



**BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

Regular Meeting
APRIL 13, 2011

AGENDA
6:00 PM

South BRANCH
1901 Russell Street

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

I. PRELIMINARY MATTERS

- A. Call to Order
- B. Public Comments (6:00 – 6:30 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. PRESENTATIONS

- A. Presentation on Proposed FY2012 - FY2013 Biennial Budget and Proposed Budget Balancing Measures

III. CONSENT CALENDAR

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

- A. **Approve minutes of March 9, 2011 Regular Meeting**
Recommendation: Approve the minutes of the March 9, 2011 regular meeting of the Board of Library Trustees.
- B. **Approve minutes of March 17, 2011 Special Meeting**
Recommendation: Approve the minutes of the March 17, 2011 special meeting of the Board of Library Trustees.
- C. **Accept and Appropriate Gift Funds for FY2011**
Recommendation: Adopt a resolution to authorize the Director of Library Services to accept and appropriate to FY 2011 the gift of \$500 from the Friends of the Berkeley Public Library, the gift of \$100,000 from the Foundation and to accept the private party gift donation of \$200.
- D. **Contract Amendment: Ricoh Business Solutions**
Recommendation: Adopt a resolution authorizing the Director of Library Services to amend the value of contract no. 7605 with Ricoh Business Solutions for the provision of equipment leasing and maintenance services for public-use copiers at the Central Library and branch libraries by an incremental amount of \$15,000 for a total contract not-to-exceed amount of \$90,000.
- E. **Circulation Policy**
Recommendation: Adopt the resolution approving the Policy on Use of Library Collections by Library Staff for the Berkeley Public Library.
- F. **Revision of Library Aide and Library Assistant Classifications to accurately reflect the scope of duties and creation of a new classification Library Page to address operational needs of the library.**
Recommendation: Adopt a resolution approving and recommending to the Personnel Board that it revise the Library Aide and Library Assistant Classifications, which is a Service Employees International Union (SEIU), Local 1021, Community Services and PTRLA Association, to accurately reflect the scope of duties and to create a new classification of Library Page to meet library needs.

IV. TRUSTEE INTERVIEWS (Starting at 7:30)

- A. **Interviews for Upcoming Trustee Vacancies on the Board of Library Trustees**
Trustees will conduct interviews during this meeting of candidates for the two upcoming vacancies on the Board of Library Trustees in order for the Trustees to make a recommendation to the City Council. Candidate applications will be available for review by the public at the meeting.

V. ACTION CALENDAR

- A. **Contract: BHM Construction for Renovation and Construction of the North Branch Library**
Recommendation: Adopt a resolution to recommend City Council adopt a resolution: 1) Approving plans and specifications for the Berkeley Public Library North Branch Improvement Project; 2) Accepting the bid of BHM; and 3) Authorizing the City Manager to execute a contract and any extensions or change orders until completion of the project in an amount not to exceed \$4,760,000.
- B. **Discussion and recommendation to City Council for trustee appointments effective May 14, 2011**
Recommendation: Discussion of candidates interviewed, vote by the Board on which two to recommend, and direct staff to send names of recommended candidates to the City Council for appointment.

VI. 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. **April 2011 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>

VII. AGENDA BUILDING

The next meeting will be a Regular Meeting held at 6:30 PM on Wednesday, May 11, 2011 at the **Central Branch Library, 2090 Kittredge Street, Berkeley.**

VIII. ADJOURNMENT

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



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

Please refrain from wearing scented products to public programs.

I hereby certify that the agenda for this regular meeting of the Board of Library Trustees of the City of Berkeley was posted in the display cases located at 2134 Martin Luther King, Jr. Way and in front of the Central Public Library at 2090 Kittredge Street, as well as on the Berkeley Public Library's website on April 6, 2011.

//s//

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

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

COMMUNICATIONS

Communications to Berkeley boards, commissions or committees are public record and will become part of the City's electronic records, which are accessible through the City's website. **Please note: e-mail addresses, names, addresses, and other contact information are not required, but if included in any communication to a City board, commission or committee, will become part of the public record.** If you do not want your e-mail address or any other contact information to be made public, you may deliver communications via U.S. Postal Service or in person to the secretary of the relevant board, commission or committee. If you do not want your contact information included in the public record, please do not include that information in your communication. Please contact the secretary to the relevant board, commission or committee for further information.

None.



BERKELEY PUBLIC LIBRARY

PRESENTATION

April 13, 2011

TO: Board of Library Trustees
FROM: Dennis Dang, Administrative Services Manager
SUBJECT: Proposed Biennial Budget FY 2012 and FY 2013 – All Library Funds

INTRODUCTION

This presentation report details a proposed Biennial Budget for all Library Funds for FY 2012 with revenue of \$15,694,096 and expenditures of \$27,405,201, and for FY 2013 with revenue of \$15,903,199 and expenditures of \$17,893,578. The Biennial Budget as proposed this evening is subject to revision and adjustment either as specifically requested or as offered by direction of the board up to the time of final approval by the board.

FISCAL IMPACT OF RECOMMENDATION

The total proposed expenditure budgets for all funding sources along with the recommendations contained herein present a budget for this biennial period of fiscal years 2012 and 2013. The implications of the proposed budgets on the various fund balances are as follows:

Library Tax Fund

Using the most recent estimates available and employing guidance provided by the City the Library Tax Fund is projected to attain revenues of \$14,525,722 in FY 2012, and \$14,739,325 the following fiscal year. As currently configured, the portion of revenues generated by the library tax is estimated to increase 1.5% year-over-year to \$14,240,222 in FY 2012 and to \$14,453,825 in FY 2013. The actual library tax rate options as determined by either the San Francisco Bay Area Consumer Price Index or the CA Personal Income Growth Factor is released in mid-May; upon their release the current 1.5% estimated rate will be supplanted by the selected index rate for FY 2012. The remainder of receipts, primarily attributable to fines and fees, is forecasted in both fiscal years at \$285,500. Anticipated division expenditure budgets total \$14,929,280 in FY12 and \$15,139,070 in FY13, a prior period increase of 1.6% and 1.4%, respectively. **Operating deficits**, to be offset by monies in the Fund's balance, **are expected in both fiscal years**. Projected Fund deficits are \$403,558 in FY12 and \$399,745 in FY13.

In comparison, modifying an earlier analysis of the Baseline Biennial Budget with the most recent revenue estimates for fiscal years 2012 and 2013 one can see that if the Library elects not to pursue any operational or programmatic changes the Fund's structural deficit would approach \$1M in both FY12 and FY13; and consume the entire Fund's balance sometime in FY13, plunging the Fund into deficit by \$801,000 at fiscal year-end.



	FY11 Projected	FY12 Projected	FY13 Projected
Revenue	\$14,340,275	14,525,722	\$14,739,325
Expenses	\$14,690,618	\$15,522,939	\$15,654,648
Surplus/(Shortfall)	(\$350,343)	(\$997,217)	(\$915,323)
Begin Bank Balance	\$1,461,883	\$1,111,540	\$114,323
Ending Bank Balance	1,111,540	\$114,323	(\$801,000)

Significant events impacting the budget during this biennial period include a relatively fluid economic environment both nationally and in the state. In particular, the state budget remains in flux as uncertainty remains as to how the state will address a \$26 billion funding gap. Due to this situation CA state library funding is at risk of partial, or even possibly, total elimination; and although affecting primarily other Library fund accounts, any significant funding loss may have material residual impacts on the Library Tax Fund. Additionally, the City is expected to undertake and complete by late September 2011 replacement of the existing NEC PBX phone system with a VoIP based system. The Library will be responsible for its allocated share of the overall project costs which at this time is undetermined but approximated at \$172,500 and split equally between both FY 2012 and FY2013. The installation of the Bibliotheca self-check system begun in FY 2011 continues into fiscal years 2012 and 2013 with contracted costs of \$127,896 in FY 2012 and \$38,892 the following fiscal year. These costs are partially offset by reductions of \$20,000 in FY 2012 and \$12,000 in FY 2013 for RFID tags. Millennium system costs are expected to increase \$51,500 from the biennial baseline for each year due to the Library maintaining its present integrated library system and purchasing additional modules. And, the Library, due to its prominence as a major downtown Berkeley institution will be a participant in the new downtown Property-based Business Improvement District (PBID) with an FY 2012 assessment of \$14,527 followed by a projected \$15,000 in FY 2013.

In an effort to alleviate a large portion of the structural deficit the Biennial Budget includes substantial personnel FTE modifications and shifts to the reporting structure among divisional units. However, absent are any cost of living adjustments effective fiscal year 2014 for which negotiations are yet to be opened. For both years of the budget the salary savings rate, as reflected by the practice of restraining or not backfilling vacant or vacated positions, is set at 1.5%, yielding personnel costs savings of \$182,578 in FY 2012 and \$186,193 in FY 2013. This increase is in contrast to a current FY 2011 rate of 1.0%; and is in part, in response to concern that decreasing FTEs make it more difficult to maintain service levels.

Personnel

FY 2012 cost of living adjustments are scheduled to occur in 2.0% increments on June 26, 2011 and again on December 25, 2011; FY 2013 remains to be negotiated. Imputed rises in medical costs are 12.75% in the first year, followed by 15.0% in FY 2013; dental costs are configured for a 10.0% increase in both years. CalPERS announced rates are 19.0% in FY 2012, and 19.9% in FY 2013. There are no estimated personnel cost savings due to construction closure of the North and Claremont branches as branch personnel will be reassigned throughout the library system.

Proposed FY2012 and FY 2013 adjustments to FTE:

	<u>FTE</u>	<u>FY 2012</u>	<u>FY 2013</u>	<u>Division</u>
• Elimination of Library Services Manager	(1.00)	(\$137,575)	(\$140,226)	Youth Svcs
• ½ Scale-back of Youth Enrollee Intern Program	(.80)	(\$11,240)	(\$11,295)	Various
• Discontinuation of Paid Intern Program	(0.515)	(\$9,187)	(\$9,187)	Various



• Elimination of Senior Librarian	(1.00)	(\$131,515)	(\$134,099)	Youth Svcs
• Elimination of Librarian I	(0.80)	(\$82,992)	(\$83,917)	Cntrl Childrens
• Addition of Librarian II (upgrade from Librarian I)	1.00	\$143,297	\$136,644	Cntrl Childrens
• Elimination of Library Specialist II	(0.50)	(\$52,862)	(\$53,386)	Claremont
• Elimination of Special Services Coordinator	(1.00)	(\$143,297)	(\$146,968)	Outreach
• Elimination of Library Assistant	(0.60)	(\$53,711)	(\$54,966)	Tech Svcs
• Elimination of Library Aide	(0.375)	(\$16,759)	(\$16,759)	Tech Svcs
• Elimination of (1 qty) Tool Lending Specialist	(0.50)	(\$52,125)	(\$53,819)	Tool
• Upgrade of (3 qty) Tool Lending Specialist	<u>0.475</u>	<u>\$47,868</u>	<u>\$48,338</u>	<u>Tool</u>
	<u>(5.615)</u>	<u>(\$500,098)</u>	<u>(\$519,640)</u>	<u>BPL</u>

The elimination of one Library Services Manager position presents the opportunity to shift operations and programs among several divisions and consequently accrue significant savings in personnel costs without large impacts on continuing services. Under the proposed scenario Library Information Technology, Technical Services, Neighborhood Services, Central Library Adult Services, and Youth Services are restructured to create three internal groupings: Technology/Collection Support Services, Adult/Teen Services/Collection Development, and Neighborhood/Children’s Services. The implementation of this strategy allows the Library to retain solid leadership, maintain managerial and administrative constancy, and achieve a sizable recurring reduction to the structural deficit.

- Technology and Collection Support Services divisions: The current Library Information Technology is aligned with the existing Technical Services division managed by the Library Information Systems Administrator. Two long-term vacancies in Technical Services, a vacant 0.6 FTE Library Assistant position and a vacant 0.375 FTE Library Aide position, are eliminated with minimal impacts. The duties formerly assigned to these positions have already been absorbed by other staff.
- Adult and Teen Services divisions: This structure brings together Central Library Reference, Art and Music, and oversight of Collection Development and the system-wide Teen Services program by the Library Services Manager in charge of Adult and Teen Services. The reduction of a 1.0 FTE Senior Librarian teen specialist will impact the level of programming and outreach activities achievable. Supervision of the Art and Music staff is absorbed by Central Reference’s Supervising Librarian. To mitigate this workload impact, two 0.375 FTE Library Aides and two 0.5 FTE Library Aides are reassigned from Art and Music to the Circulation Services division.
- Neighborhood and Children’s Services divisions: Children’s Services becomes the responsibility of the Neighborhood Services Manager, who continues as supervisor of the four Branch Library supervisors and of the Berkeley READS literacy program. The renamed Neighborhood and Children’s Services Manager will serve as the lead employee providing managerial direction for Children’s Services system-wide.
- To compensate for the absence of a management position devoted solely to a single service (Youth Services), the vacant Supervising Librarian position currently assigned to Art and Music is assigned to oversee Children’s Services at the Central Library. This position will provide valuable support to ongoing services on the 4th floor.
- Additionally, a vacant 0.8 FTE Librarian I position in Central Children’s is proposed for upgrade to a full time 1.0 FTE Librarian II resulting in no loss to staff FTE devoted to Children’s Services; instead there would be increases in front-line Librarian time at the Central Children’s Room, an addition of a Supervising Librarian, and the retention of management oversight and support.



- **Special Services Coordinator:** On elimination of this position much of the responsibility for Library outreach and press relations activities will shift to administrative and management personnel. Program publicity is proposed to be handled by the originating work unit and ADA referrals will be directed to the Deputy Director. Staff affected by this 1.0 FTE position reduction will be reassigned to an open position.
- **Neighborhood Services:** One 0.5 FTE Library Specialist II will be eliminated from the Claremont Branch Library, with affected staff reassigned to an existing vacancy at an alternate location. Duties performed by this elimination are to be absorbed by remaining Claremont Branch staff.
- **Tool Lending Library:** Although one 0.5 FTE Tool Lending Specialist is proposed to be eliminated, the remaining three Tool Lending Specialists – one 0.625 FTE and two 0.5 FTE Tool Lending Specialists – are recommended for upgrade to one 0.675 FTE and two 0.7 FTE positions. These changes absorb the duties of the position to be eliminated and permits increased scheduling flexibility.

Non-Personnel

Non-personnel costs are expected to increase in fiscal years 2012 to \$2,919,009 and 2013 to \$2,890,958 primarily due to contract costs and obligatory participation fees; this despite several planned cost cutting initiatives.

Major summary changes to non-personnel costs are as follows:

	<u>FY 2012</u>	<u>FY 2013</u>	<u>Type</u>
• Downtown Property-based Business Improvement District (PBID)	\$14,527	\$15,000	Participatory
• Bay Area Library Information System (consortium membership)	\$8,500	\$11,000	Participatory
• Replacement to a VoIP Telephone System (CoB)	\$86,250	\$86,250	Participatory
• Self-Check System Replacement (ongoing)	\$127,896	\$38,892	Contractual
• Circulation and Cataloguing System (Innovative: Millennium)	\$51,500	\$51,500	Contractual
• Reduction of Cellphone Service Lines (Blackberries 5 qty.)	(\$3,000)	(\$3,000)	Initiative
• Reduction of Postage	(\$10,000)	(\$10,000)	Initiative
• Reduction of Office Supplies at 5%	(\$1,270)	(\$1,370)	Initiative
• Vendor Change to Sky River from OCLC	(\$14,600)	(\$14,600)	Initiative
• Reduction of purchased Tags	(\$20,000)	(\$12,000)	Initiative

Savings of \$49,720 due to branch closures is estimated for FY 2012 only; and as previously mentioned do not involve personnel costs savings due to staff reassignment.

Other Funds

The five-year projection table for Other Funds is made up of an aggregation of the Direct and Inter-library Loan Fund (302), the Grants Fund (304), and the Public Library Fund (305). These three Funds primarily receive revenue originating from the California State Library. The Direct and Inter-library Loan Fund receipts, supported by the California Library Services Act (CLSA), are calculated quarterly paid amounts derived from the difference between the unit counts of library materials loaned by BPL to other libraries' residents, such that the greater count of units loaned versus borrowed maximizes the payout received; while the Grants Fund receives the bulk of its monies from the State Library's California Library Literacy Services (CLLS) program and funds much of the Berkeley READS literacy program, and to a much lesser extent receives program funds from parties other than the State Library. Lastly, the Public Library Fund (PLF) is funded by an annual allocation from the State Library based on a per capita calculation and share of population.

These three Funds are likely to see a drop in their CA State Library support due to budget cutbacks in the state budget. In a late March budget announcement state support for libraries are



proposed for reductions as follows: a decrease of 34% to CLSA, a drop of 20% to the CLLS program, and a substantial 77% reduction to the PLF. The following table translates these proposed percentage changes to BPL's FY 2011 receipts to estimate program revenues in FY12 and FY13. As depicted, these proposed reductions would reduce BPL's overall state-sourced revenue almost 40% from FY 2011.

Source	FY12 % Change	FY11	FY12 / FY13
CLSA (BPL Fund 302)	-34.1%	\$70,000 estimated	\$46,124
CLLS (BPL Fund 304)	-19.6%	\$46,808 actual	\$37,650
PLF (BPL Fund 305)	-76.7%	\$36,982 actual	\$8,600

The Direct and Inter-library Loan Fund (302) having begun fiscal year 2011 with a surplus balance of \$142,696 is running a favorable balance. It is likely that at the end of this fiscal year the Fund's balance will increase. The biennial period forecasts that during both years, expenditures will moderately exceed revenues in light of anticipated reductions to state support and assuming no material changes to programs charged out of this Fund – primarily the direct loan program and public-use copier service.

The Grants Fund (304) is the main funding support for the Berkeley READS Literacy Program; and a reduction of almost 20% to CLLS support would have noticeable impact to the program's budget. However, the program's permanent staff positions totaling 2.5 FTE would remain unchanged due to their being funded through the Library Tax Fund. Nonetheless, in anticipation of a cut to revenues, the instructor program is being restructured, including but not limited to reducing the number of hours and weeks instructors will be scheduled. Additionally, permanent staff would absorb more tasks typically assigned to instructors, such as tutor training and computer lab instruction. The program will utilize its volunteer pool to assist with group learning in addition to one-on-one literacy instruction and continue to solicit donations and grants, e.g. from BALIS and the Friends of the Library, to supplement its core services. Berkeley READS is committed to maintaining its outstanding reputation for service quality as it navigates through a climate of fiscal uncertainty.

The Public Library Foundation Fund (305) is not targeted for any program support at this time.

Gifts Fund

To date, the balance of Gifts Fund that is restricted-use is comprised of the Max Delaware Trust at \$17,171 and the Alice Meyer Trust at \$235,526; the remaining portion of the Fund is largely unrestricted. In FY12 remaining monies in the Max Delaware Trust are expected to be fully expended to purchase early literacy computer stations replacement equipment. For the Alice Meyer Trust, the anticipated expenditures in the budget are \$50,000 in fiscal year 2012 for children's books and audio collections, and \$40,000 allocated the following fiscal year for opening-day children's collections at the South and West branches. Additionally, the Biennial Budget includes a placeholder of \$50,000 each year for Friends of the Library gift support that is traditionally targeted to specific pre-approved programs – although, the Library has submitted to the Friends a request of \$88,554 for FY 2012.

Measure FF Fund

All revenues from the bond measure sales have been completed and received as of August 2010. Any additional revenues to the Fund would be investment interest.

Fiscal years 2012 and 2013 are expected to see all four branch libraries undergoing major construction activities. It is anticipated that the North and Claremont branches will be completed



prior to the conclusion of FY 2012 and consequently the bulk of expenditures for these two projects will have occurred in FY 2011. The South and West branches are projected to finish a year later and similarly their construction costs constitute much of the FY 2012 expenditure budget of \$11,250,000.

Library Foundation – FF&E Fund

The FF&E Fund is poised for significant activity commencing in FY12 with the anticipated completion of major construction at the North and Claremont branches followed by South and West branches the year after. Annual revenue receipts and expenditures are projected at \$1,000,000 each year during this biennial period.

CURRENT SITUATION

Budget Priorities

At the January 12, 2011 Board of Library Trustees meeting, the Trustees adopted the following budget priorities to serve as guideposts for the development of fiscal years 2012 and 2013 biennial budget.

- Confirm stability of operating budget and plan for future operational needs – to include establishing / maintaining a balanced budget
- Monitor and manage bond funds (Measure FF program)
- Maximize effectiveness of services
- Pursue establishment of a reserve fund

The proposed FY11 and FY12 budget seeks to address these identified priorities within the constraints imposed by the current economic climate and the resources available. Emphasis is particularly directed to achieving a stable operating budget, continued execution of the Branch Libraries Improvement Program as mandated by Measure FF, and continuing to deliver library services that exceed the expectations of library patrons.

Although the proposed Biennial Budget does not eliminate the structural deficit impacting the Library Tax Fund it does materially address the mismatch between revenue and expenses as previously detailed in the Library Tax Fund section of this report.

The Biennial Budget will be updated upon release of the San Francisco Bay Area Consumer Price Index or the CA Personal Income Growth Factor in mid-May.

ALTERNATIVE ACTIONS

No alternative actions are proposed at this time.

FUTURE ACTION

In May staff will present an updated Biennial Budget including the application of the selected library tax rate to the board for final adoption.

Once adopted, the Library will report the final budget to the City Manager's Office for inclusion in the comprehensive budget for the City.



Attachments:

1. Proposed Revenue Biennial Budget by Fund
2. Proposed Expense Biennial Budget by Fund
3. Proposed Biennial Budget Revenue Adjustments
4. Proposed Biennial Budget Personnel Expense Adjustments
5. Proposed Biennial Budget Non-Personnel Expense Adjustments
6. Library Tax Fund 5-Year Fund Analysis
7. Other Funds 5-Year Fund Analysis
8. Gifts Fund 5-Year Fund Analysis
9. Measure FF Fund 5-Year Fund Analysis
10. Berkeley Public Library Organization Chart
11. Position FTE Summary by Division
12. Position FTE Summary by Classification
13. Friends of the Berkeley Public Library FY12 Grant Funding Requests

BERKELEY PUBLIC LIBRARY
 PROPOSED REVENUE BIENNIAL BUDGET by FUND - LIBRARY w/CoB

G:\Admin\Assistant\BOL\Agenda Packets\2011\04\Positions

FY 2012

FY 2013

Ele/Obj	Account Description	Lib Dscr	DL/ILL	Grants	Pub Lib	Gift	Fndn FFE	Mse FF	Revenue	Lib Dscr	DL/ILL	Grants	Pub Lib	Gift	Fndn FFE	Mse FF	Revenue
		301-12	302-12	304-12	305-12	306-12	307-12	308-12	FY12	301-13	302-13	304-13	305-13	306-13	307-13	308-13	FY13
01-01	Refund on Bills	2,000							2,000	2,000							2,000
02-35	Mortgage Lns DevPmt Pro																
05-01	Over and Shorts																
10-01	Collection by City																
10-17	G.O. Bonds Mse FF																
13-15	Library Tax	14,240,222							14,240,222	14,453,825							14,453,825
20-07	Library Svc&Constr Act			37,650					37,650	37,650							37,650
20-11	Library Fines	223,000							223,000	223,000							223,000
20-12	Link + Fines																
20-15	Lost Book Fines	30,000							30,000	30,000							30,000
20-17	Lib/Fin Act/S.B. 358			8,600					8,600	8,600			8,600				8,600
20-18	Calif Library Svcs Board																
20-21	Tool Lending Fines	20,000							20,000	20,000							20,000
20-88	JHBP																
21-03	Mortgage Lns DevPmt Pro																
21-20	Development Loans																
23-12	BPL Foundation						1,000,000		1,000,000						1,000,000		1,000,000
23-13	Friends of BPL			50,000					50,000					50,000			50,000
28-02	Workforce Housing Reward																
30-01	Interest-Investment Pool							6,000	6,000							1,500	1,500
50-01	Direct Book Loan																
50-02	Inter-Library Book Loan		5,000						5,000		5,000						5,000
50-03	Direct Book Loan		41,124						41,124		41,124						41,124
65-01	Meeting Room Fees	2,000							2,000	2,000							2,000
99-01	Appropriations Ord #1																
99-03	Donations																
99-20	Construction Plans/Fees																
99-99	Miscellaneous Revenue	8,500	20,000						28,500	8,500	20,000						28,500
Total	BPL w/CoB	14,525,722	66,124	37,650	8,600	50,000	1,000,000	6,000	15,694,096	14,739,325	66,124	37,650	8,600	50,000	1,000,000	1,500	15,903,199

II Presentations, Item A
 Attachment 1

BERKELEY PUBLIC LIBRARY
 PROPOSED EXPENSE BIENNIAL BUDGET by FUND - LIBRARY w/CoB

G:\Admin\Assistants\BOL\Agenda Packets\2011\04\Prj\cm_5YR_F\ FY 2012

FY 2013

Description	Lib Dscr 301-12	DL / ILL 302-12	Grants 304-12	Gift 306-12	FFE 307-12	Mse FF 308-12	Expense FY12	Lib Dscr 301-13	DL / ILL 302-13	Grants 304-13	Gift 306-13	FFE 307-13	Mse FF 308-13	Expense FY13
Personal Services-Salaries and Wages	7,727,247		27,931			65,173	7,820,351	7,755,705		32,587			65,331	7,853,623
Personal Services-Fringe Benefits	4,465,601		2,069			4,827	4,472,497	4,678,600		2,413			4,838	4,685,851
Salary Savings	(182,578)						(182,578)	(186,193)						(186,193)
Personal Services-Employee	12,010,271		30,000			70,000	12,110,271	12,248,112		35,000			70,169	12,353,281
Purchased Professional & Technical Svcs	751,279	2,500				125,000	878,779	762,389	2,500				125,000	889,889
Grants & Governmental Payments	5,000						5,000	5,000						5,000
Other Purchased Services	548,888					557,020	1,105,908	587,831					450,442	1,038,273
Rentals / Leases	12,075	40,000				126,875	178,950	12,075	40,000				57,500	109,575
Mail Services	21,500	25,000					46,500	21,500	25,000					46,500
Supplies	1,065,260	8,500		119,921			1,193,681	1,076,160	8,500		90,000			1,174,660
Purchased Property Services	180,000						180,000	180,000						180,000
Infrastructure	75,000					10,355,000	10,430,000	75,000					834,292	909,292
Property	197,346				500,000	16,105	713,451	108,342				500,000	16,105	624,447
Property Under Cap Limit	56,000				500,000		556,000	56,000				500,000		556,000
Internal Services	6,661						6,661	6,661						6,661
Other Expenses	2,919,009	76,000	30,000	119,921	1,000,000	11,180,000	15,294,930	2,890,958	76,000		90,000	1,000,000	1,483,339	5,540,297
BERKELEY PUBLIC LIBRARY (w/CoB)	14,929,280	76,000	30,000	119,921	1,000,000	11,250,000	27,405,201	15,139,070	76,000	35,000	90,000	1,000,000	1,553,508	17,893,578

**II Presentations, Item A
Attachment 3**

**BERKELEY PUBLIC LIBRARY
PROPOSED BIENNIAL BUDGET REVENUE ADJUSTMENTS**

6-Apr-11

G:\Admin Assistant\BOLT\Agenda Packets\2011\04\Prjctn 5YR_FY10 14_8APR11.xlsx\Othr

