



BERKELEY PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES

REGULAR MEETING
February 11, 2015

AGENDA
5:30 PM

SOUTH BRANCH
1901 RUSSELL STREET

The Board of Library Trustees may act on any item on this agenda.

I. PRELIMINARY MATTERS

- A. **Call to Order**
- B. **Public Comments ***
- C. **Report from Library employees and unions, discussion of staff issues**
Comments / responses to reports and issues addressed in packet.
- D. **Report from Board of Library Trustees**

II. PRESENTATION CALENDAR

- A. **Strategic Plan Update – Jeff Scott**

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 January 14, 2015 Regular Meeting**
Recommendation: Approve the minutes of the January 14, 2015 regular meeting of the Board of Library Trustees.
- B. **California State Library FY 2015 Grant Funds from the California Library Literacy Services (CLLS) Program**
Recommendation: Adopt a resolution authorizing the Director of Library Services to accept the second and final payment of \$34,011 of the FY 2015 CLLS grant fund award of \$49,011.
- C. **Contract: Califa Group for Advanced Network Data Services**
Recommendation: Adopt a resolution authorizing the Director of Library Services to enter into a contract with Califa Group (“Califa”), a California public benefit corporation, for the provision, installation, and maintenance of advanced network (data) services in an amount not to exceed \$200,000 for the projected period from Spring 2015 through June 30, 2017 with automatic renewals subject to cancellation by notice of either party.
- D. **Moving Expense Reimbursement**
Recommendation: Adopt a resolution authorizing the Library to reimburse eligible moving expenses to Mr. Jeff Scott, Director of Library Services.

IV. ACTION CALENDAR

- A. **Bulletin Board and Free Printed Matter Policy**
Recommendation: Adopt a resolution approving the policy as presented effective February 12, 2015.
- B. **Policy Governing Use Of Exhibit Spaces**
Recommendation: Adopt a resolution instituting a policy governing use of exhibit spaces at all Library facilities.
- C. **FY15 – Half-year Budget Report and Annual Appropriation Ordinance #2**
Recommendation: Adopt a resolution amending the FY 2015 Revised Budget for specified Fund entities based upon the appropriation of adjustments of \$19,011 for revenues and \$56,408 for expenditures.

* Public Comments - speakers allowed 3 minutes each

V. INFORMATION REPORTS

- A. February 2015 Monthly Report from Library Director**
- B. Library events:** Calendar of events and press releases for various Library programs are posted at <http://www.berkeleypubliclibrary.org>

VI. AGENDA BUILDING

The next meeting will be a Regular Meeting held at 5:30 PM on Wednesday, March 11, 2015 at the **South Branch Library, 1901 Russell Street, Berkeley.**

VII. ADJOURNMENT

* * * * *

Written materials may be viewed in advance of the meeting at the Central Library Reference Desk (2090 Kittredge Street), or any of the branches, during regular library hours.



Wheelchair accessible. To request a sign language interpreter, real-time captioning, materials in large print or Braille, or other accommodations for this event, please call (510) 981-6107 (voice) or (510) 548-1240 (TTY); at least three working days will help ensure availability.

Please refrain from wearing scented products to public programs.

I hereby certify that the agenda for this regular 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 4, 2015.

//s//

 Jeff Scott, 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 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.

MINUTES
BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES SPECIAL MEETING
Wednesday, January 14, 2015, 5:30 P.M.

SOUTH BRANCH LIBRARY – 1901 RUSSELL STREET

Board of Library Trustees:

Chair Abigail Franklin	Winston Burton
Vice Chair Julie Holcomb	Darryl Moore
	Jim Novosel

I. PRELIMINARY MATTERS

A copy of the agenda packet and a digital recording of the meeting is accessible at <http://www.berkeleypubliclibrary.org/about/board-library-trustees>

A. Call to Order: 5:30 P.M.

Present: Trustees Burton, Franklin, Holcomb, Moore and Novosel.

Absent: None

Also Present: Jeff Scott, Director of Library Services; Suzanne Olawski, Deputy Director of Library Services; Andrea Mullarkey, Teen Librarian; Eve Franklin, Administrative Secretary.

Kathy Huff and Trish Hawthorne or Berkeley Public Library Foundation

B. Public Comments:

1. Charles Austin – Identified as a South Branch Library neighbor involved with a committee asking to rename South Branch in honor of Tarea Pittman. Will probably come to BOLT with request in March.
2. Will Phillips – advocated for renaming the South Berkeley Library in honor of Tarea Pittman

C. Report from library employees and unions, discussion of staff issues:

1. Andrea Mullarkey, SEIU 1021 Shop Steward – relayed staff kudos to Jeff Scott on communication style and accessibility. Reported staff concerns on weeding project

D. Report from Board of Library Trustees:

1. Trustee Novosel – asked if Teen room was always as crowded as it is tonight.
2. Trustee Moore – Looking forward to attending the ALA Midwinter Conference in Chicago at the end of the month.
3. Trustee Burton – asked for a list of ALA events.

II. PRESENTATIONS CALENDAR

A. Annual Report to City Council

Jeff Scott, Director provided a presentation. (Attachment 1.)

Board discussion followed.

III. CONSENT CALENDAR

M/S/C Trustee Holcomb / Trustee Burton to adopt Resolution # R14-079 approving the Consent Calendar as presented.

Vote: Ayes: Trustees Burton, Franklin, Holcomb and Novosel. Noes: None. Absent: None.

Abstentions: Trustee Moore.

A. Approve minutes of December 10, 2014 Regular Meeting

From: Director of Library Services

Recommendation: Adopt a resolution to approve the minutes of the December 10, 2014 Regular Meeting as presented.

Financial Implications: None.

Contact: Jeff Scott, Director of Library Services

Action: Adopted Resolution # R14-080

IV. INFORMATION REPORTS

A. January 2015 Monthly Report from Library Director

Trish Hawthorne, President of the Berkeley Public Library Foundation introduced new Executive Director Kathy Huff.

From: Director of Library Services

Contact: Jeff Scott, Library Director

Action: Received.

B. Library events

From: Director of Library Services

Contact: Jeff Scott, Library Director

Action: None.

V. AGENDA BUILDING

The next meeting will be a Regular Meeting held at 5:30 PM on Wednesday, February 11, 2105 at the South Branch Library, 1901 Russell Street, Berkeley.

Future agenda items:

- Lending E-Readers
- Branch and Department Presentations
- Tool Lending Library Hours
- Strategic Plan Update

VI. ADJOURNMENT

Adjourned at 6:25 P.M in memory of Alba Witkin.

COMMUNICATIONS: none

SUPPLEMENTAL COMMUNICATIONS AND REPORTS:

1. Presentation to City Council



Annual Report

FY 2013-2014

- **Measure FF:**
 - a \$26 million bond measure to improve the four branch libraries.
- **Claremont and North Branches** remodeled
- New **West and South Branches**



Projects Completed

• North Branch



- Opened April 7, 2012.
- Awarded the 2013 AIA-SF Merit Award for Historic Preservation.
- Berkeley Architectural Heritage Association (BAHA) award for excellence in historical preservation.
- LEED Silver certification
- Honored as one of nine recipients of the Berkeley Design Advocates, Biennial Awards for Design Excellence.
- In November 2012 the branch was awarded Bay Friendly Landscape certification.
- 5,500 Square Foot Building cost \$6 million

Projects Completed

• Claremont Branch



- Branch opened May 5, 2012.
- LEED Silver Certification
- Landscaping has been certified Bay Friendly
- 8,110 Square Foot Facility cost \$4.2 million

Projects Completed

- South Branch & Tool Lending Library



Photos by Richard Friedman

- The branch opened on May 11, 2013.
- Designed by Field Paoli Architects
- New 8,700 square foot facility cost \$6.5 million.
- LEED Gold certification



Projects Completed

- West Branch



Photos by Richard Friedman

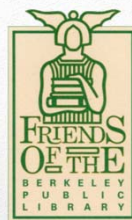
- The branch opened on December 14, 2013.
- New 9,300 square foot Zero Net Energy facility
- Designed by the firm of Harley Ellis Devereaux for a total cost of \$7.5 million.
- LEED Certified
- Spacious reading rooms, expanded public computers and seating
- Improved space for Berkeley READS Adult Literacy Program



Projects Completed



- Neighborhood Campaign
- \$4 million raised
- Contributed 11% of building project funding



- Contributed \$240,000 to Branch Campaign
- \$10,000 for collections per branch
- Children's, Teen, and Adult programming
- Berkeley Reads, Adult Literacy Program
- Staff Support programs

Community Support

- April Branch Out Activities



- Month long celebration to honor completion of Measure FF funding
- Full calendar of free events

Program Highlights

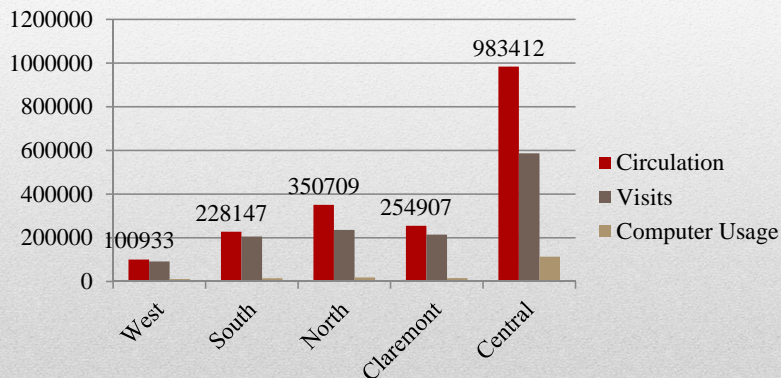


- New Website
- Online Newsletters
- Library on Wheels
- Extended Library Hours

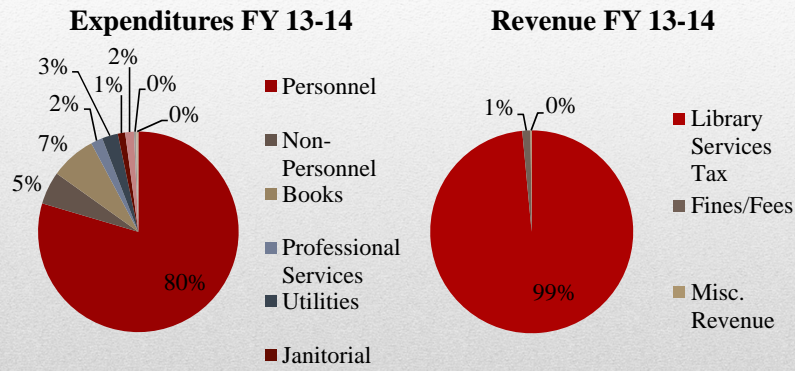


Program Highlights

Statistics FY 2013-2014



Budget



- Central Library Space Planning
- New Teen Center



New Initiatives

- Strategic Planning Effort



New Initiatives



BERKELEY
PUBLIC
LIBRARY

Thank You



CONSENT CALENDAR

February 11, 2015

TO: Board of Library Trustees

FROM: Jeff Scott, Director of Library Services

SUBJECT: CALIFORNIA STATE LIBRARY FY 2015 GRANT FUNDS FROM THE CALIFORNIA LIBRARY LITERACY SERVICES (CLLS) PROGRAM

RECOMMENDATION

Adopt a resolution authorizing the Director of Library Services to accept the second and final payment of \$34,011 of the FY 2015 CLLS grant fund award of \$49,011.

INTRODUCTION

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

FISCAL IMPACTS

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

For FY 2015, the Library was awarded CLLS grant funding support totaling \$49,011 of which a baseline program support payment of \$15,000 was received and accepted by passage of BOLT Resolution No.: 14-050 on September 3, 2014.

