



BERKELEY PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES

REGULAR MEETING
JANUARY 11, 2012

AGENDA
6:30 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 (6:30 – 7:00 PM)**
(Proposed 30-minute time limit, with speakers allowed 3 minutes each)
- 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**

*Click on dashed
links to view the
item documents.*

II. PRESENTATIONS

- A. **Kitchell CEM Quarterly Update – Steve Dewan**

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 December 14, 2011 Regular Meeting**
Recommendation: Approve the minutes of the December 14, 2011 regular meeting of the Board of Library Trustees.
- B. **Authorization to Accept Recommendation of Selection Panel and Execute Contract for Measure FF Funded Public Art for South and West Branch Libraries**
Recommendation: Adopt a resolution authorizing the Director of Library Services to execute a contract and any amendments with Gina Dominguez for South Branch and Ene Osteraas Constable for West Branch for the provision of art commissioning, production and services related to design and installation of selected art for a term of 18 months in an amount not to exceed \$35,000 for the South project and \$49,000 for the West branch for the period from January 13, 2012 through July 13, 2013.

IV. ACTION CALENDAR

- A. **Naming of Branch Libraries**
Recommendation: Adopt a resolution approving the policy for naming library facilities.
- B. **FY 2012 Mid-year Budget Review**
Recommendation: Adopt a resolution amending the FY 2012 budget as presented.

V. INFORMATION REPORTS

- A. **Update on the Branch Bond Program**
Discussion of staff report on status of implementation of the Measure FF branch improvement program, to include update on Request for Proposals, schedule, and budget.
- B. **January 2012 Monthly Report from Library Director**
 - i. Library Development
 - ii. Professional Activities
 - iii. Programs, Services and Collections
 - iv. Personnel

- C. **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 6:30 PM on Wednesday, February 8, 2012 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 January 5, 2012.

//s//

Donna Corbeil, 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.

III Consent, Item A

MINUTES
BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES REGULAR MEETING
Wednesday, December 14, 2011, 6:30 P.M.

SOUTH BRANCH LIBRARY – 1901 RUSSELL STREET

Board of Library Trustees:

Chair Darryl Moore
Vice Chair Winston Burton

Abigail Franklin
Julie Holcomb
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_the_library/bolt/bolt.php

A. Call to Order: 6:30 p.m.

Present: Trustees Burton, Franklin, Holcomb and Novosel

Absent: Trustee Moore.

Also Present: Donna Corbeil, Director of Library Services; Douglas Smith; Deputy Director; Dennis Dang, Library Admin Manager; Sarah Dentan, Neighborhood and Children's Services Manager; Eve Franklin, Administrative Secretary.

B. Public Comments: none

1. David Snyder – Executive Director of the Berkeley Public Library Foundation. Extended thanks to the Trustees and library staff. He is leaving the Berkeley Public Library Foundation to take another job. Kirsten Cowan will be appointed Interim Executive Director. Mary O'Neil will be Developmental Director. Elizabeth Watson continues as President. Looking forward to the opening of Claremont and North Branches and new building for South and West.

C. Report from library employees and unions, discussion of staff issues: Director Corbeil introduced Neighborhood and Children's Services Manager Sarah Dentan .

D. Report from Board of Library Trustees:

1. Trustee Holcomb – distributed NPR article, *Libraries Make Room For High-Tech 'Hackerspaces'* (Attachment 1) for review.
2. Trustee Franklin – Thanked David Snyder for his efforts as Executive Director of the Berkeley Public Library Foundation.
3. Chair Burton – Reported attending City Council meeting where they approved lease for the Tool Lending Library. Expressed concerns about State's "trigger" budget reductions.

II. DISCUSSION

A. Naming Policy for the Berkeley Public Library

From: Director of Library Services.

Action: Trustee Franklin distributed a copy of a revised policy (Attachment 2) for review.

Discussion held. Trustees agreed to insert the following sentence into the previous version.

After first sentence, add "This policy enables patrons to easily ascertain the general location of a

Library Facility.” Trustees to consider alternatives for Item 5 under procedures. This item will be brought back for further discussion and approval.

B. Power Purchase Agreement Options

From: Director of Library Services.

Action: Neal DeSnoo, Division Manager, City of Berkeley Office of Energy and Sustainable Development outlined different options for funding solar systems. Discussion held. Trustees and Library and City staff will continue to explore options.

III. CONSENT CALENDAR

Action: M/S/C (Trustee Franklin / Trustee Novosel to adopt Resolution# R11-084 to adopt the Consent Calendar as presented.

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

A. Approve minutes of November 9, 2011 Regular Meeting

From: Director of Library Services

Recommendation: Approve the minutes of the November 9, 2011 regular meeting of the Board of Library Trustees.

Financial Implications: None.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution# R11-085.

B. 2012 Annual Authors Dinner event

From: Deputy Director of Library Services

Recommendation: Adopt the resolution approving the arrangements in preparation for the tenth annual Authors Dinner to be held on Saturday, February 11, 2012 at the Central Library.

Financial Implications: None.

Contact: Douglas Smith, Deputy Director of Library Services

Action: Adopted Resolution# R11-086.

C. Library Card Patron Types Policy

From: Circulation Services Manager

Recommendation: Adopt the resolution adopting revisions to the policy defining Berkeley Public Library card patron types, their circulation limits and exemptions, and patron eligibility for the various Patron Types.

Financial Implications: None.

Contact: Jay Dickinson, Circulation Services Manager

Action: Adopted Resolution # R11-087.

D. Request to Release Invitation to Bid for the West Branch Library (Measure FF)

From: Director of Library Services

Recommendation: Adopt the resolution to approve the request to release the invitation for bids for the West Branch Improvement Project in January 2012.

Financial Implications: none.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution # R11-088.

IV. ACTION CALENDAR

A. Library Strategic Plan Update

Deputy Director Smith will talk with staff to development milestones and report to BOLT quarterly.

From: Deputy Director of Library Services

Recommendation: Adopt a resolution adopting the Library Strategic Plan for 2011 – 2013 as presented.

Financial Implications: none.

Contact: Douglas Smith, Deputy Director of Library Services.

Action: M/S/C (Trustee Holcomb / Trustee Franklin to adopt Resolution # R11-089 approving the Library Strategic Plan for 2011 – 2013 as presented.

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

V. INFORMATION REPORTS

A. Update on the Branch Bond Program

From: Director of Library Services

Contact: Donna Corbeil, Library Director

Action: Received.

B. December 2011 Monthly Report from Library Director

Director Corbeil reported the State Library announced the 1st tier cuts to the State budget will zero out funding for California Library Services Act, the state literacy program, and the Public Library Foundation. There will be no immediate impact on the Library as this reduction was anticipated.

From: Director of Library Services

Contact: Donna Corbeil, Library Director

Action: Received.

C. Library Patron Web Survey @ BPL: The Impact Survey

From: Deputy Director of Library Services

Contact: Douglas smith, Library Deputy Director

Action: None.

D. Library events

From: Director of Library Services

Contact: Donna Corbeil, Library Director

Action: None.

VI. AGENDA BUILDING

The next meeting will be a Regular Meeting held at 6:30 PM on Wednesday, January 11, 2012 at the South Branch Library, 1901 Russell Street, Berkeley.

- Kitchell Quarterly Report
- Artist Selection for South and West Branches

- Project Labor Agreement Update

VII. ADJOURNMENT

Adjourned at 8:10 p.m.

COMMUNICATIONS: None.