Fund	DepDiv	Base	EleObj	Description	FY12	FY13	Comment
301	9101	351	20-11	Library Fines	23,000	23,000	Increase to FY11 annualized
302	9101	331	50-03	Direct Book Loan	(23,876)	(23,876)	Est. CA CLSA budget decrease = 34.1%
304	9101	331	20-07	Library Svc&Constr Act	(12,350)	(12,350)	Est. CA CLLS budget decrease = 19.6%
305	9101	331	20-17	Lib/Fin Act/S.B. 358	(31,400)	(31,400)	Est. CA PLF budget decrease = 76.7%
306	9101	368	23-13	Friends of BPL	(2,122)	(2,122)	Est. gift total of \$50K
306	9202	368	23-13	Friends of BPL	(9,696)	(9,696)	Est. gift total of \$50K, 1/3% cut
306	9203	368	23-13	Friends of BPL	(3,167)	(3,167)	Est. gift total of \$50K, 1/3% cut
306	9204	368	23-13	Friends of BPL	(2,674)	(2,674)	Est. gift total of \$50K, 1/3% cut
306	9205	368	23-13	Friends of BPL	(1,131)	(1,131)	Est. gift total of \$50K, 1/3% cut
306	9206	368	23-13	Friends of BPL	(2,947)	(2,947)	Est. gift total of \$50K, 1/3% cut
306	9302	368	23-13	Friends of BPL	(617)	(617)	Est. gift total of \$50K, 1/3% cut
306	9304	368	23-13	Friends of BPL	(1,000)	(1,000)	Est. gift total of \$50K, 1/3% cut
306	9305	368	23-13	Friends of BPL	(323)	(323)	Est. gift total of \$50K, 1/3% cut
306	9306	368	23-13	Friends of BPL	(1,322)	(1,322)	Est. gift total of \$50K, cut, Xfr to 9101
308	9707	361	30-01	Interest-Investment Pool	(4,000)	(8,500)	Reduce estimated interest
307	9301	368	23-12	BPL Foundation	950,000	950,000	Branches Capital Campaign
308	9707	393	10-17	G.O. Bonds Mse FF	(15,943,320)	(15,943,320)	Bond sales ended in FY10
				Revenue - TOTAL	(15,066,945)	(15,071,445)	

**II Presentations, Item A
Attachment 4**

6-Apr-11

**BERKELEY PUBLIC LIBRARY
PROPOSED BIENNIAL BUDGET PERSONNEL EXPENSE ADJUSTMENTS**

G:\Admin Assistant\BOLT\Agenda Packets\2011\04\Prjctn 5YR_FY10 14_8APR11.xlsx\Othr

Fund	DepDiv	Base	EleObj	Description	FY12	FY13	Comment
301	9306	450			(143,297)	(146,968)	Cut: Library Special Services Coordinator
301	9202	450			(131,515)	(134,099)	Cut: Senior Librarian
301	9305	450			(52,862)	(53,386)	Cut: Library Specialist II
301	9401	450			(53,711)	(54,966)	Cut: Library Assistant
301	9305	450	12-12		(11,240)	(11,295)	Cut 1/2: Youth Enrollee Intern Program
301	9401	450			(16,759)	(16,759)	Cut: Library Aide 0.375 FTE
301	9201	450			(9,187)	(9,187)	Cut: Intern placement positions (4)
301	9202	450			(82,992)	(83,917)	Cut: 80% Librarian I
301	9202	450			143,297	136,644	Add: 100% Librarian II
301	9202	450			(137,575)	(140,226)	Cut: Youth Services - Library Services Manager
301	9307	450			(52,125)	(53,819)	Cut: Tool Lending Specialist 0.5 FTE
301	9307	450			17,257	17,440	Add: Tool Lending Specialist (1 qty) 0.5 to 0.675 FTE
301	9307	450			19,647	19,846	Add: Tool Lending Specialist (1 qty) 0.5 to 0.7 FTE
301	9307	450			8,573	8,650	Add: Tool Lending Specialist (1 qty) 0.625 to 0.7 FTE
301	9307	450			6,646	7,783	Add: Residual savings to Tool Intermittents
301	9203	450			(33,826)	(33,992)	Xfr Library Aides (2 qty @ 0.375 FTE each) to 9201
301	9201	450			33,826	33,992	Xfr Library Aides (2 qty @ 0.375 FTE each) from 9203
301	9203	450			(33,368)	(33,729)	Xfr Library Aides (0.5 FTE) to 9201
301	9203	450			(38,430)	(38,801)	Xfr Library Aides (0.5 FTE) to 9201
301	9401	450			(167,022)	(170,946)	Xfr Library Services Manager (1.0 FTE) to 9402
301	9401	450			(130,408)	(132,843)	Xfr Senior Librarian (1.0 FTE) to 9402
301	9201	450			33,368	33,729	Xfr Library Aides (0.5 FTE) from 9203
301	9201	450			38,430	38,801	Xfr Library Aides (0.5 FTE) from 9203
301	9402	450			167,022	170,946	Xfr Library Services Manager (1.0 FTE) from 9401
301	9402	450			130,408	132,843	Xfr Senior Librarian (1.0 FTE) from 9401
301	9101	450	20-99	Salary Savings	(182,578)	(186,193)	at 1.5%
				Personnel - 301	(678,422)	(700,452)	
304	9205	450			(25,046)	(20,320)	Literacy: Scale-back Intermittent Hours
				Personnel - 304	(25,046)	(20,320)	
306	9101	450			(16,514)	(16,594)	Central Space Planning
				Personnel - 306	(16,514)	(16,594)	
308	9301	450			14,954	14,849	CoB Project Representative
				Personnel - 308	14,954	14,849	
				Personnel - TOTAL	(705,028)	(722,517)	

Attachment 5

G:\Admin Assistant\BOLT\Agenda Packets\2011\04\Prjctn 5YR_FY10 14_8APR11.xlsx\Othr

Fund	DepDiv	Base	EleObj	Description	FY12	FY13	Comment
301	9101	450	40-10	Professional Dues and Fee	14,527	15,000	Downtown PBID
301	9101	450	40-10	Professional Dues and Fee	8,500	11,000	Higher PLP (BALIS) fee
301	9101	450	40-33	Communications: Cellular	(3,000)	(3,000)	Delete Blackberries (5qty): IT (4 qty) and JD
301	9101	450	51-10	Postage	17,000	17,000	Consolidate to 9101 fr 9201; and reduce fr \$32K
301	9101	450	55-11	Office Supplies	(300)	(300)	Reduce: 5%
301	9101	450	55-50	Food	(2,000)	(2,000)	Reduce from \$3,000
301	9101	450	75-60	City Parking Permits	20	20	To match \$500 permit cost (1 qty)
301	9102	450	30-47	Maint Svcs: Software Maintenance	51,500	51,500	Millenium
301	9102	450	40-61	Travel: Commerical Travel	(4,000)	(4,000)	Activity completed: Self-check research travel
301	9102	450	40-62	Travel: Meals and Lodging	(6,000)	(6,000)	Activity completed: Self-check research travel
301	9102	450	55-11	Office Supplies	(100)	(100)	Reduce: 5%
301	9150	450	40-31	Communications: Telephones	86,250	86,250	VoIP system installation
301	9150	450	70-41	Machinery and Equipment	127,896	38,892	Self-check system replacement (Bibliotheca)
301	9201	450	30-42	Maint Svcs: Office Equip Maint Svcs	(4,000)	(4,000)	JD: projects lower expense
301	9201	450	30-51	Bank Credit Card Fees	2,400	2,400	CC fees
301	9201	450	40-10	Professional Dues and Fee	(2,000)	(2,000)	JD: projects lower expense
301	9201	450	40-50	Printing and Binding	(5,000)	(5,000)	JD: projects lower expense
301	9201	450	51-10	Postage	(27,000)	(27,000)	Consolidate to 9101
301	9201	450	55-11	Office Supplies	(250)	(250)	Reduce: 5%
301	9201	450	55-50	Food	(500)	(500)	Eliminate from \$500
301	9202	450	55-11	Office Supplies	(125)	(125)	Reduce: 5%
301	9203	450	55-11	Office Supplies	(75)	(75)	Reduce: 5%
301	9204	450	55-11	Office Supplies	(100)	(100)	Reduce: 5%
301	9205	450	51-10	Postage	(1,000)	(1,000)	Reduction to \$500
301	9205	450	55-11	Office Supplies	(45)	(45)	Reduce: 5%
301	9301	450	55-11	Office Supplies	(10)	(10)	Reduce: 5%
301	9302	450	30-38	Maint Svcs: Bldg & Structures Maint Svcs		3,800	Expense Shifting
301	9302	450	30-42	Maint Svcs: Office Equip Maint Svcs	(500)		FY12: Branch Closure Savings
301	9302	450	30-43	Maint Svcs: Bldg & Structures Maint Svcs	(4,500)	(3,800)	FY12: Branch Closure Savings; FY13 Expense Shifting
301	9302	450	30-51	Bank Credit Card Fees	60	240	CC fees
301	9302	450	40-31	Communications: Telephones	(3,000)		FY12: Branch Closure Savings
301	9302	450	40-41	Utilities: Water	(4,500)		FY12: Branch Closure Savings
301	9302	450	40-42	Utilities: Gas/Electricity	(11,250)		FY12: Branch Closure Savings
301	9302	450	40-43	Utilities: Refuse	(1,620)		FY12: Branch Closure Savings
301	9302	450	55-11	Office Supplies	(500)	(50)	FY12: Branch Closure Savings; FY13: Reduce: 5%
301	9302	450	55-20	Field Supplies	(1,000)		FY12: Branch Closure Savings
301	9303	450	30-38	Maint Svcs: Bldg & Structures Maint Svcs	3,800	3,800	Expense Shifting
301	9303	450	30-43	Maint Svcs: Bldg & Structures Maint Svcs	(3,800)	(3,800)	Expense Shifting
301	9303	450	30-51	Bank Credit Card Fees	240	240	CC fees
301	9303	450	55-11	Office Supplies	(60)	(60)	Reduce: 5%
301	9304	450	30-38	Maint Svcs: Bldg & Structures Maint Svcs	3,800	3,800	Expense Shifting
301	9304	450	30-43	Maint Svcs: Bldg & Structures Maint Svcs	(3,800)	(3,800)	Expense Shifting
301	9304	450	30-51	Bank Credit Card Fees	240	240	CC fees
301	9304	450	55-11	Office Supplies	(45)	(45)	Reduce: 5%
301	9305	450	30-38	Maint Svcs: Bldg & Structures Maint Svcs	(1,250)	3,800	FY12: Branch Closure Savings; FY13 Expense Shifting
301	9305	450	30-43	Maint Svcs: Bldg & Structures Maint Svcs	(4,500)	(3,800)	FY12: Branch Closure Savings; FY13 Expense Shifting
301	9305	450	30-51	Bank Credit Card Fees	60	240	CC fees
301	9305	450	40-31	Communications: Telephones	(2,625)		FY12: Branch Closure Savings
301	9305	450	40-41	Utilities: Water	(975)		FY12: Branch Closure Savings
301	9305	450	40-42	Utilities: Gas/Electricity	(10,500)		FY12: Branch Closure Savings
301	9305	450	40-43	Utilities: Refuse	(1,500)		FY12: Branch Closure Savings
301	9305	450	55-11	Office Supplies	(500)	(50)	FY12: Branch Closure Savings; FY13: Reduce: 5%
301	9305	450	55-20	Field Supplies	(1,000)		FY12: Branch Closure Savings
301	9306	450	55-11	Office Supplies	(50)	(50)	Reduce: 5%
301	9307	450	55-11	Office Supplies	(10)	(10)	Reduce: 5%
301	9401	450	30-38	Professional: Misc Prof Svcs	(14,600)	(14,600)	Lower costs due to replacing OCLC by Sky River
301	9401	450	55-11	Office Supplies	(100)	(100)	Reduce: 5%
301	9401	450	55-20	Field Supplies	(20,000)	(12,000)	Lower qty of RFID tags to purchase
301	9401	450	55-60	Library Materials	(876,000)	(876,000)	Xfr to 9402
301	9402	450	55-60	Library Materials	876,000	876,000	Xfr from 9401
				Non-Personnel - 301	168,603	140,552	
306	9101	450	30-38	Professional: Misc Prof Svcs	(8,110)	(8,110)	Central Space Planning
306	9101	450	40-50	Printing and Binding	(85)	(85)	Central Space Planning
306	9101	450	40-90	Other	(244,900)	(244,900)	Central Space Planning
306	9101	450	55-20	Field Supplies	50,000	50,000	Friends Annual Gift Placeholder
306	9101	450	55-20	Field Supplies	(789)	(789)	Central Space Planning
306	9202	450	30-38	Professional: Misc Prof Svcs	(18,247)	(18,247)	Delete from Base: FY11 Friends Gifts
306	9202	450	55-20	Field Supplies	(10,667)	(10,667)	Delete from Base: FY11 Friends Gifts
306	9202	450	55-60	Library Materials	7,121	(20,050)	FY12: M. Delaware+A. Meyers; FY13: A. Meyers
306	9203	450	30-38	Professional: Misc Prof Svcs	(3,508)	(3,508)	Delete from Base: FY11 Friends Gifts
306	9203	450	55-20	Field Supplies	(705)	(705)	Delete from Base: FY11 Friends Gifts
306	9204	450	30-38	Professional: Misc Prof Svcs	(6,170)	(6,170)	Delete from Base: FY11 Friends Gifts

Attachment 5

G:\Admin Assistant\BOLT\Agenda Packets\2011\04\Prjctn 5YR_FY10 14_8APR11.xlsx\Othr

Fund	DepDiv	Base	EleObj	Description	FY12	FY13	Comment
306	9205	450	30-38	Professional: Misc Prof Svcs	(176)	(176)	Delete from Base: FY11 Friends Gifts
306	9205	450	55-20	Field Supplies	(467)	(3,217)	Delete from Base: FY11 Friends Gifts
306	9206	450	30-38	Professional: Misc Prof Svcs	(1,895)	(1,895)	Delete from Base: FY11 Friends Gifts
306	9206	450	55-20	Field Supplies	(6,470)	(6,470)	Delete from Base: FY11 Friends Gifts
306	9302	450	30-38	Professional: Misc Prof Svcs	(1,322)	(1,322)	Delete from Base: FY11 Friends Gifts
306	9302	450	55-20	Field Supplies	(291)	(291)	Delete from Base: FY11 Friends Gifts
306	9303	450	55-20	Field Supplies	(100)	(100)	Delete from Base: FY11 Friends Gifts
306	9304	450	30-38	Professional: Misc Prof Svcs	(992)	(992)	Delete from Base: FY11 Friends Gifts
306	9304	450	55-20	Field Supplies	(2,010)	(2,010)	Delete from Base: FY11 Friends Gifts
306	9305	450	30-38	Professional: Misc Prof Svcs	(881)	(881)	Delete from Base: FY11 Friends Gifts
306	9305	450	55-20	Field Supplies	(88)	(88)	Delete from Base: FY11 Friends Gifts
306	9306	450	30-38	Professional: Misc Prof Svcs	(1,190)	(1,190)	Delete from Base: FY11 Friends Gifts
306	9306	450	55-20	Field Supplies	(132)	(132)	Delete from Base: FY11 Friends Gifts
				Non-Personnel - 306	(252,074)	(281,995)	
307	9301	450	70-43	Furniture and Fixtures	450,000	450,000	Branches Capital Campaign FF&E
307	9301	450	71-43	Mach & Equip: Furniture And Fixtures	450,000	450,000	Branches Capital Campaign FF&E
				Non-Personnel - 307	900,000	900,000	
308	9301	450	30-35	Professional: Engrng & Architecural Svcs	(253,040)	(253,040)	per Budget estimate on 21MAR11
308	9301	450	30-38	Professional: Misc Prof Svcs	45,000	45,000	per Budget estimate on 21MAR11
308	9301	450	40-31	Communications: Telephones	5,000	(15,000)	per Budget estimate on 21MAR11
308	9301	450	40-41	Utilities: Water	20,000	15,000	per Budget estimate on 21MAR11
308	9301	450	40-42	Utilities: Gas/Electricity	(15,750)	(15,750)	per Budget estimate on 21MAR11
308	9301	450	40-50	Printing and Binding		(15,000)	per Budget estimate on 21MAR11
308	9301	450	40-70	Advertising	5,000	5,000	per Budget estimate on 21MAR11
308	9301	450	40-90	Other	401,770	335,192	per Budget estimate on 21MAR11
308	9301	450	50-10	Rental of Land/Buildings	51,875	(17,500)	per Budget estimate on 21MAR11
308	9301	450	65-70	Building	669,105	(8,729,603)	per Budget estimate on 21MAR11
308	9301	450	65-80	Other Infrastructure	(5,908)	(127,908)	per Budget estimate on 21MAR11
308	9301	450	70-42	Vehicles	16,105	16,105	per Budget estimate on 21MAR11
308	9902	470	82-30	Debt Svc - Issuance Costs	(2,400)	(2,400)	Not applicable in FY12 & FY13
				Non-Personnel - 308	936,757	(8,759,904)	
				Non-Personnel - TOTAL	1,753,286	(8,001,347)	

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

	FY 2010 FINAL	FY 2011 ADOPTED	FY 2011 REVISED	FY 2011 PROJECTED	FY 2012 PROJECTED	FY 2013 PROJECTED	FY 2014 PROJECTED
Beginning Fund Balance	\$ 1,102,151	\$ 1,461,883	\$ 1,461,883	\$ 1,461,883	\$ 1,111,540	\$ 707,982	\$ 308,238
Revenues							
Library Services Tax	\$ 13,844,489	\$ 13,904,789	\$ 13,904,789	\$ 14,029,775	\$ 14,240,222	\$ 14,453,825	\$ 14,670,632
Fines/Fees	293,254	252,000	300,000	300,000	275,000	275,000	300,000
Donations/Private Contributions							
Misc. Revenue / Interest / Refunds	14,532	10,500	10,500	10,500	10,500	10,500	10,500
TOTAL REVENUE:	\$ 14,152,275	\$ 14,167,289	\$ 14,215,289	\$ 14,340,275	\$ 14,525,722	\$ 14,739,325	\$ 14,981,132
Expenditures							
Operations							
Salaries, Wages, Benefits	\$ 11,645,544	\$ 11,649,948	\$ 11,649,948	\$ 11,649,948	\$ 12,171,852	\$ 12,412,890	\$ 12,412,890
Salaries, Wages, Benefits							
less: Labor Vacancy Savings		116,499	116,499	116,499	182,578	186,193	186,193
Personnel	\$ 11,645,544	\$ 11,533,449	\$ 11,533,449	\$ 11,533,449	\$ 11,989,274	\$ 12,226,697	\$ 12,226,697
Non-Personnel	458,709	598,990	950,763	950,763	707,855	638,104	638,104
Library Materials (incl Tool Lndng)	823,068	900,000	900,000	900,000	900,000	900,000	900,000
Misc. Professional Services	198,063	290,850	346,042	346,042	282,600	291,450	291,450
Utilities+Telephone	378,346	412,262	412,262	412,262	428,750	461,600	461,600
Janitorial	167,428	180,000	215,631	215,631	180,000	180,000	180,000
Software Maintenance	54,045	234,304	243,255	243,255	285,804	285,804	285,804
Computer & Software Purchase	31,013	55,000	55,000	55,000	55,000	55,000	55,000
CIP (Building)	12,539	75,000	15,000	15,000	75,000	75,000	75,000
Subtotal:	\$ 13,768,755	\$ 14,279,855	\$ 14,671,402	\$ 14,671,402	\$ 14,904,283	\$ 15,113,655	\$ 15,113,655
Charges From Other Depts							
Finance - Billing (3601)	\$ 12,685	\$ 11,267	\$ 11,267	\$ 7,912	\$ 12,849	\$ 13,118	\$ 13,118
Facilities - Admn (5401) +Txcs (5403)	11,103	11,512	11,574	11,304	12,148	12,297	12,297
Interfund Transfers							
Subtotal:	\$ 23,788	\$ 22,779	\$ 22,841	\$ 19,216	\$ 24,997	\$ 25,415	\$ 25,415
TOTAL EXPENDITURES:	\$ 13,792,543	\$ 14,302,634	\$ 14,694,243	\$ 14,690,618	\$ 14,929,280	\$ 15,139,070	\$ 15,139,070
Projected Surplus/(Shortfall)							
{Rev - Exp}	\$ 359,732	\$ (135,345)	\$ (478,954)	\$ (350,343)	\$ (403,558)	\$ (399,745)	\$ (157,937)
GROSS FUND BALANCE							
{Bal + Rev - Exp}	\$ 1,461,883	\$ 1,326,538	\$ 982,929	\$ 1,111,540	\$ 707,982	\$ 308,238	\$ 150,300

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

	FY 2010 FINAL	FY 2011 ADOPTED	FY 2011 REVISED	FY 2011 PROJECTED	FY 2012 PROJECTED	FY 2013 PROJECTED	FY 2014 PROJECTED
Beginning Fund Balance	\$ 176,758	\$ 147,734	\$ 147,734	\$ 147,734	\$ 186,507	\$ 192,881	\$ 194,255
Direct Loan Fund (302)	188,853	142,696	142,696	142,696			
Grants Fund (304)	(1,655)	(16,693)	(16,693)	(16,693)			
Public Library Fund (305)	(10,440)	21,731	21,731	21,731			
Revenues							
Direct Loan Fund	\$ 105,973	\$ 70,000	\$ 70,000	\$ 70,000	\$ 46,124	\$ 46,124	
Literacy Services & LSTA	49,632	50,000	50,000	46,808	37,650	37,650	
Miscellaneous Grant Revenue	3,750			23,000			
Public Library Fund (SB 358)	37,961	40,000	40,000	36,982	8,600	8,600	
Other	18,105	20,000	20,000	20,000	20,000	20,000	20,000
TOTAL REVENUE:	\$ 215,421	\$ 180,000	\$ 180,000	\$ 196,790	\$ 112,374	\$ 112,374	\$ 20,000
Expenditures							
Operations							
Personnel	\$ 61,051	\$ 53,705	\$ 56,074	\$ 56,074	\$ 30,000	\$ 35,000	
Non-Personnel	183,394	76,000	78,943	101,943	76,000	76,000	
Library Materials							
TOTAL EXPENDITURES:	\$ 244,445	\$ 129,705	\$ 135,017	\$ 158,017	\$ 106,000	\$ 111,000	\$ -
Projected Surplus/Shortfall (Rev - Exp)	\$ (29,024)	\$ 50,295	\$ 44,983	\$ 38,773	\$ 6,374	\$ 1,374	\$ 20,000
GROSS FUND BALANCE (Bal + Rev - Exp)	\$ 147,734	\$ 198,029	\$ 192,717	\$ 186,507	\$ 192,881	\$ 194,255	\$ 214,255

G:\Admin Assistant\BOLTA\Agenda Packets\2011\04[P rjctn 5YR_FY10 14_8APR11.xlsx]Othr

printed:

6-Apr-11

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

	FY 2010 FINAL	FY 2011 ADOPTED	FY 2011 REVISED	FY 2011 PROJECTED	FY 2012 PROJECTED	FY 2013 PROJECTED	FY 2014 PROJECTED
Beginning Fund Balance	\$ 879,740	\$ 815,631	\$ 815,631	\$ 815,631	\$ 597,819	\$ 527,898	\$ 487,898
Revenues							
Friends of BPL	\$ 92,151	\$ 75,000	\$ 75,000	\$ 57,807	\$ 50,000	\$ 50,000	
BPL Foundation				6,415			
Donations/Private	7,028			1,000			
Interest/Misc. Revenues	1,360						
TOTAL REVENUE:	\$ 100,539	\$ 75,000	\$ 75,000	\$ 65,222	\$ 50,000	\$ 50,000	\$ -
Expenditures							
Operations							
Personnel	\$ 16,374	\$ 27,252	\$ 37,419	\$ 37,419			
Non-Personnel	25,501	269,454	206,808	160,615	52,750	50,000	
Professional Services	62,732	42,491	96,002	60,000			
Library Materials	59,146	60,050	67,300	25,000	67,171	40,000	
Computer Hardware/Software	895		6,580				
CIP (Infrastructure)							
Subtotal:	\$ 164,648	\$ 399,247	\$ 414,109	\$ 283,034	\$ 119,921	\$ 90,000	\$ -
TOTAL EXPENDITURES:	\$ 164,648	\$ 399,247	\$ 414,109	\$ 283,034	\$ 119,921	\$ 90,000	\$ -
Projected Surplus / (Deficit) (Rev - Exp)	\$ (64,109)	\$ (324,247)	\$ (339,109)	\$ (217,812)	\$ (69,921)	\$ (40,000)	\$ -
GROSS FUND BALANCE (Bal + Rev - Exp)	\$ 815,631	\$ 491,384	\$ 476,522	\$ 597,819	\$ 527,898	\$ 487,898	\$ 487,898

G:\Admin Assistant\BOLT\Agenda Packets\2011\04\Prijctn 5YR_FY10 14_8APR11.xlsx\Othr printed: 6-Apr-11

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

	FY 2009 FINAL	FY 2010 FINAL	FY 2011 ADOPTED	FY 2011 REVISED	FY 2011 PROJECTED	FY 2012 PROJECTED	FY 2013 PROJECTED
Beginning Fund Balance		\$ 9,955,299	\$ 8,510,959	\$ 8,510,959	\$ 8,510,959	\$ 12,796,007	\$ 1,552,007
Revenues							
Bond Proceeds	\$ 10,000,000	13,641	\$ 15,943,320	\$ 15,943,320	\$ 16,428,536	6,000	1,500
Misc./ Interest			10,000	10,000	25,000	6,000	1,500
TOTAL REVENUE:	\$ 10,000,000	\$ 13,641	\$ 15,953,320	\$ 15,953,320	\$ 16,453,536	\$ 6,000	\$ 1,500
Expenditures							
Bond Issuance: Costs/Premiums	35,425		2,400	2,400	310,206		
Operations							
Personnel	9,277	\$ 6,126	\$ 53,705	\$ 53,705	\$ 53,705	\$ 70,000	\$ 70,169
Consultants		1,324,942	333,040	3,571,553	3,558,074	125,000	125,000
Building		112,704	9,555,895	10,917,736	7,550,000	10,225,000	826,292
Misc./Utilities/Other		14,209	218,400	317,621	596,002	700,000	524,047
Other Infrastructure/Public Art			135,908	135,908	100,500	130,000	8,000
TOTAL EXPENDITURES:	\$ 44,702	\$ 1,457,981	\$ 10,299,348	\$ 14,998,923	\$ 12,168,487	\$ 11,250,000	\$ 1,553,508
Projected Surplus/Shortfall (Rev - Exp)	\$ 9,955,299	\$ (1,444,340)	\$ 5,653,972	\$ 954,397	\$ 4,285,049	\$ (11,244,000)	\$ (1,552,008)
GROSS FUND BALANCE (Bal + Rev - Exp)	\$ 9,955,299	\$ 8,510,959	\$ 14,164,931	\$ 9,465,356	\$ 12,796,007	\$ 1,552,007	\$ (0)

