



# BERKELEY PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES

**REGULAR MEETING**  
Wednesday, 03/04/2020

**AGENDA**  
6:30 PM

Tarea Hall Pittman  
South Branch  
1901 Russell Street

Commission Members:

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

## **I. PRELIMINARY MATTERS**

### **A. Roll Call**

### **B. Public Comment on Non-Agenda Matters**

*Speakers are allowed 3 minutes each for up to 10 speakers; if more than 10 individuals have filled out and submitted cards to speak, the time for all speakers will be reduced to 2 minutes per person and if more than 20 individuals have submitted speaker's cards, the time per person will be reduced to one minute each, for a maximum of one hour of public comment.*

### **C. Comments from Library Unions**

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

- i. SEIU, LOCAL 1021 (Maintenance and Clerical Units)
- ii. SEIU, LOCAL 1021 (Community Services and PTRLA Units)
- iii. Public Employees Union, LOCAL 1

### **D. Comments from Board of Library Trustees**

## **II. CONSENT CALENDAR**

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

### **A. Minutes of February 5, 2020**

**From:** Elliot Warren, Acting Director of Library Services

**Recommendation:** Adopt the resolution to approve the minutes of the February 5, 2020 Regular Meeting of the Board of Library Trustees.

### **B. Contract Amendment: No. 111863-1 Roberto Salcido dba Hercules Electric**

**From:** Brian Gavin, Senior Building Maintenance Supervisor

**Recommendation:** Adopt the resolution authorizing the Director of Library Services to execute an amendment to Contract No. 111863-1 (Fund\$: 10332) with Roberto Salcido dba Hercules Electric for on-call electrical services providing for an incremental increase of \$30,000 to a revised contracted value not to exceed \$80,000 and to amend the Contract's date of expiration to December 31, 2022 from December 31, 2020.

### **C. Contract Amendment: No. 9563 Noll & Tam Architects and Planners**

**From:** Elliot Warren, Acting Director of Library Services

**Recommendation:** Adopt a resolution authorizing the Director of Library Services to amend Contract No. 99497-1 (converted from Fund\$ Contract No. 9563) with Noll & Tam Architects and Planners to provide for an incremental increase of \$20,000 for added design services, thereby increasing the Contract's allowable not-to-exceed amount to \$585,416 and to extend the term of the Contract to June 30, 2021.

**D. Adopt a Resolution to Apply for and Accept Grant Funds for 10 GB High Speed Broadband**

**From:** Elliot Warren, Acting Director of Library Services

**Recommendation:** Adopt a resolution authorizing the Director of Library Services to apply for and accept, if awarded, up to \$60,000 from the California State Library to offset the costs associated with the Library's planned upgrade to a 10 GB Internet connection.

**III. ACTION CALENDAR****A. Update on Implementation of Moss Adams Recommendations**

**From:** Judy Hunt, Trustee

**Recommendation:** BOLT and the Acting Library Director should discuss the twenty-three observations and recommendations from Moss Adams and note the status of organizational progress in core areas - Leadership, Management and Staff.

**IV. INFORMATION REPORTS:**

*All items for discussion only and no final action.*

**A. Monthly Library Directors Report** – Elliot Warren, Acting Library Director

**B. FYTD 2020 – 2nd Quarter YTD Budget Report** – Dennis Dang, Admin & Fiscal Services Manager

**C. Recruitment of Director of Library Services** – Danielle McMillian, Associate Human Resources Analyst

**V. ITEMS FOR FUTURE AGENDAS**

*These items are not scheduled for discussion or action at this meeting. The Board of Library Trustees may schedule these items to the agenda of a future meeting.*

- Discussion of items to be added to future agendas

**VI. ADJOURNMENT**

*~~~~~*  
This meeting will be conducted in accordance with the Brown Act, Government Code Section 54953. Any member of the public may attend this meeting. Questions regarding this matter may be addressed to Elliot Warren, 510-981-6195, ewarren@cityofberkeley.info.

Communications to Berkeley boards, commissions or committees are public record and will become part of the City's electronic records, which are accessible through the City's website. 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 the Berkeley Public Library Administration Office located at 2090 Kittredge Street - 3rd Floor Admin Wing, Berkeley, CA 94704.

**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 981-6418 (V) or 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 the agenda for this regular/special meeting of the Berkeley City Commission on Commissions was posted at the display case located near the walkway in front of the Maudelle Shirek Building, 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 26, 2020.

//s//

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Elliot Warren, Acting Director of Library Services

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Serving as Secretary to the Board of Library Trustees

**Communications**

1/30/2020	Berkeley Public Library Foundation	Gardens, Dragons, and Brushstrokes!
2/4/2020	Berkeley Public Library Foundation	Sheila Miles Original Watercolor Up for Bid
2/4/2020	Jean Markosen	computer area remodel
2/5/2020	Sabrina Fendrick	2/5 BOLT Meeting Comment_BPG relocation





**MINUTES**  
**Berkeley Public Library - Board of Library Trustees Regular Meeting**  
**Wednesday, February 5, 2020 6:30 PM**

Central Library – 2090 Kittredge Street

**Board of Library Trustees:**

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

**I. PRELIMINARY MATTERS**

A copy of the agenda packet can be found at <http://www.berkeleypubliclibrary.org/about/board-library-trustees>

**1. Call to Order:** 6:30 pm.

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

Absent: Trustee Roth.

Also Present: Elliot Warren, Acting Director of Library Services; Dennis Dang, Administrative & Fiscal Services Manager; Jay Dickinson, Circulation Services Manager; Bae Smith, Supervising Librarian Collection Services; Danielle McMillian, Assoc. Human Resources Analyst; Aimee Reeder; Ass't Management Analyst; 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) – 0 speakers
- C. SEIU, LOCAL 1021 (Community Services and PTRLA Units) – 0 speakers

**4. Comments from Board of Library Trustees**

- A. **Trustee Hahn** – Delighted to be here, no special comments this evening.
- B. **Trustee Davenport** – Attended the All-Staff Meeting last Friday, I thought it was a particularly spirited and fun meeting. Great job of wayfinding signage during construction project at Central Library.
- C. **Trustee Hunt** – Spoke regarding the following:
  - East Bay Times article on *American Dirt* controversy. It reminded her of when *To Kill a Mockingbird* was first published and there was a great deal of controversy and now it is a classic.
  - East Bay Times article on Contra Costa Library system may be fully recovered by end of week.
  - East Bay Times article on Bill's goal: Fairness in housing
  - East Bay Times article on School district sues vaping company
  - Journalist Gwen Ifill was honored on US postage stamp.

**II. CONSENT CALENDAR**

Action: M/S/C Trustee Hunt / Trustee Davenport to adopt resolution #R20-005 to approve the consent calendar as presented.

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

**A. Approve Minutes of the January 15, 2020 Special Meeting**

From: Acting Director of Library Services

Recommendation: Adopt a resolution to approve the minutes of the January 15, 2019 Special Meeting of the Board of Library Trustees as amended.

Financial Implications: None.

Contact: Elliot Warren, Acting Director of Library Services

Action: Adopted resolution #R20-006.

**B. Contract: First Alarm Security And Patrol, Inc. Dba: First Security Services**

From: Jay Dickinson, Circulation Services Manager

Recommendation: Adopt a resolution authorizing the Director of Library Services to enter into a contract and any amendments with First Alarm Security & Patrol, Inc. dba: First Security Services for the provision of security services at the Central Library and on request at any Library branch facility for a not-to-exceed amount not to exceed \$550,000 for 36-months, commencing on or about March 1, 2020 through to February 28, 2023, and including the option to extend for two additional 1-year periods for a total at 5 years at a total not to exceed amount of \$900,000.

Financial Implications: see report.

Contact: Jay Dickinson, Circulation Services Manager

Action: Adopted resolution #R20-007.

**III. ACTION CALENDAR**

**A. Review and discuss potential impact of Berkeley Patient Group relocation on the West Branch Library**

Nara Dahlbacka (Milo Group) was present and provided information regarding the Berkeley Patient Group (BPG) relocation to corner of University and San Pablo Avenues. BPG has received zoning approval for a retail operation. Design Review and getting building permits will take between 6-18 months. State law says that cannabis can't be visible from the sidewalk through windows, so they plan to have public art. A vaping lounge would require a new application to the Zoning Board. Zoning Board decisions can be appealed to the City Council and those decisions can be appealed in court. State law would require specialized HVAC and air treatment systems for a vaping lounge.

From: Elliot Warren, Acting Director of Library Services

Recommendation: Review and discuss potential impact of Berkeley Patient Group relocation on the West Branch Library.

Financial Implications: None.

Contact: Elliot Warren, Acting Director of Library Services

Action: M/S/C Trustee Hahn / Trustee Selawsky to thank Nara Dahlbacka for providing information and take no action.

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

**IV. INFORMATION CALENDAR**

**A. 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

**B. Recruitment of Director of Library Services–**

From: Associate Human Resources Analyst

Contact: Danielle McMillian, Associate Human Resources Analyst

Action: Received

## **V. AGENDA BUILDING**

- Update on implementation of Moss Adams Recommendations
- Central Library Project Update
- Invite Friends of the Library and the Berkeley Public Library Foundation to give reports on their activities at future meetings.

## **VI. ADJOURNMENT**

Adjourned at 7:48 PM.

This is to certify that the foregoing is a true and correct copy of the minutes of the regular meeting of February 5, 2020 as approved by the Board of Library Trustees

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

Attachments: none.





**CONSENT CALENDAR**

March 4, 2020

**TO:** Board of Library Trustees

**FROM:** Brian Gavin, Senior Building Maintenance Supervisor

**SUBJECT:** Contract Amendment: No. 111863-1 Roberto Salcido dba Hercules Electric

**RECOMMENDATION**

Adopt the resolution authorizing the Director of Library Services to execute an amendment to Contract No. 111863-1 (Fund\$: 10332) with Roberto Salcido dba Hercules Electric for on-call electrical services providing for an incremental increase of \$30,000 to a revised contracted value not to exceed \$80,000 and to amend the Contract's date of expiration to December 31, 2022 from December 31, 2020.