SUPPLEMENTAL COMMUNICATIONS AND REPORTS:

1. NPR article, Libraries Make Room For High-Tech 'Hackerspaces'
2. Facility Naming Policy

December 15, 2011

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Libraries Make Room For High-Tech 'Hackerspaces'

by JON KALISH



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Enlarge TekVenture

The Maker Station is a 50-foot trailer in the parking lot of the Allen County Public Library in Fort Wayne, Ind. It's a hackerspace where do-it-yourselfers share tools and expertise.

December 10, 2011

text size **A** **A** **A**

As information becomes more digital, public libraries are striving to redefine their roles. A small number are working to create "hackerspaces," where do-it-yourselfers share sophisticated tools and their expertise.

The Allen County Public Library, which serves the city of Fort Wayne, Ind., has a modest hackerspace inside a trailer in its parking lot. Library director Jeff Krull says hosting it is consistent with the library's mission.

"We see the library as not being in the book business, but being in the learning business and the exploration business and the expand-your-mind business," he says. "We feel this is really in that spirit, that we provide a resource to the community that individuals would not be able to have access to on their own."

The 50-foot trailer is known as the Maker Station and belongs to TekVenture, an educational nonprofit that had struggled to find a building it could afford before it was approached by the library. TekVenture signed an agreement with the library to operate in its parking lot for a year. TekVenture President Greg Jacobs says this partnership made sense.

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Web Resources

Reporter Jon Kalish on Tumblr

"The library is a well-established, respectable institution in the area. The library is used by everybody," he says. "Regardless of your stripe in society, you're going to use library facilities."

The Allen County facility includes a CNC router, a computer-controlled power tool that cuts wood, plastic and some metals. The Maker Station also has a lathe, scroll and band saws, an electronics bench and an injection molding machine, which makes objects by heating up recycled plastic chips.

Like any hackerspace worth its salt, it has a 3-D printer, which can produce plastic objects based on a computer file. In recent years, there's been some chatter on the librarian blogs about the rise of 3-D printing. Meg Backus has a blog about "interventionist librarianship" and teaches a course at Syracuse University called "Innovations in Public Libraries."

"People in the library world have noticed that 3-D printers would be a fit for libraries or that libraries should be paying attention to this technology and how it develops, because this could be a really big deal," Backus says. "I'd be completely surprised if we don't all have 3-D printers in 20 years."

There's already a 3-D printer, donated by a local computer store, in the Fayetteville Free Library in upstate New York. Not only that, the library was recently awarded \$10,000 for the creation of a hackerspace. Lauren Smedley, 29, is the librarian responsible for winning the grant and raising \$3,500 in pledges for the hackerspace on the website IndieGoGo.

Smedley walks a visitor into an unoccupied wing of her library with 10-foot-high ceilings.

She explains that this was once the home of the Stickley furniture factory.

"People used to make things in this very room, and we're going to offer this community the opportunity to once again make things here," she says. "And it's just a thrill. It's really exciting."

Smedley is calling the Fayetteville hackerspace the "Fabulous Laboratory." It will have about 8,000 square feet and be equipped with a number of sophisticated, computer-controlled power tools. This Fabulous Laboratory may not seem out of place in a library that has a cafe, video-gaming stations and iPads available for checkout, and regular author appearances via Skype.

"I really envision this space being a place for people to come and tinker and explore," she says. "We're really looking to have a peer-to-peer training that has proven effective in maker spaces, really, across the world, with some facilitation from the library staff. It's really whatever the community wants to use it for is how we'll support it."

The library is expecting a grant from the state of New York to renovate the wing for the hackerspace and a business incubation center.

Meg Backus and Thomas Gokey/YouTube
Meg Backus teaches a course on "Innovation in Public Libraries" with colleague Thomas Gokey. They put together this video to explain more about 3-D printing and hackerspaces.

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about 21 hours ago

My friend Amy Dickinson has holiday idea: put a book on bed of every child you know <http://t.co/sxeGMMyvB> New, old, used, just read w/ them.

about 21 hours ago

NYDailyNews says Derek Jeter sends dates home w/ autographed baseballs. Did he ever date Red Sox fan who threw them back?

Berkeley Public Library Facility Naming Policy

The historic practice of the Berkeley Public Library (the “Library”) and the policy of the Board of Library Trustees (“BOLT”) is typically to name Library facilities according to their geographic location in the City of Berkeley (the “City”) and/or to identify each facility with its neighborhood location or that which it primarily serves. This policy enables patrons easily to ascertain the general location of a Library facility.

The decision of naming a Library facility or renaming an existing facility rests entirely with BOLT. BOLT must adhere to the following criteria before adopting a name or name change for a facility:

1. There must be strong consensus among library users and residents of the surrounding neighborhood for the name or name change of the facility in question;
2. The name should avoid controversy and not carry the banner of transitory cause, no matter how worthy, but rather reflect the tradition and stability of the Library as an institution; and
3. The name or name change must be in the public interest.

The general policy of the Library is not to name any Library facility for any person, living or deceased. However, in the rare instance in which reasons are so compelling to add the name of a person to a Library facility, the proposed honoree must meet the following criteria:

1. The person should reflect the spirit of the Library’s mission of free and equal access to information for all; and
2. The person must have dedicated a substantial amount of energy, time, resources, leadership and/or volunteer service to improve and benefit the Library as a whole or the Library facility in question. The depth and breadth of the contributions must be obvious and compelling and must reflect a dedication and beneficence to the Library or Library facility in question over a great span of time.



BERKELEY PUBLIC LIBRARY

CONSENT CALENDAR

January 11, 2012

TO: Board of Library Trustees
FROM: Donna Corbeil, Director of Library Services
SUBJECT: CONTRACT: PUBLIC ART FOR SOUTH BRANCH AND WEST BRANCH

RECOMMENDATION

Adopt a resolution authorizing the Director of Library Services to execute a contract and any amendments with the artist selected for South Branch and the artist selected for West Branch for the provision of art commissioning, production and services related to design and installation of selected art for a term of 18 months in an amount not to exceed \$35,000 for the South Branch and \$49,000 for the West Branch for the period from January 13, 2012 through July 13, 2013.

FISCAL IMPACTS

Funds to pay for artistic services will be allocated from the Measure FF Bond Fund (308) through budget code 308-9301-450.30-38 11LB25 for South Branch and budget code 308-9301-450.30-38 11LB26 for West Branch.

City Resolution No. 60,048-N.S. ("1999 Percent for Art Resolution") adopted by the City Council on May 25, 1999 sets an amount equal to one percent (1%) for each eligible capital project for the development and installation of art integrated into the completed project; as well as an amount equal to one half percent (0.5%) for administrative costs. Those projects, for which the funding is use-restricted by either its source or an applicable law or regulation, are exempt from the aforementioned Resolution.

Due to its funding source the Branch Libraries Improvement Program, effectively approved in November 2008 by passage of Measure FF, is exempt from the requirements of the 1999 Percent for Art Resolution. Nonetheless, in accordance with the spirit of the Resolution, the Library has elected to include civic art in each of the four branch projects. In addition, this will cover administrative costs to include art selection and commissioning related tasks, and activities and expenses, such as advertisement, postage, special announcements, honoraria for selected artists to refine proposals and other miscellaneous costs.

BACKGROUND

More recently, for Measure FF, the Branch Renovation Program, outside bond council has advised that the City cannot use bond proceeds for furnishings or fixtures under State law, but instead the bond funds can only be used if the art can be considered permanently attached to the structure and treated as real property. As Measure FF funds relate to the city's civic art ordinance, Resolution 60,048, it is not a given that the branch renovations would be designated as eligible capital projects.