BACKGROUND

The Berkeley READS program was seeded in 1987 with CLLS funding and has continuously received this grant following a fiscal year schedule through to fiscal year 2015. The program's Library staffing consists of a 1.0 FTE Library Literacy Program Coordinator, a 1.0 FTE Library Specialist I (Literacy Program Assistant) and a 0.50 PT Library Assistant funded through the Library Tax Fund. Staffing is further

supplemented by additional contractual or project positions (typically funded by CLLS grant support) – estimated at 1.00 FTE in FY 2015 – dedicated to adult and family literacy that may include a mix of a Family Literacy Instructor, a Computer Lab/ Drop-In Instructor, an Adult Learner-on-Staff, and a Tutor Trainer. In FY 2014, BPL’s total expended funding support – inclusive of grant and gift spending – directed to Berkeley READS was \$330,200; for FY 2015 the Library has budgeted \$339,060 for program support.

CURRENT SITUATION AND ITS EFFECTS

Of the Library’s \$49,011 CLLS award for FY 2015, \$15,000 has been received and accepted as authorized by BOLT Resolution No.: 14-050 dated September 3, 2014. The FY 2015 budget estimated revenue and expenditure amounts for a CLLS award based on the prior year’s activity attributable to the grant. The current award is favorable by \$18,379 over fiscal year 2014. Acceptance and appropriation of this second and final payment of the FY 2015 CLLS grant award will be incorporated into the Library’s upcoming Annual Appropriations Ordinance #2 (AAO2) budget revision request for revenue and expenditures. The AAO2 budget revision is in accordance with instructions from the California State Library, in a letter dated December 1, 2014, that the fiscal year budget be revised to reflect use of the awarded funds. With this vital funding support Berkeley READS will continue to build upon its community and local government relationships, pursue active client recruitment strategies, and offer instruction in a variety of modalities best suited to the individual client.

FUTURE ACTION

No future action is necessary.

Attachments

1. Resolution

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO.: 15-___

AUTHORIZING THE DIRECTOR OF LIBRARY SERVICES TO RECEIVE AND ACCEPT CALIFORNIA STATE LIBRARY FY 2015 GRANT FUNDS FROM THE CALIFORNIA LIBRARY LITERACY SERVICES (CLLS) PROGRAM

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

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

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

WHEREAS, the California State Library has determined a final FY 2015 CLLS award of \$49,011 composed of a baseline award, a per capita amount per adult learner served in the prior year, and a match on local funds raised and expended for adult learning services; and

WHEREAS, the Library has received and accepted the baseline award of \$15,000 as authorized by BOLT Resolution No.: 14-050 dated September 3, 2014; 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 receive and accept the remaining FY 2015 awarded funds amounting to \$34,011 extended by the California Library Literacy Services Grant Program to the Berkeley Public Library.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on February 11, 2015 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Abigail Franklin, Chairperson

Jeff Scott, Director of Library Services
Serving as Secretary to the Board of Library Trustee



CONSENT CALENDAR

February 11, 2015

TO: Board of Library Trustees
FROM: Dennis Dang, Administrative and Fiscal Services Manager
SUBJECT: CONTRACT: CALIFA GROUP FOR ADVANCED NETWORK DATA SERVICES

RECOMMENDATION

Adopt a resolution authorizing the Director of Library Services to enter into a contract with Califa Group (“Califa”), a California public benefit corporation, for the provision, installation, and maintenance of advanced network (data) services in an amount not to exceed \$200,000 for the projected period from Spring 2015 through June 30, 2017 with automatic renewals subject to cancellation by notice of either party.

INTRODUCTION

Among the Berkeley Public Library’s range of services aimed at providing public access to information is the availability of free and unrestricted high-speed broadband Internet access for use by free public-access computers or by other Library-provided or patron-owned devices.

For the Library to provide high-speed Internet access within available financial resources, the Library since 2007-2008, has participated in and received pricing discounts for telecommunications services through a program commonly known as “E-Rate.” To date the Library has accessed this program via a contractual relationship with AT&T.

The E-Rate program is described as follows:

The schools and libraries universal service support program, commonly known as the E-Rate program, helps schools and libraries to obtain affordable telecommunications services, broadband Internet access and internal network connections.

Eligible schools, school districts and libraries may apply individually or as part of a consortium. Funding may be requested under five categories of service: telecommunications, telecommunications services, Internet access, internal connections, and basic maintenance of internal connections. Discounts for support depend on the level of poverty and whether the school or library is located in an urban or rural area. The discounts range from 20 percent to 90 percent of the costs of eligible services. E-Rate program funding is based on demand up to an annual Commission-established cap of about \$2.3 billion.

The E-Rate program is administered by the Universal Service Administrative Company (“USAC”) under the direction of the Federal Communications Commission (“FCC”). Specifically, the USAC is responsible for processing the applications for support, confirming eligibility, and reimbursing service providers and

eligible schools and libraries for the discounted services. USAC also ensures that the applicants and service providers comply with the E-Rate rules and procedures established by the Commission.

E-Rate discounts are awarded on an annual basis to eligible libraries after the required application has been submitted, and subject to awarding received as credits to invoices. E-Rate discounts are based on the number of students in the local school district who are eligible for the National School Lunch Program. The Berkeley Public Library's current discount rate is 60%, meaning that the Library may receive discounts for eligible telecommunications costs of up to 60% of the total through the E-Rate program. Applications are due during a filing "window" that generally starts in late December and ends the following March. The application process requires documentation of eligible ordered or to be ordered telecommunication services and is reviewed for validity and program compliance. Once eligibility is established a "Funding Commitment Decision Letter" is issued, thus indicating the review process has been completed.

BACKGROUND

For the two most recent completed fiscal year periods, fiscal years 2014 and 2013, the Library paid (net of E-Rate discounts) \$81,604 and \$63,496, respectively, for telephone and Internet service. The Library receives E-Rate funding in the form of discounts on telecommunication services which are applied (credited) directly to bills received from the contracted service provider – as previously stated, for BPL it is currently AT&T. Due to when funding credits are received they may not necessarily be applied to invoices within the associated committed award funding year. For example, at the January 15, 2014 meeting, the Board of Library Trustees adopted BOLT Resolution No.: 14-004 authorizing the "Director of Library Services to participate in and accept any universal service fund (E-Rate) program funding received for fiscal year 2014; and in subsequent years." At the time the resolution was made, the Universal Services Administration Corporation (USAC), which administers the E-Rate program, had not yet awarded the Library funding discounts for fiscal year 2014 (1JUL13-30JUN14) for which the Library submitted an application for \$39,746.40 in discounts. This was due to delays experienced by many applicants throughout the state of California from changes in State managed telecommunications contracts; consequently, the Library did not receive an award letter until October 30, 2014, four months after the close of the fiscal year.

In regards to the period covering FY 2015, the Library submitted an E-Rate request on March 26, 2014 for \$47,360.00, and received an award letter for \$23,803.20 on May 15, 2014, and another for \$4,568.40 on October 29, 2014.

FISCAL IMPACTS

Historic E-Rate Discount Support

Funding Year	Discount Commitment
2014-2015	\$28,371.6
2013-2014	\$39,746.4
2012-2013	\$37,549.80
2011-2012	\$47,990.66
2010-2011	\$48,987.00
2009-2010	\$47,088.65
2008-2009	\$47,088.65
2007-2008	\$44,848.59

CURRENT SITUATION AND ITS EFFECTS

The Califa Group, of which the Berkeley Public Library is a consortium member, is a California public benefit corporation, representing 220+ libraries in California. Califa negotiates discounted rates for group purchases on behalf of its member libraries. With the support of the California State Library, Califa has contracted with the Corporation for Education Network Initiatives in California (“CENIC”) for connectivity to the “CalREN” high speed broadband fiber network and associated maintenance service to member libraries.

Participation in the State Library sponsored Califa CENIC program will boost Internet access speeds upwards of 1 GB per second throughout the system, an increase that will greatly improve access to, and address the increasing demand for, higher speed connectivity to the vast store of information resources which are accessed daily by library users, substantially enhancing the user experience for media-rich and bandwidth-intensive multimedia resources such as streaming video and music, 3-D mapping, interactive web sites and the many digital subscription resources offered by the Library.

A switchover from AT&T to CENIC is estimated to involve first year costs of \$141,575, with one-time charges of \$25,000 for installation (to be discounted to \$4,000 once discounts are retroactively applied) and \$40,000 in equipment costs (new firewall, new 10GB capable router). Year one connection costs for monthly service for 1 GB Broadband are projected at \$76,575; that is \$8,025 monthly for the first 9 months until E-Rate kicks in lowering the monthly rate to \$1,450. Second year pricing is particularly difficult to estimate because late in the first year credits to broadband internet bills hit the following year’s charges – the extent of which has always been difficult to predict due to the time variability for USAC to approve discounts, and then for the credits to be applied. Additionally, on a conference call discussing the Califa program a State Library Grant program to offset implementation costs was mentioned of which at this time grant program details are unknown. Hence, as a placeholder, the Library is provisioning second year costs at \$50,000. Again, note annual estimates are always subject to timing based on the activation and receipt of E-Rate discounts. E-Rate discounting does not apply to any existing AT&T telephone service of which the Library may be receiving.

The Library will be submitting an application for E-Rate discounts for fiscal year 2016 (1JUL15-30JUN16) when the E-Rate application window opens. The Library actively searches and participates in funding support programs, such as the E-Rate program, that enable it to fulfill its mission of providing free access to information within the City of Berkeley.

FUTURE ACTION

No future action is necessary.

Attachments

1. Resolution

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO.: 15-___

Attachment 1

CONTRACT: CALIFA GROUP FOR ADVANCED NETWORK DATA SERVICES

WHEREAS, the E-Rate program administered by the Universal Service Administrative Company (“USAC”) under the direction of the Federal Communications Commission (“FCC”) is a universal service support program offered to schools and libraries to assist such organizations in obtaining affordable telecommunications services, broadband Internet access and internal network connections; and

WHEREAS, since fiscal year 2008 the Berkeley Public Library has applied for and received funding support as invoicing discounts offered through the E-Rate program for telecommunication services, broadband Internet access and internal network connections that support the Library in its mission to provide free and unrestricted public access to information; and

WHEREAS, to date Library has accessed the E-Rate program via a contractual relationship with AT&T; and

WHEREAS, the Califa Group (“Califa”), of which the Berkeley Public Library is a consortium member, is a California public benefit corporation, representing 220+ libraries in California; and

WHEREAS, with the support of the California State Library, Califa has contracted with the Corporation for Education Network Initiatives in California (“CENIC”) for connectivity to the “CalREN” high speed broadband fiber network and maintenance service to member libraries; and

WHEREAS, participation in the CENIC program will boost Internet access speeds upwards of 1 GB per second throughout the system, an increase that will greatly improve access to, and address the increasing demand for, higher speed connectivity to the vast store of information resources which are accessed daily by library users, substantially enhancing the user experience for media-rich and bandwidth-intensive multimedia resources such as streaming video and music, 3-D mapping, interactive web sites and the many digital subscription resources offered by the Library; 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 enter into a contract with Califa Group for the provision, installation, and maintenance of advanced network (data) services in an amount not to exceed \$200,000 for the projected period from Spring 2015 through June 30, 2017 with automatic renewals subject to cancellation by notice of either party.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on February 11, 2015 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Abigail Franklin, Vice Chairperson

Jeff Scott, Director of Library Services
Serving as Secretary to the Board of Library Trustees



CONSENT CALENDAR

February 11, 2015

TO: Board of Library Trustees
FROM: Dennis Dang, Finance and Administrative Services Manager
SUBJECT: DIRECTOR OF LIBRARY SERVICES – MOVING EXPENSE REIMBURSEMENT

RECOMMENDATION

Adopt a resolution authorizing the Library to reimburse \$4,138.89 in moving expenses to Mr. Jeff Scott, Director of Library Services.

INTRODUCTION

Pursuant to City of Berkeley, Administration Regulation A.R No. 3.10 (Moving Expense Reimbursement) executive level employees are eligible for moving expense reimbursement.