**FISCAL IMPACTS OF RECOMMENDATION**

Funding is available from the Library Tax Fund and is budgeted in the Facilities Maintenance division's 2020 and 2021 fiscal years expenditure budgets under Building and Structures Maintenance Services. As this is an on-call contract no costs will be incurred until an applicable emergency or project arises.

**BACKGROUND**

The existing contract with Hercules Electric began on July 25, 2016 at an initial not-to-exceed value of \$50,000. The remaining value on the Contract is \$627.24.

**CURRENT SITUATION AND ITS EFFECTS**

Since execution of the existing contract, the Library has engaged Hercules Electric to provide electrical services when needed by authorized request for tasks and projects that cannot be handled by the Library's 3-person maintenance staff. Services performed include the removal and installation of outlets for electrical and lighting outlets and receptacles; laying of electrical cable, conduit, and romex; replacement of transformers; as well as emergency diagnosis, troubleshooting, and repairs involving the electrical network and panels.

**ALTERNATIVE ACTION**

Allow contract to expire and pursue a formal public solicitation.

The Library does not have in-house maintenance staff, equipment, nor licenses required for specialized repairs and installation, or for potential emergency repairs and replacement.

**CONTACT PERSON**

Brian Gavin, Senior Building Maintenance Supervisor, 510-981-6178

**Attachments**

1. Resolution

## BOARD OF LIBRARY TRUSTEES

RESOLUTION NO: R20-\_\_\_\_

**Contract Amendment: No. 111863-1 Roberto Salcido dba Hercules Electric**

WHEREAS, the Library and Hercules Electric, entered into Contract No. 111863-1 (Fund\$ 10332) at a not-to-exceed value of \$50,000 and which began on July 25, 2016 and is scheduled to expire on December 31, 2020; and

WHEREAS, to date Hercules Electric has successfully fulfilled contracted services to provide on-call electrical services; and

WHEREAS, the Library does not have the resources to provide for complex electrical repairs, replacement of equipment, and electrical system maintenance in a timely and cost-effective manner; and

WHEREAS, as an on-call contract, no costs will be incurred until an applicable emergency or project arises, with such funding having been provided for in the Library Tax Fund's fiscal year budget appropriated to the Facilities Maintenance sub-division under Building and Structures Maintenance Services.

NOW THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley hereby authorizes the Director of Library Services to execute an amendment to Contract No. 111863-1 (Fund\$ 10332) with Roberto Salcido dba Hercules Electric for on-call electrical services increasing the contracted value not to exceed \$80,000 and extending the Contract's date of expiration to December 31, 2022.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on March 4, 2020 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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John Selawsky, President

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



**CONSENT REPORTS**

March 4, 2020

**TO:** Board of Library Trustees  
**FROM:** Elliot Warren, Acting Director of Library Services  
**SUBJECT:** Contract No. 99497-1 Amendment: Noll & Tam Architects and Planners

**RECOMMENDATION**

Adopt a resolution authorizing the Director of Library Services to amend Contract No. 99497-1 (converted from Fund\$ Contract No. 9563) with Noll & Tam Architects and Planners to provide for an incremental increase of \$20,000 for added design services, thereby increasing the Contract's allowable not-to-exceed amount to \$585,416 and to extend the term of the Contract to June 30, 2021.

**FISCAL IMPACTS OF RECOMMENDATION**

There is no fiscal impact as funding for this amendment is to be provided from Library Tax Fund (101) appropriations in the FY 2020/2021 biennial expenditures budget adopted per BOLT Resolution No.: R19-024 at the May 24, 2019 Board of Library Trustees special meeting.

Services will be expensed to 101-22-241-0000-000-463-612310 LB1424.

**BACKGROUND**

On February 12, 2014, the Board by Resolution No.: R14-014 approved a contract and any amendments with Noll & Tam Architects and Planners to provide the full range of programmatic, architectural and design services for the Central Library Area Improvements project in an amount not-to-exceed \$80,000.

On July 23, 2014, the Board by Resolution No.: R14-043 authorized the Director of Library Services to amend Contract No. 9563 with Noll & Tam Architects and Planners increasing the Contract's allowable not-to-exceed amount to \$141,875 and to extend the term of the Contract from June 30, 2015 to June 30, 2016.

On October 15, 2015, the Board by Resolution R15-135 authorized the Director of Library Services to amend Contract No. 99497-1 with Noll & Tam Architects and Planners increasing the Contract's allowable not-to-exceed amount to \$355,416 and the Director of Library Services extended the term of the Contract from December 29, 2016 to December 29, 2017.

On September 24, 2017, by letter authorization the Director of Library Services extended the term of Contract No. 99497-1 from December 29, 2017 to December 31, 2018.

On September 17, 2018, the Board of Library Trustees, by adoption of Resolution No.: 18-038 amended Contract No. 99497-1 to provide for an increase of \$210,000 for a total not-to-exceed amount of \$565,416, and an extension to the contract's duration through to December 31, 2020.

**CURRENT SITUATION AND EFFECTS**

Noll & Tam Architects is providing programmatic, architectural and design services for the Central Library Area Improvements project, which broke ground in January, 2020. Noll & Tam's current work includes

construction administration; project close-out; and Furniture, Fixtures and Equipment schedule and installation.

Since the September, 2018 contract amendment was approved by BOLT, the Library has identified a small number of design changes and enhancements. These include such items as sound design and sound equipment installation in the teen room and on the second floor; signage design for the Teen Room; and changes to the entrance area to the Library including the moving and redesign of the security kiosk and installation of new security gates. The proposed amendment will allow the Noll & Tam to proceed with these requested design changes.

The contract had been scheduled to end in December of 2020. However, the construction project, per the contract with DL Falk Construction, Inc. is a 365 day project that commenced in January rather than earlier. The extra time added via this amendment is necessary to ensure that the Noll & Tam is on contract through the extent of the work with DL Falk, and that Noll & Tam is available through the punch-out phase of the project as well.

**FUTURE ACTION**

No future action is necessary.

**Attachments**

1. Resolution

## BOARD OF LIBRARY TRUSTEES

RESOLUTION NO: R20-\_\_\_\_

### CONTRACT NO. 99497-1 AMENDMENT: NOLL & TAM ARCHITECTS AND PLANNERS

WHEREAS, the firm of Noll & Tam Architects and Planners was selected in a competitive City of Berkeley RFP solicitation (#14-10812) to provide programmatic, architectural, and design services for public area improvements at the Central Library; and,

WHEREAS, on February 12, 2014, the Board by Resolution R14-014 approved Contract No. 99497-1 (converted from Fund\$ Contract No. 9563) and any amendments with Noll & Tam Architects and Planners to provide the full range of programmatic, architectural, and design services for the Central Library Area Improvements project in an amount not-to-exceed \$80,000; and,

WHEREAS, on July 23, 2014 the Board by Resolution R14-043 approved an additional \$61,875, inclusive of a 10% contingency to execute project ASAs, for architectural schematic and design development services for a total not-to-exceed amount of \$141,875; and,

WHEREAS, on October 15, 2015, the Board by Resolution R15-135 authorized the Director of Library Services to amend Contract No. 99497-1 with Noll & Tam Architects and Planners increasing the Contract's allowable not-to-exceed amount to \$355,416 and the Director of Library Services extended the term of the Contract from December 29, 2016 to December 29, 2017; and

WHEREAS, on September 24, 2017, by letter authorization the Director of Library Services extended the term of Contract No. 99497-1 from December 29, 2017 to December 31, 2018; and

WHEREAS, at the April 4, 2018 regular meeting, the Board of Library Trustees by adoption of Resolution No.: 18-018 authorized appropriated FY 2019 expenditures funding of \$1.625 million in support of Central Library infrastructure improvements; and,

WHEREAS, at the September 17, 2018 Special Meeting, the Board of Library Trustees, by adoption of Resolution No.: 18-038 amended Contract No. 9563 with Noll & Tam Architects and Planners to provide for an increase of \$210,000 for a total not-to-exceed amount of \$565,416, and an extension to the contract's duration through to December 31, 2020.

WHEREAS, an amendment is needed for Noll & Tam Architects and Planners to integrate design changes developed in collaboration with Library staff since September 2018 that had not been anticipated and to ensure that the length of the contract covers the length of construction and post-construction project phases

NOW, THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley adopt a resolution to amend Contract No. 99497-1 with Noll & Tam Architects and Planners to provide for an increase of \$20,000 to the expenditure authority, thereby, increasing the Contract's allowable not-to-exceed amount to \$585,416 for architectural and design services, and an extension to the contract's duration through to June 30, 2021.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on March 4, 2020 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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John Selawsky, Board President

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





**CONSENT CALENDAR**

March 4, 2020

To: Board of Library Trustees

From: Alicia Abramson, Library Information Systems Administrator

Subject: Adopt a Resolution to Apply for and Accept Grant Funds for 10 GB High Speed Broadband

**RECOMMENDATION**

Adopt a resolution authorizing the Director of Library Services to apply for and accept, if awarded, up to \$60,000 from the California State Library to offset the costs associated with the Library's planned upgrade to a 10 GB Internet connection.

**INTRODUCTION**

The California State Library's Grant Program to fund High Speed Broadband in California is the primary source of State support for supporting California's approximately 1,132 public libraries in implementing and upgrading their High-Speed Broadband connections.

Grant funds will significantly offset the costs associated with acquiring the equipment necessary to upgrade its current High-Speed Broadband connection from 1 GB to 10 GB speeds.

**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**

On June 6, 2019, the Board of Library Trustees of the City of Berkeley authorized, by Resolution No.: R19-027 the Director of Library Services to execute an amendment to Contract No. 9883 with Califa to increase the contracted not-to-exceed amount to \$536,676 to upgrade the 1 Gbps connection to a 10 Gbps connection and to continue providing support and maintenance of the Library's high-speed fiber-optic Internet connection.

