# BERKELEY PUBLIC LIBRARY
# BOARD OF LIBRARY TRUSTEES

| SPECIAL Meeting | AGENDA | South BRANCH |
|---|---|---|
| October 18, 2010 | 6:30 PM | 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**

E.   **Approval of Agenda**

## II.     CONSENT CALENDAR

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

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

A.   **Approve minutes of September 15, 2010 Regular Meeting**
Recommendation: Approve the minutes of the September 15, 2010 regular meeting of the Board of Library Trustees.

B.   **Approve Annual Report to City Council**
Recommendation: Adopt a resolution approving the Annual Report to the Berkeley City Council from the Board of Library Trustees for the period of July 2009 through June 2010.

C.   **Grant: CA State Library – Adult Literacy Services**
Recommendation: Adopt a resolution authorizing the Director of Library Services to apply for and accept, if awarded, FY2010/2011 CLLS grant funds to fund Berkeley READS.

D.   **FY10 Annual Budget Update and FY11 Budget Amendment**
Recommendation: Adopt a resolution amending the FY 2011 Adopted Operating Budget based upon recommended re-appropriation of committed FY 2010 funding and other recommended adjustments totaling $406,377, adopting an Amended FY 2011 Library budget of $25,634,911.

## III.     ACTION CALENDAR

A.   **Contract:  BIBLIOTHECA Inc. for Self Check, Automated Materials Handling & Materials Security System**
Recommendation: Adopt a resolution authorizing the Director of Library Services to execute a contract and any amendments with Bibliotheca Inc. for the provision of hardware, software and services related to library material self-check, automated materials handling and a materials security system for a term of three years in an amount not to exceed $447,006, through October 28, 2013.

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## IV.        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.   **October 2010 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

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## V.        AGENDA BUILDING

The next meeting will be a Regular Meeting held at 6:30 PM on Wednesday, November 10, 2010 at the **South Branch Library, 1901 Russell Street,** Berkeley.

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## VI.        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.

"This meeting is being held in a wheelchair accessible location. To request a disability-related accommodation(s) to participate in the meeting, including auxiliary aids or services, please contact the Disability Services specialist at 981-6342 (V) or 981-6345 (TDD) at least three business days before the meeting date.  Please refrain from wearing scented products to this meeting."

I hereby certify that the agenda for this regular 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 October 13, 2010.

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

For further information, please call (510) 981-6195.

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### 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.

**Berkeley Public Library**
**Board of Library Trustees**

| Regular Meeting | MINUTES | South Branch |
|---|---|---|
| September 15, 2010 | 6:30 p.m. | 1901 Russell Street |

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### I. PRELIMINARY MATTERS

**A.    Call to Order**

The regular meeting of September 15, 2010 was called to order by Chair Kupfer at 6:39 PM.

**Present:**         Trustees Winston Burton, Abigail Franklin, and Susan Kupfer.

**Absent:**          Trustees Carolyn Henry-Golphin and Darryl Moore.

**Also present:**    Donna Corbeil, Director of Library Services; Douglas Smith, Deputy Director; Dennis Dang, Library Admin Manager; Suzanne Olawski, Branch Library Manager; Eve Franklin, Administrative Secretary.

Field Paoli Architects  - Avery Moore, AIA; Yann Taylor,  AIA  & Mati Teiblum

Kitchell CEM  - Steve Dewan

**B.    Public Comments**

1.   Rita Maran, Peace and Justice Commission, Nuclear-Free Berkeley Act Sub-committee – The two-year waiver for the Library to terminate the 3M contract is about to expire. We do not have full information in the NFBA sub-committee about how and when action is being taken in order for the library to terminate the 3M contract. Efforts were made in July and August with site visits by the library. We would like to know what the site visits produced. Has a replacement vendor been selected? Delivered a letter to Donna Corbeil tonight. Asked for a place on the agenda at the next meeting in order to make a summary report on activities of the NFBA sub-committee.

2.   Vimont – Spoke in support of a barcode system to replace the RFID self-check system and for keeping Reference Desks.

3.   Gene Bernardi, SuperBOLD – Requested a presentation of recommended vendors include a discussion on positives and negatives of RFID & Barcode. Requested to include SuperBOLD documents. Referred to copy of a petition.

4.   Elizabeth Watson spoke regarding Berkeley Architectural Heritage Associations (BAHA) suggestion to move South Branch library to a new site. Primary concern is that plans for South will increase the available square footage by over 60%, make it possible to put books in circulation much faster which puts them out in the hands of people who want to read them and vastly improve the facilities for this neighborhood which I think is absolutely essential as this is a critical part of the South Berkeley Community.

5.   Ned Fielden, identified self as a Berkeley resident and Librarian at SF State. You can see I am in a wheel chair, so I was very excited about this project turning the branch into space I could actually use which I can't do right now. We had a block party in our neighborhood and everyone I talked to was really interested in seeing the project go forward and let's get the best bang for our buck and have good services for the neighborhood.

6.   Max Anderson, City Council District 3 – Voters generously and overwhelming supported the idea of improving branches on the heels of having a really great remodeling done on the Main Library. It's a reflection of Berkeley resident's concerns to make sure that every family in Berkeley has access to spacious, up-to-date and well stocked libraries that will aid their families as they work through school. Frankly, I think it's an integral part of our efforts to close the achievement gap with 2020 Vision; when students have access to up-to-date modern facilities that allow them to research, read for pleasure and to

enjoy the benefits of the written and recorded word.  This is a huge asset to our community, I was very proud to make all the votes I made in the City Council to help move this on.

**C.**     **Report from Library employees and Unions, Discussion of Staff Issues -** None.

**D.**     **Report from Board of Library Trustees**

  **1.**  Trustee Burton reported attending the September 11th Community Meeting for the West Branch Library. It was well attended, thoughtful and encouraging. People in the community had a chance to express their concerns. In the process I have seen over the past year, people's concerns, and suggestions have not been rejected, but have been encouraged and have been incorporated in the designs. Each time there was a meeting, concerns and suggestions from the previous meeting were incorporated into the design and improved the project. Encouraged by communities' knowledge, their activity and input into the project. Encourage people to become invested in the project.

  **2.**  Trustee Franklin reported she and Trustee Burton were involved in the public art process. Working on the letter to invite local artists (Alameda and Contra Costa County residents) which will be invited to submit ideas.

**E.**     **Approval of Agenda**

**R10-062**     **Moved by Trustee Burton, seconded by Trustee Franklin, to approve the agenda as modified.** II Presentations, Item B - Staff Presentation on Technical Services will be rescheduled for a later meeting. Motion passed unanimously.

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| **II.   PRESENTATIONS** |
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Board Members gratefully acknowledged the Friends of the Berkeley Public Library's generous donation to the Foundation Campaign.

**A.**     **South Branch Project – Measure FF - Design Team Update**

  **1.**  Avery Moore gave a brief update on the construction document phase.

Field Paoli last presented to BOLT at the June 9, 2010 meeting.

On July 15th Field Paoli gave a voluntary presentation to the Design Review Board. Design Review Board was mostly complementary, but expressed strong concerns about the sloped roof design. The design team revised the design with flat roof, which still encompasses the clerestory windows. (Attachment 2, 3 and 4)

Reviewed materials (Attachment 5):

- Stained cedar siding for sides of the building (areas with horizontal lines.)
- Ceramic tile or stone on curved facades of the meeting room space.
- Aluminum framing for doors and windows.
- Fritted glass (decorative glass) for large windows facing the east.
- Carpet in reading rooms
- Tile in main browsing and lobby
- Linoleum in meeting room.
- Acoustical tile ceilings to reduce noise.

The Design Review Board asked Library to use the latest, best, green, sustainable and durable products. We're in the construction documents phase and doing a lot of research on products.

The Landscape zones (Attachment 6) remain the same.

Reviewed Furnishing Plan (Attachment 7)

Public Comment

*a.* Elizabeth Watson – The computer area is next to the windows overlooking the zen garden. Will that work*? The windows in the computer area will be fritted so they'll obscure the light, the building next door will block most of the direct light as well.*

b. Kimberly Gates – Will there be increased options for plugging into laptops, etc? *Yes, outlets planned in tables and seating locations and the meeting room area.*

*c.* Patron – Identified himself as a neighbor. Regarding the design change back to the flat roof, expressed concern about flat roof and possible drainage and leakage issues. *The flat roof will have a slope to it. Drainage is something we are responsible for.* Where will the two copper materials be used? *The copper flashing materials will be used at the edges of the wood siding. The perforated copper material is a starting idea for graphics, as a punch on the building somewhere.* What is the roof material? *Single-ply roofing system with a light, reflecting surface. There will be a cluster of photovoltaic panels on each roof.*

d. Trustee Burton – So is everything that is planned within the budget. *Yes, we are still on track.*

e. Elizabeth Watson – Are you just going to do solar to provide for the library's needs or are you doing more to sell power back to PG&E. *We will sell excess power to PG&E. A LEED Silver rating is required by the City, but we're aiming for LEED Gold.*

f. Director Corbeil – The design team have just completed the 50% Construction Documents. Kitcell CEM and library staff will be looking at those carefully. Planning Department has undertaken CEQA and have hired a firm to do an EIR to focus on the historical elements of the current building. There is a public input process into that. The library will put some links on their web site, and the Planning Department will post documents on their website. We've posted current design boards in each branch with a one-sheet update and comment sheets. We'll continue to work with the design teams to further refine the project.

*g.* Judith Epstein – You said, "we're going to do a CEQA process," and that's to assess environmental impacts of the project but haven't you already decided to destroy the current building? *The Planning Department is in charge of CEQA, not the Library. The Library Board has looked at all the earlier options and the different opportunities here and the Library Board is recommending a new building. The approval process is not complete yet. What we're presenting tonight is what the Library Board is recommending, a new library.* When did you come to the idea that you wanted a new library as opposed to adaptive reuse of the current building? *There are details in BOLT meeting notes, we had a series of 4 community meetings and at least 4 Board meetings where this was discussed. If you go to the library's website and look at the Branch Improvement Program we list past and future meetings for the projects, you can download presentation boards and notes/minutes regarding the history of the project.*

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**III.   CONSENT CALENDAR**

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Trustee Franklin asked if the 10% contingency for items B and C was common practice and if it took money away from some other account. *The contingency is standard. The Board has already approved the possible expenditure for the architects for the Claremont and West branches. The funds are already in the budget, we are now asking the Board to approve the possible expenditures.*

Chair Kupfer asked for clarification of expenditure authority for items B and C

**R10-063**   **Moved by Trustee Burton, seconded by Trustee Franklin, to approve the consent calendar with a correction to the minutes of the July 14, 2010.** Trustees Henry-Golphin and Moore absent. Motion passed unanimously.

**A.      Approve minutes of July 14, 2010 Regular Meeting**

**R10-064**   **Moved by Trustee Burton, seconded by Trustee Franklin, to approve the minutes of the July 14, 2010 regular meeting of the Board of Library Trustees as corrected.** Page 3, Item B, second to the last paragraph, Trustees Franklin and Burton volunteered to service on the nominating committee for Claremont and North. Trustees Henry-Golphin and Moore absent. Motion passed unanimously.

       **B.**     Contract No. 8060 Amendment: Architectural Resources Group

**R10-065**    **Moved by Trustee Burton, seconded by Trustee Franklin, to adopt a resolution recommending the City Council authorize the City Manager to amend Contract No. 8060 with Architectural Resources Group, an architectural design firm, to provide for a 10% contingency allowance of $68,295 to the expenditure authority, increasing the allowable not-to-exceed amount to $751,245.** Trustees Henry-Golphin and Moore absent. Motion passed unanimously.

       **C.**     Contract No. 8061 Amendment: Field Paoli Architects

**R10-066**    **Moved by Trustee Burton, seconded by Trustee Franklin, to adopt a resolution recommending the City Council authorize the City Manager to amend Contract No. 8061 with Field Paoli Architects, an architectural design firm, to provide for a 10% contingency allowance of $78,500 to the expenditure authority, increasing the allowable not-to-exceed amount to $863,500.** Trustees Henry-Golphin and Moore absent. Motion passed unanimously.

       **D.**     Contract No. 7891 Amendment: Rene L. Cardinaux , AIA, Consultant

**R10-067**    **Moved by Trustee Burton, seconded by Trustee Franklin, to adopt a resolution recommending the City Council authorize the City Manager to amend Contract No. 7891 with Rene Cardinaux AIA, a design consultant, to increase the expenditure authority by $50,000, increasing the allowable not-to-exceed amount to $100,000.** Trustees Henry-Golphin and Moore absent. Motion passed unanimously.

       **E.**     Resolution of Gratitude to Linda Perkins

Chair Kupfer publicly acknowledged Ms. Perkins tremendous efforts . She's been a wonderful resource at this library. The Board has had to call on her so many times in emergency situations to take over, she was Acting Director on more than one occasion.

Doug Smith reported there will be a retirement party for Linda Perkins on Friday, September 24th.

**R10-068**    **Moved by Trustee Burton, seconded by Trustee Franklin, to adopt a resolution expressing gratitude to Linda Perkins, who served as a Supervising Program Librarian, Library Services Manager, and Acting Deputy Director for the Berkeley Public Library from December 1978 to September 2010.** Trustees Henry-Golphin and Moore absent. Motion passed unanimously.

       **F.**     Contract No. 7508 Amendment: Freitas Landscaping

**R10-069**    **Moved by Trustee Burton, seconded by Trustee Franklin, to adopt a resolution authorizing an amendment to the contract with Freitas Landscaping to increase the expenditure authority by $8,000, increasing the not-to-exceed amount from $72,000 to $80,000.** Trustees Henry-Golphin and Moore absent. Motion passed unanimously.

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**I.   INFORMATION REPORTS**

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       **A.**    **September 2010 Monthly Report from Library Director**
          Trustee Franklin – Was the Summer Volunteer Program available at all branches? *Yes.*
           i.   Library Development
          ii.   Professional Activities
         iii.   Programs, Services and Collections
         iv.   Personnel

       **B.**    **Update on the Branch Bond Program**

         1.   Director Corbeil reported the West Branch project will not be going to the Design Review Board on September 16, we'll reschedule when we're ready. North Branch will likely go before the full Landmarks Preservation Commission on October 7.

         2.   Trustee Franklin – How does the ZAB Use Permits appeal to the City Council affect schedule? *It is unknown how this will impact our schedule. Usually the Planning Department staff does a report. Library staff will be present to answer questions.*

    **C.**    **Library events:** Calendar of events and press releases for various Library programs are posted at http://www.berkeleypubliclibrary.org

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## II.   AGENDA BUILDING

    **A.**    The Regular Meeting scheduled for October 13, 2010 is cancelled. A Special Meeting, date and time to be determined, possibly on October 19th, but this will need to be confirmed.

        **1.**    October Special Meeting (possible topics for the agenda)
- FY2010 Budget Update

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## III.   ADJOURNMENT

**R10-070**    **Moved by Trustee Burton, seconded by Trustee Franklin, to adjourn the regular meeting of the board at 7:26 PM.** Trustees Henry-Golphin & Moore absent. Motion passed unanimously.

### COMMUNICATIONS

1.    Kenji Nakadegawa – Claremont Branch Project
2.    Sarah Hart – South Branch Library Improvement Project
3.    Berkeley Architectural Heritage Association – South Branch Library EIR Comments
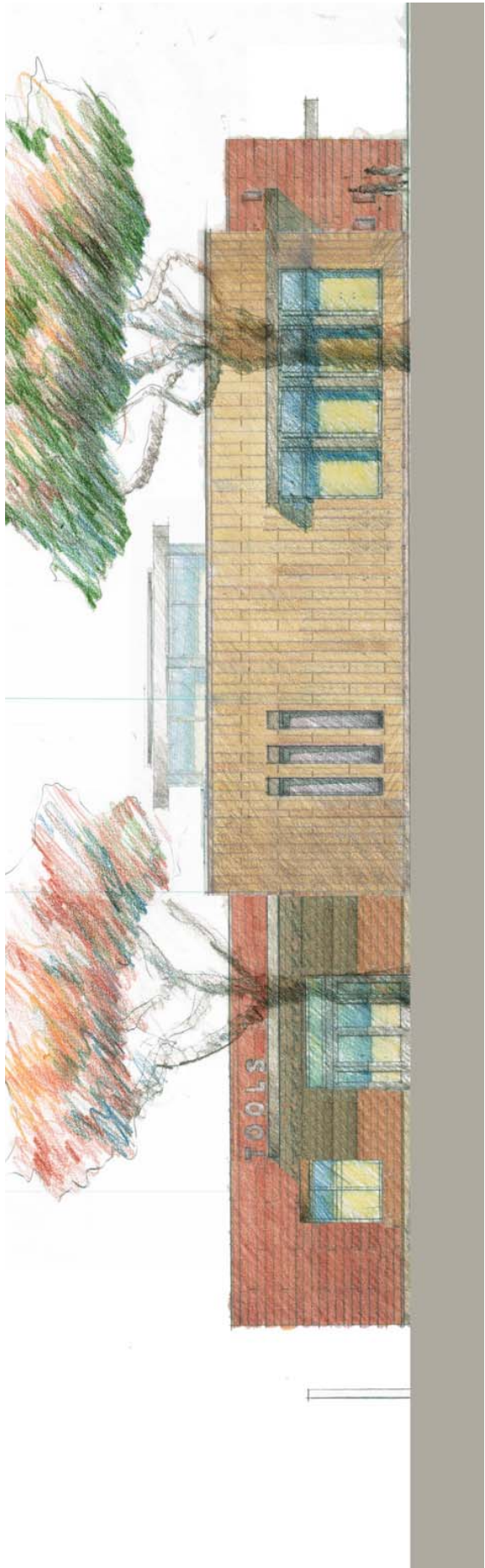
MARTIN LUTHER KING JR. WAY ELEVATION
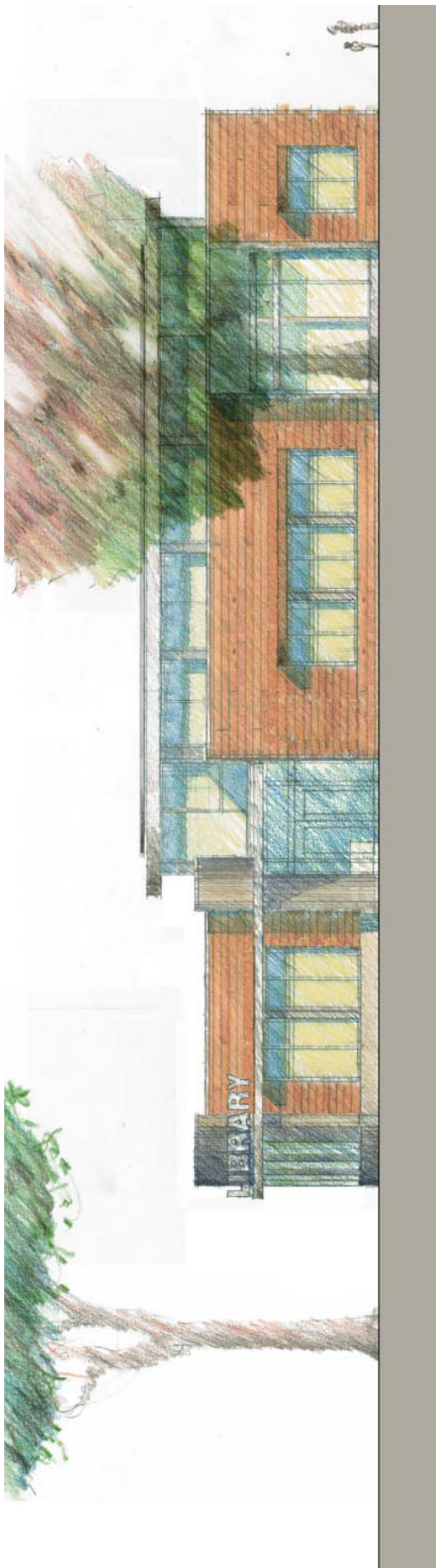
RUSSELL STREET ELEVATION
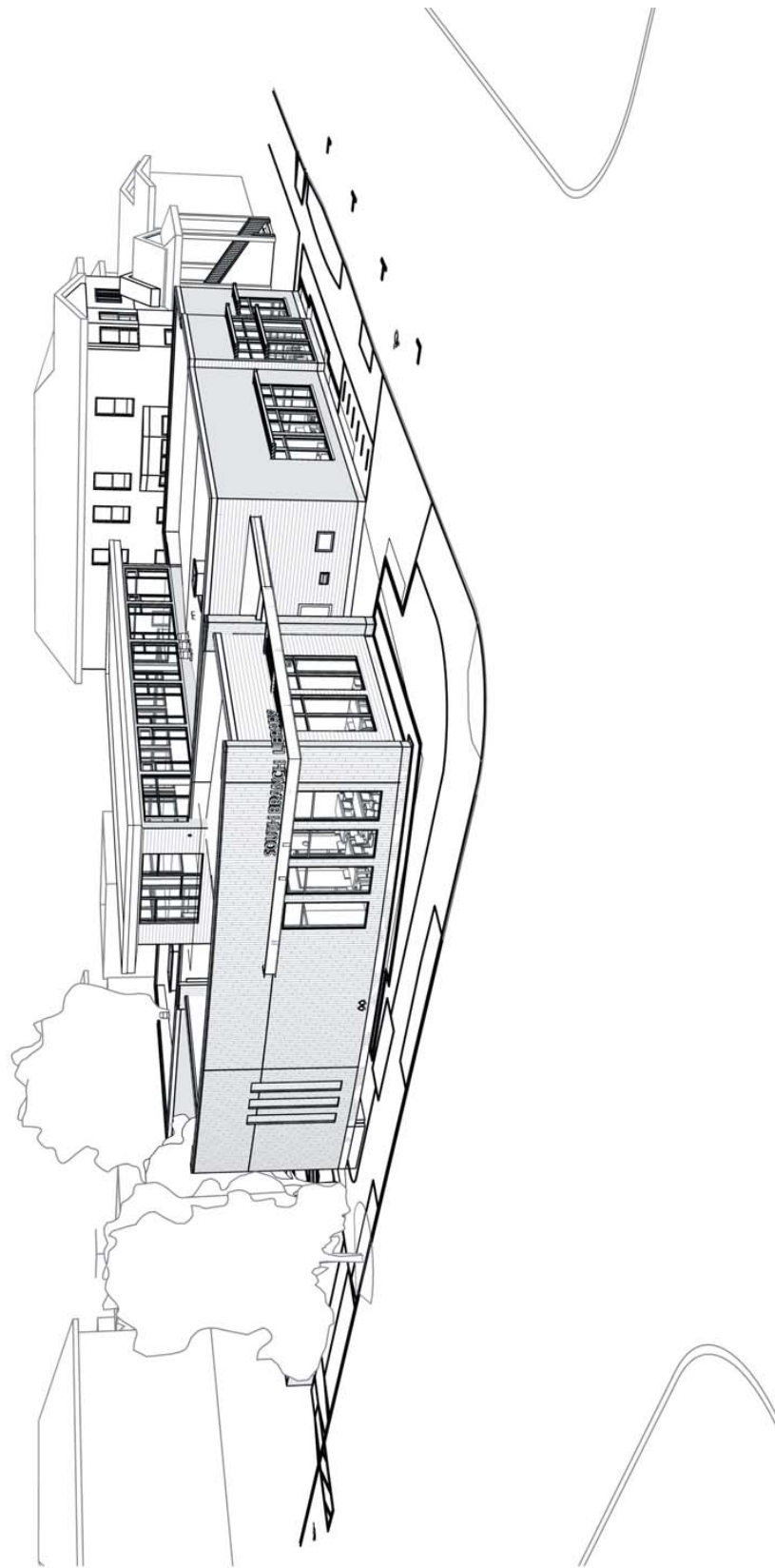
BERKELEY PUBLIC LIBRARY SOUTH BRANCH

