



BERKELEY PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES

REGULAR MEETING
Wednesday, 03/06/2019

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. PRESENTATION CALENDAR

- A. **DRAFT-FY Biennial Budget 2020 & 2021 – Dennis Dang**
- B. **Berkeley Public Library Foundation - Kathy Huff**

III. 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 February 6, 2019 Regular Meeting**
Recommendation: Approve the minutes of the February 6, 2019 Regular Meeting of the Board of Library Trustees.
- B. **Apply for and Accept Grant Funds for STEM Programming**
Recommendation: Adopt a resolution authorizing the Director of Library Services to apply for and accept, if awarded, up to \$65,000 in IMLS National Leadership Planning Grant funds to support developing a framework for a collaborative project with UC Berkeley Natural History Museums (BNHM).
- C. **Close the Transactions Based Reimbursement Fund (302) 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 amendment pursuant to the Annual Appropriations Ordinance, an adjustment to the Library's FY 2019 Budget closing the Transactions Based Reimbursement (TBR) Fund (302) via transfer of the Fund's fund balance into the Library Tax Fund (301).

IV. INFORMATION REPORTS

- A. **Monthly Library Director's Report** – Elliot Warren, Acting Director of Library Services
- B. **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, March 6, 2019 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 February 27, 2019.

//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.

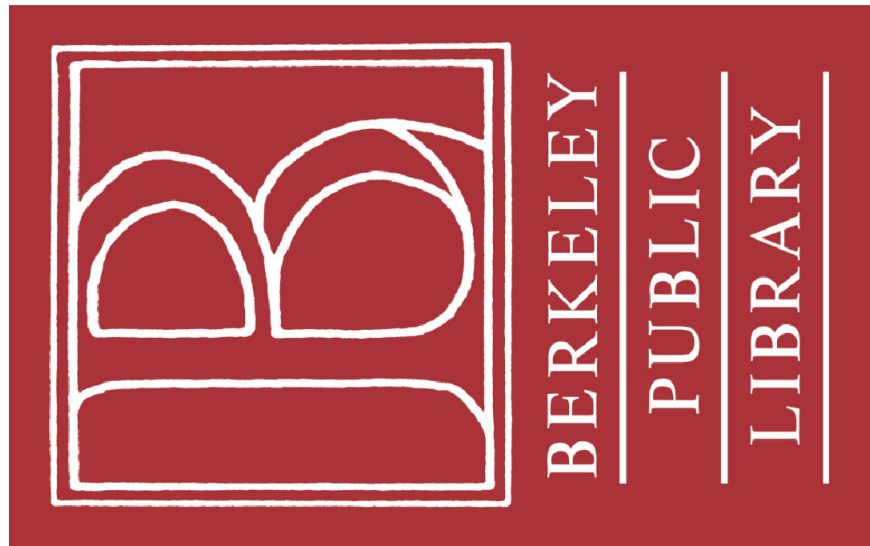
Any writings or documents provided to a majority of the Commission regarding any item on this agenda will be made available for public inspection at Berkeley Public Library Administration Office located at 2090 Kittredge Street, 3rd Floor Admin Wing, Berkeley, CA 94704.

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

Communications:

2/14/2019	Debra Bartling	Overdue Policy
2/16/2019	Nicole Meyer	Canvas Bags
2/18/2019	Sasha Langholz	17th Berkeley Public Library Authors dinner
2/22/2019	Andrea Segall	Library Survey
2/22/2019	Karen Bruhns	Survey
2/25/2019	Ann Hotta	Budget Presentation



DRAFT-FY Biennial Budget 2020 & 2021 Board of Library Trustees

Workshop – March 6, 2019

Board of Library Trustees

Budget Priorities for FY20 and FY21

(BOLT #: R18-059, 12DEC18)

- Provide *excellent, timely, easily-accessible services and information* to the community
- Champion and demonstrate *social and racial equity*
- Provide *state-of-the-art, well maintained infrastructure, amenities, and facilities*
- Develop and enhance policies, practices, services, and assignments that *promote community wellness and the safety and comfort of all users*
- Harmonize efforts of the Board, management, and staff to improve library services by *implementing recommendations of the November 2018 Organizational Evaluation report*
- Maintain the *stability of operating budget and plan for future operational needs* – including establishing / maintaining a balanced budget

Key Ongoing Efforts into FY 2020-2021

- Expanded Self-service Laptop Lending
- Upgraded Internet Service to 10 Gigabytes
- Integrate Evaluative Findings Into Public Programming Practices
- Initiate Social Media and Public Communications Plan for Heightened Community awareness
- Assessment of the Central Library's History Room collections to identify opportunities for digitization and improved access
- Implement strategies per draft Collection Management Plan, including collection refreshment and identification of new collection areas to satisfy diverse and changing community interests