In order to implement a 10 Gbps connection it is necessary for the Library to replace its current firewall, which has a maximum speed of 1 Gbps with a new system that can handle speeds up to 10 Gbps. To that end, on January 15, 2020, the Board of Library Trustees authorized the Director of Library Services to execute a contract with AMS.Net for the purchase of network firewall hardware and software, installation services and training for Library staff for the period beginning January 9, 2020 through January 31, 2023, for an amount not-to-exceed (NTE) \$105,000, by Resolution R20-003.

A grant from the State of California for up to \$60,000 will significantly offset the Library's cost for this project.

**FUTURE ACTION**

No future action is necessary.

**CONTACT PERSON**

Alicia Abramson, Library Information Systems Administrator, 510-981-6131.

Attachments:

1: Resolution



**BOARD OF LIBRARY TRUSTEES****RESOLUTION NO: R20-\_\_\_\_****AUTHORIZING THE LIBRARY SERVICES DIRECTOR TO APPLY FOR AND ACCEPT UP TO \$60,000  
FROM THE CALIFORNIA STATE LIBRARY TO OFFSET THE COSTS ASSOCIATED WITH THE  
LIBRARY'S PLANNED UPGRADE TO A 10 GB INTERNET CONNECTION**

WHEREAS, California State Library's Grant Program to fund High Speed Broadband in California is the primary source of State support for supporting California's approximately 1,132 public libraries in implementing and upgrading their High-Speed Broadband connections; and

WHEREAS, The Board of Library Trustees of the City of Berkeley authorized, by Resolution No.: R19-027 the Director of Library Services to execute an amendment to Contract No. 9883 with Califa to increase the contracted not-to-exceed amount to \$536,676 to upgrade the 1 Gbps connection to a 10 Gbps connection and to continue providing support and maintenance of the Library's high-speed fiber-optic Internet connection; and

WHEREAS, In order to implement a 10 Gbps connection it is necessary for the Library to replace its current firewall, which has a maximum speed of 1 Gbps with a new system that can handle speeds up to 10 Gbps; and

WHEREAS, The Board of Library Trustees authorized the Director of Library Services to execute a contract with AMS.Net for the purchase of network firewall hardware and software, installation services and training for Library staff for the period beginning January 9, 2020 through January 31, 2023, for an amount not-to-exceed (NTE) \$105,000, by Resolution R:20-003; and

WHEREAS, The Grant funds, if awarded, will significantly offset the costs associated with acquiring the equipment necessary to upgrade its current High-Speed Broadband connection from 1 GB to 10 GB speeds;

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 \$60,000 in California State Library Broadband Grant funds.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on Wednesday, March 4, 2020, by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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John Selawsky, President

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





**ACTION CALENDAR**

March 4, 2020

To: Board of Library Trustees  
From: Judy Hunt, Trustee  
Subject: Update on Implementation of Moss Adams Recommendations

**INTRODUCTION**

During the August 2, 2017 BOLT meeting Trustee Judy Hunt proposed a comprehensive review and evaluation of the Library by a third party to address organizational issues related to governance, management and operations.

On September 6, 2017 BOLT voted to proceed with a comprehensive review and evaluation of the Library. Moss Adams Consulting Firm was selected to do the work.

**FISCAL IMPACT**

There is no fiscal impact from this report.

**BACKGROUND**

Since 2014 the Library has been led by three Directors, one Interim Director and one Acting Director. High turnover in key leadership positions contributed to organizational instability, impacting Library culture and the Library's ability to effectively function.

On November 14, 2018 the Moss Adams Consulting team presented an Organizational Assessment to BOLT. There were core recommendations in the Assessment:

Library Leadership - Policy

Library Management - Strategy

Library Staff - Operations

As noted on pages 9 and 10 in the 94 page Final Moss Adams Report, there were ***twenty-three observations and recommendations with priorities ranked as follows:***

Critical - 7

High - 8

Medium - 5

Low 3

***The Moss Adams Final Report is a living document (blueprint) for building and sustaining an effective functioning Library across all levels. The report also provides definitive information for accountability to City residents.***

**CURRENT SITUATION AND ITS EFFECTS**

The Library is at a crucial transition, as BOLT searches for a new Library Director. Since the 2018 completion of the organizational review and evaluation, ***a number of recommendations have been implemented*** with

BOLT, Library Management and Staff. ***Some observations and recommendations are currently being done while others are yet to be addressed.***

It is important that BOLT utilize the Moss Adams Final Report as an objective tool to strengthen and improve:

1. ***BOLT*** governance practices, clarity of roles and responsibilities for effective communications, policy decision-making and oversight of the Library;
2. ***Library Management*** strategies, communications, staff development, evaluations and accountabilities; community partner collaborations that enhance Library resources and services;
3. ***Library Staff*** collections, programs and services that reflect and respond to all age levels in diverse ethnic, cultural and socio-economic communities to engage in lifelong learning resource opportunities at the Library.

#### FURTHER ACTION

BOLT and the Acting Library Director should discuss the twenty-three observations and recommendations from Moss Adams and note the status of organizational progress in core areas - Leadership, Management and Staff.

The importance of this process is to:

- A. ***Build organizational stability***, develop a culture of trust internally and externally with staff and key stakeholders such as the Friends and Foundation;
- B. ***Strengthen communications*** across the Library and the Berkeley community by sharing positive outcomes and results from having an objective thorough review of the Library;
- C. ***Develop an action plan*** for needed improvements not yet addressed;
- D. ***Provide transparency and accountability*** to Berkeley residents how the Moss Adams review is helpful to BOLT, Library Management and Staff.

#### CONTACT PERSON

Judy Hunt, Trustee  
510. 982. 1294

Attachment:

Moss Adams Organizational Assessment Presentation - November 14, 2018



# Berkeley Public Library Organizational Assessment

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November 14, 2017

# Background and Objective

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## PURPOSE

Assess the Berkeley Public Library to ensure it is optimally governed and organized to serve the Berkeley community.

## BACKGROUND

- The Library has experienced significant turnover in the Director position. Since 2014, the Library has been led by three Directors, one Interim Director, and one Acting Director.
- Turnover in key leadership positions has contributed to organizational instability, impacting the Library's culture and ability to effectively function.
- The BOLT requested that a comprehensive review and evaluation be completed by an independent third party to improve Library operations and services.



# Scope of Work

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## SCOPE OF WORK

This organizational assessment was designed to identify opportunities of improvement in governance, management, staff relations, operational performance, policies and procedures, and community partnerships.

The assessment was conducted between July and November 2018 and consisted of four major phases: project initiation and management, fact finding, assessment of operational performance, and reporting. The fact finding phase included:

- 26 interviews with BOLT, managers, supervisors, staff, and community partners
- An all-staff survey
- Document review
- BOLT meeting observation
- Best practice research



# Commendations

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- Community Resources
- Collections
- Employee Commitment
- Facilities
- Strong Funding and Support
- Utilization of cross-functional, interdepartmental committees



We would like to thank Library staff, management, and leadership for their participation in this study.

# Major Themes

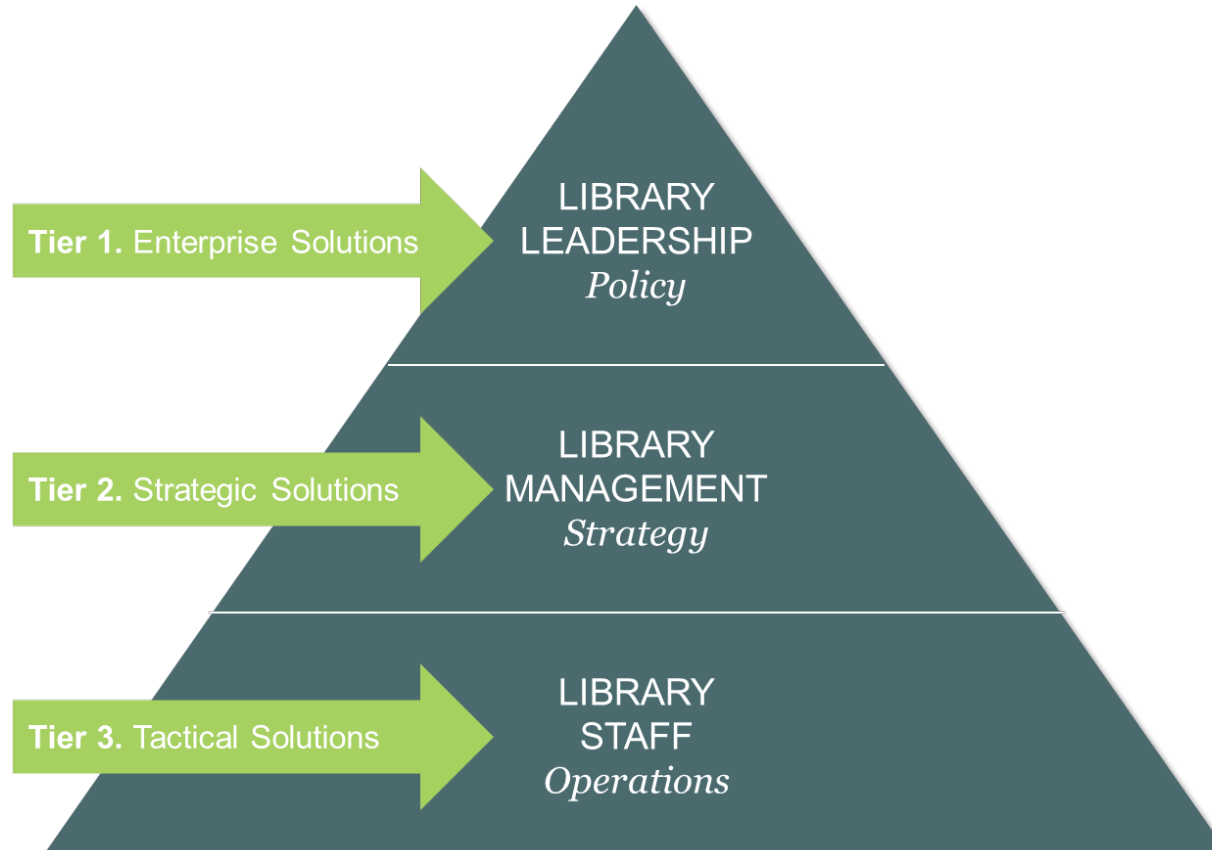
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- Governance
- Cultural Transformation
- Change Management
- Community-Centered Work



# Observations & Recommendations

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# Enterprise Solutions: Critical Priority

## Governance

<b>Observation</b>	The Library's governing environment reduces organizational effectiveness and the ability of the Library to deliver services to the broader community.
<b>Recommendation</b>	Adopt a policy governance model to focus the BOLT on policy and strategy with delegation of operations and employee management to the Director.