9.15.2010

FIELD PAOLI

AXONOMETRIC VIEW

FIELD PAOLI

**Architects**
150 California St.
7th Floor
San Francisco
California 94111
Tel. 415.788.6606
Fax 415.788.6650

**SOUTH BRANCH
BERKELEY LIBRARY**

**CITY OF BERKELEY**

1901 RUSSELL STREET
BERKELEY, CA 94103

EXTERIOR ELEVATIONS

NOT FOR CONSTRUCTION

A3.1

4 NORTH ELEVATION

3 EAST ELEVATION

2 SOUTH ELEVATION - RUSSELL STREET

1 WEST ELEVATION - MARTIN LUTHER KING JR WAY

6 NORTH ELEVATION (PARTIAL) AT GARDEN

5 SOUTH ELEVATION (PARTIAL) AT GARDEN

KEYNOTE LEGEND

LEGEND - ELEVATION

EXTERIOR ELEVATIONS

BERKELEY PUBLIC LIBRARY SOUTH BRANCH

FIELD PAOLI

9.15.2010

TYPICAL GLASS

FRITTED GLASS

ALUMINUM WINDOW FRAME

# EXTERIOR FINISHES

CANOPY AND SIGNAGE

STAINED WOOD SIDING

CONCRETE BASE

COPPER FLASHING

TILE AT CURVED WALL

BERKELEY PUBLIC LIBRARY SOUTH BRANCH

FIELD
PAOLI

BERKELEY PUBLIC LIBRARY SOUTH BRANCH
9.15.2010

RUSSELL STREET



LANDSCAPE PLAN

BERKELEY PUBLIC LIBRARY SOUTH BRANCH

FIELD
PAOLI

9.15.2010
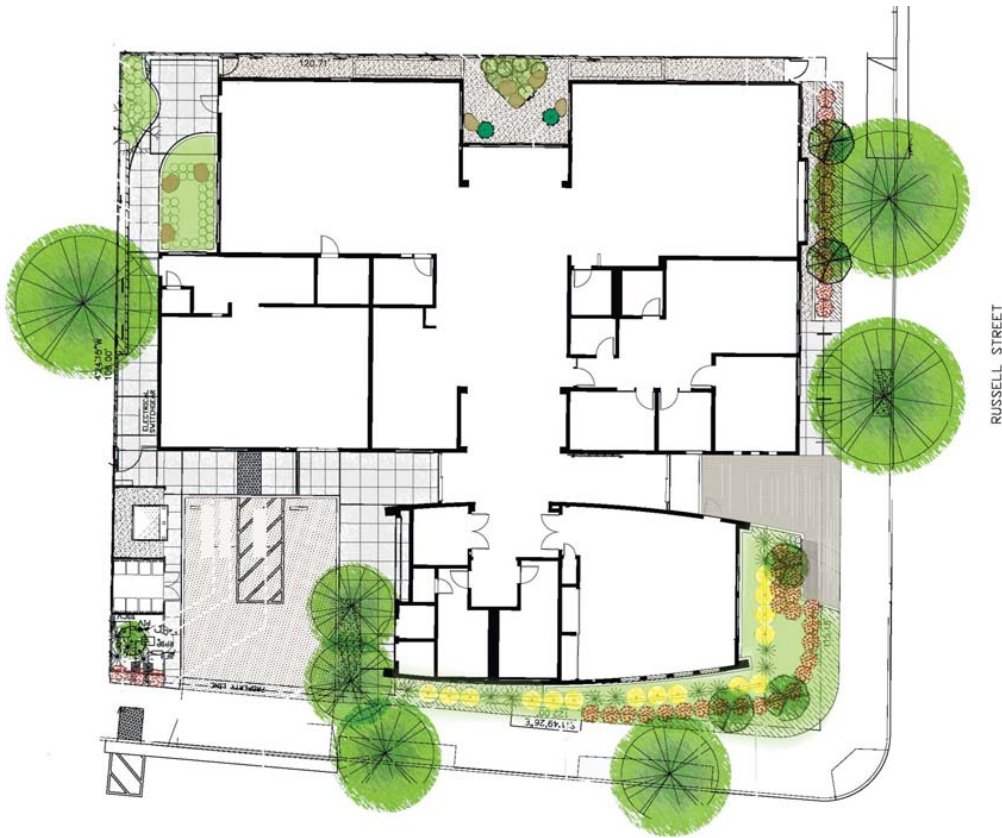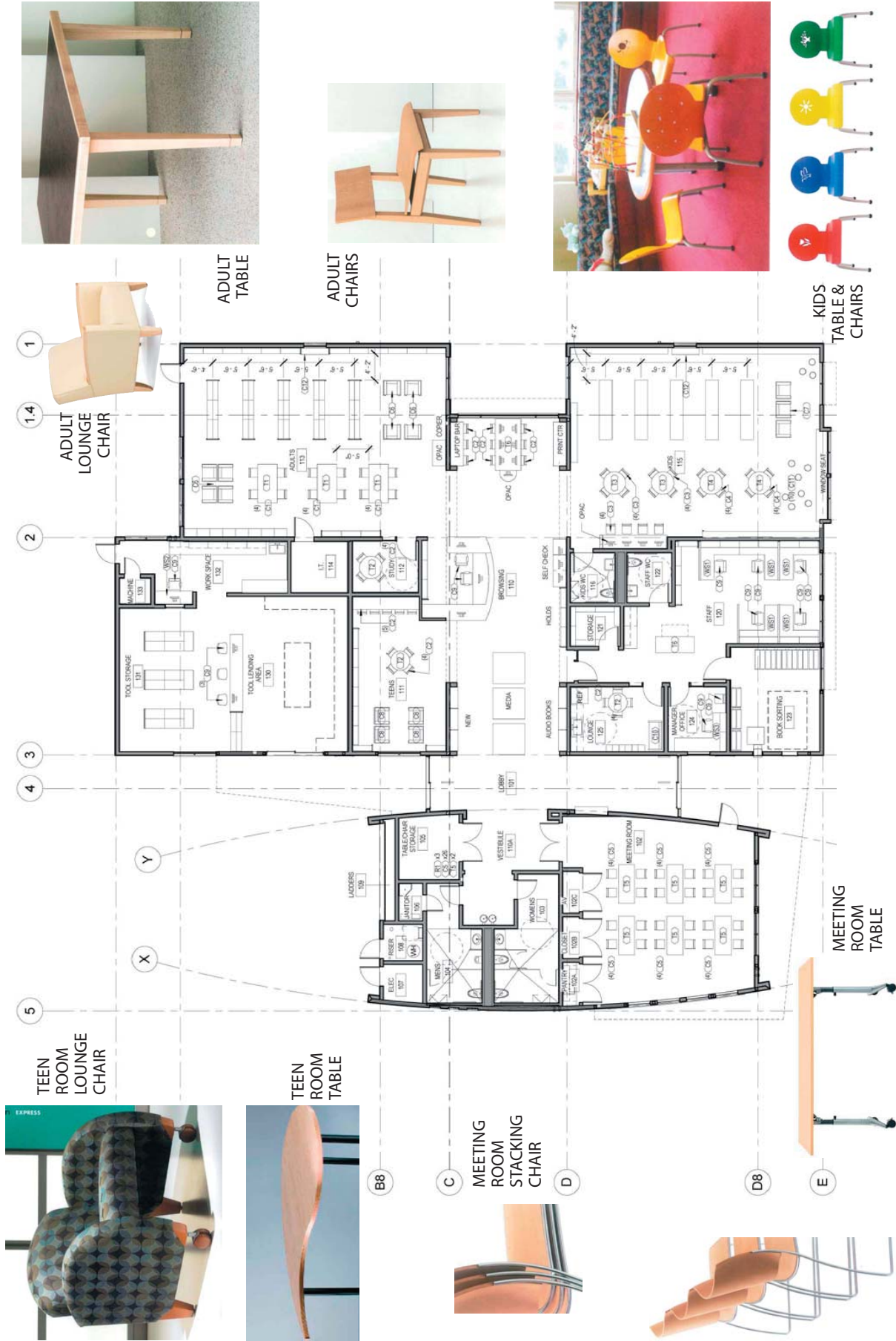
ADULT TABLE

ADULT CHAIRS

KIDS TABLE & CHAIRS

ADULT LOUNGE CHAIR

TEEN ROOM LOUNGE CHAIR

TEEN ROOM TABLE

MEETING ROOM STACKING CHAIR

MEETING ROOM TABLE

FURNISHING PLAN

# BERKELEY PUBLIC LIBRARY

**TO:**      Board of Library Trustees

**FROM:**    Donna Corbeil, Director of Library Services

**SUBJECT:** ANNUAL REPORT TO THE BERKELEY CITY COUNCIL

## RECOMMENDATION

Adopt a resolution approving the Annual Report to the Berkeley City Council from the Board of Library Trustees for the period of July 2009 through June 2010.

## BACKGROUND

Each year staff prepares a draft annual report to the Berkeley City Council for Board discussion. Following any revisions staff submits the Report to the City Clerk for inclusion on the City Council's agenda as an informational report.

## FISCAL IMPACTS

This report will have no fiscal impacts.

## CURRENT SITUATION AND ITS EFFECTS

As proscribed by the City of Berkeley's Charter, the Board of Library Trustees should make an annual report to City Council giving the condition of the Library with a summary of their proceedings. In addition, reports and information, as requested on specific topics, are shared with the Council. In the past these reports have been both written and oral. The current document also includes the second annual report on significant branch library improvement activities and the use of Measure FF bond funds.

## FUTURE ACTION

Once the draft annual report is approved by the Board, it will be submitted to the City Clerk as an informational item for the Berkeley City Council's agenda.

Attachments:
1. Resolution
2. Berkeley Public Library Annual Report to the Berkeley City Council

**BERKELEY PUBLIC LIBRARY**
**BOARD OF LIBRARY TRUSTEES**

### RESOLUTION NO.: 10-073

**THE BOARD OF LIBRARY TRUSTEES APROVES AND AUTHORIZES THE DRAFT ANNUAL REPORT TO THE BERKELEY CITY COUNCIL FOR THE JULY 2009 – JUNE 2010 FISCAL YEAR.**

WHEREAS, as proscribed by the City of Berkeley's Charter, the Board of Library Trustees should make an annual report to City Council giving the condition of the Library with a summary of their proceedings;

WHEREAS, each year staff prepares a draft annual report to the Berkeley City Council for Board discussion;

WHEREAS, the Annual Report includes information about programs, services, and major activities and decisions of Library staff and Board of Library Trustees during the previous year;

WHEREAS, the Annual Report is presented to the Berkeley City Council and the community to provide current information about the status and activities of the Public Library;

WHEREAS, the current document also includes the second annual report on significant branch library renovation activities and the use of Measure FF bond funds, approved in November 2008.

NOW, THERFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley approves and authorizes the draft annual report for the July 2009 – June 2010 fiscal year.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on October 18, 2010.

AYES:
NOES:
ABSENT:
ABSTENTIONS:

_____
Susan Kupfer, Chairperson


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

# Berkeley Public Library Board of Library Trustees: Annual Report to City Council

**Summary:** This Berkeley Public Library Annual Report for Fiscal Year 2009-2010 is presented to the Berkeley City Council and to the Berkeley community in order to provide current information about the activities of the Public Library and its commitment to creating lasting public value. The Annual Report includes information about programs, services, and major activities and decisions of Library staff and Board of Library Trustees during the past year. The Library is dedicated to its mission of developing collections, resources, facilities, and services that meet the cultural, informational, recreational, and educational needs of Berkeley's diverse, multi-cultural community.

The Berkeley Public Library consists of the Central Library in the downtown district, four neighborhood branch libraries, and a tool lending library. The Library's authorized staffing during 2010 was 168 employees, or 114.35 FTE. The Library's amended annual operating budget for fiscal year 2011 is $14.3 million. Expenditures during fiscal year 2010 totaled $13.79 million. In 2010, the Library's total annual circulation (i.e. the number of items from the collection that were checked out) was 2.08 million, the first time in the Library's 117 year history that users borrowed materials more than 2 million times. The Library's collection includes over 600,000 items, including books, magazines, DVDs, CDs, audiobooks, and tools.

# I. Berkeley Public Library Staff Report: July 2009 through June 2010

## A Gateway to Knowledge and Talent: Statistical Highlights

The popularity of the Library and its services is still growing. The Library is a hub of community activity—in local author Michael Chabon's words one of Berkeley's "non-alcoholic taverns of the soul"—where citizens find knowledge, free programs for kids and grownups, career and small business assistance, computers, and of course free books, movies, music, downloadable audio, and other materials. Through its innovative services, programs, and collection the Berkeley Public Library successfully represents the breadth of the community's interests and needs. The Library ranked among *Library Journal*'s list of America's "Star Libraries", and a locally-conducted user survey of hundreds of patrons registered a nearly 90% approval rating.

During the current economic downturn, libraries across the country are seeing upsurges in use as people borrow what they cannot buy, attend programs that don't require an outlay of cash, retool for a new career, hunt for new jobs, or simply enjoy a welcoming place to be. The recent economic times have not been kind to libraries across the nation. While many have had to cut staff and services in order to keep their doors open, the Berkeley Public Library has maintained and even expanded some of its activities. This is an institution that is building local value through the collective social capital resulting from residents coming together and enjoying their shared resources. Return on investment studies have shown that Libraries consistently return to their communities between $4 and $8 for every tax dollar received. This rings true at the Berkeley Public Library:

- During the 2009-2010 fiscal year 1,523,017 visits were made to the five Berkeley Public Libraries, up 8% from the year before: *fourteen times* the entire population of Berkeley.

The Library generates a tremendous amount of visitor foot traffic, which naturally often results in economic activity for neighboring businesses, throughout the city.

- The dramatic increases in the number of items being borrowed continue: 2,081,583 books, recordings, movies, and tools were circulated to 95,917 registered borrowers in the past year—about 22 checkouts per patron. The trend over many years (up 35% since 2006) is profound.

**Attendance/ Visitors & Circulation**

| Year | Attendance / Visitors | Circulation |
| --- | --- | --- |
| 2005/2006 | 1,227,339 | 1,545,578 |
| 2006/2007 | 1,339,327 | 1,609,726 |
| 2007/2008 | 1,524,973 | 1,745,605 |
| 2008/2009 | 1,405,311 | 1,971,032 |
| 2009/2010 | 1,523,017 | 2,081,583 |
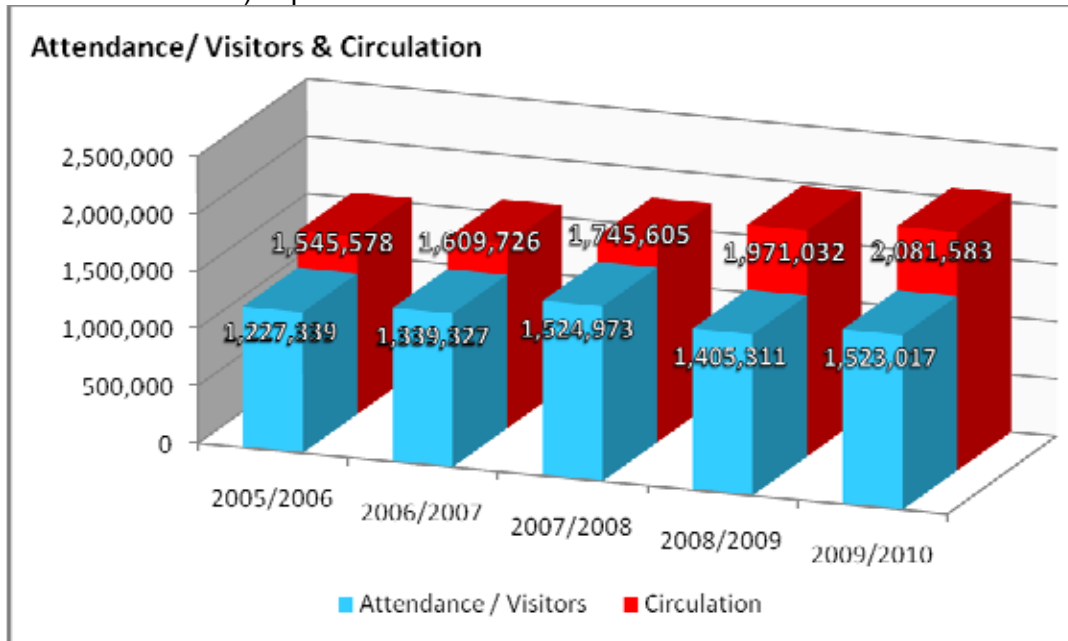
- With collections comprising over 600,000 items, the total materials available represents nearly 6 per resident, well over *double* the statewide average.

- Library materials are delivered upon request directly to users' most convenient location: last year, reserves for 222,206 different books, DVDs, CDs, audiobooks, and other hoped-for items were filled. This service continues to flourish, with ever greater usage with each passing year.

- The Library held 1675 public programs at Library facilities and at other community locations, with a total of 40,692 persons in attendance. Of these programs, 1230 events were for preschool or school–age audiences, encouraging excellent reading habits and promoting lifelong library use among our younger citizens.

**Number of public programs:**
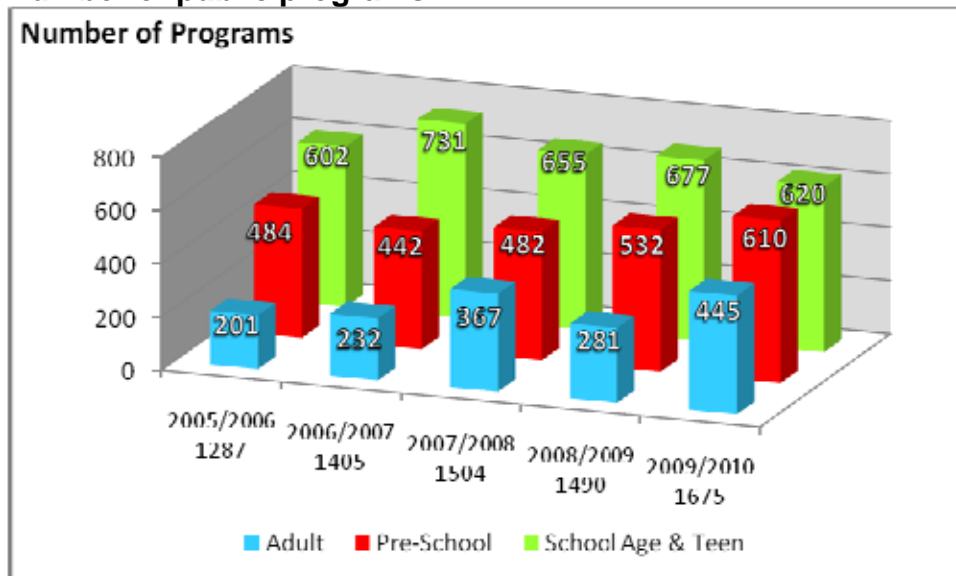


**Program Attendance:**
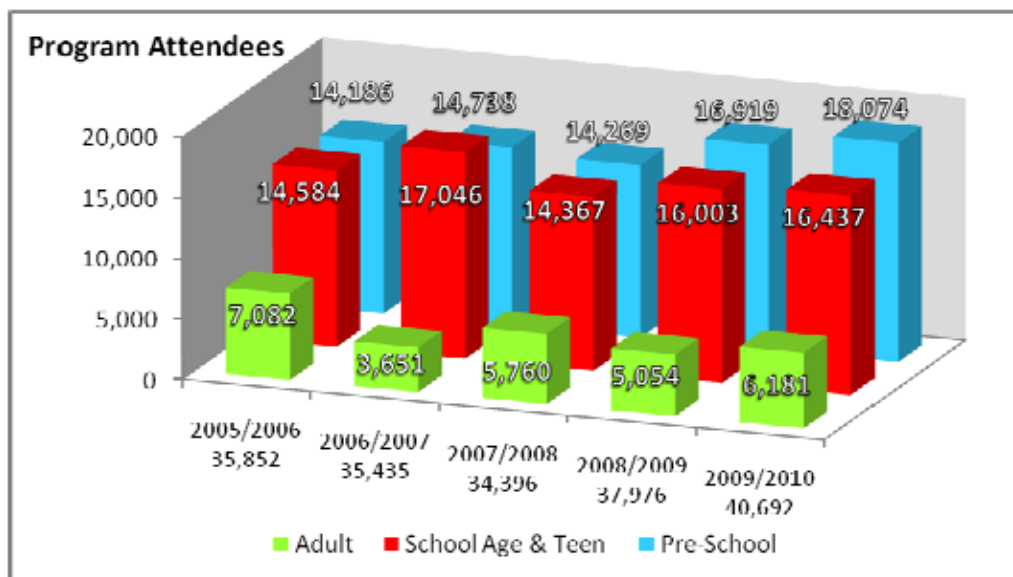


# Free Public Programs

All year long the Library is home to a dazzling array of cultural, literary, and artistic programs, enjoyed by over 40,000 persons. Many of these wonderful events would not have been possible without the support of the Friends of the Berkeley Public Library, who gave grants totaling $75,000 for program support:

- Cultural enrichment for a vibrant community:
  - Music: the Central Library is a hub of musical activity, and the past year was marked by many more entries in the ongoing series of free concerts loved by so many:
    - The Library was a venue for the Downtown Berkeley Music Festival, with an August dance concert by the fiery quartet Tango No. 9.

3

- Patrons welcomed autumn while being serenaded by the gorgeous harmonies of the indie band the Dry Spells in the Library's outdoor plaza on Kittredge Street.

- Notable jazz pianist Tammy Hall performed seasonal tunes and old standards with bassist Ron Belcher in December.

- A local quartet specializing in the fast, happy rhythms of Brazilian Choro music warmed up a large audience during a rainy January lunch hour.

- And the Library continued its association with the Berkeley Opera with performances of Mozart's *Don Giovanni,* and Aaron Copland's *The Tender Land*.

  o Patrons also learned more deeply about music during appearances by a variety of luminaries, among them the Berkeley Symphony's new Director Joana Carniero, composer Sarah Wilson, and Classical music scholar John Reager.

  o The much-loved *Café Literario* series of lectures and discussions of books in Spanish continued at the West Branch Library.

  o UC Berkeley film professors led discussions of contemporary cinema at the Claremont Branch Library.

  o Author appearances are always being scheduled at the Library. This year's notables included the producers of the literary journal *Beeswax*, pop music maven-scholar Richie Unterberger, novelist Maile Chapman, travel writer Carole Terwilliger Meyers, and Noah's Bagels founder Noah Alper.

- The Library is a gateway to new skills and knowledge:
  o Partnering with local publisher North Atlantic Books, the Library launched *Get Well! Alternative Practitioners Talk With You About Healing*, a series of four interactive symposia on several alternative health topics with several authors of recent books in each area of study.

  o Computing skills classes happen every week, including free specialized trainings for typing Chinese characters, and basic entry-level computing for hundreds of citizens, of all ages, who are new to the keyboard.

  o California Triple Crown Bicycling award winner Nancy Kaspar led workshops on *Training for Your First Century Bicycle Ride*.

  o Dozens of sports enthusiasts were treated to two programs on how to follow soccer's quadrennial World Cup.

## Children's Services

- Berkeley's children are at the center of the Library's mission. Last year was the second year in which Children's Librarians visited every 2nd grade classroom in the city to introduce children in this crucial age group to the worlds that are open to them with their library cards.

- The springtime *Read with Me* activities for children ages 0-5 continued with 188 children participating. This program builds early literacy skills among families by helping them read with their young children.

- The Library developed a new children's website to launch in the current fiscal year. It features an attractive layout that highlights collections and resources, a "Did You Know" box with trivia and interesting facts, and a scrolling marquee of events.

- Library staff are partnering with the Lawrence Hall of Science (LHS) to provide science kits to school-age kids. These kits contain simple science activities that can be done at home and a book on the corresponding topic. Several Library locations hosted Science Festivals led by LHS staff.

- Other museum partnerships were continued with the Bay Area Discovery Museum and Berkeley's Habitot Children's Museum.

- While programs for preschoolers are perennially popular, there have been large turnouts at events for older kids: The 4th and 5th Book Club continues to grow in popularity, the Middle School Book Group continues to enjoy enthusiastic participation, as do the *Family Games of Strategy and Games Galore* programs geared for children ages 10-14.

- This summer's Summer Reading Program theme was "Make a Splash, Read!", with 1440 kids participating and receiving hundreds of free prizes, including a round-trip ride on the Oakland/Alameda Ferry, and a coupon for books from the Friends of the Berkeley Public Library Bookstore. This always-popular summertime activity helps local children and their families maintain strong reading skills between grades in an altogether fun way. We also have a dedicated cadre of Student Friends, volunteers from grades 6-8, who help librarians with a variety of tasks and projects every summer.

## Teen Services

- The Library is a space dedicated to the City's teens, with innovative gaming, art, literary, and comics events, theatrical productions, youth employment opportunities, English language learning support, and a popular summer reading program.

- Every week at the neighborhood libraries the Teen Chess Club, Teen Drawing Club, and the Teen PlayReaders performance group convene for fun activities around a common interest.

- A popular weekly gaming program was introduced at the South Berkeley Library. Teens play Nintendo Wii games and strategy games, such as Jenga and Connect 4.

- Berkeley's Teen Services librarians recruited, trained and employed seven high school students for an eight month term. These teen workers assisted with collection maintenance, programs, and publicity, learning valuable job skills in the process.

- The Library continued a collaboration with the Public Health Division bringing book discussion and craft activities to teen mothers at the Vera Casey Teen Parenting Program.

- Teen Services librarians launched an urban fiction book club for high school students. The teen-run group met monthly during most of the school year.

- *Earphone English* is a weekly event at King Middle School and Berkeley High, in which a librarian selects high-quality audio recordings of books that appeal to teens. Students listen to the stories while reading the accompanying printed book, which enhances the linguistic skills of English language learners.

- Many local teens wrote reviews of books they enjoyed, and posted them to an active, ongoing blog created by Teen Services librarians.

## Berkeley READS (Adult and Family Literacy)

The Library's literacy program offers a variety of services to adults who want to improve their basic reading and writing skills. Most students participate in one-to-one tutoring with trained volunteers; also available are family literacy programming for students with small children, computer-assisted learning, small group instruction, periodic workshops and student leadership opportunities.

- Berkeley READS was awarded $47,507 from the 2009/2010 California Library Literacy Services (CLLS), a grant program of the California State Library.

- Family literacy outreach storytimes, book distributions and early literacy workshops were conducted at eight outreach sites including all four Berkeley Head Start preschools, Women's Daytime Drop-In Center, Bahia and Centro Vida programs, Vera Casey Center Teen Parenting Program, and three new sites initiated with Berkeley Unified School District Preschools.

- Berkeley READS continued family literacy and English classes for parents and children (formerly FY2009 Berkeley Adult School partnership and now funded in part by a community partner donation) providing direct-client service weekly on Wednesday evenings at the West Branch Library.

- A new adult literacy outreach site was established at the Berkeley Patients Group.

- A Berkeley READS student who is also the elected Board President for VALUE (Voice of Adult Learners United to Educate) became established in a statewide leadership role by accepting invitations to be a speaker at library literacy programs and conferences (through recommendation from the State Library).

- A Bay Area Libraries (BALIS) grant funded cultural arts literacy programming which provided for museum field trips and art workshops; a literacy student wrote in reference to an Oakland Museum trip, *"It was really great, I saw so many different, beautiful things. This is the very new start of a new beginning."*

- An adult literacy student won the Advanced Writers Title in recognition for her submission (a letter to the author of her favorite book) to the statewide 2009/10 Writer-to-Writer Challenge competition sponsored by the CLLS which was included in their annual publication. *"I read your novel when my tutor brought it for me one very pleasant morning this June in Berkeley. Your book had a deep influence on my life. I enjoyed it for the wonderful truths."*

- Berkeley READS implemented support of CLLS Voter Education Project by hosting and recruiting students for the Easy Voter Guide workshops.

- Berkeley READS hosted and supervised two Work-Study students in partnership with Berkeley City College.

## Planning and Support

- The Berkeley Public Library Foundation's eighth Annual Authors Dinner at the Central Library on February 7, 2009, with noted local author Michael Lewis (*Moneyball*, *The Blind Side*, and *The Big Short*) as Honorary Chairperson. Among the other 30 eminent authors recognized included Michael Chabon, Geoffrey Nunberg, Michelle Richmond, Alison Gopnik, Minal Hajratwala, Molly Katzen, Tamin Ansary, Sylvia Brownrigg, and Ernest Callenbach. Held in the Main Reading Room of the landmark Central Library, the Authors Dinner celebrates the Bay Area's uniquely vibrant literary community and raises funds which directly aid the Library. The Fred and Pat Cody Award, created by local furniture maker Berkeley Mills, was awarded to Malcolm Margolin.

- The Library's other major support organization, the Friends of the Berkeley Public Library, generously furnished the Library with grants totaling $75,000 in support of a wide variety of services and programs.


## The Library as a Recession Sanctuary

In response to dramatic economic changes, Library business is booming as a "first responder" with services and programs providing the tools for maintaining citizens' own economic stability. In Berkeley, checkouts and borrower counts have jumped as patrons eschew book, music and movie purchases and instead turn to the Library's free collections. Program attendance is up, as more Berkeleyans take advantage of the Library's many opportunities for free entertainment for all ages. Many thousands use Library computers and the high-speed WiFi networks.

The Library has also developed specific strategies to assist those in need:

- Hundreds of jobseekers and business owners received free advice and support in the extremely popular business seminar series, presented through a partnership with the Cal State East Bay Small Business Development Center. Topics included *Successful Marketing, Accessing Capital, Opening & Operating a Restaurant,* and *Business Plans*. Other business and career-development events included:
- This recession has seen the rise of the "reluctant entrepreneur"—business start-ups by those laid off from paid employment—and the weekly one-on-one counseling sessions for dozens of new entrepreneurs from the Service Corps of Retired Executives (SCORE) are serving this new user group.
- Classes on searching for foundation grants, partnering with the Foundation Center.
- Job searching workshops, conducted with the North Cities One Stop Career Center.
- Before an audience of adult students, representatives from the East Bay Consortium of Educational Institutions discussed scholarship opportunities from governmental agencies and local foundations.
- Each week, in addition to the hundreds of individuals making use of the Library's free computers and broadband connectivity, those new to computers are taking advantage of the free *Basic Computing* classes to learn essential skills such as navigating the Internet, creating and using an email account, completing online employment applications, and drafting a resume. This year the Library doubled the number of these classes being offered.

## Connecting the Disconnected

- The Library is dedicated to preventing the "Digital Divide"—the gap between those people with and those without effective access to digital and information technology—

- from expanding.  At its 73 computers dedicated to Internet and public computing, nearly 200,000 individual sessions were logged by Library users.
- For many Americans broadband access is something that exists only at their public libraries. The Library is re-connecting these persons, serving as the one of the few places where they can access a broadband connection to send email, apply for jobs, use social networking sites, and conduct online business. The Library is connecting this population with jobs, school, and the emotional support they need.
- The Library's "electronic branch"—its web sites and the immeasurably rich electronic resources cardholders can access there—continues to be a vibrant conduit of knowledge and research information to the community. During the past year over 1.1 million visits were logged at www.berkeleypubliclibrary.org--an average of over 3000 people every day of the year.  More than 200,000 of these web visitors to the Library made use of the abundant resources accessible among the many subscription databases and e-books the Library provides free to cardholders, such as full-text journal articles, online career research,  legal and computing e-textbooks, online test practice, and much more.
- Encore, a new and more accessible way to search the Library's collections with a single, simple "Google-like" search box was launched, and patrons are now able to find the items they need more easily than ever before.