To assume the position of Director of Library Services, Mr. Jeff Scott, relocated from Fresno to the San Francisco Bay area. The Director of Library Services post is an executive level position and so, is eligible for reimbursement of moving expenses.

FISCAL IMPACTS

A.R. No. 3.10 limits reimbursed moving expenses to the costs incurred for moving household goods and personal effects up to a maximum payment of \$7,500. The incurred moving expense of \$4,138.89 will be paid from the Library Tax Fund (301).

BACKGROUND

City of Berkeley, Administration Regulation A.R No. 3.10 (Moving Expense Reimbursement) establishes that executive level employees are eligible for moving expense reimbursement under conditions of which pertain to, and accord with the recent appointment of Mr. Jeff Scott as Director of Library Services.

CURRENT SITUATION AND ITS EFFECTS

At a special meeting held on October 8, 2014, Mr. Jeff Scott was appointed by the Board of Library Trustees to the position of Director of Library Services. He assumed the position as of pay period commencing Sunday, November 9, 2014 and pursuant to A.R. No. 3.10 is eligible for moving expense reimbursement.

FUTURE ACTION

No future action is necessary.

Attachments

1. Resolution

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO.: 15-___

DIRECTOR OF LIBRARY SERVICES – MOVING EXPENSE REIMBURSEMENT

WHEREAS, the Board, as the governing body for the Berkeley Public Library has the authority, by city charter to manage the Library; and

WHEREAS, at a special meeting held on October 8, 2014, the Board of Library Trustees of the City of Berkeley by passage of BOLT Resolution No.: R14-055 appointed Mr. Jeff Scott, as Director of Library Services effective Sunday, November 9, 2014; and

WHEREAS, the Library conforms with City of Berkeley regulations and best practices; and

WHEREAS, the City of Berkeley Administrative Regulation 3.10 (Moving Expense Reimbursement) establishes that executive level employees are eligible for moving expense reimbursement under conditions of which pertain to, and accord with the Director of Library Services position; and

WHEREAS, Mr. Jeff Scott incurred eligible moving expenses of \$4,138.89 for the movement of household goods and personal effects from Fresno to the San Francisco Bay area; and

NOW, THEREFORE BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley hereby approves reimbursement of moving expenses totaling \$4,138.89 for Mr. Jeff Scott, Director of Library Services.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on February 11, 2015 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Abigail Franklin, Chairperson

Jeff Scott, Director of Library Services
Serving as Secretary to the Board of Library Trustee



CONSENT CALENDAR

February 11, 2015

TO: Board of Library Trustees
FROM: Suzanne Olawski, Deputy Director of Library Services
SUBJECT: BULLETIN BOARD AND FREE PRINTED MATTER POLICY

RECOMMENDATION

Adopt a resolution approving the revised Berkeley Public Library Bulletin Board and Free Printed Matter Policy.

FISCAL IMPACT

None.

BACKGROUND

The Berkeley Public Library facilities have various bulletin boards in publicly accessible areas which are dedicated to the provision of announcements of local community events and activities. The provision of these bulletin boards is aligned with the Library's overall mission of providing services that meet the cultural, informational, and recreational needs of the community. Some bulletin boards, electronic message boards, literature racks, and tables are reserved for the Library's exclusive use to post and distribute materials about Library services and events, information about the Library's official support organizations, and governmental entities such as the City of Berkeley and state and federal government agencies. In addition to bulletin boards, the Library provides designated space for the distribution of various free, unsolicited printed materials. The Berkeley Public Library recognizes its role as a source of community information. Because of space limitations, the Library establishes limits and priorities for display or distribution of printed materials within Library facilities.

CURRENT SITUATION AND ITS EFFECTS

The current *Bulletin Board and Free Printed Matter Policy*, approved October 12, 2011 by the board, includes the provisions that *materials that support or oppose specific political parties, current candidates or ballot measures may be given to staff to be displayed or distributed at an election table during campaigns with the Library reserving the right not to provide such tables due to space or staff constraints as well as the Library provides designated space, based on available space, for the distribution of various free, unsolicited printed materials.* Library staff have expressed that due to space

constraints they do not provide an election table during campaigns, rather, official political campaign materials, such as voter guides, are made available for passive distribution. The revised policy removes the provision for a separate election table and political campaign literature other than official election information and adds the context of passive distribution of not-for-profit materials, inclusive of not verbally or visually encouraging Library visitors to review or take any materials or asking Library visitors to sign a petition or letter.

ALTERNATE ACTIONS

None.

FUTURE ACTION

No future action is anticipated at this time.

Attachments:

1. Resolution
2. Berkeley Public Library Bulletin Board and Free Printed Matter Policy (October 12, 2011)
3. *Revised* Berkeley Public Library Bulletin Board and Free Printed Matter Policy
4. American Library Association's policy statement Exhibit Spaces and Bulletin Boards

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO.: 15-___

**ADOPT THE REVISED BERKELEY PUBLIC LIBRARY BULLETIN BOARD AND FREE PRINTED MATTER POLICY
EFFECTIVE FEBRUARY 12, 2015**

WHEREAS, on an as-needed basis the Board of Library Trustees reviews and revises Library policies and practices to best meet the needs of the community and Library; and

WHEREAS, the policy addressing *Bulletin Board and Free Printed Matter* was approved by the Board in October 12, 2011; and

WHEREAS, Berkeley Public Library facilities have various bulletin boards in publicly accessible areas which are dedicated to the provision of announcements of local community events and information as well as designated space for the distribution of various free, unsolicited printed materials; and

WHEREAS, the provision of these bulletin boards is aligned with the Library’s mission of meeting the cultural, informational, and recreational needs of the community; and

WHEREAS; the current policy governing Library bulletin boards and free printed matter was last updated in 2011 and includes the provision for a separate election table during campaigns as well as a designated space for the distribution of various free, unsolicited printed materials but does not address petitioning in the Library; and

WHEREAS, due to space constraints a separate election table during campaigns is not provided but official political campaign materials, such as voter guides, are made available for passive distribution; and

WHEREAS, passive distribution of not-for-profit materials has been clarified not to include verbally or visually encouraging Library visitors to review or take any materials or asking Library visitors to sign a petition or letter.

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to adopt the revised Berkeley Public Library *Bulletin Board and Free Printed Matter Policy* effective February 12, 2015.

ADOPTED by the Board of Library Trustees of the City of Berkeley during its regular meeting held on February 11, 2015 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Abigail Franklin, Chairperson

Jeff Scott, Director of Library Services
Serving as Secretary to the Board of Library Trustees

ORIGINAL DATE:10/12/2011
BOLT Resolution #: 11-070
REVISED DATE:
PAGE: 1

BERKELEY PUBLIC LIBRARY POLICIES

SUBJECT: Bulletin Boards and Free Printed Matter Policy

I. PURPOSE

The Berkeley Public Library provides space on its public bulletin boards for announcements and notices of local community events and activities. This service is in keeping with the Library's mission to meet the cultural, informational, and recreational needs of the community. The Library adheres to the American Library Association's policy statement *Exhibit Spaces and Bulletin Boards: An Interpretation of the Library Bill of Rights*, adopted by the ALA Council in 1991 and amended in 2004. The use of the Library's bulletin boards is subject to review by the Director of Library Services.

II. POLICY

A. Bulletin Boards and Distribution Areas Reserved for Use by the Berkeley Public Library: Some bulletin boards, electronic message boards, literature racks, and tables are reserved for the exclusive use by the Library to post and distribute materials about Library services and events, information about the Library's official support organizations, and governmental entities such as the City of Berkeley and state and federal government agencies.

B. Other Bulletin Boards and Distribution Areas:

The Berkeley Public Library recognizes its role as a source of community information. Because of space limitations, the Library must set limits and priorities for display or distribution of printed materials within the Library facilities. Community information bulletin boards may be used for posting the following types of information:

- Announcements of forthcoming or continuing cultural, social, or entertainment activities.
- Printed material sponsored by a nonprofit organization or agency.

All notices and posters must be approved and placed on the bulletin board by a library staff member. Staff may discard items not approved for placement and excess copies of any items received. Staff will follow publicly posted guidelines in making decisions about the physical placement and acceptable size of materials on bulletin boards. Items will be posted or made available on an equitable basis, subject to available space, regardless of the beliefs or affiliations of the individuals or groups represented.

Items may be refused based on size and available space. The available space for posting is limited to the designated community bulletin boards.

The Library does not assume any responsibility or liability for items submitted for display on the bulletin board. The organization/individual assumes responsibility for any damage incurred.

Items will be removed from the bulletin boards by Library staff as they become dated or after thirty days, whichever occurs first. Items on bulletin boards reserved for use by the Library will be displayed as long as appropriate.

Library bulletin boards are in public areas through which patrons of all ages may pass. Posted items may not be libelous or obscene as defined by the U.S. Supreme Court, or advocate the violation of criminal laws.

Materials that support or oppose specific political parties, current candidates or ballot measures may be given to staff to be displayed or distributed at an election table during campaigns. All candidates are invited to provide materials for this table. The Library is not responsible for maintaining the materials on these tables, and takes no position on campaign issues. The Library reserves the right to not provide such tables due to space or staff constraints.

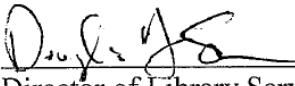
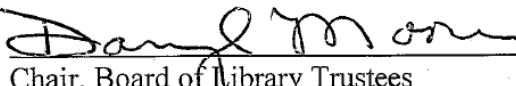
No items devoted solely to the sale, advertising, solicitation or promotion of commercial products or services will be accepted.

Posting of a notice does not imply endorsement by the Berkeley Public Library or the City of Berkeley of the viewpoints expressed in the items.

In addition to bulletin boards, the Library provides designated space for the distribution of various free, unsolicited printed materials in accordance with the guidelines set forth in this policy. The Library reserves the right to decide the conditions of display, housing, and access to these materials. The Library is not responsible for maintaining the supply of these materials and reserves the right to dispose of any unsolicited free printed material based on available space.

In the event of the Library's decision to display or distribute or to not display or distribute any item, the appeals procedure is as follows:

- a. First, appeal in writing to the Neighborhood Services Manager in the case of a Branch Library or to the Deputy Director of Library Services in the case of the Central Library's bulletin boards;
- b. Second, to seek review of an appeal decision of the Neighborhood Services Manager or Deputy Director of Library Services, submit a request in writing to the Director of Library Services within seven (7) days of issuance the appeal decision. The decision of the Director of Library Services is final.

Reviewed by:		<u>10/26/14</u>
	Director of Library Services	Date
Approved by:		<u>10/26/14</u>
	Chair, Board of Library Trustees	Date

**BERKELEY PUBLIC LIBRARY
POLICIES****SUBJECT: Bulletin Board and Free Printed Matter
Policy**

ORIGINAL DATE:	10/12/2011
BOLT Resolution #:	R11-070
REVISED DATE:	02/11/2015
PAGE:	1 of 2

I. PURPOSE

The Berkeley Public Library provides space on its public bulletin boards for announcements and notices of local community events and activities. This service is in keeping with the Library's mission to meet the cultural, informational, and recreational needs of the community. The Library adheres to the American Library Association's policy statement *Exhibit Spaces and Bulletin Boards: An Interpretation of the Library Bill of Rights*, adopted by the ALA Council in 1991 and amended in 2004. The use of the Library's bulletin boards is subject to review by the Director of Library Services.

II. POLICY

A. Bulletin Boards and Distribution Areas Reserved for Use by the Berkeley Public Library:
Some bulletin boards, electronic message boards, literature racks, and tables are reserved for the exclusive use by the Library to post and distribute materials about Library services and events, information about the Library's official support organizations, and governmental entities such as the City of Berkeley and state and federal government agencies.