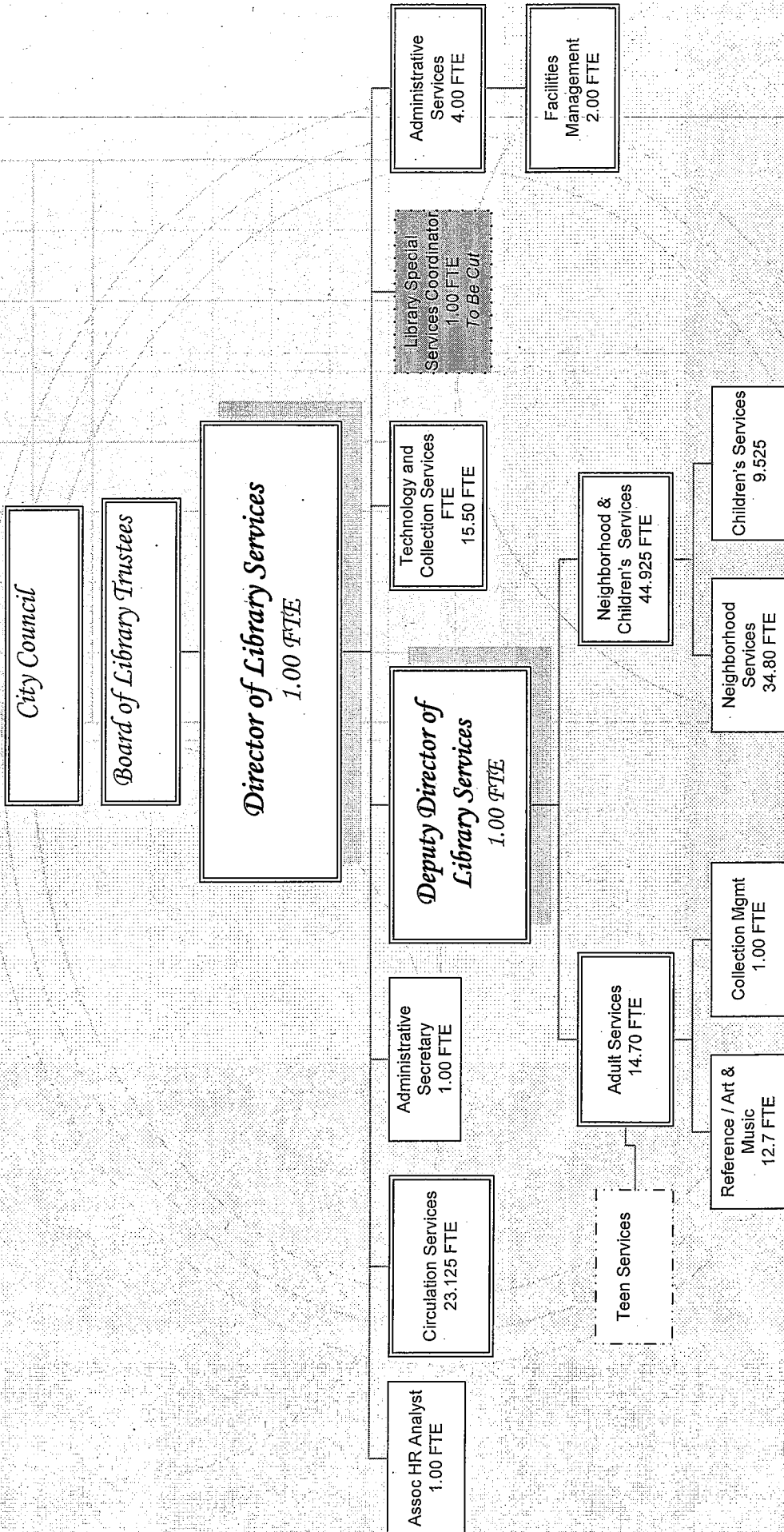
printed: 6-Apr-11

Berkeley Public Library

Proposed FY12

All Divisions

108.65 Total FTE



Berkeley Public Library

Public Services Divisions

Total FTE 61.025

Deputy Director
1.00 FTE

Neighborhood & Children's Services Manager
1.00 FTE

Senior Librarian Children's Services
1.00 FTE

North
8.625 FTE

Claremont
7.95 FTE

West
7.325

South
6.325

Literacy
2.50 FTE

Tool Lending
2.075 FTE

Supervising Librarian
1.00 FTE

Children's Services
7.525 FTE

Adult Services Manager
1.00 FTE

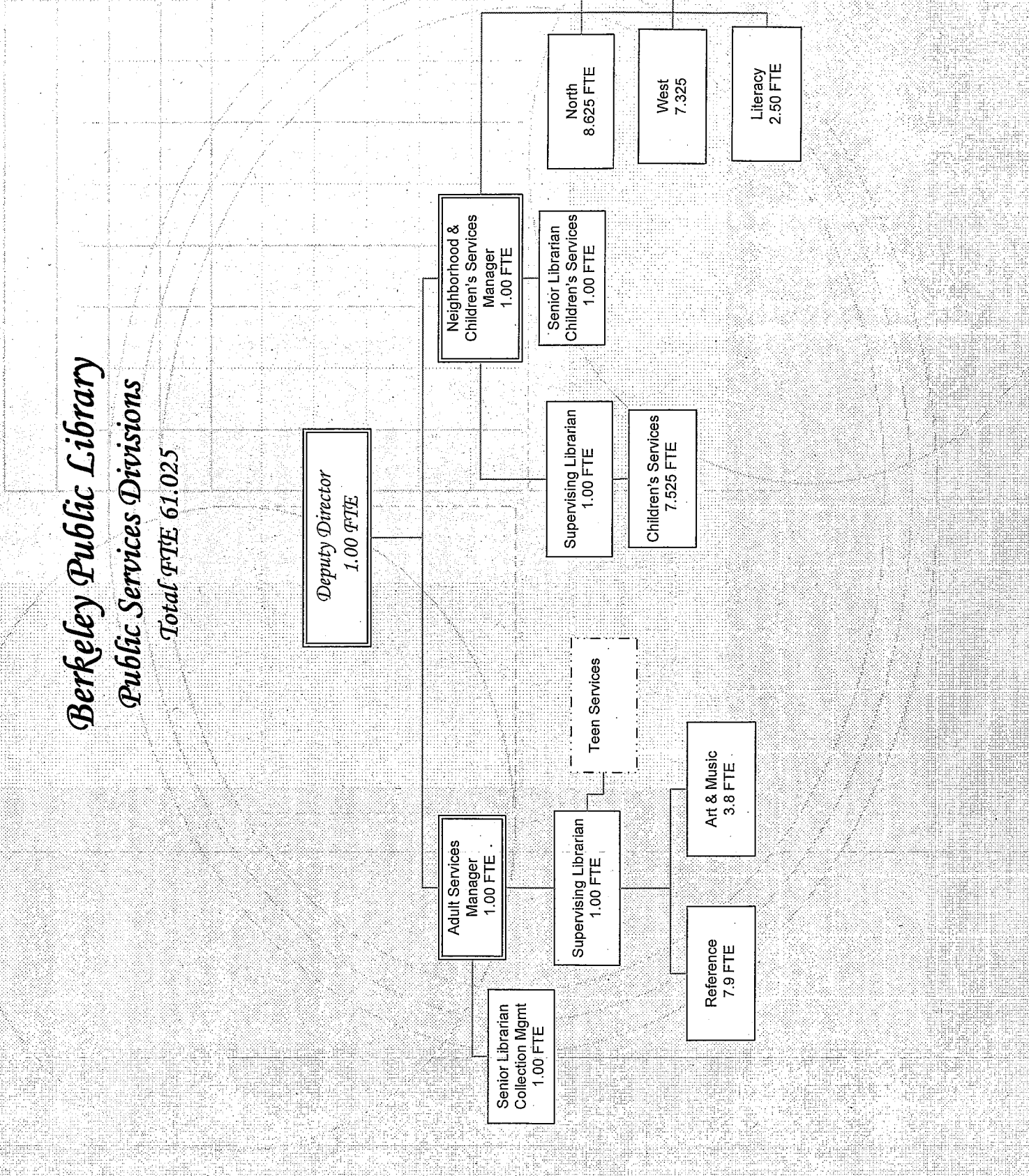
Senior Librarian Collection Mgmt
1.00 FTE

Supervising Librarian
1.00 FTE

Teen Services

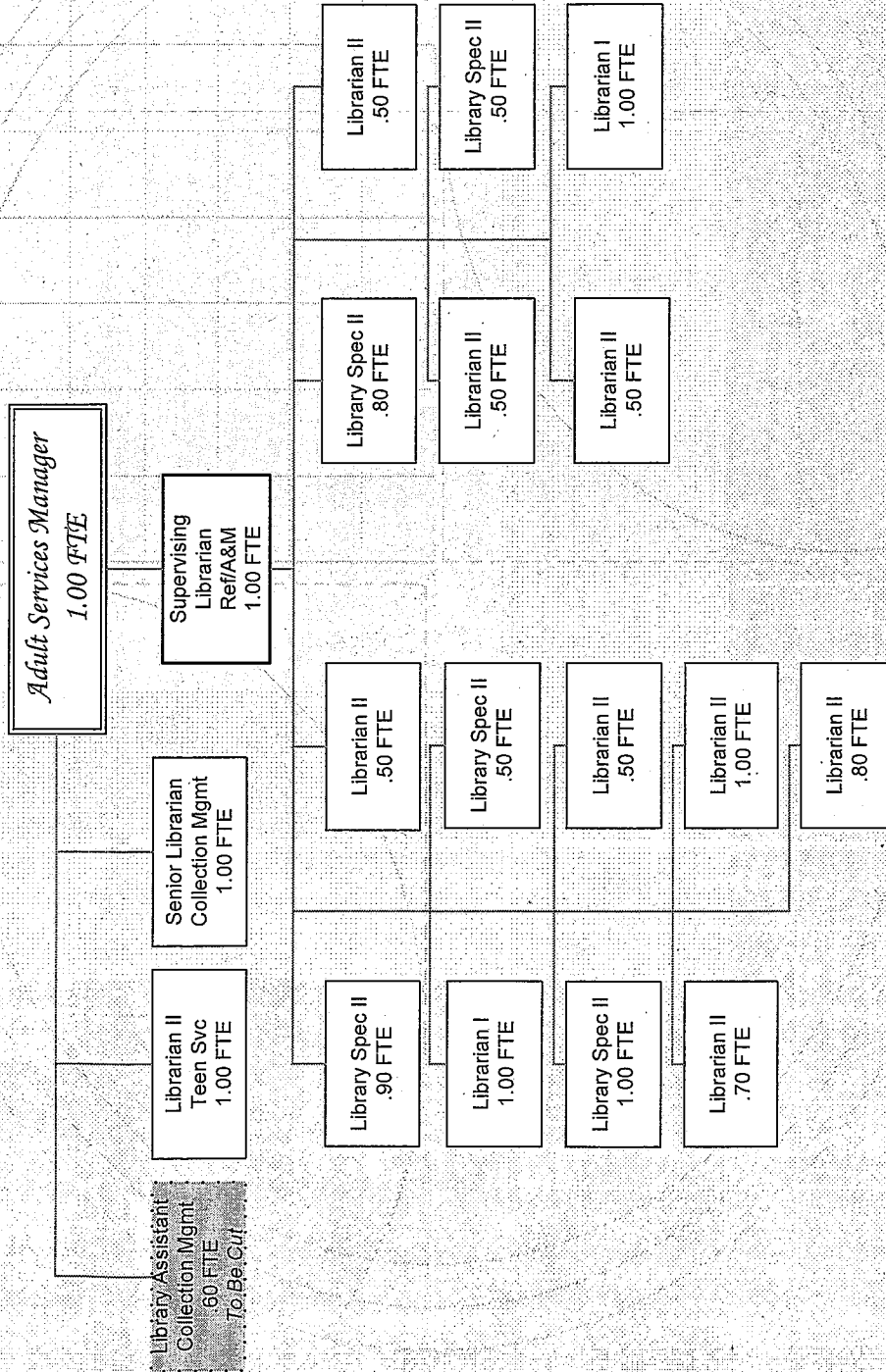
Reference
7.9 FTE

Art & Music
3.8 FTE

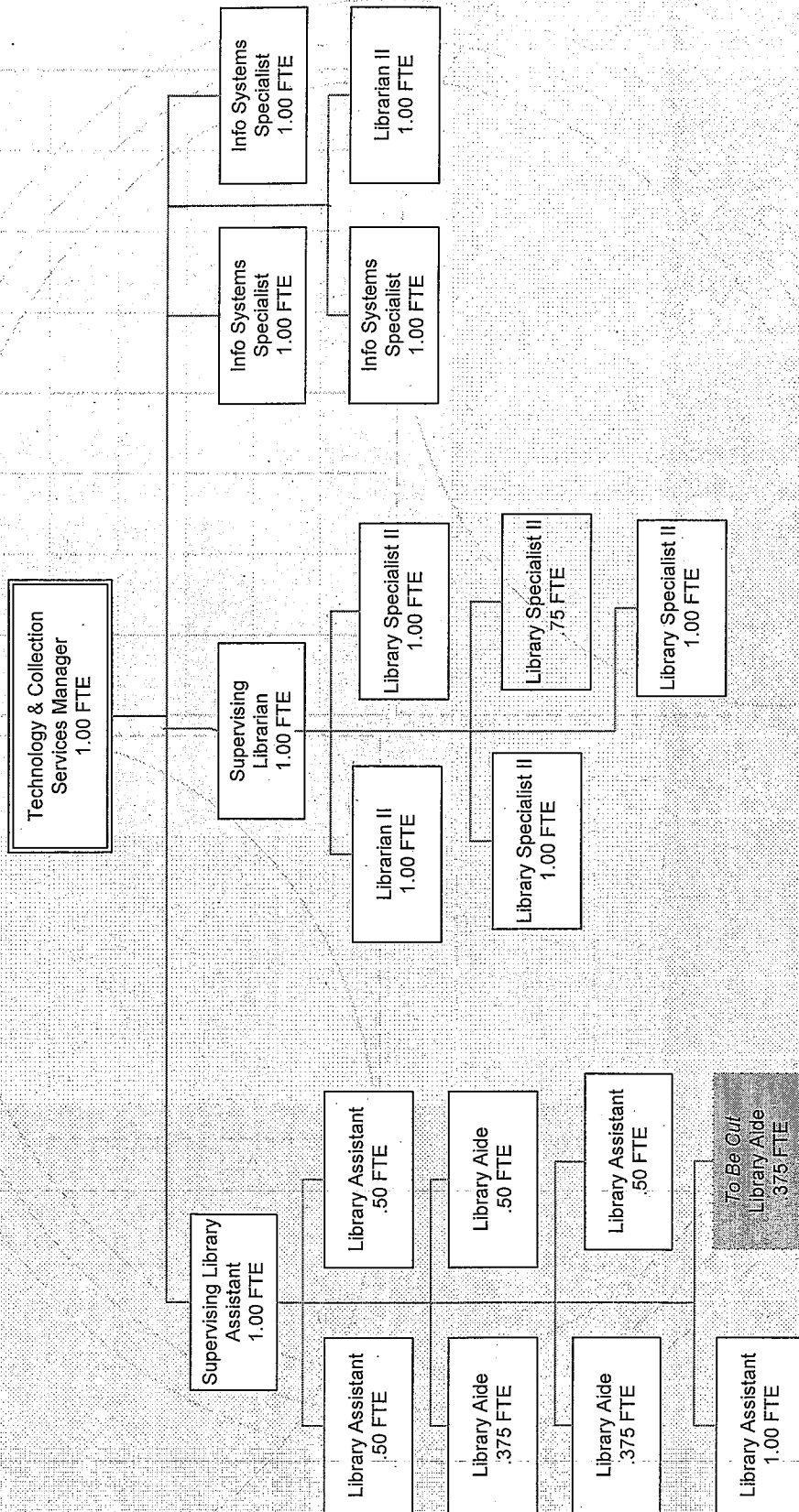


Berkeley Public Library Adult Services Divisions

Total FTE 14.7



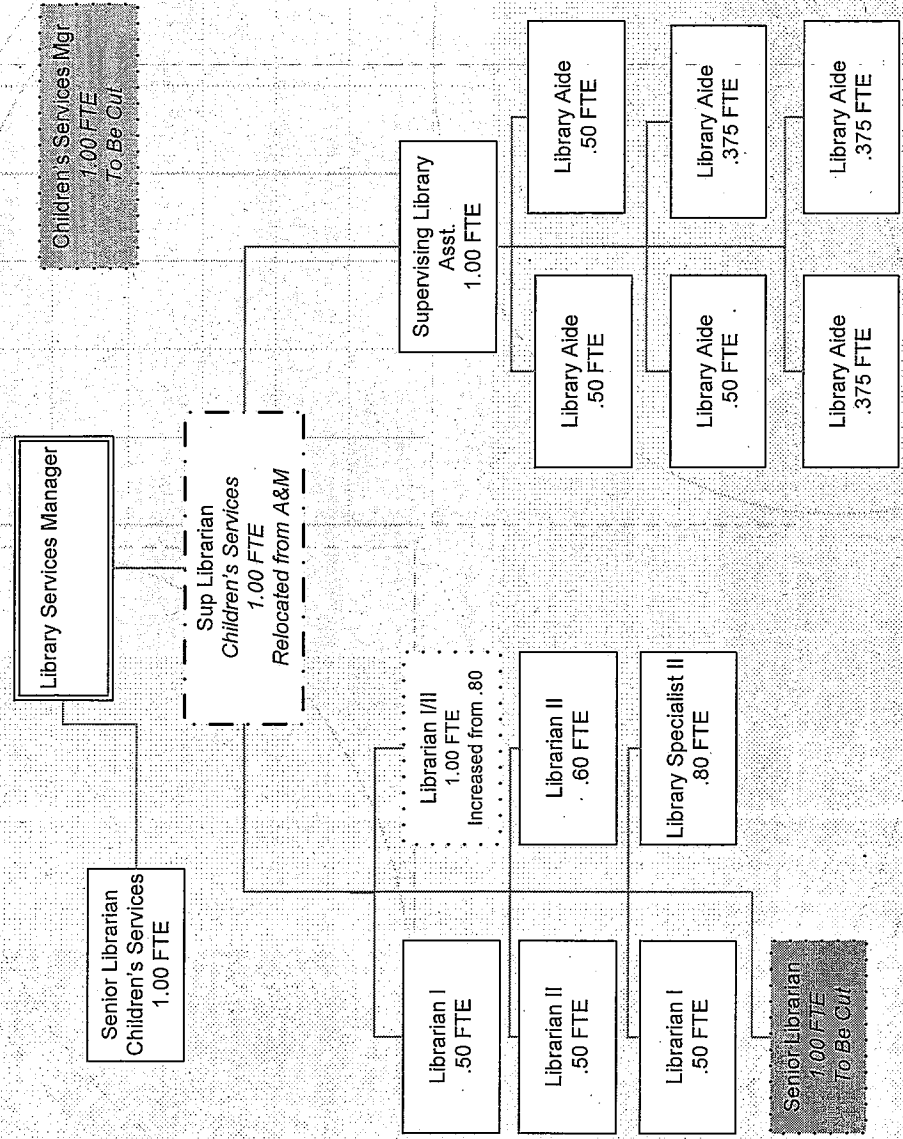
*Berkeley Public Library
Technology & Collection Services
15.50 FTE*



To Be Cuf
Library Aide
.375 FTE

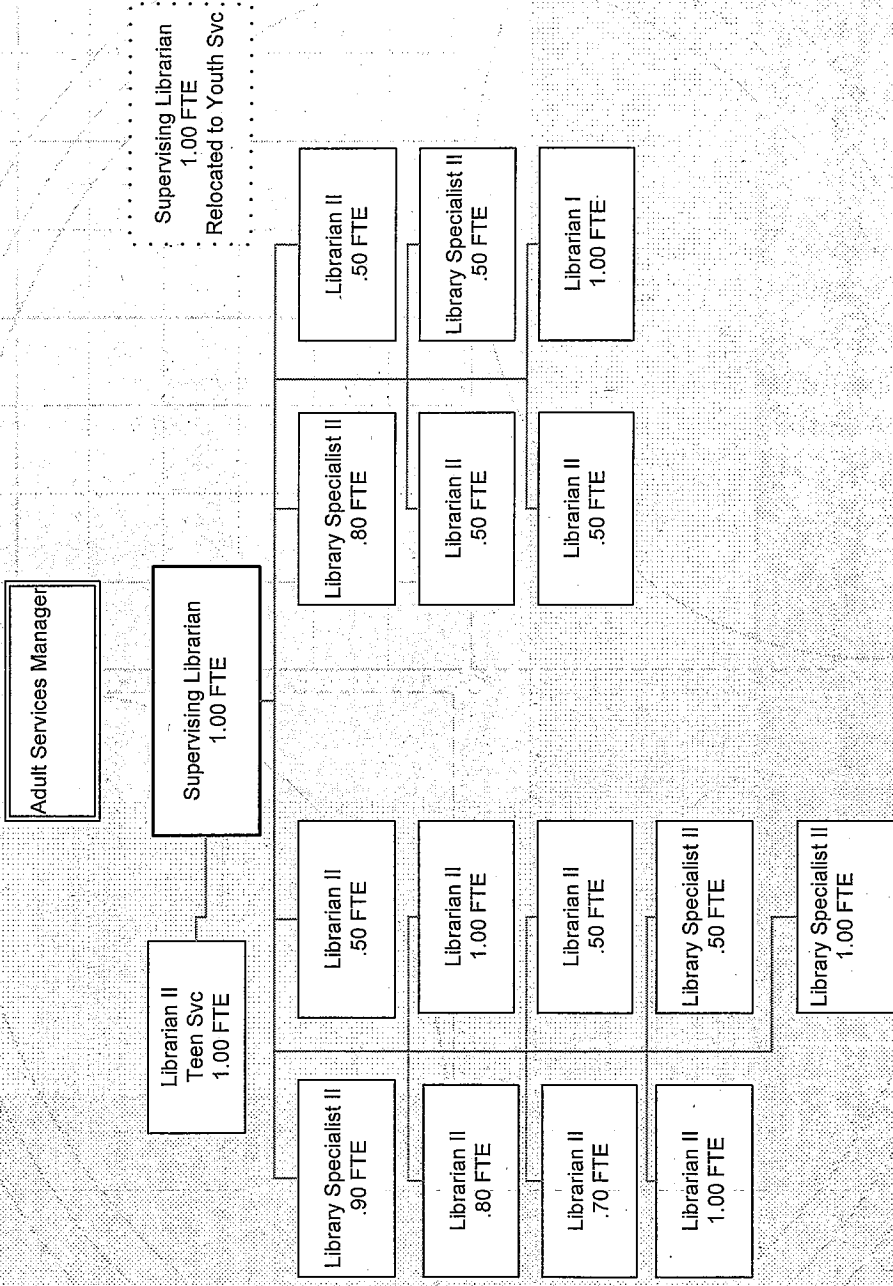
Berkeley Public Library Children's Services Division

Total FTE 9.525



Berkeley Public Library
Central Services
Reference & Art Music

Total FTE 12.7



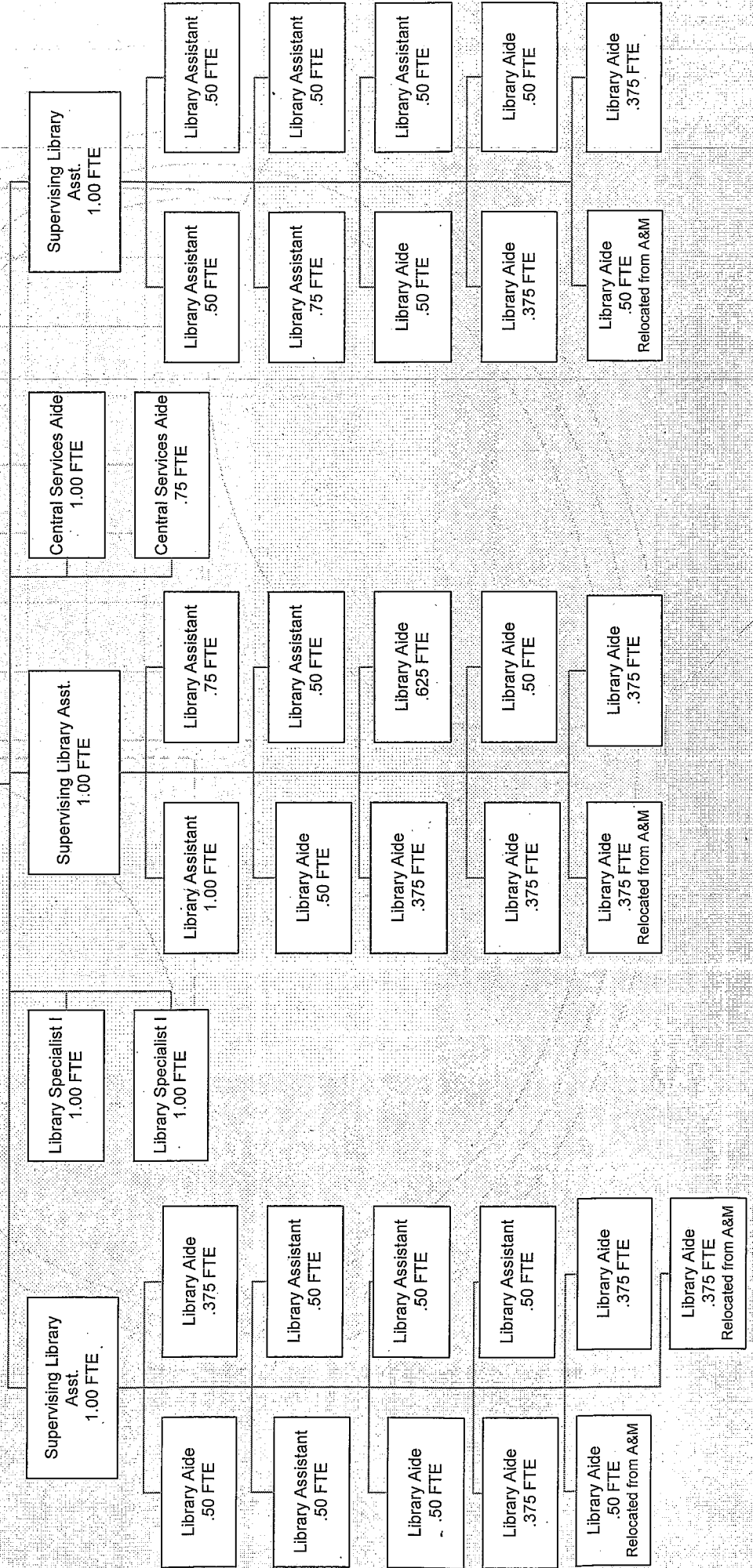
Supervising Librarian
1.00 FTE
Relocated to Youth Svc.