## II. Board of Library Trustee Proceedings & Activities
### Trustee Appointments

The Chair and Vice-Chair elections occurred in October 2009; Susan Kupfer is currently serving as Chair and Darryl Moore is serving as Vice-Chair.

Trustee Therese Powell tendered her resignation effective January 1, 2010 in a letter to the board dated July 2, 2009. As a result the Board undertook a recruitment process to fill the vacancy, producing and distributing flyers announcing the upcoming vacancy and application process, and placed a paid ad in the *Berkeley Daily Planet*.

At a special meeting on November 5, 2009 the Board interviewed candidates for the upcoming trustee vacancy. Following discussion of the applicants the Board, by Resolution R09-103, recommended to City Council the appointment of Abigail Franklin as the preferred candidate for a four-year term effective January 2, 2010.

### Meetings
The Board set on December 9, 2009 the regular BOLT meeting time as the second Wednesday of the month, excepting the summer recess taken in August.

The Board held regular meetings on: July 8, 2009, September 9, 2009; October 14, 2009, December 9, 2009; January 13, 2010; February 10, 2010; March 10, 2010 (Closed Session for annual personnel evaluation of the Director of Library Services); April 14, 2010; May 12, 2010; and June 9, 2010.

The Board held seven Special Sessions on: July 17, 2009; July 21, 2009; July 22, 2009; October 20, 2009; November 5, 2009; February 6, 2010; and May 25, 2010.

### Activities and Significant Decisions

*Facilities*

The Central Library layout and service improvement project continued; with a budget set as not-to-exceed $205,150 and an anticipated completion date of Fall 2010.

*Services*
The Board set the 2010 Holiday Schedule for the library by Resolution R09-111 at the December 9, 2009 meeting.

The Board set a process in-place at its December 9, 2009 meeting to replace the current self-check vendor; the release of an RFP was approved by Resolution R09-119. Regular reports and updates on the investigation and selection process were made to the Board; on July 14, 2010 staff reported on the status of the circulation, self-check and materials security system selection process including plans to bring a recommendation for contract approval to the Board in Fall 2010.

*Fiscal*
The Board made a recommendation to Council to set the Library Services Tax rate for FY 2011 with a growth factor of 1.7168% based on the San Francisco Bay Consumer Price Index (CPI) for April 2010.

The Board adopted a revised Library budget for operational and program expenditures for FY 2011 of $14,831,586 and FY 2011 revenues of $14,389,669; and a revised budget for Measure FF Neighborhood Branch Libraries Improvement Project bond funds for FY 2011 revenues of $16,003,320 and FY 2011 expenditures of $10,396,948; the Board adopted a FY 2011 budget for all fiscal year programs revenues of $30,425,609 and expenditures of $25,230,140.

The Board approved by Resolution R09-89 to increase the Director's expenditure authority for service contracts to $100,000 from $50,000.


**Policy**
Approval of:
- Patron Behavior guidelines (Revised)
- Library Fee Schedule (Revised)
- Library Card Patron Types (Revised)
- Collection Development Policy
- Social Media Policy
- Eliminate Renewals on Magazines


Administrative Regulations adapted to the Library operating structure and adopted by the Board included:
AR 10.12:     Volunteers in the Library
AR 10.20:     Managing Unclaimed Property and Lost and Found items in the Library
AR 3.4:         Purchasing Policy and Purchasing Manual (Revised)


# III. Significant Branch Renovation Program Activities, Measure FF


Since Berkeley's voters approved Measure FF in November 2008, the Berkeley Public Library has embarked on its building program to enhance library services and to improve accessibility, code compliance, and seismic safety in all the neighborhood branches to serve the

neighborhood communities into the future. Information on the condition of each branch is available in the Branch Libraries Facilities Master Plan (berkeleypubliclibrary.org/about_the_library/branch_libraries_FMP.php) and was updated in the design process by the architects. Input from the community during the planning process, including the 16 total neighborhood community meetings (15 held in FY2010) and 14 total design presentations made to the Board of Library Trustees (12 made in FY2010), was a critical piece of the decision-making process. Current plans and project information, links to make a comment, and links to notices of past meetings are available at berkeleypubliclibrary.org/branchimprovements. Information on the design teams' presentations to the Board of Library Trustees is available at berkeleypubliclibrary.org/about_the_library/bolt/bolt.php. In keeping with Berkeley's commitment to a green future, the renovated branch libraries will reduce energy and water consumption, and achieve at least the recommended LEED Silver Certification. The Library plans to close two branches at a time. In early 2011 North and Claremont Branches will be closed for renovation. Continuation of library services have been planned during closures. While they are closed, patrons will be encouraged to use our other three locations, the other two branch libraries and our Central Library. A bookvan has been purchased and will make visits to neighborhoods near the closed branches to distribute holds and pick up returned materials. Storytimes for children will be offered in locations nearby the closed branches during the closed periods. While South Branch / Tool Lending Library is closed, there will be an alternative site for the Tool Lending Library.

As needed the Board has recommended to Council for approval contracts and contract amendments related to the implementation of the branch library bond measure.

Community planning meetings in the neighborhoods with accompanying promotion began in September 2009 and have continued thereafter.

The assigned project manager from Kitchell CEM provided informational presentations to the Board at regular meetings on September 9, 2009; January 13, 2010 and May 12, 2010. These presentations are scheduled periodically in addition to the monthly Director's report to the Board on the bond program.

CLAREMONT BRANCH
The design team of **Gould Evans / Baum Thornley** has been selected to work on the Claremont Branch Library project, which entails restoring the interior historical elements of the 1920's building and expanding the 1970's wing 350 sq. ft. by infilling at three corners (SW, NW, NE) of the addition and adding new construction for children's services at the junction between the two wings. The newly renovated and expanded Library will comply with all current codes including being seismically safe and fully ADA-accessible, to serve the Elmwood community into the future. Construction is anticipated to begin in the first quarter of 2011.

NORTH BRANCH
The design team of **Architectural Resources Group** in association with **Tom Eliot Fisch** has been selected to work on the North Branch Library project, which entails restoring the interior and exterior historical elements of the existing building and a new addition at the Josephine Street elevation. The restored and expanded North Branch Library will provide a warm and welcoming building with improved acoustics, accessibility, patron comfort, and it will present a *friendly face* to the neighborhood. Construction is anticipated to begin in the first quarter of 2011.

SOUTH BRANCH
**Field Paoli** is the design team selected to work on the South Branch / Tool Lending Library project.  The Board of Library Trustees has decided to replace the existing building of 5,400 sq. ft. with a new, larger 8,656 sq. ft. library that complies with all current codes including being seismically safe and fully ADA-accessible, to serve the South Berkeley community into the future. The new South Branch / Tool Lending Library will be a warm and welcoming building with improved lighting, ventilation, and thermal comfort. It will create a civic presence for pedestrians and passers-by, will be easier to use with a more spacious and organized layout and will be part of the revitalization of the South Berkeley neighborhood.  The much loved, unique Tool Lending Library will have a larger space with adequate storage for their large collection of tools, designated staff space for maintenance and repair of the collection, adequate counter and display space, and the two short-term parking spaces for pick-up and drop off will remain.


WEST BRANCH
The design team of **Harley Ellis Devereaux - GreenWorks Studio** is the firm selected to work on the West Branch project.  The current plans are to replace the existing building with a new 9,300 sq. ft. library. The current branch, constructed in 1923 and expanded in 1974 to 6,200 sq. ft., has served as a neighborhood meeting place and community library for the historic Oceanview and West Berkeley neighborhoods.  The West Branch Library currently serves an active and diverse community and houses the library's vital and successful **Berkeley Reads** adult literacy program. When completed, the Library will be a warm and welcoming place and reflect Berkeley's commitment to a green future by reducing energy and lighting consumption and will serve the community well into the future. As the first Net Zero Energy Library in the country it will contribute to the energy grid and be a proud gateway to Berkeley from the West.


Updates, including summaries on the status of each branch project, recent plans, and Board meeting minutes are available on the Library's website. Public comments are encouraged and welcomed: http://www.berkeleypubliclibrary.org/about_the_library/b-renovation.php

# BERKELEY PUBLIC LIBRARY

**TO:**        Board of Library Trustees

**FROM:**      Donna Corbeil, Director of Library Services

**SUBJECT:**   ADOPT A RESOLUTION TO APPLY FOR AND ACCEPT GRANT FUNDS FOR FY 2010/2011 FROM THE CALIFORNIA LIBRARY LITERACY SERVICES (CLLS) GRANT PROGRAM TO FUND BERKELEY READS.

## RECOMMENDATION

Adopt a resolution authorizing the Director of Library Services to apply for and accept, if awarded, FY2010/2011 CLLS grant funds to fund Berkeley READS.

## INTRODUCTION

California Library Literacy Services (CLLS) is a program of the California State Library.  Statewide, over 100 CLLS libraries serve nearly 20,000 adults annually in over 800 library branches and other outlets. The Berkeley Public Library through the Berkeley READS program has been a CLLS participant since 1987.  As a result of this program, adults for whom reading has been an obstacle to civic participation are voting for the first time, reading newspapers, securing jobs, and reading aloud to their children.

In FY2009/2010 CLLS support to the Berkeley Public Library totaled $47,507.

## FISCAL IMPACTS

This annual grant is provided in three parts: 1) a baseline amount of $20,000 in FY2009/2010 for CLLS approved 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 that in FY2009/2010 was $27,507, and is 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.

## BACKGROUND

The Berkeley READS program was seeded in 1987 with CLLS funding and has continued to receive this grant on a fiscal year schedule. In FY10, program staffing of 1.0 FTE Library Literacy Program Coordinator, 1.0 FTE Library Specialist I (Literacy Program Assistant) and a 0.50 PT Library Assistant was

funded through the Library Tax Fund with CLLS grant funds supporting an additional 1.32 FTE in contractual or project staff. Since fiscal year 2005/06 CLLS funding has been dedicated to adult and family literacy staffing positions that include a Family Literacy Coordinator; a Computer Lab Coordinator; a Drop-In/Outreach Tutor; a Small-Group Instructor; a Student Advocate/Learner-on-Staff; and a Tutor Trainer.

In FY2009/2010, CLLS receipts totaled $47,507 based on a baseline amount of $20,000 and a calculated portion based on prior fiscal year data of $27,507. This amount was a decrease of $5,329 from FY2008/2009 in the calculated portion of the CLLS award. CLLS data does not explain the reason for the year-over-year decrease of 16.2% in FY10 revenue; however the Berkeley Public Library's budgeted program funds transmitted to the program for ending fiscal years 2009 and 2010 was unchanged.

CURRENT SITUATION AND ITS EFFECTS

The CLLS grant if awarded for FY2010/2011 is projected to remain at approximately the level received in FY2009/2010. With CLLS support, the goals and program structure of Berkeley READS is expected to remain consistent with that of the prior fiscal year. Berkeley READS will continue to build upon its community and local government relationships, pursue active client recruitment strategies, expand services incrementally through service availability at a second location (Central Library), and offer instruction in a variety of modalities best suited to the individual client.

FUTURE ACTION

No future action is necessary.

Attachments
1. Resolution

# BERKELEY PUBLIC LIBRARY
# BOARD OF LIBRARY TRUSTEES

### RESOLUTION NO.: R10-074

**AUTHORIZING THE LIBRARY SERVICES DIRECTOR TO APPLY FOR AND ACCEPT
GRANT FUNDS FOR FY2010/2011 FROM THE CALIFORNIA LIBRARY LITERACY SERVICES (CLLS)
GRANT PROGRAM TO FUND BERKELEY READS.**

WHEREAS, the California Library Literacy Services (CLLS) Grant Program seeded the Berkeley READS adult and family literacy program in 1987; and

WHEREAS, the CLLS program has continued to fund the literacy program through an annual grant; and

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

WHEREAS, the CLLS program awarded the Berkeley Public Library a total of $47,507 for FY2009/2010; and

WHEREAS, the California State Library has announced submission of the FY2010/2011 CLLS grant application.

NOW, THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley hereby authorizes the Director of Library Services to apply for and accept, if awarded, FY2010/2011 grant funds extended by the California Library Literacy Services Grant Program.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on October 18, 2010 by the following vote:

AYES:
NOES:
ABSENT:
ABSTENTIONS:

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Susan Kupfer, Chairperson

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

# BERKELEY PUBLIC LIBRARY

**TO:**        Board of Library Trustees

**FROM:**      Dennis Dang, Library Services Administrative Manager

**SUBJECT:**   FY10 ANNUAL BUDGET UPDATE AND FY11 BUDGET AMENDMENT

## INTRODUCTION

Fiscal year 2010 **second** preliminary closing results by fund entities are:

| Fund | Revenue | Expenditures |
|------|---------|--------------|
| Library Tax (301) | $14,152,275 | $13,792,543 |
| Transaction Based Reimb (302) | $124,078 | $170,235 |
| Grants (304) | $53,382 | $68,420 |
| Public Library (305) | $37,961 | $5,790 |
| Gift (306) | $100,539 | $164,648 |
| Foundation Branch FF&E (307) | $50,000 | |
| Measure FF (308) | $13,641 | $1,457,981 |

## RECOMMENDATION

Adopt a resolution amending the FY 2011 Revised Budget for all fund entities based upon recommended re-appropriation of committed prior year funding and other adjustments totaling $406,377.

## FISCAL IMPACT

On May 25, 2010, the Board of Library Trustees approved the FY 2011 Revised Budget authorizing appropriations of $25,230,140 for all Library fund entities.  Since that time, in consideration of updated information encompassing ongoing projects and activities, as well as adjustments to the Library's fund entities as captured in the City's Fund$ system, an amended budget total of $25,634,911 is requested.  Approved changes to the FY 2011 Revised Budget would be effected as the first amendment to the FY 2011 Annual Appropriations Ordinance.

BACKGROUND

The Library has several revenue sources of support dedicated to its daily operation. By far, the largest revenue source is the library tax, a property tax special assessment based on building square footage and use code. Much less sizable in terms of dollar value, but nonetheless, of material importance to the Library are annual allocations received from the California State Library in the form of the Transaction-Based Reimbursement (TBR) program, the California Library Literacy Services (CLLS) program, and the Public Library Fund. In addition, the Library receives donations and gifts from the Friends of the Berkeley Public Library, the Berkeley Public Library Foundation, and private organizations, and individuals.

Excluding Gift (306) and Branch Renovation Program (307 and 308) funds, FY10 revenue at $14,367,696 grew 1.5% over FY09, with expenditures rising 0.7% to $14,036,988. The increase in revenue is almost entirely attributable to higher library tax receipts; while the higher expenditures are driven by labor costs in the Library Tax Fund with an offset from the FY09 pay-off of the Checkpoint self-check system.

1.   Library Tax Fund

For a second consecutive year on a net basis the Library Tax Fund ended the fiscal year with revenues exceeding expenditures, this surplus of $359,732 increased the fund's year-end balance to $1,461,883.

The Library Tax Fund is made up of revenue from the dedicated library tax, fines and fees charged to patrons, and miscellaneous revenue. The largest component of revenues in the fund is the library tax itself which is received periodically during the fiscal year – generally September, February, April and June – from the County Assessor's Office and is indexed to the higher of the increase in the California Personal Income Growth or the San Francisco Bay Area Consumer Price Index rates. In FY10, the library tax rate was pegged to the San Francisco Bay Area Consumer Price Index increase of 0.8015%, generating total receipts of $13,844,489 and an incremental gain of $192,728 over fiscal year 2009. Other fund revenues from fines, fees and miscellaneous revenue sources at $306,251 were essentially flat from the prior year.

Fiscal year expenditures reached $13,792,543 of which $23,788 was passed through by the City for allocational support costs. Year-over labor costs, up 3.6%, pushed the fund's ending expense up 1.0%. Contributing to the increase in labor costs in FY10, delivery and pickup services charged in prior years to the Transaction Based Reimbursement Fund 302 were consolidated into the Library Tax Fund with other operating labor costs; these expenditures were partially offset by savings derived from the prior year's payoff of the Checkpoint self-check system and a single year transfer of Innovative Interfaces Inc. database costs to the Transaction Based Reimbursement Fund (302).

2.   Gift Fund

The FY10 fund's balance declined year-over $65,093 to end at $809,971; it is now 17% below its fiscal year high of $977,239 attained at the close of fiscal year 2007.

Non-labor expenditures from the Gift Fund totaled $148,274. Major supported programs in FY10 included library programs encompassing learning, arts, culture, and literacy; the conclusion of the study for the Central Library Space Planning Project conducted by library consultants Page+Moris at $20,816; Children's library materials funded from the Alice Meyer Trust at $31,467; and the completion of the Children's website which was funded by

the Max Delaware Trust. Remaining funds in the Alice Meyer Trust at fiscal year-end totaled $255,554 and $17,171 in the Max Delaware Trust.

Labor expenses were primarily related to the Central Library Space Planning Project, Berkeley READS, as well as the General Services pilot program for book pickup funded by the Friends.

3.   Other Funds

TBR Fund (302) receipts, up $58,339 from the prior year, derive the bulk of its monies from the difference between the count of units loaned by BPL to other libraries' residents, such that the greater count of units loaned versus borrowed maximizes the payout received. For fiscal years 2009 and 2010, the programmed dollars were held constant by the CA State Library. However effected changes included an increase to the withhold rate on eligible payments to 80% in FY10 from 66% in FY09, and a 34.8% increase to the FY10 imbalance payout rate to $1.20 from $0.89 in FY09. Consequently, the per unit payout in FY10 was $0.24 versus $0.30 in the prior year. Additionally, other factors impacting the year-over variance include FY10 receipts comprising six payouts of which two were FY09 program payouts paid in FY10; FY09 payouts totaled four payments of which one was from the prior year. And the total units applied to BPL's 2010 fiscal year receipts was 64,160 as compared to 29,249 attributable to FY09, this represents a unit increase of 119%. The fund also benefited from $18,105 in miscellaneous revenue from public copier receipts.

Expenditures to the TBR Fund jumped 74.3% to $170,235 in FY10 from the prior year primarily due to the single-year transfer of $124,000 in Innovative Interfaces software maintenance costs from Fund 301, and the posting of public copier expenses to Fund 302. These were offset by the consolidation of labor costs to the Library Tax Fund.

The Grants Fund (304) in FY10 comprises monies received from the CLLS program to fund the Berkeley READS literacy program, and to a much lesser extent, program funds received through a one-time BALIS literacy grant and a Library Services and Technology Act (LSTA) grant for the project "Coming of Age in the Civil Rights Era". The fund experienced a year-over-year decline in receipts of $18,820 primarily due to the LSTA funded project having been front-funded in FY09 at $16,879 with the remainder of $1,875 delivered upon project completion in FY10. Additionally, there was a drop of $5,329 in CLLS funding for per capita and local matching. These decreases were partially offset by a $3,750 award by BALIS to fund a program promoting learning and appreciation of the arts through literacy. FY10 expenditures primarily supporting the literacy program at the Library were flat year-over-over at $68,420.

The California State Library pays the Berkeley Public Library an annual allocation from the Public Library Fund (305) based on a per capita calculation and share of population. The FY10 allocation was $37,961, a year-over-year increase of 4.5%. As the use of Public Library Fund monies is unrestricted, the Library set aside the bulk of these monies to offset the beginning fund balance deficit of $10,440.

4.   Measure FF Funds

The BPL Library Foundation FF&E Fund (307) did not have any activity in the fiscal year except for a receipt of $50,000.

In the Measure FF Fund (308), three projects advanced to the construction documents phase; the West Branch project ended the fiscal year in design development. The major fund expenditures to fiscal year-end relate to architectural design costs which totaled

$971,640 or 67% of total fund expenditures, and constituted 34% of contracted architectural design fees. The fee for project management was $185,596, representing 13% of year-end expenditures, and 17% of contracted cost. Permitting fees and EIR costs paid to the City of Berkeley totaled $112,704 or 8% of fiscal year spending.

## CURRENT SITUATION AND ITS EFFECTS

Throughout the year, the Library Board takes actions that amend the fiscal year's revised budget through the Annual Appropriations Ordinance. These may include, but are not limited to the acceptance of new grants, revisions to existing grants, and adjustments to adopted expenditure authority due to unanticipated needs.

The revised budget is also amended annually to reflect the re-appropriation of prior-year funds for contractual commitments (i.e. encumbrances) as well as unencumbered carryover of unexpended funds previously authorized for one-time, non-recurring purposes. These budget changes or modifications include re-appropriating FY10 spending authority to FY11 for coverage of commitments entered into in prior years. The amended FY 2011 Revised Budget will be sent to the City's budget office for inclusion in the consolidated first amendment of the Annual Appropriations Ordinance.

| Funds | FY11 Revised | Carryover | Adjustments | FY11 Projected |
|---|---|---|---|---|
| Library Tax (301) | $14,302,634 | $87,621 | $298,581 | $14,688,836 |
| TBR (302) | $76,000 | $2,324 | | $78,324 |
| Grants (304) | $53,705 | | $2,989 | $56,694 |
| PLF (305) | | | | |
| Gift (306) | $399,247 | $984 | $13,878 | $414,109 |
| Brnch FF&E (307) | $100,000 | | | $100,000 |
| Measure FF (308) | $10,296,948 | $2,101,940 | ($2,101,940) | $10,296,948 |

1. Library Tax Fund

    The Library Tax Fund revised budget increases $386,202 to $14,688,836 due to FY10 carryover and other adjustments that include the following items:

    Carryover $87,621

    - Big Chief Tree Service – Pruning     $5,305
    - Karen Coyle – Self Check Project     $5,650
    - Freitas Landscape – Yard Care     $3,796
    - Information Partners – Consulting Services  $967 (to reverse)
    - L.J. Kruse – Facility Maintenance     $4,923
    - Marina Mechanical – Facility Maintenance  $305
    - Northern Safety – CoB Corpyard Allocation  $62
    - Page+Moris – Consulting Services     $458 (to reverse)

- Ricoh – Public Copier Services      $1,299
- Swerve Co – Furniture      $384 (to reverse)
- Syserco – Building Systems      $3,586
- Lauren Wohl Design – Graphic Branding      $2,840
- ThyssenKrupp – Elevator Maintenance      $1,728
- Unique Management – Collection Services      $8,964
- Universal Building – Janitorial Services      $35,631
- Universal Protection – Security Services      $2,772
- 3M – Self Check System Maintenance      $8,951

     Adjustments $298,581

- CIP      $300,390
- Including items to reverse above      ($1,809)

2. Gift Fund

   The Gift Fund revised budget increases $14,862 to $414,109 due to FY10 carryover and other adjustments that include the following items:

   Carryover $984

   - Matthew T. O'Reilly – Upholstery      $984

   Adjustments $13,878

   - Berkeley READS      $2,812
   - Central Space Planning Mgmnt      $9,910
   - Friends of BPL for Mse FF      $405
   - West Branch Mural Recording      $750

   Adjustments appropriations for Berkeley READS are either gifts to the program given in FY11 or unspent funds from the prior year. The adjustment for the Central Library space planning project reflects unspent FY10 budgeted monies for project management. The West Branch mural recording project is an awarded project for which funding is projected this fiscal year.

3. Other Funds

   The TBR Fund revised budget increases $2,324 to $78,324 due to FY10 carryover.

   The Grants Fund revised budget increases $2,989 to $56,694 due to an adjustment that includes the following item:

   - Berkeley READS      $2,989

   An adjustment for Berkeley READS is requested due to remaining BALIS FY10 grant funds for promoting learning and appreciation of the arts through literacy.

4. Measure FF Funds

An adjustment of $2,101,940 to offset the increase to the revised budget caused by the FY10 encumbered contracted carryover amount is requested to reset the budget at the BOLT approved level.

<u>FUTURE ACTION</u>

The Library will report the amended revised budget to the City Manager's Office for inclusion in the amendment to the FY 2011 Annual Appropriations Ordinance.

Attachments:

A.  Resolution
1.  FY 2010 Expenditures by Fund: Preliminary Close II
2.  FY 2010 Vendor Expenditures
3.  Library Tax Fund: 5-Year Analysis
4.  Gift Fund: 5-Year Analysis
5.  Other Funds: 5-Year Analysis
6.  Measure FF Fund: 5-Year Analysis

# BERKELEY PUBLIC LIBRARY
# BOARD OF LIBRARY TRUSTEES

## RESOLUTION NO.: 10-075

## AMEND THE FISCAL YEAR 2011 REVISED BUDGET FOR A TOTAL FISCAL YEAR REVISED BUDGET OF $25,634,911

WHEREAS, the Board of Library Trustees approved the FY 2011 Revised Budget authorizing appropriations of $25,230,140 on May 25, 2010; and

WHEREAS, the FY 2011 Revised Budget must be amended to include funds for fiscal year 2010 committed carryover encumbrances and adjustments of $406,377; and

WHEREAS, the Board is committed to a balanced FY 2011 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 2011 Revised Budget is amended based upon recommended re-appropriation of committed fiscal year 2010 funding and other recommended adjustments authorized since May 25, 2010 and totaling $406,377.