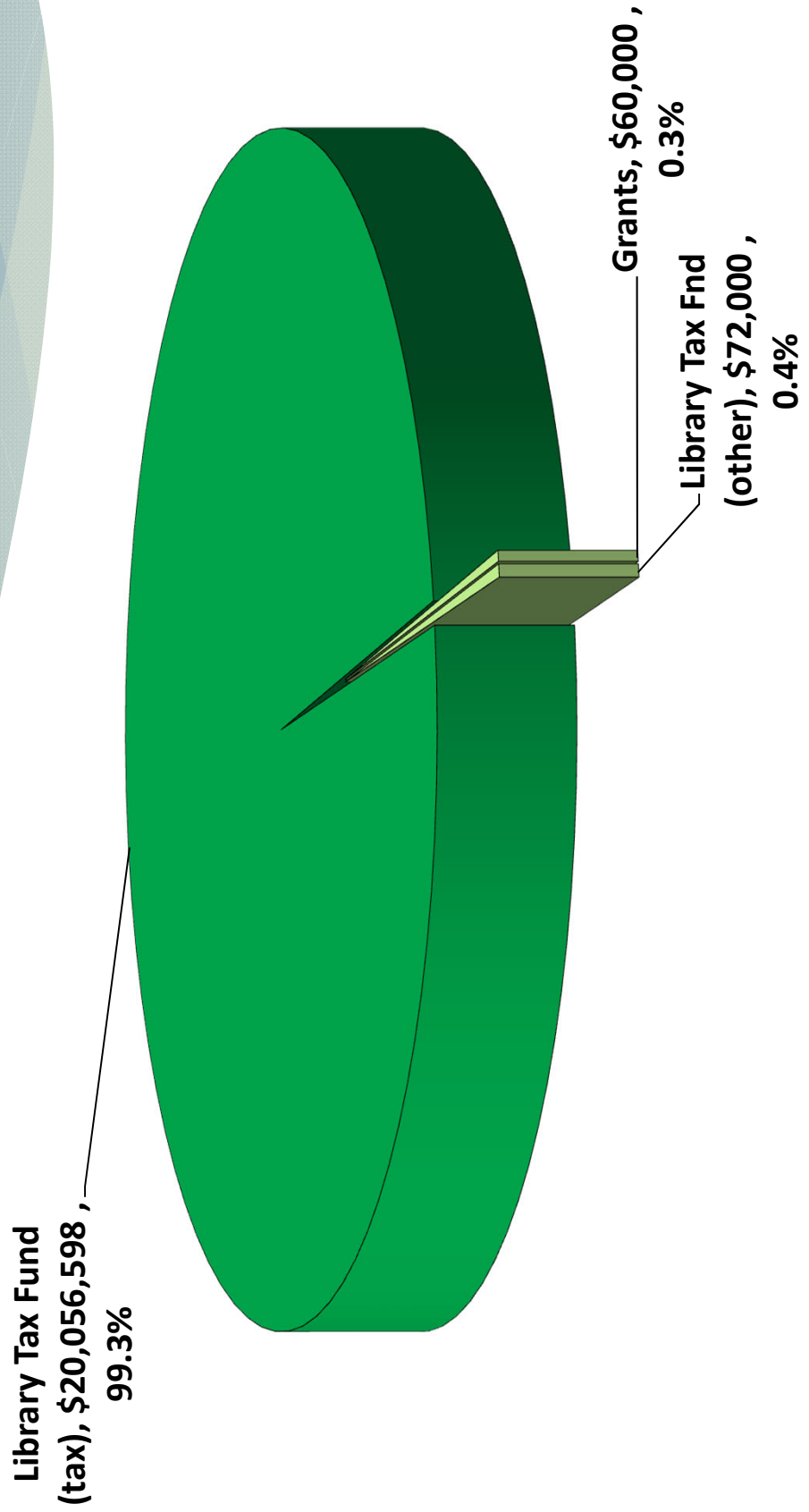
Projected Revenue and Fund Balance

Fund	FY20	Fund Balance (begin FY20)	FY21	Fund Balance (begin FY21)
Library Tax (*begin balance net reserve)	\$20,128,598	\$3,852,751*	\$20,529,730	\$1,139,358*
Transactions Based Reimbursements	Closed in FY19	Closed in FY19	Closed in FY19	Closed in FY19
Grants	\$60,000	\$39,254	\$60,000	\$35,165
Gifts	\$105,000	\$315,370	\$105,000	\$270,370
Foundation	\$0	\$427,406	\$0	\$327,406

FY20: Projected Revenues

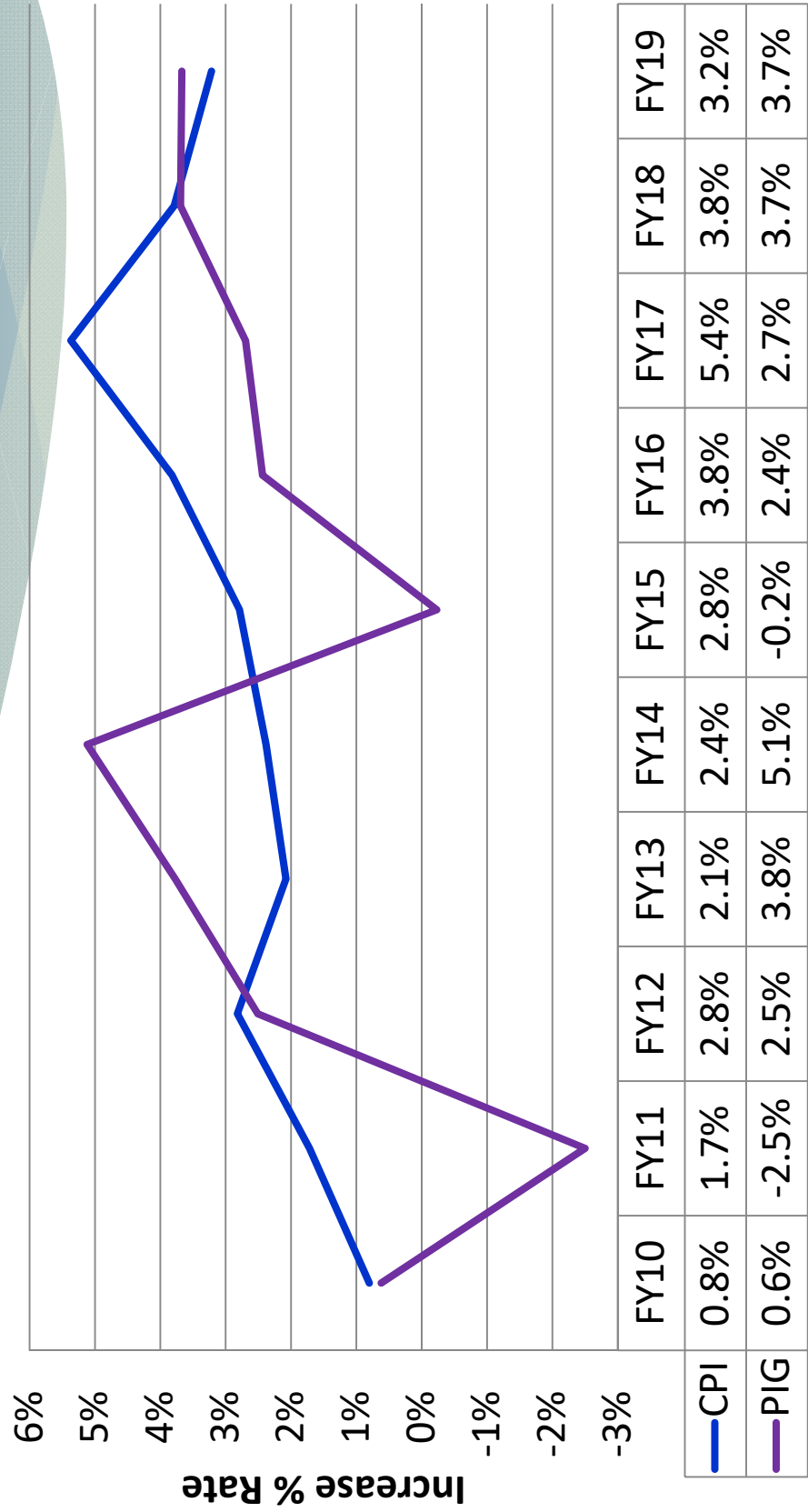
Funds – 301 and 304

\$20,188,598



Library Tax Fund (301)

