disrupts other patrons or staff.
- Use of the Library computers in a way that interferes with a safe, welcoming, comfortable environment for other patrons & staff.
- Monopolization or blocking of Library space, resources, equipment, or furniture. Examples include lying on floors or other surfaces, bringing in excessive personal materials (greater than 16"x18"x24"), or leaving personal items unattended.
- Sleeping. As a safety check, Library staff will attempt to wake patrons who appear to be unconscious or asleep.
- Exuding offensive, pervasive odors. This includes any odor that creates a nuisance to other patrons or staff, such as food odors or pervasive fragrances caused by perfume or other scented products.
- Riding skates, roller shoes, scooters, skateboards, or other similar devices on Library property.
- Inappropriate use of restrooms, including washing clothes or bathing.
- Smoking in the Library or within 25 feet of doors and windows.
- Failing to wear shoes, shirt/top, and skirt/pants.
- Failing to abide by posted notices regarding reserved seating or other reserved spaces.
- Leaving a child (7 and under) unattended by a parent or other responsible caregiver.
- Fraudulent use of another's Library card.
- Bringing animals into the Library unless they are service animals authorized by law.
- Petitioning or soliciting.
- Possessing, consuming, or being under the influence of alcohol, marijuana, or illegal drugs.
- Food consumption is restricted to special events and/or designated spaces. Beverages with secured lids are permitted.

Significant Violations

Significant violations may result in the immediate suspension of Library privileges for a week or longer. Examples include:

- Engaging in any illegal activity.
- Harassing, fighting, assaulting, or threatening people.
- Engaging in or soliciting any sexual act.
- Theft, damage, or destruction of Library property or the property of others.
- Carrying weapons of any type.
- Entering into staff areas for the purpose of burglary or intimidation, or without staff approval or knowledge.

Suspensions

Patrons who are suspended are not permitted to use Library services or enter onto Library property. Please see the Library's Suspension Policy for details.

BERKELEY PUBLIC LIBRARY POLICIES

SUBJECT: Patron Suspension Policy

ORIGINAL DATE:	09/11/2002
BOLT Resolution #:	R02-067
REVISED DATE:	05/28/2015
BOLT Resolution #:	R15-106
PAGE:	1 of 4

In order to provide and maintain a comfortable and safe environment for all patrons and library staff, the Board of Library Trustees has approved the Berkeley Public Behavior Guidelines. Violation or repetitive violation of any of the behavior guidelines may warrant a suspension of library privileges. Suspension of library privileges will result in removal from, and denial of access to, all Berkeley Public Library services and facilities for a designated period of time.

SUSPENSION PROCEDURES

In order to be fair and equitable in the application of the Berkeley Public Library Behavior Guidelines and to provide documentation of the enforcement of these guidelines, authorized library staff members shall apply the following procedures:

A. IMMEDIATE SUSPENSION WITH FURTHER ACTION TO FOLLOW:

The following behaviors will not be tolerated:

- Engaging in any illegal activity
- assault, fighting or challenging to fight
- engaging in or soliciting any sexual act
- theft, damage, or destruction of library property; and
- harassing or threatening language or conduct toward library patrons or staff.

Authorized library staff will instruct anyone displaying these behaviors to leave the library facility immediately. Police may be called and additional legal action may occur, as appropriate. In addition, based on the severity of the situation, a suspension of library privileges for up to one year will be applied without advance warning or prior suspension. The Director or Deputy Director of Library Services will determine and assign the appropriate suspension period.

All other prohibited behaviors will be addressed in the following manner:

FIRST VIOLATION: Initial warning and given copy of Library Behavior Guidelines

SECOND VIOLATION: Library privileges suspended for the day

THIRD VIOLATION: Library privileges suspended for seven days

FOURTH VIOLATION: Library privileges suspended for up to one year

Circumstances, including the seriousness or continuing nature of the conduct may warrant immediate suspension of library privileges.

B. INITIAL WARNINGS:

When a patron has violated the Berkeley Public Library Behavior Guidelines by displaying behavior that is more disruptive than violent or physically threatening, authorized library staff will handle these situations in the following manner:

1. Provide the patron with a copy of the Library Behavior Guidelines. Explain to the patron that they are engaging in disruptive behavior, what that behavior is and

the importance of abiding by the behavior guidelines. The patron will be advised that further violations of the rules will not be tolerated and may result in their being asked to leave for the day.

2. The library staff member will fill out a Library Incident Report to document the incident and conversation with the patron. The Incident Report will be submitted to Library Administration.

C. SUSPENSION – 1 DAY

1. If the patron continues disruptive behavior either the same day or another day, authorized library staff will reaffirm all previous conversations with the patron. Regarding the behavior and instruct the patron to leave the facility for the day: Library patrons who feel the treatment is unfair will be offered the name and telephone number of the next ranking library staff member so that they may communicate their concerns.
2. Library staff will again document the incident with a Library Incident Report submitted to Library Administration.

D. SUSPENSION – 7 DAY:

Longer than 1-day suspensions will be issued if a patron continues to display disruptive behavior after receiving a one-day suspension. If disruptive behavior continues a patron may be suspended for a minimum of 7 days and a maximum of one year. Any suspension longer than 7 days will be issued in a minimum of one-month increments.

1. If a patron has been issued a one-day suspension for disruptive behavior and if disruptive behavior continues either during the suspension period or afterwards, a patron will then be suspended for 7 days.
2. When a decision is made to suspend a patron for 7 days or more, authorized staff must complete the "Notice of 7-Day Library Suspension" document.
3. A copy of the completed document will be provided to the patron. In the case of a minor (under the age of 18), the Library will also attempt to notify the parent or guardian and provide them with a copy of the completed document.
4. Authorized library staff will also complete a Library Incident Report and submit the report to Library Administration.
5. A patron will receive only one 7-day suspension for disruptive behavior. Any further suspensions for disruptive behavior will be for 1 or more months.
6. The patron will not be offered a formal hearing process for 7-day suspensions; however, they will be given the name and phone number of the appropriate Library Services Manager, Deputy Director and/or Director so that they may communicate their concerns by telephone or by submitting an appeal in writing.
7. To submit a written appeal the patron must complete the "Appeal of 7-Day Suspension" document. The patron must return the completed form to the suspending library within one working day from the date the suspension is issued.
8. The appeal will be reviewed by the Library Director, Deputy Director or Library Services Manager within one working day of submittal. If by a preponderance of the evidence it is determined that the suspension is unwarranted, the suspension will be withdrawn. The patron may call the library one day after submitting a written appeal to determine the status of the suspension.

E. SUSPENSION - 1-6 MONTHS:

1. If a patron has been issued a 7-day suspension for displaying disruptive behavior and disruptive behavior continues either during the suspension period or afterwards, a decision will be made to suspend the patron for one to six months. Authorized staff must complete the "Notice of 1-6 Month Library Suspension" document.
2. A copy of the completed document and all accompanying forms will be provided to the patron.
3. In the case of a minor (under the age of 18), the Library will also attempt to notify the parent or guardian and also provide them with the completed document and all accompanying forms.
4. Authorized library staff will complete a Library Incident Report and submit it to Library Administration
5. Any patron suspended for 1-6 months has the right to a hearing with the Suspension Hearing Panel. The Suspension Hearing Panel will be comprised of the Library Director and/or Deputy Director, and/or appropriate Library Services Managers and, when appropriate, a library security guard. Library staff or patrons that were witnesses to the event may also be asked to appear.
6. To receive a hearing the patron must follow the directions on the "Notice of 1-6
7. Month Suspension" and "Request for Suspension Hearing" documents.
8. The patron must return the completed forms to the suspending library within 7 working days from the date the suspension is issued.
9. All hearings are held at the Central Library. A parent or guardian must accompany a minor (under the age of 18) to the hearing.
10. The decision of the Suspension Hearing Panel for all 1-6 month suspensions is final.