B. Other Bulletin Boards and Distribution Areas:

The Berkeley Public Library recognizes its role as a source of community information. Because of space limitations, the Library must set limits and priorities for display or distribution of printed materials within the Library facilities. Community information bulletin boards may be used only for posting the following types of information:

- Announcements of forthcoming or continuing cultural, social or entertainment activities.
- Printed material sponsored by a nonprofit organization or agency.

1. Bulletin Boards

All notices and posters must be approved and placed on the bulletin board by a Library staff member. Staff may discard items not approved for placement and excess copies of any items received.

Items will be posted or made available subject to available space, regardless of the viewpoint of the individuals or groups represented or expressed in the items to be posted. Items may be refused based on size and available space. The available space for posting is limited to the designated community bulletin boards.

The Library does not assume any responsibility or liability for items submitted for display on the bulletin board. The organization/individual assumes responsibility for any damage incurred.

Items will be removed from the bulletin boards by Library staff as they become dated or after thirty days, whichever occurs first. Items on bulletin boards reserved for use by the Library will be displayed as long as appropriate.

Library bulletin boards are in public areas through which patrons of all ages may pass. Posted items may not be libelous or obscene as defined by the U.S. Supreme Court, or advocate the violation of criminal laws.

The following are not permitted: (a) items that advertise, sell, solicit or promote commercial products or services; (b) political campaign literature other than official election information (such as the Alameda County or California State voter guides); and (c) personal notices or communications.

Posting of an item does not imply endorsement by the Berkeley Public Library or the City of Berkeley of the viewpoints expressed in it.

2. Areas for Distribution of Printed Materials

In addition to bulletin boards, the Library provides designated space for the distribution of various free, unsolicited printed materials in accordance with the guidelines set forth in this policy. The Library reserves the right to decide the conditions of display, housing, and access to these materials. The Library is not responsible for maintaining the supply of these materials and reserves the right to dispose of any unsolicited free printed material based on available space.

Non-profit organizations may provide dated materials related to their non-for-profit purpose for passive distribution only in areas designated for that purpose. Passive distribution means leaving the materials with Library staff for Library visitors, if they so choose, to review and/or take with them. Passive distribution does not include verbally or visually (by means of signs, placards, etc.) encouraging Library visitors to review or take any materials with them.

Because it is not consistent with passive distribution, materials asking Library visitors to sign a petition or letter are not permitted.

3. Appeals

- a. In the event the Library decides not to display or distribute a submitted notice or other printed material, an aggrieved person may submit a written appeal within seven (7) days to the Neighborhood Services Manager (in the case of a Branch Library) or to the Deputy Director of Library Services (in the case of the Central Library).
- b. A decision by the Neighborhood Services Manager or Deputy Director of Library Services may be appealed in writing to the Director of Library Services within seven (7) days of issuance the appeal decision. The decision of the Director of Library Services is final.

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



Exhibit Spaces and Bulletin Boards

An Interpretation of the Library Bill of Rights

Libraries often provide exhibit spaces and bulletin boards. The uses made of these spaces should conform to the [*Library Bill of Rights*](#): Article I states, "Materials should not be excluded because of the origin, background, or views of those contributing to their creation." Article II states, "Materials should not be proscribed or removed because of partisan or doctrinal disapproval." Article VI maintains that exhibit space should be made available "on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."

In developing library exhibits, staff members should endeavor to present a broad spectrum of opinion and a variety of viewpoints. Libraries should not shrink from developing exhibits because of controversial content or because of the beliefs or affiliations of those whose work is represented. Just as libraries do not endorse the viewpoints of those whose work is represented in their collections, libraries also do not endorse the beliefs or viewpoints of topics that may be the subject of library exhibits.

Exhibit areas often are made available for use by community groups. Libraries should formulate a written policy for the use of these exhibit areas to assure that space is provided on an equitable basis to all groups that request it.

Written policies for exhibit space use should be stated in inclusive rather than exclusive terms. For example, a policy that the library's exhibit space is open "to organizations engaged in educational, cultural, intellectual, or charitable activities" is an inclusive statement of the limited uses of the exhibit space. This defined limitation would permit religious groups to use the exhibit space because they engage in intellectual activities, but would exclude most commercial uses of the exhibit space.

A publicly supported library may designate use of exhibit space for strictly library-related activities, provided that this limitation is viewpoint neutral and clearly defined.

Libraries may include in this policy rules regarding the time, place, and manner of use of the exhibit space, so long as the rules are content neutral and are applied in the same manner to all groups wishing to use the space. A library may wish to limit access to exhibit space to groups within the community served by the library. This practice is acceptable provided that the same rules and regulations apply to everyone, and that exclusion is not made on the basis of the doctrinal, religious, or political beliefs of the potential users.

The library should not censor or remove an exhibit because some members of the community may disagree with its content. Those who object to the content of any exhibit held at the library should be able to submit their complaint and/or their own exhibit proposal to be judged according to the policies established by the library.

Libraries may wish to post a permanent notice near the exhibit area stating that the library does not advocate or endorse the viewpoints of exhibits or exhibitors.

Libraries that make bulletin boards available to public groups for posting notices of public interest should develop criteria for the use of these spaces based on the same considerations as those outlined above. Libraries may wish to develop criteria regarding the size of material to be displayed, the length of time materials may remain on the bulletin board, the frequency with which material may be posted for the same group, and the geographic area from which notices will be accepted.

Adopted July 2, 1991, by the ALA Council; amended June 30, 2004.

[ISBN 8389-7551-8]

Related Files

[Exhibit Spaces and Bulletin Boards](#) (PDF File)

Related Links

[Adobe Reader](#)



ACTION CALENDAR

February 11, 2015

TO: Board of Library Trustees
FROM: Suzanne Olawski, Deputy Director of Library Services
SUBJECT: POLICY GOVERNING USE OF EXHIBIT SPACES

RECOMMENDATION

Adopt a resolution instituting a policy governing use of exhibit spaces at all Library facilities.

FISCAL IMPACT

None.

BACKGROUND

Since the 2002 Central Library renovation, exhibit space in the facility has been demarcated for the display of two-dimensional works of art curated by staff of the Central Library. Prior to the completion of the Measure FF Branch Library Improvement Program the four branch libraries did not have such exhibit areas due to space constraints, and any type of exhibit hosted in the branch facilities affected public services. There is no formal policy governing the use of exhibit spaces in the Berkeley Public Library facilities.

CURRENT SITUATION AND ITS EFFECTS

With the completion of the Measure FF Branch Library Improvement Program, space at all four branch libraries is available to be designated for two-dimensional exhibits, allowing the branch staff to curate exhibits for their facilities and increasing the amount of space available to host exhibits system-wide. In conjunction with its mission to provide services meeting the cultural, informational, recreational, and educational needs of its users, the Berkeley Public Library curates exhibits and displays. The goal of this policy is to provide fair, equitable, and consistent standards regarding the exhibit and display areas in a manner keeping with the Library's primary service goals. The board's approval of this policy will allow the Library to implement system-wide standards governing use of exhibit spaces at all facilities.

FUTURE ACTION

No future action is required at this time.

Attachments:

1. Resolution
2. Policy Governing Use of Exhibit Spaces

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO.: 15-__

ADOPT A RESOLUTION ADOPTING A POLICY GOVERNING USE OF EXHIBIT SPACES

WHEREAS, since the 2002 Central Library renovation, exhibit space in the facility has been demarcated for the display of two-dimensional works of art; and

WHEREAS, prior to the completion of the Measure FF Branch Library Improvement Program the four branch libraries did not have designated exhibit areas due to space constraints; and

WHEREAS, since the completion of the Measure FF Branch Library Improvement Program, space is available at all four branch libraries to be designated for two-dimensional exhibits; and

WHEREAS, there is no formal policy governing the use of exhibit spaces in the Berkeley Public Library facilities; and

WHEREAS, in conjunction with its mission to provide services meeting the cultural, informational, recreational, and educational needs of its users, the Berkeley Public Library curates exhibits and displays; and

WHEREAS, the board's approval of this policy will allow the Library to implement fair, equitable, and consistent standards governing use of the exhibit and display areas at all Library facilities in a manner keeping with the Library's primary service goals.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to approve adoption of the Policy Governing Use of Exhibit Spaces (see Attachment 2) to be applicable at all Library facilities.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on February 11, 2015.

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Abigail Franklin, Chairperson

Jeff Scott, Library Director

Serving as Secretary to the Board of Library Trustees

**BERKELEY PUBLIC LIBRARY
POLICIES****SUBJECT: Policy Governing Use of Exhibit Spaces**

ORIGINAL DATE:	02/11/15
BOLT Resolution #:	
REVISED DATE:	
PAGE:	1 of 2

I. PURPOSE

The purpose of this policy is to set forth rules governing the use by the Library of exhibit and display areas in Berkeley Public Library facilities. Upon adoption of this policy, Library staff will adopt procedures for implementing it in specific buildings and locations within buildings.

II. POLICY

In conjunction with its mission to provide services meeting the cultural, informational, recreational, and educational needs of its users, the Berkeley Public Library curates exhibits and displays. The goal of this policy is to provide fair, equitable, and consistent standards regarding the exhibit and display areas in a manner keeping with the Library's primary service goals. Library exhibits are not exclusively gallery spaces and are not a public forum. The Library has final authority over the review, selection and arrangement of all exhibits and displays. The Director of Library Services or his/her designee is responsible for ensuring that exhibits conform to these guidelines.

Stipulations for Library Exhibit Space

- The Library reviews and selects the materials before an exhibit is installed and establishes the schedule of exhibits.
- Exhibits must be accompanied by captions denoting the sponsor (if any), a title, and an interpretation of its purpose and meaning. For purposes of this policy, a "sponsor" is a person or entity that provides resources to enable the Library to display an exhibit, and does not imply that any given exhibit reflects the viewpoint of a "sponsor". The exhibit of any given material does not constitute an endorsement of any viewpoint expressed in it by the Berkeley Public Library; rather, exhibition of any work by the Library implies only that the Library believes the work has some artistic or other merit justifying its exhibition. Accordingly, the following disclaimer will appear in all display areas: "Any viewpoints or opinions expressed in this exhibit are not necessarily those of the Berkeley Public Library or the City of Berkeley."
- Library exhibition spaces are located in areas that are used by members of the public of all ages. Exhibits will not include libelous or obscene materials as defined by the U.S. Supreme Court, or advocate the violation of criminal laws. The Library reserves the right to reject any part of an exhibit or to change the manner of display.
- Exhibits may not include materials that support current candidates or ballot measures, whether local, state or national, nor may they include any advertising, solicitation or promotion of commercial products or services other than from an historic perspective.
- No admission charge, requests for donation or items for sale will be permitted. Artists are not to display prices next to their artwork during the duration of the exhibit. The Library is NOT a sales venue.
- Preparation, installation, and retrieval of materials for an exhibit are the responsibility of the artist or sponsor. If materials are not retrieved on the designated date at the end of the exhibit, as communicated to the artist or sponsor by the Library staff, Library staff will make reasonable

attempts to contact the owning party. If the materials are not retrieved within 90 days following the end of the exhibit, the materials will be disposed of in accordance with the Library’s Unclaimed Property and Lost & Found Policy.

- The Library is not responsible for any artwork that is lost, damaged, or stolen while on exhibit or display. Although reasonable precautions will be taken to protect materials, the artist assumes the risk of loss of, or damage to, the piece as it is on display. The Library will not be responsible for the reimbursement or replacement of lost, stolen or damaged material.
- The Library may remove any exhibit that does not comply with this policy, after reasonable notice and, if appropriate, an opportunity to cure.

The Library welcomes expressions of opinion from citizens concerning exhibits in Library facilities. If a Library patron questions the content, tone, or placement of an exhibit, he/she may address the concern with a Library staff member. Patrons who wish to continue their request for review of a Library exhibit may submit a *Request for Reconsideration* form to the Neighborhood Services Manager in the case of a Branch Library exhibit or to the Deputy Director of Library Services in the case of a Central Library exhibit. Requests for review of an exhibit will be considered in the same manner as requests for reconsideration of Library materials in accordance with the Library’s Collection Development Policy.