## Culture

<b>Observation</b>	Lack of leadership alignment, defined priorities, and constructive employee engagement at the Library has contributed to a culture characterized by low levels of trust, collaboration, and cooperation.
<b>Recommendation</b>	Transform the Library's operating culture by taking measures to align leadership, clarify roles and responsibilities, support employee accountability, and facilitate open lines of communication.

## Change Management

<b>Observation</b>	The Library struggles to sustain changes effectively and engage staff to adopt new systems, processes, and programs. In the past, change management has been perceived as top-down and ineffective despite efforts to engage staff.
<b>Recommendation</b>	Create a culture of deliberate change management to ensure new programs and initiatives are effectively developed, communicated, implemented, and adopted.



# Enterprise Solutions: Other Recommendations

**Operational Planning:** In alignment with the City of Berkeley's 2018-19 Strategic Plan, develop a five-year outcome-based operating plan and supporting unit work plans to unify and focus Library efforts.

**Performance Reporting:** Establish a consistent outcome-based performance reporting framework to keep the BOLT and the community informed on progress toward goals.

**Bylaws Development:** Establish bylaws that are consistent with State law, City policy, BOLT needs, and best practices.

**Board Development:** Establish consistent Board onboarding, education, and evaluation to ensure new members are properly prepared to serve in an oversight role and continuously improve governance.

**Director Recruitment:** Conduct and facilitate the Director recruitment process using a third party, incorporating input from management and staff as appropriate, and develop a Director onboarding plan.



# Strategic Solutions: Critical Priority

## Management Development

<b>Observation</b>	There are opportunities to further develop managers and supervisors to better engage employees and establish a culture of accountability.
<b>Recommendation</b>	Provide ongoing mentorship, training, and institutional support to enable managers and supervisors to consistently apply Library policies and set performance expectations.

## Accountability – Performance Evaluations

<b>Observation</b>	Performance evaluations are inconsistent, cumbersome, and could be better leveraged to develop Library employees.
<b>Recommendation</b>	Ensure performance evaluations are beneficial for both the Library and employees by integrating the review process with a growth and development plan, setting annual goals, and streamlining the evaluation process.

## Accountability – Progressive Discipline

<b>Observation</b>	The progressive disciplinary process could be better leveraged to hold staff accountable to City of Berkeley and Library policies and standards of conduct.
<b>Recommendation</b>	Provide staff with training on the progressive disciplinary process and support standard and consistent utilization by front-line supervisors and management.

## HR Resources

<b>Observation</b>	The Library's human resources (HR) function is reliant on manual processes and lacks sufficient staff resources to fulfill operational demands.
<b>Recommendation</b>	Provide staff with training on the progressive disciplinary process and support standard and consistent utilization by front-line supervisors and management.



# Strategic Solutions: Other Recommendations

**Communication:** Establish formal communication protocols that encourage productive and frequent two-way communication between management and staff.

**Decision-Making:** Develop a decision-making framework that aligns with the operating plan to provide additional transparency in the Library's decision-making processes.

**Accountability - Exit Interviews:** Implement consistent exit interview procedures and conduct a semi-annual analysis to evaluate factors contributing to employee turnover and retention.

**Innovation and Risk:** Promote a culture of innovation by engaging the community, developing an innovation evaluation framework, and exploring peer exchange opportunities.



# Tactical Solutions: High Priority

## Program Evaluation

<b>Observation</b>	The Library lacks a consistent method to evaluate programs and ensure they adequately address community needs and priorities.
<b>Recommendation</b>	Establish a consistent program evaluation process and reporting system to ensure programs are advancing the Library's mission, respond to community needs, and are delivered equitably.

## Safe & Inclusive Space

<b>Observation</b>	Similar to other urban libraries, the Library faces challenges in creating a safe and welcoming space for all patrons.
<b>Recommendation</b>	Continue developing a safety program in accordance with best practices, including an employee safety committee, developing a comprehensive safety plan, and providing regular staff training.

## Community Engagement

<b>Observation</b>	The Library's community engagement efforts are often reactive, resulting in untapped opportunities to better serve Berkeley's diverse community.
<b>Recommendation</b>	Develop proactive community engagement practices to ensure library services address the needs and priorities of all community members.

## Collection Management

<b>Observation</b>	The Library is in the process of developing a Collection Management Plan.
<b>Recommendation</b>	Utilize best practice research to inform development of the Collection Management Plan.



# Tactical Solutions: Other Recommendations

**Procedure Documentation:** Document key policies and procedures to provide consistency to employees and patrons.

**Employee Onboarding:** Create a systematic onboarding process to increase employee retention, productivity, and morale.

**Succession Planning:** Develop a strategy to address succession planning for key positions to ensure operational continuity and maintenance of relationships with stakeholders.



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**INFORMATION REPORTS**

Wednesday, March 4, 2020

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

**Key to Community Voter Engagement**

The **Key to Community** Voter Engagement project is a California State Library Literacy Initiatives program funded by the Institute of Museum and Library Services under the provisions of the Library Services and Technology Act.

The mission of the **Key to Community** Project is to provide accessible, welcoming, non-partisan voter education and to encourage and strengthen community engagement skills to support civic participation among all community members. The project was co-designed and delivered by California Library Literacy Services (CLLS) learner leaders who have a proven track record of increasing participation among people who are underrepresented in government decision-making.

The project was designed by a team of learner leaders with support from BPL's Literacy Coordinator Linda Sakamoto-Jahnke and Susan Clark of Common Knowledge, a nonpartisan organization committed to accessible civic information and grassroots community leadership.

As part of this project, Berkeley Reads learners conducted six voter information workshops in February at local senior centers, Library ESL Conversation Clubs, a church, and a Head Start classroom parents' meeting. 126 people participated. Nonpartisan content covered includes the following:

- Voting steps 1-2-3 (voter registration, when elections occur, how to vote)
- About the March 3, 2020 Primary (how the primary works, deadlines for this year's primary)
- Who Represents You (names of elected officials/structure of local, state, and federal government)
- Choosing a Political party (information about each party and their self-described goals)

Voter information outreach packets are being distributed to partnering sites and follow up will be provided per their request.

**Programming and Outreach**

The Library continues to focus programming around a wide array of goals, including championing social and racial equity, building an interest in reading, cultural enrichment, skill-sharing, opportunities for teen leadership, literacy development, and culinary topics. February was a busy month for programs, with many of the programs celebrating Black History Month.

In response to patrons' strong interest in author events, the Central Support unit arranged an author event with Tamim Ansary, author of *The invention of yesterday: a 50,000-year history of human culture, conflict, and connection*. 52 patrons attended. The event was formatted as an "in conversation" style presentation with Berkeleyside editor in chief Frances Dinkelspiel.

The Central Library inaugurated its Teen Advisory Board (TAB) on February 4. Attendees stated that they were interested in joining the group to share their love of reading with their peers and library staff and to also gain community volunteer hours. The Central Library TAB will be meeting twice a month.

On February 22nd, the Tool Lending Library held two DIY programs: Home Maintenance Basics and Clothes Mending. Home Maintenance Basics was led by the Consumer Education Team of AAA Home Manager. Attendees received a yearly maintenance calendar, discussed projects that homeowners can perform themselves as well as how and when to hire a contractor for complex projects. 31 community members attended.

The Mending Collective visited after lunch for a hands-on intergenerational clothes mending workshop. Attendees including adults, seniors and children brought damaged clothing from home and learned basic repair techniques that they could do without a sewing machine. Everyone received a kit for doing further repairs at home. 23 attended.

On February 15th, Unique Derique visited the Tarea Hall Pittman South Branch for a Black History Month program for children. Derique presented a history of hambone, including its origins during slavery, taught the audience different techniques including hand-jive along with juggling and physical comedy. 61 attended.

19 community members attended a collaborative program that featured live jazz and African folk stories and songs at the North Branch on February 1.

70 patrons attended a musical performance by Asheba's Caribbean Music at the West Branch on Saturday, February 22nd. This program consists of Asheba, a musical storyteller who specializes in calypso, sings a combination of original music, and remakes of classic children's music with a Caribbean twist.

The Claremont Branch's Wednesday Movie Night program had many new faces in the larger-than-usual audience as we marked Black History Month with screenings of "Last Black Man in San Francisco (February 5, 2020 - 26 attendees), "Race: the Jesse Owens story" ( 18 attendees-- February 12) and "Do the Right Thing" (February 19- 9 attendees), which is still as cinematically powerful and provocative as it was when it was filmed 30 years ago and was the subject of several conversations after the movie. The Library will be showing one more film celebrating black history on Wednesday, 2/26, with "Get on Up", a biopic starring Chadwick Boseman about the life of music icon James Brown.