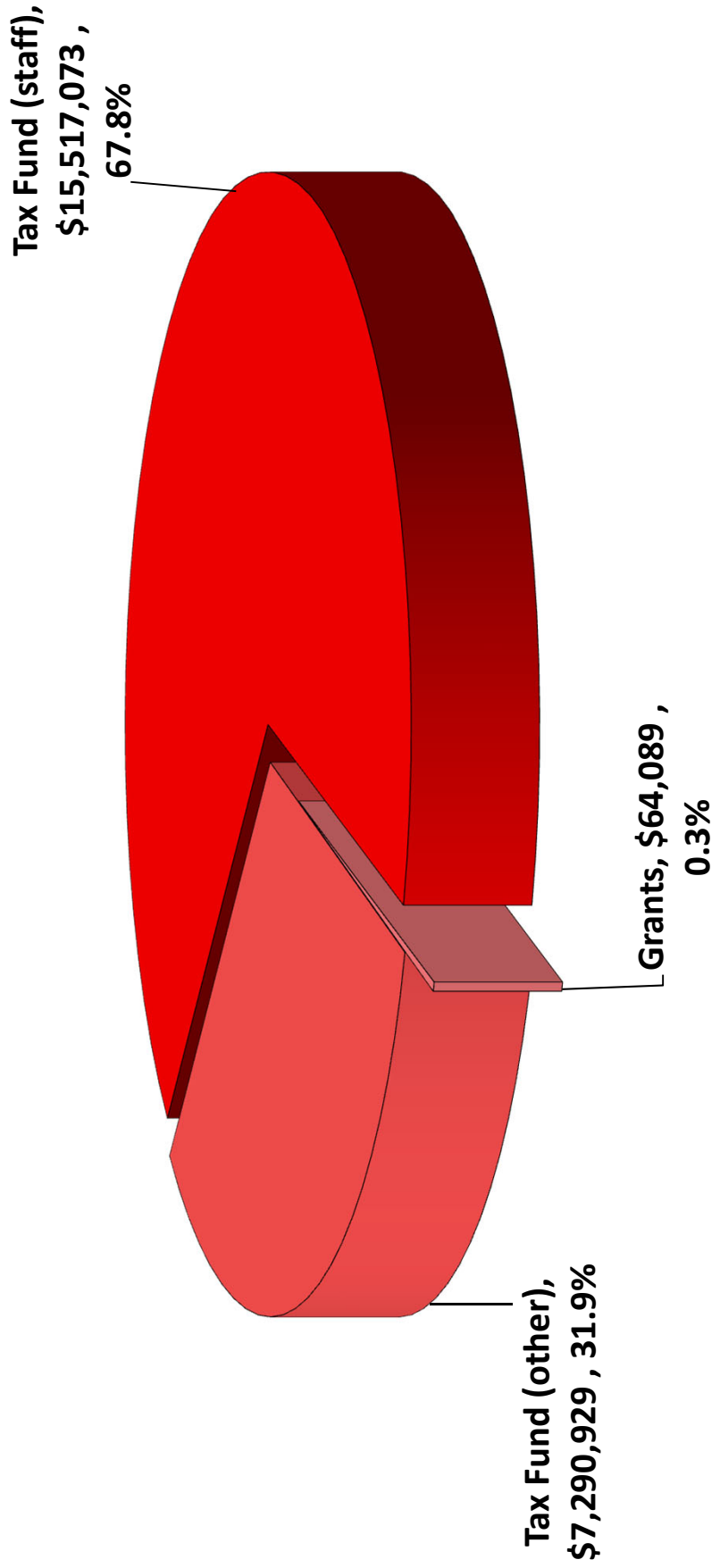
CPI vs PIG



FY20: Projected Expenditures

BPL only: Funds – 301 and 304

\$22,872,091



Library Tax Fund (301)

FY17 – FY21 (\$)

	FY17 Final	FY18 Final	FY19 Projected	FY20 Projected	FY21 Projected
Revenue	18,291,483	19,416,617	19,894,713	20,128,598	20,529,730
Library Tax	18,077,484	19,172,629	19,746,463	20,056,598	20,457,730
Other	213,999	243,988	148,250	72,000	72,000
Expenses	17,242,802	17,319,513	23,571,943	22,841,991	21,385,608
Personnel	13,616,344	13,506,962	14,730,295	15,517,073	15,909,885
Non-Personnel	3,597,746	3,783,602	8,809,607	7,290,929	5,440,929
CoB	28,712	28,949	32,041	33,989	34,794
Surplus / Shortfall	1,048,681	2,097,104	(3,677,230)	(2,713,393)	(855,878)

Library Tax Fund (301)

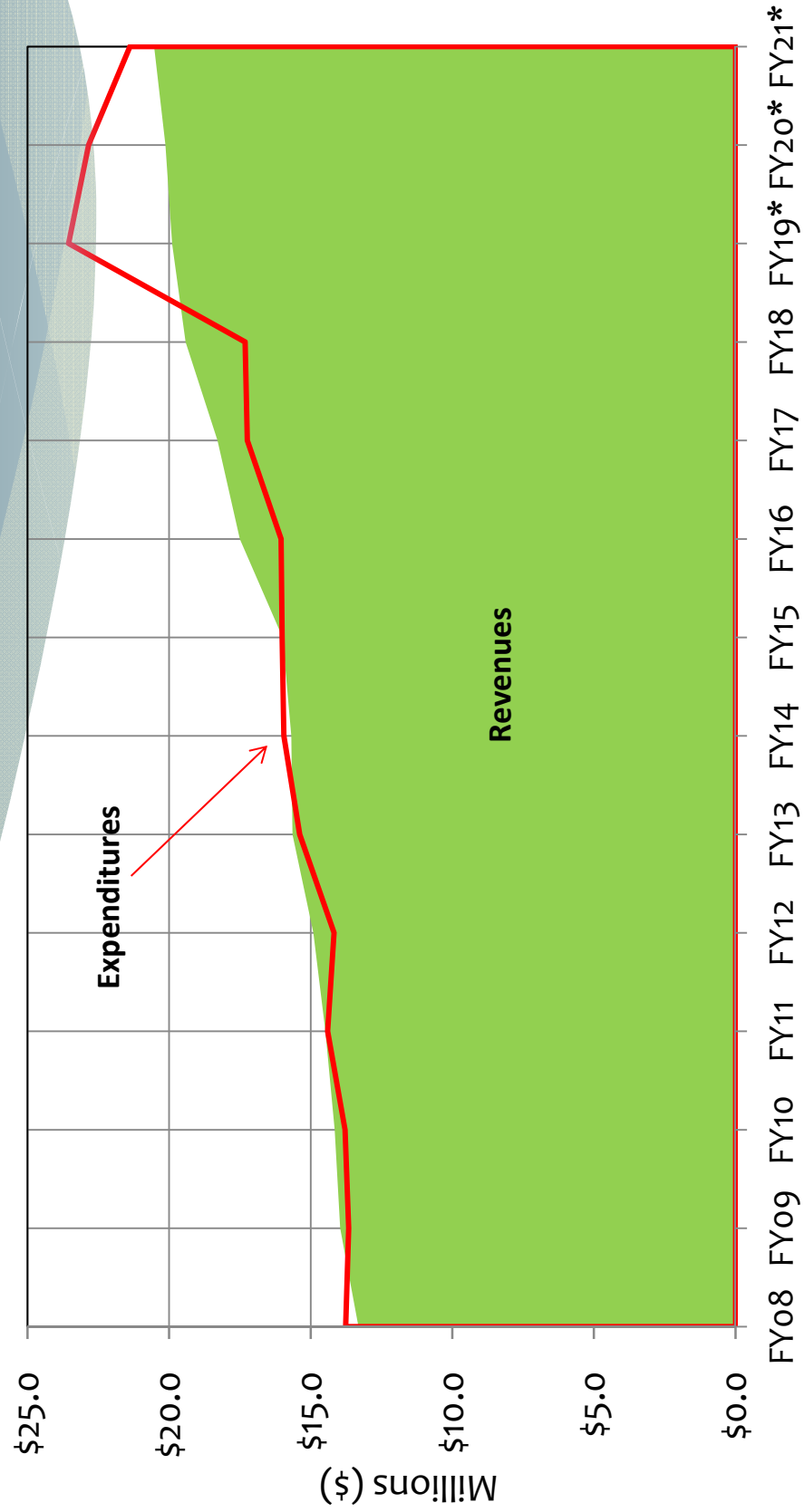
Fund Balance FY17 – FY21 (\$)