BE IT FURTHER RESOLVED by the Board of Library Trustees of the City of Berkeley to adopt an amended FY 2011 Revised Budget of $25,634,911.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on October 18, 2010 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

_____
Susan Kupfer, Chairperson


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

BERKELEY PUBLIC LIBRARY : EXPENDITURES **JUNE** FY10 *** **PRELIMINARY 2** ***

| | 12 | 100.0% |

**Berkeley Public Library System (w/CoB)** — Actuals (**NO** Encumbrances) — **YTD JUN**

| Elmnt-Object | Description | Bdgt ORG FY10 | Bdgt REV FY10 | Lib Dscr 301 | DL / ILL 302 | Grants 304 | PLF 305 | Gift 306 | Mse FF 308 | Actual FY10 | % REV Spent |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 11-01 | Monthly Rated Employees | 7,145,245 | 7,165,073 | 6,858,287 | | 1,459 | | 1,299 | | 6,861,045 | 95.8% |
| 11-02 | Wage Continuation Payment | | | 84 | | | | | | 84 | |
| 11-03 | Hourly and Daily Rated Empl | 185,604 | 225,292 | 130,509 | | 54,863 | | 7,973 | 5,909 | 199,254 | 88.4% |
| 11-04 | Monthly Rated - Part Benefitted | 429,819 | 429,819 | 426,447 | | | | 78 | | 426,525 | 99.2% |
| 11-51 | Retro Pay No Pers & SRIP | | | 2,062 | | | | | | 2,062 | |
| 11-59 | Reg Retro Gross Adjust. | | | 4,899 | | | | | | 4,899 | |
| 11-60 | Excess Hours Pay | | 11,407 | 157,450 | | | | 3,512 | | 160,962 | 1411.1% |
| 12-12 | General Summer Youth | 21,400 | 21,400 | 20,933 | | | | | | 20,933 | 97.8% |
| 13-01 | O/T-Monthly Rated Employee | 6,420 | 6,420 | 1,621 | | | | | | 1,621 | 25.2% |
| 13-05 | Holiday Pay | 4,815 | 4,815 | 278 | | | | | | 278 | 5.8% |
| | **Personal Services-Salaries and Wages** | **7,793,303** | **7,864,226** | **7,602,570** | | **56,322** | | **12,862** | **5,909** | **7,677,663** | **97.6%** |
| 20-11 | Medical Insurance | 819,428 | 819,760 | 846,397 | | 64 | | 556 | | 847,017 | 103.3% |
| 20-12 | Dental Insurance | 143,193 | 143,291 | 137,542 | | 13 | | 100 | | 137,655 | 96.1% |
| 20-13 | Life Insurance | 8,167 | 8,178 | 7,677 | | 1 | | 8 | | 7,686 | 94.0% |
| 20-21 | Cash-in-Lieu | 128,728 | 129,642 | 106,882 | | | | 54 | | 106,936 | 82.5% |
| 20-31 | Pers/Misc Other | 1,874,658 | 1,878,136 | 1,837,579 | | 383 | | 1,199 | | 1,839,161 | 97.9% |
| 20-34 | PARS (3.75%) | 22,010 | 22,010 | 20,617 | | 2,057 | | 284 | | 22,958 | 104.3% |
| 20-36 | SRIP | 300,992 | 301,483 | 293,427 | | 80 | | 238 | | 293,745 | 97.4% |
| 20-40 | Medicare Tax | 96,709 | 96,918 | 101,766 | | 787 | | 181 | 86 | 102,820 | 106.1% |
| 20-63 | Retirement Med: Misc. Emp Medical Trusts | 193,368 | 193,580 | 188,096 | | 37 | | 116 | | 188,249 | 97.2% |
| 20-71 | Workers Comp: Workers Comp Charges | 195,883 | 196,196 | 206,049 | | 1,244 | | 559 | 131 | 207,983 | 106.0% |
| 20-82 | Allowances: Shoes Allowance | 1,200 | 1,200 | 1,336 | | | | | | 1,336 | 111.3% |
| 20-83 | Allowances: Tools Allowance | 1,000 | 1,000 | 1,100 | | | | | | 1,100 | 110.0% |
| 20-87 | Terminal Payouts-Misc.Emp | | | 1,074 | | | | | | 1,074 | |
| 20-90 | Other Employee Benefits | 299,591 | 300,133 | 290,361 | | 59 | | 184 | | 290,604 | 96.8% |
| 20-91 | Commuter Check | 18,960 | 18,994 | 23,250 | | 4 | | 33 | | 23,287 | 122.6% |
| 27-20 | Fringe Benefits (Budget) | 21,481 | 21,481 | | | | | | | | |
| | **Personal Services-Fringe Benefits** | **4,125,368** | **4,132,002** | **4,063,153** | | **4,729** | | **3,512** | **217** | **4,071,611** | **98.5%** |
| 20-99 | Salary Savings | (353,817) | (353,817) | | | | | | | | |
| | **Personal Services-Employee** | **11,564,854** | **11,642,411** | **11,665,723** | | **61,051** | | **16,374** | **6,126** | **11,749,274** | **100.9%** |
| 30-35 | Professional: Engnrng & Architecural Svcs | 2,652,958 | 2,908,976 | | | | | | 986,540 | 986,540 | 33.9% |
| 30-38 | Professional: Misc Prof Svcs | 608,401 | 1,740,964 | 198,076 | | 6,055 | | 62,732 | 338,402 | 605,265 | 34.8% |
| 30-39 | Hazardous Materials Handling | | 7,773 | 6,426 | | | | | | 6,426 | 82.7% |
| 30-42 | Maint Svcs: Office Equip Maint Svcs | 32,500 | 23,000 | 4,393 | | | | | | 4,393 | 19.1% |
| 30-43 | Maint Svcs: Bldg & Structures Maint Svcs | 135,000 | 126,655 | 90,610 | | | | | | 90,610 | 71.5% |
| 30-44 | Maint Svcs: Field Equip Maint | 65,950 | 64,183 | 12,989 | | | | | | 12,989 | 20.2% |
| 30-46 | Maint Svcs: Computer Maintenance | 10,200 | 10,600 | 8,083 | | | | | | 8,083 | 76.3% |
| 30-47 | Maint Svcs: Software Maintenance | 182,000 | 187,000 | 54,045 | 124,000 | | | | | 178,045 | 95.2% |
| 30-51 | Bank Credit Card Fees | | | 1,180 | | | | | | 1,180 | |
| | **Purchased Professional & Technical Svcs** | **3,687,009** | **5,069,151** | **375,802** | **124,000** | **6,055** | | **62,732** | **1,324,942** | **1,893,531** | **37.4%** |
| 35-20 | County/State/Fed Pymts. | 5,000 | 5,008 | 2,759 | | | | | | 2,759 | 55.1% |
| 35-52 | Taxes: User Use Fuel Tax | | | 4 | | | | | | 4 | |
| | **Grants & Governmental Payments** | **5,000** | **5,008** | **2,763** | | | | | | **2,763** | **55.2%** |
| 40-10 | Professional Dues and Fee | 23,850 | 27,379 | 22,589 | | | | | 1,800 | 24,389 | 89.1% |
| 40-20 | Insurance | 575 | 575 | | | | | | | | |
| 40-31 | Communications: Telephones | 114,100 | 114,300 | 64,285 | | | | | | 64,285 | 56.2% |
| 40-33 | Communications: Cellular | 17,450 | 17,500 | 7,782 | | | | | | 7,782 | 44.5% |
| 40-41 | Utilities: Water | 21,100 | 21,497 | 14,191 | | | | | 897 | 15,088 | 70.2% |
| 40-42 | Utilities: Gas/Electricity | 261,500 | 289,150 | 271,159 | | | | | 2,000 | 273,159 | 94.5% |
| 40-43 | Utilities: Refuse | 33,912 | 33,912 | 20,979 | | | | | | 20,979 | 61.9% |
| 40-50 | Printing and Binding | 33,850 | 29,221 | 7,773 | | | | 1,931 | | 9,704 | 33.2% |
| 40-61 | Travel: Commerical Travel | 2,000 | 2,000 | 1,372 | | | | 2,655 | | 4,027 | 201.4% |
| 40-62 | Travel: Meals & Lodging | 3,000 | 3,000 | 5,553 | | | | 3,176 | | 8,729 | 291.0% |
| 40-63 | Travel: Registration/Admin Fees | 14,500 | 16,368 | 9,015 | | | | 2,360 | | 11,375 | 69.5% |
| 40-64 | Travel: Transportation | 1,500 | 1,832 | 1,548 | | | | 44 | | 1,592 | 86.9% |
| 40-70 | Advertising | 6,544 | 18,744 | 5,087 | | | | | 9,237 | 14,324 | 76.4% |
| 40-80 | Books and Publications | | 32,645 | 27,459 | | | | | | 27,459 | 84.1% |
| 40-90 | Other | 51,048 | 296,525 | | | | | | | | |
| | **Other Purchased Services** | **584,929** | **904,648** | **458,792** | | | | **10,166** | **13,934** | **482,892** | **53.4%** |
| 50-10 | Rental of Land/Buildings | 500 | 600 | 40 | | | | | 275 | 315 | 52.5% |
| 50-20 | Rental of Equip/Vehicles | 42,500 | 43,857 | | 17,676 | | 5,790 | | | 23,466 | 53.5% |
| 50-30 | Rental of Office Equipment & Furniture | 23,500 | 29,300 | 14,339 | | | | | | 14,339 | 48.9% |
| 50-40 | Rental of Software & Licenses | | 54 | 54 | | | | | | 54 | 100.0% |
| | **Rentals / Leases** | **66,500** | **73,811** | **14,433** | **17,676** | | **5,790** | | **275** | **38,174** | **51.7%** |
| 51-10 | Postage | 32,500 | 32,635 | 19,620 | | | | | | 19,620 | 60.1% |
| 51-20 | Messenger/Deliver | 18,000 | 25,177 | | 25,171 | | | | | 25,171 | 100.0% |
| | **Mail Services** | **50,500** | **57,812** | **19,620** | **25,171** | | | | | **44,791** | **77.5%** |

BERKELEY PUBLIC LIBRARY : EXPENDITURES **JUNE** FY10 *** **PRELIMINARY 2** ***  **12**  **100.0%**

**Berkeley Public Library System (w/CoB)**  Actuals (**NO** Encumbrances)  **YTD JUN**

| Elmnt-Object | Description | Bdgt ORG FY10 | Bdgt REV FY10 | Lib Dscr 301 | DL / ILL 302 | Grants 304 | PLF 305 | Gift 306 | Mse FF 308 | Actual FY10 | % REV Spent |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 55-11 | Office Supplies | 30,000 | 31,904 | 24,029 | | | | | | 24,029 | 75.3% |
| 55-20 | Field Supplies | 230,421 | 187,458 | 116,532 | 3,388 | | | 10,237 | | 130,157 | 69.4% |
| 55-34 | Equip & Veh Supp: Spare Replacement Parts | 4,425 | 4,425 | 2,910 | | | | | | 2,910 | 65.8% |
| 55-50 | Food | 6,000 | 12,792 | 1,648 | | 1,144 | | 3,854 | | 6,646 | 52.0% |
| 55-60 | Library Materials | 816,121 | 949,065 | 823,068 | | | | 59,146 | | 882,214 | 93.0% |
| 55-70 | Misc. | | 1,124 | 314 | | | | | | 314 | 27.9% |
| | **Supplies** | **1,086,967** | **1,186,768** | **968,501** | **3,388** | **1,144** | | **73,237** | | **1,046,270** | **88.2%** |
| 60-20 | Outside Janitorial Svcs | 175,000 | 208,205 | 167,428 | | | | | | 167,428 | 80.4% |
| | **Purchased Property Services** | **175,000** | **208,205** | **167,428** | | | | | | **167,428** | **80.4%** |
| 65-70 | Building | 6,835,435 | 5,515,437 | 12,907 | | | | | 112,704 | 125,611 | 2.3% |
| 65-80 | Other Infrastructure | 103,788 | | | | | | | | | |
| | **Infrastructure** | **6,939,223** | **5,515,437** | **12,907** | | | | | **112,704** | **125,611** | **2.3%** |
| 70-41 | Machinery and Equipment | 12,450 | 12,082 | | | | | | | | |
| 70-42 | Vehicles | | 120,000 | | | | | | | | |
| 70-43 | Furniture and Fixtures | 6,000 | 13,856 | 13,082 | | | | | | 13,082 | 94.4% |
| 70-44 | Computers & Printers | 45,000 | 30,627 | 28,989 | | | | | | 28,989 | 94.7% |
| 70-47 | Computer Softwares & Lic | 20,000 | 5,295 | 2,024 | | | | 895 | | 2,919 | 55.1% |
| | **Property** | **83,450** | **181,860** | **44,095** | | | | **895** | | **44,990** | **24.7%** |
| 71-10 | Small Equipment | 32,000 | 22,283 | 9,620 | | | | 1,244 | | 10,864 | 48.8% |
| 71-43 | Mach & Equip: Furniture And Fixtures | 17,500 | 24,843 | 17,973 | | | | | | 17,973 | 72.3% |
| 71-44 | Mach & Equip: Computers And Printers | 5,000 | 22,641 | 13,823 | | | | | | 13,823 | 61.1% |
| 71-47 | Mach & Equip: Software & Licenses | 7,000 | 18,001 | 12,116 | 170 | | | | | 12,286 | 68.3% |
| | **Property Under Cap Limit** | **61,500** | **87,768** | **53,532** | **170** | | | **1,244** | | **54,946** | **62.6%** |
| 75-30 | Central Duplicating | | 50 | 6 | | | | | | 6 | 12.0% |
| 75-35 | Mail Services | 1,620 | 1,620 | 1,620 | | | | | | 1,620 | 100.0% |
| 75-50 | City Vehicles/Fuel & Main | 4,000 | 4,000 | 6,321 | | | | | | 6,321 | 158.0% |
| 75-60 | City Parking Permits | 480 | 1,000 | 1,000 | | | | | | 1,000 | 100.0% |
| 75-90 | Internal City Training | 500 | 500 | | | | | | | | |
| | **Internal Services** | **6,600** | **7,170** | **8,947** | | | | | | **8,947** | **124.8%** |
| 82-30 | Debt Svc - Issuance Costs | | 2,400 | | | | | | | | |
| | **Debt Service** | | **2,400** | | | | | | | | |
| 99-01 | Appropriations Ord #1 | | 530,945 | | | | | | | | |
| 99-02 | Appropriations Ord #2 | | (15,700) | | | | | | | | |
| 99-11 | Appropriations Ord #1 Offset Acct | | (530,945) | | | | | | | | |
| 99-12 | Appropriations Ord #2 Offset Acct | | 15,700 | | | | | | | | |
| | **Other Expenses** | **12,746,678** | **13,300,038** | **2,126,820** | **170,235** | **7,369** | **5,790** | **148,274** | **1,451,855** | **3,910,343** | **29.4%** |
| | **Berkeley Public Library System (w/CoB)** | **24,311,532** | **24,942,449** | **13,792,543** | **170,235** | **68,420** | **5,790** | **164,648** | **1,457,981** | **15,659,617** | **62.8%** |

BERKELEY PUBLIC LIBRARY

13-Oct-10

FY10 - VENDOR EXPENDITURES @ 12JUL10 (FUNDS 301 : 302 : 304 : 305 : 306)

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| Type | Description | Vendor Name | Amount |
|------|-------------|-------------|--------|
| Pro. & Tech. Services | Maintenance Services | INNOVATIVE INTERFACES INC | 124,896 |
| | Professional Services | UNIVERSAL PROTECTION SERVI | 77,227 |
| | Maintenance Services | 3M COMPANY | 48,049 |
| | Professional Services | SECURITAS SECURITY SERVICE | 43,500 |
| | Professional Services | Other * | 39,332 |
| | Maintenance Services | MARINA MECHANICAL | 24,072 |
| | Professional Services | FREITAS LANDSCAPE & MAINTE | 22,776 |
| | Professional Services | PAGE & MORRIS | 21,858 |
| | Maintenance Services | THYSSENKRUPP ELEVATOR | 20,882 |
| | Maintenance Services | L.J. KRUSE CO. | 11,799 |
| | Professional Services | BAY ALARM COMPANY | 10,355 |
| | Maintenance Services | Other * | 10,044 |
| | Professional Services | COYLE, KAREN | 9,350 |
| | Professional Services | LAUREN WOHL DESIGN | 9,159 |
| | Professional Services | UNIQUE MANAGEMENT SERVICES | 8,440 |
| | Maintenance Services | HONEYWELL INC. | 6,158 |
| | Maintenance Services | DELL MARKETING LP | 5,091 |
| | Professional Services | ALAMEDA COUNTY SMALL BUSIN | 5,000 |
| | Professional Services | LIFE ON THE WATER, INC. | 5,000 |
| | Maintenance Services | THE ACTIVE NETWORK INC | 5,000 |
| | Professional Services | FUSIONBOX, INC | 4,950 |
| | Maintenance Services | BIG CHIEF TREE SERVICE | 4,720 |
| | Professional Services | AMS.NET,INC | 4,230 |
| | Maintenance Services | U.S. ALARM | 3,880 |
| | Maintenance Services | SYSERCO, INC. | 3,586 |
| | Maintenance Services | SHARP ELECTRONICS CORPORAT | 3,501 |
| | Professional Services | IRON MOUNTAIN RECORDS | 3,215 |
| | Professional Services | CLEAN HARBORS ENVIRONMENTA | 3,213 |
| | Maintenance Services | DELL MARKETING LP | 3,156 |
| | Maintenance Services | AMS.NET,INC | 3,105 |
| | Maintenance Services | AGNITSCH ELECTRIC COMPANY | 3,039 |
| | Maintenance Services | BENDER FIRE PROTECTION | 2,756 |
| | Professional Services | ACCUTITE ENVIROMENTAL ENGI | 2,707 |
| | Maintenance Services | VALLEY POWER SYSTEMS NORT | 2,627 |
| | Maintenance Services | ORKIN EXTERMINATING | 2,561 |
| | Maintenance Services | RICOH | 2,498 |
| | Maintenance Services | NLE | 2,496 |
| Professional & Technical Services | | Subtotal | 564,225 |
| Other Purchased Srvcs | Gas/Electricity | PACIFIC GAS & ELECTRIC | 271,159 |
| | Telephones | AT&T | 47,419 |
| | Books & Subscriptions | OCLC ONLINE COMPUTER LIB C | 27,415 |
| | Professional Dues & Fees | PACIFIC LIBRARY PARTNERSHIP | 17,534 |
| | Telephones | AT&T INTERNET SERVICES | 16,631 |
| | Water | EBMUD | 14,191 |
| | Travel | Other * | 12,622 |
| | Registration /Admin Fees | Other * | 6,341 |
| | Telephones | NEXTEL COMMUNICATIONS--AIR | 6,337 |
| | Printing & Binding | WELLS FARGO BANK,N.A. | 4,920 |
| | Advertising | WELLS FARGO BANK,N.A. | 3,829 |
| | Printing & Binding | COPY CENTRAL - SHATTUCK | 3,015 |
| | Registration / Admin Fees | PENINSULA LIBRARY SYSTEM | 2,775 |

Other * : An aggregation of low value expenditures by "Vendor Name" based on "Description" type.

BERKELEY PUBLIC LIBRARY　　　　　　　　　　　　　　　　　　　　　13-Oct-10

FY10 - VENDOR EXPENDITURES @ 12JUL10 (FUNDS 301 : 302 : 304 : 305 : 306)

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| Type | Description | Vendor Name | Amount |
|---|---|---|---|
| | Professional Dues & Fees | CALIFORNIA LIBRARY ASSOCIA | 2,400 |
| | Registration / Admin Fees | WELLS FARGO BANK,N.A. | 2,259 |
| | Professional Dues & Fees | BOOK LIST ON LINE | 2,005 |
| | Travel | WELLS FARGO BANK,N.A. | 1,726 |
| | Printing & Binding | ROGER DUNN PRINTING INC. | 1,676 |
| | Telephones | AT&T MOBILITY | 1,444 |
| | Advertising | Other * | 1,259 |
| | Professional Dues & Fees | Other * | 650 |
| | Telephones | Other * | 235 |
| | Printing & Binding | Other * | 94 |
| | Books & Subscriptions | Other * | 44 |
| Other Purchased Services | | Subtotal | 447,978 |
| Rentals / Leases | Rental Office Equipment / Furniture | RICOH | 23,466 |
| | Rental Office Equipment / Furniture | PITNEY BOWES | 11,822 |
| | Rental Office Equipment / Furniture | US BANCORP | 1,781 |
| | Rental Office Equipment / Furniture | SHARP ELECTRONICS CORPORAT | 736 |
| | Rental Software & Licenses | BUSINESS & LEGAL RPTS, INC | 54 |
| Rentals / Leases | | Subtotal | 37,859 |
| Mail & Delivery Services | Delivery | TRICOR AMERICA INC. | 25,171 |
| | Mail | PITNEY BOWES | 19,373 |
| | Mail | FEDEX | 233 |
| Mail & Delivery Services | | Subtotal | 44,778 |
| Supplies | Library Materials | BAKER & TAYLOR, INC. | 218,681 |
| | Library Materials | BWI/BOOK WHOLESALERS, INC. | 119,546 |
| | Library Materials | MIDWEST TAPE | 113,565 |
| | Library Materials | EBSCO SUBSCRIPTION SERVICE | 66,445 |
| | Library Materials | STATE BOARD OF EQUALIZATIO | 56,160 |
| | Library Materials | Other * | 34,181 |
| | Field Supplies | UNIVERSAL BUILDING SERVICE | 26,376 |
| | Field Supplies | CALIFA GROUP | 25,082 |
| | Library Materials | GALE GROUP | 23,477 |
| | Library Materials | MIDWEST LIBRARY SVC, INC | 22,369 |
| | Office Supplies | OFFICE DEPOT BUSINESS SERV | 21,849 |
| | Library Materials | CALIFA GROUP | 20,493 |
| | Library Materials | INFO USAMARKETING,INC. | 14,385 |
| | Library Materials | BOWKER | 14,320 |
| | Library Materials | LEARNING EXPRESS, LLC | 14,314 |
| | Field Supplies | Other * | 14,073 |
| | Library Materials | PACIFIC LIBRARY PARTNERSHI | 13,233 |
| | Field Supplies | OFFICE DEPOT BUSINESS SERV | 12,684 |
| | Library Materials | OXFORD UNIV PRESS INC | 12,546 |
| | Library Materials | AMAZON.COM | 10,092 |
| | Library Materials | RANDOM HOUSE INC. | 9,360 |
| | Library Materials | RECORDED BOOKS, LLC. | 9,068 |
| | Field Supplies | DEMCO | 8,110 |
| | Field Supplies | MCMASTER-CARR SUPPLY | 7,156 |
| | Field Supplies | SSI CUSTOM DATA CARDS | 7,033 |
| | Library Materials | NEWSBANK, INC. | 6,900 |
| | Library Materials | EASTWIND BOOKS & ARTS, INC | 6,367 |
| | Food | Other * (301 = $1,412; 304 = $1,144; 306 = $3,150) | 5,706 |
| | Library Materials | H W WILSON CO., THE | 5,519 |

Other * : An aggregation of low value expenditures by "Vendor Name" based on "Description" type.

BERKELEY PUBLIC LIBRARY · 13-Oct-10

FY10 - VENDOR EXPENDITURES @ 12JUL10 (FUNDS 301 : 302 : 304 : 305 : 306)

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| Type | Description | Vendor Name | Amount |
|---|---|---|---|
| | Library Materials | HERITAGE MICROFILM | 4,978 |
| | Library Materials | MUSIC LIBRARY SERVICE COMP | 4,847 |
| | Library Materials | NOLO | 4,390 |
| | Library Materials | UNIQUE BOOKS, INC | 4,297 |
| | Library Materials | ENCYCLOPAEDIA BRITANNICA, | 4,278 |
| | Library Materials | UNITED STATES STAMP CO | 3,821 |
| | Library Materials | BILINGUAL PUBLICATIONS CO | 3,788 |
| | Library Materials | BBC AUDIOBOOKS AMERICA | 3,759 |
| | Library Materials | ORCHARD SUPPLY HARDWARE | 3,239 |
| | Library Materials | BOOKLETTERS | 3,150 |
| | Library Materials | VALLEY LIBRARY BINDERY | 3,085 |
| | Library Materials | SAN FRANCISCO CHRONICLE | 3,061 |
| | Library Materials | SINO-AMERICAN BOOKS & ARTS | 2,788 |
| | Library Materials | LEXIS NEXIS MATTHEW BENDER | 2,689 |
| | Field Supplies | BRODART CO | 2,631 |
| | Library Materials | NEW YORK TIMES, THE | 2,620 |
| | Library Materials | WALL STREET JOURNAL, THE | 2,565 |
| | Field Supplies | SIMPLEXGRINNELL-GRINNEL FI | 2,500 |
| | Field Supplies | GAYLORD BROS INC. | 2,492 |
| | Field Supplies | STATE BOARD OF EQUALIZATIO | 2,403 |
| | Library Materials | MOVIE LICENSING USA | 2,400 |
| | Library Materials | ASHBY LUMBER | 2,357 |
| | Library Materials | PEGASUS BOOKS | 2,324 |
| | Library Materials | ADARO ENGINE & EQUIPMENT I | 2,239 |
| | Library Materials | WHITE CAP INDUSTRIES | 2,203 |
| | Library Materials | INFORMATION TODAY, INC. | 2,170 |
| | Office Supplies | Other * | 2,099 |
| | Library Materials | BERNAN PRESS | 2,002 |
| | Field Supplies | ORCHARD SUPPLY HARDWARE | 1,979 |
| | Field Supplies | GRAINGER, INC. | 1,844 |
| | Library Materials | BLACKSTONE AUDIOBOOKS | 1,819 |
| | Library Materials | MORAN SUPPLY | 1,816 |
| | Library Materials | VALUE LINE PUBLISHING INC | 1,796 |
| | Field Supplies | TRUITT & WHITE LUMBER | 1,774 |
| | Field Supplies | ITC SYSTEMS USA INC | 1,748 |
| | Library Materials | WORLD BOOK, INC. | 1,738 |
| | Library Materials | WORLDWIDE BOOKS | 1,708 |
| | Library Materials | LONELY PLANET | 1,704 |
| | Field Supplies | DATA2 | 1,629 |
| | Library Materials | WEST GROUP PAYMENT CENTER | 1,624 |
| | Field Supplies | CEC PRINT SOLUTIONS INC | 1,605 |
| | Library Materials | STANDARD & POOR'S | 1,542 |
| | Field Supplies | WILCO SUPPLY | 1,526 |
| | Library Materials | TAYLOR & FRANCIS GROUP | 1,442 |
| | Library Materials | COLUMBIA UNIVERSITY PRESS | 1,385 |
| | Field Supplies | ASHBY LUMBER | 1,365 |
| | Field Supplies | UPSTART | 1,347 |
| | Library Materials | BACON'S INFORMATION INC. | 1,270 |
| | Equipment & Vehicle Supplies | FULLER PHOENIX ARCH PRODUC | 1,255 |
| | Library Materials | DEAR READER.COM | 1,200 |
| | Field Supplies | HOLLINGER METAL EDGE, INC | 1,163 |

Other * : An aggregation of low value expenditures by "Vendor Name" based on "Description" type.

BERKELEY PUBLIC LIBRARY

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FY10 - VENDOR EXPENDITURES @ 12JUL10 (FUNDS 301 : 302 : 304 : 305 : 306)

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| Type | Description | Vendor Name | Amount |
|---|---|---|---|
| | Library Materials | WORLD JOURNAL | 1,162 |
| | Field Supplies | H.SLATER WEST INC | 1,151 |
| | Library Materials | SCHOLASTIC INC. | 1,116 |
| | Library Materials | EASTERN SUPPLIES | 1,113 |
| | Field Supplies | BERKELEY ACE HARDWARE | 1,103 |
| | Library Materials | ALEXANDER STREET PRESS | 1,077 |
| | Library Materials | GRAINGER INDUSTRIAL SUPPLY | 1,060 |
| | Library Materials | KINOKUNIYA BOOK STORES | 1,051 |
| | Food | ANDRONICOS PARK & SHOP/SH | 1,040 |
| | Library Materials | COMIC RELIEF | 1,023 |
| | Field Supplies | SYSERCO, INC. | 1,000 |
| | Miscellaneous | Other * | 314 |
| | Equipment & Vehicle Supplies | Other * | 81 |
| Supplies | | Subtotal | 1,052,832 |
| Purchased Property Srvcs | Janitorial Services | UNIVERSAL BUILDING SERVICE | 167,428 |
| | Buildings | NEWMAT NORCAL, INC | 7,983 |
| | Buildings | TROYER'S DOOR CONTROL | 2,843 |
| | Buildings | SYSERCO, INC. | 1,713 |
| Purchased Property Services | | Subtotal | 179,967 |
| Property | Computers & Printers | DELL MARKETING LP | 24,016 |
| | Furniture & Fixtures <$1,000 | INTERIOR MOTIONS | 13,287 |
| | Computers & Printers <$1,000 | MTM TECHNOLOGIES | 10,661 |
| | Furniture & Fixtures | SWERVE CO OF CALIFORNIA | 8,651 |
| | Software <$1,000 | CDW GOVERNMENT, INC | 6,851 |
| | Small Equipment <$1,000 | CDW GOVERNMENT, INC | 4,977 |
| | Furniture & Fixtures | PIVOT INTERIORS | 4,431 |
| | Small Equipment <$1,000 | Other * | 4,313 |
| | Software <$1,000 | TODAY'S BUSINESS SOLUTIONS | 3,725 |
| | Computers & Printers | CDW GOVERNMENT, INC | 2,655 |
| | Computers & Printers <$1,000 | CDW GOVERNMENT, INC | 2,646 |
| | Computers & Printers | STATE BOARD OF EQUALIZATIO | 2,318 |
| | Furniture & Fixtures <$1,000 | MCMASTER-CARR SUPPLY | 1,948 |
| | Software <$1,000 | Other * | 1,710 |
| | Software | CITRIX SYSTEMS, INC. | 1,575 |
| | Small Equipment <$1,000 | DELL MARKETING LP | 1,574 |
| | Furniture & Fixtures <$1,000 | Other * | 1,517 |
| | Software | Other * | 1,344 |
| | Furniture & Fixtures <$1,000 | DEMCO | 1,221 |
| | Computers & Printers <$1,000 | Other * | 516 |
| Property | | Subtotal | 99,935 |
| Y10 - VENDOR EXPENDITURE | Funds 301 : 302 : 304 : 305 : 306 | | 2,427,575 |

Other * : An aggregation of low value expenditures by "Vendor Name" based on "Description" type.