F. SUSPENSION - 7 MONTHS OR LONGER:

1. If a decision is made to suspend a patron for longer than 6 months, the Deputy Director or Library Director will complete a "Notice of 7-12 Suspension" document.
2. A copy of the document and accompanying forms must be provided to the patron.
3. In the case of a minor (under the age of 18) the Library will attempt to provide the parent or guardian with a copy of the completed forms.
4. Any patron suspended for more than 6 months has the right to a hearing with the Extensive Suspension (ES) Hearing Panel. The ES Hearing Panel will be comprised of two (2) members of the Board of Library Trustees, and at least one authorized Library staff member such as the Library Director, Deputy Director or Library Services Manager. A library security guard will also be present. Library staff or patrons who were witnesses to the event may also be asked to appear.
5. To receive a hearing the patron must follow the directions on the "Notice of Suspension for 7-12 Months" and "Request for Extensive Suspension Hearing" documents. In addition, the patron must return the Request for Hearing form to the suspending library within seven days of receiving the suspension. All hearings are held at the Central Library.
6. The decision of the ES Hearing Panel will be final.

Approved by the Board of Library Trustees

September 11, 2002. Revised November 14, 2012, May 28, 2015.

Reviewed by:

Director of Library Services

Date

Approved by:

Chair, Board of Library Trustees

Date



CONSENT CALENDAR

April 4, 2017

To: Board of Library Trustees

From: Anna Gonzalez, Library Services Manager

Subject: California State Library FY 2018 Grant Funds for Harwood Public Innovators Lab

RECOMMENDATION

Adopt the resolution authorizing the Director of Library Services to accept and appropriate the FY 2018 Harwood Public Innovation Lab grant award for participation of up to three (3) staff members in the California State Library 3rd Harwood Lab to be held in Ontario, CA and reimbursement for associated travel costs up to \$300 per participant and eligible meals at program allowable rates.

INTRODUCTION

The California State Library has partnered with the Harwood Institute to enhance library staff's understanding and practices within the communities they serve. The Institute's mission is to partner with nonprofits and governmental agencies to help solve vexing problems through a process they call *Turning Outward*, a practice that uses the community, rather than internal organizational interests, as the reference point for decision making.

The Harwood Public Innovation for California Public Libraries project is designed to assist libraries to implement the Harwood framework, an approach developed and designed to support, enhance, and deepen the connections and effectiveness of library efforts and initiatives so that those engagements are effectively and substantively rooted in the context of their communities.

FISCAL IMPACTS

Minimal. Costs incurred in excess of the grant award will be expensed against budgeted staff travel and training funds appropriated in the Library Tax Fund (301).

As the Library is awarded grant funding to reimburse the Library for staff travel, accommodations, and most meal expenses, additional costs to be incurred are expected to be minimal.

The State Library will provide participatory access for three (3) staff members to the FY 2018 Harwood Public Innovation Lab training to be held during May 9 – May 11, 2018 in Ontario, CA, as well as reimbursement for hotel accommodations, up to \$300 in travel costs, and eligible meals at program allowable rates.

BACKGROUND

The Library seeks to develop a foundational approach to community engagement to deepen Library/community connections and relevance. The Harwood Institute provides coaching to library professionals to help staff magnify their understanding of the community and to make better decisions through the *Turning Outward* process. The Harwood Public Innovators Lab consists of a two and a half day intensive training program especially designed for library professionals and community partners. The Lab itself combines discussions, activities, and breakout groups focusing on key areas in which participants are forced to make choices; the Lab provides a framework and guidance on how best to approach critical markers in the decision making process.

CURRENT SITUATION AND ITS EFFECTS

Participants identified as attendees are the three Supervising Librarians who direct the community programming activities at the Central Library. Participating in the Harwood Public Innovators Lab affirms the Library's commitment to community engagement, indicates a commitment to developing effective community partnerships, and assists in strengthening efforts to lead productive and insightful community conversations.

The State Library will provide participatory access for three (3) staff members to the FY 2018 Harwood Public Innovation Lab training to be held during May 9 – May 11, 2018 in Ontario, CA, as well as reimbursement for hotel accommodations, up to \$300 in travel costs, and eligible meals at program allowable rates.

RATIONALE FOR RECOMMENDATION

By accepting the California State Library FY 2018 Grant Funds for Harwood Public Innovators Lab award, the Library affirms its commitment to community engagement, indicates a commitment to developing effective community partnerships through the *Turning Outward* process, and assists in strengthening efforts to lead productive and insightful community conversations.

Attachments

1. Resolution

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO: R18-___

TO ACCEPT THE CALIFORNIA STATE LIBRARY GRANT FUNDS FOR HARWOOD PUBLIC INNOVATORS LAB

WHEREAS, the California State Library has partnered with The Harwood Institute to implement the Harwood Public Innovation for California Public Libraries project, an approach developed and designed to support, enhance, and deepen the connections and effectiveness of library efforts and initiatives so that those engagements are effectively and substantively rooted in the context of their communities; and

WHEREAS, the Library has been selected for three (3) staff members to participate in the FY 2018 Harwood Public Innovation Lab training to be held during May 9 – May 11, 2018 in Ontario, CA; 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 accept and appropriate the FY 2018 Harwood Public Innovation Lab grant award for participation of up to three (3) staff members in the California State Library 3rd Harwood Lab to be held in Ontario, CA and reimbursement for associated travel costs up to \$300 per participant and eligible meals at program allowable rates.

ADOPTED by the Board of Library Trustees of the City of Berkeley during a regular meeting held on April 4, 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 Trustees



ACTION CALENDAR

April 4, 2018

TO: Board of Library Trustees
FROM: Dennis Dang, Administrative and Fiscal Services Manager
SUBJECT: Biennial Budget Update FY 2019 – All Library Funds

RECOMMENDATION

Adopt the resolution to approve the Biennial Budget update for FY 2019 for revenues of \$19,736,621 and expenditures of \$23,303,530

INTRODUCTION

This proposed updated biennial budget reflecting current expectations for fiscal year 2019 includes all recommended revisions to revenues and expenditures presented at the March 7, 2018 board meeting and an added item for pass-through of City borne I.T. expenses for services calculated or realized on behalf of the Library; no other budget adjustments are requested.

As configured for all Library Funds the proposed updated Biennial Budget for FY 2019 projects revenues of \$19,736,621 and expenditures of \$23,303,530.