	FY17 Final	FY18 Final	FY19 Projected*	FY20 Projected	FY21 Projected
Begin Fund Balance	\$5,787,401	\$6,836,082	\$9,029,981	\$5,352,751	\$2,639,358
Surplus / Shortfall	1,048,681	2,097,104	(3,677,230)	(2,713,393)	(855,878)
Reserve (fixed \$ value)	(1,400,000)	(1,500,000)	(1,500,000)	(1,500,000)	(1,500,000)
End Fund Balance	\$5,436,082	\$7,433,186	\$3,852,751	\$1,139,358	\$283,480

* Assumes closure and integration of Transaction Based Reimbursement Fund (302/ERMA=102)

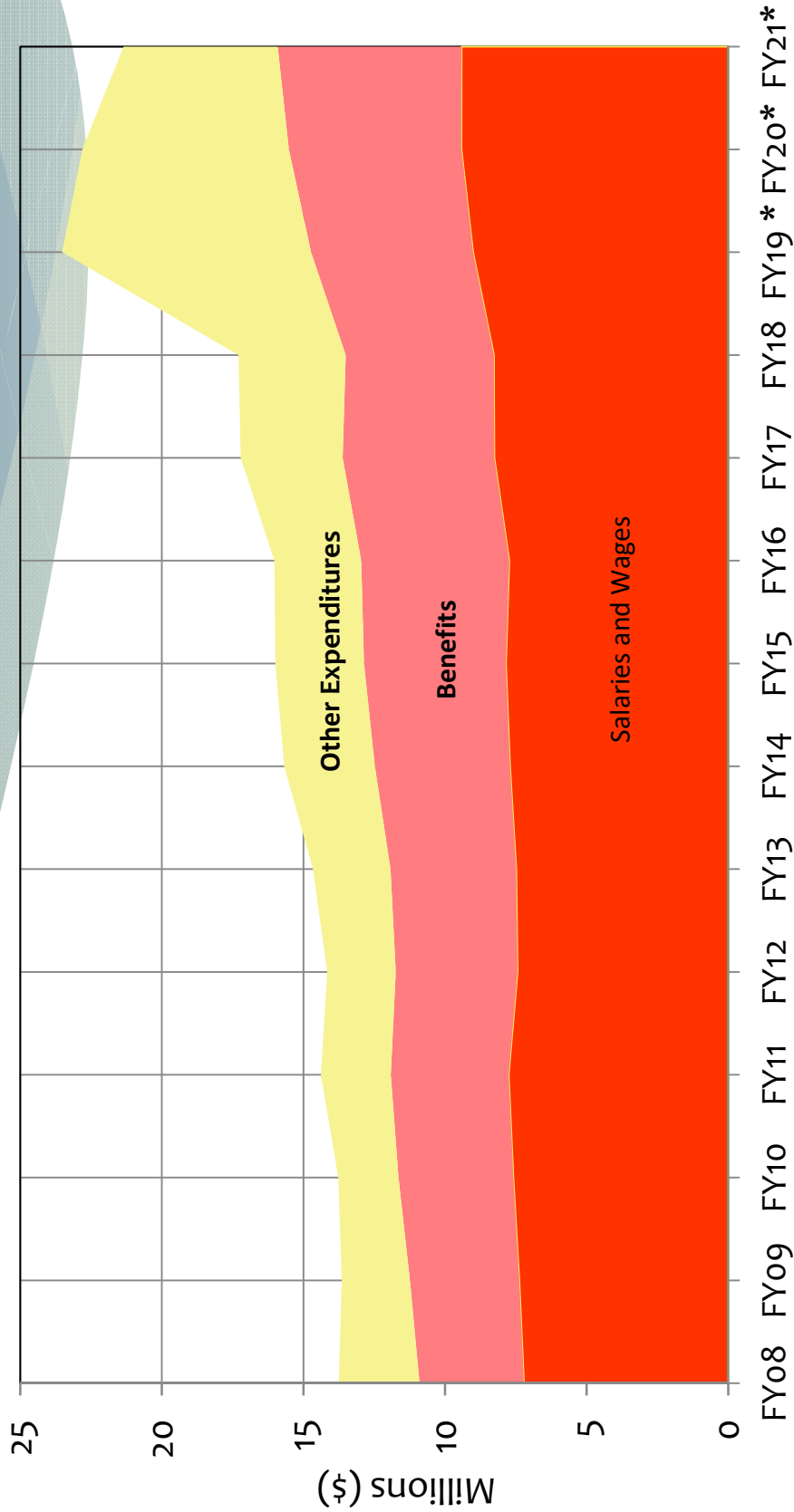
Library Tax Fund (301)

Revenues vs Expenditures FY10 – FY21



Library Tax Fund (301)

BPL-only: Staffing to Total Expenditures



* Projected

CalPERS Contribution

Type	FY19 - Actual	FY20 Projected	FY21 Projected
Miscellaneous	21.400%	23.054%	25.548%

Note: Rates do not include the CoB-paid Employee Rate of 8%

- Discount rate lowered: FY20=7.25%; FY21=7.0%
- Smoothing to pay unfunded liabilities to 20 years vs 30 years
- PERS billing at a fixed dollar value vs prior %age of payroll