The Director of Library Services is authorized to issue rules and procedures that are consistent with this policy and which further its implementation.

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



CONSENT CALENDAR

February 11, 2015

TO: Board of Library Trustees
FROM: Dennis Dang, Administrative and Fiscal Services Manager
SUBJECT: FY15 – HALF-YEAR BUDGET REPORT AND ANNUAL APPROPRIATION ORDINANCE #2

RECOMMENDATION

Adopt a resolution amending the FY 2015 Revised Budget for specified Fund entities based upon the appropriation of adjustments of \$19,011 for revenues and \$56,408 for expenditures.

INTRODUCTION

Library fiscal year 2015 half-year results by Fund are as follows:

Fund	Revenue		Expenditures (xcl Encmb)	
	Actual 6-mos	YoY	Actual 6-mos	YoY
Library Tax (301)	\$8,692,646	2.7%	\$7,628,125	4.0%
Transaction Based Reimb (302)	\$11,287	6.3%	\$18,465	-32.8%
Grants (304)	\$15,000	-40.0%	\$17,319	125.4%
Public Library (305)				
Gifts (306)	\$65,607	5381.0%	\$57,963	22.2%
BPL Foundation (307)		-100.0%	\$29,056	-91.5%
Measure FF (308)	\$616	-67.6%	\$86,814	-97.1%

FISCAL IMPACTS

Requested adjustments to the Revised Budget encompass an increase of \$37,398 to Gifts Fund (306) expenditures for full spend-out of the Alice Meyer Trust; the Grants Fund (304) is adjusted \$19,011 applicable to revenues and expenditures to reflect the ending CLLS award amount of \$49,011.

BACKGROUND

FY 2015 is the second year of the two-year biennial budget cycle encompassing fiscal years 2014 and 2015. The two year biennial budget was adopted by the Board of Library Trustees on May 29, 2013 by Resolution No.: R13-035. On May 20, 2014, by approval of Resolution No.: 14-030, the board updated

the fiscal year 2015 budget to reflect current conditions. On September 3, 2014, by approval of Resolution No.: 14-051, the board accepted into the budget carried over prior-year encumbered values and, other budget adjustments as part of the first amendment to the FY 2015 Annual Appropriations Ordinance to the Gifts and Grants Funds.

CURRENT SITUATION AND ITS EFFECTS

LIBRARY TAX FUND

The Library Tax Fund includes revenue derived from the dedicated library tax, fines and fees, and miscellaneous revenue. At the end of the second quarter, revenues stood at \$8,692,646 representing an increase of 2.7% YoY, of which \$8,148,084 was received in December from Alameda County for library tax collections. Overall, the net year-over favorable change in revenue, amounting to \$225,665, was attributable primarily to \$181,862 in higher library tax receipts and \$45,000 in proceeds from the sale of the BranchVan to the City of Richmond/Richmond Public Library. During the first six months, fines and fees revenues were up \$1,082 from last fiscal year.

Library Tax Fund expenditures excluding encumbrances at \$7,628,125 were 4.0% above the prior year period yielding a variance of \$292,146. Salaries checked in with \$133,173 in higher incremental career staff salaries offset by \$77,614 in lower non-career library aide wages. The two principal factors affecting salaries and wages include FY 2015's increase of 1.325 in FTE and the Library's ongoing conversion of part-time non-benefited library aide positions to benefited career positions. Additionally impacting labor costs is \$55,643 in higher year-over CalPERS contributions. Major non-labor YoY cost increases included \$146,316 for maintenance services for Bibliotheca supplied self-check and AMH systems encompassing a contracted two year up-front payout (paid through FY 2016) and the Innovative Interfaces ILS; as well as library materials up \$48,315; offsets contributing favorable variances were from the completion in FY 2014 of the Library's share of the City's VoIP phone system installation and the cycle completion of the Central Library staff PC replacement program.

GIFTS FUND

The Gifts Fund includes monies received through donations from the Friends of the Berkeley Public Library, the generosity of many individuals and organizations, and trusts such as the Alice Meyer Trust Fund, The Raymond Family Foundation, the DuPree Family Foundation, and the Nello and Mary Jo Pace Trust. Gifts revenue during the 2nd quarter was \$577 from miscellaneous donations and interest received. At \$65,607, the bulk of first half receipts are a 1st quarter payment from the Friends of the Library, and a bequest of \$18,161 from the Pauline Moller Kolenda Estate for the purchase of audiobooks by contemporary authors.

Expenditures, net of encumbrances, at \$57,963, up 22.2% over the prior year, were led by \$9,894 in library materials purchases for Children Services funded by the Alice Meyer Trust. At period-end the available balance in the Alice Meyer Trust was \$70,014. Other YoY gifts spending increases were attributable to field supplies for map restoration and digitization, and activities arising out of the Programming Committee – both funded from the Friends annual commitment. The first Annual Appropriations Ordinance adjusted Fund expenditures higher by \$27,950 to appropriate added expected spending from gifts and contributions.

ALL OTHER FUNDS

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

and Technology Act; as well as the BPL Foundation Fund (307) which is funded by support originating or sourced through the Berkeley Public Library Foundation.

The sole revenue source into the TBR Fund (302) remains usage from public-use photocopying which at \$11,287 was up \$670 over the same period last fiscal year. Photo-copier revenues are included as part of this Fund’s grouping to match with the associated expenditures which are in part supported by prior years’ non-restricted State Library TBR receipts. At period-end, the Grants Fund (304) receipts remain solely one 1st quarter payment for \$15,000 for the first portion of FY 2015’s CLLS grant, an increase of \$5,000 in the California Library Literacy Services baseline award from last fiscal year. There are no receipts to date to the Foundation Fund (307) which last fiscal year was rechristened and repurposed from the former title of Foundation FF&E Fund – a Fund that had been dedicated to funding furnishings and equipment for the Branch Libraries Improvement Program.

All Other Funds expenditures at \$64,840 were significantly down from last fiscal year’s spending of \$343,814; this favorability is due to the mid-year FY 2014 repurposing of the Foundation Fund. Last fiscal year’s spending was in large part Fund (307) purchases for West Branch furnishings and equipment. The TBR Fund’s variance was favorable year-over due to timing of invoice payments and to fees incurred for the return of excess equipment in FY 2014. Higher year-over spending in the Grants Fund is attributable to the BerkeleyREADS program which per this fiscal year’s CLLS grant award rules requires funding to be exhausted by fiscal year-end; and also to timing of the final payment for the completed Patron Incident online reporting tool. The first Annual Appropriations Ordinance adjusted Fund expenditures higher by \$1,429 to appropriate unspent FY 2014 CLLS grant award funds.

MEASURE FF FUND

The Measure FF Fund services the actual design, engineering, and construction needs for each of the four branches and is the repository for bond sale proceeds. All major architectural design and engineering contracts, and general contractor construction contracts have been completed and closed. Revenue into the Fund (308) stands at \$616 in interest income, of which \$319 was received in the 2nd quarter.

Although all major Measure FF Fund construction activities have been completed (see tables below), project costs of \$86,814 have been incurred during the first six months of FY 2015 encompassing final payout to West Branch Builders for West Branch construction, fees to the Green Building Certification Institute for West Branch LEED certification, repair and restoration of North Branch rotunda windows, and reconditioning and restrengthening of the North Branch trusses.

Project Management costs at December 31, 2015:

CC Authorized	Contracted w/ASAs	Site	Project Manager	Expended	Expended /CC Auth	Expended /Cntrctd
\$1,523,580	\$1,521,603	All	Kitchell CEM <i>*closed*</i>	\$1,521,603	99.8%	100.0%

Architectural Design costs at December 31, 2015:

CC Authorized	Contracted w/ASAs	Site	Designer	Expended	Expended /CC Auth	Expended /Cntrctd
\$751,245	\$748,860	NB	Architectural Res Grp <i>*closed*</i>	\$728,619	96.9%	97.3%
\$637,132	\$627,145	CB	GEBT <i>*closed*</i>	\$614,322	96.4%	98.0%
\$893,500	\$879,033	SB	Field Paoli Architects <i>*closed*</i>	\$867,249	97.1%	98.7%
\$838,194	\$788,194	WB	Harley Ellis Devereaux <i>*closed*</i>	\$756,909	90.0%	96.0%
\$3,120,071	\$3,043,232	Total	Architectural Design Services	\$2,967,099	95.1%	97.5%

General Contractor construction costs at December 31, 2015:

CC NTE Authorized	Contracted w/COs	Site	General Contractor (incl. escrow)	Expended (excl. w/h)	Expended /CC Auth	Expended /Ctrctd
\$4,760,000	\$4,508,765	NB	BHM <i>*closed*</i>	\$4,508,765	94.7%	100.0%
\$3,300,000	\$2,994,394	CB	Fine Line <i>*closed*</i>	\$2,994,394	90.7%	100.0%
\$4,963,000	\$4,773,844	SB	Gonsalves & Stronck <i>*closed*</i>	\$4,773,844	96.2%	100.0%
\$5,985,000	\$5,731,954	WB	West Bay Builders <i>*closed*</i>	\$5,731,954	95.7%	100.0%
\$19,008,000	\$18,008,957	Total	Construction Services	\$18,008,957	94.7%	100.0%

SUMMARY OF OPERATIONS EXPENSES

With the completion of the Branch Libraries Improvement Program – activities impacting primarily Funds 307 (BPL Foundation Fund) and 308 (Measure FF Fund) – the Library’s revenues and expenses budgets are reverting, at least temporarily, to a more normal form reflecting primarily library services and operations. This reversion will be impacted once the Central Library teen room and other improvements projects get underway. To date, the overall fiscal performance is consistent with the Library budgets.

A 3rd quarter financial report will be presented to the board upon availability of financial results.

Attachments:

1. Resolution
2. 2Q-FY 2015 Revenues by Fund
3. 2Q-FY 2015 Expenditures by Fund
4. FY 2015 Mid-year Revenue Budget Projections
5. FY 2015 Mid-year Expenditures Budget Projections
6. Library Tax Fund: 5-Year Fund Analysis
7. Gifts Fund: 5-Year Fund Analysis
8. Other Funds: 5-Year Fund Analysis
9. BPL Foundation FF&E Fund: 5-Year Fund Analysis
10. Measure FF Fund: 5-Year Fund Analysis

BOARD OF LIBRARY TRUSTEES

Attachment 1

RESOLUTION NO.: 15-___

AMMEND THE FY 2015 REVISED BUDGET FOR FUNDS BASED UPON THE APPROPRIATION OF ADJUSTMENTS OF \$19,011 FOR REVENUES AND \$56,408 FOR EXPENDITURES

WHEREAS, the Board of Library Trustees by approval of BOLT Resolution No.: 12-084 on December 19, 2012 adopted the FY 2014 and FY 2015 biennial budget priorities; and

WHEREAS, the Board of Library Trustees by approval of BOLT Resolution No.: 13-035 on May 29, 2013 adopted the FY 2014 and FY 2015 biennial revenue and expenditure budgets; and

WHEREAS, the Board of Library Trustees by approval of BOLT Resolution No.: 14-030 on May 20, 2014 updated the FY 2015 revenue and expenditure budgets to better reflect current conditions; and

WHEREAS, the Board of Library Trustees by approval of BOLT Resolution No.: 14-051 on September 3, 2014 amended the FY 2015 revenue and expenditure budgets for inclusion by means of the fiscal year's first Annual Appropriation Ordinance revision; and

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

WHEREAS, FY 2015 budget adjustments for Grants Funds revenue of \$19,011, and Grants and Gifts Funds expenditure appropriations of \$56,408 are requested for inclusion by means of the fiscal year's second Annual Appropriation Ordinance revision; and