Berkeley Public Library

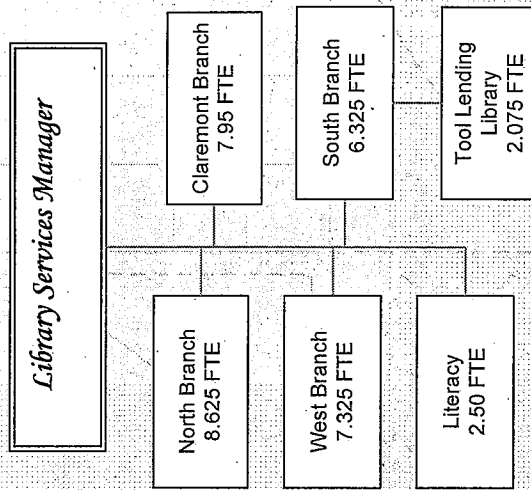
Circulation Services Division

Total FTE 23.125

Circulation Services Manager
1.00 FTE



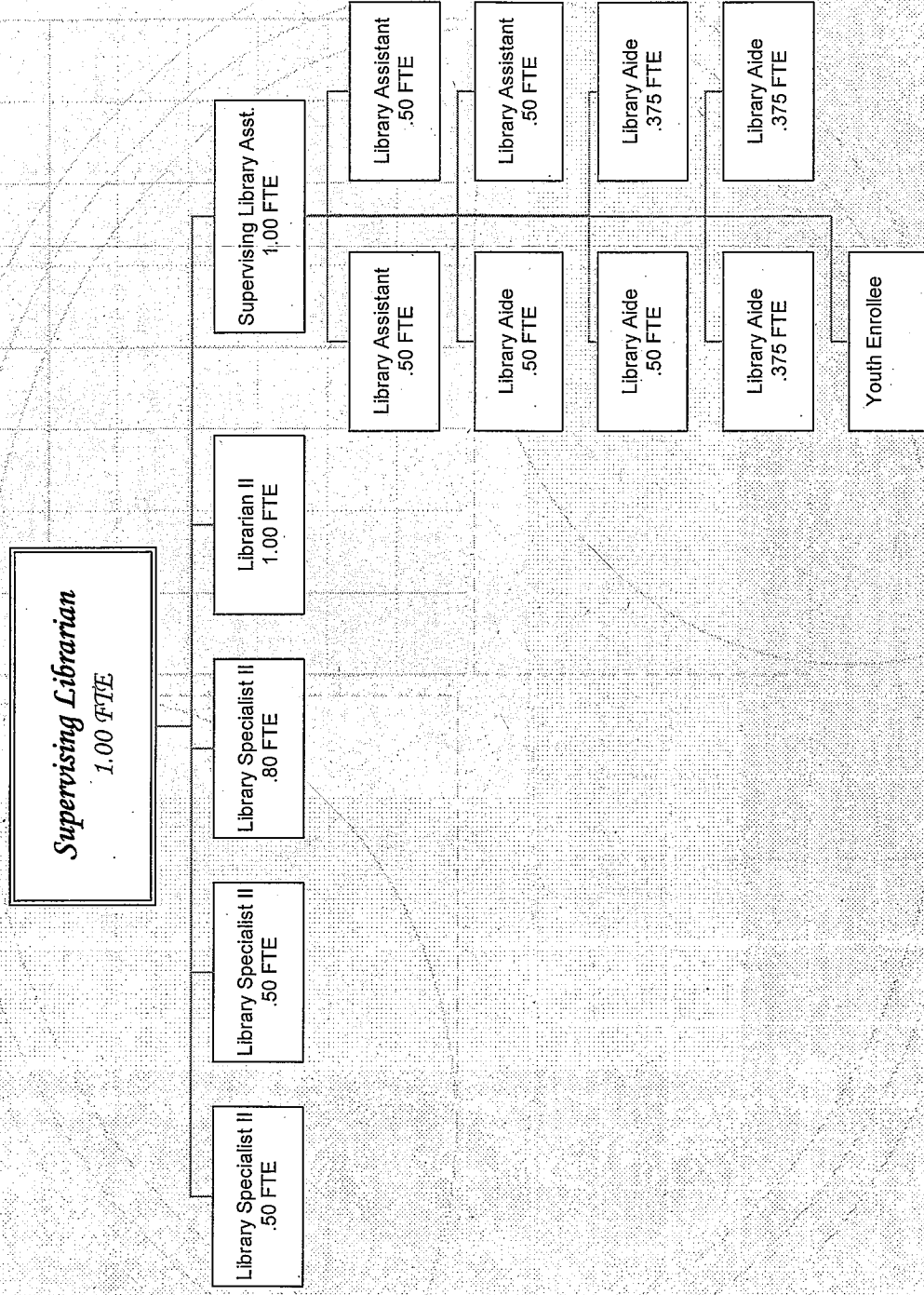
Berkeley Public Library
Neighborhood Services Division
Total FTE 34.80



Berkeley Public Library

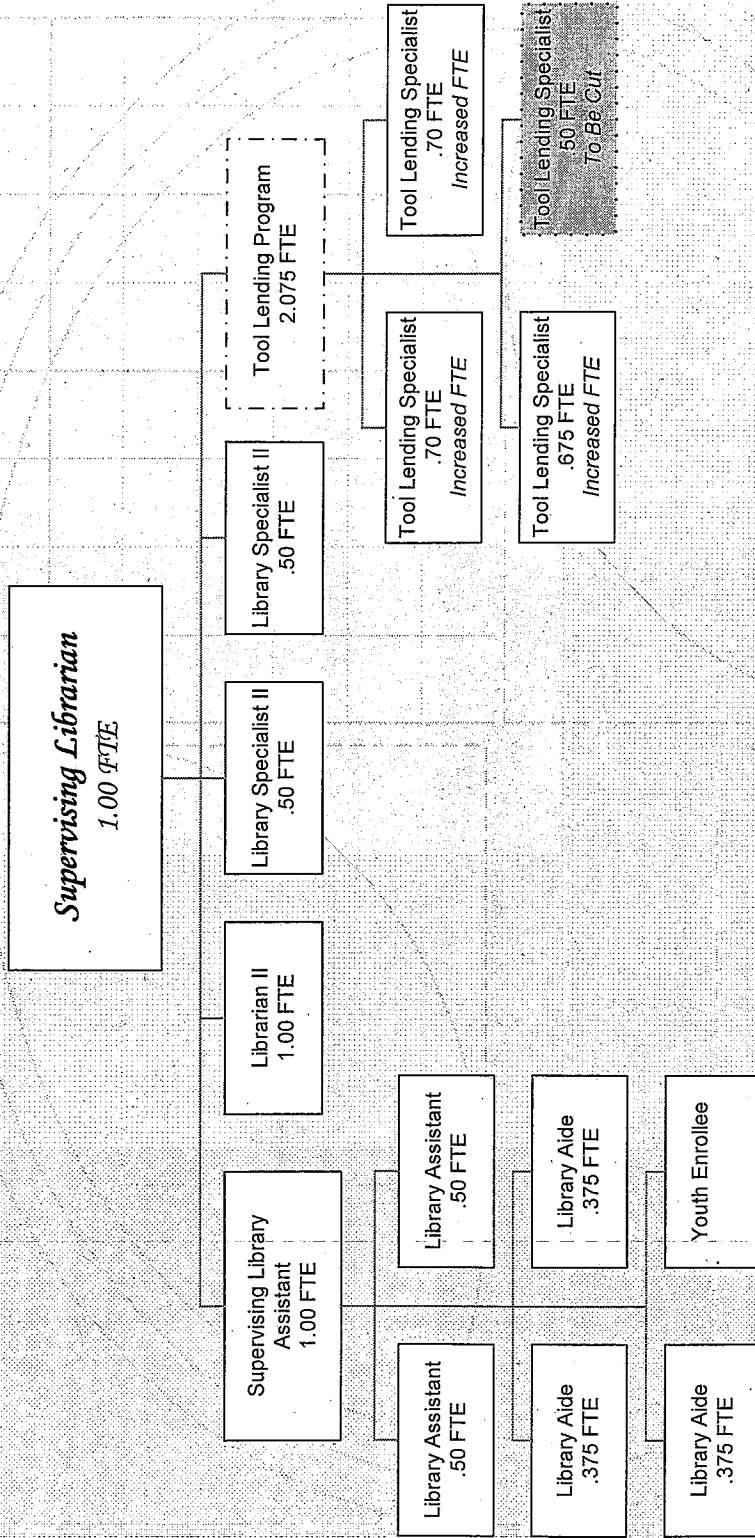
North Branch

8.625 Total FTE



Berkeley Public Library South Branch / Tool Lending

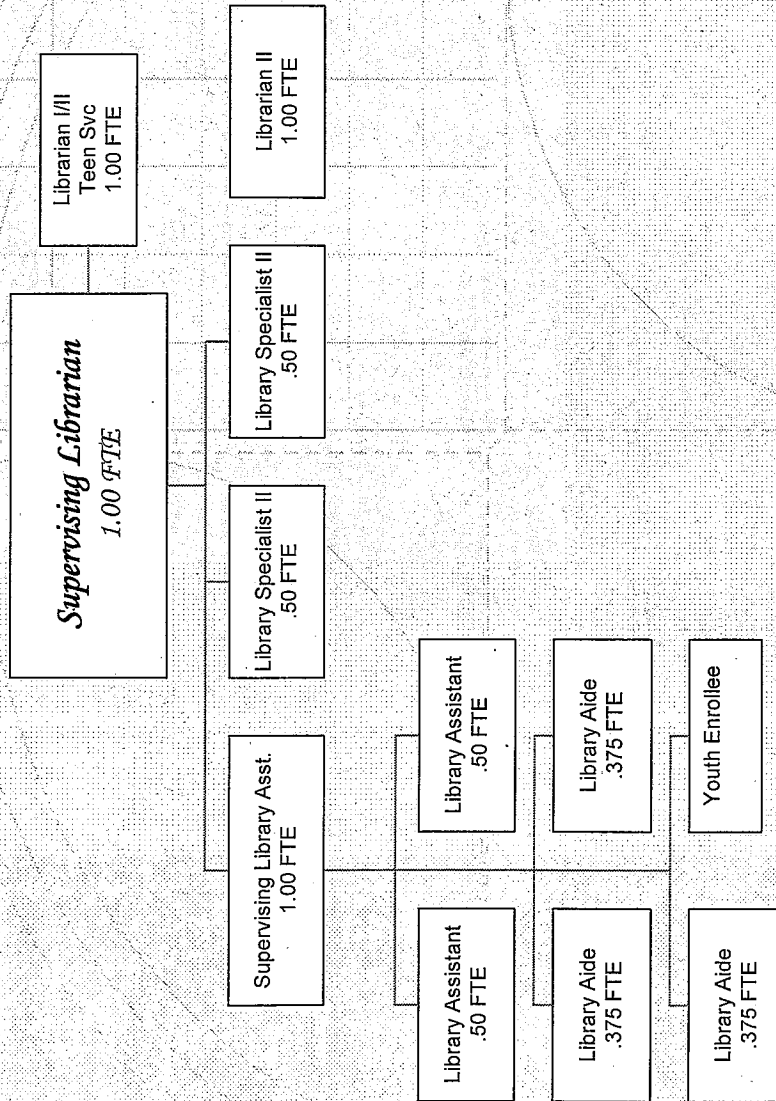
8.40 Total FTE



Berkeley Public Library

West Branch

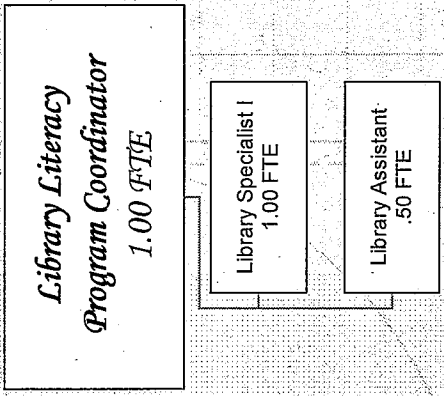
7.325 Total FTE



Berkeley Public Library

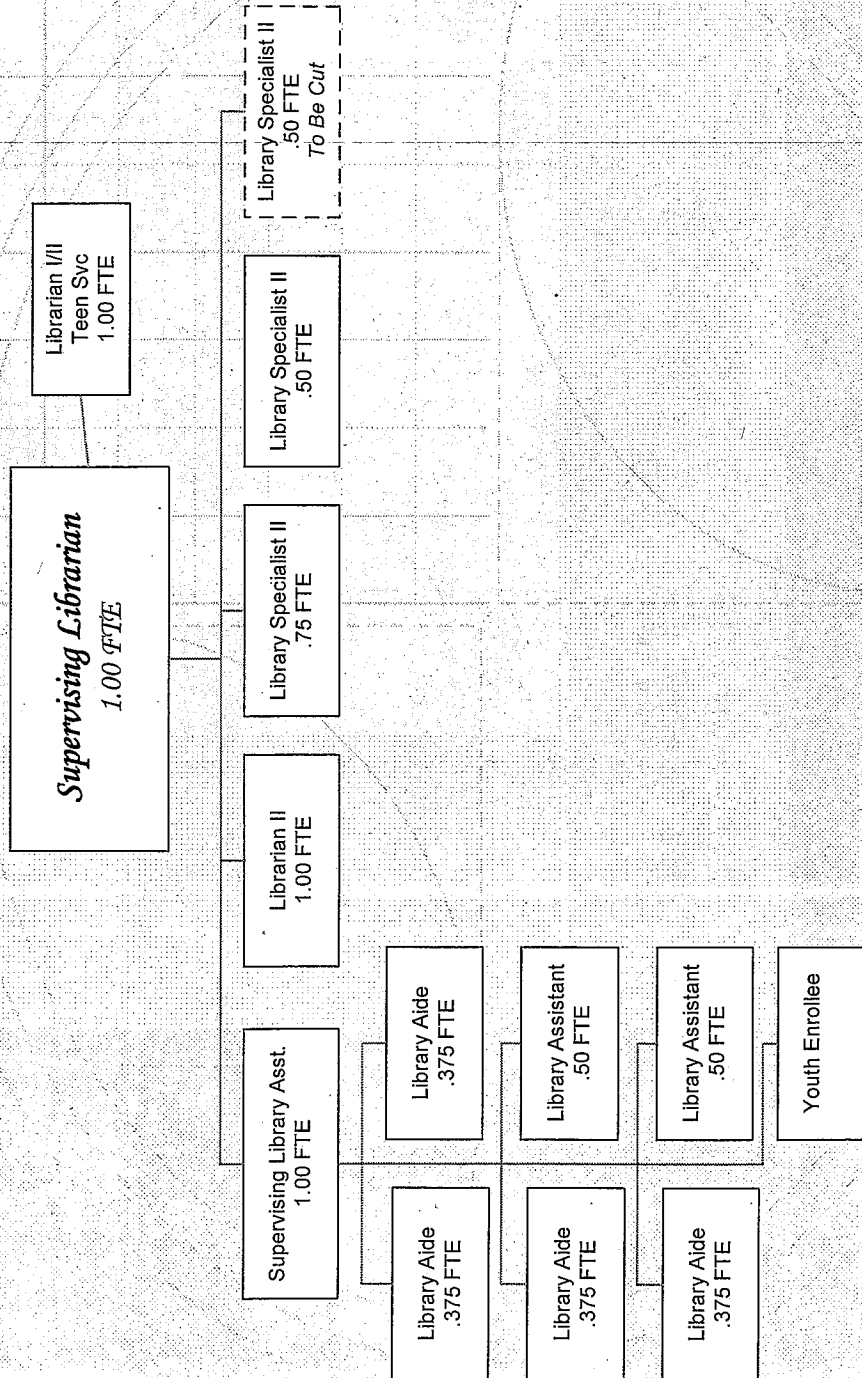
Berkeley Reads

2.50 Total FTE



Berkeley Public Library Claremont Branch

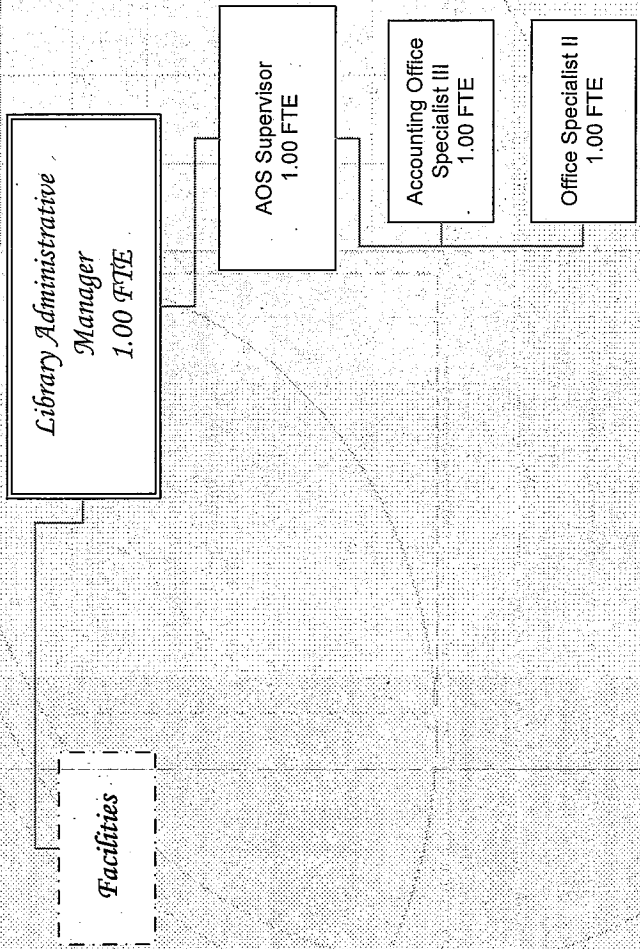
7.95 Total FTE



Berkeley Public Library

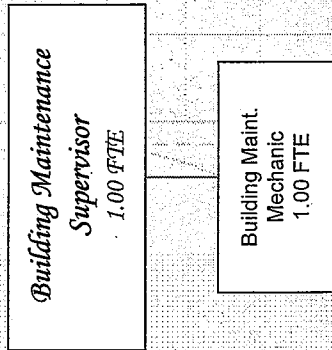
Administration Division

4.00 Total FTE



*Berkeley Public Library
Facilities Management Division*

2.00 Total FTE



Dep/Div	Position	Pos #	FTE			
			FY13 Pr	FY12 Pr	FY11	FY10
9101	ACCOUNTING OFF SPEC III	4240	1.000	1.000	1.000	1.000
	ACCOUNTING OFF SPEC SUPER	4243	1.000	1.000	1.000	1.000
	ADMINISTRATIVE SECRETARY	4613	1.000	1.000	1.000	1.000
	ASSOCIATE HUMAN RESOURCES	2703	1.000	1.000	1.000	1.000
	DEPUTY DIRECTOR OF LIBRAR	1211	1.000	1.000	1.000	1.000
	DIRECTOR OF LIBRARY SERVI	1115	1.000	1.000	1.000	1.000
	LIBRARY ADMINISTRATIVE MA	1466	1.000	1.000	1.000	1.000
	LIBRARY SERVICES MANAGER	1468	1.000	1.000	1.000	1.000
	OFFICE SPECIALIST II	4703	1.000	1.000	1.000	1.000
9101	Administration		9.000	9.000	9.000	9.000
9102	INFORMATION SYSTEMS SPECI	2830	3.000	3.000	3.000	3.000
	LIBRARIAN II	2604	1.000	1.000	1.000	1.000
	LIBRARY INFO SYS ADMINIST	1464	1.000	1.000	1.000	1.000
9102	Information Systems		5.000	5.000	5.000	5.000
9103	BUILDING MAINTENANCE MECH	5106	1.000	1.000	1.000	1.000
	BUILDING MAINTENANCE SUPE	5117	1.000	1.000	1.000	1.000
9103	Facilities		2.000	2.000	2.000	2.000
9201	CENTRAL SERVICES AIDE	4401	1.750	1.750	1.750	1.750
	CIRCULATION SERVICES MANA	1469	1.000	1.000	1.000	1.000
	LIBRARY AIDE	4245	4.625	4.625	3.625	3.625
	LIBRARY ASSISTANT	4213	7.000	7.000	7.000	7.000
	LIBRARY SPECIALIST I	4250	2.000	2.000	2.000	2.000
	SUPERVISING LIBRARY ASSIS	9609	3.000	3.000	3.000	3.000
	LIBRARY AIDE	42452	3.750	3.750	3.000	3.375
9201	Circulation Services		23.125	23.125	21.375	21.750
9202	SUPERVISING LIBRARIAN	2603	1.000	1.000		
	LIBRARIAN I	2605	1.000	1.000	1.800	1.800
	LIBRARIAN II	2604	2.100	2.100	1.100	1.100
	LIBRARY AIDE	4245	1.500	1.500	1.500	1.500
	LIBRARY SERVICES MANAGER	1468			1.000	1.000
	LIBRARY SPECIALIST II	9610	0.800	0.800	0.800	0.800
	SENIOR LIBRARIAN	2606	1.000	1.000	2.000	2.000
	SUPERVISING LIBRARY ASSIS	9609	1.000	1.000	1.000	1.000
	LIBRARY AIDE	42452	1.125	1.125	1.125	1.125
	YOUTH ENROLLEE	6718			0.600	0.600
9202	Children's Services		9.525	9.525	10.925	10.925
9203	LIBRARIAN I	2605	1.000	1.000	1.000	1.000
	LIBRARIAN II	2604	1.500	1.500	1.500	1.500
	LIBRARY AIDE	4245			1.000	1.000
	LIBRARY SPECIALIST II	9610	1.300	1.300	1.300	1.300
	SUPERVISING LIBRARIAN	2603			1.000	1.000
	LIBRARY AIDE	42452			0.750	0.750
9203	Art+Music		3.800	3.800	6.550	6.550
9204	LIBRARIAN II	2604	5.500	5.500	5.500	5.500
	LIBRARY SPECIALIST II	9610	2.400	2.400	2.400	2.400
	SUPERVISING LIBRARIAN	2603	1.000	1.000	1.000	1.000
9204	Reference		8.900	8.900	8.900	8.900
9205	LIBRARY ASSISTANT	4213	0.500	0.500	0.500	0.500
	LIBRARY LITERACY PROGRAM	2615	1.000	1.000	1.000	1.000
	LIBRARY SPECIALIST I	4250	1.000	1.000	1.000	1.000
9205	Literacy Programs		2.500	2.500	2.500	2.500
9302	LIBRARIAN II	2604	1.000	1.000	1.000	1.000
	LIBRARY AIDE	4245	1.000	1.000	1.000	1.000

Dep/Div	Position	Pos #	FTE			
			FY13 Pr	FY12 Pr	FY11	FY10
	LIBRARY ASSISTANT	4213	1.500	1.500	1.500	1.500
	LIBRARY SPECIALIST II	9610	1.800	1.800	1.800	1.800
	SUPERVISING LIBRARIAN	2603	1.000	1.000	1.000	1.000
	SUPERVISING LIBRARY ASSIS	9609	1.000	1.000	1.000	1.000
	LIBRARY AIDE	42452	1.125	1.125	1.125	1.125
	YOUTH ENROLLEE	6718	0.200	0.200	0.200	0.200
9302	North Branch		8.625	8.625	8.625	8.625
9303	LIBRARIAN II	2604	1.000	1.000	1.000	1.000
	LIBRARY ASSISTANT	4213	1.000	1.000	1.000	1.000
	LIBRARY SPECIALIST II	9610	1.000	1.000	1.000	1.000
	SUPERVISING LIBRARIAN	2603	1.000	1.000	1.000	1.000
	SUPERVISING LIBRARY ASSIS	9609	1.000	1.000	1.000	1.000
	LIBRARY AIDE	42452	1.125	1.125	1.125	1.125
YOUTH ENROLLEE	6718	0.200	0.200	0.200	0.200	
9303	South Branch		6.325	6.325	6.325	6.325
9304	LIBRARIAN I	2605	1.000	1.000	1.000	1.000
	LIBRARIAN II	2604	1.000	1.000	1.000	1.000
	LIBRARY ASSISTANT	4213	1.000	1.000	1.000	1.000
	LIBRARY SPECIALIST II	9610	1.000	1.000	1.000	1.000
	SUPERVISING LIBRARIAN	2603	1.000	1.000	1.000	1.000
	SUPERVISING LIBRARY ASSIS	9609	1.000	1.000	1.000	1.000
	LIBRARY AIDE	42452	1.125	1.125	1.125	1.125
YOUTH ENROLLEE	6718	0.200	0.200	0.200	0.200	
9304	West Branch		7.325	7.325	7.325	7.325
9305	LIBRARIAN II	2604	2.000	2.000	2.000	2.000
	LIBRARY ASSISTANT	4213	1.000	1.000	1.000	1.000
	LIBRARY SPECIALIST II	9610	1.250	1.250	1.750	1.750
	SUPERVISING LIBRARIAN	2603	1.000	1.000	1.000	1.000
	SUPERVISING LIBRARY ASSIS	9609	1.000	1.000	1.000	1.000
	LIBRARY AIDE	42452	1.500	1.500	1.500	1.500
	YOUTH ENROLLEE	6718	0.200	0.200	0.200	0.200
9305	Claremont Branch		7.950	7.950	8.450	8.450
9306	LIBRARY SPECIAL SERVICES	2610			1.000	1.000
9306	Special Services				1.000	1.000
9307	TOOL LENDING SPECIALIST	6301	2.075	2.075	2.125	2.125
9307	Tool Lending		2.075	2.075	2.125	2.125
9401	LIBRARIAN II	2604	1.000	1.000	1.000	1.000
	LIBRARY AIDE	4245	0.500	0.500	0.500	0.500
	LIBRARY ASSISTANT	4213	2.500	2.500	3.100	3.600
	LIBRARY SERVICES MANAGER	1468			1.000	1.000
	LIBRARY SPECIALIST II	9610	3.750	3.750	3.750	3.000
	SENIOR LIBRARIAN	2606			1.000	1.000
	SUPERVISING LIBRARIAN	2603	1.000	1.000	1.000	1.000
	SUPERVISING LIBRARY ASSIS	9609	1.000	1.000	1.000	2.000
	LIBRARY AIDE	42452	0.750	0.750	1.125	1.125
YOUTH ENROLLEE	6718			0.200	0.200	
9401	Technical Services		10.500	10.500	13.675	14.425
9402	LIBRARY SERVICES MANAGER	1468	1.000	1.000		
	SENIOR LIBRARIAN	2606	1.000	1.000		
9402	Collections Management		2.000	2.000		
Total	Berkeley Public Library		108.650	108.650	113.775	114.900

**II Presentations, Item A
Attachment 12**

**BERKELEY PUBLIC LIBRARY
POSITION FTE SUMMARY BY CLASSIFICATION**

G:\Admin Assistant\BOLT\Agenda Packets\2011\04\[Prjctn 5YR_FY10 14_8APR11.xlsx]Exp

Pos #	Position	FTE			
		FY13 Pr	FY12 Pr	FY11	FY10
1115	DIRECTOR OF LIBRARY SERVI	1.000	1.000	1.000	1.000
1211	DEPUTY DIRECTOR OF LIBRAR	1.000	1.000	1.000	1.000
1464	LIBRARY INFO SYS ADMINIST	1.000	1.000	1.000	1.000
1466	LIBRARY ADMINISTRATIVE MA	1.000	1.000	1.000	1.000
1468	LIBRARY SERVICES MANAGER	2.000	2.000	3.000	3.000
1469	CIRCULATION SERVICES MANA	1.000	1.000	1.000	1.000
2603	SUPERVISING LIBRARIAN	7.000	7.000	7.000	7.000
2604	LIBRARIAN II	16.100	16.100	15.100	15.100
2605	LIBRARIAN I	3.000	3.000	3.800	3.800
2606	SENIOR LIBRARIAN	2.000	2.000	3.000	3.000
2610	LIBRARY SPECIAL SERVICES	0.000	0.000	1.000	1.000
2615	LIBRARY LITERACY PROGRAM	1.000	1.000	1.000	1.000
2703	ASSOCIATE HUMAN RESOURCES	1.000	1.000	1.000	1.000
2830	INFORMATION SYSTEMS SPECI	3.000	3.000	3.000	3.000
4213	LIBRARY ASSISTANT	14.500	14.500	15.100	15.600
4240	ACCOUNTING OFF SPEC III	1.000	1.000	1.000	1.000
4243	ACCOUNTING OFF SPEC SUPER	1.000	1.000	1.000	1.000
4245	LIBRARY AIDE	7.625	7.625	7.625	7.625
4250	LIBRARY SPECIALIST I	3.000	3.000	3.000	3.000
4401	CENTRAL SERVICES AIDE	1.750	1.750	1.750	1.750
4613	ADMINISTRATIVE SECRETARY	1.000	1.000	1.000	1.000
4703	OFFICE SPECIALIST II	1.000	1.000	1.000	1.000
5106	BUILDING MAINTENANCE MECH	1.000	1.000	1.000	1.000
5117	BUILDING MAINTENANCE SUPE	1.000	1.000	1.000	1.000
6301	TOOL LENDING SPECIALIST	2.075	2.075	2.125	2.125
6718	YOUTH ENROLLEE	0.800	0.800	1.600	1.600
9609	SUPERVISING LIBRARY ASSIS	9.000	9.000	9.000	10.000
9610	LIBRARY SPECIALIST II	13.300	13.300	13.800	13.050
42452	LIBRARY AIDE	10.500	10.500	10.875	11.250
Total	Berkeley Public Library	108.650	108.650	113.775	114.900

FRIENDS OF THE BERKELEY PUBLIC LIBRARY
Grant Funding Requests

Period: July 1, 2011 - June 30, 2012

	DIVISION / PROGRAM	AMOUNT REQUESTED	EXPENDITURE CATEGORIES		
			Salaries & Benefits	Services & Contracts	Supplies
1	Admin - Staff development/events/refreshments	\$ 9,731	\$ 125	\$ 7,500	\$ 500
2	Admin - Employee Wellness	\$ 800		\$ 800	\$ -
3	Art & Music - Concerts / Classes / Exhibits / Program	\$ 8,000	\$ 3,300	\$ 4,350	\$ 350
4	Berkeley READS - Literacy Program	\$ 3,350		\$ 200	\$ 3,150
5	Children's Services -Summer reading / programs	\$ 26,350	\$ 200	\$ 14,800	\$ 11,350
6	Teen Services - Programs, Summer reading, Outrea	\$ 8,323	\$ 1,008	\$ 1,440	\$ 5,875
7	Reference - programs & special projects	\$ 6,000	\$ 100	\$ 5,700	\$ 200
8	West Branch - Café Literaria / programs	\$ 3,500		\$ 1,200	\$ 2,300
9	Volunteer Services celebration	\$ 500		\$ 1,200	\$ 300
10	Collection Development / Opening day North & Clare	\$ 20,000			\$ 20,000
11	Branch FF closures and openings	\$ 2,000			\$ 2,000
	TOTALS	\$ 88,554	\$ 4,733	\$ 37,190	\$ 44,025

Revised 4.5.11

**Berkeley Public Library
Board of Library Trustees**

III Consent, Item A

**Regular Meeting
March 9, 2011**

**MINUTES
6:30 p.m.**

**South Branch
1901 Russell Street**

I. PRELIMINARY MATTERS

*A copy of the agenda packet and a digital recording of this meeting is accessible at
http://www.berkeleypubliclibrary.org/about_the_library/bolt/bolt.php*

A. Call to Order

The regular meeting of March 9, 2011 was called to order by Chair Kupfer at 6:32 PM.