FTE by Division

Division		FTE		
No.	Name	Auth 19	Prop 20	Prop 21
9101	Administration	12.000	12.000	12.000
9102	Information Systems	5.000	5.000	5.000
9103	Facilities Maintenance	3.000	3.000	3.000
9201	Circulation Services	24.050	23.050	23.050
9202	Childrens Services	6.400	6.400	6.400
9203	Art+Music	3.500	3.500	3.500
9204	Reference	8.700	8.700	8.700
9205	Literacy Programs	2.500	2.500	2.500
9301	Service Design Unit	3.000	3.000	3.000
9302	North Branch	9.000	9.000	9.000
9303	THP South Branch	8.000	8.000	8.000
9304	West Branch	8.000	8.000	8.000
9305	Claremont Branch	7.750	7.750	7.750
9307	Tool Lending Library	2.250	2.250	2.250
9401	Technical Services	6.000	6.000	6.000
9402	Collections Management	2.000	2.000	2.000
Career: Total		111.150	110.150	110.150

FY20 and FY21: Proposed

DepDiv	Position Title	Notes	FTE		
			FY19	FY20	FY21
9101	ACCOUNTING OFF SPEC III U		1.00	1.00	1.00
	ACCOUNTING OFF SPEC III U	upgrde to: Assist. Analyst	1.00		
	ADMIN & FISCAL SVS MGR UN		1.00	1.00	1.00
	ADMIN SECRETARY		1.00	1.00	1.00
	ASSISTANT MANGMNT ANLST U		1.00	1.00	1.00
	ASSISTANT MANGMNT ANLST U		1.00	1.00	1.00
	ASSISTANT MANGMNT ANLST U	upgrded fr: AOSIII		1.00	1.00
	ASSISTANT HUMAN RESRCS ANLST U	upgrded fr: OSII		1.00	1.00
	ASSOCIATE HUMAN RESRCS AN		1.00	1.00	1.00
	DEPUTY DIRECTOR LIBRARY S		1.00	1.00	1.00
	DIRECTOR OF LIBRARY SERVI		1.00	1.00	1.00
	LIBRARY SERVICES MANAGER		1.00	1.00	1.00
	LIBRARY SERVICES MANAGER		1.00	1.00	1.00
	OFFICE SPECIALIST II UNRE	upgrde to: HR Assist. Analyst	1.00		
	Administration		12.00	12.00	12.00

FY20 and FY21: Proposed

DepDiv	Position Title	Notes	FTE		
			FY19	FY20	FY21
9103	BUILDING MAINT MECH		1.00	1.00	1.00
	BUILDING MAINT MECH	dwngdrd fr: Maint Supv		1.00	1.00
	BUILDING MAINT SUPV	dwngdrde to: Maint Mech	1.00		
	SENIOR BUILDING MAINT SUP		1.00	1.00	1.00
	Facilities Maintenance		3.00	3.00	3.00

FY20 and FY21: Proposed

DepDiv	Position Title	Notes	FTE		
			FY19	FY20	FY21
9201	CIRCULATION SERVICES MANA		1.00	1.00	1.00
	LIBRARY AIDE		0.50	0.50	0.50
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FTE by Classification

Title	Auth FY19		FY20 and FY21	
	FTE	Count	FTE	Count
DIRECTOR OF LIBRARY SERVI	1.000	1.000	1.000	1.000
DEPUTY DIRECTOR LIBRARY S	1.000	1.000	1.000	1.000
SENIOR BUILDING MAINT SUP	1.000	1.000	1.000	1.000
ADMIN & FISCAL SVS MGR UN	1.000	1.000	1.000	1.000
ASSISTANT MANGMNT ANLST U	2.000	2.000	3.000	3.000
ASSISTANT HUMAN RESRCS ANLST U			1.000	1.000
LIBRARY INFO SYSTEMS ADMI	1.000	1.000	1.000	1.000
LIBRARY SERVICES MANAGER	2.000	2.000	2.000	2.000
CIRCULATION SERVICES MANA	1.000	1.000	1.000	1.000
SUPERVISING LIBRARIAN	8.000	8.000	8.000	8.000
LIBRARIAN II	19.800	22.000	19.800	22.000
LIBRARIAN I	1.500	2.000	1.500	2.000
SENIOR LIBRARIAN	3.000	3.000	3.000	3.000
LIBRARY LITERACY PROG COO	1.000	1.000	1.000	1.000
ASSOCIATE HUMAN RESRCS AN	1.000	1.000	1.000	1.000
INFORMATION SYSTEMS SPEC	3.000	3.000	3.000	3.000
LIBRARY ASSISTANT	14.250	24.000	14.250	24.000
ACCOUNTING OFF SPEC III U	2.000	2.000	1.000	1.000
LIBRARY AIDE	14.000	28.000	13.000	26.000
LIBRARY SPECIALIST I	3.000	3.000	3.000	3.000
MAIL SERVICES AIDE	1.800	2.000	1.800	2.000
LIBRARY SPECIALIST II	13.550	17.000	13.550	17.000
ADMIN SECRETARY	1.000	1.000	1.000	1.000
OFFICE SPECIALIST II UNRE	1.000	1.000		
BUILDING MAINT MECH	1.000	1.000	2.000	2.000
BUILDING MAINT SUPV	1.000	1.000		
TOOL LENDING SPECIALIST	2.250	3.000	2.250	3.000
SUPERVISING LIBRARY ASSIS	9.000	9.000	9.000	9.000
Career: Total	111.150	142.000	110.150	140.000

FY 2020 Budget Highlights

Library Tax Fund (301)

Non-Discretionary

- Salaries and Wages: **up \$496,154 to FY19 Budget**
- CalPERS: **up \$441,257 to FY19 Budget**
- Reserve: \$1,500,000
- Janitorial Service: \$416,667; **up \$216,667 to Base**
- CoB PC Replacement/Licenses \$179,624

Discretionary (allocated)

- Salary Savings: \$450,000; **up \$150,000 to Base**
- Travel: \$45,000; **down \$25,500 to Base**
- Library Materials: \$1,830,000; **up \$50,000 to Base**
- Facilities Improvements: \$2,150,000

Summary

Biennial Budget for FY20 and FY21

Material Items:

- Library Tax Index Rate for FY 2020 unknown
- CalPERS Contributions – 3 policy changes: (reduced discount rate, reduced smoothing to 20 years, billing by specific \$ not %).
- Central Library construction: Interior and Exterior
- COLAs for FY 2021 unknown
- Link+ program is included in the Library Tax Fund

Address priorities & service commitments:

- Public service and social equity
- Right and proper staffing
- Prudent use of fund balances
- Maintain libraries fiscal and physical health

Biennial Budget Development Calendar

14 NOV 2018	Discussion and Possible Action on FY 2020 and FY 2021 Budget Priorities
12 DEC 2018	Discussion and Action on FY 2020 and FY 2021 Budget Priorities
27 FEB 2019	Staff Budget Presentation
6 MAR 2019	BOLT Budget Workshop
29 MAR 2019	All-Staff Presentation
3 APR 2019	BOLT Recommendations on Draft Budget
1 MAY 2019	BOLT Recommendations on Draft Budget, Tentative Adoption
25 JUN 2019	BOLT Recommendation to City Council, Final Adoption



MINUTES
Berkeley Public Library - Board of Library Trustees Regular Meeting
Wednesday, February 6, 2019 6:30 PM

Central Library – 2090 Kittredge 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: 6:31 pm.