*Mending Collective at  
Tarea Hall Pittman South Branch*



*Live jazz and African folk stories and songs  
at the North Branch*



*Asheba's Caribbean Music at the West Branch*

Librarian Michael Kwende hosted a very special Valentine's Preschool storytime at the Claremont Branch on February 6, *Love is Everywhere*, featuring books celebrating love and tolerance. This is a special, in-house, afternoon storytime program that Michael holds about once month and which is built around a theme designed to draw a diverse, engaged audience of preschoolers and their caregivers. The 30 attendees were also treated to music provided by several multi-talented BPL staff members.

The Claremont Branch hosted the third of four hands-on cooking programs with Cooking Matters on February 21, 2020. The staff of Cooking Matters teach basic kitchen skills and simple recipes to adults; attendees get to eat their lesson before leaving. Frequently, participants stop to tell staff how much the program is teaching them and how much these free programs mean to them. The last program in the Cooking Matters food series will be held on 2/29/20.

On February 1st, the Central Library hosted Ah-Lan Dance, which brought multiple dancers from ages 4 to adult to present traditional Chinese dance, ballet, modern dance, and Chinese acrobatics for Chinese New Year. 102 people attended this program.

On February 28, the Central Children's unit begins its Family Place Parent-Child Workshop, a five-week program for ages 0-3 and their parents/caregivers. Children and their adults explore play at various age-appropriate activity stations, and a community resource professional comes to each week to briefly talk about topics such as nutrition, child development, and speech and language development. BPL is certified as an official [Family Place Library](#), which is a national program founded and based out of Middle Country Public Library, Long Island, NY.

### **2019 Granicus Digital Government Award**

The City of Berkeley won a Granicus Digital Government Award that relates to the Library. Here is a description of why the City won the award:

*Faced with a public safety crisis unprecedented in scope (wildfire threats and extreme weather conditions requiring urgent safety notifications were compounded by a local utility's decision to shut off electricity to 21,000 residents), Berkeley's communications team developed an omni-channel communications strategy (webpages, press releases, flyers, and social media postings) to maximize reach and impact of critical life-safety messages, especially to those with disabilities or access and functional needs. Their efforts garnered over a million impressions on the city's web and social media platforms and brought thousands of affected residents to local libraries for relief.*

The Library played a key role shaping the messaging; providing community access to electricity, seating, water, bathrooms, and information; broadcasting information through its email list and website; and providing 24/7 Wi-Fi from five facilities. During the power outage, many schools, including the university, were closed, resulting in high use of the Library among students.

### **Library Journal Selects BPL as a 2019 Four-Star Library**

*Library Journal* again identified Berkeley Public Library as a Four-Star Library. The 2019 Star Library rankings were published on January 16, 2020, with BPL being compared to other libraries with annual operating budgets that range from 10 to 29.9 million dollars. Of the 6,333 public libraries ranked, 261 received stars (i.e. 4.1% of U.S. libraries received a three, four, or five star designation). Eleven California libraries were named star libraries:

Five Stars

- Santa Monica Public Library
- Cerritos Public Library
- Irwindale Public Library

Four Stars

- Santa Clara County Library
- San Francisco Public Library
- San Mateo County Library
- Berkeley Public Library
- Redwood City Public Library
- Palo Alto City Library

Three Stars

- Marin County Library
- City of Commerce Public Library

To develop rankings, Library Journal uses six metrics

- Circulation per capita
- E-Circulation per capita
- Visits to the Library
- Program attendance
- Public Internet computers use
- Wi-Fi use

2019 was the first year in which Wi-Fi use was included.

BPL was especially strong on the following:

- Circulation per capita: 63% above the mean
- E-Circulation: 40% above the mean
- Visits: 95% above the mean
- Program attendance: 34% above the mean
- Public Computer Use: 21% above the mean

Wi-Fi use is the only metric in which BPL did not have a strong showing, likely due to the way in which the Library counted sessions during the time period measured, which is always two years behind, i.e. these consider 2017 usage data, and next year's star rankings will use data from FY 2018. The Library has since changed its access method for Wi-Fi, which, eventually, will provide improved measurements of use.

Another challenge related to these metrics is the fact that the Library has since introduced increased access to borrowable laptops. Laptop checkouts do not get integrated into public computer usage statistics reported to the California State Library, so we expect our counts to under-represent the public computer usage moving forward.

The Library Journal's Star-Library rankings allow the Library to compare its services with others of similar size and fiscal conditions. The fact that BPL has won four consecutive four-star rankings means that Berkeley residents are accessing the services the Library offers at a high rate and are continuing to do so as the Library's service approach, collections, resources, buildings, and policies change.

### **Public Computers**

In late January, the Library rolled out new public PCs, implemented a new public PC Time and Print management system, and added new benefits for Library card holders who use public PCs. From January 27 through January 31, Library IT staff replaced each of the Library's 73 public desktop PCs with new Windows 10 PCs. Additionally, the Library implemented a new public PC time and print management system featuring an easy to use payment kiosk that accepts credit, debit, and smartphone payments for prints and copies.

The system, Comprise, selected through a thorough, staff-driven RFP process, provides users with an easier to use desktop PC interface and reduces the complexity of printing by introducing state-of-the art payment kiosks that make it much easier and more convenient for users to select and pay for their print jobs. Since the system has been implemented, Library users have printed 2,552 print jobs and 1,561 photocopy jobs using the new system. And with the introduction of credit/debit/smartphone payment terminals, 29% of these transactions have been paid for by debit/credit/smartphones, highlighting the enhanced convenience for Library patrons who come to use public PCs, printers and photocopiers.

Additionally, the Library increased the daily time limit for public PC use for Library card holders from two to three hours a day, and also now allows Library card holders to print up to four pages per day without a fee.

### **When to Work Implementation**

The Library has implemented a new method to offer staff shifts related to vacancies and other staffing gaps when unexpected leaves take place. The Library has a pool of intermittent workers who take such shifts. Additionally, part-time staff may accept additional shifts up to 40 hours per week. When to Work is an online software package that enables supervisors to offer shifts that all staff in the appropriate classification are made aware of simultaneously and can accept on a first come, first served basis.

Implementation of such a system was a decision made by the Joint Labor Management Team with the goal of ensuring equitable access to shifts; reducing perceptions of favoritism; providing opportunities for job growth; improving communications between supervisors and other employees; and making it easier for supervisors and managers to share information about staffing gaps amongst each other in order to ensure efficient use of staff resources.

Supervising Librarian Nicole Powell developed a pilot method to offer shifts through When to Work, and tested the software at North Branch for a month or so prior to universal adoption. Her efforts to streamline and test the system were invaluable and have led to a successful launch.

### **CONTACT PERSON**

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





## **INFORMATION REPORTS**

March 4, 2020

To: Board of Library Trustees  
From: Dennis Dang, Administrative and Fiscal Services Manager  
Subject: FYTD 2020 – 2<sup>nd</sup> Quarter YTD Budget Report

### **INTRODUCTION**

Library fiscal year 2020 results at end of 2Q by Fund are as follows:

Fund	Revenue		Expenditures (xcl Encmb)	
	Actual 2Q	YoY	Actual 2Q	YoY
Library Tax (101)	\$10,538,815	4.0%	\$8,204,147	5.2%
Grants (103)	\$52,400	191.1%	\$24,959	51.7%
Friends & Gifts (104)	\$68,951	22.4%	\$43,340	26.7%
Foundation (105)	\$12,079	820.7%	\$44,549	-64.2%

### **BACKGROUND**

FY 2020 is the first year of the two-year biennial budget cycle encompassing fiscal years 2020 and 2021. The two year biennial budget was adopted by the Board of Library Trustees on May 24, 2019 by Resolution No.: R19-024. On September 29, 2019, \$715,529 of fiscal year 2019 encumbered values were carried-over into the FY 2020 budget via the City's first amendment to the FY 2020 Annual Appropriations Ordinance.

### **CURRENT SITUATION AND ITS EFFECTS**

#### ***LIBRARY TAX FUND (101)***

The Library Tax Fund includes revenue derived from the dedicated library tax, fines and fees, and miscellaneous revenue. At the end of the second quarter, revenues stood at \$10,538,815, yielding a year-over-year increase of 4.0%. Second quarter year-to-date revenue from library tax receipts, pegged for the fiscal year at the CPI rate of 4.015%, were higher year-over by \$407,343, ending the first half favorably at 51.4% of the annual budgeted amount. Other revenue in the Fund totaling \$29,612 was sourced primarily from tool fines, collection agency receipts, and public photocopier use.

Library Tax Fund expenditures excluding encumbrances at \$8,204,147 rose 5.2% from the prior year period, an increase of \$403,542. In comparison to the prior year period, fiscal year first-half staffing costs were even with the prior year characterized by salary savings in Wages offsetting an unfavorable CalPERS expense. Excluding encumbrances, non-labor year-over costs jumped \$444,651 largely due to higher spending for library materials up \$171,383, and computer and software cost increasing \$141,984 for desktop PCs and self-check software.

Comparing actual expenditures (net of encumbrances) against the revised budget at the 50% second quarter benchmark, period spending at 61.9%, was favorable primarily due to salary savings at \$1.2MM, general across-the-board savings in Medical Insurance at approximately \$350,000, retirement contribution savings of about \$480,000, and timing savings amounting to \$2.5MM due to the later than expected start of the Central Library space planning improvement project.

In the recently completed FY 2020 Mid-year Projections exercise, Fund revenue was projected to be in line with budgeted expectations, increasing just \$57,699 on forecasted revenue of \$20,524,814; consequently, there is no significant variance foreseen from the amount to be submitted to the County for the entire fiscal year tax collection.

Full fiscal year expenditures reported in the Mid-year are anticipated to be consistent with the pattern currently seen to date with actual costs remaining favorably below the revised budget with savings primarily due to personnel savings – vacancies resulting from resignations and retirements – and the late start of the Central Library Improvement Project.

#### *GRANTS FUNDS (103)*

The Grants Funds is typically composed of funding from California State Library administered programs for the California Library Literacy Services program, the Library Services and Technology Act, as well as any other governmental or private grant awarded to the Library.