FY 2019 Budget

Fund	Revenue			Expense		
	Base	+/-	March 7	Base	+/-	March 7
Library Tax (301)	\$19,662,621	(\$87,500)	\$19,575,121	\$18,843,371	\$3,829,606	\$22,672,977
Transaction Based Reimb (302)	1,500		1,500	18,000		18,000
Grants (304)	60,000		60,000	62,553		62,553
Friends & Gifts (306)	90,000	10,000	100,000	150,000		150,000
Foundation (307)				51,111	348,889	400,000
Berkeley Public Library	\$19,814,121	(\$77,500)	\$19,736,621	\$19,125,035	\$4,178,495	\$23,303,530

Revenue Recommendations to Base Budget

Fund	Description	Base	+/-	March 7
301	Library Tax: Library Fines	\$175,000	(\$87,500)	\$87,500
306	Friends & Gifts: Friends of BPL	90,000	10,000	100,000
Total:Revenue Recommendations			(\$77,500)	

Expenditure Recommendations to Base Budget

Fund	Description	Base	+/-	March 7
301	Library Tax: Salaries & Wages	\$9,012,652	\$157,719	\$9,170,371
301	Library Tax: Fringe Benefits	5,736,224	90,244	5,826,468
301	Library Tax: General Prof. Services	84,000	50,000	134,000
301	Library Tax: Travel & Training	65,350	30,000	95,350
301	Library Tax: I.T. Systems & Services	733,800	338,052	1,071,852
301	Library Tax: CoB I.T. Pass-thru Expenses	-	179,000	179,000
301	Library Tax: Central Lib. Renovation	600,000	2,550,000	3,150,000
301	Library Tax: Tool Lending Materials	27,000	3,000	30,000
301	Library Tax: Library Materials	1,318,409	431,591	1,750,000
308	Foundation: Other	51,111	348,889	400,000
Total:Expenditure Recommendations			\$4,178,495	

FISCAL IMPACT OF RECOMMENDATION

The total proposed revenue and expenditure budgets for all funding sources contained herein present the Library's budget for fiscal year 2019, the final period for the biennial budget cycle comprising fiscal years 2018 and 2019.

Library Tax Fund

The Library Tax Fund is projected to achieve FY 2019 revenues of \$19,736,621. Revenue is projected to increase \$189,292 over the FY 2018 mid-year exercise estimated year-end result; of which, library tax revenue is projected to increase \$285,792 offset by a forecasted \$87,500 drop in miscellaneous receipts due to recognition of the long-term decline seen in fines and fees revenue. Library tax revenue is projected to increase 1.5% over the FY 2018 mid-year projection to \$19,428,371, and does not include a specific application of a particular library tax rate index of either the per capita personal income growth factor in California or the consumer price index in the immediate San Francisco Bay Area; both applicable index rates are currently unknown.

Planned expenditures totaling \$22,672,977 in FY 2019 represent a prior period increase of 24.1% over the FY 2018 mid-year estimate. Staffing costs are estimated to increase year-over by 5.8% and does not include COLAs not yet finalized and approved by the City Council; but does include the updated FY 2019 CalPERS rate of 21.41% for miscellaneous employees as well as revised medical and dental rates. Excluding library staffing costs and estimated City pass-through expenses, expenditures for fiscal year 2019 at \$7,972,138 rise 81.1% above the FY 2018 mid-year estimate.

Library Tax Rate Index

The City of Berkeley imposes a citywide special tax (referred to as the Library Relief Act of 1980) on all residential and commercial property in Berkeley based on square footage. This voter-approved tax is intended to provide a stable revenue source to assure the provision of library services and may be adjusted annually based on the recommendation of the Director of Library Services to the Board of Library Trustees that the City Council adjust the tax rates (residential and commercial) by either the per capita personal income growth factor in California or the consumer price index in the immediate San Francisco Bay Area. The per capita personal income growth factor in California is customarily released in late April and the consumer price index in the immediate San Francisco Bay Area is customarily released in mid-May.

Budget Development

Despite an expenditures increase request of 21.8% over the FY 2019 base budget – that being, \$4,178,495 in additional appropriated funding – the extent of the Library’s modifications are limited in nature as is typical of the mid-cycle (second year) Biennial Budget update. The overwhelming bulk of additional funding requests pertain to facility renovation and repair to the Central Library facility, increased funding library materials in response to patron usage patterns for expanded electronic resources, and technology upgrades to the Library’s software and hardware systems. Additionally, the Library remains cognizant to adhere to the FY 2018 and FY 2019 board established budget priorities to, 1) improve **organizational health** by cultivating an engaged staff, enhancing operational efficiencies, and building a culture of collaboration, planning, evaluation, and evidence-based decisions, 2) promote **innovative and effective use of technology** to facilitate access to information and ideas, 3) identify and prioritize strategic **capital improvements**, including infrastructure and Central Library repairs and improvements for possible action, 4) increase and adapt the **Library Tax Fund (301) reserve** set-aside to model the City General Fund Reserve Policy, and 5) maintain the **stability of the operating budget and plan for future operational needs**, including establishing / maintaining a balanced budget.

FY 2019: Key Library Programs, Projects, and Activities

Description	Projected \$
Staffing: Assistant Management Analysts (2)	247,963
Central Library: Construction Renovation and Repair	3,000,000
Collections: Library Materials	1,750,000
Collections: Tool Lending Library, Library Materials	30,000
IT Systems Upgrades: Integrated Library System, PC Reservations, Wifi	241,000
Upgraded Automated Materials Handling System at Claremont Branch	80,000
Director of Library Services Recruitment	50,000

Personnel

The Library seeks to add two full-time FTE Assistant Management Analysts to the Administration division. One Assistant Management Analyst position is a replacement for the Communications Manager position approved at the time of the FY 2018 and FY 2019 Biennial Budget adoption (BOLT Resolution No: R17-032, dated May 31, 2018), and had been projected to be filled in FY 2019. Upon further review of likely tasks to be assigned to this position, it was determined that the Assistant Management Analyst classification in the City’s Management Analyst series was the more appropriate posting level; estimated FY 2019 savings are \$71,000. The other Assistant Management Analyst position is an exchange of the existing filled Office Specialist II position that is anticipated to be vacant at the start of FY 2019; should the anticipated vacancy not be realized the Library will not pursue fulfillment of this other Assistant Management Analyst position. Exchanging the Office Specialist II position to an Assistant Management Analyst would provide an expanded range of assignable duties from that allowable for an OSII, as well allow the Library’s fiscal staff to offer expanded and enhanced servicing support to staff leading up to and after the July 1st go-live date of the City’s new enterprise resource planning system (ERMA) set to replace Fund\$ for finance, purchasing, accounts payable, and contracting tasks; estimated incremental FY 2019 added costs are \$19,000.

Operationally, the sole organizational modification is the movement of a vacant 0.50 FTE Library Assistant from Technical Services to the Claremont Branch. Effecting this transfer repurposes a back office position to customer service and allows the Claremont Branch, the second busiest branch location after the North

Branch, to better respond to patron demands and for the Library to achieve a more balanced staffing equilibrium among the branches. There are no added costs related to effecting this transfer.

Estimated staffing costs have been updated since the March meeting but remain subject to change once the final budget is loaded and run by the City's budgeting group. A cost of living adjustment is currently not configured in the FY 2019 budget; but included, is an updated CalPERS rate of 21.41% for miscellaneous employees as well as revised medical and dental rates.

Non-Personnel

Requested modifications and additions to non-personnel costs respond to unforeseen circumstances at the time of the Biennial Budget adoption in May 2018 and or to a reevaluation of Library operational priorities resulting from a staffing change in the Director of Library Services position. Due to recent instability in the Director's position, unrealized renovation and construction remediation work at the Central Library budgeted to occur in FY 2018 is now projected for FY 2019; \$3,100,000 is requested to be set aside for building facility purposes of which \$3,000,000 is intended for Central Library renovation and remediation work, and \$100,000 for other unanticipated general building maintenance needs. In response to patron demand, in particular electronic library materials such as streaming streaming for films and music, the collections budget is proposed to be increased \$431,591 over the base budget to \$1,750,000. Several IT systems within the Library are due for replacement or upgrade contributing an aggregate of \$241,000 in added appropriations to capitalize on technology advancements. Specifically systems to be addressed in FY 2019 are the Library's existing public-use PC reservations system, installment of an updated wireless (wifi) system, purchase of Microsoft Exchange software licenses for staff-use, and an upgraded integrated library system ("ILS", also referred to as a library management system). A new item to the budget is the Library's apportionment for pass-through costs assessed to each City department for City borne I.T. expenses for services calculated or realized on behalf of departments. According to the City's I.T. cost allocation plan the Library's share for FY 2019 is \$179,000, of which \$25,016 is for the VoIP telephone system, \$118,968 for the enterprise resource planning system (ERMA), and \$35,016 for Microsoft Exchange licenses. Other budget additions include \$50,000 for recruitment of a permanent Director of Library Services, a \$30,000 increase to the current \$55,000 base budget for staff training and travel, and \$15,000 for development of a Library Procedures Manual. And lastly, a 50% reduction of \$15,000 is requested to the appropriation for Advertising.