Present: Trustees Winston Burton, Abigail Franklin, Carolyn Henry-Golphin, Susan Kupfer and Darryl Moore.

Absent: none

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

Jenifer Shurson, Assoc. Human Resources Analyst; Armin Arethna, Children's Librarian; Erica Glenn, Children's Sr. Librarian; Joy Shiohita, Acting Youth Services Manager; Kay Finney, Librarian II; Barbara Bent, Library Aide; Jack Baur, Librarian I; Debbie Carton, Librarian II (SEIU 1021 Steward); Shani Leonards, Supervisor Central Reference; Lisa Hesselgesser, Library Specialist II (SEIU 1021 Steward); Jeri Ewart, South Branch Manager; Uma Paul, Supervising Library Assistant; Deirdre Cerkanowicz, Library Specialist II.

B. Public Comments

1. Joy Shiohita, Acting Youth Services Manager – Expressed concerns that Youth Services will absorb a disproportionate amount of the proposed staffing reductions. Asked the Board to consider that children's, teens and families will lose the most with these cuts.
2. Jack Baur, Teen Services Librarian – Express concerns that budget cuts to Teen Services which will make it difficult to meet current commitments, already stretched thin.
3. Cynthia Alman, teacher at Malcolm X School – Spoke in support of Children's / Youth Services in the library. Not every child in Berkeley has shelf upon shelf of interesting books, except they do in the library. The librarian can find them books for their parents to read to them and to practice their skills.
4. David Snyder, Berkeley Public Library Foundation Executive Director – Expressed concern about wasting money and time for outside consultants, architects, lawyers and fees because a small group of individuals is trying to circumvent the public process that was utilized to select architects, design teams and the projects. Urged the Board to push ahead to move this project along and invited others to support these projects.
5. Armin Arethna, Children's Librarian – Spoke regarding proposed budget cuts to Youth Services. It will be difficult to maintain current services with the proposed cuts. Expressed concern about loss of Youth Services Manager position.
6. Linda Perkins – Identified self as former Youth Services Manager and Acting Deputy Director of the Library. Spoke regarding proposed cuts to Youth Services.
7. Peter Warfield, Library Users Association – Requested status report of the Nuclear Free Berkeley Act waiver regarding 3M maintenance contract for the self-check system. Spoke regarding Library BranchVan, Central Library layout changes and Branch Improvement Projects.
8. Becca Todd, BUSD District Library Coordinator – Expressed concerns regarding cuts to Youth Services.

- C. **Report from Library employees and Unions, Discussion of Staff Issues** – Debbie Carton spoke regarding the FY12/13 Budget and provided a copy of the Union Cost Saving Proposals to the Board. (Attachment #1)
- D. **Report from Board of Library Trustees**
 - 1. Trustee Burton reported on the recent Planning Commission 6-2 vote to adopt the zoning amendment for Library projects, an upcoming San Pablo Park event sponsored by Max Anderson and Darryl Moore, the North Branch closing event held on March 5 and the upcoming Claremont closing event.
 - 2. Trustee Moore – reported the San Pablo Park event is local meeting which will be expanded to a public meeting at a future date.
- E. **Approval of Agenda**

II. BUDGET WORKSHOP

A. FY 2012/13 Budget Workshop

Director Corbeil thanked everyone for the helpful, respectful way staff has worked on budget. It's been really helpful to get input from staff at all levels. To-Be-Delivered materials were distributed and discussed.

Dennis Dang gave an update on the budget development process for the FY2012-13 biennial budget. (Attachments 2 & a-j)

Deputy Director Smith reviewed proposed personnel changes.

Deputy Director Smith reported that budget workshop with staff, Library Council meetings, subcommittees and individual staff meetings with the Director and Deputy Director were held. Suggestions were gathered by the Union.

Director Corbeil – Goal is to reduce costs at manager and administrative levels, want to avoid reductions of front line staff. Have confidence in the Management Team to make the transitions.

Trustee Franklin – Is it possible to ask for more support from Friends and Foundation? *The Foundation is committed to the Capital Campaign. The Friends will continue to support existing programs. They also committed to making a large contribution to the Capital Campaign.*

III. PRESENTATIONS

A. **Kitchell CEM Quarterly Update** – Steve Dewan provided an update on the Branch Improvement Project. (Attachment #3)

North and Claremont are at building permit process with just a couple of issues to resolve.

North Branch – apparent lower bid was withdrawn, city is reviewing/evaluating the next lowest bid.

Claremont Branch – received 13 bids, Lowest bid was Fine Line Construction. A protest was received, Fine Line Construction is working on their response and the City will evaluate.

EIR process continues, public comment ended in January, DC&E is assembling the response. The longer the EIR process takes the more impact it could have on the overall schedule.

Chair Kupfer – When will the EIR be finalized? *Steve Dewan – The Planning Department runs this part of the process, not the Library. We'll publicize the dates when announced.*

West Branch was generally received well at the Design Review Commission.

North Branch to be closed 2nd Quarter 2011 – 2nd Quarter 2012.

IV. CONSENT CALENDAR

- R11-015** Moved by Trustee Franklin, seconded by Trustee Henry-Golphin, to approve Consent Calendar as presented. Motion passed unanimously.
- A. Approve minutes of February 16, 2011 Special Meeting**
- R11-016** Moved by Trustee Franklin seconded by Trustee Henry-Golphin to approve the minutes of the February 16, 2011 special meeting of the Board of Library Trustees as presented. Motion passed unanimously.

V. INFORMATION REPORTS

- A. Library Budget Update** – No action taken. Staff will continue discussions and development of proposed budget.
- B. Update on the Branch Bond Program** – No discussion.
- C. February 2011 Monthly Report from Library Director** – No discussion.
- D. Library events:** No discussion.

VI. AGENDA BUILDING

- A.** The next meeting will be a Regular Meeting held at 6:30 PM on Wednesday, April 13, 2011 at the South Branch Library, 1901 Russell Street, Berkeley.
- Possible agenda topics:
1. Budget
 2. BOLT Vacancy Interviews

VII. ADJOURNMENT

- R10-017** Moved by Trustee Henry-Golphin, seconded by Trustee Franklin, to adjourn the regular meeting of the board at 8:06 PM. Motion passed unanimously.

VIII. CLOSED SESSION

Closed Session called to order by Chair Kupfer at 8:11 PM

The Trustees went into closed session pursuant to Government code Section 54957, to conduct director of library performance evaluation.

- R10-018** Moved by Trustee Moore, seconded by Trustee Henry-Golphin, to adjourn the closed session of the meeting of the board at 9:00 PM. Motion passed unanimously.

This is to certify that the foregoing is a true and correct copy of the minutes of the regular meeting of March 9, 2011 as approved by the Board of Library Trustees

Donna Corbeil, Library Director, Secretary to BOLT

DRAFT submitted to BOLT for 3/9/11 Budget Workshop

The Union's Cost Saving Proposals

Methodology:

These suggestions have been gathered from SEIU 1021 members by our stewards, JLM and Meet & Confer team members, in one-on-one interviews and group brainstorming sessions. Numbers in parentheses after an idea represent number of employees supporting this idea. CAVEAT: Not all employees support all these ideas- you will notice contradictory proposals- but we wanted to gather everyone's ideas, and fully represent the diversity of opinion.

This document is a work in progress as we are still collecting feedback from members.

Basic principles behind these specific ideas:

- Some of the cost savings need to appear at the top of the organizational chart.
- Departments that have been hard hit in the recent past should not be bearing an equal burden now. Departments that haven't seen reductions through attrition are better positioned to absorb losses now.
- The Union would also strongly encourage Management to draw on the library's current resources whenever possible.
- Remember that many small savings can add up to a significant \$ amount.

Specific suggestions for implementing these principles

Current Resources

- Put some leverage on the resources we currently have- hold people accountable for the work they have always been responsible for. If everyone worked up to their job specs this would mean that as you move down the org chart there is less demand on people to work out of class. If managers and supervisors managed effectively, ensuring that people are working to capacity and effectively lay out priorities we would lose less staff time and resources to waste and activities outside of our Core Mission. This would also provide a good buffer of support for the looming increased workloads coming our way.
- Emphasizing safety and encouraging ergonomic breaks on a regular basis could save the library future costs in Worker's Comp claims. Implement an ergonomic policy across the board.

Restructuring ideas

- Administration has an opportunity with a vacant management position to make some creative choices to realize a cost savings at this level. One idea is to combine that position with the Neighborhood Services Manager.
- A&M is equivalent to a branch, in terms of staffing, being its own department, managing a large programming budget, physical separation. It needs a supervisor on site, who deals with everyday and ongoing issues, rather than sharing a supervisor with another department. (5)

- When Branch building projects are completed, eliminate Branch Services Manager position.
- As two branches are closing, and a Branch Project Manager is in place to supervise the renovation of those branches, move Branch Services Manager into a floating librarian position, to help with desk hours but not supervision in: Reference, Art & Music, other branches, as needed.
- Eliminate management meeting organizational structure. Management decisions and meetings will be at the Library Council level. Higher salaries and job titles should be used to attract excellent candidates, but should not be a part of the decision making process for issues outside a supervisor's assigned area of responsibility. Ultimately, decisions are the responsibility of Director and Deputy Director. This model allows input from front-line supervisors. (5)
- Much could be gained by having more full-time positions and fewer part-time. Half timers receive a 75% contribution to their Kaiser; combine two of these positions and the Library would pay 100% instead of 150% for two half timers. At the librarian level, having more full-time staff would mean a cost savings as a result of the current benefits structure. This could be done through attrition, if a half-time librarian leaves then offer those hours (modify position) to the most senior half-time librarian. (5)
- Offer employees an opportunity to reduce their hours on a temporary basis and to be reevaluated annually, so the position is not modified but some savings are realized during that year. This option has been used in the past to accommodate those with childcare and/or parent care needs. There is a form to request this modification of schedule. With staff arriving from branches, desk coverage may become less problematic. (7)

Direct savings

- For any BPL employee who makes over \$100,000/yr, a voluntary 2% reduction in salary. This is not without precedent in these times- SF Board of Supervisors took voluntary 6% reduction. (25)

Policy and Procedure modification

- Simplify timecards. Currently many Supervisor hours are spent checking and rechecking, as intricacies result in errors in filling out the form. (15)
- Simplify scheduling (explore software options). (5)
- Call on Managers (librarians) to fill in as needed to staff public desks at Central (staff shortage due to illness, cover staff meetings, etc.)
- Restructure Central's open hours- open at 11? Close at 5?
- Increase open hours of branches not closed for renovation.
- Limit in house (when an item says "check shelf" holds to 4 (?). If people want to go over the 12 hold limit, charge them. (4)
- If it's a cost savings, limit wireless to certain floors.

- Set wireless use to shut off when library computers do, to speed closing procedures. (8)
- Make SLJLIS internships unpaid rather than paid. (7)
- Charge a fee for the use of the meeting room. (4)
- Rethink the use of YouthWorks students- hire aides instead. (5)
- Keep YouthWorks students- get rid of Youth Enrollees.
- Keep Youth Enrollees, and hire them for other departments as well as Teen Services. (3)
- Limit holds to 10 free items. More holds (up to 15 per patron) may be purchased for a nominal fee.
- The majority of members feel that the CCR Library Services Manager is vital to the Library's operations and its strategic plan and do not want to see this position go away. The Union encourages management to keep in mind that Front Line Staff has been hard hit in recent years, with the loss of 5 positions and increasing workloads with no end in sight. Closing further positions could mean more safety issues which could mean more Worker's Comp costs.

Ideas for the future:

- When negotiating the next contract, implement progressive COLAs. The current structure ensures those at the top of the chart get larger raises than those at the bottom. Consider (for example) 2% at the bottom, 1% at the middle, .5% at the top.
- For retirement gifts, give City employees gift certificates to local independent businesses, or offer a donation to the organization of the employee's choice (rather than the current practice of paperweights, pens, plaques). This supports local independent businesses and is more meaningful to the employee.



BERKELEY PUBLIC LIBRARY

WORKSHOP CALENDAR

March 9, 2011

TO: Board of Library Trustees
FROM: Donna Corbeil, Director of Library Services
SUBJECT: FY 2012 & FY 2013 Biennial Budget Development

The purpose of this presentation is to provide a summary overview of the initial budget-balancing plan for the Library in anticipation of presentation of a proposed FY 2012 & FY 2013 biennial Library budget on April 13, 2011. Direction provided by the board during this meeting will be integrated into the development of the proposed biennial budget.

Background

- December 2010 – Information relevant to the development of the biennial budget presented, including calendar
- January 2011 – Priorities for the FY 2012 and 2013 Library budget adopted (Attachment A) and mid-year budget projections developed
- February 2011 – Discussion of mid-year budget, projections for all Funds; and baseline expenditures

Revenue and Expenditure Projections

Major Assumptions:

- Ending FY 2011 library tax revenue estimated per mid-year analysis projections;
- Library tax rate projected increase of 1.5% for fiscal years 2012, 2013, and 2014;
- Vacancy savings rate of 1.5% annually through FY 2014 built into the budget;
- Unfunded liabilities, i.e. (see: City Council Special Session of January 18, 2011) personnel costs updated in baseline to align with contract and known benefit rate increases – including increase to CalPERS and medical premiums;
- Library Foundation funds are directed exclusively to the FF&E Fund (307) for the purchase of furniture, fixtures, and equipment associated with Measure FF capital improvements; and
- California state revenue allocations drastically reduced or eliminated.

Balancing the Budget

The Library Tax Fund 5-Year projection forecasts annual deficits through FY 2014. Staff proposes a balance of reductions and allocation of carry forward (fund balance) to address the structural deficit through this biennial cycle. Among the proposed measures are a combination



of non-personnel and personnel proposed expenditure reductions. In addition, staff has put forth a concerted effort to identify ways for improving the Library's operational efficiencies. Though these ideas do not reflect budgetary line items or reductions in personnel, they may enable library staff to better absorb the impact of such changes.

The board's adopted priorities, served as guideposts in developing the proposed budget; and prudently included consideration of the Library's long term fiscal health. The preliminary budget plan presented for the board's consideration seeks to balance the budget over the two-year budget cycle and into the future through the implementation of recurring expenditure reductions in relation to expected revenues. The 5-year Library Tax Fund projection is calculated with a minimal set of proposals (Attachment C); and with the entire set of all listed proposals (Attachment D).

Summary

NON-PERSONNEL

Reductions to the material budget, computers, or capital project funds are not proposed at this time due to these line items either having been reduced over the past few years or having been held flat. The proposed changes are included in two formats: in a chart of proposed balancing measures (Attachment F) and in a listing by line item (Attachment G).

Reductions

- Reduce the number of cell phone service lines – issued Blackberries
- Reduce the amount for postage, mostly mailers to patrons, but also BOLT packets, flyers, etc.
- Reduce office supplies across-the-board by 5% (50% at closing branches) and reduce field supplies in Technical Services
- Estimated North and Claremont branch closure savings at \$49,720

Additions

- Replacement of NEC phone system with VoIP
- Increases to fees and contracts

PERSONNEL

Reductions

- Change the salary savings to 1.5% from the current 1.0%
- Eliminate positions per attachments equaling 5.275 FTE and add 1.0 FTE

While many of the impacted positions are vacant, some are occupied; as a result, the Library proposes to reassign those employees in filled positions being proposed for reduction to open positions. In no event under these proposals, does the Library envision any staff member's employment to be at risk. One new position is proposed at the Librarian II 1.0 FTE level with an offset of an elimination of a Librarian I 0.8 FTE position. Additionally, there would be organizational structure changes related to the elimination of positions. Library Administrators are working closely with staff to develop a revised reporting structure should these changes be accepted. Among the options being explored at this time is to combine the Information Technology and Technical Services divisions into a single division under one manager.



Similarly the Children's Services division would be joined with another unit under a single manager to create a new division. These actions would permit the reduction of one management position, representing a substantial cost savings.

The elimination of the Library Special Services Coordinator position would result in a reassessment of this employee's valued activities, with some tasks and responsibilities reassigned to administrative staff and, most likely some priorities adjusted. Staff affected by this change would be reassigned.

The service and operational implications of all of these proposals have been and continue to be under discussion by staff. This is a very brief overview of proposals that will take much planning and coordination to institute effectively and without a disruption to services and daily operations.


NEXT STEPS

Discussions internally on the proposed changes will continue, in particular in regards to personnel reductions and reporting structure. City Council instructions on the budget require the Library to submit proposed changes (Attachment F) for inclusion to the proposed budgeting measures submittal to Council on March 22, 2011. The final Library budget may reflect some or all of these changes, as well as any additions made after that date.

At the April 13, 2011 BOLT meeting, staff will bring a proposed FY 2012 and FY 2013 Library biennial budget for consideration and possible adoption.

Attachments:

- A. Adopted Library FY 2012 and FY 2013 Budget Priorities
- B. Revenues vs. Expenditures, FY 07-FY 11
- C. Library Tax Fund Projection FY 10 – FY14 (minimal proposed revisions)
- D. Library Tax Fund Projection FY 10 – FY14 (entire proposed revisions)
- E. Other Funds Projections FY 10 – FY14
- F. FY 2012 and FY 2013 Proposed Balancing Measures
- G. Biennial budget FY 2012 and FY 2013, Proposed Expenditure Reductions
- H. Expenditures Year-Over-Year Incremental Change
- I. FY 2012 Budget Proposals Overview
- J. FY 2012 Budget Strategies



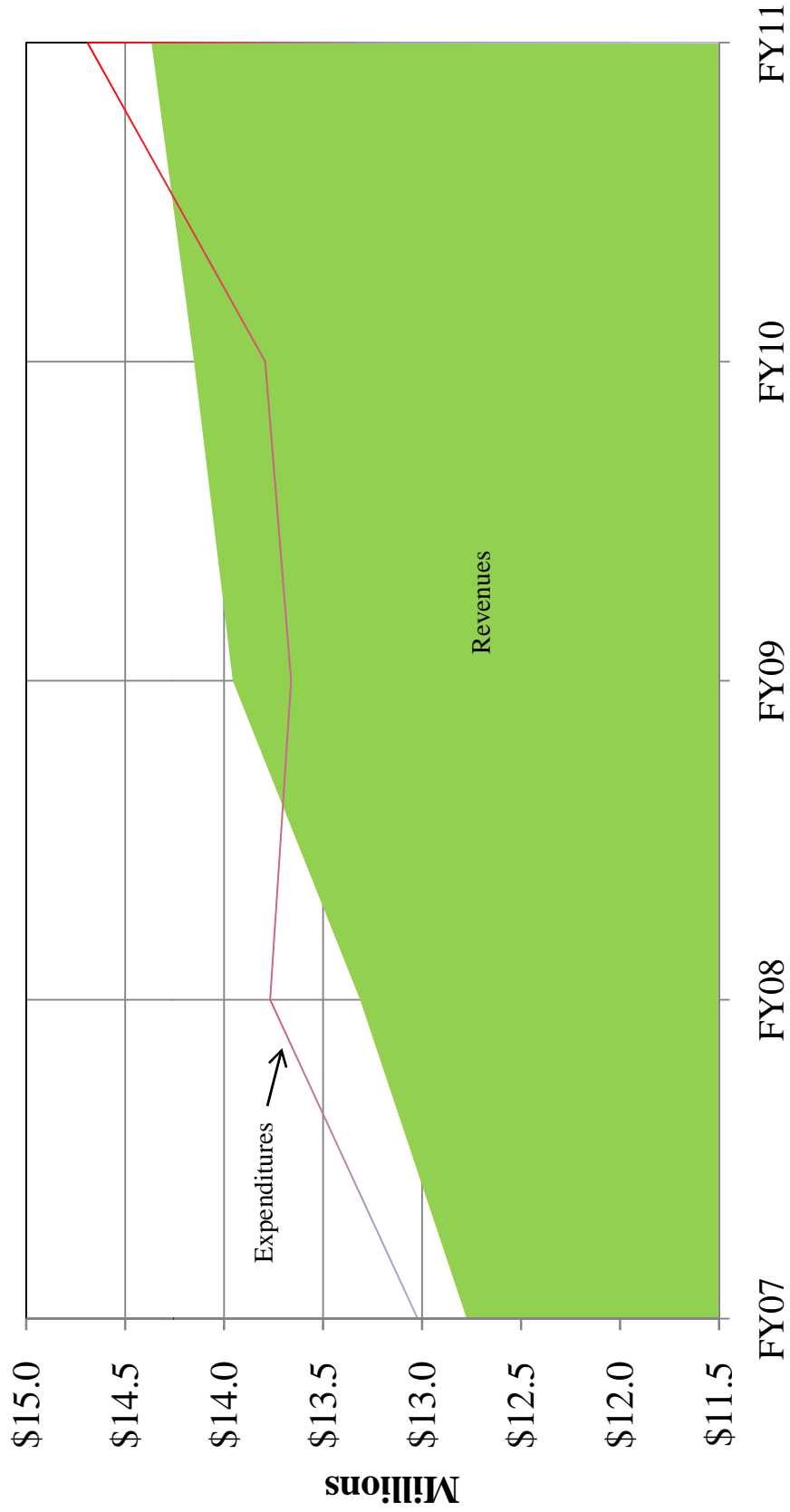
Board of Library Trustees

Budget Priorities Established for FY 2012-2013

- Confirm stability of operating budget and plan for future operational needs -- *including establishing / maintaining a balanced budget*
- Monitor and manage bond funds (Measure FF program)
- Maximize effectiveness of services
- Pursue establishment of a reserve (*savings*) fund

Library Tax Fund (301)

Revenues vs Expenditures FY07 – FY11



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

	FY 2010 FINAL	FY 2011 ADOPTED	FY 2011 REVISED	FY 2011 PROJECTED	FY 2012 PROJECTED	FY 2013 PROJECTED	FY 2014 PROJECTED
Beginning Fund Balance	\$ 1,102,151	\$ 1,461,883	\$ 1,461,883	\$ 1,461,883	\$ 1,139,008	\$ 197,877	\$ (760,710)
Revenues							
Library Services Tax	\$ 13,844,489	\$ 13,904,789	\$ 13,904,789	\$ 14,057,243	\$ 14,291,070	\$ 14,505,436	\$ 14,723,018
Fines/Fees	293,254	252,000	300,000	300,000	252,000	252,000	300,000
Donations/Private Contributions							
Misc. Revenue / Interest / Refunds	14,532	10,500	10,500	10,500	10,500	10,500	10,500
TOTAL REVENUE:	\$ 14,152,275	\$ 14,167,289	\$ 14,215,289	\$ 14,367,743	\$ 14,553,570	\$ 14,767,936	\$ 15,033,518
Expenditures							
Operations							
Salaries, Wages, Benefits	\$ 11,645,544	\$ 11,649,948	\$ 11,649,948	\$ 11,649,948	\$ 12,667,695	\$ 12,927,149	\$ 12,927,149
less: Labor Vacancy Savings		116,499	116,499	116,499	116,499	116,499	116,499
Personnel	\$ 11,645,544	\$ 11,533,449	\$ 11,533,449	\$ 11,533,449	\$ 12,551,196	\$ 12,810,650	\$ 12,810,650
Non-Personnel	458,709	598,990	950,763	950,763	680,563	607,692	607,692
Library Materials (incl Tool Lndng)	823,068	900,000	900,000	900,000	900,000	900,000	900,000
Misc. Professional Services	198,063	290,850	346,042	346,042	282,600	291,450	291,450
Utilities+Telephone	378,346	412,262	412,262	412,262	459,542	495,512	495,512
Janitorial	167,428	180,000	215,631	215,631	180,000	180,000	180,000
Software Maintenance	54,045	234,304	243,255	243,255	285,804	285,804	285,804
RFID Loan Repayment							
Computer & Software Purchase	31,013	55,000	55,000	55,000	55,000	55,000	55,000
CIP (Building)	12,539	75,000	15,000	15,000	75,000	75,000	75,000
Charges From Other Depts							
Finance - Billing (3601)							
Facilities - Admn (5401) +Txcs (5403)	\$ 12,685	\$ 11,267	\$ 11,267	\$ 7,912	\$ 12,849	\$ 13,118	\$ 13,118
Interfund Transfers	11,103	11,512	11,574	11,304	12,148	12,297	12,297
Subtotal:	\$ 23,788	\$ 22,779	\$ 22,841	\$ 19,216	\$ 24,997	\$ 25,415	\$ 25,415
TOTAL EXPENDITURES:	\$ 13,792,543	\$ 14,302,634	\$ 14,694,243	\$ 14,690,618	\$ 15,494,702	\$ 15,726,523	\$ 15,726,523
Projected Surplus/(Shortfall)							
{Rev - Exp}	\$ 359,732	\$ (135,345)	\$ (478,954)	\$ (322,875)	\$ (941,132)	\$ (958,587)	\$ (693,005)
GROSS FUND BALANCE							
{Bal + Rev - Exp}	\$ 1,461,883	\$ 1,326,538	\$ 982,929	\$ 1,139,008	\$ 197,877	\$ (760,710)	\$ (1,453,715)