At the end of the 2<sup>nd</sup> quarter the Fund received revenue of \$52,400; in October the California State Library disbursed \$18,000 for the first of two installments for California Library Literacy Services (BerkeleyREADS adult literacy program) as well issuing a second unsolicited grant award of \$34,400 to promote family literacy programming. Fund expenditures were 51.7% above the prior year due to spending for literacy tutors.

#### *FRIENDS & GIFTS FUND (104)*

The Gifts Fund includes monies received through donations from the Friends of the Berkeley Public Library, the generosity of many individuals and organizations, and trusts. The Fund's first half receipts totaled \$68,951, an increase of 22.4% from the prior year period of which \$60,000 represented the first installment of the Friends \$120,000 fiscal year 2020 commitment to the Library.

Expenditures at \$43,340 were 26.7% above the prior year primarily attributable to public programming at all Library locations. Remaining spending was largely for supplies in support of events programming.

#### *FOUNDATION FUND (105)*

This Fund captures all funding support received either directly from the Berkeley Public Library Foundation or passed through the Foundation. During the first half the Foundation provided funding of \$12,079, for the Charlie Cart project. Realized spending in the Fund at \$44,549 was down 64.2% from the prior fiscal year period and funded the laptop kiosk at the Central Library and purchase of the Charlie Cart.

#### SUMMARY OF OPERATIONS EXPENSES

Library expenditures fell significantly below budget due to savings realized from continued vacancies and the delayed start of the Central Library Improvement Project. At end of the second quarter, actual expenses excluding encumbrances across all Library Funds were 38.1% below the revised budget and 16.6% with encumbrances – when comparing to the period benchmark at 50.0%. Savings due to timing of the Central Library space planning project are expected to endure through fiscal year-end. The Library expects continuing challenges related to staff retention due to demographics and current economic conditions; upcoming MOU negotiations; and the re-stuccoing at Central, although configured into the fiscal year 2021 Projected (see Exhibit 3: Library Tax Fund (101): 5-Year Fund Analysis) at \$1MM is expected to go out to bid late FY 2020 .

#### CONTACT PERSON

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

Attachments:

1: 2Q-FYTD 2020 Revenues by Fund

2: 2Q-FYTD 2020 Expenditures by Fund

3: Library Tax Fund (101): 5-Year Fund Analysis

4: Friends & Gifts Fund (104): 5-Year Fund Analysis

5: Foundation Fund (105): 5-Year Fund Analysis



**1Q-FY 2018 REVENUES BY FUND**

BERKELEY PUBLIC LIBRARY : REVENUES DEC FY20								<b>6</b>	<b>50.0%</b>
<b>Berkeley Public Library + CoB</b>				Actuals				<b>YTD FY20</b>	
Elmnt-		Bdgt ORG	Bdgt RSV	Lib Dscr	Grants	Frnd/Gift	Fndtn	Actual	% RSV
Object	Description	FY20	FY20	101	103	104	105	FY20	Rcvd
412110	Special Assessment T	20,452,814	20,452,814	10,509,202				10,509,202	51.4%
432110	Operating Grants - S	60,000	60,000		52,400			52,400	87.3%
451310	Library Fines	40,000	40,000	17,285				17,409	43.5%
461230	Rentals - Oth Short								
471110	Interest - Investments					3,514		3,514	
481110	Misc Rev - Donations	370,000	370,000			61,801	12,079	73,880	20.0%
483110	Misc Rev - Over/Short			25				25	
483990	Misc Rev - Other	32,000	32,000	7,890				7,890	24.7%
493110	Gain/Loss on Sale			4,412		3,636		8,048	
499100	AAO Carryover								
<b>Berkeley Public Library + CoB</b>		<b>20,954,814</b>	<b>20,954,814</b>	<b>10,538,815</b>	<b>52,400</b>	<b>68,951</b>	<b>12,079</b>	<b>10,672,369</b>	<b>50.9%</b>



BERKELEY PUBLIC LIBRARY : EXPENDITURES DEC FY20								6	50.0%
Berkeley Public Library + CoB				Actuals+Encumbrances				YTD DEC	
Elmnt-		Bdgt ORG	Bdgt RSV	Lib Dscr	Grants	Frnd/Gift	Fndtn	Actual	% RSV
Object	Description	FY20	FY20	101	103	104	105	FY20	Spent
511110	Wages - Reg - Monthly Misc	9,613,386	9,613,386	3,678,346				3,678,346	38.3%
511140	Wages - Reg - Other Work Com			3,220				3,220	
512110	Wages - Hourly	272,931	272,931	121,163	21,820			142,983	52.4%
513110	Wages - OT - Miscellaneous	12,442	12,442	2,702				2,702	21.7%
<b>Prsnl Svcs-Salaries and Wages</b>		<b>9,898,759</b>	<b>9,898,759</b>	<b>3,805,431</b>	<b>21,820</b>			<b>3,827,251</b>	<b>38.7%</b>
520110	Emp FB - Medical	1,726,231	1,726,231	546,872				546,872	31.7%
520120	Emp FB - Dental	190,856	190,856	61,068				61,068	32.0%
520130	Emp FB - Cash-In-Lieu	92,379	92,379	42,791				42,791	46.3%
520140	Emp FB - Life Insurance	7,018	7,018	2,544				2,544	36.2%
520210	Emp FB - Medicare	108,187	108,187	48,684	304			48,988	45.3%
520220	Emp FB - SRIP	306,953	306,953	42,833				42,833	14.0%
520310	Emp FB - Pers - Misc	3,042,924	3,042,924	1,151,402				1,151,402	37.8%
520350	Emp FB - Pars	14,534	14,534	5,129	818			5,947	40.9%
520410	Emp FB - Opeb - Retiree Medica	212,020	212,020	73,638				73,638	34.7%
520510	Emp FB - Workers Compensation	204,736	204,736	75,346	347			75,693	37.0%
520520	Emp FB - Terminal Payout	177,998	177,998	65,590				65,590	36.8%
520530	Emp FB - Allowances	1,012	1,012	901				901	89.1%
520540	Emp FB - Commuter Check	25,155	25,155	7,896				7,896	31.4%
520550	Emp FB - Other Fringe Benefits	239,433	239,433	88,083				88,083	36.8%
<b>Prsnl Svcs-Fringe Benefits</b>		<b>6,349,436</b>	<b>6,349,436</b>	<b>2,212,777</b>	<b>1,470</b>			<b>2,214,247</b>	<b>34.9%</b>
511160	Wages - Reg - Salary Savings	(300,000)	(300,000)						
<b>Personal Services-Employee</b>		<b>15,948,195</b>	<b>15,948,195</b>	<b>6,018,208</b>	<b>23,289</b>			<b>6,041,497</b>	<b>37.9%</b>

BERKELEY PUBLIC LIBRARY : EXPENDITURES DEC FY20								6	50.0%
Berkeley Public Library + CoB				Actuals+Encumbrances				YTD DEC	
Elmnt-		Bdgt ORG	Bdgt RSV	Lib Dscr	Grants	Frnd/Gift	Fndtn	Actual	% RSV
Object	Description	FY20	FY20	101	103	104	105	FY20	Spent
612310	Prof Svcs - Engineering Svcs	50,000	278,171	427,886				427,886	153.8%
612990	Prof Svcs - Miscellaneous	847,450	912,736	205,172		33,134		238,306	26.1%
613120	Tech Svcs - Equipment Maint	27,450	90,207	103,220				103,220	114.4%
613130	Tech Svcs - Software Maint	346,000	344,687	145,736				145,736	42.3%
613910	Tech Svcs - Hazmat Handling	2,500	2,500						
Purchased Prof & Tech Svcs		1,273,400	1,628,301	882,014		33,134		915,147	56.2%
621110	Utilities - Gas/Electric	300,000	300,000	344,000				344,000	114.7%
621120	Utilities - Water/Sewer	35,000	35,000	46,000				46,000	131.4%
621130	Utilities - Refuse	34,252	34,252	11,090				11,090	32.4%
622110	Custodial - Janitorial Svcs	416,667	461,783	198,679				198,679	43.0%
624110	Property Repairs & Maint	224,800	427,310	405,341				405,341	94.9%
625110	Rental of Real Property	1,500	1,500	1,405				1,405	93.7%
625120	Rental of Equipment	56,575	56,575	38,543				38,543	68.1%
632110	Comm Svcs - Tele - Landline	112,200	112,451	575,477				575,477	511.8%
632120	Comm Svcs - Tele - Cellular	14,550	14,550	3,204				3,204	22.0%
633110	Advertising	15,000	15,027	195				195	1.3%
634120	Train and Conf - Registration	40,000	40,000	6,226	200			6,426	16.1%
634210	Travel - Airfare	10,000	10,000	2,202	232			2,434	24.3%
634220	Travel - Lodging	10,000	10,000	5,786	530			6,315	63.2%
634230	Travel - Other Transportation			459	59	24		542	
634240	Travel - Meals			1,164				1,164	
635110	Printing and Binding	10,600	10,601	4,789				4,789	45.2%
637990	Gov Pmts - Misc Fee and Taxes	5,000	5,000	4,007				4,007	80.1%
639110	Fees - Bank Fees	4,500	4,500	729				729	16.2%
639120	Fees - Prof Dues and Fees	47,250	47,250	34,946				34,946	74.0%
639130	Courier and Delivery Services	27,000	27,000	11,000				11,000	40.7%
639990	Other Services	270,000	122,326						
Other Purchased Services		1,634,894	1,735,125	1,695,242	1,020	24		1,696,287	97.8%