The board discussed the addition of public art into the four branch projects at the September 9, 2009 and December 9, 2009 meetings. In March 2010, it was clarified that public art could be incorporated into the Measure FF projects and the options for doing so. Consequently, the issue was placed on the Civic Arts Commission Agenda for discussion in April and May and unanimously voted on in June of 2010. Subsequently, the board approved a process for the selection of art for the North and Claremont library projects. The selected artists are currently under contract with the library for the production and installation of their unique pieces at the respective locations.

CURRENT SITUATION AND ITS EFFECTS

A selection panel consisting of stakeholders from the Board of Library Trustees, Civic Arts Commission, project architects, library staff and community representatives met on November 4, 2011. Three finalists for each project made a presentation and were interviewed. The panel discussed the proposals, rank scored the finalists and a recommendation was reached by the group. On November 16, 2011 at a regular meeting of the Civic Arts Commission the finalist for each project was discussed, Ene Osteraas Constable (glass artist) for the West Branch and Gina Dominguez (mosaic) for the South Branch. Civic Art Commissioner Johnson and Stahl participated in the process, as did Mary Ann Merker, the civic arts Coordinator for the City of Berkeley. The Arts Commission approved the artist selection as presented.

The three finalists selected for South Branch were: Gina Dominquez; Mildred Howard; and Johanna Poethig. The three finalists selected for West Branch were David Ruth; Masayuki Nagase and Ene Osteraas Constable.

Final presentation materials that accurately represent the finished work that each Finalist proposed for the public art projects were on public view inside the South and West Branch Libraries from November 1 - 3, 2011, providing an opportunity for the public to comment on the individual proposals. A press release advertising the viewing period and process were prepared and made available prior to the November date. Comments were collated and delivered to the Selection Panel for their consideration at their November 4, 2011 meeting at which each Finalist made a presentation to the Panel and responded to questions from the Panel and provided clarifications. Presentations were followed by a Panel discussion and final decisions to recommend to the Library board.

RATIONALE FOR RECOMMENDATION

Staff recommends that a contract be executed with the artist(s) selected by the panel for each branch project in the recommended amount as described by the city council resolution. The recommendation is in conformance with city practices and the intent of the civic art provision in public buildings. Delay in the selection process and award of a contract could adversely affect the ability of the design team to include information on the art installation in bid day documents. The approval by the board to execute the contracts will complete the selection process as outlined in a timely manner within the budget amounts allocated. Delays could negatively impact the construction schedule and budget.

FUTURE ACTION

None.

Attachments:

1. Resolution



**BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

RESOLUTION NO.: R12-__

Contract: Public Art for South Branch and West Branch

WHEREAS, the Branch Library Improvement Program is funded by Measure FF bond funds approved by the voters to finance the renovation, expansion, and make seismic and access improvements at the four neighborhood branch libraries; and

WHEREAS, the selection, commissioning and production of a public art piece are included in the estimated soft costs for the bond funded program; and

WHEREAS, the board has expressed a strong interest in including a public art component in the branch library building projects to enrich both the architectural and cultural environment of the City and its neighborhoods; and

WHEREAS, a selection panel consisting of stakeholders from the Board of Library Trustees, Civic Arts Commission, project architects, library staff and community representatives was convened; and

WHEREAS, a call for artists from Alameda and Contra Costa Counties resulted in three finalists each for the South Branch and West Branch public art projects ; and

WHEREAS, the Board of Library Trustees is responsible for making decisions relating to the improvements at the four branch libraries, including but not limited to contracts for design, engineering, construction management and construction.

NOW, THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley adopt a resolution authorizing the Director of Library Services to execute a contract and any amendments with Gina Dominguez for South Branch and Ene Osteraas Constable for West Branch for the provision of art commissioning, production and services related to design and installation of selected art for a term of 18 months in an amount not to exceed \$35,000 for the South project and \$49,000 for the West branch for the period from January 13, 2012 through July 13, 2013.

ADOPTED by the Board of Library Trustees of the City of Berkeley during a regular meeting held on January 11, 2012 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Winston Burton, Chairperson

Donna Corbeil, Director of Library Services
Secretary of the Board of Library Trustees

Berkeley Public Library Board of Library Trustees

Library Facilities Naming Policy

It has been the practice of the Berkeley Public Library, and shall henceforth be the formal policy of the Board of Library Trustees, to name libraries according to their geographic location in the City and/or to identify each branch facility with the neighborhood where it is located or the neighborhood it primarily serves. [This policy enables patrons to easily ascertain the general location of a Library facility.](#) While Berkeley's Central Library was originally known as "Main," our North, South, Claremont and West branch libraries have maintained their original names since the early part of the 20th century, although they have all changed locations at least once, and an "Ashby" branch was apparently merged into the South Berkeley Branch in 1927.

This policy does not address the naming of rooms or other areas or features within branch libraries or within other library facilities. [This is addressed by Resolution 09-120, adopted by a vote of the Board of Library Trustees on December 9, 2009, and by Berkeley Public Library Gift/Donation Policy, Administrative Regulation 10.11.](#)

It shall be the general policy of the Berkeley Public Library not to name any library facility for any person, living or deceased. However, in the rare instance where there are reasons so compelling that adding the name of a person to the geographic name of a specific branch library, or to another library facility, may be appropriate, it shall be the policy of the Berkeley Public Library not to name any library facility for any living person, or for any person deceased less than five years. This restriction permits the Board of Library Trustees to evaluate the lifetime contributions and accomplishments of a proposed honoree, and protects from making decisions in reaction to transitory or emotional considerations.

The Board of Library Trustees shall approve a change to the name of a specific branch library only where:

1. there must be a strong consensus among library users and, residents of the surrounding neighborhood, to change the name of the library facility in question;
2. the new name should avoid controversy and not carry the banner of a transitory cause, no matter how worthy, but rather, reflect the tradition and stability of the Library as an institution, and
3. it must be in the public interest to approve the proposed name.
4. A proposed honoree should reflect the spirit of the Berkeley Public Library's mission of free and equal access to information for all;
5. A proposed honoree is associated with a myriad of services and has dedicated a substantial amount of energy, time, resources, leadership and/or volunteer service to improve and benefit the Berkeley Public Library system or the library facility in question. The depth and breadth of the contributions must be obvious and compelling and must reflect a dedication and beneficence to the Berkeley Public Library system or the library facility in question over a great span of time;

In summary, adding the name of a person to a library facility is reserved for the rare individual whose dedication and service to the Berkeley Public Library system or the library facility in question is extraordinary, unique and of the highest quality.