Revenue is reduced \$87,500 due to recognition of the long-term decline seen in fines and fees revenue.

Other Funds

No changes from the base budget are requested to the Transaction Based Reimbursement Fund (302).

No changes from the base budget are requested to the Grants Fund (304).

BPL Friends & Gifts Fund

Revenue attributable to the Friends of the Berkeley Public Library is increased \$10,000 due to early indication that the Friends group is targeting an FY 2019 award of at least \$100,000.

Library Foundation Fund

Projected expense in the Fund is increased \$348,889 to an appropriated value of \$400,000 for anticipated furniture and fixtures costs primarily related to renovation projects in the Central Library.

SUMMARY

Across all Library Funds the proposed updated Biennial Budget for FY 2019 projects revenues of \$19,736,621 and expenditures of \$23,303,530. This budget update includes a reduction of \$77,500 to Library revenues and an increase of \$4,178,495 to Library expenses. Fiscal year 2019 operational deficits, where occurring, are offset by fund balances; and in the case of the Library Tax Fund a surplus is forecasted for FY 2020.

The Board of Library Trustees approved Resolution No. 17-032 on May 31, 2017 adopting the fiscal years 2018 and 2018 Biennial Budget.

Biennial budget priorities established by BOLT Resolution R16-050 on December 14, 2016 are as follows:

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

The proposed updated Biennial Budget for FY 2019 is constructed in response and in support of the enunciated priorities, and is structured for the current and future viability and continued growth of the Library.

Upon adoption by the Board the Library will report the updated budget to the City Manager's Office for inclusion into the consolidated budget for the City.

Attachments:

1. Resolution
2. All Funds – Proposed Revenues Biennial Budget FY19
3. All Funds – Proposed Expenditures Biennial Budget w/CoB FY19
4. All Funds – Biennial Budget Revenue Adjustments FY19
5. All Funds – Biennial Budget Non-Personnel Expenditure Adjustments FY19
6. Library Tax Fund 5-Year Analysis
7. Other Funds 5-Year Analysis
8. BPL Friends & Gifts Fund 5-Year Analysis
9. Foundation Fund 5-Year Analysis
10. FTE Summary by Division and Position
11. FTE Summary by Division
12. FTE Summary by Classification

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO: R18-___

APPROVE THE PROPOSED BIENNIAL BUDGET UPDATE FOR FISCAL YEAR 2019 FOR REVENUES OF \$19,736,621 AND FOR EXPENDITURES OF \$23,303,530

WHEREAS, the Director of Library Services conducted a series of discussion and informational sessions with managers of all divisions to identify and incorporate needs and concerns for the FY 2018 and FY 2019 biennial budget period; and

WHEREAS, on December 14, 2016, the Board of Library Trustees by Resolution No. R16-050 adopted budget priorities for FY 2018 and FY 2019; and

WHEREAS, on May 31, 2017, the Board of Library Trustees by Resolution No. R17-032 adopted the FY 2018 and FY 2019 Biennial Budget; and

WHEREAS, the Board of Library Trustees may adopt recommended changes responding to unforeseen and unknown circumstances since the time of the Biennial Budget adoption in May 2018; and

WHEREAS, to provide a stable revenue source to assure the provision of library services the City of Berkeley imposes a citywide special tax (referred to as the Library Relief Act of 1980) on all residential and commercial property in Berkeley based on square footage that may be adjusted annually based on the recommendation of the Director of Library Services to the Board of Library Trustees that the City Council adjust the tax rates (residential and commercial) by either the per capita personal income growth factor in California or the consumer price index in the immediate San Francisco Bay Area; and

WHEREAS, the per capita personal income growth factor in California is customarily released in late April and the consumer price index in the immediate San Francisco Bay Area is customarily released in mid-May; and

WHEREAS, the Board of Library Trustees must adopt the fiscal year 2019 biennial budget update no later than June 30, 2018; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to approve the Biennial Budget update as presented for FY 2019 for revenues of \$19,736,621 and expenditures of \$23,303,530, and of which may be subject to revision upon release of the per capita personal income growth factor in California and or the consumer price index in the immediate San Francisco Bay Area and the recommendation of the Director of Library Services.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on April 4, 2018 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Diane Davenport, Chairperson

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

ALL FUNDS – PROPOSED REVENUES BIENNIAL BUDGET FY19 (\$)

Element- Object	Description	Lib Tax 301	TBR 302	Grants 304	Fr+Gifts 306	Fndtn 307	Updated FY 19
20-11	Library Fines	87,500					87,500
20-12	Link+ Fines		1,500				1,500
13-15	Library Tax	19,428,371					19,428,371
20-15	Lost Book Fines	20,000					20,000
20-21	Tool Lending Fines	7,000					7,000
65-01	Meeting Room Fees	250					250
23-12	BPL Foundation						
99-99	Miscellaneous	30,000					30,000
01-01	Refund on Bills	2,000					2,000
20-07	Library Services & Constr Act			60,000			60,000
23-13	Friends of BPL				100,000		100,000
99-03	Donations						
End Upd	Berkeley Public Library	19,575,121	1,500	60,000	100,000		19,736,621

ALL FUNDS – PROPOSED EXPENDITURES BIENNIAL BUDGET w/CoB FY19 (\$)

Elmnt- Object	Description	Lib Dscr 301	DL / ILL 302	Grants 304	Gift 306	Fndn 307	DEPT FY19
11-01	Monthly Rated Employees	8,819,380					8,819,380
11-03	Hourly and Daily Rated Empl	229,939		30,000			259,939
11-04	Monthly Rated - Part Benefitted	109,200					109,200
13-01	O/T-Monthly Rated Employee	6,771					6,771
13-05	Holiday Pay	5,081					5,081
Prsnl Svcs-Salaries and Wages		9,170,371		30,000			9,200,371
20-11	Medical Insurance	1,695,824					1,695,824
20-12	Dental Insurance	198,214					198,214
20-13	Life Insurance	7,065					7,065
20-21	Cash-in-Lieu	108,955					108,955
20-31	Pers/Misc Other	2,577,508					2,577,508
20-34	PARS (3.75%)	12,712		1,125			13,837
20-36	SRIP	301,581					301,581
20-40	Medicare Tax	104,588					104,588
20-63	Retirement Medical: Misc Emp Med Trusts	185,257					185,257
20-71	Wrkrs Comp: Wrkrs Cmp Charges	195,198					195,198
20-82	Allowances: Shoes Allowance	1,212					1,212
20-87	Terminal Payouts-Misc.Emp	165,417					165,417
20-90	Other Employee Benefits	237,436					237,436
20-91	Commuter Check	24,405					24,405
27-20	Fringe Benefits (Budget)	11,096		978			12,074
Prsnl Svcs-Fringe Benefits		5,826,468		2,103			5,828,571
20-99	Salary Savings	(300,000)					(300,000)
Personal Services-Employee		14,696,839		32,103			14,728,942

ALL FUNDS – PROPOSED EXPENDITURES BIENNIAL BUDGET w/CoB FY19 (\$)