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

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley that the FY 2015 Budget is amended based upon recommended values \$19,011 of revenues and \$56,408 of expenditures.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on February 11, 2015 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Abigail Franklin, Chairperson

Jeff Scott, Director of Library Services
Serving as Secretary to the Board of Library Trustee

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Attachment 2 2Q-FY 2015 REVENUES BY FUND

BERKELEY PUBLIC LIBRARY										data as of:
REVENUE DEC FY15										22-Jan-15
Berkeley Public Library										
Ele/Obj	Account Description	Lib Dscr 301	DL/ILL 302	Grants 304	Pub Lib 305	Gift 306	FF&E 307	Mse FF 308	Rfse Coll 820	Revenue FY15
01-01	Refund on Bills	2,000								2,000
05-01	Over and Shorts									
10-01	Collection by City								10,140	10,140
13-15	Library Tax	16,345,912								16,345,912
20-07	Library Svc&Constr Act			30,000						30,000
20-11	Library Fines	223,000								223,000
20-12	Link + Fines									
20-15	Lost Book Fines	30,000								30,000
20-21	Tool Lending Fines	20,000								20,000
23-12	BPL Foundation									
23-13	Friends of BPL					80,000				80,000
30-01	Interest-Investment Pool									
50-02	Inter-Library Book Loan									
50-03	Direct Book Loan									
61-01	Max Recycling and Composting									
65-01	Meeting Room Fees	2,000								2,000
80-99	1-Time Grant /w Proj Code									
99-01	Appropriations Ord #1									
99-03	Donations									
99-99	Miscellaneous Revenue	8,500	20,000							28,500
Adjusted	Berkeley Public Library	16,631,412	20,000	30,000		80,000			10,140	16,771,552
01-01	Refund on Bills									
05-01	Over and Shorts	(30)								(30)
10-01	Collection by City	45,000							5,483	50,483
13-15	Library Tax	8,531,325								8,531,325
20-07	Library Svc&Constr Act			15,000						15,000
20-11	Library Fines	90,748								90,748
20-12	Link + Fines	788								788
20-15	Lost Book Fines	9,813								9,813
20-21	Tool Lending Fines	4,289								4,289
23-12	BPL Foundation									
23-13	Friends of BPL					46,200				46,200
30-01	Interest-Investment Pool					198		616		814
50-02	Inter-Library Book Loan									
50-03	Direct Book Loan									
61-01	Max Recycling and Composting									
65-01	Meeting Room Fees	180								180
80-99	1-Time Grant /w Proj Code									
99-01	Appropriations Ord #1	3,602,171	156,272	47,458	56,283	414,158	1,117,988	1,421,449		6,815,779
99-03	Donations					19,209				19,209
99-99	Miscellaneous Revenue	10,533	11,287							21,820
Actl+Upstd	Berkeley Public Library	12,294,817	167,559	62,458	56,283	479,765	1,117,988	1,422,065	5,483	15,606,418

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Attachment 3
2Q-FY 2015 EXPENDITURES BY FUND (1 of 3)

BERKELEY PUBLIC LIBRARY : EXPENDITURES DEC FY15										6	50.0%
Berkeley Public Library + CoB		Actuals+Encumbrances								YTD DEC	
Elmnt-Object	Description	Bdgt ORG FY15	Bdgt RSV FY15	Lib Dscr 301	DL / ILL 302	Grants 304	Gift 306	FFE 307	Mse FF 308	Actual FY15	% RSV Spent
11-01	Monthly Rated Employees	7,599,325	7,599,325	3,481,304						3,481,304	45.8%
11-03	Hourly and Daily Rated Empl	271,947	271,947	114,039		11,713			81	125,833	46.3%
11-04	Monthly Rated - Part Benefitted	147,903	147,903	38,199						38,199	25.8%
11-59	Reg Retro Gross Adjust.			811						811	
11-60	Excess Hours Pay			78,279						78,279	
12-12	General Summer Youth	11,296	11,296	4,966						4,966	44.0%
13-01	O/T-Monthly Rated Employee	6,771	6,771	656						656	9.7%
13-05	Holiday Pay	5,081	5,081								
Prsnl Svcs-Salaries and Wages		8,042,323	8,042,323	3,718,254		11,713			81	3,730,048	46.4%
20-11	Medical Insurance	1,222,558	1,222,558	506,706						506,706	41.4%
20-12	Dental Insurance	186,609	186,609	74,268						74,268	39.8%
20-13	Life Insurance	8,498	8,498	3,716						3,716	43.7%
20-21	Cash-in-Lieu	84,796	84,796	55,015						55,015	64.9%
20-31	Pers/Misc Other	2,426,091	2,426,091	1,121,369						1,121,369	46.2%
20-34	PARS (3.75%)	23,741	23,741	5,891		439				6,330	26.7%
20-36	SRIP	297,789	297,789	72,248						72,248	24.3%
20-40	Medicare Tax	110,047	110,047	51,589		164			1	51,754	47.0%
20-63	Retirement Med: Misc. Emp Medical Trusts	166,077	166,077	78,614						78,614	47.3%
20-71	Workers Comp: Workers Comp Charges	172,325	172,325	78,829		209			1	79,039	45.9%
20-82	Allowances: Shoes Allowance	1,012	1,012	1,212						1,212	119.8%
20-87	Terminal Payouts-Misc.Emp	140,094	140,094	66,990						66,990	47.8%
20-90	Other Employee Benefits	296,655	296,655	137,852						137,852	46.5%
20-91	Commuter Check	19,964	19,964	6,995						6,995	35.0%
27-20	Fringe Benefits (Budget)	20,450	20,450								
Prsnl Svcs-Fringe Benefits		5,176,706	5,176,706	2,261,294		812			2	2,262,108	43.7%
20-99	Salary Savings	(256,243)	(256,243)								
Personal Services-Employee		12,962,786	12,962,786	5,979,548		12,525			83	5,992,156	46.2%

Attachment 3
2Q-FY 2015 EXPENDITURES BY FUND (2 of 3)

BERKELEY PUBLIC LIBRARY : EXPENDITURES DEC FY15										6	50.0%
Berkeley Public Library + CoB			Actuals+Encumbrances							YTD DEC	
Elmnt- Object	Description	Bdgt ORG FY15	Bdgt RSV FY15	Lib Dscr 301	DL / ILL 302	Grants 304	Gift 306	FFE 307	Mse FF 308	Actual FY15	% RSV Spent
30-12	Professional: Stipends		6,248	5,681						5,681	90.9%
30-35	Professional: Engrng & Architecural Svcs	50,000	193,942	81,298					37,625	118,923	61.3%
30-38	Professional: Misc Prof Svcs	620,750	695,207	294,920			16,454	2,050	12,399	325,823	46.9%
30-39	Hazardous Materials Handling	2,000	2,000								
30-42	Maint Svcs: Office Equip Maint Svcs	6,500	7,500	5,000						5,000	66.7%
30-43	Maint Svcs: Bldg & Structures Maint Svcs	174,000	189,780	139,736						139,736	73.6%
30-44	Maint Svcs: Field Equip Maint	86,950	85,246	17,460						17,460	20.5%
30-46	Maint Svcs: Computer Maintenance	5,000	5,000	1,297						1,297	25.9%
30-47	Maint Svcs: Software Maintenance	350,000	388,629	342,902						342,902	88.2%
30-51	Bank Credit Card Fees	4,500	4,500	1,974						1,974	43.9%
Purchased Prof & Tech Svcs		1,299,700	1,578,052	890,268			16,454	2,050	50,024	958,796	60.8%
35-20	County/State/Fed Pyrnts.	5,000	5,000	4,559						4,559	91.2%
35-70	Fines/Molations		29	29						29	100.0%
Grants & Gvrnmntl Payments		5,000	5,029	4,588						4,588	91.2%
40-10	Professional Dues and Fee	47,250	50,350	24,829					3,100	27,929	55.5%
40-20	Insurance	575	575								
40-31	Communications: Telephones	87,200	126,544	100,986						100,986	79.8%
40-33	Communications: Cellular	14,550	14,550	4,260						4,260	29.3%
40-41	Utilities: Water	32,500	35,500	24,000				4,000		28,000	78.9%
40-42	Utilities: Gas/Electricity	300,000	300,000	200,992				15,000		215,992	72.0%
40-43	Utilities: Refuse	34,252	34,252	8,998						8,998	26.3%
40-50	Printing and Binding	17,850	26,319	7,291			1,176			8,467	32.2%
40-61	Travel: Commerical Travel	2,000	2,446	259			446			705	28.8%
40-62	Travel: Meals & Lodging	3,000	3,759	2,450			759			3,209	85.4%
40-63	Travel: Registration/Admin Fees	20,600	21,378	10,538			237			10,775	50.4%
40-64	Travel: Transportation	4,500	3,740	836			471	44		1,351	36.1%
40-70	Advertising	16,044	20,665	5,820				121		5,941	28.7%
40-80	Books and Publications	16,000	16,800	16,800						16,800	100.0%
40-90	Other	197,500	115,479	229						229	0.2%
Other Purchased Services		793,821	772,357	408,288			3,089	19,165	3,100	433,642	56.1%
50-10	Rental of Land/Buildings	1,500	2,100					600		600	28.6%
50-20	Rental of Equip/Vehicles	41,500	43,881		36,636		246			36,882	84.1%
50-30	Rental of Office Equipment & Furniture	10,000	11,145	6,145						6,145	55.1%
50-40	Rental of Software & Licenses	75	75								
Rentals / Leases		53,075	57,201	6,145	36,636		246	600		43,627	76.3%

Attachment 3
2Q-FY 2015 EXPENDITURES BY FUND (3 of 3)

BERKELEY PUBLIC LIBRARY : EXPENDITURES DEC FY15										6	50.0%
Berkeley Public Library + CoB		Actuals+Encumbrances								YTD DEC	
Elmnt- Object	Description	Bdgt ORG FY15	Bdgt RSV FY15	Lib Dscr 301	DL / ILL 302	Grants 304	Gift 306	FFE 307	Mse FF 308	Actual FY15	% RSV Spent
51-10	Postage	47,000	47,000	11,982						11,982	25.5%
51-20	Messenger/Deliver	13,000	13,000		11,001					11,001	84.6%
Mail Services		60,000	60,000	11,982	11,001					22,983	38.3%
55-11	Office Supplies	31,450	31,447	20,690						20,690	65.8%
55-20	Field Supplies	175,721	221,854	110,266		359	12,783	626		124,034	55.9%
55-34	Equip & Veh Supp: Spare Replacement Parts	12,000	10,855								
55-50	Food	1,500	10,927	3,952		500	3,848	87		8,387	76.8%
55-60	Library Materials	1,377,000	1,376,270	663,443			22,451	74		685,968	49.8%
Supplies		1,597,671	1,651,353	798,351		859	39,082	787		839,079	50.8%
60-20	Outside Janitorial Svcs	205,000	220,924	215,924						215,924	97.7%
Purchased Property Services		205,000	220,924	215,924						215,924	97.7%
65-70	Building - Existing Construction	650,000	692,424						76,161	76,161	11.0%
65-75	Building - New Construction	1,126,030	1,051,852						10,557	10,557	1.0%
Infrastructure		1,776,030	1,744,276						86,718	86,718	5.0%
70-41	Machinery and Equipment	72,342	68,577	6,348				1,227		7,575	11.0%
70-43	Furniture and Fixtures	75,000	162,558	115,865				28,657		144,522	88.9%
70-44	Computers & Printers	40,000	40,000	17,706						17,706	44.3%
70-47	Computer Softwares & Lic	25,000	45,500	38,698		4,000				42,698	93.8%
Property		212,342	316,635	178,617		4,000		29,884		212,501	67.1%
71-10	Small Equipment	25,500	26,560	8,744			362	687		9,793	36.9%
71-43	Mach & Equip: Furniture And Fixtures	50,000	57,905					7,561		7,561	13.1%
71-44	Mach & Equip: Computers And Printers	50,000	50,000	23,718						23,718	47.4%
71-47	Mach & Equip: Software & Licenses	20,000	6,500	4,579						4,579	70.4%
Property Under Cap Limit		145,500	140,965	37,041			362	8,248		45,651	32.4%
75-35	Mail Services	1,764	1,764	882						882	50.0%
75-50	City Vehicles/Fuel & Main	7,800	7,800	5,009						5,009	64.2%
75-60	City Parking Permits	500	500								
Internal Services		10,064	10,064	5,891						5,891	58.5%
99-01	Appropriations Ord #1		(29,379)								
99-11	Appropriations Ord #1 Offset Acct		29,379								
Balance Sheet Accounts											
Other Expenses		6,158,203	6,556,856	2,557,095	47,637	4,859	59,233	60,734	139,842	2,869,400	43.8%
Berkeley Public Library + CoB		19,120,989	19,519,642	8,536,643	47,637	17,384	59,233	60,734	139,925	8,861,556	45.4%