BERKELEY PUBLIC LIBRARY : EXPENDITURES DEC FY20								6	50.0%
<b>Berkeley Public Library + CoB</b>				Actuals+Encumbrances				<b>YTD DEC</b>	
Elmnt-		Bdgt ORG	Bdgt RSV	Lib Dscr	Grants	Frnd/Gift	Fndtn	Actual	% RSV
Object	Description	FY20	FY20	101	103	104	105	FY20	Spent
641110	Supplies - Office	41,815	41,815	15,800				15,800	37.8%
641120	Supplies - Postage	36,000	36,000	5,097				5,097	14.2%
642120	Suppl - Field - Tools and Part	6,000	6,000	2,144				2,144	35.7%
642990	Suppl - Field - Other	186,930	227,721	109,408	154	4,515	347	114,424	50.2%
643110	Supplies - Books and Subscrip	1,830,000	1,866,581	1,851,726			12,253	1,863,979	99.9%
644110	Supplies - Food - Non-Employee	2,200	18,560	305	660	7,209		8,175	44.0%
<b>Supplies</b>		<b>2,102,945</b>	<b>2,196,677</b>	<b>1,984,481</b>	<b>814</b>	<b>11,724</b>	<b>12,600</b>	<b>2,009,619</b>	<b>91.5%</b>
651110	Non-Cap - Comp, Software, & OfE	109,400	161,808	152,220		2,441		154,661	95.6%
651120	Non-Cap - Furniture & Fixture	36,052	75,900	75,750			57,391	133,142	175.4%
<b>Property Under Cap Limit</b>		<b>145,452</b>	<b>237,707</b>	<b>227,971</b>		<b>2,441</b>	<b>57,391</b>	<b>287,803</b>	<b>121.1%</b>
662110	Cap - FA - Buildings	4,600,000	4,600,000						
664110	Cap - FA - Machinery & Equip	84,000	140,165				37,044	37,044	26.4%
664130	Cap - FA - Furniture & Fixture	100,000	100,046				46	46	0.0%
664140	Cap - FA - Computer Equipment	55,000	73,199	105,834				105,834	144.6%
666110	Cap - FA - Intangibles	15,000	15,000						
<b>Property</b>		<b>4,854,000</b>	<b>4,928,411</b>	<b>105,834</b>			<b>37,090</b>	<b>142,924</b>	<b>2.9%</b>
670140	Int Svc - Tech Cost Alloc Fund	179,624	179,624	89,814				89,814	50.0%
670150	Int Svc - Mail Services	1,764	1,764	882				882	50.0%
670160	Int Svc - City Vehicle Replace			7,794				7,794	
670180	Int Svc - City Vehicle Fuel/Ma	7,800	7,800	6,695				6,695	85.8%
670190	Int Svc - City Pkg Permits	500	500						
<b>Internal Services</b>		<b>189,688</b>	<b>189,688</b>	<b>105,185</b>				<b>105,185</b>	<b>55.5%</b>
<b>Other Expenses</b>		<b>10,200,379</b>	<b>10,915,908</b>	<b>5,000,727</b>	<b>1,834</b>	<b>47,323</b>	<b>107,081</b>	<b>5,156,966</b>	<b>47.2%</b>
<b>Berkeley Public Library + CoB</b>		<b>26,148,574</b>	<b>26,864,103</b>	<b>11,018,936</b>	<b>25,124</b>	<b>47,323</b>	<b>107,081</b>	<b>11,198,463</b>	<b>41.7%</b>



	FY 2018 FINAL	FY 2019 FINAL	FY 2020 ADOPTED	FY 2020 REVISED	FY 2020 MID-YR	FY 2021 PROJECTED	FY 2022 PROJECTED
<b>Beginning Fund Balance</b>	<b>\$ 6,836,082</b>	<b>\$ 8,933,235</b>	<b>\$ 9,425,548</b>	<b>\$ 9,425,548</b>	<b>\$ 9,425,548</b>	<b>\$ 7,538,110</b>	<b>\$ 4,509,559</b>
<b>Revenues</b>							
Library Services Tax	\$ 19,172,629	\$ 19,670,116	\$ 20,452,814	\$ 20,452,814	\$ 20,395,115	\$ 20,861,870	\$ 21,279,107
Fines/Fees	164,545	36,912	40,000	40,000	40,000	40,000	40,000
Misc. Revenue / Interest / Refunds	79,443	19,210	32,000	32,000	32,000	32,000	32,000
<b>TOTAL REVENUE</b>	<b>\$ 19,416,617</b>	<b>\$ 19,726,238</b>	<b>\$ 20,524,814</b>	<b>\$ 20,524,814</b>	<b>\$ 20,467,115</b>	<b>\$ 20,933,870</b>	<b>\$ 21,351,107</b>
<b>Expenditures</b>							
<b>Operations</b>							
Salaries, Wages, Benefits	\$ 13,506,962	\$ 13,880,162	\$ 16,184,567	\$ 16,184,567	\$ 16,184,567	\$ 16,405,904	\$ 16,898,081
<b>Salaries, Wages, Benefits</b>							
less: Labor Vacancy Savings			300,000	300,000	2,934,567	300,000	300,000
Personnel	\$ 13,506,962	\$ 13,880,162	\$ 15,884,567	\$ 15,884,567	\$ 13,250,000	\$ 16,105,904	\$ 16,598,081
Non-Personnel	757,926	905,578	1,401,560	1,762,553	2,388,625	1,512,371	1,430,154
Library Materials (incl Tool Lndng)	1,647,748	1,885,513	1,830,000	1,866,581	1,866,581	1,680,000	1,725,000
Misc. Professional Services	306,708	687,454	897,450	1,126,499	1,126,499	787,450	850,000
Utilities+Telephone	461,491	389,782	369,252	369,252	369,252	495,902	500,000
Janitorial	229,647	283,457	416,667	461,783	461,783	430,000	430,000
Software Maintenance	280,406	445,976	346,000	344,687	346,000	346,000	350,000
Computer & Software Purchase (CAP)	73,541	82,037	55,000	73,199	73,199	70,000	75,000
Building/Infrastructure	26,135	655,482	4,600,000	4,600,000	1,750,000	2,500,000	100,000
<b>Subtotal:</b>	<b>\$ 17,290,564</b>	<b>\$ 19,215,441</b>	<b>\$ 25,800,496</b>	<b>\$ 26,489,121</b>	<b>\$ 21,631,939</b>	<b>\$ 23,927,627</b>	<b>\$ 22,058,235</b>
<b>Carryover</b>							
Encumbered					\$ 688,625		
<b>Charges From Other Depts</b>							
Finance - Billing (341)	\$ 17,768	18,431	19,126	19,126	\$ 19,126	\$ 19,739	19,739
Facilities - Enviro Compliance (693)	11,181	53	14,863	14,863	14,863	15,055	15,055
Interfund Transfers							
<b>Subtotal:</b>	<b>\$ 28,949</b>	<b>\$ 18,484</b>	<b>\$ 33,989</b>	<b>\$ 33,989</b>	<b>\$ 33,989</b>	<b>\$ 34,794</b>	<b>\$ 34,794</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 17,319,513</b>	<b>\$ 19,233,925</b>	<b>\$ 25,834,485</b>	<b>\$ 26,523,110</b>	<b>\$ 22,354,553</b>	<b>\$ 23,962,421</b>	<b>\$ 22,093,029</b>
<b>Projected Surplus/(Shortfall)</b>							
<b>{Rev - Exp}</b>	<b>\$ 2,097,104</b>	<b>\$ 492,313</b>	<b>\$ (5,309,671)</b>	<b>\$ (5,998,296)</b>	<b>\$ (1,887,438)</b>	<b>\$ (3,028,551)</b>	<b>\$ (741,922)</b>
<b>GROSS FUND BALANCE</b>							
<b>{Bal + Rev - Exp}</b>	<b>\$ 8,933,216</b>	<b>\$ 9,425,548</b>	<b>\$ 4,115,877</b>	<b>\$ 3,427,252</b>	<b>\$ 7,538,110</b>	<b>\$ 4,509,559</b>	<b>\$ 3,767,637</b>
<b>Revised Gross Fund Balance {Gross Fund Balance - Budget Recommendations and Adjustments}</b>	<b>\$ 8,933,216</b>	<b>\$ 9,425,548</b>	<b>\$ 4,115,877</b>	<b>\$ 3,427,252</b>	<b>\$ 7,538,110</b>	<b>\$ 4,509,559</b>	<b>\$ 3,767,637</b>
Annual Committed Reserve	\$ 1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000
<b>Uncommitted Fund Balance</b>	<b>\$ 7,433,216</b>	<b>\$ 7,925,548</b>	<b>\$ 2,615,877</b>	<b>\$ 1,927,252</b>	<b>\$ 6,038,110</b>	<b>\$ 3,009,559</b>	<b>\$ 2,267,637</b>

## LIBRARY TAX FUND (101): 5-YEAR FUND ANALYSIS



	FY 2018 FINAL	FY 2019 FINAL	FY 2020 ADOPTED	FY 2020 REVISED	FY 2020 MID-YR	FY 2021 PROJECTED	FY 2022 PROJECTED
<b>Beginning Fund Balance</b>	<b>\$ 353,342</b>	<b>\$ 365,370</b>	<b>\$ 368,897</b>	<b>\$ 368,897</b>	<b>\$ 368,897</b>	<b>\$ 373,902</b>	<b>\$ 328,902</b>
<b>Revenues</b>							
Friends of BPL	\$ 104,000	\$ 105,846	\$ 120,000	\$ 120,000	\$ 120,000	\$ 105,000	\$ 105,000
Donations/Private	354				2,043		
Interest/Misc. Revenues	4,591	8,403			3,514		
<b>TOTAL REVENUE</b>	<b>\$ 108,945</b>	<b>\$ 114,249</b>	<b>\$ 120,000</b>	<b>\$ 120,000</b>	<b>\$ 125,557</b>	<b>\$ 105,000</b>	<b>\$ 105,000</b>
<b>Expenditures</b>							
<b>Operations</b>							
Personnel							
Non-Personnel	26,789	55,739	150,000	86,145	50,552	150,000	150,000
Professional Services	6,545	54,983		64,408	70,000		
Library Materials	63,583						
<b>Subtotal:</b>	<b>\$ 96,917</b>	<b>\$ 110,722</b>	<b>\$ 150,000</b>	<b>\$ 150,553</b>	<b>\$ 120,552</b>	<b>\$ 150,000</b>	<b>\$ 150,000</b>
<b>Carryover</b>							
Encumbered							
Unencumbered							
<b>Subtotal:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 96,917</b>	<b>\$ 110,722</b>	<b>\$ 150,000</b>	<b>\$ 150,553</b>	<b>\$ 120,552</b>	<b>\$ 150,000</b>	<b>\$ 150,000</b>
<b>Projected Surplus / (Deficit) (Rev - Exp)</b>	<b>\$ 12,028</b>	<b>\$ 3,527</b>	<b>\$ (30,000)</b>	<b>\$ (30,553)</b>	<b>\$ 5,005</b>	<b>\$ (45,000)</b>	<b>\$ (45,000)</b>
<b>GROSS FUND BALANCE (Bal + Rev - Exp)</b>	<b>\$ 365,370</b>	<b>\$ 368,897</b>	<b>\$ 338,897</b>	<b>\$ 338,344</b>	<b>\$ 373,902</b>	<b>\$ 328,902</b>	<b>\$ 283,902</b>