Elmnt- Object	Description	Lib Dscr 301	DL / ILL 302	Grants 304	Gift 306	Fndn 307	DEPT FY19
30-35	Professional: Engrng & Architecural Svcs	50,000					50,000
30-38	Professional: Misc Prof Svcs	737,450					737,450
30-39	Hazardous Materials Handling	2,000					2,000
30-42	Maint Svcs: Office Equip Maint Svcs	6,500					6,500
30-43	Maint Svcs: Bldg & Structures Maint Svcs	174,000					174,000
30-44	Maint Svcs: Field Equip Maint	7,250					7,250
30-46	Maint Svcs: Computer Maintenance	15,000					15,000
30-47	Maint Svcs: Software Maintenance	346,000					346,000
30-51	Bank Credit Card Fees	4,500					4,500
	Purchased Prof & Tech Svcs	1,342,700					1,342,700
35-20	County/State/Fed Pymts.	5,000					5,000
	Grants & Gvrnmntl Payments	5,000					5,000
40-10	Professional Dues and Fee	47,250					47,250
40-31	Communications: Telephones	112,200					112,200
40-33	Communications: Cellular	14,550					14,550
40-41	Utilities: Water	35,000					35,000
40-42	Utilities: Gas/Electricity	300,000					300,000
40-43	Utilities: Refuse	34,252					34,252
40-50	Printing and Binding	14,850		750			15,600
40-61	Travel: Commerical Travel	7,700					7,700
40-62	Travel: Meals & Lodging	13,900					13,900
40-63	Travel: Registrn/Admin Fees	59,300					59,300
40-64	Travel: Transportation	4,600					4,600
40-70	Advertising	15,000					15,000
40-90	Other			20,000	150,000	400,000	570,000
	Other Purchased Services	658,602		20,750	150,000	400,000	1,229,352

ALL FUNDS – PROPOSED EXPENDITURES BIENNIAL BUDGET w/CoB FY19 (\$)

Elmnt- Object	Description	Lib Dscr 301	DL / ILL 302	Grants 304	Gift 306	Fndn 307	DEPT FY19
50-10	Rental of Land/Buildings	1,500					1,500
50-20	Rental of Equip/Vehicles	46,500					46,500
50-30	Rental of Office Equipment & Furniture	10,000					10,000
50-40	Rental of Software & Licenses	75					75
Rentals / Leases		58,075					58,075
51-10	Postage	32,500		500			33,000
51-20	Messenger/Deliver		18,000				18,000
Mail Services		32,500	18,000	500			51,000
55-11	Office Supplies	41,815		3,000			44,815
55-20	Field Supplies	181,930		5,000			186,930
55-34	Equip & Veh Supp: Spare Rplcemnt Parts	6,000					6,000
55-50	Food	1,000		1,200			2,200
55-60	Library Materials	1,780,000					1,780,000
Supplies		2,010,745		9,200			2,019,945
60-20	Outside Janitorial Svcs	205,000					205,000
Purchased Property Services		205,000					205,000
65-70	Building - Existing Construction	3,100,000					3,100,000
Infrastructure		3,100,000					3,100,000
70-41	Machinery and Equipment	84,000					84,000
70-43	Furniture and Fixtures	75,000					75,000
70-44	Computers & Printers	55,000					55,000
70-47	Computer Softwares & Lic	15,000					15,000
Property		229,000					229,000

ALL FUNDS – PROPOSED EXPENDITURES BIENNIAL w/CoB BUDGET FY19 (\$)

Elmnt- Object	Description	Lib Dscr 301	DL / ILL 302	Grants 304	Gift 306	Fndn 307	DEPT FY19
71-10	Small Equipment	14,400					14,400
71-44	Mach & Equip: Computers And Printers	95,000					95,000
71-47	Mach & Equip: Software & Licenses	36,052					36,052
Property Under Cap Limit		145,452					145,452
75-25	PC Replacement	179,000					179,000
75-35	Mail Services	1,764					1,764
75-50	City Vehicles/Fuel & Main	7,800					7,800
75-60	City Parking Permits	500					500
Internal Services		189,064					189,064
Other Expenses		7,976,138	18,000	30,450	150,000	400,000	8,574,588
Berkeley Public Library + CoB		22,672,977	18,000	62,553	150,000	400,000	23,303,530

ALL FUNDS – BIENNIAL BUDGET REVENUE ADJUSTMENTS FY19 (\$)

Fund	DepDiv	Base	EleObj	Description	FY19	Comment
301	9101	351	20-11	Library Fines	(87,500)	Reduce fines revenue by 50%
306	9101	368	23-13	Friends of BPL	10,000	Friends award target to \$100K

ALL FUNDS – BIENNIAL BUDGET NON-PERSONNEL EXPENDITURE ADJUSTMENTS FY19 (\$)

Fund	DepDiv	EleObj	Description	FY19	Comment
301	9101	30-38	Professional: Misc Prof Svcs	50,000	Director recruitment
301	9101	30-38	Professional: Misc Prof Svcs	15,000	Consultant for Procedures Manual
301	9101	40-61	Travel: Commerical Travel	2,700	Add total \$30K to travel accounts for training
301	9101	40-62	Travel: Meals & Lodging	4,900	Add total \$30K to travel accounts for training
301	9101	40-63	Travel: Registration/Admin Fees	20,800	Add total \$30K to travel accounts for training
301	9101	40-64	Travel: Transportation	1,600	Add total \$30K to travel accounts for training
301	9101	40-70	Advertising	4,500	Consolidation to 9101 to \$15K
301	9102	30-38	Professional: Misc Prof Svcs	206,000	\$50K PC res system; \$156K ILS
301	9102	30-44	Maint Svcs: Field Equip Maint	(10,000)	Transfer to 30-46
301	9102	30-46	Maint Svcs: Computer Maintenance	10,000	Transfer from 30-44
301	9102	70-41	Machinery and Equipment	80,000	AMH at Claremont Branch
301	9102	70-44	Computers & Printers	35,000	Wireless system replacement
301	9102	71-44	Mach & Equip: Computers And Printers	17,052	Microsoft Exchange licenses
301	9102	75-25	PC Replacement	179,000	CoB IT Allocation Plan
301	9150	30-35	Professional: Engnrng & Architecural Svcs	50,000	Central Library engineering analysis
301	9150	65-70	Building - Existing Construction	2,500,000	Central Library renovation and repair
301	9204	40-70	Advertising	(1,000)	Reduction and consolidation to 9101
301	9205	40-70	Advertising	(500)	Reduction and consolidation to 9101
301	9301	40-70	Advertising	(18,000)	Reduction and consolidation to 9101
301	9307	55-60	Library Materials	3,000	Tool Lending library materials to \$30K
301	9402	55-60	Library Materials	431,591	Collections library materials to \$1.75MM
			Library Tax Fund (301)	3,581,643	Non-labor
307	9101	40-90	Other	348,889	Placeholder for Central Library improvements
			Foundation Fund (307)	348,889	Non-labor

Note: Yellow highlighted item was not included in the March 7, 2018, proposed FY19 budget update presentation.