10/4/2010

# BERKELEY PUBLIC LIBRARY
## LIBRARY TAX FUND (301): 5-YEAR FUND ANALYSIS

| | FY 2009 FINAL | FY 2010 PRELIM 2 | FY 2011 ADOPTED | FY 2011 REVISED | FY 2011 PROJECTED | FY 2012 PROJECTED | FY 2013 PROJECTED |
|---|---|---|---|---|---|---|---|
| **Beginning Fund Balance** | $ 807,072 | $ 1,102,151 | $ 1,461,883 | $ 1,461,883 | $ 1,461,883 | $ 988,336 | $ 502,841 |
| **Revenues** | | | | | | | |
| Library Services Tax | $ 13,651,761 | $ 13,844,489 | $ 13,904,789 | 13,904,789 | $ 13,904,789 | $ 14,182,885 | $ 14,466,542 |
| Fines/Fees | 275,241 | 293,254 | 252,000 | 252,000 | 300,000 | 300,000 | 300,000 |
| Donations/Private Contributions | 181 | | | | | | |
| Misc. Revenue / Interest / Refunds | 29,844 | 14,532 | 10,500 | 10,500 | 10,500 | 2,000 | 2,000 |
| **TOTAL REVENUE:** | $ 13,957,027 | $ 14,152,275 | $ 14,167,289 | $ 14,167,289 | $ 14,215,289 | $ 14,484,885 | $ 14,768,542 |
| **Expenditures** | | | | | | | |
| **Operations** | | | | | | | |
| Salaries, Wages, Benefits | $ 11,241,902 | $ 11,645,544 | $ 11,649,948 | $ 11,649,948 | $ 11,649,948 | $ 12,203,437 | $ 12,434,546 |
| less: Labor Vacancy Savings | | | 116,499 | 116,499 | 116,499 | 122,034 | 124,345 |
| Personnel | $ 11,241,902 | $ 11,645,544 | $ 11,533,449 | $ 11,533,449 | $ 11,533,449 | $ 12,081,403 | $ 12,310,201 |
| Non-Personnel | 1,409,625 | 1,256,591 | 1,716,406 | 1,803,966 | 1,802,157 | 1,801,500 | 1,851,500 |
| Library Materials (incl Tool Lndng) | 819,881 | 823,068 | 900,000 | 900,000 | 900,000 | 900,000 | 950,000 |
| RFID Loan Repayment | 111,392 | | | | | | |
| Computer & Software Purchase | 49,177 | 31,013 | 55,000 | 55,000 | 55,000 | 65,000 | 65,000 |
| CIP | 17,214 | 12,539 | 75,000 | 75,000 | 375,390 | 98,946 | 35,358 |
| **Subtotal:** | $ 13,649,191 | $ 13,768,755 | $ 14,279,855 | 14,367,415 | $ 14,665,995 | $ 14,946,849 | $ 15,212,059 |
| **Charges From Other Depts** | | | | | | | |
| Finance - Billing (3601) | $ 7,409 | $ 12,685 | $ 11,267 | $ 11,267 | $ 11,267 | $ 11,607 | $ 11,955 |
| Facilities - Admn (5401) +Txcs (5403) | 5,348 | 11,103 | 11,512 | 11,574 | 11,574 | 11,924 | 12,281 |
| Interfund Transfers | | | | | | | |
| **Subtotal:** | $ 12,757 | $ 23,788 | $ 22,779 | $ 22,841 | $ 22,841 | $ 23,531 | $ 24,237 |
| **TOTAL EXPENDITURES:** | $ 13,661,948 | $ 13,792,543 | $ 14,302,634 | 14,390,256 | $ 14,688,836 | $ 14,970,379 | $ 15,236,296 |
| **Projected Surplus/(Shortfall) {Rev - Exp}** | $ 295,079 | $ 359,732 | $ (135,345) | $ (222,967) | $ (473,547) | $ (485,495) | $ (467,753) |
| **GROSS FUND BALANCE {Bal + Rev - Exp}** | $ 1,102,151 | $ 1,461,883 | $ 1,326,538 | $ 1,238,916 | $ 988,336 | $ 502,841 | $ 35,088 |

# BERKELEY PUBLIC LIBRARY
## GIFTS FUND (306): 5-YEAR FUND ANALYSIS

| | FY 2009 FINAL | FY 2010 PRELIM 2 | FY 2011 ADOPTED | FY 2011 REVISED | FY 2011 PROJECTED | FY 2012 PROJECTED | FY 2013 PROJECTED |
|---|---|---|---|---|---|---|---|
| **Beginning Fund Balance** | $ 972,060 | $ 875,064 | $ 880,014 | $ 809,971 | $ 809,971 | $ 471,763 | $ 466,763 |
| **Revenues** | | | | | | | |
| Friends of BPL | $ 48,298 | $ 92,151 | $ 92,122 | $ 75,000 | $ 75,000 | | |
| BPL Foundation | | | | | | | |
| Donations/Private | | 7,028 | | | 900 | | |
| Interest/Misc. Revenues | 33,407 | 1,360 | | | | 20,000 | 20,000 |
| **TOTAL REVENUE:** | $ 81,705 | $ 100,539 | $ 92,122 | $ 75,000 | $ 75,900 | $ 20,000 | $ 20,000 |
| **Expenditures** | | | | | | | |
| **Operations** | | | | | | | |
| Personnel | $ 4,676 | $ 16,374 | | $ 25,297 | $ 37,419 | | |
| Non-Personnel | 16,673 | 25,501 | | 212,915 | 213,920 | 5,000 | 5,000 |
| Professional Services | 65,727 | 63,716 | | 95,119 | 95,869 | 20,000 | 20,000 |
| Library Materials | 91,625 | 59,146 | | 66,900 | 66,900 | | |
| Computer Hardware/Software | | 895 | | | | | |
| CIP | | | | | | | |
| **Subtotal:** | $ 178,701 | $ 165,632 | $ - | $ 400,231 | $ 414,108 | $ 25,000 | $ 25,000 |
| **TOTAL EXPENDITURES:** | $ 178,701 | $ 165,632 | $ - | $ 400,231 | $ 414,108 | $ 25,000 | $ 25,000 |
| **Projected Surplus / (Deficit) (Rev - Exp)** | $ (96,996) | $ (65,093) | $ 92,122 | $ (325,231) | $ (338,208) | $ (5,000) | $ (5,000) |
| **GROSS FUND BALANCE (Bal + Rev - Exp)** | $ 875,064 | $ 809,971 | $ 972,136 | $ 484,740 | $ 471,763 | $ 466,763 | $ 461,763 |

**Notes:**

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# BERKELEY PUBLIC LIBRARY
## OTHER FUNDS (302, 304, 305): 5-YEAR FUND ANALYSIS

| | FY 2009 FINAL | FY 2010 PRELIM 2 | FY 2011 ADOPTED | FY 2011 REVISED | FY 2011 PROJECTED | FY 2012 PROJECTED | FY 2013 PROJECTED |
|---|---|---|---|---|---|---|---|
| **Beginning Fund Balance** | $ 262,513 | $ 176,758 | $ 130,258 | $ 147,734 | $ 147,734 | $ 192,717 | $ 199,890 |
| Direct Loan Fund (302) | 220,789 | 188,853 | | | | | |
| Grants Fund (304) | (5,262) | (1,655) | | | | | |
| Public Library Fund (305) | 46,987 | (10,440) | | | | | |
| **Revenues** | | | | | | | |
| Direct Loan Fund | $ 65,739 | $ 105,973 | $ 80,000 | $ 70,000 | $ 70,000 | $ 75,000 | $ 75,000 |
| Literacy Services* & LSTA | 72,202 | 49,632 | 80,000 | 50,000 | 50,000 | 55,000 | 60,000 |
| Miscellaneous Grant Revenue | | 3,750 | | | | | |
| Public Library Fund (SB 358) | 36,329 | 37,961 | 40,000 | 40,000 | 40,000 | 50,000 | 50,000 |
| Other | 20,918 | 18,105 | 20,000 | 20,000 | 20,000 | | |
| **TOTAL REVENUE:** | $ 195,188 | $ 215,421 | $ 220,000 | $ 180,000 | $ 180,000 | $ 180,000 | $ 185,000 |
| **Expenditures** | | | | | | | |
| **Operations** | | | | | | | |
| Personnel | $ 138,630 | $ 61,051 | $ 50,000 | $ 53,705 | $ 56,074 | $ 55,327 | $ 56,987 |
| Non-Personnel | 112,407 | 183,394 | 236,000 | 78,324 | 78,943 | 117,500 | 117,500 |
| Library Materials | 29,906 | | | | | | |
| **TOTAL EXPENDITURES:** | $ 280,943 | $ 244,445 | $ 286,000 | $ 132,029 | $ 135,017 | $ 172,827 | $ 174,487 |
| **Projected Surplus/Shortfall (Rev - Exp)** | $ (85,755) | $ (29,024) | $ (66,000) | $ 47,971 | $ 44,983 | $ 7,173 | $ 10,513 |
| **GROSS FUND BALANCE (Bal + Rev - Exp)** | $ 176,758 | $ 147,734 | $ 64,258 | $ 195,705 | $ 192,717 | $ 199,890 | $ 210,403 |

10/4/2010

# BERKELEY PUBLIC LIBRARY
## MEASURE FF FUND (308): 5-YEAR FUND ANALYSIS

| | FY 2009 FINAL | FY 2010 PRELIM 2 | FY 2011 ADOPTED | FY 2011 REVISED | FY 2011 PROJECTED | FY 2012 PROJECTED | FY 2013 PROJECTED |
|---|---|---|---|---|---|---|---|
| **Beginning Fund Balance** | $ 9,955,299 | $ 9,955,299 | $ 16,029,015 | $ 8,510,959 | $ 8,510,959 | $ 14,167,331 | $ 1,966,950 |
| **Revenues** | | | | | | | |
| Net Bond Proceeds (net of comm) | $ 9,955,299 | | | $ 15,943,320 | $ 15,943,320 | | |
| Misc./Interest | 9,277 | 13,641 | 10,000 | 10,000 | 10,000 | 6,000 | 1,500 |
| **TOTAL REVENUE:** | $ 9,964,576 | $ 13,641 | $ 10,000 | $ 15,953,320 | $ 15,953,320 | $ 6,000 | $ 1,500 |
| **Expenditures** | | | | | | | |
| **Operations** | | | | | | | |
| Personnel | | $ 6,126 | | $ 53,705 | $ 53,705 | $ 70,000 | $ 70,000 |
| Consultants | 9,277 | 1,324,942 | 3,804,765 | 2,434,490 | 2,434,490 | 150,000 | 150,000 |
| Building | | 112,704 | 8,924,620 | 9,469,024 | 7,367,084 | 11,736,381 | 1,495,546 |
| Misc./Utilities/Other | | 14,209 | 78,318 | 305,761 | 305,761 | 250,000 | 250,000 |
| Other Infrastructure/Public Art | | | 135,908 | 135,908 | 135,908 | | 2,904 |
| **TOTAL EXPENDITURES:** | $ 9,277 | $ 1,457,981 | $ 12,943,611 | $ 12,398,888 | $ 10,296,948 | $ 12,206,381 | $ 1,968,450 |
| **Projected Surplus/Shortfall (Rev - Exp)** | $ 9,955,299 | $ (1,444,340) | $ (12,933,611) | $ 3,554,432 | $ 5,656,372 | $ (12,200,381) | $ (1,966,950) |
| **GROSS FUND BALANCE (Bal + Rev - Exp)** | $ 9,955,299 | $ 8,510,959 | $ 3,095,404 | $ 12,065,391 | $ 14,167,331 | $ 1,966,950 | $ - |

# BERKELEY PUBLIC LIBRARY

**ACTION CALENDAR**
October 18, 2010

**TO:**       Board of Library Trustees

**FROM:**   Donna Corbeil, Director of Library Services

**SUBJECT:**   CONTRACT: BIBLIOTHECA INC. FOR SELF-CHECK, AUTOMATED MATERIALS HANDLING & MATERIALS SECURITY SYSTEM

## RECOMMENDATION

Adopt a resolution authorizing the Director of Library Services to execute a contract and any amendments with Bibliotheca Inc. for the provision of hardware, software, and services related to library material self-check, automated materials handling, and a materials security system, for a term of three years in an amount not to exceed $447,006 for the period from October 29, 2010 through October 28, 2013.

## FISCAL IMPACTS

Funds to purchase this system and related services and supplies will be allocated from the Library Tax Fund (301) through budget code **301-9150-450.  10LB25** as follows:

| | | |
|---|---|---|
| FY2011 | $280,218 | For equipment, software, supplies and services related to the implementation of a replacement self-check and material security system at Central, South and West branches. |
| FY2012 | $127,896 | For ongoing maintenance and support of equipment purchased in FY2011, as well as equipment to implement the system at the North and Claremont branches. |
| FY2013 | $38,892 | For ongoing maintenance for equipment purchased in FY2011 and FY2012 and for further tags and supplies as needed. |

The Library will purchase computer equipment out of the Library's Capital Improvement Projects (9150) division budget in support of the new system over the contractual period to coincide with implementation.

In addition, staff recommends that the Innovative Interfaces Inc. (III) self-check software interface, *Express Lane* be purchased separately.  This would involve a one-time purchase of the software, to coincide with the new system hardware installation.  The costs for this additional component of the self-check system are $41,200 for FY2011, $8,760 for FY2012, and $11,448 for FY2013.

As part of the RPF process, the Library requested cost estimates for automated material handling (AMH) systems for all five locations; this option may be pursued in the future but is not included at this time.

## BACKGROUND

In 2004, the Library migrated from a barcode and electromagnetic strip (EM) based self-check and materials security system to an RFID-based materials self-check and security system.  The

system selected was Checkpoint Systems, Inc.'s "Intelligent Library System," which was installed at all Library locations.

In 2008, the Library was notified that the 3M Corporation would become the sole-source provider of Checkpoint's line of library and productivity products. As a result of 3M's non-conformance to all of the City's contractual requirements, a limited agreement for services and supplies directly related to the functioning of the system on a minimum basis was pursued.

Since January 27, 2009, when the City Council adopted Resolution 64,347–N.S. waiving the contract requirements of the Nuclear Free Berkeley Act in order to allow the Library to enter into a contract with 3M for maintenance services for two years, staff has been actively investigating and researching alternatives. Ongoing reports related to this process have been submitted to the Board of Library Trustees. The last report, given on July 14, 2010, summarized the results of the RFP process and provided a timeline for completing the evaluation process. A correction to the July report involves the RFP dates: the RFP opened on February 8, 2010; with a following addendum, issued on March 4, 2010, which responded to vendor questions and extended the submittal due date from March 11, 2010 to March 18, 2010.

The current report and request to execute a contract with a new service provider, followed by the expiration of the 3M contract on March 14, 2011, will conclude this effort and allow the Library to commence planning the implementation of a new system with a fully compliant vendor. Throughout this process, the Library staff and administration have conducted a comprehensive and in-depth study of the available alternatives and options. The focus of the effort was to select the system that best meets the Library's unique needs.  The Library considered the following factors:  a system supported by a vendor with extensive industry experience and a reputation for service excellence and reliability, a system that is priced competitively, and that, going forward, the system will be complemented by a number of successful west coast installations.

## CURRENT SITUATION AND ITS EFFECTS

Staff has now completed the RFP (Request for Proposal) process, evaluation of the proposals received, and recommends Bibliotheca Inc. be selected as the vendor to provide self-check and material security and handling related services, hardware, software and supplies. The Bibliotheca system selected will include equipment for patron self-check stations, staff workstations, a supply of RFID tags, other miscellaneous equipment related to the transition to the new system, applicable software licensing needed to operate the system, and system installation and training.

*Evaluation and Selection Process*

Following BOLT approval, the City issued RFP (Specification No. 10-10501) for Self-Check, Materials Security and Automated Materials Handling systems on February 8, 2010.  The RFP was developed following established City of Berkeley purchasing policies and procedures.

The RFP was designed so that vendors could respond to selected components of the RFP, which would allow the Library the greatest flexibility in selecting a system that is the best system available for each function and which most conforms to the Library's requirements. Consequently, acceptable system types included barcodes (for circulation) and EM technology (for security), RFID technology for both, or a hybrid system.

The RFP closed on March 18, 2010.  The Library received 12 responses as follows:

- 5 responses to all major components of the RFP (self-check, staff circulation, materials security and AMH.

- 2 responses to all major components of the RFP except AMH.

- 1 response to only the AMH component of the RFP.

- 1 response to only the self-check software component of the RFP (hardware would be Library supplied & combined with another vendor's circulation and security equipment).

- 1 response to only the self-check station component of the RFP.

- 2 responses to the supplies or services components of the RFP.

The five vendors that fully met the RFP requirements were evaluated according to the criteria set in the Request for Proposals: system functionality, ease of use and inter-operability with other systems; quality of service (installation, training, warranty, and maintenance contract) as compared to competitors (and supported by references either provided or discovered); implementation and transition plan; qualifications, stability and expertise of vendor; and price. Compatibility with the Library's current ILS vendor Innovative Interfaces' Millennium was also deemed beneficial as a preferred qualification, although no firm was excluded based on this factor alone.

The short-listed firms: Bibliotheca, Envisionware, and Integrated Technology Group (ITG), all proposed an RFID solution; ITG also proposed an alternative barcode / EM solution.  Each firm was then asked to make an on-site presentation to demonstrate its proposed system solution and to respond to questions.  These presentations were open to all library staff.  In addition, staff contacted and visited vendor clients to further evaluate each firm on their depth of installed experience and of projects of similar scope and size, and to observe these systems in actual operation.  At the conclusion of these actions the Library determined that, while all three short-listed firms demonstrated a well-established presence in the field with multiple installations and have exhibited a commitment to service, Bibliotheca offered the most effective solution to the Library's unique operational needs and paired that with a highly competitive and flexible pricing program.

*Vendor Systems*

Early on in the process the Library made a determination not to exclude any system type from consideration as a solution to the current Checkpoint system.  Since 2004, when the Library selected and installed its present system, much has changed in self-check technologies, including the development of RFID tag standards.  Where in the past uniform standards did not exist, today all major vendors, including Bibliotheca, utilize tags compliant with ISO 18000-3 and ISO 15693, that are 13.56 MHz, fully rewriteable, and employ the AFI security bit.  This presents a significant improvement for interoperability between vendor systems -- a feature not available from the Checkpoint "red dot" tags in use at the Library.

Operationally, RFID technologies confer efficiencies not matched by slower barcode and EM systems.  Check-in and check-out procedures for both patrons and staff are quicker and simpler, both important considerations in a self-check environment with an increasing library circulation unit count. Current conditions at all Berkeley Public Library facilities evidence an explosion in the numbers of materials in circulation.  Furthermore, it is detrimental to staff, ergonomically and as to productivity, to manage the current and projected workloads with tools not optimized for such conditions.  RFID technologies are also better suited to work with AMH systems, of which the Library hopes to acquire sometime in the near future.  In regards to security, RFID tags service both circulation and security functions, while EM strips are purposed solely for security.  At the time of introduction of the Checkpoint system the Library stopped the insertion of EM strips to materials, such that, a return to an EM application would require examination of the full collection and the subsequent manual insertion of an EM strip to each material acquired since that time.

RATIONALE FOR RECOMMENDATION

Staff recommended Bibliotheca for several reasons:

- A technically competitive product which meets the requirements specified in the RFP.

- Competitive pricing.

- Presence in the immediate Bay Area.  Several other library systems in the Bay Area have adopted the Bibliotheca platform, these other system have offered to assist the Library based on their experiences of system implementation and public adoption. These libraries are:  Sunnyvale Public Library (2.8M annual circulation) and all locations of the Santa Clara Public Library system:  Campbell, Cupertino, Gilroy, Los Altos, Milpitas, Morgan Hill and Saratoga (10.5M annual circulation).

Further underscoring Bibliotheca's breadth and depth of experience in working with a diverse range of libraries, Bibliotheca has installed systems at over 350 libraries worldwide, including many high volume libraries such as: Multnomah County Oregon (22.7M annually), Poudre River Public Library District in Fort Collins, Colorado (2.2M annual circulation); Jefferson County Public Library District, Colorado (6.5M annual circulation); St. Louis County Library System, Missouri (9.1M annual circulations); and the Oxnard Public Library (3.0M annual circulations).

 As previously mentioned, ITG presented the sole proposal based on a barcode / EM solution. Staff reviewed this proposed hybrid solution in comparison with the other bids received and concluded that, on a technology basis, RFID makes available several distinct benefits unavailable from EM.  Principally, RFID offers the ability to check-in and check-out multiple items at once, the ability to identify whether the correct CD or DVD is in the case without opening it when using media tags, and RFID has a higher accuracy rate over EM/barcodes when integrated with AMH systems.

BACKGROUND

*Media Security*

Since the Library's earlier legacy system was selected, self-check technology has greatly improved, a new generation of systems is in place and has been deployed successfully in libraries worldwide.  A significant development to self-check technology that BPL patrons and staff would realize with Bibliotheca's proposed solution over the current checkout procedure would be the elimination of the media de-coupler.  The black box / media de-coupler is frequently a point of failure in the check-out process and requires staff to address each occurrence, often-times requiring a significant degree of time and effort to resolve. The Bibliotheca system is designed to take advantage of the improvements in media overlays, which having a built-in antenna no longer requires a locked case and the associated black box.  The result is the item is secured, and is checked-in and checked-out in an easier and faster one-step process versus the previous two.  Additionally, with the planned future introduction of an automated material handling system, the Bibliotheca system will sort media similar to books without any additional staff handling at check-in.  As the Bibliotheca system eliminates the use of specialized media cases ongoing costs will be immediately reduced.  Likewise, since locking cases will no longer be used the Library would realize significant savings to processing costs. And, with the elimination of the de-coupler box now connected to each self-check station no longer part of the new station set-up and the removal of de-couplers at staff workstations, general material handling workflow will be improved, creating both one-time set-up and ongoing cost reductions.

*Tagging*

Unfortunately, the Library's research has revealed that the collections will need to be re-tagged due to the proprietary nature of the Checkpoint tags.  While other vendors may be able to read

the tag for checkout purposes, they do not have the capability to manage the security function and so expose the collection to risks of theft, an option not acceptable to the Library. Consequently, an execution plan for tagging will be developed in conjunction with Bibliotheca following contract negotiations. Best practices learned from the many libraries visited throughout this selection process will also be of great assistance. Part of the initial vendor cost is to purchase the tags needed for this effort. Since 2004, the cost of tags has dropped significantly due to standardization, non-exclusivity (i.e., tags are no longer proprietary in nature), and wider adoption of the technology by increasingly larger library systems.

*Next Steps*

Following board approval, staff will execute a contract with the vendor and develop a detailed implementation plan that will seek to minimize any disruption to patron services and library operations, while maintaining the security of materials. This will include testing of the inoperability of the new RFID tags with the legacy Checkpoint system, an assessment of re-tagging requirements, and a timeline for an efficient and effective implementation. Staff will report back to the board on an implementation plan following communication and negotiations with the selected vendor. The developed schedule will take into consideration the scheduled closure of the branches for improvements and other costs associated with the implementation, such as the purchase of computers and peripheral equipment associated with the creation of workstations and software not provided by the vendor but optional for the self-check interface.

This has been an intensive, extensive, and considered effort to select the best replacement vendor to fill an important function in library operations. As with other large capital outlays, the fiscal considerations must be weighed against the need, available resources, and the benefits gained. The replacement of the current self-check / materials security system is necessary for many reasons, including the need for all vendors to meet City of Berkeley compliance requirements. This is also an optimal time to make such a change and to improve a critical function for the Library as service demands increase. Self-check technology has matured and it is operating successfully on a daily basis in all types and sizes of libraries, domestically and internationally, exhibiting improved functionality and offering enhanced efficiencies. Cost-wise, equipment, tags and other supplies, etc. have dropped significantly. So, while the initial investment cost is unavoidable, recurring costs will be lower as vendors continue to standardize tags and equipment. The interoperability between ILS systems and the self-check function has also greatly improved, with a greater focus on interoperability between software programs resulting in an improved user interface – another area where the current system fails to provide optimum functionality. Lastly, given 3M's business model in regards to the Checkpoint system, replacement of the Library's current installed system is inevitable. Moving forward with a new vendor in a period of increasing library demand and as the Library's branches are renovated and improved can only position the Library to better meet the challenges of the future in an environment dedicated to service to the Berkeley community.

<u>FUTURE ACTION</u>

No future action is required. Staff will continue to update the board on implementation and contract execution.

Attachments:

1.  System components
2.  Resolution
3.  Bibliotheca Company Brochure

Self Check Equipment & Supplies to be procured
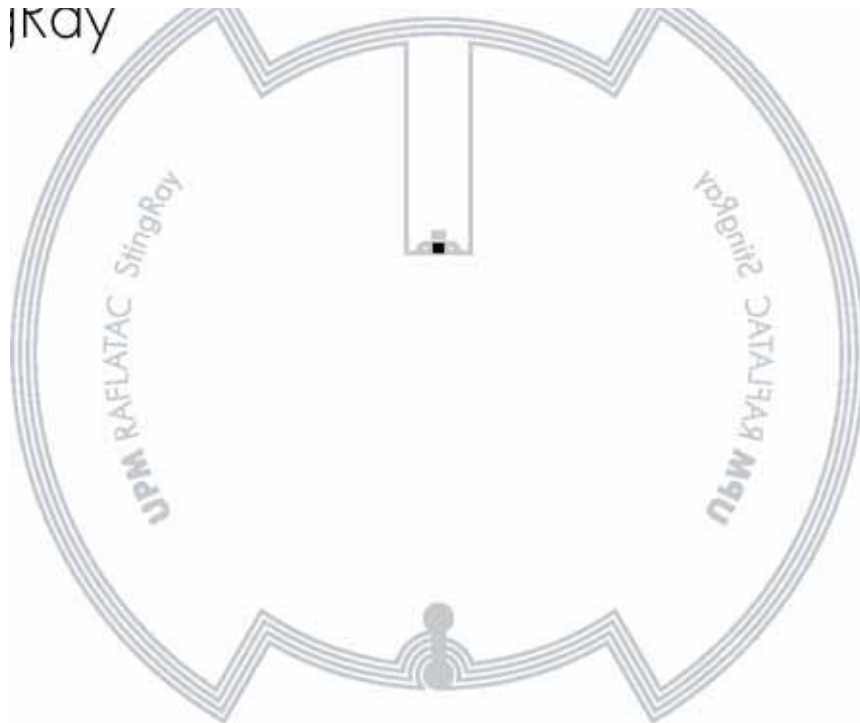
Security Gates



Materials security is ensured by installing Bibliotheca's security gates at Library exits.  An acoustic and visual signal is triggered when items which have not been checked out correctly are taken through the gates.

**Book Tags**



Tags comply fully with ISO 15693 and ISO 18000-3 standards as well as several data models, and can also be re-written multiple times.  These factors will allow the library to migrate, if necessary to a different vendor in the future, without requiring new tags, or necessarily new equipment.  Additionally, all tags are guaranteed for the life of the item on which they are affixed, and replaced at no cost to the library if they fail.