Present: Trustees Davenport, Hahn, Hunt, Roth and Selawsky.
Trustee Hahn arrived at 6:35pm.

Absent: None

Also Present: Elliot Warren, Acting Director of Library Services; Jay Dickinson, Circulation Services Manager; Sarah Dentan, Library Services Manager; Anna Gonzalez, Library Services Manager; Alicia Abramson, Information Technology Manager; Danielle McMillian, Assoc. Human Resources Analyst; Eve Franklin, Administrative Secretary.

2. Public Comments: 1 speakers.

3. Comments from Library Unions:

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

4. Comments from Board of Library Trustees –

- A. Trustee Hunt – spoke regarding the book *Why Learn History (When It's Already on Your Phone)* by Sam Wineburg and the desire to provide programming for young people on life skills, public speaking and interpersonal relationships.
- B. Trustee Davenport – spoke about upcoming Authors Dinner on Saturday night and the Silent Auction which is open to everyone.

II. CONSENT CALENDAR

Action: M/S/C Trustee Selawsky / Trustee Hahn to adopt resolution # R19-003 to approve the consent calendar with as presented.

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

A. Approve Minutes of the January 2, 2019 Regular Meeting

From: Acting Director of Library Services

Recommendation: Adopt a resolution to approve the minutes of the January 2, 2019 Regular Meeting of the Board of Library Trustees as presented.

Financial Implications: None.

Contact: Elliot Warren, Acting Director of Library Services

Action: Adopted resolution # R19-004.

B. Contract: Janitorial Services for Berkeley Public Library

From: Library Services Manager

Recommendation: Adopt a resolution authorizing the Director of Library Services to execute a contract and any amendments with PRIDE Industries One, Inc. for janitorial services at all Berkeley Public Library locations, for an amount not to exceed \$1,250,000, from July 1, 2019 through June 30, 2022.

Financial Implications: See report.

Contact: Sarah Dentan, Library Services Manager

Action: Adopted resolution # R19-005.

C. Contract Amendment: L.J. Kruse Company

From: Library Services Manager

Recommendation: Adopt a resolution authorizing the Director of Library Services to amend Contract No. 9004 (ERMA: 91259-1) with L.J. Kruse Company for HVAC and plumbing repair and preventative maintenance in an incremental amount of \$50,000 for a contracted value not-to-exceed \$425,000; and to extend the Contract's date of expiration to September 30, 2020 from February 28, 2019.

Financial Implications: See report.

Contact: Sarah Dentan, Library Services Manager

Action: Adopted resolution # R19-006.

D. Contract Amendment: No. 10859 Java Connections, LLC (dba LaptopsAnytime)

From: Library Information Systems Administrator

Recommendation: Adopt a resolution authorizing the Director of Library Services to amend Contract No. 10859 (ERMA: 119062-1) with Java Connections, LLC (dba LaptopsAnytime) to provide for an increase of \$37,011 from \$49,000, thereby increasing the Contract's allowable not-to-exceed amount to \$86,011.

Financial Implications: See report.

Contact: Alicia Abramson, Library Information Systems Administrator

Action: Adopted resolution # R19-007.

E. Closure to Support Effective Migration to CARL X

From: Acting Director of Library Services

Recommendation: Adopt the resolution approving closure of the Central Library on Sunday, June 30, 2019 and all libraries on Monday July 1, 2019 to support a successful Integrated Library System migration.

Financial Implications: See report.

Contact: Elliot Warren, Acting Director of Library Services

Action: Adopted resolution # R19-008.

III. INFORMATION CALENDAR

A. Recruitment Practices Oral Report – LaTanya Bellow, Director Human Resources, City of Berkeley provided a presentation (Attachment 1)

From: LaTanya Bellow

Contact: LaTanya Bellow

B. Moss Adams Contract Update and Next Steps

From: Acting Director of Library Services

Contact: Elliot Warren, Acting Director of Library Services

Action: Received

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

IV. AGENDA BUILDING

- Central Renovation Plans

V. ADJOURNMENT

Adjourned at 7:26 PM.

This is to certify that the foregoing is a true and correct copy of the minutes of the regular meeting of February 6, 2019 as approved by the Board of Library Trustees

//s// _____

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

Attachments:

1. Recruitment Practices Oral Report

DRAFT



CONSENT CALENDAR

03/06/19

To: Board of Library Trustees

From: Sarah Dentan, Library Services Manager

Subject: Adopt a Resolution to Apply for and Accept Grant Funds for STEM Programming

RECOMMENDATION

Adopt a resolution authorizing the Director of Library Services to apply for and accept, if awarded, up to \$65,000 in IMLS National Leadership Planning Grant funds to support developing a framework for a collaborative project with UC Berkeley Natural History Museums (BNHM).

INTRODUCTION

The Institute of Museum and Library Services (IMLS) is the primary source of federal support for the nation's approximately 123,000 libraries and 35,000 museums. National Leadership Grants for Libraries (NLG-L) support projects that enhance the quality of library and archive services nationwide by advancing theory and practice.

Grant funds will enable Library staff, in partnership with BNHM staff, to assess patron needs; prototype and test STEM program elements; disseminate results and best practices to national Library and University Museum audiences; and develop a plan for longer-term collaboration. Outputs will include two STEM summer camps targeting middle-school-aged children, and circulating kits incorporating museum collections. In addition to project expenses, the grant will fund conference participation by key project staff, advisory board participation, and outside evaluation if recommended by the IMLS program officer.

FISCAL IMPACTS

The acceptance of these gift funds will have no negative impact on the Library budget. Upon acceptance, the funds will be appropriated to the fiscal year 2020 expenditure budget.

BACKGROUND

After the April 2018 launch of Cornerstones: STEM at Berkeley Public Library, staff were approached by the UC Berkeley Museum of Paleontology to explore partnership opportunities. This grant application is a result of that exploration.

The application process for the NLG-L program consists of two phases: Preliminary Proposal and Invited Full Proposal. In September 2018, Berkeley Public Library submitted a Preliminary Proposal; in January 2019, the Library was invited to submit a Full Proposal, due March 20, 2019.

FUTURE ACTION

No future action is necessary.