PROCEDURES FOR EVALUATING PROPOSALS TO CHANGE THE NAME OF A LIBRARY FACILITY

1. Any member of the Board of Library Trustees or member of the public may propose a change to the name of a specific branch library by submitting a request in writing to the Board of Library Trustees, or by making an oral request during public open time at any regularly scheduled meeting of the Board of Library Trustees. If the proposal involves the addition of the name of a person to the geographic name of a library, the proponents of the name addition must submit thorough and rigorous written research demonstrating that the proposed honoree meets the stringent criteria set forth in this Policy.
2. The Chair, Vice-Chair and Library Director shall determine whether a proposal is sufficiently documented to warrant further consideration by the Board of Library Trustees. Where a proposal does not appear to meet the criteria of this Policy, or where the proposal lacks sufficient documentation to determine whether it satisfies the criteria, the President shall advise its proponents of the deficiencies and provide a reasonable opportunity for the proponents to supplement the request. The President shall keep the Board of Library Trustees advised as to the existence and status of pending naming requests.
3. The President of the Board of Library Trustees shall place any proposal that appears to meet the criteria set forth in this Policy on the Board of Library Trustees agenda for general discussion and public comment at one or more regular or special meetings of the Board of Library Trustees. The President shall schedule one or more meetings in the branch library for which the name is proposed and/or elsewhere in the neighborhood served by such facility, to obtain direct testimony from members of the public living in the neighborhood of the facility.
4. At any time after giving proponents of the name change and the public an opportunity to be heard, after obtaining direct neighborhood testimony (in the case of a branch library proposed name change), and upon proper notice, the Board of Library Trustees shall call for a vote on the issue of whether the proposal meets the criteria set forth in this Policy and whether it is in the public interest to change the name of a library facility. The affirmative vote by a majority of the members of the Board of Library Trustees shall be required to approve the change of a name of a library facility. In all cases involving branch libraries, the geographic name of the facility shall precede any added honorific name.
5. The Board of Library Trustees shall, either at the time it approves a name change, or in a subsequent meeting, designate the method of display of the new name or addition, which may be by exterior building signage, interior plaque, or any other means appropriate to the specific site. The party who proposed a name change of a branch library or other library facility shall bear all costs associated with changing the name, including staff time and material expenses, unless the Board of Library Trustees finds it in the public interest to waive this requirement in whole or in part.



RESOLUTION NO.: R12-__

APPROVAL OF THE BERKELEY PUBLIC LIBRARY FACILITIES NAMING POLICY.

WHEREAS, the Board of Library Trustees has the authority to develop policies related to the operation of the Berkeley Public Library, and has does so in the past; and

WHEREAS, the Branch Library Improvement program has resulted in positive attention to the neighborhood libraries, such that a discussion of their importance to the community and history of Berkeley has been recognized; and

WHEREAS, at its regular meeting in September 2011 the Board established a subcommittee, under the terms outlined in the City of Berkeley Commissioner's Handbook, consisting of Trustees Holcomb and Novosel, to, with the assistance of staff, research and draft a Library Facilities Naming Policy; and

WHEREAS, drafts of the Library Facilities Naming Policy were discussed with revisions agreed upon at the Board's regular meetings on November 9, 2011 and December 14, 2011; and

WHEREAS, a naming policy will be available to address any future requests for facility name changes and to set a process and criteria by which the board may consider such a request, be it in honor of an individual or to designate a neighborhood / geographical appellation.

NOW, THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley to adopt the Berkeley Public Library Facilities Naming Policy as presented effective January 12, 2012.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on January 11, 2012 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Winston Burton, Chairperson

Donna Corbeil, Director of Library Services
Serving as Secretary to the Board of Library Trustees



BERKELEY PUBLIC LIBRARY

CONSENT CALENDAR

January 11, 2012

TO: Board of Library Trustees
FROM: Donna Corbeil, Library Director
SUBJECT: FY 2012 Mid-year Budget Review

INTRODUCTION

The Library, consistent with all other City departments is performing the mid-year annual review exercise which comprises an analysis of revenues and expenditures from July 1 through December 31, 2011; and second-half projections. Explanations of significant variances are included.

RECOMMENDATION

Adopt a resolution amending the FY 2012 budget as presented.

FISCAL IMPACT

Increase the expenditure budgets as follows:

Fund	Revised Budget	Mid-year Modified
Library Tax (301)	\$15,063,098	\$15,701,723
Grants (304) <i>CLLS:Berkeley READS</i>	\$29,930	No change requested
Public Library (305)	\$0	\$20,000
Gifts (306)	\$192,345	No change requested

BACKGROUND

Each year at the end of December and into January all City departments participate in a mid-year budget review that encompasses the analysis of year-to-date revenues and expenditures through the first six months of the fiscal year, and includes a projection of expected activity through fiscal year-end. Significant projected full-year variances to budget are identified and explained. This review is intended to assist in spotting trends in Fund entities and highlight any mid-year budget adjustments that may be necessary.

This fiscal year the process has been slightly expedited in that all departments are asked to complete their review by January 6 for presentation to the City Council on February 14.



CURRENT SITUATION AND ITS EFFECTS

The Library has completed its review of all Library Funds and has identified essentially two expenditure budget adjustments. The more significant adjustment in dollar value is related to the Branch Libraries Improvement Program and is deemed necessary to the timely completion of the full Measure FF program.

Early in the fiscal year the Library initiated the process for identifying and putting in place the mechanism for the ordering of furniture, fixtures, and equipment (FF&E) related to the completion of the North and Claremont branch library renovations. Since June 2010, the Foundation's Neighborhood Libraries Campaign in support of Measure FF has donated \$550,000 to the Library for related expenses (Foundation FF&E Fund-307). The Claremont Branch project begun in April 2011 and the North Branch project begun in May 2011 are now nearing completion for construction; thus, the focus on FF&E has shifted from identification to purchasing due to most product orders being subject to long manufacturer lead times. At the regular board meeting of September 14, 2011, \$350,000 was appropriated from the general (unrestricted) Gifts Fund (306) balance as a short-term accommodation – because of the aforementioned extended lead times on FF&E orders not coinciding with the timing of receipts on current commitments received by the Foundation's capital campaign. The North and Claremont branch libraries are expected to re-open in March / April 2012, and all FF&E purchases must be completed and installed prior to this date to facilitate full operations. To date approximately half of the required expenditures have been made, the balance will occur in early January 2012, with the purchase of computers and peripherals, self-check equipment, automated material handling equipment, appliances and other furnishings. A substantial payment from the Foundation's Neighborhood Libraries Campaign is anticipated in the first quarter of 2012. To facilitate staff workload concerns and to ensure delivery of all required equipment, early ordering is recommended. To bridge the period until capital campaign funds are received, staff recommends that \$300,000 from the Library Tax Fund (301) fund balance be allocated for this purpose. This will ensure timely ordering to meet vendor lead times and consequently allow staff adequate time to configure new equipment to accommodate operating needs while concurrently performing ongoing day-to-day activities. In addition, staff recommends an additional \$25,000 be allocated to the material budget, \$15,000 to enhance the opening day collections at Claremont and North branches and \$10,000 to address the demand for electronic materials related to the newly launched Overdrive program.

The second expenditure budget adjustment is a request to appropriate \$20,000 from the Public Library Fund (305) fund balance to allow the transfer of Berkeley READS labor costs from the originally budgeted Grants Fund (304). Projected receipts from the California Library Literacy Services (CLLS) program paid through the California State Library are no longer expected due to the state's Trigger Cuts (see below for more background information). Without current fiscal year CLLS revenue the Grants Fund is unable to fund Berkeley READS programming due to a minimal Grants Fund balance – a normal situation as most grant funding is expected to be fully expended on a targeted program during a specific period of time. Consequently, for the last two years as the state's budget situation worsened the Library set aside its Public Library Fund receipts, which are unrestricted use dollars, as a temporary alternative funding source – if the need arose – to be able to continue the full panoply of Berkeley READS programming.