**Media Tags**



Full-overlay style media tags will be applied to CDs and DVDs.  These tags feature a strong adhesive which is tamper resistant and an antenna which covers the entire surface of the disc, providing superior reading at antennas and security gates.  Many libraries, including the Santa Clara County Library system, Sunnyvale Public and Multnomah County (OR) use this type of label successfully.  The labels allow media cases to remain unlocked and save staff time when checking in items as the tag on the item must

match the tag in the case in order to be successfully checked in.  Staff need only open cases for items where the tags don't match, saving many hours of staff time per week.  This type of tag is also optimal when using Automated Materials Handling (AMH) systems to sort materials.

**Staff & Self Check Antenna Pads & Tag Readers**



Readers are shielded to contain reading distance to items placed on the antenna pad.  Multiple items can be read by the antenna pad at one time, up to a maximum of 10 inches above the surface of the antenna pad.  In addition to allowing patrons to check out multiple items with one motion, this operation is especially useful to staff checking in items in an efficient and ergonomic manner.

# BERKELEY PUBLIC LIBRARY
# BOARD OF LIBRARY TRUSTEES

## RESOLUTION NO.: R10-0xx

### CONTRACT: BIBLIOTHECA INC. FOR SELF-CHECK, AUTOMATED MATERIALS HANDLING & MATERIALS SECURITY SYSTEM

WHEREAS, the Library contracted with Checkpoint Systems in 2004 for the provision of self-check and material security hardware, software, supplies and services; and

WHEREAS, 3M Corporation became the sole-source provider of the Checkpoint brand of Intelligent Library System, thereby requiring a new contract; and

WHEREAS, said vendor was not able to conform to the City of Berkeley contractor requirements thereby requiring a waiver of the Nuclear Free Berkeley Act in January 2009 in order to provide maintenance and other services related to the installed Checkpoint system; and

WHEREAS, the City of Berkeley Purchasing Department opened the Requests for Proposals (Specification No. 10-10501) for *Self-check, Materials Security and Automated Materials Handling Systems* on February 8, 2010 and closed said solicitation on March 18, 2010; and

WHEREAS, staff applied the criteria established for selection, considering all factors including price and the unique needs of the Berkeley Public Library, and after careful consideration recommends to the Board as the most qualified firm Bibliotheca Inc. to provide replacement self-check, material security and automated material handling system related services; and

WHEREAS, the Board of Library Trustees is responsible for making decisions on all major capital outlays and has oversight of fiscal expenditures, and as part of this process will consider public service needs, resources available and benefits in making these decisions, and recognize the criticalness of a well functioning interoperable circulation / self-check / material security system to continued effective and efficient library operations.

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 Bibliotheca Inc. for the provision of hardware, software, supplies and services related to self-check, materials security and automated materials handling systems in an amount not to exceed $447,006 for the period from October 29, 2010 through October 28, 2013.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a special meeting held on October 18, 2010 by the following vote:

AYES:
NOES:
ABSENT:
ABSTENTIONS:

_____
Susan Kupfer, Chairperson


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

# BIBLIOTHECA
RFID Library Systems

## *Our innovations set the benchmark*

## *BiblioReferences* – a selection

More than 1,000 libraries across the globe are successfully operating the *BiblioChip* RFID System. Every library makes its own specific demands on RFID installations. In response to these needs, Bibliotheca provides a diverse range of hardware/software solutions and service offerings.

» *BiblioCockpit gives us a live overview of all processes from a central workplace at all times. It is great to be able to get status information this way on the entire RFID system any time. We can retrieve performance statistics relating to all RFID appliances or take direct support action for any element of the system at any time.* «

*Heinz Morf, Zug Municipal and Cantonal Library, Switzerland*

» *Obviously, I wanted an RFID provider with a reputation for producing great products and I was looking for a provider who was knowledgeable, responsive, helpful, and considerate of our needs and problems. It was imperative we find someone who could communicate necessary information to us in a clear manner and, at the same time, recognize when we needed different guidance or support to meet the requirements of our new systems. It was also imperative we had a provider familiar with our ILS. Bibliotheca was a great choice for us. The support team was very responsive to our concerns and provided solutions, professionalism, and humor. In a nutshell, our experience has been stellar.* «

*Sarah H. Sledge, Madison Public Library, Madison, Alabama, USA*

» *The design is attractive. The equipment is very convenient to operate, for both staff and patrons. And the intuitive user interface makes independent user check-out so much more appealing. The fact that Bibliotheca is an international technology leader that continuously invests in the further development of its RFID system was definitely a factor in its favor. And adherence to ISO 28560 was a crucial aspect in our choice of system.* «

*Joseph Cullen, Eastern Regional Libraries Corporation (ERLC), Victoria/Australia*

» *When we planned the library, we imagined a kind of huge information supermarket where users could choose from shelves with thousands of media and use the check-out and return facilities completely independently. What is more, the 11 kilometers of shelving devoted to open access holdings and the 23 kilometers of reference holdings were to be secured in the best possible way. Of course we were only prepared to consider state-of-the-art technology.* «

*Agnes Ponsatí, CSIC Library Coordination Unit, Biblioteca Tomás Navarro Tomás, Madrid, Spain*

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# BIBLIOTHECA
RFID Library Systems

**www.bibliotheca-rfid.com**

BIBLIOTHECA
RFID Library Systems

The **RFID library** – the heart of the intelligent city

### Dear Librarians,

Matthias Joos

In the digital era the library is and remains a highly valuable, indeed precious reservoir of all types of knowledge. Naturally, this knowledge should be accessible to the general public in a contemporary format, based on modern methodologies and equipment. Intelligent technologies and tailored hardware and software systems conforming with international standards secure the treasures held in libraries for us all.

Across the globe, more than 1,000 libraries have implemented the *BiblioChip RFID System* and are benefitting from enhanced convenience in media checking, security features and inventory operations. Open system solutions offer every library scope for individual design and translate as improved and personal patron service. Efficient internal processes increase the attractiveness of the library and deliver higher and sustained returns on investment. Catering to the needs of libraries with limited budgets, Bibliotheca also offers attractive financing models.

*Bibliotheca RFID Library Systems* places its focus entirely on the utilization of RFID technology in libraries. The Swiss company is Europe's market leader and the number 2 worldwide. Since years, Bibliotheca has cut a sharp profile as a renowned technology specialist and a client oriented partner in project consulting and implementation, as well as fielding various service offerings. We are proud to enable you to profit from our many years of professional, in-depth experience.

We would be pleased to serve you as your RFID partner on site.

Sincerely

Matthias Joos
CEO Switzerland, Headquarters

Detailed product information at: www.bibliotheca-rfid.com

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# The *BiblioChip* RFID System:
## the intelligent original

# The *BiblioCockpit*:
## central system management

*The BiblioChip RFID System* is a sophisticated comprehensive solution that meets the specific requirements libraries have on media checking, security and taking inventory. In a pioneering effort we designed the many and diverse building blocks of this system just under ten years ago. Today, system development remains a consistently ongoing process, in order to offer you the most advanced solutions, flexible and customer-oriented, at all times.

## Our focus advances your progress

- Intelligent customer specifications
- Smart system philosophy
- RFID innovations
- Device and equipment construction with a view to future recycling
- Strong customer proximity thanks to decentral organization
- Open system solutions
- Compliant with worldwide standards: ISO 15693, ISO 18000-3, ISO 28560-1 to -3, CE, FCC, UL, CSA, C-TIC
- Future-proof investment
- Personalized project management

*BiblioChip Labels*

Securing check-in / check-out

Self-service

Media return

User interface

Sorting

Shelf systems

Maintenance of stock

The *BiblioCockpit* represents a trend setting milestone advancing progress in system management. As a central module, the BiblioCockpit links and integrates all the RFID components that are utilized in the library environment.
This results in three decisive, programmatic advantages:

**1.** Unique *service and configuration options*.

**2.** *Clear and concise LiveView mode (monitoring)*, providing an up to the minute overview of equipment and devices and immediate remote support.

**3.** *Precise statistics* with the latest data.

The generous scope for designing the GUI ensures intelligent, clear and visually appealing communication. The *BiblioNext Generation Software* is a high-tech product that responds to practical demands and requirements at the highest levels. The broad range of functionalities and module configurations is unmatched to date.

BiblioCockpit: Central system management

## Bibliotheca stands for continuity

The *BiblioChip* System is compiled and configured in a customer specific manner and can be expanded at all times. In this way, every *BiblioChip* solution already installed can flexibly and incrementally grow along with the particular demands of the individual libraries. Ensuring a guaranteed future takes top priority, which is why the BiblioChip System is always an open and compatible solution. In the interest of libraries, Bibliotheca is actively engaged in shaping and designing binding international standards.

Detailed product information at:  **www.bibliotheca-rfid.com**

BIBLIOTHECA
RFID Library Systems

BIBLIOTHECA
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# Biblio full integration:
## a basic interface

Bibliotheca maintains stable and long-standing partnerships with the vendors of library systems. Consequently, today's BiblioChip System can be fully integrated into all leading library systems in a user friendly manner.

As a result, both systems cooperate as an overall solution. This translates as effective productivity, in addition to future guaranteed flexibility.

Thanks to the full-scale integration the accustomed user interface serves to directly access the RFID functionalities. For example, directly after categorization in the library system, the initialization of the RFID labels can be triggered by a single click. Changing and calling up different software programs for the various work steps is no longer necessary.

Bibliotheca's stable interface configuration creates the foundation for the efficient communication of both software systems. Thanks to the total integration, internal activities revolving around catholicization, the maintenance of stocks, administration of reminders, etc., are faster, more convenient and safer.

The universally deployable *BiblioStaffStation* is a basic element for the conversion and initialization of media and patron registration cards. Batch processing of media can be performed at the counter.

According to the installation conditions, appropriate configurations can created that provide the respective performance criteria. The *BiblioStaffStation* Shielded Antenna is suitable for complex installation conditions that do not allow variable alterations to be made. The *BiblioStaffStation Proximity* unit features an integrated antenna for the internal processing of individual media and does not require a table-top antenna.

*BiblioStaffStation Proximity*
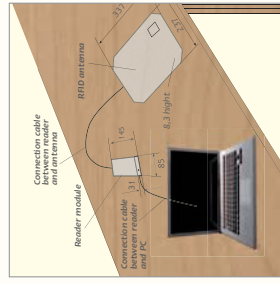
*BiblioStaffStation installed either under or on the counter*

*BiblioStaffStation*

*BiblioStaffStation Shielded Antenna*

*Media checkout at the counter: the BiblioStaffStation is housed under the table top*

Detailed product information at: **www.bibliotheca-rfid.com**

Connection cable between reader and antenna

RFID antenna

Reader module

Connection cable between reader and PC

8.3 high

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BIBLIOTHECA
RFID Library Systems

# The personal *BiblioSelfCheck*: simply ›self-made‹

Patrons and staff benefit from fast, simple media check-out and return, account management and fee payment. Modern, self-explanatory screen design increases user convenience.

Each *BiblioSelfCheck* type consists of functionally dependent modules which can be combined according to customer specifications. An outstanding range of optional software and hardware functionalities are available: integrated pay function combination with external PaymentStation, built-in Mifare Reader for multifunctional user cards, etc.

The *Venus* model can be fitted with an innovative add-on: the *One-Time-Decoupler* for simultaneous check-out and release of special CD/DVD boxes.

A fold-up front facilitates access to the inside. Within a few minutes the Venus can be transformed into a new device with additional functions - without any alterations having to be made to its main body. The powder-coated metal casing and robust glass tray are designed for optimum recycling and subject to individual color choice. There are free-standing, wall and table models, according to type. A unique feature: height-adjustable devices are user-friendly for for tall and short individuals, as well as for wheelchair users.

## The *BiblioSelfCheck* comes in a range of types

A state of the art graphic user interface (GUI) delivers flexible design options: the language settings and text size can be defined and saved as required. User guidance is highly intuitive.

The *BiblioSelfCheck* automatically detects and communicates which is the next logical action to be carried out, and users can follow this information virtually blind. The result: media check-out without a click. Work processes are even easier and more secure than ever before.

## Central control

Since they are integrated into the cross-system *BiblioCockpit* environment, the *BiblioSelfChecks* can be remotely maintained and configured. The central monitoring system provides the current device status and valuable real-time statistics whenever required.

All models are available in a hybrid version. You will find the entire range of software and hardware options on our website.

*A selection of screens in the new Biblio user interface*

*The Orion is a "built-to-order" SelfCheck*

*Infrared technology makes the touchscreen surface robust*

*Height-adjustable free-standing Orion model*

*The Venus with CD-Box Opener Decoupler*

*The wall model offers flexible height adaption*

*Biblio SelfCheck Venus with payment function for EC and credit cards*

Detailed product information at: **www.bibliotheca-rfid.com**

# BIBLIOTHECA
RFID Library Systems

## *BiblioReturn*:

# ultimate return convenience

Bibliotheca's sophisticated and highly flexible return technologies form the basis for the development of customer specific, individual solutions. Thanks to the modular concept and the extensive device and equipment portfolio, the most widely diverging demands made on scope, capacity and performance can be considered in the configuration of the components.

According to demand and requirements, installations inside or outside the library may be the most practical solution. External installations benefit from additional security features such as a vandalism-proof glass front panel, a special touch screen and access control via user cards. Patrons always appreciate the option of returning media independent of the opening hours as a welcome improvement of the service offerings.

A single *BiblioReturn* unit already represents a meaningful investment reducing monotonous routine activities. Thanks to a patented security sluice chamber system and front panel, the returned media and media packages are protected against further access. On identification, patrons can access their accounts.

The combination of several returns creates a sophisticated return facility with intelligent user guidance. An appropriate sorting unit is an ideal, practical addition. From data transfer through to remote support, the integration into the Biblio-Cockpit landscape offers a wealth of service and configuration advantages. Statistics on returns are available at all times.

The simpler *BiblioBookDrop* unit takes the media returns in an anonymous format by way of a straight forward folding and chute mechanism. The purist *BiblioChute* enables efficient returns, especially of larger media volumes in a high-speed process.

### Staff only!

*BiblioReturn Staff* – optionally combinable with a sorting system – takes considerable loads off staff in the return checking of high media volumes from other branches. Up to 1,200 media can be processed per hour, while different data models are supported simultaneously. The ergonomic device design is a notable feature.

All of the return components impress with their high reading efficiency and their extremely convenient operation.

*BiblioReturn user guidance*

*Please feed in media*

*Stop! Media processing ongoing*

*BiblioReturn Capella*

*BiblioBookDrop*

*A classic: BiblioReturn Capella*

# The visionary library:

# the model of the future

A full equipped smarter library is based on the productive interaction of flexible, smoothly functioning RFID components. A maximum share of processes and routine tasks is controlled by way of an intelligent system solution. RFID is the engine of the entire system, encompassing the in-house building structures and logistics.

The library is functional sevens days a week, around the clock. Opening hours are no longer an issue. Staff can place stronger emphasis on personal patron service, thereby enhancing the attractiveness of the library.

RFID optimizes the coordination between several branches or an entire network of libraries. All of the external sequences in this network are RFID controlled. A central sorting system for all branches shortens transport paths; reserved media do not have to take the detour via their library of origin. All this saves time and costs. Virtually over night, the *BiblioChip* System is capable of sorting up to 100,000 media and packing them in boxes ready for dispatching.

Independent of the library location, centrally positioned return stations, in the vicinity of train stations for example, support networking concepts and expand the service offerings. Thanks to multifunctional RFID user cards or NFC terminal equipment patrons can manage their accounts, pay fees or return media at each individual library. Automatic and immediate user data updates round off the picture.

The communication between libraries and patrons – on available or provided media, for example – is handled automatically via SMS or E-Mail.

Conclusion: A smarter library operating along the lines of the *BiblioChip RFID System* is an organized, efficient, user and staff friendly enterprise of the future, down to the smallest details.

**Second floor:**
1. Paternoster
2. Automated media checking device
3. Open access areas
4. Passenger elevators
5. Small counter

**First floor:**
1. Internal 24-hour return - single media
2. Internal 24-hour check-out
3. 24-hour exterior return - single media
4. 24-hour exterior return
5. Entrance area with gates
6. Lockers
7. Passenger elevators
8. Counter
9. Paternoster connection
10. Staff return counter
11. Staff return counter
12. Automated media checking device
13. PC workspaces
14. Drive-in switch

**Basement:**
1. Storage unit
2. Media sorting unit
3. Lift for individual media
4. Remote check-out provision
5. Remote check-out return
6. Consignment area storage unit
7. Buffer for empty containers
8. Advance reservations / 24-hour check-out
9. In-house intermediate buffer - media
10. Paternoster
11. Truck ramp
12. Conveyor system

Detailed product information at:      **www.bibliotheca-rfid.com**

BIBLIOTHECA
RFID Library Systems

## *BiblioSorter*: transportation options

High-performance, flexible storage unit conveyor systems offer a wide range of support options. The selection and issue of reserved media can be increasingly automated, as can internal media transportation.


*Modular structure with horizontal, vertical, upright and inverted travel*


*Single book transport system - according to individual requirements*
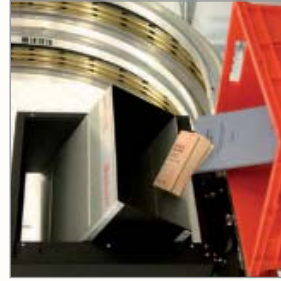

*Individual containers for various transport tasks*
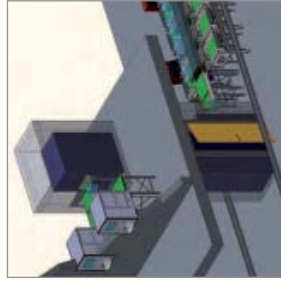

*The media lift takes items from the return facility down to the basement*


*Transportation with higher pay-loads: fast and flexible*

C ross-level transportation through to the storage shelf or issue counter increases efficiency.

Interim storage of reserved media directly after return incl. checking and automatic provision to the user promotes discretion and independence from opening hours.

*Bibliotheca* collaborates with *Swisslog*, the leading international provider of integrated logistics solutions.

## *BiblioReturn*: security options

*BiblioReturn* can be variably adapted to the given library architecture as well as to specific return requirements. There are many different options available.

### *Bibliotheca's three step anti-vandalism concept:*

1. an *armored glass* panel, that is only raised after successful user identification.

2. a *front panel* protecting the media input chamber.

3. return with a revolving security sluice chamber system.






*1. Armoured glass panel*


*2. Closed front panel*
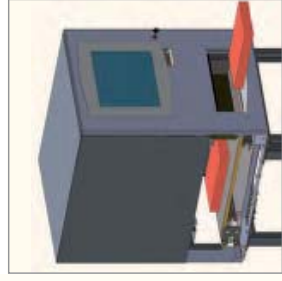

*3. The revolving sluice chamber system …*
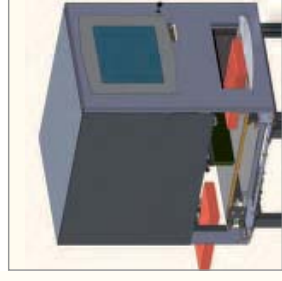

*… prevents checked media*


*… from being retrieved*

Detailed product information at:   **www.bibliotheca-rfid.com**

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BIBLIOTHECA
RFID Library Systems
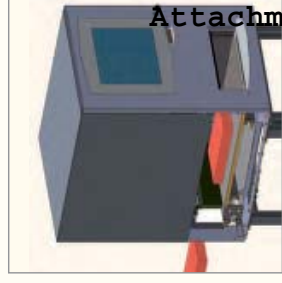
# *BiblioSorter* modules:

## groundbreaking visions

A *BiblioSorter system* can be flexibly composed of a virtually unlimited number of modules. Up to ten return stations can be integrated in a single system. The number and type of sorting criteria are also freely selectable. Each sorting system is individually adapted to the requirements of the library and the architectural set-up.

The optimum monitoring, simplification and acceleration of logistics processes is the central principle at work here. Settings can be adapted at the *BiblioReturn Sorter* or via remote control

*Bibliotheca's* sophisticated sorting systems transport media in all directions, moving them between different levels. The media lift takes sorted stocks straight to the correct floor. If necessary, additional high-performance cross-level storage unit conveyor systems can be linked up. The modular structure of the system means the possibilities are unlimited.

Fielding the *BiblioSmart Sorter* and *BiblioRoll Sorter*, Bibliotheca is offering two progressive technologies for particularly delicate transport of media along the defined sorting channel.

For internal use an ergonomical combination is recommended, consisting of a *BiblioReturn Staff* with a scalable system which can handle up to 21 sorting destinations.

The media land gently in a *Biblio Container* with an electronic or spring-controlled base. Sensors in the sorting unit register whether a container is available and when it is full. When the container fills up, the media are automatically rediverted so as not to hinder the process as a whole.

### The stuff of visions!

If several branches or associated libraries organize their sorting at a central collection point, remote check-out enters a whole new dimension. The result: optimization of service and potentiation of media offerings.

With the *BiblioChip System* up to 100,00 media can be sorted and packaged into boxes more or less overnight, ready for transportation the next day. Centralization shortens distances, with reserved media no longer having to make the detour to their home library.


*Sorter system with free scaling plus BiblioReturn Staff*


*Sorter with plexiglass cover*


*BiblioContainer*
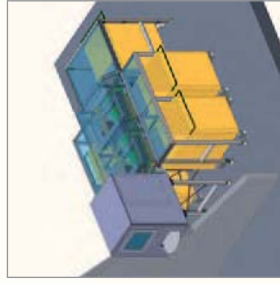

*5-way sorter with plexiglass cover*


*Conveying systems guarantee a gentle and silent transport*


*The 24/7-BiblioReturn supplies a 7-way sorting system*

Detailed product information at: **www.bibliotheca-rfid.com**

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*BiblioGate VI*


*Türöffner*

*The BiblioAccess can be individually configured*

# *BiblioGates* & more:

## fundamental security

Whether valuable stocks, popular paperbacks or modern AV media: all holdings require specialized security. For this reason, *Bibliotheca* provides a wide range of procedures which guarantee inconspicuous but effective media safeguarding.


*The BiblioGate V as a three-gate version*


*Acoustic and visual alarm functions*


*BiblioSecurity locking system*


*A special camera monitors gates by means of still photographs or video*


*BiblioPeopleCounter Web*

The *BiblioGates* are entirely state-of-the-art in terms of performance and diversity, ensuring higher detection rates than any other comparable device. With varying models, exclusive designs and numerous installation types from single to multiple gates, they fit in any entrance area. Transponders are detected in any orientation. Hybrid 3D gates are capable of reading and securing both electromagnetic barcodes and RFID labels, so stocks with limited circulation can dispense with RFID protection.

Optional add-on: *BiblioGates* can be dismantled in a matter of seconds for barrier-free access thanks to a unique attachment system.

### *BiblioGates* are integrated into the cross-system *BiblioCockpit* environment.

And if the alarm goes off? The *BiblioGate Tracker* registers all media which have not been checked out correctly. It also makes data available from the integrated visitor counter.

The *BiblioAccess* controls access to the library, which can also be limited to specific groups of users. A multifunctional RFID user card or simply a library medium acts as a door-opener. This allows secure 24-hour opening.

Exact visitor counts enhance the efficiency of your library. Various versions of the *BiblioPeopleCounter* - inconspicuously integrated in the gate or mounted as a camera above the gate - collect and process precise real-time data for statistical analysis.

The *BiblioSecurity locking system* further enhances safeguarding and handling of AV media. Special *BiblioSecurity locking boxes* holding up to six CDs/DVDs provide a high level of media protection. A decoupler for manual release and opening of the boxes is installed at the exit counter. If the latter is integrated in a SelfCheck, the procedure is carried out automatically during check-out and return.
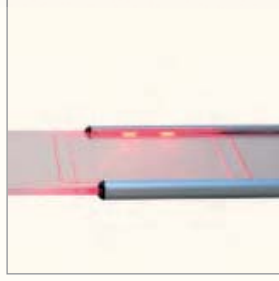

*Modern transparency: BiblioGate VI*

Detailed product information at:

**www.bibliotheca-rfid.com**

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*BiblioReturn Shelf with integrated SelfCheck*

# BiblioShelf systems:

## pure self-service

**BiblioShelf** systems offer a wealth of user-friendly functions and processing-optimizing options. Each device has a special unique feature.

The **BiblioIntelligent Shelf** is the ultimate RFID shelf for automatic check-out and return: it is directly connected to the library system via SIP 2 or NCIP interface. This means that the books removed or returned from the shelf are immediately registered by the system in real time. Reserved media can be placed in the library foyer for self-service. And in academic libraries a reference collection or journal subscription is accessible at all times once the patron has been identified.

When media are returned, the **BiblioReturn Shelf** asks the user to position the media on the shelf according to library requirements. This ensures efficient manual advance sorting, and reserved media can be immediately selected, too. The integrated SelfCheck provides the familiar functions: integrated receipt printer, barcode reader, account extension. As an option, the terminal can also be used for check-out purposes. The measurements and size of the **BiblioReturn Shelf** are individually adaptable - making it ideal for smaller and medium-sized libraries.

The capacity to provide popular book or CD/DVD stocks subject to heavy circulation in burglary-proof check-out cupboards is a contemporary media check-out and return option. The media are only handed over after checking, ensuring 100 percent anti-theft protection. For this reason, this device could also be installed outside the library. **The Biblio-CD Dispenser** and **BiblioBookDispenser** are permanently installed in a wall and can hold over one thousand CD/DVDs or hundreds of books.

The multifunction **BiblioLockers** act as deposit boxes or cloakroom facilities handled by means of an RFID user card instead of using keys. Individual access rights for opening the device are stored when it is locked. The following features can be optionally programmed: maximum period of use, allocation mode (freely selectable/ individually assigned) and automatic opening of the lockers after expiry of the rental period. Reserved media can be placed in the lockers - already checked out for the user to collect. The BiblioLocker is always made to customer specifications in terms of design and size.



*Existing library lockers ...*



*can be subsequently fitted with RFID locks.*



*This permits individualized locker solutions.*

*Simple operation of the BiblioLocker*

# *BiblioChip labels:*
## the intelligent centerpiece

**Bibliotheca** provides various **BiblioChip** label types depending on the application involved. The rewritable chips comply with international standards (ISO 15693, ISO 18000-3, ISO 28560-1 to -3, CE, FCC) and support all familiar data models. Environmentally compatible, resource-saving manufacturing processes and materials are fundamental.

The classic and well-established *BiblioChip Book Label* is in rectangular credit card or else square format, ideal for checking and safeguarding of books, magazines, media packages and audiovisual media such as MCs and VHS cassettes.

The *BiblioChip Ring Label* - which Bibliotheca has refined to create a higher-capacity *BiblioChip Complete Solution* - is recommended for CDs, DVDs and Blu-ray discs. This solution provides superior detection performance at the gate and at the SelfCheck.

The unique *BiblioLonglife* offers outstandingly long data preservation of over 40 years and is primarily intended for archive or scholarly holdings which remain untouched for long periods. The labels are of extremely high quality due to the state-of-the-art techniques and first-class materials used.

A *BiblioLabel Printer* allows for individual design of label surfaces.

### *BiblioUserCard*: one card for everything!

The multifunctional RFID card serves to identify the user for check-out, return and automated account management. It also provides access to a locker or cloakroom cabinet. In addition the *BiblioUserCard* enables the librarian to regulate access to the library based on either time or individual user.

Mifare ore Legic RFID user cards can also be equipped with a pay function, allowing payment of library fees, copying costs and cafeteria expenditure.

The *BiblioUserCard* is always designed according to the individual requirements of the library.

Conclusion: Bibliothecas user cards leave nothing to be desired in terms of versatility of use, security and freedom of design.