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Attachment 4
FY 2015 MID-YEAR REVENUE BUDGET PROJECTIONS

DEPARTMENT: LIBRARY						
Fund	FY 2015 Adopted Budget	FY 2015 Adjusted Budget	YTD Actuals	2nd Half Projected Revenues	Total Projected Revenues	Projected Balance/Deficit
1) 301 - Library Discretionary	16,631,412	16,631,412	475,788	16,155,624	16,631,412	
2) 302 - Direct Loan/Inter-Lib Loan	20,000	20,000	9,613	10,387	20,000	
3) 304 - Grants Fund	30,000	30,000	15,000	34,011	49,011	(19,011)
4) 305 - Public Library Fund						
5) 306 - Gifts Fund	80,000	80,000	65,194	46,200	111,394	(31,394)
6) 307 - Foundation FF&E						
7) 308 - Measure FF						
Totals	16,761,412	16,761,412	565,595	16,246,222	16,811,817	(50,405)
G:\ADMIN\FINANCE\BUDGETS\FY15\Midyear[2015 Mid-Year Projections.xlsx]Expenditure Template						
Assumptions:						
1)						
2)						
3) Final CLLS FY14 program funding higher over earlier announced estimation.						
4)						
5) Higher Friends committed funding = \$92.4K over estimation; Kolenda Estate gift=\$18.2K.						
6)						
7)						

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Attachment 5

FY 2015 MID-YEAR EXPENDITURES BUDGET PROJECTIONS

DEPARTMENT: LIBRARY										
Fund	FY 2015 Adopted Budget	FY 2015 Adjusted Budget	Adjusted Personnel Budget	Personnel YTD Actuals	2nd Half Projected Personnel Expenditures*	Total Personnel Expenditures	Adjusted Non- Personnel Budget	Projected Non- Personnel Expenditures	Total Projected Expenditures	Projected Balance/Deficit
1) 301 - Lib Lib Discretionary	17,220,935	17,513,037	12,889,953	4,975,819	7,591,885	12,567,704	4,623,084	4,173,084	16,740,788	772,249
2) 302 - Drct Ln/Inter-Lib Ln	64,000	66,135				-	66,135	66,135	66,135	-
3) 304 - Grants Fund	45,692	47,121	25,001	10,468	14,533	25,001	22,120	10,429	35,430	11,691
4) 305 - Public Library Fund						-			-	-
5) 306 - Gifts Fund	212,500	175,659				-	175,659	175,659	175,659	-
6) 307 - Foundation	200,000	277,794				-	277,794	106,794	106,794	171,000
7) 308 - Measure FF	1,351,030	1,413,064	25,000	83	500	583	1,388,064	150,000	150,583	1,262,481
Totals	19,094,157	19,492,810	12,939,954	4,986,370	7,606,918	12,593,288	6,552,856	4,682,101	17,275,389	2,217,421
G:\ADMIN\FINANCE\BUDGETS\FY15\Midyear[2015 Mid-Year Projections.xlsx]Expenditure Template										
Shaded Areas have calculated formulas in them. Please change only after discussing with Budget Office.										
Assumptions:										
1) Based on historical actuals, 2nd-half labor adjusted to 97.5% of budget. Projected non-labor projects: Central infrastructure construction phase postponed in FY16.										
2)										
3) BALIS Grant (13LB27) FY13 completed: remaining \$11.7K Library may retain without restrictions.										
4)										
5)										
6) Variance reflects Central Teen space project build-out/furnishings postponed to FY16.										
7) Variance reflects favorable Measure FF close-out.										

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Attachment 6
LIBRARY TAX FUND (301): 5-YEAR FUND ANALYSIS

	FY 2012 FINAL	FY 2013 FINAL	FY 2014 FINAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2015 PROJECTED	FY 2016 PROJECTED
Beginning Fund Balance	\$ 1,540,808	\$ 2,267,968	\$ 3,068,245	\$ 3,602,218	\$ 3,602,218	\$ 3,602,218	\$ 3,466,010
Revenues							
Library Services Tax	\$ 14,606,137	\$ 15,253,044	\$ 15,991,855	\$ 16,345,912	\$ 16,345,912	\$ 16,345,912	\$ 16,672,830
Fines/Fees	254,985	210,984	213,243	275,000	275,000	275,000	275,000
Misc. Revenue / Interest / Refunds	47,938	24,664	30,941	10,500	10,500	10,500	12,000
TOTAL REVENUE	\$ 14,909,060	\$ 15,488,692	\$ 16,236,039	\$ 16,631,412	\$ 16,631,412	\$ 16,631,412	\$ 16,959,830
Expenditures							
Operations							
Salaries, Wages, Benefits	\$ 11,740,958	\$ 11,928,221	\$ 12,480,850	\$ 13,146,196	\$ 13,146,196	\$ 12,823,947	\$ 13,208,665
Salaries, Wages, Benefits							
less: Labor Vacancy Savings				256,243	256,243	256,243	275,000
Personnel	\$ 11,740,958	\$ 11,928,221	\$ 12,480,850	\$ 12,889,953	\$ 12,889,953	\$ 12,567,704	\$ 12,933,665
Non-Personnel	516,299	536,892	824,374	909,830	1,092,607	937,607	800,000
Library Materials (incl Tool Lndng)	859,099	990,423	1,155,518	1,327,000	1,321,000	1,321,000	1,500,000
Misc. Professional Services	232,389	249,284	299,932	540,750	564,178	564,178	300,000
Utilities+Telephone	329,620	284,052	404,688	433,402	475,746	475,746	450,000
Janitorial	157,763	161,230	184,076	205,000	220,924	220,924	210,000
Software Maintenance	238,126	154,770	220,045	350,000	388,629	388,629	350,000
Computer & Software Purchase >\$1K	66,121	37,014	52,292	65,000	65,000	65,000	75,000
Building/Infrastructure	20,364	325,259	59,285	500,000	495,000	200,000	600,000
Subtotal:	\$ 14,160,739	\$ 14,667,145	\$ 15,681,060	\$ 17,220,935	\$ 17,513,037	\$ 16,740,788	\$ 17,218,665
Charges From Other Depts							
Finance - Billing (3601)	\$ 12,653	\$ 11,719	\$ 13,553	\$ 13,736	\$ 13,736	\$ 13,736	\$ 20,000
Facilities - Admn (5401) +Txcs (5403)	8,508	9,551	7,453	13,096	13,096	13,096	14,000
Subtotal:	\$ 21,161	\$ 21,270	\$ 21,006	\$ 26,832	\$ 26,832	\$ 26,832	\$ 34,000
TOTAL EXPENDITURES	\$ 14,181,900	\$ 14,688,415	\$ 15,702,066	\$ 17,247,767	\$ 17,539,869	\$ 16,767,620	\$ 17,252,665
Projected Surplus/(Shortfall)							
{Rev - Exp}	\$ 727,160	\$ 800,277	\$ 533,973	\$ (616,355)	\$ (908,457)	\$ (136,208)	\$ (292,835)
GROSS FUND BALANCE							
{Bal + Rev - Exp}	\$ 2,267,968	\$ 3,068,245	\$ 3,602,218	\$ 2,985,863	\$ 2,693,761	\$ 3,466,010	\$ 3,173,175
Revised Gross Fund Balance {Gross Fund Balance - Budget Recommendations and Adjustments}	\$ 2,267,968	\$ 3,068,245	\$ 3,602,218	\$ 2,985,863	\$ 2,693,761	\$ 3,466,010	\$ 3,173,175
Annual Committed Reserve		\$ 1,200,000	\$ 1,300,000	\$ 1,300,000	\$ 1,300,000	\$ 1,300,000	\$ 1,300,000
Uncommitted Fund Balance	\$ 2,267,968	\$ 1,868,245	\$ 2,302,218	\$ 1,685,863	\$ 1,393,761	\$ 2,166,010	\$ 1,873,175

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Attachment 7
GIFTS TAX FUND (306): 5-YEAR FUND ANALYSIS

	FY 2012 FINAL	FY 2013 FINAL	FY 2014 FINAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2015 PROJECTED	FY 2016 PROJECTED
Beginning Fund Balance	\$ 609,927	\$ 531,885	\$ 484,450	\$ 414,157	\$ 414,157	\$ 414,157	\$ 355,107
Revenues							
Friends of BPL	\$ 86,810	\$ 76,028	\$ 92,004	\$ 80,000	\$ 80,000	\$ 92,400	
BPL Foundation	500	500	500				
Donations/Private	6,882	5,928					
Interest/Misc. Revenues	140	858	1,924			19,209	
TOTAL REVENUE	\$ 94,332	\$ 83,314	\$ 94,428	\$ 80,000	\$ 80,000	\$ 111,609	\$ -
Expenditures							
Operations							
Personnel	\$ 3,202	\$ 2,021	\$ 3,042				
Non-Personnel	39,065	38,582	51,999	132,500	74,545	733	
Professional Services	58,946	38,196	52,889	30,000	45,994	77,528	
Library Materials	62,367	51,950	56,791	50,000	55,120	92,398	
TOTAL EXPENDITURES	\$ 172,377	\$ 130,749	\$ 164,721	\$ 212,500	\$ 175,659	\$ 170,659	\$ -
Projected Surplus / (Deficit) (Rev - Exp)	\$ (78,045)	\$ (47,435)	\$ (70,293)	\$ (132,500)	\$ (95,659)	\$ (59,050)	\$ -
GROSS FUND BALANCE (Bal + Rev - Exp)	\$ 531,885	\$ 484,450	\$ 414,157	\$ 281,657	\$ 318,498	\$ 355,107	\$ 355,107

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Attachment 8
OTHER FUNDS (302, 304, 305): 5-YEAR FUND ANALYSIS

	FY 2012 FINAL	FY 2013 FINAL	FY 2014 FINAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2015 PROJECTED	FY 2016 PROJECTED
Beginning Fund Balance	\$ 266,656	\$ 253,529	\$ 281,955	\$ 260,013	\$ 260,013	\$ 260,013	\$ 208,450
Direct Loan Fund (302)	194,613	199,151	180,223	156,272	156,272	156,272	
Grants Fund (304)	13,330	(3,015)	45,450	47,458	47,458	47,458	
Public Library Fund (305)	58,713	57,393	56,283	56,283	56,283	56,283	
Revenues							
Direct Loan Fund	\$ 36,205						
Literacy Services & LSTA		43,288	30,632	30,000	30,000	49,011	
Miscellaneous Grant Revenue	15,000	50,691	15,000				
Public Library Fund (SB 358)							
Other	21,987	19,976	22,155	20,000	20,000	20,000	30,000
TOTAL REVENUE	\$ 73,192	\$ 113,955	\$ 67,787	\$ 50,000	\$ 50,000	\$ 69,011	\$ 30,000
Expenditures							
Operations							
Personnel	\$ 3,234	\$ 24,331	\$ 29,202	\$ 25,000	\$ 25,000	\$ 29,000	\$ 35,000
Non-Personnel	83,084	56,544	60,293	84,691	88,255	91,574	80,000
Library Materials		4,654	234				
TOTAL EXPENDITURES	\$ 86,318	\$ 85,529	\$ 89,729	\$ 109,691	\$ 113,255	\$ 120,574	\$ 115,000
Projected Surplus/Shortfall (Rev - Exp)	\$ (13,126)	\$ 28,426	\$ (21,942)	\$ (59,691)	\$ (63,255)	\$ (51,563)	\$ (85,000)
GROSS FUND BALANCE (Bal + Rev - Exp)	\$ 253,529	\$ 281,955	\$ 260,013	\$ 200,322	\$ 196,758	\$ 208,450	\$ 123,450