FY 2012 Expenditure Adjustments

Fund	Revised Budget	AAO1 BOLT R11-059 SEP11	Mid-year Review (AAO2)	Fund
Library Tax (301)	\$15,063,098		\$325,000	\$15,701,723
Grants (304) <i>CLLS:Berkeley READS</i>	\$29,930	\$46,439		No change requested
Public Library (305)	\$0		\$20,000	\$20,000
Gifts (306)	\$192,345	\$373,531		No change requested

FY 2012 AAO1: (304) BALIS Grant iPad=\$13,439; Bay-Friendly: North Branch=\$18,000; Bay-Friendly: North Branch=\$15,000; **(306)** FF&E Accommodation (Furniture)=\$350,000; Other (includes Friends FY11 carryover+miscellaneous grants and gifts)

FY 2012 Mid-year Review (AAO2): (301) FF&E Accommodation (PCs+AMH)=\$300,000; material budget=\$25,000; **(305)** Berkeley READS=\$20,000

Other major expenditure activities reflected in the Mid-year Review, but not requiring a budget adjustment (AAO2), are 1) a 2nd Half estimated personnel COLA incremental increase of 4.0% totaling \$313,625, and 2) placing back into the Measure FF Fund (307) budget estimated construction expenditures for South and West branch libraries. These expenditures were authorized for appropriation in the adopted FY 2012 Budget; but were not included in the budget due to the then possibility that both project's bid opening might have concluded prior to the Mid-year Review process. As that will not be the case, they are now reflected in the Mid-year review at estimated costs.

Revenue adjustments incorporated into Mid-year Budget Review include the state's Trigger Cuts (AB121, Statutes of 2011) announced by the Governor on December 13, 2011 that is scheduled for implementation on January 1, 2012 for "Tier 1" and a portion of the "Tier 2" budget items. This will result in a reduction of \$15,866,000 to the California State Library budget for local assistance.

Funding for the following programs has been eliminated from the state's 2011-2012 budget:

- California Library Services Act (\$8,500,000)
- California Library Literacy Services (\$3,700,000)
- Public Library Foundation (\$3,000,000)
- California Civil Liberties Public Education Program (\$450,000)
- California Newspaper Project (\$216,000)

No payments have been issued this fiscal year by the state in anticipation of a decision on whether the Trigger Cuts would be implemented. In the Library's FY 2011 closing budget state awards were recognized. In the FY 2012 budget, reduced projections for all three funds were calculated and incorporated. And in the Mid-year Review receipts totaling \$92,374 have been zeroed out.

State sourced awards

Fund	FY 2011 Close	FY 2012 Adopted Budget	FY 2012 Mid-year Review
Transaction Based Reimb (302)	\$63,488	\$46,124	\$0
Grants (304) <i>CLLS:Berkeley READS</i>	\$46,808	\$37,650	\$0
Public Library (305)	\$36,982	\$8,600	\$0

The governor's 2012-2013 budget is expected in January 2012, following this the long-term disposition of library program support will be better known. Though over the last few years the trending of these funds has been decreasing or holding steady at best.

Other revenue adjustments to the Mid-year review are two items reflecting increased receipts as follows:

Fund	FY 2012 Mid-Year Review	\$ Change	Description
Grants (304)	\$33,000	+\$33,000	Stopwaste.org: Bay-Friendly NB est.=\$18K; CB=\$15K
Foundation FF&E (307)	\$1,500,000	+\$500,000	\$37,650



FUTURE ACTION

A half-year budget update will be provided in February.

Attachments:

- 1 - FY 2012 Mid-year Expenditure Budget Projections
- 2 - FY 2012 Mid-year Revenue Budget Projections
- 3 - Library Tax Fund (301): 5-Year Fund Analysis
- 4 - Other Funds (302, 304, 305): 5-Year Fund Analysis
- 5 - Gifts Fund (306): 5-Year Fund Analysis
- 6 - Foundation FF&E Fund (307): 5-Year Fund Analysis
- 7 - Measure FF Fund (307): 5-Year Fund Analysis
- 8 - Resolution

1 - FY 2012 Mid-year Expenditure Budget Projections

DEPARTMENT: LIBRARY

Fund	FY 12 Adopted Budget	FY 12 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 Blnce/Deficit
1) 301 - Lib Discretionary	14,923,334	15,063,098	12,000,447	4,159,825	8,154,247	12,314,072	3,062,651	3,387,651	15,701,723	(638,625)
2) 302 - Drct Ln/Intr-Lib Ln	76,000	81,876	-		-	-	81,876	81,876	81,876	-
3) 304 - Grants Fund	29,930	29,930	29,930	760	1,057	1,817	-	16,439	18,256	11,674
4) 305 - Public Lib Fund					20,000	20,000			20,000	(20,000)
5) 306 - Gifts Fund	158,475	192,345	4,633	1,569	2,182	3,751	187,712	561,243	564,994	(372,649)
6) 307 - Foundation FF&E	1,000,000	1,043,900	-		-	-	1,043,900	1,343,900	1,343,900	(300,000)
7) 308 - Measure FF	2,003,516	10,802,048	69,930	20,484	50,435	70,919	10,732,118	19,977,541	20,048,460	(9,246,412)
Totals	18,191,255	27,213,197	12,104,940	4,182,638	8,227,921	12,410,559	15,108,257	25,368,650	37,779,209	(10,566,012)

* Increase 2nd Half Projected Personnel Expenditures by an additional 4.0% for deferred COLAs.

Assumptions:

- 1) Library believes year-end labor expense will be at budget +4.0% deferred COLA + \$300,000 temporary adjustment to Fund 307-Foundation FF&E for computer expenditures
- 2) Public copiers' leasing and supplies, and Link+ delivery services
- 3) Labor reduction in response to CA Trigger Cuts impacting Berkeley READS program. Non-labor spending is FY11 receipt of BALIS grant (=\$13.4K) and Bay Friendly grants (=\$3K)
- 4) Transfer of Berkeley READS labor costs to Fund 305 balance due to CA Trigger Cuts
- 5) Includes AAO1 for \$350,000 temporary accommodation for Fund Foundation FF&E for furniture expenditures and miscellaneous grants and gifts
- 6) Includes AAO2 for \$350,000 temporary accommodation for FF&E computers (including \$153,000 Bibliotheca contract increase (AAO2) for AMH) and \$25,000 one-time enhancement to material budget
- 7) Includes BOLT approved construction cost estimates for South (=\$4,809,500) and West (=\$5,478,500) library branches

2 - FY 2012 Mid-year Revenue Budget Projections

DEPARTMENT: LIBRARY

Fund	FY 12 Adopted Budget	FY 12 Adjusted Budget	YTD Actuals	2nd Half Projected Revenues	Total Projected Revenues	Projected Balance/Deficit
1) 301 - Library Discretionary	14,711,055	14,711,055	540,586	14,170,469	14,711,055	
2) 302 - Drct Loan/Inter-Lib Loan	66,124	66,124	37,008	197	37,205	28,919
3) 304 - Grants Fund	37,650	37,650		33,000	33,000	4,650
4) 305 - Public Library Fund	8,600	8,600				8,600
5) 306 - Gifts Fund	88,554	88,554	62,609	25,945	88,554	
6) 307 - Foundation FF&E	1,000,000	1,000,000	303,180	1,196,820	1,500,000	(500,000)
7) 308 - Measure FF	6,000	6,000				6,000
Totals	15,917,983	15,917,983	943,383	15,426,431	16,369,814	(451,831)

Shaded Areas have calculated formulas in them. Please change only after discussing with Budget Office.