CONTACT PERSON

Sarah Dentan, Library Services Manager, 510-981-6106

Attachments:

1: Resolution

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO: R19-____

AUTHORIZING THE LIBRARY SERVICES DIRECTOR TO APPLY FOR AND ACCEPT IMLS NATIONAL LEADERSHIP PLANNING GRANT FUNDS

WHEREAS, The Institute of Museum and Library Services (IMLS) is the primary source of federal support for the nation's museums and libraries; and

WHEREAS, National Leadership Grants for Libraries (NLG-L) support projects that enhance the quality of library and archive services nationwide by advancing theory and practice; and

WHEREAS, Berkeley Public Library submitted a Preliminary Proposal to IMLS for funds to support developing a collaborative project with UC Berkeley Natural History Museums; and

WHEREAS, on the strength of that proposal Berkeley Public Library has been invited by the IMLS to submit a Full Proposal; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley hereby authorizes the Director of Library Services to apply for and accept, if awarded, up to \$65,000 in IMLS National Leadership Planning Grant funds.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on Wednesday, March 6, 2019 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Diane Davenport, President

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



CONSENT CALENDAR

March 6, 2019

To: Board of Library Trustees

From: Dennis Dang, Administrative and Fiscal Services Manager

Subject: Close the Transactions Based Reimbursement Fund (302) 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 amendment pursuant to the Annual Appropriations Ordinance, an adjustment to the Library's FY 2019 Budget closing the Transactions Based Reimbursement (TBR) Fund (302) 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 Transactions Based Reimbursement Fund (302) via transfer of the Fund's fund balance, at an approximate current value of \$90,602, into the Library Tax Fund (301).

BACKGROUND

The City's Annual Appropriations Ordinance (AAO) establishes expenditure limits by Fund for FY 2019. 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 Transactions Based Reimbursement Fund (302) was originally funded by revenue received by the California State Library, and of which due to unmet State Library revenue thresholds payments to participating libraries were discontinued effective fiscal year 2013. State funding was designed to encourage libraries' participation in Interlibrary Loan (ILL) services that allowed patrons to request materials from other participating libraries in California. The level of funding was tied to the number of materials a library lent to other institutions.

The Library transitioned away from ILL, yet retained a positive balance in the TBR Fund (302). The Library continued to use that Fund to account for costs and revenues related to the Link+ lending program, a cooperative engagement among California & Nevada public and academic libraries to provide access for BPL cardholders to participating libraries' materials via a courier service and to partially subsidize costs for the provision of public-use copiers. Effective December 1, 2018 by adoption of BOLT Resolution No.: R18-053 on November 14, 2018, the Board of Library Trustees authorized terminating the imposition of late fees applicable to Link+ materials. Prior to the adopted resolution the TBR Fund (302) received unrestricted-use receipts from fines related to late return of Link+ materials. As a result, there is currently no revenue source for this Fund.

BERKELEY PUBLIC LIBRARY
CONSENT CALENDAR REPORT

Close the Transactions Based Reimbursement Fund (302) and transfer
the Fund Balance to the Library Tax Fund (301)

Page 2

To date, the TBR Fund (302) has an unrestricted fund balance of approximately \$90,602. Recognizing that 1) recent Link+ revenue into the Fund was insubstantial (FY18=\$1,205; FY17=\$1,401; and FY16=\$1,400), 2) future program revenue is not anticipated as authorized by adoption of BOLT Resolution No.: R18-053, and 3) a declining Fund balance due to ongoing program participation expenditures of which the BPL will continue to bear, the Library requests that the upcoming biennial budget cycle integrate Link+ program participation into its normal operating expenses paid through the Library Tax Fund (301) – effectively closing the TBR Fund (302) and transferring any remaining fund balance into the Library Tax Fund (301).

RATIONALE FOR RECOMMENDATION

Effective December 1, 2018 by adoption of BOLT Resolution No.: R18-053, dated November 14, 2018, the Board of Library Trustees authorized terminating the imposition of late fees applicable to Link+ materials – at that date, the only source of revenue into the TBR Fund (302). The Berkeley Public Library will continue to bear Link+ program participation costs, thus continuing to draw down the Fund's balance. Consequently, the Library seeks to close the TBR Fund (302) and transfer the Fund's balance into the Library Tax Fund (301), which is the Fund through which the bulk of ongoing operational programs are funded.

Attachments

1. Resolution

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO: R19-__

CLOSE THE TRANSACTIONS BASED REIMBURSEMENT FUND (302) AND TRANSFER THE FUND BALANCE TO THE LIBRARY TAX FUND (301)

WHEREAS, on November 14, 2018, BOLT Resolution No. No.: R18-053 authorized terminating the imposition and collection of late fees applicable to Link+ materials; and

WHEREAS, the Transactions Based Reimbursement Fund (302) was solely funded by late fines collected from lending related to Link+; and

WHEREAS, the Library will continue to bear Link+ program participation costs, thus continuing to draw down the Fund's balance of approximately \$90,602; and

WHEREAS, as the Transaction Based Fund's fund balance is unrestricted the Library seeks to close Fund (302) and transfer the Fund's fund balance into the Library Tax Fund (301), which is the Fund through which the bulk of ongoing operational programs are funded; 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 amendment pursuant to the Annual Appropriations Ordinance, an adjustment to the Library's fiscal year 2019 Adopted Budget closing the Transaction Based Fund (302) 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 March 6, 2019 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



INFORMATION REPORTS

March 6, 2019

To: Board of Library Trustees
From: Elliot Warren, Acting Director of Library Services
Subject: Director's Report

Central Library Renovations:

In February, design firm Noll & Tam submitted permit sets to the City of Berkeley Planning Department for review of the Central Library Improvement project plans. The Planning Department indicated that this would be treated as a priority project. Response is expected by the end of the month. The City of Berkeley Public Works Department is project managing the project and has developed a draft project schedule that indicates a likely construction period of roughly ten months--July 2019 through May 2020.

The Library is working with Noll & Tam staff to prepare an overview of the project at the April 2019 BOLT meeting via an oral information report. Here is a sneak peak of the new floor design and desk arrangement on the first floor:



The team of Library staff leading the design of the Central Library's renovations developed the following brief overview of the decision making process related to the planned renovations:

Origins 2009

As part of the planning for the Measure FF Neighborhood Libraries Improvement Program, the Library hired design consultant Page + Morris to study usage of the Central Library and to make recommendations for facility improvement. A few low-cost recommendations were immediately implemented while others were deferred until the Neighborhood Libraries Improvement project was completed.

2014

When branch libraries were completed in 2014, the Library refocused attention to those 2009 recommendations for recalibration and reconsideration. The Library hired architects Noll & Tam to facilitate an inclusive process for staff and community participation in redesigning elements of the Central Library.