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Attachment 9
BPL FOUNDATION FF&E FUND (307): 5-YEAR FUND ANALYSIS

	FY 2011 FINAL	FY 2012 FINAL	FY 2013 FINAL	FY 2014 FINAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2015 PROJECTED
Beginning Fund Balance	\$ 50,000	\$ 249,745	\$ 307,694	\$ 596,181	\$ 1,117,990	\$1,117,990	\$ 1,117,990
Revenues							
Foundation	\$ 200,000	\$ 800,000	\$ 650,000	\$ 1,086,250			
Misc./ Interest							
TOTAL REVENUE	\$ 200,000	\$ 800,000	\$ 650,000	\$ 1,086,250	\$ -	\$ -	\$ -
Expenditures							
Personnel							
Consultants	255	37,952	6,544	60,640		27,636	30,000
Furniture and Fixtures		383,846	224,709	260,158	50,000	89,598	40,000
Equipment		314,932	124,578	238,788		2,235	5,000
Building					150,000	121,263	
Miscellaneous/Other		5,320	5,682	4,855		37,062	31,794
TOTAL EXPENDITURES	\$ 255	\$ 742,050	\$ 361,513	\$ 564,441	\$ 200,000	\$ 277,794	\$ 106,794
Projected Surplus/Shortfall (Rev - Exp)	\$ 199,745	\$ 57,950	\$ 288,487	\$ 521,809	\$ (200,000)	\$ (277,794)	\$ (106,794)
GROSS FUND BALANCE (Bal + Rev - Exp)	\$ 249,745	\$ 307,694	\$ 596,181	\$ 1,117,990	\$ 917,990	\$ 840,196	\$ 1,011,196

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Attachment 10
MEASURE FF FUND (308): 5-YEAR FUND ANALYSIS

	FY 2009 FINAL	FY 2010 FINAL	FY 2011 FINAL	FY 2012 FINAL	FY 2013 FINAL	FY 2014 FINAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2015 PROJECTED
Beginning Fund Balance		\$ 9,955,299	\$ 8,510,959	\$ 22,130,714	\$ 13,726,851	\$ 5,245,411	\$ 1,421,449	\$ 1,421,449	\$ 1,421,449
Revenues									
Bond Proceeds	\$ 10,000,000		\$ 16,428,536						
Misc./ Interest		13,641	28,477	5,508	17,486	2,639			616
TOTAL REVENUE	\$ 10,000,000	\$ 13,641	\$ 16,457,013	\$ 5,508	\$ 17,486	\$ 2,639	\$ -	\$ -	\$ 616
Expenditures									
Bond Issuance: Costs/Premiums	35,425		310,207						
Operations									
Personnel		\$ 6,126	\$ 35,234	\$ 100,760	\$ 87,783	\$ 39,852	\$ 25,000	\$ 25,000	\$ 500
Consultants	9,277	1,324,942	1,337,742	1,321,658	883,464	235,171	100,000	156,808	60,000
Building		112,704	1,023,319	6,770,851	7,175,207	3,521,630	1,126,030	1,128,013	90,000
Misc./Utilities/Other		14,209	111,169	135,316	308,455	8,248	100,000	100,143	83
Other Infrastructure/Public Art			19,587	80,790	44,017	21,700			
TOTAL EXPENDITURES	\$ 44,702	\$ 1,457,981	\$ 2,837,258	\$ 8,409,375	\$ 8,498,926	\$ 3,826,601	\$ 1,351,030	\$ 1,409,964	\$ 150,583
Projected Surplus/Shortfall (Rev - Exp)	\$ 9,955,299	\$ (1,444,340)	\$ 13,619,755	\$ (8,403,867)	\$ (8,481,440)	\$ (3,823,962)	\$ (1,351,030)	\$ (1,409,964)	\$ (149,967)
GROSS FUND BALANCE (Bal + Rev - Exp)	\$ 9,955,299	\$ 8,510,959	\$ 22,130,714	\$ 13,726,851	\$ 5,245,411	\$ 1,421,449	\$ 70,419	\$ 11,485	\$ 1,271,482
Other									
3% Personnel COLA									
Revised Gross Fund Balance {Gross Fund Balance - Budget Recommendations and Adjustments}	\$ 9,955,299	\$ 8,510,959	\$ 22,130,714	\$ 13,726,851	\$ 5,245,411	\$ 1,421,449	\$ 70,419	\$ 11,485	\$ 1,271,482

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INFORMATION CALENDAR

January 14, 2015

TO: Board of Library Trustees
FROM: Jeff Scott, Director of Library Services
SUBJECT: Director's Report

RECOMMENDATION

Receive monthly report from Jeff Scott, Director of Library Services.

FISCAL IMPACT

There is no fiscal impact from this report.

BACKGROUND

This is a report provided by the Director of Library Services on a Monthly Basis.

CURRENT SITUATION AND ITS EFFECTS

1. **Progress on Strategic Plan**
 - a. I met with library staff to discuss aspects of the strategic plan throughout January. Many of their comments and ideas have been incorporated into this draft of the plan. We are currently working to assess resources in the implementation of the plan as well as spell out specific action items with time specific goals.
2. **Response to Weeding Concerns**
 - a. I have already responded via email, via online forum, and to library staff on this issue. The library is conducting a standard weeding process that will take a year to complete. The library complies with CREW guidelines and library staff members were solicited for ideas and feedback. Materials selected to review is based on items that have not circulated for five years (standard CREW guidelines stipulate three years, but considering the central library had not been weeded in several years we relaxed this

requirement). This does not mean that the item is automatically weeded, but placed under review to determine whether the library should keep the item or weed the item. So far the 500s (Science classification) has been successfully weeded. We are currently reviewing the music collection at this time.

3. Statewide CENIC E-rate Consortium

- a. A special statewide funding initiative for broadband internet remains in the governor's budget. The purpose is to provide a discount for libraries that join the consortium meanwhile providing faster speeds to utilize. We should see an increase in internet speeds near the end of the year with great discounts the following year.

4. Security Audit

- a. Jay Dickenson and I have formed a Security Committee to review the Emergency Operations Plan in order to update the information. We will also review various emergency situations in order to provide training on these low frequency high impact situations.

5. Staff Party

- a. Staff had a great time at the all staff part held on Friday January 30th. Music, potluck, and great conversation were to be had.

6. Staff Meetings Potential Change

- a. I may return to BOLT with a proposal to open later than we usually do on staff days. At this time, one hour is an insufficient amount of time for staff to communicate information and absorb other tasks. Going forward I would like to expand the length of the meeting so staff can receive training, update, and have break out staff meetings in order to improve internal communication amongst staff.

7. Library Activities for January

Some highlights from the different library divisions and departments. This does not include all activities, but demonstrates highlights of the month.

Children's Department

The LEGO Star Wars Program was a big hit with great attendance. The Play-Well TEKologies' LEGO Jedi Engineering workshop helped young children build their own R2D2 figurines.

The Secret Code and Cipher Month was also popular with some children bringing in their own items to share. Children made their own set of decoder tools to keep and then try to encode and decipher messages. Children can come throughout the week to encode and decode messages in the BPL Secret Message Book!

Last, but certainly not least, the library has selected a theme for this year's **Summer Reading Program**. This year's program will be the first that encompasses all ages! Children, Teens, and Adults can all join in the fun for this year's #bplsummer! This year's theme is **Read to the Rhythm!**

Teen Department

Teen Central began its teen review process of the renovations at the Central Library. We are at the beginning stages of meeting with teens and gaining their feedback on the future of teen services at central with Noll and Tam.

Collection Development

The Collection Development Maintenance Plan continues. Staff members are currently working on revising the Collection Development Policy as well.

Magazines and Newspapers were recently moved to provide convenience to patrons. Previously, all the material was organized alphabetically and we have now grouped them together by subject. Those looking for magazines on a topic can easily find similar magazines at the library.

South Branch

The Library on Wheels visited the South Berkeley Farmers' Market with Books, Movies, and More! The Market is located at Adeline and 63rd Street.

Homework Center continues! The library is providing a quiet place to study and do homework every Thursday from 4-5:30 p.m. at the South Branch for a Homework Café. All teens, middle-school through college.

Claremont

Join Dr. Shayna Orfus N.D. for this practical and interactive discussion on how to cultivate more vitality and wellbeing in 2015. Using a holistic lens, she will explore tools to improve physical, mental and emotional health. You will leave with an action plan on how to bring a greater sense of wellness into your life this year.

West

West Library has its Lawyer at the Library event. Patrons could sign up for one on one sessions or drop in sessions to get legal help.

North

Gary Lapow drew a large crowd on January 14 to the North Branch Library. Gary's original songs celebrate childhood, promote positive messages, and are, most of all, lots of fun! Gary is a nine-time recipient of the American Society of Composers and Publishers (ASCAP) honorarium for his work with children, has won Parent's Choice awards for his work and is celebrated for his powerful positive lyrics and energetic performances.

Adult Literacy

We have a great story from our Literacy Program Coordinator, Linda Sakamoto-Jahnke :

"Our student Hosea just applied for his first library card... He received tutoring assistance in filling out the online BPL application and immediately walked over to the front desk to pick out his card. Congratulations to all who proudly apply for their first library card!"

Central Reference

Highlight of programming at the Central Library was the **author program by Jeff Chang, author of Who We Be: The Colorization of America**. Chang has written extensively on culture, politics, the arts and music. Who We Be remixes comic strips and contemporary art, campus protests and corporate marketing campaigns, Martin Luther King, Jr. and Trayvon Martin into a powerful, unusual and timely cultural history of the idea of racial progress.

Here is a report from **Anwan Baker, Head of Reference**:

"Jeff's talk covered how cultural perceptions of race have impacted society since the civil rights movement. The crowd was very enthusiastic and interested with a 45 minute Q&A and more time spent signing books after the event. A representative from the Bay Area Society for Art & Activism was on hand as well and let everyone know about an online book discussion that they are hosting. I added a link to the Facebook event page. Many attendees came to me afterwards to thank the library for hosting Jeff and we also got a positive comment on our FB page. "Chris Brown: This was such a good talk, and inspiring to see folks come to engage in the topic. Thank you to Berkeley Public Library for giving me such an inspiring start to the weekend." East Wind Books was on hand and sold a dozen copies of Jeff's books, which all got signed by Jeff."

The Free Speech Movement Display continues. It is now on tour at North Branch, **Librarian Isobel Schneider provided this report:** **Protest Anyone? The Free Speech Movement in Berkeley: 50th Anniversary.** The Reference Desk Display which was installed for public viewing during December and January commemorated this landmark political event that sparked the student and anti-war protests of the 60's. The 3 screen, multimedia event let library users watch and listen to the legendary Mario Savio deliver his powerful speech on Sproul Hall steps, play with an interactive history website, and watch historic video clips of the events as they happened. Related library materials were on display for circulation and a free handout outlining the Free Speech Movement and its historic impact was available. And it's not over yet; the story gets better. The Reference Department is sharing this display with North Branch where it is currently installed for the month of February. Come take a look. It is already getting a great response from North Branch users!

FURTHER ACTION

No Further Action is Needed

Attachments: None.