LIBRARY TAX FUND 5-YEAR ANALYSIS

	FY 2017 FINAL	FY 2018 ADOPTED	FY 2018 REVISED	FY 2018 PROJECTED	FY 2019 PROJECTED	FY 2020 PROJECTED	FY 2021 PROJECTED
Beginning Fund Balance	\$ 5,787,401	\$ 6,836,082	\$ 6,836,082	\$ 6,836,082	\$ 7,992,549	\$ 4,894,693	\$ 6,303,214
Revenues							
Library Services Tax	\$ 18,077,484	\$ 18,786,687	\$ 18,786,687	\$ 19,142,579	\$ 19,428,371	\$ 19,816,938	\$ 20,213,277
Fines/Fees	200,135	202,250	202,250	202,250	114,750	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	\$ 19,575,121	\$ 20,051,188	\$ 20,447,527
Expenditures							
Operations							
Salaries, Wages, Benefits	\$ 13,616,344	\$ 15,051,521	\$ 15,051,521	\$ 15,051,521	\$ 14,968,798	\$ 15,417,862	\$ 15,880,398
Salaries, Wages, Benefits							
less: Labor Vacancy Savings		300,000	300,000	1,185,091	300,000	308,357	317,608
Personnel	\$ 13,616,344	\$ 14,751,521	\$ 14,751,521	\$ 13,866,430	\$ 14,668,798	\$ 15,109,505	\$ 15,562,790
Non-Personnel	709,809	888,734	927,516	927,516	1,058,786	575,000	575,000
Library Materials (incl Tool Lndng)	1,331,106	1,345,409	1,545,409	1,545,409	1,780,000	1,400,000	1,400,000
Misc. Professional Services	311,263	791,450	922,683	422,683	737,450		
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	181,079	35,000	168,072	168,072	249,000	50,000	50,000
Building/Infrastructure	162,783	1,300,000	1,222,948	222,948	3,100,000	400,000	400,000
Subtotal:	\$ 17,214,090	\$ 20,159,016	\$ 20,629,117	\$ 18,244,026	\$ 22,640,936	\$ 18,609,505	\$ 19,062,790
Charges From Other Depts							
Finance - Billing (3601)	\$ 17,347	\$ 18,217	\$ 18,217	\$ 18,217	\$ 17,937	\$ 18,475	\$ 19,029
Facilities - Admn (5401) +Txcs (5403)	11,365	14,402	14,402	14,402	14,104	14,687	15,008
Interfund Transfers							
Subtotal:	\$ 28,712	\$ 32,619	\$ 32,619	\$ 32,619	\$ 32,041	\$ 33,162	\$ 34,037
TOTAL EXPENDITURES	\$ 17,242,802	\$ 20,191,635	\$ 20,661,736	\$ 18,276,645	\$ 22,672,977	\$ 18,642,667	\$ 19,096,827
Projected Surplus/(Shortfall)							
{Rev - Exp}	\$ 1,048,681	\$ (1,170,698)	\$ (1,640,799)	\$ 1,100,184	\$ (3,097,856)	\$ 1,408,521	\$ 1,350,700
GROSS FUND BALANCE							
{Bal + Rev - Exp}	\$ 6,836,082	\$ 5,665,384	\$ 5,195,283	\$ 7,936,266	\$ 4,894,693	\$ 6,303,214	\$ 7,653,914
ADD:closure 305; transfer to 301				\$ 56,283			
Revised Gross Fund Balance {Gross Fund Balance and Other Adjustments}	\$ 6,836,082	\$ 5,665,384	\$ 5,195,283	\$ 7,992,549	\$ 4,894,693	\$ 6,303,214	\$ 7,653,914
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	\$ 5,436,082	\$ 4,165,384	\$ 3,695,283	\$ 6,492,549	\$ 3,394,693	\$ 4,803,214	\$ 6,153,914

OTHER FUNDS 5-YEAR ANALYSIS

	FY 2017 FINAL	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	\$ 120,480	\$ 100,530	\$ 84,030
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			
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	\$ 100,530	\$ 84,030	\$ 67,530
LESS:closure 305; transfer to 301				\$ (56,283)			
Revised Gross Fund Balance {Gross Fund Balance and Other Adjustments}	\$ 196,713	\$ 176,763	\$ 176,763	\$ 120,480	\$ 100,530	\$ 84,030	\$ 67,530

BPL FRIENDS & GIFTS FUND 5-YEAR ANALYSIS

	FY 2017 FINAL	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	\$ 243,309	\$ 243,309
Revenues							
Friends of BPL	\$ 108,639	\$ 90,000	\$ 90,000	\$ 90,000	\$ 100,000		
Donations/Private							
Interest/Misc. Revenues	2,780						
TOTAL REVENUE	\$ 111,419	\$ 90,000	\$ 90,000	\$ 90,000	\$ 100,000	\$ -	\$ -
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)	\$ (50,000)	\$ -	\$ -
GROSS FUND BALANCE (Bal + Rev - Exp)	\$ 353,342	\$ 293,342	\$ 293,342	\$ 293,309	\$ 243,309	\$ 243,309	\$ 243,309

FOUNDATION FUND 5-YEAR ANALYSIS

	FY 2017 FINAL	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	\$ 127,511	\$ 127,511
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	400,000		
TOTAL EXPENDITURES	\$ 37,867	\$ 600,000	\$ 600,000	\$ 125,733	\$ 400,000	\$ -	\$ -
Projected Surplus/Shortfall (Rev - Exp)	\$ (10,767)	\$ (389,000)	\$ (389,000)	\$ 85,267	\$ (400,000)	\$ -	\$ -
GROSS FUND BALANCE (Bal + Rev - Exp)	\$ 1,016,771	\$ 627,771	\$ 627,771	\$ 1,102,038	\$ 127,511	\$ 127,511	\$ 127,511
Other (suspension of Pace Trust)		\$ (574,527)	\$ (574,527)	\$ (574,527)			
Revised Gross Fund Balance {Gross Fund Balance and Other Adjustments}	\$ 1,016,771	\$ 53,244	\$ 53,244	\$ 527,511	\$ 127,511	\$ 127,511	\$ 127,511

FTE SUMMARY BY DIVISION AND POSITION

DepDiv	Position		FY 2019 proposed
	Title	No.	
9101	ACCOUNTING OFF SPEC III U	4240	1.000
	ACCOUNTING OFF SPEC III U	4240	1.000
	ADMIN & FISCAL SVS MGR UN	1463	1.000
	ADMIN SECRETARY	4613	1.000
	ASSISTANT MANGMNT ANLST U	2809	1.000
	ASSISTANT MANGMNT ANLST U	2809	1.000
	ASSOCIATE HUMAN RESRCS AN	2703	1.000
	DEPUTY DIRECTOR LIBRARY S	1211	1.000
	DIRECTOR OF LIBRARY SERV	1115	1.000
	LIBRARY SERVICES MANAGER	1468	1.000
	LIBRARY SERVICES MANAGER	1468	1.000
	OFFICE SPECIALIST II UNRE	4703	1.000
	Administration		12.000
9102	INFORMATION SYSTEMS SPEC	2830	1.000
	INFORMATION SYSTEMS SPEC	2830	1.000
	INFORMATION SYSTEMS SPEC	2830	1.000
	LIBRARIAN II	2604	1.000
	LIBRARY INFO SYSTEMS ADM	1464	1.000
	Information Systems		5.000
9103	BUILDING MAINT MECH	5106	1.000
	BUILDING MAINT SUPV	5117	1.000
	SENIOR BUILDING MAINT SUP	1335	1.000
	Facilities Maintenance		3.000