Assumptions:

- 1) No change to revenue projection
- 2) Subject to CA Trigger Cut
- 3) LSTA grant subject to CA Trigger Cut; Estimated Bay-Friendly grants for North (=\$18K) and Claremont (=\$15K) branches
- 4) Subject to CA Trigger Cut
- 5) No change to revenue projection
- 6) Increased projection to FY12 Capital Campaign disbursement
- 7) No change to revenue projection

3 – Library Tax Fund (301): 5-Year Fund Analysis

	FY 2010 FINAL	FY 2011 FINAL	FY 2012 ADOPTED	FY 2012 REVISED	FY 2012 PROJECTED	FY 2013 ADOPTED	FY 2014 PROJECTED
Beginning Fund Balance	\$1,102,151	\$1,461,883	\$1,540,808	\$1,540,808	\$1,540,808	\$550,140	\$402,597
Revenues							
Library Services Tax	\$13,844,489	\$14,187,090	\$14,425,555	\$14,425,555	\$14,425,555	\$14,714,066	\$15,008,347
Fines/Fees	293,254	281,272	275,000	275,000	275,000	275,000	300,000
Donations/Private Contributions							
Misc. Revenue / Interest / Refunds	14,532	13,907	10,500	10,500	10,500	10,500	10,500
TOTAL REVENUE	\$ 14,152,275	\$14,482,269	\$14,711,055	\$14,711,055	\$14,711,055	\$14,999,566	\$15,318,847
Expenditures							
Operations							
Salaries, Wages, Benefits	\$11,645,544	\$11,914,558	\$12,162,028	\$12,162,028	\$12,292,801	\$12,416,967	\$12,625,476
Salaries, Wages, Benefits							
less: Labor Vacancy Savings			182,578	182,578		186,193	189,382
Personnel	\$11,645,544	\$11,914,558	\$11,979,450	\$11,979,450	\$12,292,801	\$12,230,774	\$12,436,094
Non-Personnel	458,709	778,881	696,941	758,191	751,816	642,066	642,066
Library Materials (incl Tool Lndng)	823,068	811,134	900,000	900,000	925,000	900,000	900,000
Misc. Professional Services	198,063	240,486	266,600	326,635	314,610	291,450	291,450
Utilities+Telephone	378,346	320,231	459,542	460,833	460,833	461,600	461,600
Janitorial	167,428	170,113	180,000	200,518	200,518	180,000	180,000
Software Maintenance	54,045	132,158	285,804	306,874	306,874	285,804	285,804
RFID Loan Repayment							
Computer & Software Purchase >\$1K	31,013	17,787	55,000	53,700	355,000	55,000	55,000
CIP (Building)	12,539		75,000	51,900	69,000	75,000	75,000
Subtotal:	\$13,768,755	\$14,385,348	\$14,898,337	\$15,038,101	\$15,676,452	\$15,121,694	\$15,327,014
Charges From Other Depts							
Finance - Billing (3601)	\$12,685	\$10,173	\$12,849	\$12,849	\$13,017	\$13,118	\$13,118
Facilities - Admn (5401) +Txcs (5403)	11,103	7,823	12,148	12,148	12,254	12,297	12,297
Interfund Transfers							
Subtotal:	\$23,788	\$17,996	\$24,997	\$24,997	\$25,271	\$25,415	\$25,415
TOTAL EXPENDITURES	\$13,792,543	\$14,403,344	\$14,923,334	\$15,063,098	\$15,701,723	\$15,147,109	\$15,352,429
Projected Surplus/(Shortfall) {Rev - Exp}	\$359,732	\$78,925	\$(212,279)	\$(352,043)	\$(990,668)	\$(172,543)	\$(58,581)
GROSS FUND BALANCE {Bal + Rev - Exp}	\$1,461,883	\$1,540,808	\$1,328,529	\$1,188,765	\$550,140	\$402,597	\$369,016

4 – Other Funds (302, 304, 305): 5-Year Fund Analysis

	FY 2010 FINAL	FY 2011 FINAL	FY 2012 ADOPTED	FY 2012 REVISED	FY 2012 PROJECTED	FY 2013 ADOPTED	FY 2014 PROJECTED
Beginning Fund Balance	\$176,758	\$147,734	\$266,656	\$266,656	\$266,656	\$228,898	\$230,342
Direct Loan Fund (302)	188,853	142,696	194,613	194,613	194,613		
Grants Fund (304)	(1,655)	(16,693)	13,330	13,330	13,330		
Public Library Fund (305)	(10,440)	21,731	58,713	58,713	58,713		
Revenues							
Direct Loan Fund	\$105,973	\$63,488	\$46,124	\$46,124	\$46,124	\$46,124	
Literacy Services & LSTA	49,632	46,808	37,650	37,650	37,650	37,650	
Miscellaneous Grant Revenue	3,750	23,000					
Public Library Fund (SB 358)	37,961	36,982	8,600	8,600	8,600	8,600	
Other	18,105	18,089	20,000	20,000	20,000	20,000	20,000
TOTAL REVENUE	\$215,421	\$188,367	\$112,374	\$112,374	\$112,374	\$112,374	\$20,000
Expenditures							
Operations							
Personnel	\$61,051	\$29,692	\$29,930	\$29,930	\$21,817	\$34,930	
Non-Personnel	183,394	39,752	76,000	128,315	128,315	76,000	
Library Materials							
TOTAL EXPENDITURES	\$244,445	\$69,444	\$105,930	\$158,245	\$150,132	\$110,930	
Projected Surplus/Shortfall (Rev - Exp)	\$(29,024)	\$118,923	\$6,444	\$(45,871)	\$(37,758)	\$1,444	\$20,000
GROSS FUND BALANCE (Bal + Rev - Exp)	\$147,734	\$266,657	\$273,100	\$220,785	\$228,898	\$230,342	\$250,342

5 - Gifts Fund (306): 5-Year Fund Analysis

	FY 2010 FINAL	FY 2011 FINAL	FY 2012 ADOPTED	FY 2012 REVISED	FY 2012 PROJECTED	FY 2013 ADOPTED	FY 2014 PROJECTED
Beginning Fund Balance	\$875,064	\$810,955	\$609,927	\$609,927	\$609,927	\$133,487	\$93,487
Revenues							
Friends of BPL	\$92,151	\$58,420	\$88,554	\$88,554	\$88,554		
BPL Foundation							
Donations/Private	7,028	6,551					
Interest/Misc. Revenues	1,360	952					
TOTAL REVENUE	\$100,539	\$65,923	\$88,554	\$88,554	\$88,554		
Expenditures							
Operations							
Personnel	\$16,374	\$42,816	\$4,733	\$4,633	\$3,751		
Non-Personnel	25,501	115,253	28,875	49,971	49,971		
Professional Services	62,732	63,689	32,546	71,051	71,051		
Library Materials	59,146	45,193	92,321	90,221	90,221	40,000	
Computer Hardware/Software	895						
FF&E Accommodation				350,000	350,000		
Subtotal:	\$164,648	\$266,951	\$158,475	\$565,876	\$564,994	\$40,000	
TOTAL EXPENDITURES	\$164,648	\$266,951	\$158,475	\$565,876	\$564,994	\$40,000	
Projected Surplus / (Deficit) (Rev - Exp)	\$(64,109)	\$(201,028)	\$(69,921)	\$(477,322)	\$(476,440)	\$(40,000)	
GROSS FUND BALANCE (Bal + Rev - Exp)	\$810,955	\$609,927	\$540,006	\$132,605	\$133,487	\$93,487	\$93,487

6 - Foundation FF&E Fund (307): 5-Year Fund Analysis

	FY 2011 FINAL	FY 2012 ADOPTED	FY 2012 REVISED	FY 2012 PROJECTED	FY 2013 ADOPTED
Beginning Fund Balance	\$50,000	\$249,745	\$249,745	\$249,745	\$405,845
Revenues					
Foundation	\$200,000	\$1,000,000	\$1,000,000	\$1,500,000	\$1,300,000
Misc./ Interest					
TOTAL REVENUE	\$200,000	\$1,000,000	\$1,000,000	\$1,500,000	\$1,300,000
Expenditures					
Personnel					
Consultants	255		43,900	43,900	
Furniture and Fixtures		500,000	500,000	800,000	750,000
Equipment		500,000	500,000	500,000	750,000
Miscellaneous/Other					205,845
TOTAL EXPENDITURES	\$255	\$1,000,000	\$1,043,900	\$1,343,900	\$1,705,845
Projected Surplus/Shortfall (Rev - Exp)	\$199,745		\$(43,900)	\$156,100	\$(405,845)
GROSS FUND BALANCE (Bal + Rev - Exp)	\$249,745	\$249,745	\$205,845	\$405,845	