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

	FY 2010 FINAL	FY 2011 ADOPTED	FY 2011 REVISED	FY 2011 PROJECTED	FY 2012 PROJECTED	FY 2013 PROJECTED	FY 2014 PROJECTED
Beginning Fund Balance	\$ 1,102,151	\$ 1,461,883	\$ 1,461,883	\$ 1,461,883	\$ 1,139,008	\$ 770,869	\$ 407,262
Revenues							
Library Services Tax	\$ 13,844,489	\$ 13,904,789	\$ 13,904,789	\$ 14,057,243	\$ 14,291,070	\$ 14,505,436	\$ 14,723,018
Fines/Fees	293,254	252,000	300,000	300,000	252,000	252,000	300,000
Donations/Private Contributions							
Misc. Revenue / Interest / Refunds	14,532	10,500	10,500	10,500	10,500	10,500	10,500
TOTAL REVENUE:	\$ 14,152,275	\$ 14,167,289	\$ 14,215,289	\$ 14,367,743	\$ 14,553,570	\$ 14,767,936	\$ 15,033,518
Expenditures							
Operations							
Salaries, Wages, Benefits	\$ 11,645,544	\$ 11,649,948	\$ 11,649,948	\$ 11,649,948	\$ 12,160,613	\$ 12,401,695	\$ 12,401,695
less: Labor Vacancy Savings		116,499	116,499	116,499	182,409	186,025	186,025
Personnel	\$ 11,645,544	\$ 11,533,449	\$ 11,533,449	\$ 11,533,449	\$ 11,978,204	\$ 12,215,670	\$ 12,215,670
Non-Personnel	458,709	598,990	950,763	950,763	680,563	607,692	607,692
Library Materials (incl Tool Lndng)	823,068	900,000	900,000	900,000	900,000	900,000	900,000
Misc. Professional Services	198,063	290,850	346,042	346,042	282,600	291,450	291,450
Utilities+Telephone	378,346	412,262	412,262	412,262	459,542	495,512	495,512
Janitorial	167,428	180,000	215,631	215,631	180,000	180,000	180,000
Software Maintenance	54,045	234,304	243,255	243,255	285,804	285,804	285,804
RFID Loan Repayment							
Computer & Software Purchase	31,013	55,000	55,000	55,000	55,000	55,000	55,000
CIP (Building)	12,539	75,000	15,000	15,000	75,000	75,000	75,000
Charges From Other Depts							
Finance - Billing (3601)	\$ 12,685	\$ 11,267	\$ 11,267	\$ 7,912	\$ 12,849	\$ 13,118	\$ 13,118
Facilities - Admn (5401) +Txcs (5403)	11,103	11,512	11,574	11,304	12,148	12,297	12,297
Interfund Transfers							
Subtotal:	\$ 23,788	\$ 22,779	\$ 22,841	\$ 19,216	\$ 24,997	\$ 25,415	\$ 25,415
TOTAL EXPENDITURES:	\$ 13,792,543	\$ 14,302,634	\$ 14,694,243	\$ 14,690,618	\$ 14,921,710	\$ 15,131,543	\$ 15,131,543
Projected Surplus/(Shortfall)							
{Rev - Exp}	\$ 359,732	\$ (135,345)	\$ (478,954)	\$ (322,875)	\$ (368,140)	\$ (363,607)	\$ (98,025)
GROSS FUND BALANCE							
{Bal + Rev - Exp}	\$ 1,461,883	\$ 1,326,538	\$ 982,929	\$ 1,139,008	\$ 770,869	\$ 407,262	\$ 309,237

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

	FY 2010 FINAL	FY 2011 ADOPTED	FY 2011 REVISED	FY 2011 PROJECTED	FY 2012 PROJECTED	FY 2013 PROJECTED	FY 2014 PROJECTED
Beginning Fund Balance	\$ 176,758	\$ 147,734	\$ 147,734	\$ 147,734	\$ 176,334	\$ 196,334	\$ 196,334
Direct Loan Fund (302)	188,853	142,696	142,696	142,696			
Grants Fund (304)	(1,655)	(16,693)	(16,693)	(16,693)			
Public Library Fund (305)	(10,440)	21,731	21,731	21,731			
Revenues							
Direct Loan Fund	\$ 105,973	\$ 70,000	\$ 70,000	\$ 70,000			
Literacy Services & LSTA	49,632	50,000	50,000	37,461			
Miscellaneous Grant Revenue	3,750			23,000			
Public Library Fund (SB 358)	37,961	40,000	40,000	36,156			
Other	18,105	20,000	20,000	20,000	20,000		
TOTAL REVENUE:	\$ 215,421	\$ 180,000	\$ 180,000	\$ 186,617	\$ 20,000	\$ -	\$ -
Expenditures							
Operations							
Personnel	\$ 61,051	\$ 53,705	\$ 56,074	\$ 56,074			
Non-Personnel	183,394	76,000	78,943	101,943			
Library Materials							
TOTAL EXPENDITURES:	\$ 244,445	\$ 129,705	\$ 135,017	\$ 158,017	\$ -	\$ -	\$ -
Projected Surplus/Shortfall (Rev - Exp)	\$ (29,024)	\$ 50,295	\$ 44,983	\$ 28,600	\$ 20,000	\$ -	\$ -
GROSS FUND BALANCE (Bal + Rev - Exp)	\$ 147,734	\$ 198,029	\$ 192,717	\$ 176,334	\$ 196,334	\$ 196,334	\$ 196,334

**FY 2012 And FY 2013 Proposed Balancing Measures III Consent, Item A
Attachment F**

Department: **Library**

Fund	Fund Name	Description	Program	Impacts	F/V/H	FY 2012 FTE	OT/R	Account Code	FY 2012 Amount	FY 2013 FTE	OT/R	FY 2013 Amount
301	Library Tax	Eliminate Program: Youth Enrollee Intern Program	Library / Youth Services	No impact loss to core library services; discontinuation of community service training program.	H	1.4000	R	301-VARI-450.11-01+ (9202/9302/9303/9304/9305)	(\$22,480.00)	1.4000	R	(\$22,590.00)
301	Library Tax	Eliminate Program: Intern program (4 placements)	Library / Circulation	No impact loss to core library services; discontinuation of paid community service program; volunteers' program to continue.	H	0.5150	R	301-9201-450.11-03+	(\$9,187.00)	0.5150	R	(\$9,187.00)
301	Library Tax	Eliminate position: Youth Services - Library Services Manager	Library / Youth Services	Impact offset by Librarian II upgrade, reassigned Sup. Librarian, and realignment of Manager position	V	1.0000	R	301-9202-450.11-01+	(\$137,575.00)		R	(\$140,226.00)
301	Library Tax	Eliminate position: Senior Librarian	Library / Youth Services	Impact effect TBD. Coordination of delivery of Youth Services to be modified.	F	1.0000	R	301-9202-450.11-01+	(\$131,515.00)	1.0000	R	(\$134,099.00)
301	Library Tax	Eliminate position: Librarian I	Library / Childrens Services	No impact loss; position replaced by upgraded Librarian II.	V	0.8000	R	301-9202-450.11-01+	(\$82,991.00)	0.8000	R	(\$83,917.00)
301	Library Tax	Upgrade position: Librarian II	Library / Childrens Services	No impact loss; position is upgraded to mitigate reassignment of Youth Services Manager position.	V	1.0000	R	301-9202-450.11-01+	\$143,294.63	1.0000	R	\$136,644.00
301	Library Tax	Eliminate position: Library Specialist II	Library / Claremont	Impact effect TBD. Responsibilities and tasks to shift to other staff.	F	0.5000	R	301-9305-450.11-01+	(\$52,861.00)	0.5000	R	(\$53,385.00)
301	Library Tax	Eliminate position: Library Special Services Coordinator	Library / Outreach	Moderate reduction to community relations services. Current responsibilities and tasks to be reassigned to originating division or redirected to other divisions.	F	1.0000	R	301-9306-450.11-01+	(\$143,296.00)	1.0000	R	(\$146,969.00)
301	Library Tax	Eliminate position: Library Assistant	Library / Tech Services	Minimal impact to core library services; long-term vacancy; duties already absorbed.	V/H	0.6000	R	301-9401-450.11-01+	(\$53,711.00)	0.6000	R	(\$54,965.00)
301	Library Tax	Eliminate position: Library Aide	Library / Tech Services	Minimal impact to core library services; long-term vacancy; duties already absorbed.	V/H	0.0375	R	301-9401-450.11-04+	(\$16,759.16)	0.0375	R	(\$16,759.16)
301	Library Tax	Increased expected Salary Savings	Library / Library	Impact TBD; higher salary savings due to change in rate from 1% to 1.5% to be generated through reduced backfilling			O	301-9101-450.20-99	(\$182,409.20)		O	(\$186,025.43)
301	Library Tax	Program participation fees	Library / Admin	Increased membership costs for Downtown Berkeley PBID			R	301-9101-450.40-10	\$14,527.00		R	\$15,000.00
301	Library Tax	Program participation fees	Library / Admin	Increased membership costs for BALIS library consortium			R	301-9101-450.40-10	\$8,500.00		R	\$11,000.00
301	Library Tax	Reduce Issued Blackberries	Library / Admin	No impact loss; 5 qty.			R	301-9101-450.40-33	(\$3,000.00)		R	(\$3,000.00)
301	Library Tax	Changeover to VoIP phone system in coordination with CoB	Library / Capital Prgms	Required projected hardware, software, and installation costs.			O	301-9150-450.40-31	\$86,250.00		O	\$86,250.00
301	Library Tax	Acquisition of new self-check system	Library / Capital Prgms	Vendor contracting costs to complete project installation.			O	301-9150-450.70-41	\$127,896.00		O	\$38,892.00
301	Library Tax	Integrated library system annual fees	Library / I.T.	Increased fees for circulation and cataloguing system			R	301-9102-450.30-47	\$51,500.00		R	\$51,500.00
301	Library Tax	Patron notification services	Library / Circulation	Patron notification to shift from postage to lower cost electronic means.			R	301-9201-450.51-10	(\$10,000.00)		R	(\$10,000.00)
301	Library Tax	Reduction to purchased office supplies	Library / Various	5% across board cut; centralization and standardization of purchases			O	301-VARI-450.55-11	(\$1,270.00)		O	(\$1,370.00)
301	Library Tax	Change of vendor for electronic library material subscription service	Library / T.S. Collctn	Similar services at lower cost			R	301-9401-450.55-11	(\$14,600.00)		R	(\$14,600.00)
301	Library Tax	Reduction to purchased field supplies	Library / T.S. Collctn	Lower quantity of tagging labels due to new self-check system			O	301-9401-450.55-20	(\$20,000.00)		O	(\$12,000.00)
301	Library Tax	North and Claremont branch closures	Library / Mse FF	Anticipated savings to due Measure FF construction			O	301-VARI-450.VARI	(\$49,720.00)			
BERKELEY PUBLIC LIBRARY									(\$499,406.73)			(\$549,806.59)

Legend:
F/V/H = Filled/Vacant/Hourly (C = cut; A = Add)
OT/R = One-time/ Recurring

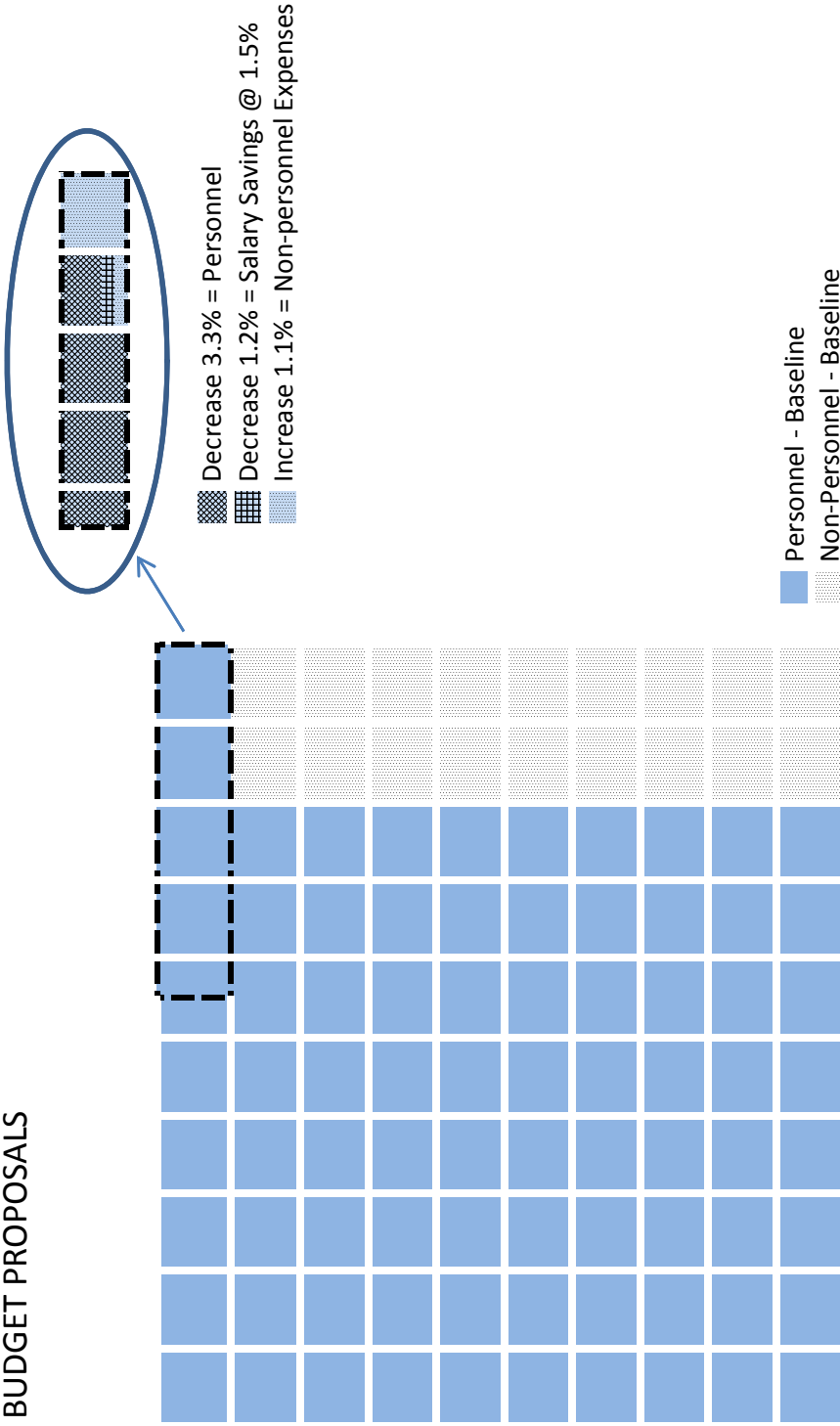
Fund	DepDiv	Base	EleObj	Description	FY12	FY13	Comment	Date
301	9101	450	40-10	Professional Dues and Fee	14,527	15,000	Downtown PBID	14-Feb-11
301	9101	450	40-10	Professional Dues and Fee	8,500	11,000	Higher PLP (BALIS) fee	20-Dec-10
301	9101	450	40-33	Communications: Cellular	(3,000)	(3,000)	Delete Blackberries (5qty): IT (4 qty) and JD	28-Feb-11
301	9101	450	55-11	Office Supplies	(300)	(300)	Reduce: 5%	14-Feb-11
301	9101	450	75-60	City Parking Permits	20	20	To match \$500 permit cost (1 qty)	28-Feb-11
301	9102	450	30-47	Maint Svcs: Software Maintenance	51,500	51,500	Millenium	14-Feb-11
301	9102	450	40-61	Travel: Commerical Travel	(4,000)	(4,000)	Activity completed: Self-check research travel	20-Dec-10
301	9102	450	40-62	Travel: Meals and Lodging	(6,000)	(6,000)	Activity completed: Self-check research travel	20-Dec-10
301	9102	450	55-11	Office Supplies	(100)	(100)	Reduce: 5%	14-Feb-11
301	9150	450	40-31	Communications: Telephones	86,250	86,250	VoIP system installation	14-Feb-11
301	9150	450	70-41	Machinery and Equipment	127,896	38,892	Self-check system replacement (Bibliotheca)	14-Feb-11
301	9201	450	30-42	Maint Svcs: Office Equip	(4,000)	(4,000)	JD: projects lower expense	20-Dec-10
301	9201	450	30-51	Bank Credit Card Fees	2,400	2,400	CC fees	28-Feb-11
301	9201	450	40-10	Professional Dues and Fee	(2,000)	(2,000)	JD: projects lower expense	20-Dec-10
301	9201	450	40-50	Printing and Binding	(5,000)	(5,000)	JD: projects lower expense	20-Dec-10
301	9201	450	51-10	Postage	(10,000)	(10,000)	Reduce: sent patron notices	14-Feb-11
301	9201	450	55-11	Office Supplies	(250)	(250)	Reduce: 5%	14-Feb-11
301	9202	450	55-11	Office Supplies	(125)	(125)	Reduce: 5%	14-Feb-11
301	9203	450	55-11	Office Supplies	(75)	(75)	Reduce: 5%	14-Feb-11
301	9204	450	55-11	Office Supplies	(100)	(100)	Reduce: 5%	14-Feb-11
301	9205	450	55-11	Office Supplies	(45)	(45)	Reduce: 5%	14-Feb-11
301	9301	450	55-11	Office Supplies	(10)	(10)	Reduce: 5%	14-Feb-11
301	9302	450	30-38	Maint Svcs: Bldg & Structures		3,800	Expense Shifting	28-Feb-11
301	9302	450	30-42	Maint Svcs: Office Equip	(500)		FY12: Branch Closure Savings	28-Feb-11
301	9302	450	30-43	Maint Svcs: Bldg & Structures	(4,500)	(3,800)	FY12: Branch Closure Savings; FY13 Expense Shifting	28-Feb-11
301	9302	450	30-51	Bank Credit Card Fees	60	240	CC fees	28-Feb-11
301	9302	450	40-31	Communications: Telephones	(3,000)		FY12: Branch Closure Savings	28-Feb-11
301	9302	450	40-41	Utilities: Water	(4,500)		FY12: Branch Closure Savings	28-Feb-11
301	9302	450	40-42	Utilities: Gas/Electricity	(11,250)		FY12: Branch Closure Savings	28-Feb-11
301	9302	450	40-43	Utilities: Refuse	(1,620)		FY12: Branch Closure Savings	28-Feb-11
301	9302	450	55-11	Office Supplies	(500)	(50)	FY12: Branch Closure Savings; FY13: Reduce: 5%	28-Feb-11
301	9302	450	55-20	Field Supplies	(1,000)		FY12: Branch Closure Savings	28-Feb-11
301	9303	450	30-38	Maint Svcs: Bldg & Structures	3,800	3,800	Expense Shifting	28-Feb-11
301	9303	450	30-43	Maint Svcs: Bldg & Structures	(3,800)	(3,800)	Expense Shifting	28-Feb-11
301	9303	450	30-51	Bank Credit Card Fees	240	240	CC fees	28-Feb-11
301	9303	450	55-11	Office Supplies	(60)	(60)	Reduce: 5%	14-Feb-11
301	9304	450	30-38	Maint Svcs: Bldg & Structures	3,800	3,800	Expense Shifting	28-Feb-11
301	9304	450	30-43	Maint Svcs: Bldg & Structures	(3,800)	(3,800)	Expense Shifting	28-Feb-11
301	9304	450	30-51	Bank Credit Card Fees	240	240	CC fees	28-Feb-11
301	9304	450	55-11	Office Supplies	(45)	(45)	Reduce: 5%	14-Feb-11
301	9305	450	30-38	Maint Svcs: Bldg & Structures	(1,250)	3,800	FY12: Branch Closure Savings; FY13 Expense Shifting	28-Feb-11
301	9305	450	30-43	Maint Svcs: Bldg & Structures	(4,500)	(3,800)	FY12: Branch Closure Savings; FY13 Expense Shifting	28-Feb-11
301	9305	450	30-51	Bank Credit Card Fees	60	240	CC fees	28-Feb-11
301	9305	450	40-31	Communications: Telephones	(2,625)		FY12: Branch Closure Savings	28-Feb-11
301	9305	450	40-41	Utilities: Water	(975)		FY12: Branch Closure Savings	28-Feb-11
301	9305	450	40-42	Utilities: Gas/Electricity	(10,500)		FY12: Branch Closure Savings	28-Feb-11
301	9305	450	40-43	Utilities: Refuse	(1,500)		FY12: Branch Closure Savings	28-Feb-11
301	9305	450	55-11	Office Supplies	(500)	(50)	FY12: Branch Closure Savings; FY13: Reduce: 5%	28-Feb-11
301	9305	450	55-20	Field Supplies	(1,000)		FY12: Branch Closure Savings	28-Feb-11
301	9306	450	55-11	Office Supplies	(50)	(50)	Reduce: 5%	14-Feb-11
301	9307	450	55-11	Office Supplies	(10)	(10)	Reduce: 5%	14-Feb-11
301	9401	450	30-38	Professional: Misc Prof Svcs	(14,600)	(14,600)	Lower costs due to replacing OCLC by Sky River	20-Dec-10
301	9401	450	55-11	Office Supplies	(100)	(100)	Reduce: 5%	14-Feb-11
301	9401	450	55-20	Field Supplies	(20,000)	(12,000)	Lower qty of RFID tags to purchase	20-Dec-10
308	9902	470	82-30	Debt Svc - Issuance Costs	(2,400)	(2,400)	Not applicable in FY12 & FY13	20-Dec-10
Non-Labor					169,703	141,652		
301	9306	450			(143,297)	(146,968)	Cut: Library Special Services Coordinator	
301	9202	450			(131,515)	(134,099)	Cut: Senior Librarian	
301	9305	450			(52,862)	(53,386)	Cut: Library Specialist II	
301	9401	450			(53,711)	(54,966)	Cut: Library Assistant	
301	9305	450			(22,480)	(22,590)	Cut: Youth Enrollee Intern Program	
301	9401	450			(16,759)	(16,759)	Cut: Library Aide 0.375 FTE	
301	9201	450			(9,187)	(9,187)	Cut: Intern placement positions (4)	
301	9202	450			(82,992)	(83,917)	Cut: 80% Librarian I	
301	9202	450			143,297	136,644	Add: 100% Librarian II; includes Y-Rating for Year 1	
301	9202	450			(137,575)	(140,226)	Cut: Youth Services - Library Services Manager	
301	9101	450	20-99	Salary Savings	(182,409)	(186,025)	at 1.5%	14-Feb-11
Labor					(689,491)	(711,479)		
TOTAL					(519,788)	(569,827)		

Fund 301: Career Staff 11-01

Expenditures Y-O-Y Incremental Change

FY	Total	Straight Time	Medical	PERS	Other FB
2011	--	--	--	--	--
2012	\$1,015,398	\$389,835	\$207,632	\$326,031	\$91,900
2013	\$265,179	\$36,512	\$119,074	\$79,445	\$21,148
2012	9.2%	5.6%	24.2%	17.7%	6.7%
2013	2.1%	0.5%	11.2%	3.7%	1.4%

BERKELEY PUBLIC LIBRARY
LIBRARY TAX FUND (301)
FY12: BUDGET PROPOSALS



EXP: Each square represents \$154,390 of \$15,439,098 baseline budget

Baseline Budget	\$15,439,098
Personnel, (3.3%)	(507,082)
Salary Savings @ 1.5%, (1.2%)	(182,409)
Non-personnel, 1.1%	172,103
Adjusted Budget 96.7%, (3.4%)	<u>\$14,921,710</u>



Budget Strategies for FY 2012-2013

- Multi-year approach
- Temporary budget and savings solutions
 - expenditure and savings shifting
 - project deferrals and scalebacks
 - adjust labor vacancy savings rate
 - asset sales



Agenda

BOLT Progress Report
Branch Library Improvement Project

- **General Program Update**
 - Progress Since 11/10/10
 - Design Progress, Milestones
 - Permitting Progress, Milestones
 - Bid Results
 - What's Next?
- **Schedule Update**
- **Budget & Cost Control Update**

General Program Update – Progress Since 05/12/10

BOLT Progress Report
Branch Library Improvement Project

• **DESIGN PROGRESS, MILESTONES**

- Design Process:
 - Conceptual Design
 - Schematic Design
 - Design Development
 - Construction Documents

- 1 project at 50% Construction Document level (South)
- 1 project at end of Design Development phase (West)



March 9, 2011

General Program Update – Progress Since 05/12/10

BOLT Progress Report
Branch Library Improvement Project

• **PERMIT PROCESS, MILESTONES (CONTINUED)**

- Structural Alteration Permit approved for North
- Structural Alteration Permit Application submitted for West in July 2010 - *No action to be taken until further in EIR process*

- Building Permit Applications submitted for 2 projects (North and Claremont) – Both have only a couple of outstanding issues



March 9, 2011

General Program Update – Progress Since 05/12/10

BOLT Progress Report
Branch Library Improvement Project

• **PERMIT PROCESS, MILESTONES**

- Process:
 - Planning Permits
 - Use Permit
 - Structural Alteration Permit
 - *Development of design through Construction Documents*
 - Building Permit
- Use Permits approved for North & Claremont – *Appeal withdrawn and Notice of Exemption filed with County of Alameda*
- Use Permit Application submitted for South in July 2010 – *No action to be taken until further in EIR process*
- Use Permit Application submitted for West in January 2011 – *No action to be taken until further in EIR process*



March 9, 2011

General Program Update – Progress Since 05/12/10

BOLT Progress Report
Branch Library Improvement Project

• **BID RESULTS - NORTH**

- Bid Opening 02/17/11, 6 bids received
- Apparent low bid \$4.25M (DL Falk – bid later withdrawn)
- 2nd bid \$4.80M (John Plane Construction)
- Next steps under consideration by City of Berkeley

• **BID RESULTS - CLAREMONT**

- Bid Opening 03/01/11, 13 bids received
- Apparent low bid \$2.97M (Fine Line Construction)
- Bid protest under review




March 9, 2011

Schedule Update

BOLT Progress Report
Branch Library Improvement Project


- Since 11/10/10 report, detailed project schedules further developed for each branch
- Updates to project schedules include:
 - Actual progress to date
 - Clarifications & detail added to City building permit process, bidding procedures and contract execution
- EIR process duration could impact South and West project schedules as well as overall program schedule

 March 9, 2011

Schedule Update

BOLT Progress Report
Branch Library Improvement Project

- **North Branch**
 - Delay to project schedule due to project over-bid
 - Anticipated closure (revised) – 2nd Quarter 2011 to 2nd Quarter 2012
 - Anticipated construction duration – 1 year
- **Claremont Branch**
 - Slight delay anticipated due to bid protest
 - Anticipated Closure – 1st Quarter 2011 to 1st Quarter 2012 (no change)
 - Anticipated construction duration – 9 months

 March 9, 2011

Budget & Cost Control Update

BOLT Progress Report
Branch Library Improvement Project

- **Program Budget reviewed 02/24/11 and re-allocations made.**
- **Pro-rated portion of program contingency moved to North branch project contingency**