	FY 2018 FINAL	FY 2019 FINAL	FY 2020 ADOPTED	FY 2020 REVISED	FY 2020 MID-YR	FY 2021 PROJECTED	FY 2022 PROJECTED
<b>Beginning Fund Balance</b>	<b>\$ 1,016,771</b>	<b>\$ 967,947</b>	<b>\$ 902,209</b>	<b>\$ 902,209</b>	<b>\$ 902,209</b>	<b>\$ 995,998</b>	<b>\$ 939,787</b>
<b>Revenues</b>							
Foundation	\$ 44,667	\$ 119,703	\$ 250,000	\$ 250,000	\$ 250,000	\$ 100,000	
Misc./ Interest							
<b>TOTAL REVENUE</b>	<b>\$ 44,667</b>	<b>\$ 119,703</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$ 100,000</b>	<b>\$ -</b>
<b>Expenditures</b>							
Personnel	\$ 341						
Consultants	4,900	8,175					
Furniture and Fixtures		119,443			46	46	
Equipment	54,346	11,100			56,165	56,165	
Building							
Miscellaneous/Other	33,904	46,723	100,000	70,000	100,000	100,000	
<b>Subtotal:</b>	<b>\$ 93,491</b>	<b>\$ 185,441</b>	<b>\$ 100,000</b>	<b>\$ 70,000</b>	<b>\$ 156,211</b>	<b>\$ 156,211</b>	<b>\$ -</b>
<b>Carryover</b>							
Encumbered							
Unencumbered							
<b>Subtotal:</b>	<b>\$ -</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 93,491</b>	<b>\$ 185,441</b>	<b>\$ 100,000</b>	<b>\$ 70,000</b>	<b>\$ 156,211</b>	<b>\$ 156,211</b>	<b>\$ -</b>
<b>Projected Surplus/Shortfall (Rev - Exp)</b>	<b>\$ (48,824)</b>	<b>\$ (65,738)</b>	<b>\$ 150,000</b>	<b>\$ 180,000</b>	<b>\$ 93,789</b>	<b>\$ (56,211)</b>	<b>\$ -</b>
<b>GROSS FUND BALANCE (Bal + Rev - Exp)</b>	<b>\$ 967,947</b>	<b>\$ 902,209</b>	<b>\$ 1,052,209</b>	<b>\$ 1,082,209</b>	<b>\$ 995,998</b>	<b>\$ 939,787</b>	<b>\$ 939,787</b>
<b>Other</b>	<b>\$ (576,378)</b>	<b>\$ (556,378)</b>	<b>\$ (556,378)</b>	<b>\$ (536,378)</b>	<b>\$ (556,378)</b>	<b>\$ (556,378)</b>	<b>\$ (556,378)</b>
<b>Personnel COLA %age Change</b>							
<b>Revised Gross Fund Balance {Gross Fund Balance - Budget Recommendations and Adjustments}</b>	<b>\$ 391,569</b>	<b>\$ 345,831</b>	<b>\$ 495,831</b>	<b>\$ 545,831</b>	<b>\$ 439,620</b>	<b>\$ 383,409</b>	<b>\$ 383,409</b>

## FOUNDATION FUND (105): 5-YEAR FUND ANALYSIS





**INFORMATION REPORTS**

March 4, 2020

To: Board of Library Trustees

From: Danielle McMillian, Associate Human Resources Analyst

Subject: Recruitment of Director of Library Services

**INTRODUCTION**

The Library has engaged CPS Consulting (“CPS” or “Consultant”) to coordinate the Board of Library Trustees’ (the “BOLT” or “Board”) nationwide recruitment for the position of Director of Library Services (“DOLS”). This written report is intended to provide an update on the process.

**FISCAL IMPACT**

There is no fiscal impact from this report.

**ON BACKGROUND**

On December 4, 2019, the Board discussed the CPS’s scope of services, including making a “good faith effort” to speak with all members of the Board, the Acting Director of Library Services, other Library staff (such as Union representatives, Chair and Executive Director of Berkeley Public Library Foundation, Chair of the Friends of the Berkeley Public Library, Mayor, City Manager, Senior Library staff, 8-10 randomly selected library employees) and key stakeholders to gain a thorough understanding of the position, the experience and professional requirements and personal characteristics desired in the DOLS, as well as the Library’s organization, mission and philosophy.

The Board further clarified its desire for both a community and online staff survey for purposes of engagement, an expanded project completion timeline of 5 months, review of marketing and advertising materials by the Board, a search and advertising campaign tailored to reach a broad audience and in particular to reach candidates with a diverse background, and the Board’s final review of CPS’s recruitment report detailing each qualified candidates’ background, experience, education, and accomplishments.

Further, the Board adopted a Resolution authorizing the acting DOLS to execute a contract with CPS for recruitment services for the position of DOLS for an amount not to exceed \$28,000 from December 5, 2019 through May 30, 2020.

On December 13, 2019, after negotiating the agreement terms, the Library executed a service contract for recruitment services with executive search firm CPS Consulting (“CPS” or “Consultant”) that incorporated elements discussed by the Board at its December 4, 2019 meeting.

**CURRENT SITUATION AND ITS EFFECTS**

Since the execution of the contract, the then-board president and the Library’s Associate Human Resources Analyst have worked with CPS on developing a work plan detailing the goals and timeline for the project

status and completion. The Library's Associate HR Analyst and Trustee Davenport are actively engaged with CPS in carrying out the work plan which models the contract's scope of services. The work plan is likely to be completed in the following fashion depending upon the sequential completion of six major milestones:

	Milestone(s)	Timeframe	Activity
1 2 3	<b>Planning &amp; Preparation</b> <b>Stakeholder Engagement</b> <b>Recruitment Materials</b>	Month 1 (January)	Initial meeting; timeline developed; informational surveys; individual BOLT members interviewed; stakeholders interviewed; draft brochure; brochure printed, advertisement plan initiated
4	<b>Active Recruitment</b>	Month 2 (February/March)	Marketing; Aggressive Outreach; Application Process
5	<b>Selection Activities</b>	Month 3 (March/April)	Preliminary screening based on minimum qualifications and media checks; Client Report meeting with Board at special closed meetings to review Consultant's recommendations regarding leading candidates; determine a short-list of candidates; and develop an interview process
	<b>Selection Activities (continued)</b>	Month 4 (April/May)	Semi-finalist Interviews; Reference Checks; Decision by Board
6	<b>Negotiation of Offer</b>	Month 5 (May)	Background check on finalist; Consultant negotiates a salary offer and terms and conditions of employment; Appointment of selected candidate

#### FURTHER ACTION

To date, CPS continues moving forward with expansive community engagement activities, already having had in depth discussions with key stake holders such as each member of BOLT, representatives from the Friends of the Berkeley Public Library, the Berkeley Public Library Foundation, and the Unions. These engagement meetings have helped CPS to identify other community stakeholders and will assist CPS in coordinating kick-off activities to ensure that the process meets the diversity of the Board members' and community members' interests.

Further, CPS, the Library's Associate HR Analyst and administrative staff have coordinated efforts to plan, schedule, and notify the public of two community meetings as well as extensive office hours at Central and each branch location. The two community engagement meetings took place on February 24 and 25 at Tarea Hall Pittman South and West Branch, respectively. CPS also hosted office hours at all library locations from February 24 through February 28. Community members were provided the option to schedule one-on-one office hours at their preferred meeting time with a CPS representative.

Ahead of these engagement opportunities, the Library advertised extensively in the two weeks leading up to the meetings, including with a message to all Library staff with the dates and locations; in the Library's Newsletter that reaches approximately 100,000 individuals; on the Library's online calendar; and in

Berkeleyside's online event calendar. In addition, information flyers were posted at each branch and the information was shared with the Foundation and Friends for dissemination to their networks. Finally, both BOLT and the City Council members all received a communication regarding the Library's community engagement efforts vis-à-vis the search for the new DOLS.

Further, CPS and Library staff are working closely to develop recruitment materials for review by the Board prior to dissemination, including the brochure and video. Currently, CPS is working with Trustee Davenport and the Associate HR Analyst on the completion timeline for the video's production which is anticipated at 3 weeks.

Library HR continues to work collaboratively with City HR on the technical aspects of the recruitment such as incorporating CPS's recruitment materials into the Library's exam plan and announcement for the anticipated opening of the DOLS recruitment on the City HR website in late February. Prior to and in conjunction with the anticipated public announcement and opening of the recruitment to potential applicants, both CPS and the Library have engaged in live outreach events such as the American Library Association Mid-Winter Conference in Philadelphia, PA and the Public Library Association Conference in Nashville, TN.

**CONTACT PERSON**

Danielle McMillian, Associate Human Resources Analyst, (510) 981-6195

**Attachments:**

1. Contract for Executive Search Firm issued by the City of Berkeley