FTE SUMMARY BY DIVISION AND POSITION

DepDiv	Position		FY 2019
	Title	No.	proposed
9201	CIRCULATION SERVICES MANA	1469	1.000
	LIBRARY AIDE	4245	0.500
	LIBRARY AIDE	4245	0.500
	LIBRARY AIDE	4245	0.500
	LIBRARY AIDE	4245	0.500
	LIBRARY AIDE	4245	0.500
	LIBRARY AIDE	4245	0.500
	LIBRARY AIDE	4245	0.500
	LIBRARY AIDE	4245	0.500
	LIBRARY AIDE	4245	0.500
	LIBRARY AIDE	4245	0.500
	LIBRARY AIDE	4245	0.500
	LIBRARY AIDE	4245	0.500
	LIBRARY AIDE	4245	0.500
	LIBRARY AIDE	4245	0.500
	LIBRARY AIDE	4245	0.500
	LIBRARY AIDE	4245	0.500
	LIBRARY ASSISTANT	4213	0.500
	LIBRARY ASSISTANT	4213	1.000
	LIBRARY ASSISTANT	4213	1.000
	LIBRARY ASSISTANT	4213	0.500
	LIBRARY ASSISTANT	4213	0.750
	LIBRARY ASSISTANT	4213	0.500
	LIBRARY ASSISTANT	4213	0.500
	LIBRARY ASSISTANT	4213	0.500
	LIBRARY ASSISTANT	4213	1.000
	LIBRARY ASSISTANT	4213	0.500
	LIBRARY ASSISTANT	4213	0.500
	LIBRARY ASSISTANT	4213	1.000
	LIBRARY ASSISTANT	4213	0.500
	LIBRARY SPECIALIST I	4250	1.000
	LIBRARY SPECIALIST I	4250	1.000
	MAIL SERVICES AIDE	4401	0.800
	MAIL SERVICES AIDE	4401	1.000
	SUPERVISING LIBRARY ASSIS	9609	1.000
	SUPERVISING LIBRARY ASSIS	9609	1.000
	SUPERVISING LIBRARY ASSIS	9609	1.000
	SUPERVISING LIBRARY ASSIS	9609	1.000
	hourly: LIBRARY PAGE	42462	0.350
	hourly: LIBRARY PAGE	42462	0.350
hourly: LIBRARY PAGE	42462	0.350	
hourly: LIBRARY PAGE	42462	0.350	
Circulation Services			25.450

FTE SUMMARY BY DIVISION AND POSITION

DepDiv	Position		FY 2019 proposed
	Title	No.	
9202	LIBRARIAN II	2604	1.000
	LIBRARIAN II	2604	1.000
	LIBRARIAN II	2604	0.500
	LIBRARIAN II	2604	0.600
	LIBRARY SPECIALIST II	4610	0.500
	LIBRARY SPECIALIST II	4610	0.800
	SENIOR LIBRARIAN	2606	1.000
	SUPERVISING LIBRARIAN	2603	1.000
	Childrens Services		6.400
9203	LIBRARIAN I	2605	1.000
	LIBRARIAN II	2604	1.000
	LIBRARIAN II	2604	0.500
	LIBRARY SPECIALIST II	4610	1.000
	Art+Music		3.500
9204	LIBRARIAN I	2605	0.500
	LIBRARIAN II	2604	1.000
	LIBRARIAN II	2604	0.500
	LIBRARIAN II	2604	1.000
	LIBRARIAN II	2604	1.000
	LIBRARIAN II	2604	0.700
	LIBRARIAN II	2604	1.000
	LIBRARY SPECIALIST II	4610	1.000
	LIBRARY SPECIALIST II	4610	1.000
	SUPERVISING LIBRARIAN	2603	1.000
	Reference		8.700
9205	LIBRARY ASSISTANT	4213	0.500
	LIBRARY LITERACY PROG COO	2615	1.000
	LIBRARY SPECIALIST I	4250	1.000
	Literacy Programs		2.500
9301	LIBRARY SPECIALIST II	4610	1.000
	SENIOR LIBRARIAN	2606	1.000
	SUPERVISING LIBRARIAN	2603	1.000
	Central Support		3.000

FTE SUMMARY BY DIVISION AND POSITION

DepDiv	Position		FY 2019 proposed
	Title	No.	
9302	LIBRARIAN II	2604	1.000
	LIBRARIAN II	2604	1.000
	LIBRARY AIDE	4245	0.500
	LIBRARY AIDE	4245	0.500
	LIBRARY AIDE	4245	0.500
	LIBRARY ASSISTANT	4213	0.500
	LIBRARY ASSISTANT	4213	0.500
	LIBRARY ASSISTANT	4213	0.500
	LIBRARY SPECIALIST II	4610	1.000
	LIBRARY SPECIALIST II	4610	0.500
	LIBRARY SPECIALIST II	4610	0.500
	SUPERVISING LIBRARIAN	2603	1.000
	SUPERVISING LIBRARY ASSIS	9609	1.000
	hourly: LIBRARY PAGE	42462	0.350
	hourly: LIBRARY PAGE	42462	0.350
	hourly: LIBRARY PAGE	42462	0.350
	North Branch		10.050
9303	LIBRARIAN II	2604	1.000
	LIBRARIAN II	2604	1.000
	LIBRARY AIDE	4245	0.500
	LIBRARY AIDE	4245	0.500
	LIBRARY AIDE	4245	0.500
	LIBRARY ASSISTANT	4213	0.500
	LIBRARY ASSISTANT	4213	0.500
	LIBRARY SPECIALIST II	4610	0.500
	LIBRARY SPECIALIST II	4610	1.000
	SUPERVISING LIBRARIAN	2603	1.000
	SUPERVISING LIBRARY ASSIS	9609	1.000
	hourly: LIBRARY PAGE	42462	0.350
	Tarea Hall Pittman South Branch		8.350

FTE SUMMARY BY DIVISION AND POSITION

DepDiv	Position		FY 2019 proposed
	Title	No.	
9304	LIBRARIAN II	2604	1.000
	LIBRARIAN II	2604	1.000
	LIBRARY AIDE	4245	0.500
	LIBRARY AIDE	4245	0.500
	LIBRARY ASSISTANT	4213	1.000
	LIBRARY ASSISTANT	4213	0.500
	LIBRARY SPECIALIST II	4610	0.500
	LIBRARY SPECIALIST II	4610	1.000
	SUPERVISING LIBRARIAN	2603	1.000
	SUPERVISING LIBRARY ASSIS	9609	1.000
	hourly: LIBRARY AIDE	45452	0.375
	hourly: LIBRARY PAGE	42462	0.350
	hourly: LIBRARY PAGE	42462	0.350
	West Branch		9.075
9305	LIBRARIAN I	2605	1.000
	LIBRARIAN II	2604	1.000
	LIBRARY AIDE	4245	0.500
	LIBRARY AIDE	4245	0.500
	LIBRARY ASSISTANT	4213	0.500
	LIBRARY ASSISTANT	4213	0.500
	LIBRARY ASSISTANT	4213	0.500
	LIBRARY SPECIALIST II	4610	0.500
	LIBRARY SPECIALIST II	4610	0.750
	SUPERVISING LIBRARIAN	2603	1.000
	SUPERVISING LIBRARY ASSIS	9609	1.000
	hourly: LIBRARY AIDE	45452	0.375
	hourly: LIBRARY PAGE	42462	0.350
	hourly: LIBRARY PAGE	42462	0.350
	Claremont Branch		8.825

FTE SUMMARY BY DIVISION AND POSITION

DepDiv	Position		FY 2019
	Title	No.	proposed
9307	TOOL LENDING SPECIALIST	6301	0.750
	TOOL LENDING SPECIALIST	6301	0.750
	TOOL LENDING SPECIALIST	6301	0.750
	Tool Lending Library		2.250
9401	LIBRARIAN II	2604	1.000
	LIBRARY AIDE	4245	0.500
	LIBRARY AIDE	4245	0.500
	LIBRARY ASSISTANT	4213	0.500
	LIBRARY ASSISTANT	4213	0.500
	LIBRARY SPECIALIST II	4610	1.000
	SUPERVISING LIBRARIAN	2603	1.000
	SUPERVISING LIBRARY ASSIS	9609	1.000
	Technical Services		6.000
9402	LIBRARY SPECIALIST II	4610	1.000
	SENIOR LIBRARIAN	2606	1.000
	Collections Management		2.000
FTE			111.150
FTE			4.950
Berkeley Public Library			116.100
Position Count			142.000
Position Count			14.000
Berkeley Public Library			156.000