March 9, 2011

PROGRAM COST CONTROL REPORT

BERKELEY PUBLIC LIBRARY Branch Library Improvement Program	Revised Budget - August 19, 2010	Revised Budget - February 24, 2011
NORTH BRANCH		
Hard Costs	\$ 4,282,000	\$ 4,282,000
Soft Costs	\$ 1,263,531	\$ 1,263,531
Project Contingency	\$ 111,839	\$ 218,939
<i>Branch Total</i>	<i>\$ 5,657,470</i>	<i>\$ 5,764,470</i>
SOUTH BRANCH / TOOL LENDING		
Hard Costs	\$ 4,844,500	\$ 4,844,500
Soft Costs	\$ 1,437,046	\$ 1,452,046
Project Contingency	\$ 47,974	\$ 32,974
<i>Branch Total</i>	<i>\$ 6,329,520</i>	<i>\$ 6,329,520</i>
WEST BRANCH		
Hard Costs	\$ 5,518,500	\$ 5,518,500
Soft Costs	\$ 1,386,183	\$ 1,391,788
Project Contingency	\$ 234,772	\$ 229,167
<i>Branch Total</i>	<i>\$ 7,139,455</i>	<i>\$ 7,139,455</i>
CLAREMONT BRANCH		
Hard Costs	\$ 3,268,500	\$ 3,268,500
Soft Costs	\$ 1,038,577	\$ 1,053,387
Project Contingency	\$ 87,163	\$ 72,353
<i>Branch Total</i>	<i>\$ 4,394,240</i>	<i>\$ 4,394,240</i>
TOTAL SITE COSTS	\$ 23,520,685	\$ 23,627,685
GENERAL PROGRAM SOFT COSTS		
Consultants	\$ 486,000	\$ 486,000
Program & Construction Management	\$ 996,990	\$ 996,990
Fees & Miscellaneous	\$ 503,962	\$ 503,962
TOTAL GENERAL PROGRAM COSTS	\$ 1,986,952	\$ 1,986,952
TOTAL PROGRAM & SITE COSTS	\$ 25,507,637	\$ 25,614,637
PROGRAM CONTINGENCY	\$ 482,363	\$ 388,363
TOTAL PROGRAM BUDGET	\$ 26,000,000	\$ 26,000,000

Budget & Cost Control Update

BOLT Progress Report
Branch Library Improvement Project

- **As of 02/28/11 - \$2,676,428 of the \$26M Bond Fund Expended – 10.3%**
- Current expenses – Building permit fees, EIR & litigation work, Public Art selection and design
- **Current budget assumes keeping to Master Schedule - Schedule changes directly impact budget**



March 9, 2011



Period Ending 02/28/10

PROGRAM COST CONTROL REPORT

BERKELEY PUBLIC LIBRARY Branch Library Improvement Program	Revised Budget - February 24, 2011	Current Committed Costs	Expended to Date
NORTH BRANCH			
Hard Costs	\$ 4,282,000	\$ 4,235,000	\$ 11,070
Soft Costs	\$ 1,263,531	\$ 1,162,654	\$ 852,487
Project Contingency	\$ 218,939	\$ 366,816	\$ -
Branch Total	\$ 5,764,470	\$ 5,764,470	\$ 663,567
SOUTH BRANCH / TOOL LENDING			
Hard Costs	\$ 4,844,500	\$ 4,844,500	\$ -
Soft Costs	\$ 1,452,046	\$ 1,452,046	\$ 517,330
Project Contingency	\$ 32,974	\$ 32,974	\$ -
Branch Total	\$ 6,329,520	\$ 6,329,520	\$ 517,330
WEST BRANCH			
Hard Costs	\$ 5,518,500	\$ 5,518,500	\$ -
Soft Costs	\$ 1,386,183	\$ 1,386,183	\$ 344,897
Project Contingency	\$ 234,772	\$ 234,772	\$ -
Branch Total	\$ 7,139,455	\$ 7,139,455	\$ 344,897
CLAREMONT BRANCH			
Hard Costs	\$ 3,268,500	\$ 3,268,500	\$ 9,588
Soft Costs	\$ 938,572	\$ 938,572	\$ 524,847
Project Contingency	\$ 187,168	\$ 187,168	\$ -
Branch Total	\$ 4,394,240	\$ 4,394,240	\$ 534,414
TOTAL SITE COSTS	\$ 23,627,685	\$ 23,627,685	\$ 2,060,208
GENERAL PROGRAM SOFT COSTS			
Consultants	\$ 486,000	\$ 486,000	\$ 216,132
Program & Construction Management	\$ 996,990	\$ 996,990	\$ 253,540
Fees & Miscellaneous	\$ 503,962	\$ 503,962	\$ 146,548
TOTAL GENERAL PROGRAM COSTS	\$ 1,986,952	\$ 1,986,952	\$ 616,220
TOTAL PROGRAM & SITE COSTS	\$ 25,614,637	\$ 25,614,637	\$ 2,676,428
PROGRAM CONTINGENCY	\$ 385,363	\$ 385,363	\$ -
TOTAL PROGRAM BUDGET	\$ 26,000,000	\$ 26,000,000	\$ 2,676,428

QUESTIONS?

BOLT Progress Report
Branch Library Improvement Project



March 9, 2011

Special Meeting
March 17, 2011

MINUTES
12:30 p.m.

Central Branch
2090 Kittredge Street

I. PRELIMINARY MATTERS

*A copy of the agenda packet and a digital recording of this meeting is accessible at
http://www.berkeleypubliclibrary.org/about_the_library/bolt/bolt.php*

A. Call to Order

The special meeting of March 16, 2011 was called to order by Chair Kupfer at 12:40 PM.

Present: Trustees Winston Burton, Abigail Franklin, Carolyn Henry-Golphin, Susan Kupfer and Darryl Moore.

Absent: none

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

Steve Dewan and Maria Denny, Kitchell CEM

B. Public Comments – none.

II. ACTION

A. Reject and rebid contract for renovation and construction of the North Branch Library project

Director Corbeil provided a summary of the process to date. 6 bids were received. The two lowest bidders requested to withdraw their bids due to clerical errors on their bid submittals. The requests were reviewed and it is recommended those requests to withdraw be accepted. The bigger issue is that the lowest bid was well over what we were hoping to see. We're asking permission to take project back out to bid with clarifications and additional information.

Trustee Franklin – What do we do if the bids don't come in lower? *Director Corbeil – We'll have to see what happens, this is the next good step to try before we do something more drastic like consider redesign. There were some things that maybe were unclear to contractors there are also some things we could do looking at materials that wouldn't change the scope of the project but could bring costs back down.*

Trustee Burton – Do the contractors that are going to bid know that we have a number we're aiming for? *Director Corbeil – It is public information, we gave City Council a range of numbers. The contractors will know what the bids amounts were in the first round. The list of bidders and bid amounts is a public document. Steve will work on the next addendum which will explain that we've rejected all the bids and will identify some clarifications that we hope will lower costs, and some changes, for example looking at the lighting fixtures, steel downspouts as opposed to copper downspouts. Architects worked with staff to identify items for possible savings.*

Trustee Burton – How much will this process delay the schedule? *Steve Dewan – One to two months. We're looking at a bid opening date of March 31.*

Trustee Kupfer – Would it only be these contractors? *No, the two contractors who asked to withdraw cannot resubmit bids, but the other four contractors can and other contractors who didn't bid the first time may submit bids. The building plans are available in plan rooms.*

Trustee Moore – What were the reasons for the higher bids? *There is no clear answer for that. An analysis of the bids that were already submitted will help us identify areas that might need clarification to help bring bid costs down.*

Trustee Burton – Each branch was assigned a dollar amount for the total project, are there any savings from architect portion that could be transferred to construction portion? *Architect costs are on budget at this time. There is no leftover money from architects that could be transferred to construction portion of the project.*

Director Corbeil outlined the upcoming schedule. Bids will be opened March 31. Staff will need time to analyze the bids, allow time for any bid protests, or bid withdrawals. We have asked City Council to put us on the agenda for the next meeting (April 26). Due to the tight schedule, we may need to have a special meeting in April to approve a recommendation to City Council on the contract.

Trustee Burton – Is there a sense that the bidders are eager to re-bid? *Steve Dewan – the four other bidders have indicated they are interested in re-bidding, other contractors who didn't submit the first time may also submit bids.*

Trustee Franklin – Is it common to have 30% of the bids withdrawn? *Steve Dewan - It's not that common, I think in this situation they just made an error. They have to prove that they made a clerical error not a error of judgment.*

R11-019 Moved by Trustee Moore seconded by Trustee Burton to adopt a resolution to recommend City Council adopt a resolution: Accepting the requests to withdraw bids received from D. L. Falk Construction and J. H. Fitzmaurice, Inc.; and reject all remaining bids received on February 17, 2011, prepare a new addendum, and reopen the bidding for the project as modified by the new addendum. Motion passed unanimously.

B. Contract: Fine Line Construction for Renovation and Construction of the Claremont Branch Library

Director Corbeil summarized process to date. Lowest bidder was Fine Line Construction. There was a bid protest . John Rosenbrock arranged a meeting between the two contractors to discuss the issues and ultimately determined the protest should be denied. Amount of contract staff has requested includes an 11% contingency.

Trustee Moore – Why more bidders on Claremont than North. *Claremont is mostly interior work, North has expansion, different type of projects attract different contractors.*

Trustee Moore – Has Kitchell worked with Fine Line Construction before? *Yes.*

Trustee Franklin – Has our architect worked with Fine Line Construction before? *Director Corbeil – I don't know if our architect has worked directly with them but Fine Line has worked quite a bit in the Bay Area, including a couple of the San Francisco Public Library projects. They are experienced, well-established and have done a wide variety of projects including historic projects. We think they are going to bring good experience to the project. We have a really good team(Steve Dewan, Maria Denny and John Rosenbrock) who will help us through the construction phase, we will be well represented in the field.*

Trustee Burton – Are any of these local? *Steve Dewan – Fine Line is based in San Francisco. We'd have to check their sub-contractors addresses. Director Corbeil – keep in mind that the union requirement that was passed by city council will apply to these projects. Contractors and sub-contractors will need to comply with the local requirement that was passed by city council.*

R11-020 Moved by Trustee Moore, seconded by Trustee Franklin to adopt a resolution to recommend City Council adopt a resolution: 1) Approving plans and specifications for the Berkeley Public Library Claremont Branch Improvement Project; 2) Denying protest filed by second low bidder; 3) Accepting the bid of Fine Line Construction; and 4) Authorizing the City Manager to execute a contract and any extensions or change orders until completion of the project in an amount not to exceed \$3,300,000. Motion passed unanimously.

C. Authorize temporary closure of Claremont and North Branch libraries for improvements

Chair Kupfer – Will North Branch closure be delayed? *Director Corbeil –Yes, but we have a pretty aggressive schedule to mitigate. At this point we are assuming that we will get approval from the city council on April 26 and have our notice to proceed soon after. We wouldn't announce closures until we have better sense that we are actually moving forward. Will publicize closures and BranchVan schedules with banners, bookmarks, brochures, website announcements, signage, press releases.*

- R11-021** Moved by Trustee Moore, seconded by Trustee Franklin to adopt a resolution authorizing the temporary closures of the North Branch Library and Claremont Branch Library for renovations and new construction for a term of approximately 12 - 14 months for the period from Spring 2011 through Summer 2012 for the North Branch, and for a term of approximately 9 - 12 months for the period from Spring 2011 through Spring 2012 for the Claremont Branch and authorizes the Director of Library Services to determine the dates of closure. Motion passed unanimously.

III. AGENDA BUILDING

- A.** The next meeting will be a Regular Meeting held at 6:30 PM on Wednesday, April 13, 2011 at the South Branch Library, 1901 Russell Street, Berkeley.

Possible agenda topics:

1. Budget
2. BOLT Vacancy Interviews – Trustees to send possible questions to Director Corbeil.

IV. ADJOURNMENT

- R10-022** Moved by Trustee Franklin, seconded by Trustee Henry-Golphin, to adjourn the regular meeting of the board at 1:18 PM. Motion passed unanimously.



BERKELEY PUBLIC LIBRARY

CONSENT CALENDAR

April 13, 2011

TO: Board of Library Trustees
FROM: Donna Corbeil, Director of Library Services
SUBJECT: ACCEPT AND APPROPRIATE GIFT FUNDS FOR FY 2011.

RECOMMENDATION

Adopt a resolution authorizing the Director of Library Services to accept and appropriate to FY 2011 three gift awards received by the Berkeley Public Library.

FISCAL IMPACTS OF RECOMMENDATION

Type	Source	Amount	Program
Gift	Friends of the BPL	\$500	Branch Measure FF Closure Festivities
Gift	Private (Atkinson/Moniz)	\$200	Non-restricted
Gift	BPL Foundation	\$100,000	Branch Measure FF, funds for FF&E related expenses

CURRENT SITUATION AND ITS EFFECTS

Library programs such as Berkeley READS and special projects are oftentimes substantially funded, if not wholly funded, by grants and gifts. The Library, as part of its mission to engage the community in its services actively seeks and welcomes government and private funding support for its myriad of services, especially in this period of economic stress.

The Library has recently received three gift donations that the board is asked to accept on behalf of the Library.

With the North and Claremont branch libraries advancing into the construction phase of the Measure FF Branch Libraries Improvement Program the Friends of the Library has generously presented a check of \$500 for funding branch closure festivities. The Library requests that these funds be accepted and appropriated this fiscal year. And a private party gift donation was received from DB Atkinson and KE Moniz in the amount of \$200, this non-restricted gift is requested to be accepted into the Gift Fund.

The board of the BPL foundation has committed to a gift of \$100,000 this fiscal year as part of the capital campaign effort underway related to measure FF. Funds will be used for the North and Claremont branch projects, as these are the first two closing for improvements, to cover shelving, desks, technology and other items within the FF&E budget.

BACKGROUND



During the fiscal year the Library receives grants and gifts as either non-restricted, for needs as determined by the Library; or restricted whereby the donor specifies a program or purpose. In general, received grants are restricted and targeted to an identified program or purpose. Gift funds vary, but typically, larger sized gifts most always specify a designated use, while smaller contributions tend to fall in the non-restricted category. Nonetheless, in order for the Library to access these funds the board 1) authorizes acceptance of these monies, and 2) approves the appropriation of these monies to the budget before any portion thereof can be expended.

RATIONAL FOR RECOMMENDATION

By accepting and appropriating the funds received the Library will be able to honor the intent and wishes of the grantor/donor and fulfill identified community needs.

Attachments

1. Resolution



**BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

Attachment #1

RESOLUTION NO.: R11-___

**AUTHORIZING THE LIBRARY SERVICES DIRECTOR TO ACCEPT AND APPROPRIATE
GIFT FUNDS FOR FY 2011.**

WHEREAS, the Berkeley Public Library actively seeks and welcomes government and private funding support for its myriad of services; and

WHEREAS, the Friends of the Berkeley Public Library has generously presented a check of \$500 for funding branch closure festivities of the Measure FF Branch Libraries Improvement Program; and

WHEREAS, a private party non-restricted gift of \$200 from DB Atkinson and KE Moniz was received; and

WHEREAS, the Library foundation has undertaken a capital campaign to fund FF&E related to the Measure FF bond program and stipulated a gift of \$100,000 in FY 11 for this purpose; and

WHEREAS, for the Library to access these funds the board 1) authorizes acceptance of these monies, and 2) approves the appropriation of these monies to the budget before any portion thereof can be expended; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley hereby authorizes the Director of Library Services to accept and appropriate to FY 2011 the gift of \$500 from the Friends of the Berkeley Public Library, the gift of \$100,000 from the BPL Foundation and to accept the private party gift donation of \$200.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on April 13, 2011 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

CONSENT CALENDAR

April 13, 2011

TO: Board of Library Trustees
FROM: Donna Corbeil, Director of Library Services
SUBJECT: CONTRACT AMENDMENT: RICOH BUSINESS SOLUTIONS

RECOMMENDATION

Adopt a resolution authorizing the Director of Library Services to amend the value of contract no. 7605 with Ricoh Business Solutions for the provision of equipment leasing and maintenance services for public-use copiers at the Central Library and branch libraries by an incremental amount of \$15,000 for a total contract not-to-exceed amount of \$90,000.

FISCAL IMPACT

Funding for these services do not require a supplemental appropriation to the FY11 revised budget of the Library Tax Fund (301). The CMS number is EU3VC.

BACKGROUND

Ricoh Business Solutions provides equipment leasing and maintenance services for public-use copiers at the Central Library and all four branch library locations under contract no. 7605 for an original contracting period extending from April 1, 2008 through to April 1, 2011. On February 16, 2011 in anticipation of the expiration of the contract the Library extended the contract date out six months to October 1, 2011. This extension was done to allow the Library to conduct a more in-depth review of its public copier needs as well as to survey the extent of copy services offered by other area library systems prior to the Library issuing a public Request for Proposals (RFP).

CURRENT SITUATION AND ITS EFFECTS

To cover the costs for the six month extension period the contract not-to-exceed amount must be increased \$15,000 to \$90,000. As of March 24, 2011, Ricoh has an authorized funding balance of \$3,387 available for access.

FUTURE ACTION

None.

Attachments:

1. Resolution



**BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

Attachment #1

RESOLUTION NO.: R11-###

CONTRACT NO. 7605 AMENDMENT: RICOH BUSINESS SOLUTIONS FOR EQUIPMENT LEASING AND MAINTENANCE SERVICING OF PUBLIC COPIERS FOR THE CENTRAL AND BRANCH LIBRARIES

WHEREAS, on September 19, 2007 the Board of Library Trustees authorized the Director of Library Services to execute a contract and any amendments with Ricoh Business Solutions to provide equipment leasing and maintenance servicing of public-use copiers at the Central Library and four library branch locations of the Berkeley Public Library for an amount not to exceed \$75,000 for a three-year term; and

WHEREAS, at the time of contract execution the Library made a best efforts estimation of a not-to-exceed valuation for services to be rendered during the contract's duration; and

WHEREAS, on February 16, 2011 the Director of Library Services in conformance with Section 3. of the contract amended the contract term expiration date from April 1, 2011 to October 1, 2011; and

WHEREAS, the cost for services up to the contract's amended expiration date is projected at \$15,000 for a revised amount not to exceed \$90,000; and

WHEREAS, funds are available for equipment leasing and maintenance services in the Library Tax Fund (301), CMS number EU3VC; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to authorize the Director of Library Services to execute a contract amendment and approve payments with Ricoh Business Solutions for the provision of equipment leasing and maintenance servicing of public-use copiers at the Central Library and the four branch library locations of the Berkeley Public Library for a revised amount not to exceed \$90,000 for the period from April 1, 2008 through October 1, 2011.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on April 13, 2011 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

CONSENT CALENDAR

April 13, 2011

TO: Board of Library Trustees
FROM: Douglas Smith, Deputy Director of Library Services
SUBJECT:

RECOMMENDATION

Adopt the resolution approving the Policy on Use of Library Collections by Library Staff for the Berkeley Public Library.

FISCAL IMPACT

This report will have no fiscal impacts.

BACKGROUND

Employees of the Berkeley Public Library are also very often patrons of the Library, making use of the Libraries services as would any member of the public not employed by the Library. As is commonly the case with public libraries in other cities, the Berkeley Public Library has for many years had informal policies in which current paid career and temporary employees, and members of the Board of Library Trustees are bound to the same circulation rules as all patrons while exempting individuals in these categories from overdue fines. Additionally the Library has held these individuals responsible for other fines and fees such as lost or damaged item charges.

CURRENT SITUATION AND ITS EFFECTS

Currently the Library does not have written policies or guidelines which specifically delineate the responsibilities that employees have when they are users of the Library's collections. Such specific guidelines are in particular needed by Library supervisors as an orientation tool for new hires, and as ongoing guidance with regard to staff accrual of large fines, adherence to standard loan periods, access to holds queues, patron records, and collections which are not yet fully processed. The attached draft policy (Attachment 2) sets forth guidelines for use of the Library's circulating and non-circulating collections by current employees, volunteers, and members of the Board of Library Trustees.

FUTURE ACTION

No future action is required.

Attachments:

1. Resolution
2. Policy



RESOLUTION NO.: R11-___

POLICY ON USE OF LIBRARY COLLECTIONS BY LIBRARY STAFF

WHEREAS, employees of the Berkeley Public Library are also very often patrons of the Library, making use of the Libraries services as would any member of the public not employed by the Library;

WHEREAS, the Berkeley Public Library has had informal policies in which current paid career and temporary employees, and members of the Board of Library Trustees were bound to the same circulation rules as all patrons while exempting individuals in these categories from overdue fines;

WHEREAS, the Library has held these individuals responsible for other fines and fees such as lost or damaged item charges;

WHEREAS, the Library currently does not have written policies or guidelines which specifically delineate the responsibilities that employees have when they are users of the Library's collections;

WHEREAS, such specific guidelines are needed by Library supervisors as an orientation tool for new hires, and as ongoing guidance with regard to staff accrual of large fines, adherence to standard loan periods, access to holds queues, patron records, and collections which are not yet fully processed;

WHEREAS, the attached draft policy (Attachment --) sets forth guidelines for use of the Library's circulating and non-circulating collections by current employees, volunteers, and members of the Board of Library Trustees.

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley hereby adopt the resolution approving the Policy on Use of Library Collections by Library Staff for the Berkeley Public Library.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on [date]

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
POLICIES**

ORIGINAL DATE:	
BOLT Resolution #:	
REVISED DATE:	
PAGE:	1

SUBJECT: POLICY ON USE OF LIBRARY COLLECTIONS BY LIBRARY STAFF

I. PURPOSE

Library staff are very frequently also Library patrons, and therefore may use the Library's collections as do those persons who are not employed by the Library. The purpose of this policy is to set forth guidelines for use of the Library's circulating and non-circulating collections by current employees, volunteers, and members of the Board of Library Trustees.

II. POLICY

It is the policy of the Berkeley Public Library that all Library employees, volunteers, and members of the Board of Library Trustees are subject to the same rules and procedures, and have the same rights and responsibilities, relating to the use of the Library's circulating and non-circulating collections. This includes:

1. All circulation policies and procedures. However, current paid career and temporary employees, and members of the Board of Library Trustees are exempt from paying overdue fines. Paid career and temporary employees, and members of the Board of Library Trustees are not exempt from the obligation to pay other fines and fees, including Tool Lending Library overdue fines, lost and damaged item charges, collection agency fees, and processing fees.
2. Current paid career and temporary employees, and members of the Board of Library Trustees may not access their own, or another employee's, patron record to manipulate or change due dates, fines owed, "block" messages, holds queue positions, or to renew items beyond the established limits applied to non-staff.
3. Current paid career and temporary employees, and members of the Board of Library Trustees may not borrow items from the Library's collections without first checking them out with a current Berkeley Public Library card with fine levels that are below the threshold at which borrowing privileges are restricted. Items may not be borrowed until they are fully processed and prior patron hold requests for that item have been filled.
4. Upon separation from employment or membership on the Board of Library Trustees, the patron types of former staff and trustees shall be changed to the appropriate non-staff/BOLT patron type

Reviewed by: _____
Director of Library Services Date

Approved by: _____
Chair, Board of Library Trustees Date



BERKELEY PUBLIC LIBRARY

CONSENT CALENDAR

April 13, 2011

To: Board of Library Trustees

From: Donna Corbeil, Director of Library Services

Subject: REVISIONS TO LIBRARY AIDE & LIBRARY ASSISTANT CLASSIFICATIONS AND CREATION OF LIBRARY PAGE CLASSIFICATION

RECOMMENDATION

Adopt a resolution approving and recommending to the Personnel Board that it revise the Library Aide and Library Assistant Classifications, Unit IB, Service Employees International Union (SEIU), Local 1021, Community Services and PTRLA Association, to accurately reflect the scope of duties and to create a new classification of Library Page to meet library needs.

FISCAL IMPACTS OF RECOMMENDATION

None

BACKGROUND

The current Library Aide job specification is out dated, ambiguous and does not reflect the work being performed by incumbents in this classification. The current prerequisites for Library Assistant are difficult to meet and as a result many Library Aides are deemed ineligible for higher class opportunities.

The Library Aide no longer represents a true entry-level classification and as the tasks within the Aide classification become more varied and more demanding, incumbents require additional support with entry-level manual library tasks like shelving and sorting to meet service needs.

The City Council is charged with establishing job classifications and the compensation of all employees (Sections 31 and 32 of City Charter). The Board approved the current job classifications and must approve any changes to the scope of responsibility recommended by the Library prior to presentation to the Personnel Board.

CURRENT SITUATION & ITS EFFECTS

The City of Berkeley Personnel Board approved the recommendation to establish the Library Aide classification at its December, 1988 meeting. The classification was later revised in March, 2002. Since this time the duties assigned to the classification have diversified resulting in a job specification that is not a current reflection of work being performed. Additionally, the current job specification fails to



distinguish itself from the Library Assistant classification. As a result, we are proposing some revisions to the Library Aide specification that we hope will better reflect the work needed and completed by this classification now and in the future.

The City of Berkeley Personnel Board approved the recommendation to establish the Library Assistant classification at its meeting in December, 2008. The classification has since been revised once in June, 1990 and again in March, 2002. Currently, the prerequisites for Library Assistant include 1560 hours work experience at the level equivalent to Library Aide at the Berkeley Public Library (BPL). This requirement is difficult to meet when working fifteen hours weekly and as a result many of our current, capable Library Aides are passed over for higher class opportunities due to ineligibility. We are proposing to reduce this requirement to 780 hours worked at the equivalent of Library Aide at BPL.

As a result of various internal and external factors, our Library Aide classification no longer represents a true entry-level classification. Current service needs force hiring supervisor's to consider those candidates with previous library experience to ensure versatility should higher class opportunities arise. Additionally, Library Aides are responsible for a range of library support tasks and as circulation continues to rise, so do the demands on their time. This creates a need to devote additional resources to manual library support tasks such as sorting and shelving to avoid backlogs. Lastly, the Library remains committed to employing a diverse workforce and having a legitimate entry-level classification in the library support series is essential to our plans to increase diversity at all levels throughout the organization through internal promotions. With that in mind we are proposing the development of a new, truly entry-level classification, Library Page.

The identification of issues covered and initial negotiation began at the Library Joint Labor Management meeting in February 2010, and entered the formal meet & confer process with our first session in October 2010, followed by additional sessions and requests for information related to a good faith bargaining effort on both sides. At the meet and confer session on March 30, 2011, SEIU representatives articulated impacts of the Library's proposals and presented plans to address outstanding issues ultimately resulting in an agreement between Library administrators and union representatives marking the completion of the meet and confer process.

Following Library Board adoption, changes to City classifications must be reviewed by the Personnel Board and then put before City Council for adoption.

RATIONALE FOR RECOMMENDATION

We believe that these proposed ideas move us closer to our goals of continuing to provide staff with opportunities to gain additional skills and experience where possible while ensuring that our staffing configurations are conducive to meeting our system's service needs. More specifically, the proposed revisions to the Library Aide classification would provide much needed distinction between its adjacent Library Assistant classification. The introduction of tasks including assisting patrons with self-check machines, library catalog and internet computers allows for more variety in tasks and increases opportunity for contact with public better preparing staff for advancement.

Reducing the minimum qualifications for Library Assistant to 780 hours worked at the level equivalent to a Library Aide will create additional opportunities for our Library Aides to complete higher-level tasks



and qualify for differential pay. These higher-class assignments allow staff to experience alternate classifications while exercising the skills required for those positions and making them better prepared for promotional opportunities that arise.

Introducing the Library Page would provide cost-effective relief to Library Aides enabling them to engage in the tasks introduced by the proposed revision by assisting with the time consuming tasks of sorting and shelving. Being able to allocate more staff to these entry-level tasks will decrease the turn-around time on materials leading to more satisfied staff and patrons. Additionally and most importantly, by setting the minimum qualifications as no experience or degree required, we are able to provide employment opportunities to a more varied demographic, resulting in a more diverse applicant pool and ultimately a more diverse workforce.