7 - Measure FF Fund (307): 5-Year Fund Analysis

	FY 2009 FINAL	FY 2010 FINAL	FY 2011 FINAL	FY 2012 ADOPTED	FY 2012 REVISED	FY 2012 PROJECTED	FY 2013 ADOPTED
Beginning Fund Balance		\$9,955,299	\$8,510,959	\$22,130,714	\$22,130,714	\$22,130,714	\$2,088,254
Revenues							
Bond Proceeds	\$10,000,000		\$16,428,536				
Misc./ Interest		13,641	28,477	6,000	6,000	6,000	1,500
TOTAL REVENUE	\$10,000,000	\$13,641	\$16,457,013	\$6,000	\$6,000	\$6,000	\$1,500
Expenditures							
Bond Issuance: Costs/Premiums	\$35,425		\$310,207				
Operations							
Personnel		\$6,126	\$35,234	\$69,930	\$69,930	\$69,930	\$70,169
Consultants	9,277	1,324,942	1,337,742	125,000	2,010,126	2,010,126	125,000
Building		112,704	1,023,319	978,586	7,699,402	16,945,814	826,292
Misc./Utilities/Other		14,209	130,756	700,000	832,607	832,607	1,060,293
Other Infrastructure/Public Art				130,000	189,983	189,983	8,000
TOTAL EXPENDITURES	\$44,702	\$1,457,981	\$2,837,258	\$2,003,516	\$10,802,048	\$20,048,460	\$2,089,754
Projected Surplus/Shortfall (Rev - Exp)	\$9,955,299	\$(1,444,340)	\$13,619,755	\$(1,997,516)	\$(10,796,048)	\$(20,042,460)	\$(2,088,254)
GROSS FUND BALANCE (Bal + Rev - Exp)	\$9,955,299	\$8,510,959	\$22,130,714	\$20,133,198	\$11,334,666	\$2,088,254	



AMEND THE FISCAL YEAR 2012 EXPENDITURE BUDGETS FOR THE LIBRARY TAX FUND TO A REVISED TOTAL OF \$15,701,723 AND THE PUBLIC LIBRARY FUND TO A REVISED TOTAL OF \$20,000

WHEREAS, the Board of Library Trustees approved the FY 2012 Expenditure Budget authorizing appropriations of \$27,440,828 on May 11, 2011; and

WHEREAS, the FY 2012 Revised Budget was amended by BOLT Resolution No. 11-059 on September 14, 2011 to include fiscal year 2011 encumbrances and adjustments of \$9,441,960, of which included was an adjustment of \$350,000 from the Gifts Fund for payment of initial furniture ordering deposits that will be reimbursed to the Gifts Fund upon receipt of capital campaign commitments by the Foundation; and

WHEREAS, consequent to the FY 2012 Mid-year Review exercise the Library has identified two adjustments necessary to facilitate ongoing Library programs, a one-time adjustment of \$300,000 from the Library Tax Fund for payment of invoices for computer and related peripheral equipment and automated materials handling equipment, and \$25,000 for a one-time enhancement to the materials budget for enhanced opening-day collections at North and Claremont libraries and the newly launched Overdrive electronic book program; and

WHEREAS, the State Trigger Cuts from the Grants Fund are incurred by Berkeley READS programming an adjustment to appropriate \$20,000 within the Public Library Fund to cover transferred expenses is recommended; and

WHEREAS, the Library Tax Fund is impacted by a 2nd Half Projected Personnel COLA of 4.0%, representing an incremental increase of \$313,625; and

WHEREAS, the Board is committed to a balanced FY 2012 Revised Budget that uses available fund balances to ensure the expenditure of all funding sources.

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley that the FY 2012 Library Tax Fund Expenditure Budget is amended to a total of \$15,701,723 based upon recommended adjustments authorized since September 14, 2011.

BE IT FURTHER RESOLVED by the Board of Library Trustees of the City of Berkeley to adopt an amended FY 2012 Public Library Fund Expenditure Budget of \$20,000.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on January 11, 2012 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Winston Burton, Chairperson

Donna Corbeil, Director of Library Services
Serving as Secretary to the Board of Library Trustees



BERKELEY PUBLIC LIBRARY

INFORMATION CALENDAR

January 11, 2012

TO: Board of Library Trustees

FROM: Donna Corbeil, Director of Library Services

SUBJECT: JANUARY 2012 MONTHLY BRANCH IMPROVEMENT PROJECT REPORT FROM LIBRARY DIRECTOR

INTRODUCTION

Every month the Library Director gives the Board a report on branch improvement activities and updates from the previous month.

FISCAL IMPACT

This report will have no fiscal impacts.

SUMMARY OF WORK

Meetings held during this reporting period include:

- Weekly project meetings facilitated by the KCEM project manager, Steve Dewan or Bob Fusilier
- Meeting with City's Planning Department and architects as needed
- Meetings with branch project contractors / construction meetings, Steve Dewan for the North Branch and Maria Denny for the Claremont Branch.

COMMUNICATION

The BLOG, also accessible from the Library's website is updated regularly with pictures and project information, such as the narrative on our green features, for both construction projects at: <http://www.bplbranches.blogspot.com/>

Staff has added a heading, Schedule Update, to the library construction webpage and to the BLOG so patrons can check for updates. http://www.berkeleypubliclibrary.org/about_the_library/b-renovation.php. This is in addition to the weekly project updates which are posted for the locations under construction.



PROJECT UPDATES

Staff has added a section, Schedule Update, to the publicly accessible Construction and BLOG webpages, as well as making paper copies available as a November 2011 Bond Program Update at all locations.

West

The construction phase design plans have been submitted to the city for plan check review. This process may take up to two months.

DRC meeting scheduled for December 15, 2011 on final design review canceled due to lack of a quorum, it will move to the regular February meeting date. Final Design Review of a new 9,399 sq. ft. branch library for the Berkeley Public Library. The proposed project will include the demolition of the existing structure and site excavation.

South

The project has been advertised as of the week of December 6, 2011, the pre-bid walkthrough took place on December 15 and the bid opening is scheduled for January 17, 2012. Actions to follow include review of proposals, notice of intent to award, BOLT recommendation to award bid and finally Council confirmation. The actual notice to proceed could occur in March 2012, if the current schedule is adhered to.

North

The library is currently under construction (construction began May 2011) and the work should be completed by the end of March 2012, with substantial completion anticipated mid-February. The Library is on schedule to re-open in April / May 2012.

Claremont

The branch is currently under construction and is unlikely to be completed before March / April 2012.

OTHER

HABS

The Use Permits for the demolition of the South and West branch Libraries require, as a CEQA mitigation measure several components: a permanent exhibition and interpretative program, which will include historic photographs and plans; signage program and gallery; and to “document the affected historical resource and its setting”. The latter documentation, “shall be in accordance with the Historic American Building Survey (HABS) Level II”, with adherence to applicable standards regarding reproducibility, durability and size. To this end, the firm of Page and Turnbull Architecture Planning & Research Building Technology has been engaged to conduct this work for the South Branch Library and the firm of Architectural Resources Group has likewise been engaged to conduct this work for the West Branch Library. This is the first step in developing the required display program and upon completion will fulfill an important CEQA mitigation.