FTE SUMMARY BY DIVISION

DepDiv	Name	FTE			Position Count		
		Career	Hourly	Total	Career	Hourly	Total
9101	Administration	12.000		12.000	12.000		12.000
9102	Information Systems	5.000		5.000	5.000		5.000
9103	Facilities Maintenance	3.000		3.000	3.000		3.000
9201	Circulation Services	24.050	1.400	25.450	36.000	4.000	40.000
9202	Childrens Services	6.400		6.400	8.000		8.000
9203	Art+Music	3.500		3.500	4.000		4.000
9204	Reference	8.700		8.700	10.000		10.000
9205	Literacy Programs	2.500		2.500	3.000		3.000
9301	Central Support	3.000		3.000	3.000		3.000
9302	North Branch	9.000	1.050	10.050	13.000	3.000	16.000
9303	Tarea Hall Pittman South Branch	8.000	0.350	8.350	11.000	1.000	12.000
9304	West Branch	8.000	1.075	9.075	10.000	3.000	13.000
9305	Claremont Branch	7.750	1.075	8.825	11.000	3.000	14.000
9307	Tool Lending Library	2.250		2.250	3.000		3.000
9401	Technical Services	6.000		6.000	8.000		8.000
9402	Collections Management	2.000		2.000	2.000		2.000
BPL	Total	111.150	4.950	116.100	142.000	14.000	156.000

FTE SUMMARY BY CLASSIFICATION

Title	No.	FTE	Count
DIRECTOR OF LIBRARY SERV	1115	1.000	1.000
DEPUTY DIRECTOR LIBRARY S	1211	1.000	1.000
SENIOR BUILDING MAINT SUP	1335	1.000	1.000
ADMIN & FISCAL SVS MGR UN	1463	1.000	1.000
LIBRARY INFO SYSTEMS ADM	1464	1.000	1.000
LIBRARY SERVICES MANAGER	1468	2.000	2.000
CIRCULATION SERVICES MANA	1469	1.000	1.000
SUPERVISING LIBRARIAN	2603	8.000	8.000
LIBRARIAN II	2604	18.800	21.000
LIBRARIAN I	2605	2.500	3.000
SENIOR LIBRARIAN	2606	3.000	3.000
LIBRARY LITERACY PROG COO	2615	1.000	1.000
ASSOCIATE HUMAN RESRCS AN	2703	1.000	1.000
ASSISTANT MANGMNT ANLST U	2809	2.000	2.000
INFORMATION SYSTEMS SPEC	2830	3.000	3.000
LIBRARY ASSISTANT	4213	14.250	24.000
ACCOUNTING OFF SPEC III U	4240	2.000	2.000
LIBRARY AIDE	4245	14.000	28.000
LIBRARY SPECIALIST I	4250	3.000	3.000
MAIL SERVICES AIDE	4401	1.800	2.000
LIBRARY SPECIALIST II	4610	13.550	17.000
ADMIN SECRETARY	4613	1.000	1.000
OFFICE SPECIALIST II UNRE	4703	1.000	1.000
BUILDING MAINT MECH	5106	1.000	1.000
BUILDING MAINT SUPV	5117	1.000	1.000
TOOL LENDING SPECIALIST	6301	2.250	3.000
SUPERVISING LIBRARY ASSIS	9609	9.000	9.000
Career	subtotal	111.150	142.000
hourly: LIBRARY AIDE	45452	0.750	2.000
hourly: LIBRARY PAGE	42462	4.200	12.000
hourly	subtotal	4.950	14.000
BPL	Total	116.100	156.000



INFORMATION REPORTS

April 4, 2018

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

National Library Week Planning:

As part of the *Cornerstones: STEM at Berkeley Public Library* initiative, the Library is offering a week of STEM programming at every location and for every audience during **National Library Week, April 7 – April 14, 2018.**

Events include:

- **STEM Fair at the Claremont Branch**, Saturday April 7, 2:00-4:00 pm: Meet scientists, representatives from science organizations, try out hands-on activities, and enjoy presentations about current research.
- **Planetarium Show at the Central Library**, Monday April 9, 5:00-7:00 pm: Explore the night sky in a 20 minute portable planetarium show from the Chabot Space and Science Center.
- **STEM Play-Date at Tarea Hall Pittman South Branch**, Tuesday April 10, 10:00-11:00 am: Babies, toddlers, preschoolers, and their caregivers are invited to a free-play session with STEM toys like Kodo Kids' Discovery Ramps, KEVA Planks, Duplos, and more.
- **Virtual Reality Tour at the West Branch**, Wednesday April 11, 5:00-6:30 pm and Thursday, April 12, 6:00-7:30 pm: Take a tour through the International Space Station or a voyage into the human body with the Library's VR headsets.
- **"Growing Cities: Examining the Role of Urban Farming in America" Film and Discussion at the North Branch**, Wednesday April 11, 6:00-8:00 pm: Watch the film "Growing Cities" (from the Library's streaming film service Kanopy) and then have your questions about the urban farm movement answered by members of Oakland's own City Slicker Farms.
- **Teen Make Some Thing! at North Branch**, Thursday April 12, 3:30-4:30 pm: For this special edition of the branch's regular bi-weekly teen crafting program, we will be teaching soldering basics as participants complete a simple electronics project.
- **STEAMBreakers at the Central Library**, Saturday April 14, 2:00-5:00 pm: A social gathering designed to bring together science professionals, artists, and the public in a fun, casual setting to discuss the intersections between science and art. Enjoy a keynote address and participate in a fun, cross-disciplinary creative challenge.

The Cornerstones team worked with a graphic designer to create a Cornerstones logo which will be featured prominently on the website and printed materials:



CORNERSTONES
STEM @ Berkeley Public Library

Public Programming:

Following on the footsteps of the successful screening of *Evolutionary Blues: West Oakland's Music Legacy*, at Tarea Hall Pittman South Branch in February, the Central Library also hosted its own screening of the film, attended by over 50 community members. The film is an overview of the development of a dynamic African American musical scene in the East Bay during the 1940s and '50s.

Attendance at the Central Library's ESL Conversation Club, designed to enable community members to informally practice spoken English in a friendly, positive setting, has been picking up steam. In March, Librarian Dan Beringhele held a Library scavenger hunt for attendees that was designed to familiarize club members with Library services and spaces while also providing them an opportunity to practice their spoken English skills in a safe setting with the support of volunteers and each other. More than 25 attendees participated and Central Library staff provided support for their questions as they searched the Library for particular items and areas. The Club is designed after the successful one at the West Branch.

On March 12, the Central Library held a *STEM Egg Festival* for children and families attended by about 80 community members. Library staff set up hands on stations and activities for children to perform experiments, observe, and learn about animal lives, evolutionary strategies, animal parenting, reproduction, and nesting strategies in the wild.

70 community members attended the Library's first *Fix It Clinic* held at Tarea Hall Pittman South Branch on March 3. The *Fix It Clinic* allows community members to bring small appliances, tools, and other household items to the Library to receive support from volunteers who work with them to identify possible solutions and to share knowledge about how to fix and maintain such items. At the clinic, 23 items were fixed, while another 12 or so needed additional parts or needed to be fixed at home due to the need for additional time to solve the problem. One item only was referred to a professional! The North Branch also held a successful *Fix It Clinic* on Saturday, March 24.

CONTACT PERSON

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