*BiblioChip Secure Label (Booster)*


*BiblioChip Complete Solution*
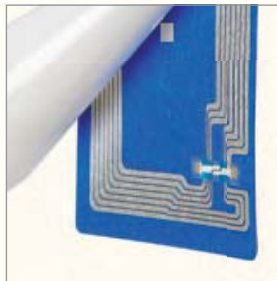

*BiblioLabel Printer*


*BiblioChip Ring Label*


*BiblioChipLink Label*


*Manual BiblioLabel Dispenser*

*Labeling and initialization using the BiblioStaffStation*

Detailed product information at: **www.bibliotheca-rfid.com**

# Internal processes: flowing efficiency

Advanced RFID components facilitate internal library activities such as stock maintenance, inventory-taking and transporting large stocks between branches.

The *BiblioWand,* the portable manual reading device, makes for convenient stock maintenance, inventorization and media search. A user-friendly PDA enables data to be processed directly at the shelf. The mobile reader transmits the data to the PDA via Bluetooth.

The multifunctional *BiblioWand,* i.e. a reader which operates at high speed with a slim but stable antenna, is surprisingly light at just 700 grams. The new range of possible search criteria in maintaining media stocks is in line with the demands of modern practice. In conjunction with a laptop, the BiblioWand directly accesses the library system. This means that its performance range is considerably broader than that of conventional inventorizing devices.

The *BiblioTunnelReader* (no illustration) is a particularly high-performance reading device which is directly linked to the library system and can check media „by the box", as it were. This means that it is no longer necessary to check each media item in and out for transportation purposes: they are all assigned transport status in a single process.

*The mobile BiblioWand in use*

*The complete range of BiblioWand equipment*

# *BiblioService*: your partner on site!

Our range of service offerings is extensive and multifaceted. Experienced professionals form our teams. We place great importance on meeting your requirements and wishes.

**Our services**

We will be glad to take over on-site conversion of your media holdings, including organizing the entire work process and placing the media in their final position. Leave the job of cataloguing reference stocks and regular inventorizing to us. We will take care of stocks maintenance, shelf clearing and location of misplaced media in no time.

**Financing**

From loan to lease: Bibliotheca offers attractive financing models.

**Individualized project management**

The Bibliotheca team offers reliable consultation expertise and many years of experience with future-oriented library solutions. We guarantee the very highest level of technological implementation.

**Personal support / service hotline**

Our locations provide a dense network of professional support – which means that we can get to you quickly. Our 24/7 hotline ensures swift response and intervention times. Bibliotheca offers customer-specific maintenance contracts with different service levels.

*Media conversion at the shelf*

*Service around the clock*

Detailed product information at: **www.bibliotheca-rfid.com**

BIBLIOTHECA
RFID Library Systems

## *Biblio CaseStudy* – Empowering library materials management

*The following is the transcript of an interview with Lisa Rosenblum, the director of the Public Library in Sunnyvale, California, in which she discusses her reasons for investing in RFID technology.*

*Lisa Rosenblum*

*A well-loved library with a circulation of 2.5 million items a year*


*The 21-bin sorting gets returned items more quickly on the shelves*


*Sunnyvale Public Library's popular, out to lunch statue*

I'm Lisa Rosenblum, director for the city of Sunnyvale. Sunnyvale has a population of 140,000 people. We have one very well-loved, very well-used library: 2.5 million items circulate a year. We have an average of 2,000 people a day who walk through our doors and we simply could not keep up with demand.

We found ourselves in a situation that many libraries across the country are finding themselves in: With the downturn in the economy, more and more people are coming to their public libraries. Over the past five years our circulation has gone up 37% but our staffing has gone down 13%. So, in order to deliver the same service with fewer staff, we have to make sure that our existing services are as efficient and effective as possible.

Most of industry uses technology to help them move materials, so we decided we needed to do the same thing since we're largely in the materials movement business. And that's why we thought of an RFID and materials handling solution. We needed an automated solution to our inventory issue because we simply could not check in our books in a timely manner.

### RFID benefits patrons and staff

In the past, it took us 3-5 days to get books checked in and on the shelves. We received a lot of calls from people upset with us, asking, "Why is this item still on our record?" They had done their due diligence, they had shown up and returned their items, but we were unable to get them checked in on time.

When we implemented RFID technology, the first benefit we noticed was that our materials were checked in instantly. Our customers were happier. We, in turn, because of the Bibliotheca 21-bin sorting system, are able to presort items more quickly, get them on the shelves and into the hands of our customers within 48 hours. This means we have more inventory available than in the past. As a result, our highly used DVD collection, which we use to limit to 3 items per check-out before
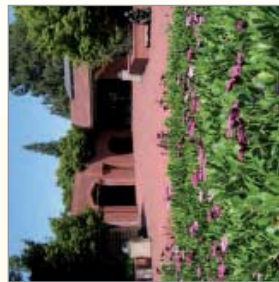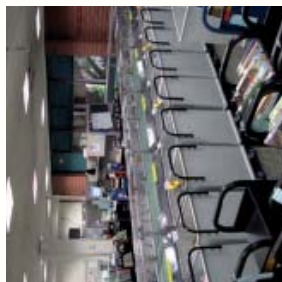
our investment in RFID, we've now raised the limit to 10 items per check-out because there are simply more DVDs available on the floor. It's quite simple: The quicker items are checked in, the faster we can get them on the floor to our customers.

Our staff is our greatest asset. Before our investment in RFID, they were spending more and more time doing back-room activities such as checking in items and checking out items for our customers. The materials handling system frees us from having to do these routine tasks and allows our staff to go out on the floor and help our customers where they need help. Let the machine help with routine tasks, but let our staff take care of the more complex tasks our customers need assistance with.

### Seamless integration with current ILS

Another great advantage of the RFID system is our ability to integrate the RFID system with our existing ILS, Millennium ExpressLane. As a result, we have created a more seamless process for staff and customers who have not had to learn a new integrated library system.

### Empowering patrons with fast self-service

We particularly like our new RFID self-check machines. Customers not only can check out items quickly by stacking 3 or 4 items at a time but also access their records with touchscreen technology. Customers can also simply scan their credit cards and pay fines online, and then receive an email with a receipt. This is a much more powerful capability than in the past. Also, our customers just love having the receipts printed out for them from the check-out and returns machines. Finally, the self-check machines are so convenient to use, our self-check usage has risen from 77% to 92%. I should add that having staff on the floor to teach customers how to use the self-check machines is the other key to increasing self-check usage.

Detailed product information at: **www.bibliotheca-rfid.com**

# BERKELEY PUBLIC LIBRARY

**INFORMATION CALENDAR**
October 18, 2010

**TO:**      Board of Library Trustees

**FROM:**    Donna Corbeil, Director of Library Services

**SUBJECT:** OCTOBER 2010 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
- West Branch Design Development community meeting held on September 11, 2010 at the branch with the design consultant (Attachments 1,2 & 3)
- Meetings with North Branch and Claremont Branch staff to review 95% construction documents in September 2010

## COMMUNICATION

Staff continues to prepare and distribute paper and e-mail announcements for community meetings and BOLT meetings involving branch bond projects. Banners for community and BOLT meetings where design presentations and discussions will occur are hung at the branch to advertise the meeting location, date and time.

In September staff completed revisions to the library webpage on the branch bond projects to make it easier to access updates and photos: http://www.berkeleypubliclibrary.org/about_the_library/b-renovation.php). In addition, at each branch a display with the latest design for that location, a summary sheet on the project and comment sheets were set up as a display in the public areas; at the Central library, main entrance lobby, a similar display with boards and information on all four projects is presented.

FISCAL

None.

OTHER CITY AGENCIES, BOARDS AND BODIES

*CoB City Council*
Use Permits for the Claremont and North branch projects granted by the Zoning Adjustment Board (ZAB) in July have been appealed. The Library has been notified that these appeals will be heard by the City Council at the regular meeting of Tuesday, December 7, 2010.

*Planning and Development*
Information regarding environmental impact analysis (CEQA / EIR) undertaken by the CoB Planning and Development Department staff related to library projects may be available on the City of Berkeley website at: http://www.ci.berkeley.ca.us/ContentDisplay.aspx?id=362

Postings are managed by the Planning Department and may be accessed via their page on the CoB website when available for public review.

*Landmarks Preservation Commission*
The North Branch Library team presented the latest design details at the October 7, 2010 regular meeting of the commission. The agenda for the meeting is available at the city website: http://www.ci.berkeley.ca.us/ContentDisplay.aspx?id=59754, October meeting agenda, Action item **A.** 1170 The Alameda (North Branch Library): *Presentation of final design development on conditions of approval as reviewed and directed by the LPC Subcommittee.* The Commission approved the designs as presented.

PROJECT UPDATES
*South Branch Project*
Following the presentation by the design consultant to the board in September and submittal of the 50% Construction Documents to the City on September 10, 2010, the design process has been temporarily suspended to allow time for the EIR process to be substantially completed. This course of action seems prudent given the need to focus on the CEQA review currently underway by the City's Planning Department. Submission of the Use Permit application will occur once design resumes.

*West Branch Project*
The 100% Design Development phase documents were received from the design consultant on October 11, 2010. Kitchell CEM will complete the cost estimate as scheduled in preparation for a project update to the board in late fall. The design process has been temporarily suspended as previously scheduled to allow time for the EIR process to be substantially completed. This course of action seems prudent given the need to focus on the CEQA review currently underway by the City's Planning Department. Submission of the Use Permit application and Design Review Commission presentation will occur once design resumes.

*North Branch Project*
On August 20, 2010, 95% Construction Documents were submitted to the City for review in preparation for submittal for a building permit. Use Permit on appeal as mentioned above.

*Claremont Branch Project*
On August 20, 2010, 95% Construction Documents were submitted to the City for review in preparation for submittal for a building permit. Use Permit on appeal as mentioned above.

*CEQA*
The Notice of preparation (NOP) and scoping session for an environmental impact report (EIR) for: *Zoning ordinance amendment to allow flexibility in the application of development standards for existing public libraries; south branch library project; and west branch library project*, is posted on the CoB Planning Department website:
http://www.cityofberkeley.info/uploadedFiles/Planning_and_Development/Level_3_-_Land_Use_Division/2010-09-28_NOP_SouthWestZOA.pdf
As described in the notice, public comment is welcomed and a meeting is scheduled for October 20th at 7 PM.

*PUBLIC ART*

David Snippen, the consultant assisting with the civic art projects for the Claremont and North branch projects, called two meetings of the planning group over the summer, and a letter to prospective artists was issued, including a walkthrough opportunity for artists and review of project submittals.  An update on the status of the projects to the board will be scheduled for November 2010.

Project Timeline summary:
- Invitation Letter mailed: September 24, 2010
- Site Meeting, Walk-Through at North Branch: 10:00 AM, Tuesday, October 5, 2010
- Site Meeting, Walk-Through at Claremont Br: 12:00 Noon, Tuesday, October 5, 2010
- Statement of Interest and Qualifications Due:  4:00 PM, Monday, October 18, 2010
- Finalist selection, Honoraria for development of proposal: October 25, 2010
- Final proposals due: Monday, November 15, 2010
- Selection Panel final recommendation: November-December 2010
- City Review and Library Award:  December  2010 to February 2011
- Fabrication Begins: (approx.)  April-May 2011
- Installation to be Completed: (approx.) July 2011

*CONTINUITY OF SERVICES*

Book Van
The van has been received by OBS in Ohio. Staff is working closely with the vendor to detail the interior spaces in preparation for delivery.

Staff is in the process of exploring and identifying service stop locations for the van in the Claremont and North Berkeley neighborhoods. Once these are finalized a schedule will be developed to include in a brochure highlighting all of the service options during the temporary construction phase closures.

ATTACHMENTS
1.    September 11, 2010 West Branch Community Meeting: Agenda
2.    Presentation boards from September 11, 2010 West Branch community meeting
3.    Meeting Notes & Summary of Comment / Survey forms

# WEST BRANCH LIBRARY PROJECT
## COMMUNITY MEETING
SEPTEMBER 11, 2010
12:00 – 1:30 PM

# AGENDA

## Welcome!

Marge Sussman, Branch Supervisor

## Agenda and Project Review

Donna Corbeil, Library Director

## Previous Meeting Recap

Ed Dean, AIA

Harley Ellis Devereaux / GreenWorks Studio

## Design Development Update

Ed Dean, AIA

Harley Ellis Devereaux / GreenWorks Studio

## Landscape Design

John N. Roberts, ASLA

John Northmore Roberts & Associates | Landscape Architects and Land Planners

## Questions & Comments

## Next Steps

*Thank you for coming, and
please complete a comment sheet and
survey before you leave.*

# BACKGROUND AND PROJECT PRE-HISTORY

**OPTION A**
Renovation 2,100 SF + 6,560 SF Addition = 8,660 SF

6,560 SF

2,100 SF

GARDEN

**OPTION B**
Prop. 14 Proposal = 14,600 SF

## BRANCH LIBRARY FACILITY MASTER PLAN - 2008

Option A

Based on Option B, the 2004 Library Bond Act submittal, which was unsuccessful in securing state funding for a new branch.

Option B

Two-story design that rebuilds 1923 building at sidewalk level and a large addition.

## BERKELEY MEASURE FF

Passed in November 2008 to fund all four branch library projects.

## PROJECT SITE

Existing library site, 100 ft. University Avenue frontage, 120 ft. deep lot.

## THE WEST BRANCH LIBRARY

HARLEY ELLIS DEVEREAUX

# EVALUATION OF EXISTING STRUCTURE

1973

1923
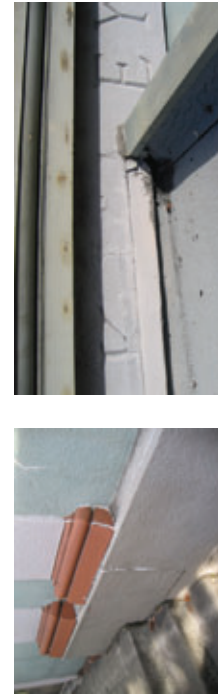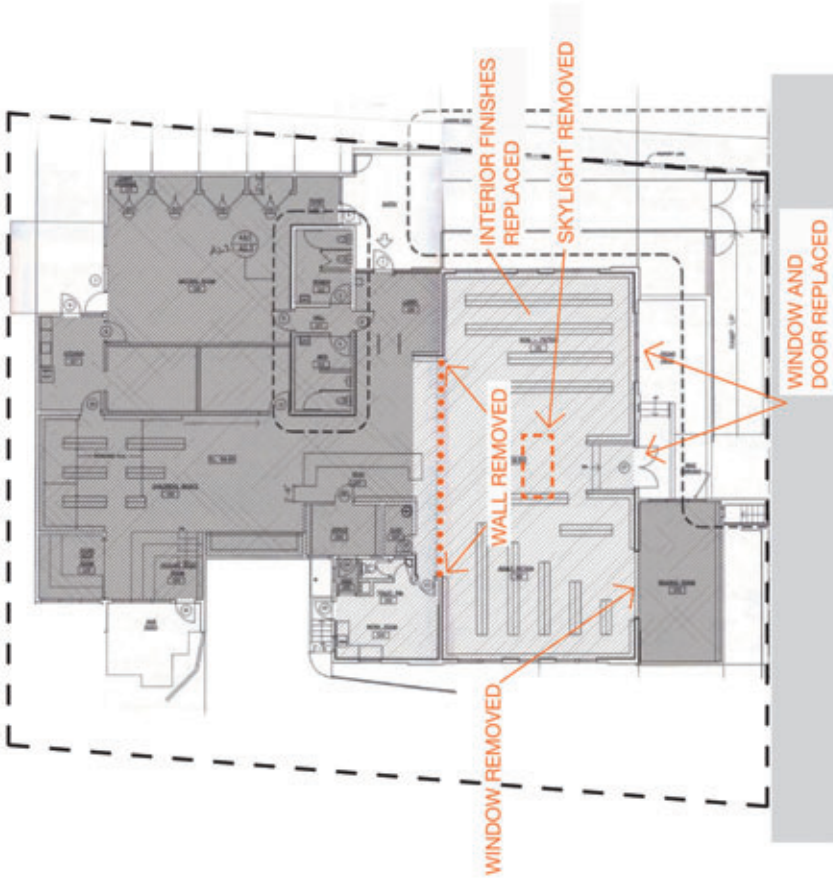
"STRUCTURE OF MERIT" DESIGNATION (2003)

INTERIOR FINISHES REPLACED

SKYLIGHT REMOVED

WALL REMOVED

WINDOW AND DOOR REPLACED

WINDOW REMOVED

University Avenue

# THE WEST BRANCH LIBRARY
HARLEY ELLIS DEVEREAUX
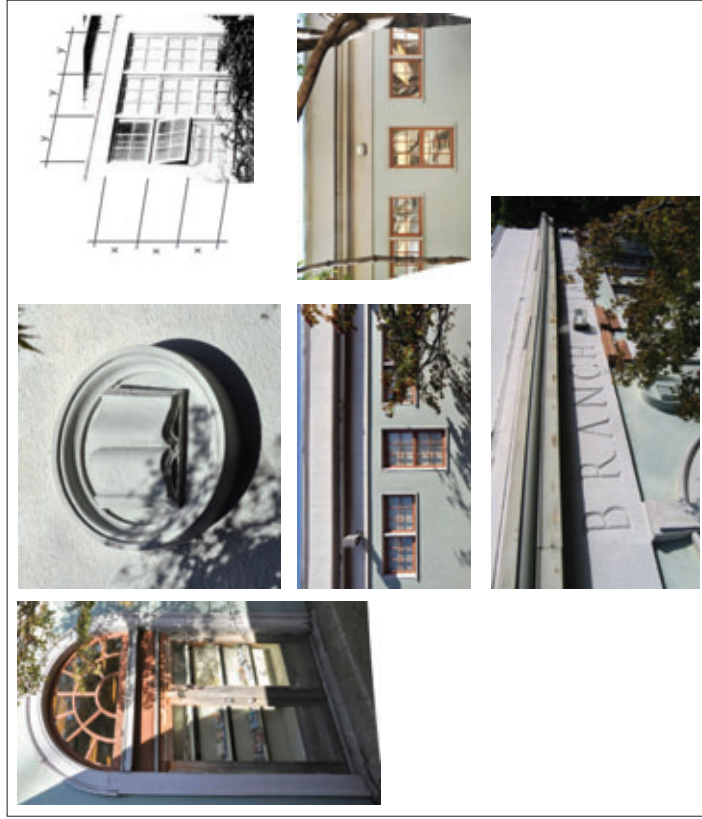
# CONCEPT DESIGN PHASE
## ALTERNATIVE DESIGN APPROACHES



Scheme C



Scheme B



Scheme A

# THE WEST BRANCH LIBRARY

HARLEY ELLIS DEVEREAUX
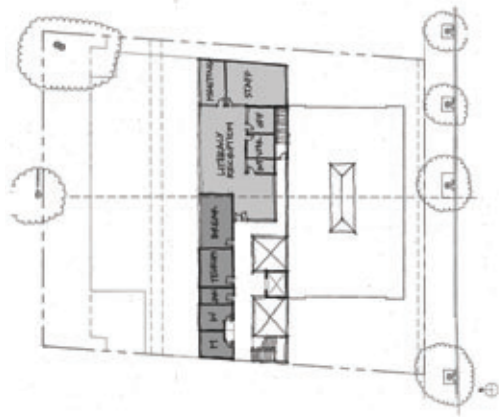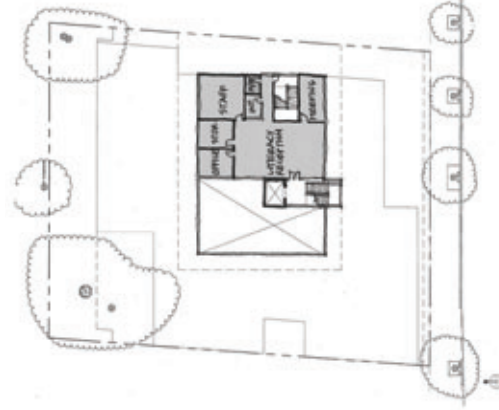
# CONCEPT DESIGN PHASE
## SELECTED DESIGN APPROACH

**"Scheme B"**

- The library program is fully functional in the new building design.
- The new building meets all seismic codes and fully mitigates the local environmental noise issue.
- The project cost is on budget for the established amount.
- The design can achieve a zero net energy performance.
- The design incorporates one of the historic elements and will feature a historical display in an appropriate way to meet the general preservation objectives outlined in the 2003 LPC Decision.



*University Avenue*

## THE WEST BRANCH LIBRARY
HARLEY ELLIS DEVEREAUX

# CURRENT DESIGN

## SERVICE LEVEL COMPARISON WITH EXISTING FACILITY

| ROOM SIZES (Net Square Feet) | EXISTING BUILDING | CURRENT DESIGN | DELTA |
|---|---|---|---|
| Lobby Services | 673 | 821 | 148 |
| Adult | 1,535 | 1,284 | -251 |
| Children | 959 | 972 | 13 |
| Teens | 317 | 340 | 23 |
| Multipurpose | 499 | 874 | 375 |
| Small Group Study | 0 | 80 | 80 |
| Staff | 537 | 1,237 | 700 |
| Literacy | 570 | 1,098 | 528 |
| Other (unassigned): | 461 | 1,888 | 1427 |
| Vestibule | 156 | 142 | -14 |
| Restrooms | 231 | 432 | 201 |
| Janitor Closet | 36 | 27 | -63 |
| Mechanical/Electrical | 2 | 372 | 370 |
| Circulation | 36 | 814 | 778 |
| IT Room | 0 | 101 | 101 |
| Walls / Structure | 393 | 805 | 412 |
| TOTAL GROSS SF | 5,944 | 9,399 | 3,455 |

| SEATING | EXISTING BUILDING | CURRENT DESIGN | DELTA |
|---|---|---|---|
| Adult | 11 | 20 | 9 |
| Teen | 9 | 14 | 5 |
| Children | 10 | 17 | 8 |
| TOTAL | 30 | 51 | 21 |
| **COMPUTERS** | | | |
| Adult | 5 | 8 | 3 |
| Teen | 2 | 4 | 2 |
| Children | 1 | 3 | 2 |
| TOTAL | 8 | 15 | 7 |
| **SHELVING (Linear Feet)** | | | |
| Adult | | | |
| Books | 1644 | 1857 | 213 |
| AV | 203 | 240 | 37 |
| Adult Mag/Nsp | 117 | 72 | -45 |
| Teen | | | |
| Teen Bks + AV | 126 | 126 | 0 |
| Teen Mag | 12 | 12 | 0 |
| Children | | | |
| Books | 615 | 651 | 36 |
| AV | 87 | 105 | 18 |
| Children Mag | 0 | 12 | 12 |
| Other | | | |
| Holds | 23 | 81 | 58 |
| TOTAL | 2,827 | 3,156 | 329 |

# THE WEST BRANCH LIBRARY

HARLEY ELLIS DEVEREAUX

CURRENT DESIGN
FLOOR PLAN

*A large public room suffused with daylight*
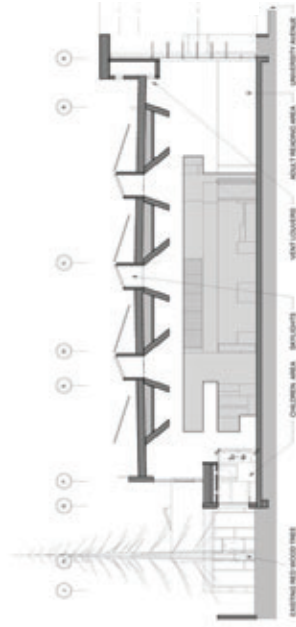
Section through Public Room - Looking East

THE WEST BRANCH LIBRARY

HARLEY ELLIS DEVEREAUX

# CURRENT DESIGN
## EXTERIOR MATERIALS

# THE WEST BRANCH LIBRARY
HARLEY ELLIS DEVEREAUX

WEST BERKELEY LIBRARY
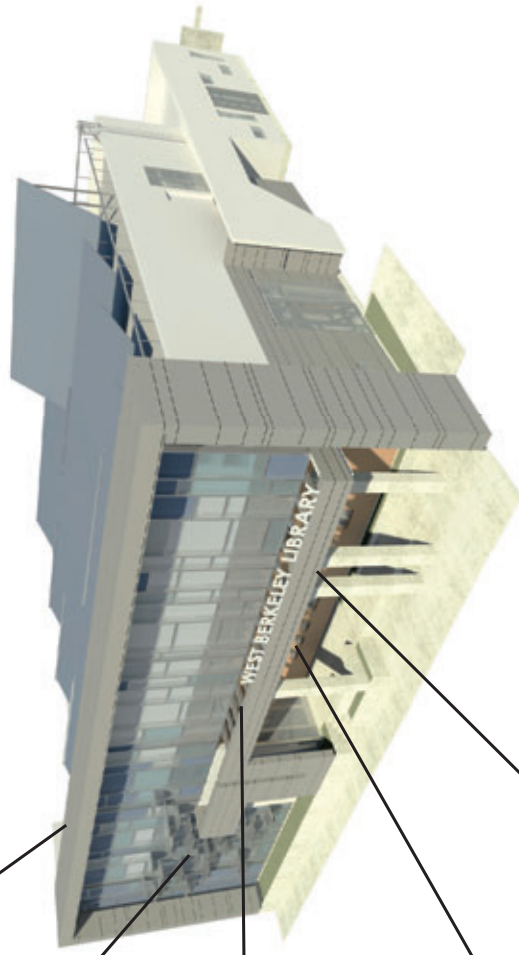
URBAN SCALE "FRAME"
AND CIVIC PRESENCE:

FIBER CEMENT BOARD
ON
STEEL FRAME

TRANSPARENCY, OPENESS
AND DAYLIGHT:

CLEAR, TINTED
AND SPANDREL GLAZING
IN
ALUMINUM FRAME
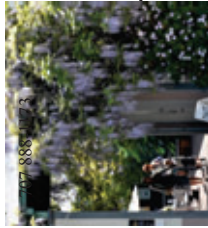
FRIENDLY
LANDSCAPE MATERIALS

WYSTERIA VINE AT ENTRY
REDWOOD TREE VIEW
GARDEN AT REAR
GARDEN SCREEN WALLS

PEDESTRIAN SCALE,
WELCOMING AND WARM:

WARM COLORED SIDING
I.E. WOOD (FSC CERTIFIED)
AT ENTRY
CONTINUES INTO
INTERIOR
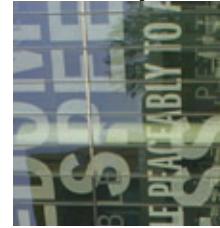
BUILDING INTEGRATED
SIGNAGE,
VISIBILTY, NIGHT GLOW:

GLASS-APPLIED, BACKLIT
AND
SOLID LETTERS

HYDE PARK

# CURRENT DESIGN
## LANDSCAPE PLAN



# THE WEST BRANCH LIBRARY
HARLEY ELLIS DEVEREAUX

CURRENT DESIGN
INTERIOR SPACE

THE WEST BRANCH LIBRARY
HARLEY ELLIS DEVEREAUX



View of Public Room from Northwest Corner



View of Public Room from Southwest Corner

CURRENT DESIGN
INTERIOR SPACE

THE WEST BRANCH LIBRARY
HARLEY ELLIS DEVEREAUX

View toward Children's from Entry
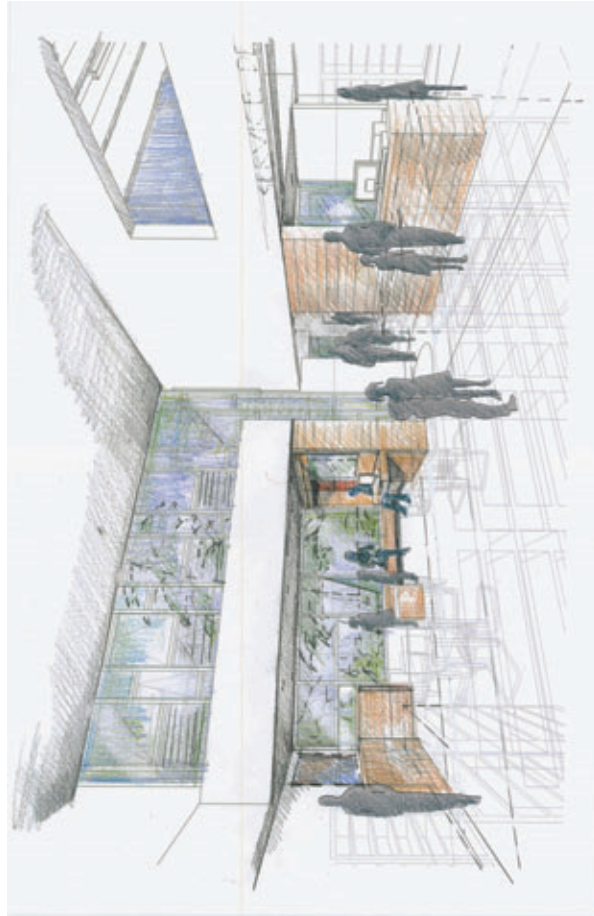
View toward Children's Nook - Close-Up

# CURRENT DESIGN
## COLORS, FURNITURE AND MATERIALS

STEELCASE
CHAIRS IN GENERAL ADULT AREAS

NEINKAMPER "Kloud" swivels
CHAIRS IN GENERAL TEEN AREA

COLOR MIX

CEILING

WALLS, FURNITURE, CASEWORK

FLOOR

COLOR PALETTES

WARM TONES

ACCENT TONES

COOL TONES

REFERENCES

LARGER COMMUNITY CONNECTION

CITY OF BERKELEY

DIVERS COMMUNITY

DAYLIGHT REFLECTION
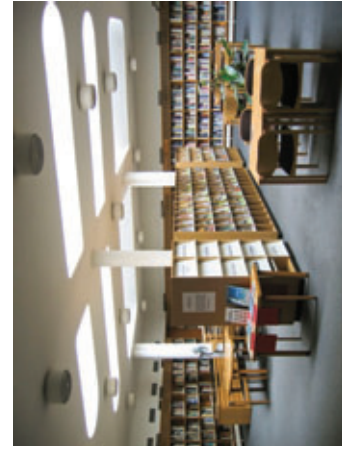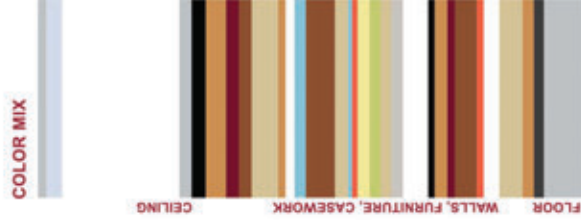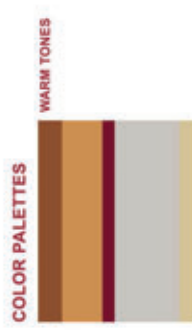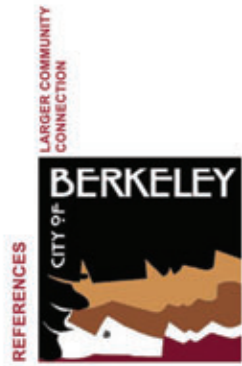
All spaces suffused with natural daylight

## THE WEST BRANCH LIBRARY
HARLEY ELLIS DEVEREAUX

# CURRENT DESIGN
## ZERO NET ANNUAL ENERGY USE
## ZERO CARBON FOOTPRINT

**Annual ZNE - West Berkeley Branch Library**

kBTU/sf-year

- Extra PV Capacity
- Solar Photovoltaic
- Solar Thermal
- Plug Load
- Lighting
- Hot Water (Electric)
- Hot Water (Electric)
- Cooling (Heat Pump)
- Ventilation Fans
- Heating
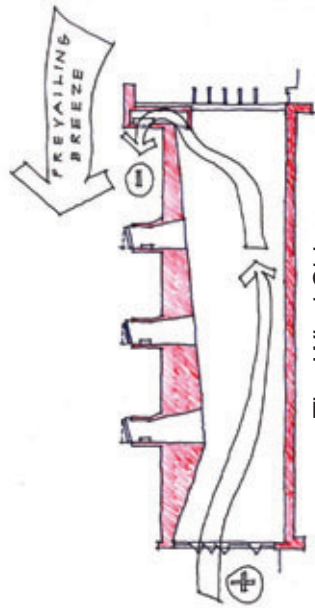
The *Wind Chimney*

Refreshing Outdoor Air for Ventilation and Cooling

PREVAILING BREEZE
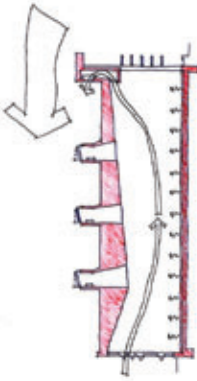
**Mode 1.** Heating Season. Minimum outside air admitted.
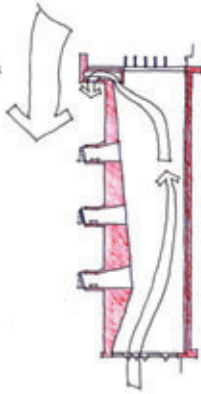
**Mode 2.** Swing Season. Varying amounts of outside air via wind chimney only.
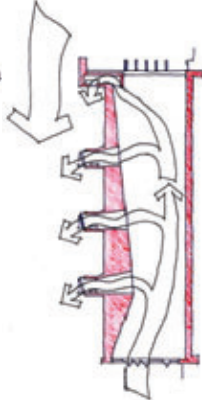
**Mode 3.** Early Cooling Season. Increased amounts of outside air for cooling via wind chimney and venting skylights.

**Mode 4.** Cooling Season. Maximum air movement via roof fans. (Skylights are closed.) Use of "night purging" using natural ventilation with cool night air.

**Mode 5.** Peak Cooling Events. Minimum outside air. Cool space using chilled water in radiant slab from backup heat pump.

# THE WEST BRANCH LIBRARY
HARLEY ELLIS DEVEREAUX

CURRENT DESIGN
VIEW FROM UNIVERSITY AVENUE



THE WEST BRANCH LIBRARY
HARLEY ELLIS DEVEREAUX
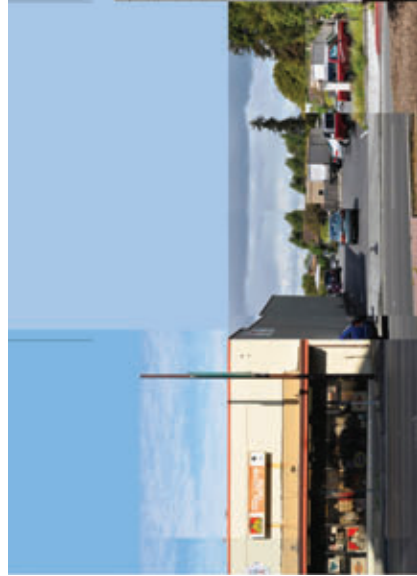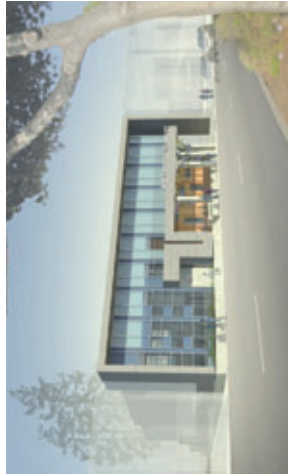
September 11, 2010 - 12:00-1:30PM

| | |
|---|---|
| Attendance: | 14 community members |
| Board of Library Trustees members: | Winston Burton |
| Presenting design team members: | Ed Dean, AIA - Harley Ellis Devereaux / GreenWorks Studio |
| | John N. Roberts, ASLA - John Northmore Roberts & Associates \| Landscape Architects and Land Planners |
| Presenting library staff: | Marge Sussman, Branch Supervising Librarian |
| | Donna Corbeil, Director of Library Services |

**Audience Participation**

Adults will want to sit in the back and looking at the trees (viewing garden) and not at University Avenues

**Q:** What kind of glass will be used for the windows facing University Avenue? Can vehicles be seen through the glass? **A:** The glass will be tinted and shades will be drawn depending on sun level but when shades are up one will be able to see vehicles through the tinted glass.

**Q:** Will the window glazing lessen exterior sounds? **A:** Yes. Acoustical glazing will be used with a high sound transmission class (STC) rating to block out street noise.

**Q:** Can the adult seating face another way as not to look out at University Avenue traffic. **A:** Yes. Library staff can reposition the furniture.

**Q:** What is the total number of seats? **A:** The program summary chart shows the totals: 20 adult, 14 teens, and 17 children's.

**Q:** Are the architects sharing best practices, such as landscaping ideas, between the branch projects? **A:** Yes. It has been happening and will continue to occur. This practice also was a City request.

I have security concerns about passing by a dark, plant covered area at night (branch entry area). **A:** The plans show no hiding spaces with the area at a low level, almost even with the sidewalk. Additionally, the area will be well lit.

**Q:** Wisteria doesn't bloom that long. Is there another plant with a longer bloom period that can be used? **A:** Wisteria has a beautiful structure and is a muscular plant which can stand up to the building and fits with the planned trellis.

**Q:** I am concerned about landscape maintenance. What is the Library's commitment to keeping up with garden maintenance? **A:** We will be developing a landscape manual which addresses maintenance needs. The Library currently contracts for landscape services and will continue to do so for all the branches.

Wisteria is gorgeous but requires rigorous pruning; you might want to choose plants that require less maintenance.

**Q:** With the false front exterior of 32', what fills that space on the inside? **A:** The interior ceiling height varies because of the ceiling "panels" that are suspended at an angle below the skylights. The very lowest point of these panels is 18 ft above the floor and the ceiling between the skylights is 21 ft. At the skylights, the height gets up above 24 ft, the roof height. The upper part of the interior space will be light feeling to allow for natural air flow and light to filter down into the public spaces which will be warmer and cozier based on furniture and fixture finishes. Solar panels and air vents will be behind the exterior façade.

Berkeley Public Library – Branch Improvement Program
West Branch Community Meeting – Conceptual Design
September 11, 2010 - 12:00-1:30PM

**Q:** How much will all of this cost? **A:** It's the design team's responsibility for the project to be on budget in order to proceed with the project. Estimates have been done at each design phase to make sure we are on budget. The budget includes the photovoltaic system to achieve net zero energy.

**Q:** Have you conducted simulations to make sure it (green energies) all works? **A:** Yes, we have run many simulations and the results were shown at previous meetings.

I don't understand how the photovoltaic panels work with the skylights. **A:** It was a challenge to make work but it does by running skylights and photovoltaic panels parallel to each other.

**Q:** How much forward looking is the Library doing regarding public use space since there seems to be significant dedicated staff space. **A:** While difficult to predict future trends, the Library always is looking future forward and this building is being designed to allow for greatest space use flexibility so it may serve this community well for the next twenty or so years. This branch also is home to Berkeley Reads adult and family literacy program, which now occupies most of the branch meeting room. In the new building they will have considerably more dedicated program space. Additionally, there is a new enclosed teen room, a quiet study room which will hold up to four people, and more restrooms to meet code, including a separate family restroom. The staff workroom will allow staff to work more efficiently and effectively processing materials and getting them back on the shelves quicker. Just this past year the Library circulated over 2 million items so we are getting busier and busier

**Q:** Have you thought about switching the adults and children's areas? It would be nice to come in and get comfortable while looking out at the garden. **A:** Careful thought was given to the placement of the children's area. Children often require more assistance from staff so it was essential that their area be adjacent to the staff service area but separate from the adult area because of noise. There also was a safety concern to have small children away from the entry. The multipurpose room, which also looks out to the viewing garden, will serve as additional seating and work space for patrons when not in use. We will look into adding some comfortable seating in that room.

**Q:** I heard the Library is getting rid of the reference desk. Is that true? **A:** No. The branch currently has a two person service desk for reference and circulation and the new branch will have space for a third staff person for additional assistance. We are not removing reference desks from any of the branches.

**Q:** I keep hearing about less collections (books); is that true? **A:** No. All branches except for the Claremont Branch are gaining more shelving for collections. There will be a variety of shelving types for the variety of formats the Library provides.

**Q:** For how long will the branch be closed? **A:** The branch will be closed for approximately 12-14 months for construction. The library will be providing a book van so it may continue service to the branch neighborhood during construction.

**Q:** Where will the collection go when the branch will be closed? **A:** The collection will be boxed and stored but staff will keep buying new materials during the closure as part of the branch's opening day collection.

**Comments**

I am interested in learning more about the Library's efforts to develop a landscape maintenance plan

**Survey Responses**

1. **What were three things that you heard today about the project that were most memorable?**
   - Problems with foundation and termites necessitate demolition
   - Energy efficiency
   - Visual stature
   - Donna's clear description of space use
   - Zero energy –great!
   - Centrality of redwood tree –great!
   - Moving forward w/o keeping the original structure –great!
   - Solar energy
   - More seating
   - Natural light
   - Nice design of building façade
   - Energy efficient design
   - Good internal layout of space

2. **What three issues do you consider most important to the West Branch Library?**
   - Fiscally prudent
   - Berkeley Reads space –great
   - New building
   - Maintenance plan for landscape element
   - Continued and building community support for the plan
   - Increased and more comfortable seating
   - Expanded collection, especially classic fiction / award winning fiction
   - Improved access to meeting room(s)
   - Building façade needs strong, visual civic presence on street
   - Improve quality, aesthetics and functionality of interior spaces

3. **What did you like most about the community meeting?**
   - Not enough time for Q&A; too much lecture
   - Good, clear presentation
   - Responsive to concerns
   - Update on the plans
   - How much things have progressed over the past six months
   - All questions were welcomed and answered
   - Landscaping and energy efficiency were highlighted
   - Well-run; good informative presentation

4. **What did you like least about the community meeting?**

**West Branch Design Development Community Meeting**
**Audience Comments / Survey Responses**
**09.11.10**

- Most of us had not been to other meetings, yet there were a lot of "that was discussed before responses."
- Could start on time

5. **Is there anything you would like the project team to know that was not said at the meeting?**
   - Why did the plan change so much since the facility Master Plan –"restore the original 1923 branch façade?"
   - When will it start to be built?
   - How long it will be to finish?
   - Where can I borrow books when being rebuilt?
   - Public seating and workspace is perhaps the most critical piece; I hope these are not only adequate but that growth is considered and possible

# BERKELEY PUBLIC LIBRARY

**TO:**       Board of Library Trustees

**FROM:**     Donna Corbeil, Director of Library Services

**SUBJECT:**  OCTOBER 2010 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

The Annual California Library Association conference, schedule to take place in Sacramento this year from November 11-15, 2010 is now open for registration.  Library staff members will be attending and will report to the board in December on the sessions and events attended. More information is available on the CLA website at: http://cla-net.org/included/docs/2010conf/clacslaprogram.pdf

PROGRAMS, SERVICES AND COLLECTIONS

*November Elections*
The Library will be a polling location for the Alameda County Registrar of Voters, they have requested and the library has agreed to utilize the Claremont and South Branch libraries as voter polling locations in the upcoming elections.

*Adult Services*
Berkeley Public Library's 4th annual Banned Bookmobile is on display September 26 through October 31st in the entrance lobby of the Central library. The Banned Bookmobile consists of nine hanging books that have been challenged or banned throughout history. The titles include *The Odyssey* by Homer, which Plato suggested expurgating for immature readers and which Caligula tried to suppress because it expressed Greek ideals of freedom. *Harry Potter and the Sorcerer's Stone* was burned along with the works of Shakespeare in 2001 outside a church in New Mexico. *The Adventures of Captain Underpants* brings up the rear after being removed from a school in Connecticut due to concerns that is caused unruly behaviour among children.

The exhibit was mentioned recently on the electronic journal, Berkleyside:
(http://www.berkeleyside.com/2010/09/29/berkeley-public-librarys-banned-books-mobile/).

Source: Banned Books: 2004, 2007 Resource Book and pamphlet by Robert P. Doyle.
American Library Association. Chicago, IL.

*Digital Storytelling event in November*
Staff has put together a terrific program, with film makers, historians and others, called Digital
Stories and Panel Discussion on the *1960's Desegregation of the Berkeley Schools.*
Please join us for a screening of fascinating Digital Stories/Movies made by the participants in
Workshops focused on the *1960's Desegregation of the Berkeley Public Schools.* The showing
will take place Saturday, November 6, 2010, 2-4 pm, in Berkeley Public Central Library's 3rd
floor Community Meeting Room and will be followed by a panel discussion. The Berkeley Public
Library, in partnership with local educational and historical nonprofits, developed a virtual exhibit
of digital stories created and told by participants in the school desegregation. These thirteen
first-person video narratives—short digital movies comprised of archival images, music, and the
voice of the participant—powerfully convey the often painful issues of race, social justice, and
equality that are still vitally important and as yet unresolved.

*Other Activities*
The fifth annual library staff art and craft show is underway, begun September 28, through
October 25th at the Central Library.

CLA's Snap Shot Day occurred at the Library on Tuesday, October 5th. Some of the events
captured in pictures were: stories for 4,5 & 6 year olds at Central Story room; play readers at
Central Meeting Room ; e-commerce workshop at Central Meeting Room; multigenerational
Origami at North; and SCORE one-on-one business counseling at Central in Berkeley History
Room. In addition, staff captured statistical information, a snapshot of usage and work done on
that day. The coordination of events was overseen by Alan Bern, Community Relations
Librarian and was successfully carried out thanks to the participation of staff at all locations. As
a result the library has a great collection of photographs and data to use in outreach and
publicity and to share with the California Library Association.

FACILITIES/ OPERATIONS & PERSONNEL

BOLT
Effective immediately the Library has made the audio recordings of the BOLT meetings
available on our website. The July and September audio recordings are now up and posted for
the public, accessible via our website. The audio is in .wma format and requires either the
Microsoft Windows Media player (PC) or Microsoft Silverlight plugin (Mac OS X & PC) to play
back**.**

PERSONNEL
Upon Linda Perkins retirement Joy Shioshita has been appointed interim Youth (children and
Teen) Services Manager for BPL, Joy is currently Senior Librarian for Teen Services. To fill the
permanent position staff will undertake a recruitment to include advertisement at the annual
CLA / CLSA Conference in Sacramento this November.

## Planning Your West Branch Berkeley Library Project

**Saturday, September 11, Noon**
West Branch Library
1125 University Ave. at San Pablo

**Design Development Update**
**Harley Ellis Devereaux**
**GreenWorks Studio**

Join us as the architects present more developed drawings of the proposed design for a new West Branch building, including materials and finishes.

**We value your input! Refreshments will be served.** For accessibility information or other questions, go to **berkeleypubliclibrary.org** or call **510-981-6195**


CRITIC'S CHOICE

produced (a battle he described in his 1964 novel, *The Fanatic*, and a 1974 memoir, *The Obsession*). Levin's best-known work, however, remains his 1956 novel, *Compulsion*, inspired by the real-life murder trial of Nathan Leopold and Richard Loeb, self-perceived geniuses who killed a fellow teenager to prove they were exempt from


*Patinkin gets compulsive.*

society's laws. In 1959, Orson Welles starred in a cinematic version of the novel.

Groff's *Compulsion* doesn't dwell on success, but on Silver's (and Levin's) lingering sense of being wronged. As for Anne Frank and the friends and family members she chronicled in her now-famous diary—they're all played by marionettes. It's a clever way of staging a play within a play—and a constant, unnerving reminder of Silver's obsession with his idealized version of Anne.

*Compulsion,* Sept. 13-Oct. 31, Berkeley Repertory Theatre, 2025 Addison St., Berkeley; $29-$73; (510) 647-2949 or berkeleyrep.org.
—*Sam Hurwitt*

## MUSIC

**Cuba meets Chicago**
Though Nat "King" Cole didn't speak a word of Spanish, between 1958 and 1962 he recorded a series of hugely popular albums by phonetically crooning the lyrics of Latin American standards like "Perfidia" and "Ay Cosita Linda." The records earned him a vast and still-enduring following across the region, including Issac Delgado, the former lead vocalist of the powerhouse Cuban band NG la Banda. Now 48, Delgado wasn't even born when Cole cut most of those discs. But since defecting to the United States while on tour in Mexico in 2006, Delgado has been looking to connect with American audiences, and his new album, *L-O-V-E* (Sony Masterworks), revisits Cole's bridge-building sessions


*Cole the Younger.*

by exploring many of the same standards. Most noteworthy is the presence of Freddy Cole, Nat's younger brother and a captivating performer in his own right, with whom Delgado opens a three-night run at Yoshi's on Sept. 10.

At 78, Cole is in the midst of a gloriously productive late-blooming career, releasing more than 14 albums since 1997. A slyly

# THE DAILY CLOG

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clog@dailycal.org

**about** the clog
**write** for the clog
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## **the** poll

**If the Clog was in Playboy, what would our name be?**
- Juliet Chives
- Desdemona Scallion
- Chaussures de Bois
- Clint Eastwood Eshleman
- Zapatos de Madera

Vote

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## **the** archives

September 2010
August 2010
July 2010
June 2010
May 2010
April 2010
March 2010
February 2010
January 2010
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November 2009
October 2009
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August 2009
July 2009
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November 2008
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September 2008
August 2008
July 2008
June 2008

## Banned Together

Posted by Jillian Wertheim on Thursday, September 30, 2010 05:20 pm



Us: Is it that time of year already?

You: Uhhh ... ?

Us: Wait, you've never heard of the Berkeley Public Library's annual Banned Bookmobile?

End Scene.

We're guessing that with the bazillion of libraries our beloved Berkeley has right on campus, not too many student-folk frequent the Berkeley Public Library. And that's a shame because, unbeknownst to many, the BPL offers tons of cool shiznit, like tie-died library cards and, oh yeah, a banned book-themed mobile.

We spied Dan Brown's "The Da Vinci Code" and a book that arguably defines not only our childhood, but our teenage-hood and impending adulthood as well. Yes, we are talking about "Harry Potter."  The first installment of that beloved series dangles gracefully along with a few other controversial titles — artfully tied up in red tape, of course.

The mobile will be on display through Oct. 26, in the entrance lobby, so take your studies off campus and check it out.

*Image Source: florian b. under Creative Commons*
Berkeley Public Library [Facebook]

**Posted in:** Arts
Tags:banned book mobile, Berkeley public library, controversy turned art, yet another reason to love Harry Potter
Comments (0)
Print This Post

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## Comments:

No comments yet.

## Leave a Reply

## recent comments

**NFL fan:** so whos the best signing this year

**shbaka:** Hi, I found your website @ yahoo and i have read a few of your other posts. I like what u post! I just added you to my Google News Reader...

**Derek:** lol

**UCB is Fail:** Huston, and really Los Angeles is all Orange. La Rasa on campus will help make the USA 99% orange in 30 years. So everyone else plan...

**Shawna:** I saw this last week and looked through most of the cities. While the Bay Area does have a racial majority in most neighborhoods, divides...

## blogroll

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California Golden Blogs
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The Daily Cal's blogs
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UCB Livejournal Community
Work It, Berk

# Banned Books Week Thrives in Berkeley

Posted By Mary Susman On September 30, 2010 @ 7:59 pm In City | No Comments



[1]

In celebration of Banned Books Week [2] this week, the Berkeley Public Library [3] has a number of displays, including a mobile hanging in its front entrance with books that have been banned throughout the county.

According to the American Library Association [4], over 460 books were challenged last year alone. Among the top ten challenged were "And Tango Makes Three [5]," "To Kill a Mockingbird [6]" and "My Sister's Keeper [7]" for reasons including drugs, homosexuality, suicide, racism and offensive language.

Banned Books Week began in 1982 after the number of challenged books in both schools and public libraries sharply increased. Since then, over 1,000 books have been challenged across the country.

Chris Finan, president American Booksellers Foundation for Free Expression [8], an organization sponsoring the event, said the week is an important reminder that censorship exists today.

"It's an education campaign to explain to Americans we don't have free speech because it's protected by the Constitution [9]. We have free speech because people fight for it," Finan said.

Libraries and schools across the country participate in events throughout the week, including book readings and banned books film festivals.

Alan Bern, Community Relations and Disability Services Librarian at the Berkeley Public Library, said community members are often shocked by the books that have been banned. While books are challenged at the Berkeley Public Library, the challenges are rare.

Bern said he hopes this week will teach community members to engage in dialogue around issues of differences.

*Image Source:* Mary Susman/Contributor

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Article printed from Notes from the Field: **http://blog.dailycal.org/news**

URL to article: **http://blog.dailycal.org/news/2010/09/30/banned-books-week-thrives-in-berkeley/**

URLs in this post:

[1] Image: **http://blog.dailycal.org/news/files/2010/09/IMG_0542.jpg**
[2] Banned Books Week: **http://blog.dailycal.org/newsIn celebration of Banned Books Week this week, the Berkeley Public Library has a number of displays, including a mobile hanging in its front entrance with books that have been banned throughout the county. According to the American Library Association, over 460 books were challenged last year alone. Among the top ten challenged were And Tango Makes Three, To Kill a Mockingbird and My Sister**
[3] Berkeley Public Library: **http://www.berkeleypubliclibrary.org/**
[4] American Library Association: **http://www.ala.org/**
[5] And Tango Makes Three: **http://en.wikipedia.org/wiki/And_Tango_Makes_Three**
[6] To Kill a Mockingbird: **http://ethemes.missouri.edu/themes/442**
[7] My Sister's Keeper: **http://books.google.com/books?id=558QOSmHwhEC&printsec=frontcover&dq=My+Sister%27s+Keeper&hl=en&ei=FE2lTIn3G8vtnQf28tCQAQ&sa=X&oi=book_result&ct=result&resnum=1&**
[8] American Booksellers Foundation for Free Expression: **http://www.abffe.com/**
[9] Constitution: **http://www.archives.gov/exhibits/charters/constitution.html**

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## Supervising Librarian

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**Berkeley Public Library,
Berkeley, California**

**Salary:** $80,052 to $96,420

**Status:** Full-time

**Posted:** 10/12/10

**Deadline:** 11/01/10

**Supervising Librarian**

**SUPERVISING LIBRARIAN Recruitment Now OPEN!**

Situated between rolling hills and the San Francisco Bay, the **Berkeley Public Library**, es
a Central Library and four branches, Tool Lending Library & Adult Literacy program. For it
Berkeley Public Library is one of the most heavily used public libraries in California.

This is an especially exciting time for BPL as we near the date to break ground on a $26 r
project approved by our voters in 2008. Our Central Library constructed in 2002 is also in
makeover which focuses on streamlining the physical layout and service model.

**The Berkeley Public Library is looking for a qualified and energetic candidates to le
Library's Art and Music division.***This eligible list will be used to fill additional future Sup
vacancies at the Central Library and Branches.*

The **Supervising Librarian** is the full supervisory class in the professional librarian series
should possess an interest in and the ability to: supervise professional, technical and supp
implement services and programs; conduct outreach, reference services, collection develo
planning.  *If you are the type of leader that meets challenges with innovative and creative
opportunity for you.*

 **Base Salary Range: $80,052-$96,420**

**Benefits:**100% Health Insurance; Delta Dental covers 90% of services with $2000 annual
Insurance with option to purchase supplemental coverage; three weeks vacation + 3 floati
discounted membership to nearby YMCA and transit subsidies.

 Join us in leading a friendly & capable staff in their service of a diverse & supportive com

Additional information including job and application requirements can be found at the City
employment page **http://agency.governmentjobs.com/berkeley/default.cfm**