Staff is reviewing the draft reports from each consultant. The final reports are expected to be submitted in February 2012, prior to demolition. Copies will be made available at the Central Library, the branch when it re-opens and the City of Berkeley Planning Department Offices.

Tool Library Temporary Location

Staff is continuing to work with the City's Real Estate Department and the City Attorney's Office on finalizing lease related activities with the owner, which was approved by the board and council. An Administrative Use Permit application was submitted and is required to operate out of the temporary facility, it is with the Planning Department for review as 2547-8th St. AUP#11-20000134. Staff has approved the application. Public comment is due by January 5, 2012.

ATTACHMENTS: None



BERKELEY PUBLIC LIBRARY

INFORMATION CALENDAR

JANUARY 11, 2012

TO: Board of Library Trustees
FROM: Donna Corbeil, Director of Library Services
SUBJECT: JANUARY 2012 MONTHLY REPORT FROM LIBRARY DIRECTOR

INTRODUCTION

Every month the Library Director gives the Board a report on Library activities and updates from the previous month.

FISCAL IMPACT

This report will have no fiscal impacts.

PROFESSIONAL ACTIVITIES

Final staff reports (attachment 1) on the November California Library association conference are included.

The American Library Association has announced the dates for the 2012 ALA Annual Conference in Anaheim, Calif., June 21-26 to continue important conversations about the transformation of libraries, e-content and other key topics. *The conference will offer an outstanding range of opportunities for librarians to advance their careers, connect with colleagues, hear high-profile speakers, learn new techniques that will improve library services in their community and examine the latest library-related publications, products and services.* Early bird registration and housing opened at 9 a.m. CST, on Tuesday, January 3, 2012. Registering early ensures the best rates. Housing is also open for 2012 Bundle registrants and all other Annual Conference registrants.

Housing and registration for the Public Library Association's 2012 conference have also been announced, March 13-17 in Philadelphia, and registration is now open. For complete details, visit www.placonference.org. You do not need to be registered to reserve housing through PLA's online Housing Bureau.

PROGRAMS, SERVICES AND COLLECTIONS

A timely topic is the focus of a program coming up at the Central library: Identity Theft
A Free Seminar at the Berkeley Public Library. Staff invites the public to attend a free financial education seminar on identity theft. Learn what identity theft is, how to prevent it and what to do if you are a victim. This one-hour seminar will be held in the Community Meeting Room at Berkeley Public Library's



Central Library, 2090 Kittredge Street, at 12:00 noon **on** Tuesday, January 19. This is one in a series of seminars brought to you in partnership with the USE Credit Union. There will be one seminar a month through March 2012. Come to one or all. Future events will home loans, investing and more. To learn more about this program or the series, please call (510) 981-6148.

FACILITIES/ OPERATIONS & PERSONNEL

Book Van Hours

The Library initiated winter service hours for the book van effective December 27, 2011. It is darker earlier and it has been cold with few evening visitors. Wednesday and Thursday evening visits will end at 6:30 p.m. instead of 7:30 p.m., but all other hours will remain the same.

Once the season begins to shift we will re-exam the schedule and adjust accordingly. Book marks and a press release announcing the change are available.

Operations

Contracts

Staff has released a request for proposals (RFP) for 'Landscape Maintenance for Library', which can be viewed at: <http://www.ci.berkeley.ca.us/uploadedFiles/Finance/Level 3 - General/12-10639%20--%20Landscape%20Maintenance%20for%20Library.pdf>. It will close January 12, 2012.

Attachments:

1. CLA staff Reports

California Library Association conference 2011

The annual conference was held in Pasadena, November 11-13, in tandem with the California School Library Association.

Linda Sakamoto, Literacy coordinator, Project READS

With support from the CA State Library, the Berkeley Reads Library Literacy Coordinator co-presented an adult learner panel—"Adult Literacy: Learners to Leaders"---which represented statewide library literacy programs including a Berkeley Reads adult literacy student as the Panel Moderator. Each of the seven learners shared their personal story about the challenges, the struggles, the evolution and the success. They highlighted their improved self-esteem and personal and educational growth, leadership development and transformation from learner to leader. The Berkeley adult learner focused on the role of adult learners in the community and the power of outreach and advocacy efforts. This workshop addressed an audience of professional, volunteer and intern staff from libraries and literacy, non-profit organizations and MLS students.

The Library Literacy Coordinator attended a relevant workshop-At Risk: Homeless Youth, Detention Centers, and Pregnant Teen as Berkeley Reads has conducted literacy workshops at Vera Casey Center/Teen Parents Program and provided outreach tutors at YEAH ! (formerly Youth Emergency Assistance Hostel) upon request. Julie Winkelstein, University of Tennessee (panel speaker addressing Homeless Youth) requested a follow-up interview with the library literacy coordinator for her research project.

Jack Baur, Teen Librarian

My trip to the CLA Annual Conference in Pasadena gave me lots to think about for the coming year, particularly as our library looks to embrace social media and mobile technology in our services. The keynote speech by Steven Abram about the future of books (among other things) was a big inspiration, reminding me to keep my eye on the way that our patrons engage with and relate to information in their everyday life and seeing what the library can do to meet them in those places they are and in the ways that are convenient to them. On the heels of that, I attended a great session on QR codes put on by the Contra Costa County Library System about their award-winning Snap & Go program which gave me an idea for a project I want to develop through BAYA to help Teen Librarians around the Bay Area connect books in their collections to digital resources. I had a great conversation with the representative for Boopsie and started getting excited about that upcoming service and thought about ways to help promote it at Berkeley Public Library, as well as get staff comfortable showing it to our patrons through our existing iPad program. And I attended a session on hot books for teens that will be heavily influencing my purchasing decisions for months to come, especially as I start to develop an opening day collection for Claremont Branch. Combine all that with the camaraderie that I got to help develop with BPL and BUSD librarians as we prepared for and participated in the Book Cart Drill Team competition and I would say that it was a very worthwhile conference indeed.

Armin Arethna, Children's Librarian

I attended the California Library Association Annual Conference 2011 in Pasadena, California from Friday November 11th to Sunday November 13th, 2011. On Saturday and Sunday for one hour each, I presented a poster session at the Conference on our Check Out Science Kits.

The Check Out Science Kits were developed the Lawrence Hall of Science at the University of California at Berkeley in collaboration with the Berkeley Public Library and the Oakland Public Library. These kits are simple experiments which encourage creative exploration, observation and scientific thinking, and can be enjoyed by a child (4 to 10 years) and an adult, using common household items. We presently have 12 different science kits available for check out, and these have been enjoyed by our patrons. My poster session consisted of

- a bulletin board filled with information about these science kits, along with the contents of one kit displayed, and many other kits available to view;
- a handout giving brief information about the kits, how they work and what they contain, along with the subjects that they cover, and my contact information;
- a simple experiment, one of the kits, displayed to show the connection between the beaks of birds and the food they eat;
- a laptop that showed a slideshow of pictures from the Science Festival that the Lawrence Hall of Science has staged at the Central Library during the summer;

I talked to many people during the poster sessions about our Science Kits and about how much our patrons enjoy them. During the Conference, I also attended numerous presentations, mostly in the field of Children's librarianship, from which I was able to glean many excellent tips and suggestions for day to day library activities and programming for children.

I came back from the Conference with many interesting and exciting new ideas to discuss and implement. I think it is very important for the professional development of every librarian to attend workshops, seminars and conferences, and see how other libraries and librarians work. My grateful thanks to the Lawrence Hall of Science for sponsoring my trip to the CLA Conference 2011, and to the Berkeley Public Library for arranging the work release time on short notice.