Steering committee

A staff steering committee convened. The committee's charge was to represent and advocate for functional elements of the design relevant to the work of their divisions. They were tasked with sharing information with unit staff and reporting staff concerns. The committee identified key aspects of the project: the importance of a new teen room, additional seating options, quiet study area enhancement, improved collection access, improved lighting, and, most of all, space flexibility.

Staff workshops

Four staff workshops led by Noll & Tam solicited staff input and feedback on space usage and functions. Staff identified patrons' browsing tendencies and seating usage. There was conversation about various issues. Interaction with staff led to significant adjustments to the plans.

Teen Room

A major element of the plan is to create a dedicated teen area on the first floor. When Noll & Tam initiated the design process, teens comprised 14% of the City's population. The architects also recognized Berkeley High School's proximity to the Central Library as an opportunity to provide access to effective leadership, learning, and engagement opportunities for students.

Teen participation

To ensure the teen space would be attractive to teenagers and would effectively serve their interests, a taskforce of thirteen teens was convened. In subsequent years the architects engaged two more taskforces. These teens visited other Bay Area Libraries, and considered and recommended a number of design elements, including furnishings, flooring, and lighting.

Community participation

In addition to staff and teens, two public community workshops were held. Discussions focused on ensuring that collection depth would be retained, and that the design would enhance patron access to staff support.

BOLT approval

In July, 2014, BOLT held a special meeting to hear the design team's findings and recommendations. The board approved development of the teen room and other space enhancements. Despite approval of the plans, the time period from 2014 through 2017 saw a turnover of directors and little progress occurred.

2017 to the present

In mid-2017, a new staff taskforce was convened to reconsider the plans and make recommendations about adjustments based on changes in library usage patterns and community needs. Up to twelve staff members from various units and classifications comprised this team. They immediately suggested some simple but significant changes to the first floor. These were based on the need for more seating and the need to provide more public access computers.

The Commons and other changes

To this end, a new area with more seating options, The Commons, opened in late July 2018. A self-service laptop lending station was installed. The taskforce is currently monitoring usage. Furthermore, the team recommended a number of enhancements to the plans developed by Noll & Tam, including flooring updates, creation of additional seating areas on both the first and second floors, enhancement of the teen area design, creation of all-gender bathrooms, and identification of optimal staff desk placement, with the addition of a mobile desk to the teen area for the option of afternoon staffing.

The Berkeley Public Library Foundation has played a significant role publicizing and raising funds for the project, committing hundreds of thousands of dollars for the purpose of updated furnishing and equipment.

Programming:

In February, Berkeley Public Library celebrated Black History Month. Highlights of this month's programs included a history of the Black Panther Party at Tarea Hall Pittman South Branch. The program, attended by more than 40 patrons, received positive press attention both [before](#) and [after](#) the event. 85 people attended the Central Library's program featuring author and spoken word artist Phavia Kujichagulia, *Racism: The Elephant in the Room*. Programs for young people related to Black History Month included Muriel Johnson sharing stories of the African Diaspora at Central, and the interactive art and music program JazzArt at North Branch, attended by 48 and 47, respectively.

In addition, 125 people braved the rain to attend a special visit from author Ryan North, hosted by the North Branch at the Northbrae Community Church and funded by the Pace Trust. North discussed his book *How to Invent Everything: A Survival Guide for the Stunned Time Traveler* which is an accessible, readable and humorous look at the foundational technologies of our society

Author Ilona Bray delivered an interactive presentation inspired by her science-themed book, *Mossby's Magic Carpet*, which is "filled with factual information on a wide variety of topics including flight, gravity, magnetism, weather, astronomy, first aid and survival techniques, and others." 29 people, mostly school-age children with parents and caregivers, attended the program on February 15th at the Central Library.

The Central Library held a Medical-Cal/Covered California Enrollment event as a partnership with certified sign-up specialists from Cal's student chapter of the California Physicians Alliance. These young adult enrollment specialists are learning how to build partnerships in their community while sharing their specialized skills with uninsured community members and older adults. At this event, a senior patron was able to navigate the challenging process of renewing her Medi-Cal benefits with the assistance of these enrollment specialists. Staff look forward to continuing to evaluate this program to make it as accessible as possible for the library's community. Several people stopped in to talk and one patron was signed up in this first iteration.

Fifteen community members participated in our Yarn and Fabric Swap held at the Central Library on February 2. Everyone was welcomed in to trade materials that were in clean and re-useable conditions to inspire their next textile project.

Collections

As part of BPL's collection management plan, the Library is committed to building up-to-date collections that reflect the diversity of community interests, perspectives, and experiences. As part of that process, Librarians from all of the branches were able to select materials from a staff-developed list of nonfiction and fiction materials about the LGBTQ experience. Here is a small sample of the new materials as they were being received:

Materials were ordered by such authors as Virginia Woolf, James Baldwin, Oscar Wilde, Alison Bechdel and many others. Special thanks to Librarians Kay Finney and Wendy Hyman along with Senior Librarian Rosie Merlin for developing the list!



Migration to The Library Corporation's (TLC) CARL X

The Library remains in the design phase of the project to implement the CARL X Integrated Library System. Major tasks during this phase of the project include preparing catalog and patron data for export; reviewing and documenting current system codes and settings; and setting up the technical "back-end" for connectivity to the CARL X cloud-hosted system.

The ILS steering committee continues to meet via conference call with TLC staff twice weekly to discuss the overview of the migration, and more specifically to work on design sessions for the numerous modules and aspects of the system. The design sessions include staff from all classifications, who are helping to communicate to TLC how it will best work with our in-house workflows. In addition, TLC has assigned many 'workbooks' that help staff define settings and options for system. IT staff are working with TLC on the systems that will store and transmit information, and are also providing snapshots off our database so that our existing data can be smoothly migrated to the new ILS.

History Collection Assessment

The Library was awarded a Collection Preservation Assessment Award from the California Assessment Program which is an organization funded by the California State Library. The Collection Preservation Assessment Program (CPAP), as described on the organization's website, is "designed to help small and mid-sized libraries and archives plan improvements in care for their permanent and historical collections." The Library requested assessment of the local historical materials currently in the History Room at the Central library and in the storage area of the first floor Circulation room.

The assessment will include site visits and collection assessment by experts in California history and documents; interviews of staff; and will result in a report detailing findings, recommendations in priority order, and justifications for those recommendations and priorities; along with follow up advisement on implementation of the recommendations. The request was developed by Library Services Manager Anna Gonzalez, Librarian II Jef Findley, and Acting Director of Library Services Elliot Warren.

Onboarding

The Library introduced a new onboarding process for four newly hired or promoted staff-members that is designed to familiarize them with Library procedures, policies, practices, and job expectations prior to being assigned their everyday work. Dozens of staff-members, from Library Assistants to the upper levels of management have been meeting with the new staff-members and they are touring each of the facilities as well.

CONTACT PERSON

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