ALTERNATIVE ACTIONS CONSIDERED

No alternative action was considered.

FUTURE ACTION

None

Attachments:

1. Resolution
2. Library Page Job Specification
3. Library Aide Job Specifications with Revisions
4. Library Assistant Job Specification with Revisions



**BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

RESOLUTION NO.: R11-___

REVISE THE LIBRARY AIDE AND LIBRARY ASSISTANT CLASSIFICATIONS, CLASSIFICATIONS REPRESENTED BY SERVICE EMPLOYEES INTERNATIONAL UNION (SEIU), LOCAL 1021, COMMUNITY SERVICES AND PTRLA ASSOCIATION TO ACCURATELY REFLECT THE SCOPE OF DUTIES AND REDUCED MINIMUM QUALIFICATIONS AND TO CREATE THE LIBRARY PAGE CLASSIFICATION, A CLASSIFICATION TO BE REPRESENTED BY SEIU, LOCAL 1021

WHEREAS, the Library Aide and Library Assistant classifications which are Unit IB, Service Employees International Union (SEIU), Local 1021, Community Services and PTRLA Association which are support classifications unique to the Library; and

WHEREAS, the Board approved the recommendation to establish the Library Aide classification in 1988 and to revise it in 2002, duties assigned to the classification have since diversified resulting in an ambiguous job specification not reflective of work being performed and proposed revisions to the Library Aide classification will better reflect the work needed and completed by this classification now and in the future; and

WHEREAS, the Board approved the recommendation to establish the Library Assistant classification in 1988 and to revise it in 1990 and 2002, prerequisites for the classification are difficult to meet and the proposed revisions to the Library Assistant classification and its minimum qualifications will increase higher class opportunities for Library Aides; and

WHEREAS, the Library Aide classification no longer represents an entry-level classification with specific tasks requiring higher level skills and other basic duties requiring more cost-effective staff support and the Library proposes the creation of the Library Page to support a diverse workforce and assist with expanding workloads; and

WHEREAS, the Library believes that collectively these proposed changes will enable us to ensure that our staffing configurations are conducive to meeting our system's service needs; and

WHEREAS, the proposed classification changes have been the subject of a meet and confer process between the Library and members of SEIU 1021 which resulted in agreement to move forward; and

WHEREAS, the Board must approve any changes to the scope of responsibility and the creation of new classifications recommended by the Library prior to presentation to the Personnel Board; and

WHEREAS, following Library Board adoption, changes to City classifications must be reviewed by the Personnel Board and then put before City Council for adoption.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to approve the proposed revisions to the Library Aide and Library Assistant classifications, and to recommend creation of a new classification, Library Page to the Personnel Board for approval.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on April 13, 2011 by the following vote:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

Susan Kupfer, Chairperson

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

City of Berkeley
Class No.
Pay Rate: \$13.00/hr
January 2010
February 2011 (Revised)

LIBRARY PAGE

DEFINITION

Under direct supervision, performs a variety of manual tasks in support of library services.

CLASS CHARACTERISTICS

Library Page is the entry-level class in the library support series. Initially under close supervision, incumbents perform a variety of routine manual support tasks. The Library Page helps to provide public access to library materials by ensuring that all library materials are readily available in an organized and accurate order.

This class is distinguished from Library Aide in that the latter independently performs related entry-level clerical and circulation duties in support of library services.

This is a non-benefited, non-career at-will classification. Persons appointed to positions in this classification will be classified as temporary, at-will employees, and will not gain property rights or have an expectation of continued employment. Incumbents will work no more than 14 hours per week and no longer than 2 years from their first appointment date to the classification. Incumbents are not eligible for rehire to this classification or for promotional-only recruitment opportunities in the City of Berkeley.

EXAMPLES OF DUTIES

The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification, or is similar or closely related to another duty statement.

1. Performs a variety of routine manual library support tasks including, sorting, shelving, stacking, retrieving a wide variety of library materials;
2. Maintains Library materials according to alphabetical, numerical and

categorical systems;

3. Conducts shelf reading for accuracy and shifts and transports books and other library materials to assigned areas of the library as directed;
4. Assists in keeping all areas of the library in a clean, neat, and orderly condition and public office supplies stocked;
5. Packs, unpacks and distributes library shipments;
6. Assists in program and display set-up;
7. Operates standard office equipment;
8. Performs related work as assigned.

QUALIFICATIONS

Note: The level and scope of the abilities listed below are related to job duties as defined under Class Characteristics.

Ability to:

1. Understand and carry out oral verbal and written instructions;
2. Sort and organize materials in alphabetical, numerical and topical order and attend to detail to ensure accuracy;
3. Deal tactfully and effectively with a wide variety of library users and co-workers;
4. Operate standard office equipment and computer workstations; and
5. Perform routine physical tasks such as bending, stooping and reaching.

A TYPICAL WAY OF GAINING THE KNOWLEDGE AND SKILLS OUTLINED ABOVE IS:

Applicants under 18 years of age will be required to secure a work permit prior to employment. No experience required.

OTHER REQUIREMENTS

Must be able to work evenings and weekends. Performs a wide range of physical motions, which may include routine and repetitive bending, reaching and pushing,

moving and carrying library materials. Must have sufficient strength to repeatedly lift books weighing between 1 and 10 pounds, including overhead lifting, to load transit boxes, book bins and push book trucks weighing excess of 50 pounds.

DRAFT

City of Berkeley
Class No. 4245
May 2010

LIBRARY AIDE

DEFINITION

Under general supervision, performs a variety of manual and related journey-level clerical and circulation tasks in support of library services.

CLASS CHARACTERISTICS

Library Aide is the journey-level class in the library support series. Initially under close supervision, incumbents perform a variety of routine manual and related clerical and circulation support tasks. As experience and proficiency are gained, assignments become more varied and may require the use of judgment and independence within clearly established guidelines. Library Aides may be assigned primarily to one task or may alternate between tasks as the need arises. This class is distinguished from Library Assistant in that the latter independently performs more responsible clerical and circulation library support tasks including cash handling and accessing/manipulating patrons' records.

Examples of Duties:

The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification, or is similar or closely related to another duty statement.

Performs basic processing returned materials (check in), and maintaining such materials according to alphabetical, numerical and categorical systems;

2. Performs basic clerical tasks in support of technical support services, including performing simple mending, labeling, jacketing in preparation for circulation and minor repair of a variety of library materials;
3. Assists patrons in utilizing library technology including; self-check machines, catalog and internet computers etc.
4. Performs a variety of routine manual library support tasks including,

sorting, shelving, stacking, retrieving a wide variety of library materials;

5. Assists with maintenance of public computers by turning them on and off, cleaning screens, keyboards etc;

6. Assists with creation and maintenance of public displays, bulletin boards etc;

7. Performs basic data entry and clerical work;

8. Conducts shelf reading for accuracy and shifting and transporting books and other library materials to assigned areas of the library as directed;

9. Assists in keeping all areas of the library in a clean, neat, and orderly condition and assisting in a variety of special projects and services as assigned;

10. Provides support to interoffice mail/delivery function;

11. Assists with development of Library Pages, youth workers and volunteers;

12. Performs related work as assigned.

Knowledge and Abilities:

Note: The level and scope of the knowledge and skills listed below are related to job duties as defined under Class Characteristics.

Knowledge of:

1. Alphabetical, numerical and subject filing systems;

2. Basic arithmetic; and

3. Basic operation of library and office equipment including copy machines, self check machines and computer workstations.

Ability to:

1. Understand and carrying out oral verbal and written instructions;

2. Sort and organize materials in alphabetical, numerical and topical order and attend to detail to ensure accuracy;

3. Deal tactfully and effectively with a wide variety of library users and co-workers; and

4. Operate standard office equipment and computer workstations.

Minimum Qualifications:

A TYPICAL WAY OF GAINING THE KNOWLEDGE AND SKILLS OUTLINED ABOVE IS:

Equivalent to graduation from high school. Experience working in a library setting preferred but not required.

OTHER REQUIREMENTS

Must be able to work evenings and weekends. Performs a wide range of physical motions, which may include routine and repetitive bending, reaching and pushing, moving and carrying library materials; Must have sufficient strength to repeatedly lift books weighing between 1 and 10 pounds, including overhead lifting, to load transit boxes, book bins and push book trucks weighing in excess of 50 pounds.

Classification History:

Established: 12/1988

Revised: 04/2011

City of Berkeley
Class No. 4213
May 2010

LIBRARY ASSISTANT

DEFINITION

Under general supervision, performs a variety of support and clerical work in the day-to-day operations of library services.

CLASS CHARACTERISTICS

Library Assistant is the experienced clerical level of the library support series. Incumbents exercise some independence of judgment in the application of library policies and performance of patron services but are not expected to handle reader's advisory or reference service questions. This class is distinguished from Library Specialist I in that the latter class requires additional training and experience, and performance of advanced library support work. This class is further distinguished from Supervising Library Assistant in that the latter has a broad range of responsibilities in addition to supervising Library Assistants, Library Aides and Library Pages.

Examples of Duties:

The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification, or is similar or closely related to another duty statement.

1. Performs public service involving a variety of routine circulation activities, patron registration and updating, cash collection in payment of fines, fees and charges;
2. Performs a variety of clerical tasks in connection with the daily operation of the library, including answering telephones, typing and/or data entry; assisting in the instruction of Library Aides and Library Pages; filing and maintaining records; preparing and posting public information displays; assisting in the opening and closing procedures for the library; taking inventory of and placing orders for supplies;
3. Answers a variety of basic public service questions regarding library services; providing information to library users, including use of library catalogs, general circulation and operational policies, and referring to

appropriate library divisions, dealing with difficult patrons in the absence of supervisors.

4. Operates a variety of standard office equipment, including computer workstations, operating copy reproduction equipment; and performing basic checks to ensure proper operation of computer workstations;
5. Performs a variety of clerical tasks in support of technical support services, including checking invoices against materials received; creating computerized order records; monitoring the condition of library materials and performing basic repairs that may include more specialized repairs; and preparing materials for display or placing in collection; and
6. Performs a wide range of routine and repetitive physical motions including bending and reaching and pushing, moving and carrying library materials.

Knowledge and Abilities:

Note: The level and scope of the knowledge and skills listed below are related to job duties as defined under Class Characteristics.

Knowledge of:

1. General library policies and procedures;
2. Basic public desk etiquette and methods of providing information;
3. Basic arithmetic;
4. Equipment and systems used in the library and general office work; and
5. Techniques and methods for dealing with difficult situations involving hostile and/or disorderly individuals.

Ability to:

1. Understand and carry out oral and written instructions;
2. Deal tactfully and effectively with a variety of individuals including patrons and library staff;
3. Make accurate arithmetic computations to determine library overdue fees, cash balances and related tasks;
4. Make sound judgments and decisions within established guidelines;

5. Interpret library procedures and operational manuals;
6. Assist in direction and instruction Library Aides, Library Pages and volunteers;
7. Perform office support work including, data entry, typing and filing; and
8. Operate standard office equipment including computer workstations.

Note: Specified positions may require typing at a net speed of 40 words per minute from printed copy.

Minimum Qualifications:

A TYPICAL WAY OF GAINING THE KNOWLEDGE AND SKILLS
OUTLINED ABOVE IS:

Equivalent to graduation from high school and 780 hours of experience involving public information and office support duties in a library setting.

OTHER REQUIREMENTS

Must be able to work evenings and weekends.

Classification History:

Established: 12/1988

Revised: 06/1990

Revised: 03/2002

Revised: 04/2011

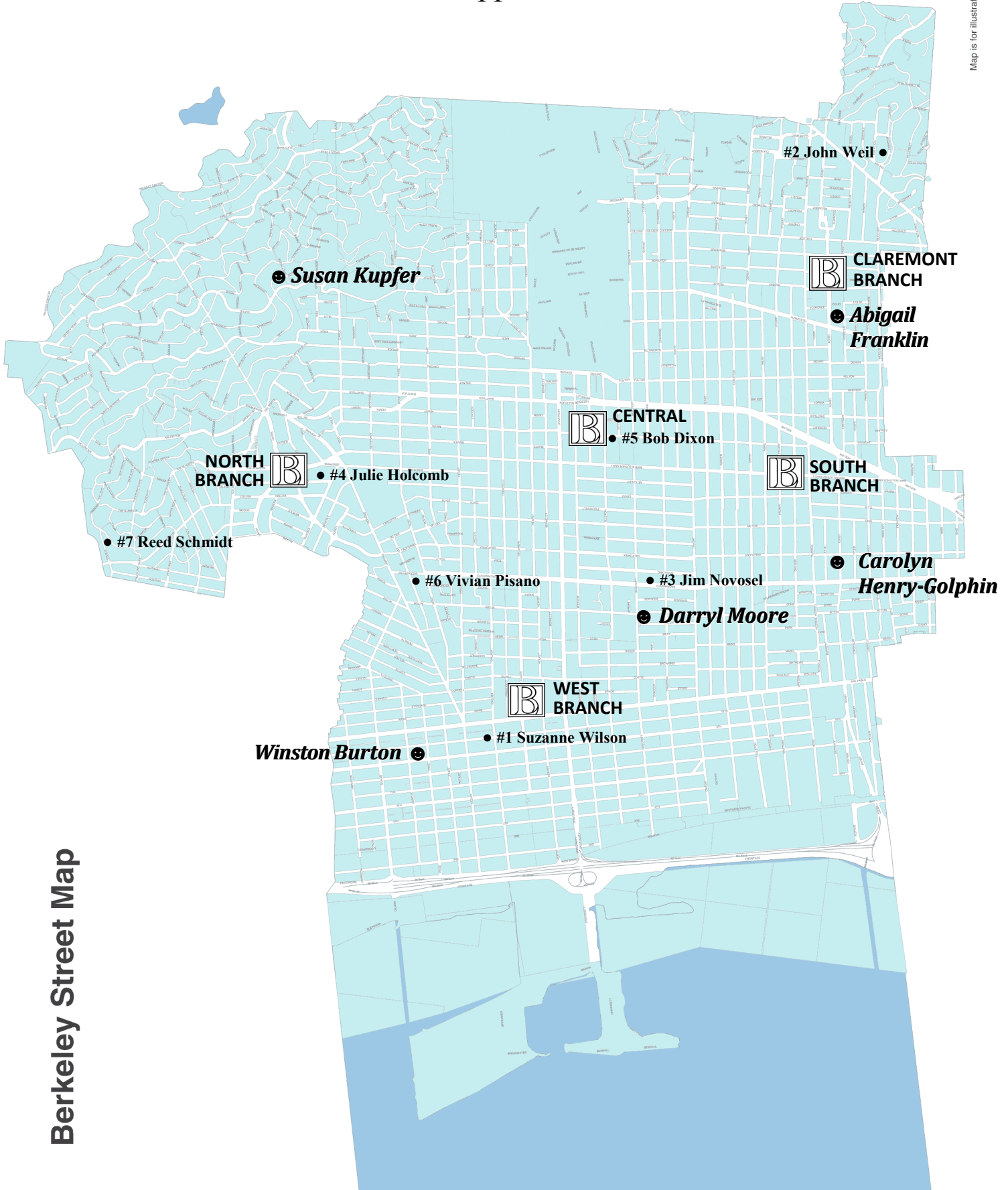
**Board of Library Trustees
Applicant Interview Schedule**

	FirstName	LastName	Address1	City	State	PostalCode	time	Title	Phone
1	Suzanne	Wilson	1638 Tenth Street	Berkeley	CA	94710	7:30 – 7:45 PM	Ms	510-684-7554 H 510-868-0855 W
2	John	Weil	177 Hillcrest Road	Berkeley	CA	94705	7:45 – 8:00 PM	Mr.	510-652-9664
3	Jim	Novosel	2418 California Street	Berkeley	CA	94703	8:00 – 8:15 PM	Mr.	510-845-2419 H 510-420-1484 W
4	Julie	Holcomb	1836 Hopkins Street	Berkeley	CA	94707	8:15 – 8:30 PM	Ms.	510-524-8513 H 510-654-6416 W
5	Robert	Dixon	2020 Bancroft Way #321	Berkeley	CA	94704	8:45 – 9:00 PM	Mr.	510-757-8748 H 510-665-3220 W
6	Vivian	Pisano	1818 Buena Avenue	Berkeley	CA	94703	9:00 – 9:15 PM	Ms.	510-527-1959 vpisano@earthlink.net
7	Reed	Schmidt	538 Vincente Avenue	Berkeley	CA	94707	9:15 – 9:30 PM	Mr.	510-524-6944 H 510-653-3399 ext 111 W

BOARD OF LIBRARY TRUSTEES

Trustee and Applicant Locations

Map is for illustrative purposes only.



Berkeley Street Map



BERKELEY PUBLIC LIBRARY

ACTION CALENDAR

April 13, 2011

TO: Board of Library Trustees

FROM: Donna Corbeil, Director of Library Services

Subject: Contract: BHM Construction for Renovation and Construction of the North Branch Library

RECOMMENDATION

Adopt a resolution to recommend City Council adopt a resolution:

1. Approving plans and specifications for the Berkeley Public Library North Branch Improvement Project;
2. Accepting the bid of BHM Construction; and
3. Authorizing the City Manager to execute a contract, and any amendments, extensions or change orders until completion of the project in an amount not to exceed \$4,760,000 which includes a contingency of approximately 9%.

FISCAL IMPACTS OF RECOMMENDATION

Funding for the award of this contract is in the FY 2011 budget as follows:

PROJECT	COST	FUND	BUDGET CODE
North Branch Project	\$4,560,000	Measure FF – Branch Improvement Program	308-9301-450.65-70
Branch Libraries FF&E	\$200,000	Foundation FF&E (gift funds)	307-9301-450.30-38 307-9301-450.70-43

Assigned CMS number is SBNNP.

The bid day estimate for this project was \$3.8M. In order to accept the lowest bidder for the rebid and to include a change order allowance of approximately 9% in the event unforeseen conditions occur, North Branch Library Project contingency and some soft cost funds were reallocated. The budget was developed with no adverse effect on the funding balance for the remaining three projects. In addition, \$200,000 from gift funds is allocated toward Fixtures, Furniture & Equipment for this project to cover the cost of shelving, the service desk and audio-visual equipment included in the construction contract.

CURRENT SITUATION AND ITS EFFECTS

The North Branch Library located at 1170 The Alameda is in need of improvements to make it seismically safe, compliant with current codes – including the ADA, and to allow it to function as a modern library.



To ensure that Berkeley can serve the needs of library patrons with adequate seating, computers, and for public functions, renovation and expansion is needed.

BACKGROUND

In November 2008 City residents voted in favor of Measure FF, a Library bond measure not to exceed \$26M to renovate, expand, and make seismic and access improvements at the four branch libraries. In July 2009 the Board of Library Trustees voted to recommend to the City Council a preferred firm to complete architectural design services for the North Branch Library; in September 2009 the City Council approved the hiring of Architectural Resources Group with Tom Eliot Fisch to design and develop construction documents for the renovation and expansion of the North Branch Library.

The North Branch Improvement Project was released for bid on January 18, 2011, and bids were opened on February 17, 2011. On March 22, 2011, Council elected to reject all bids submitted on February 17, 2011 and authorized the City Manager to modify the plans and specifications in a timely manner by addendum and receive new bids for the modified plans and specifications. Accordingly, the bid period that previously closed on February 17, 2011 was reopened and bids requested again for the work shown in the original bid documents modified by subsequent addenda. The final Bid Documents therefore included all documents related to the previous bid (including all plans, Project Manual and Addenda 1 through 4) as well modifications included in Addenda 5, 6 and 7.

The modified bid documents were released on March 23, 2011, and bids were opened on March 31, 2011. Three bids were received from a low of \$4,360,000 to a high of \$4,558,197 (Attachment 2). The low bidder was determined according to the instructions sent out with the Request for Bids. Based on these criteria the order of the three lowest bidders is as follows:

- | | |
|----------------------------|-------------|
| 1. BHM Construction | \$4,360,000 |
| 2. John Plane Construction | \$4,398,253 |
| 3. Vila Construction | \$4,558,197 |

BHM Construction has been determined to be the lowest responsive bidder. After interviewing BHM's references, it was determined that it was a responsible bidder as well. Accordingly, it is recommended that a contract for this project be awarded to that firm.

Pursuant to Berkeley code section 3.04.090(E) the Library shall recommend to the City Council the execution of contracts relating to the improvements at the four branch libraries, including but not limited to, contracts for design, engineering, construction management, and construction.

The contract is subject to the Community Workforce Agreement approved by the Berkeley City Council on January 18, 2011. As a result, the successful bidder and all subcontractors will be required to sign an agreement to be bound before being eligible for award of a contract. The Living Wage Ordinance does not apply to this project since public works construction contracts are, pursuant to City policy, subject to State prevailing wage laws.

RATIONALE FOR RECOMMENDATION

Three bids were submitted for the project and BHM Construction was the lowest responsive and responsible bidder. The City does not have the available in-house work force to perform the construction services required for this scale of a project. It is therefore necessary to execute a contract with BHM.



ALTERNATIVE ACTIONS CONSIDERED

No alternative actions have been considered.

CONTACT PERSON

John Rosenbrock, Office of the City Manager, 589-9573

Donna Corbeil, Berkeley Public Library, 981-6195

Attachments:

- 1: Resolution
- 2: Bid Results



**BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

RESOLUTION NO.: R10-031

**CONTRACT: BHM CONSTRUCTION FOR CONSTRUCTION OF THE NORTH BRANCH LIBRARY
IMPROVEMENT PROJECT**

WHEREAS, in November 2008 City residents voted in favor of Measure FF a Library bond measure not to exceed \$26M to renovate, expand, and make seismic and access improvements at the four branch libraries; and

WHEREAS, the City hired Architectural Resources Group to design and develop construction documents for the renovation and expansion of the North Branch Library; and

WHEREAS, the City lacks sufficient staff and resources to complete the construction in-house; and

WHEREAS, a request for bids from contractors to renovate the North Branch Library was released for bid on January 18, 2011 and opened on February 17, 2011; and

WHEREAS, on March 22, 2011, Council elected to reject all bids submitted on February 17, 2011 and authorized the City Manager to modify the plans and specifications in a timely manner by addendum and receive new bids for the modified plans and specifications; and

WHEREAS, the bid period was reopened on March 23, 2011 and bids requested again for the work shown in the original bid documents as modified, and bids were opened on March 31, 2011; and

WHEREAS, BHM Construction was determined to be the lowest responsive and responsible bidder; and

WHEREAS, funding is available in FY 2011 of \$4,560,000 from the Neighborhood Branch Library Improvement Program / Measure FF Fund budget code 308-930-450.65-70 and \$200,000 from the Library Foundation FF&E Fund budget code 307-9301-450.30-38 and 307-9301-450.70-43; and

WHEREAS, the assigned CMS number is SBNNP; and

WHEREAS, pursuant to Berkeley Municipal Code section 3.04.090(E) the Library shall recommend to the City Council the execution of contracts relating to the improvements at the four branch libraries, including but not limited to, contracts for design, engineering, construction management, and construction, and

NOW, THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley adopt a resolution to recommend City Council approve execution of a contract, and any amendments, extensions, or change orders until completion of the project in accordance with the approved plans and Specifications No. 11-10564-C with BHM Construction, for the North Branch Library Improvement Project, in an amount not to exceed \$4,760,000.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on April 13, 2011 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

ACTION CALENDAR

April 13, 2011

To: Board of Library Trustees

From: Donna Corbeil, Director of Library Services

Subject: Discussion and recommendation to the City Council on appointment of Trustees to serve a four-year term commencing May 14, 2011, to fill vacancy left by Susan Kupfer term end and a second appointment to serve a four-year term commencing May 14, 2011, to fill the vacancy left by the early resignation of Carolyn Henry-Golphin, in advance of the term-end date of October 1, 2011.

RECOMMENDATION

Discuss candidates interviewed and adopt a resolution naming the recommended candidates to the City Council for appointment.

FISCAL IMPACT

There is no fiscal impact for the item.

BACKGROUND

The Board of Library Trustees consists of five members appointed by the City Council upon recommendation of the Board of Library Trustees. Board members are appointed for terms of four years, serve without compensation, and must be Berkeley residents.

Trustee Susan Kupfer has served two four-year terms on the Board. Her second term will end on May 13, 2011. Carolyn Henry-Golphin notified the board by letter, dated April 30, 2011 that she will resign five months early (appointment ends October 1, 2011) from her first 4-year term, her appointment will end on May 13, 2011. The process for replacement is for the Board to promote the vacancy, interview candidates and choose an individual to recommend to the City Council for appointment from the applicants to fill anticipated vacancies.

FISCAL IMPACT

There is no fiscal impact.

CURRENT SITUATION AND ITS EFFECTS

The process and criteria related to the search for a replacement began in January 2011 to ensure an appointment to replace Trustee Kupfer was made prior to May 13, 2011. The board recommends Council appoints a new Trustee to fill both this and the second vacancy for a 4-year term and recommend the term of both be 4-year appointments effective May 14, 2011. Though Trustee Henry-Golphin's resignation was not anticipated in the initial recruitment effort, there are many applicants and an adequate pool from which to interview and select a second trustee applicant. If the Henry-Golphin position is filled only for the remainder of



the term, five-months ending October 1, 2011, a new recruitment effort will need to be undertaken beginning immediately in order to complete the process in the allowed time.

The following timeline reflects the process used for the recruitment effort:

<u>DATE</u>	<u>ACTIVITY</u>
January 12, 2011	Timeline for recruitment effort reviewed by BOLT
January 1- March 31	Recruitment open, Advertisement in media and in library branches; open house planned for February & Application Review; staff reports to Board on recruitment efforts and gives update on process set to close in early April 2011
February 1, 2011	Open House @ Central 6:30 PM
April 30, 2011	Trustee Henry-Golphin submits resignation
April 13, 2011	BOLT regular meeting - Interviews and Recommendation
May 03, 2011	City Council meeting consent item to approve appointing the recommended candidates
May 13, 2011	Trustee Kupfer's term ends / new Trustee term begins
May 13, 2011	Trustee Henry-Golphin's term ends / new Trustee term begins
June 8, 2011	New Trustees's first regular meeting as a Board member

RECRUITMENT

The current boards and commission page of the city's website gives general information on commission vacancies and specific information for the Board of Library Trustees, including BOLT Application, Supplemental Questionnaire, meeting times, minutes and a link to the Library's website and the Board's mission and the following charter citations are listed with full text. In addition, the Library placed a paid advertisement in *The Monthly* (magazine) and *Berkeleyside* (online newspaper), posted flyers and distributed information regarding the upcoming vacancy. As a result of this effort seven applications were received. All were invited to interview at a regular meeting of the board.

FUTURE ACTION

There is no action required.

ATTACHMENTS:

A. Resolution



**BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

RESOLUTION NO. R11-___

**RECOMMENDATION TO THE CITY COUNCIL OF THE CITY OF BERKELEY REGARDING THE PREFERRED
CANDIDATES TO FILL THE UPCOMING VACANCIES ON THE BOARD OF LIBRARY TRUSTEES**

WHEREAS, Trustee Therese Kupfer's second term ends May 13, 2011; and

WHEREAS, Trustee Henry-Golphin's submitted a letter of resignation effective May 13, 2011; and

WHEREAS, during the January 12, 2011 regular meeting of the Board of Library Trustees, the Board instructed staff to begin solicitation for applications to fill the upcoming vacancy and issue public announcements; and

WHEREAS, the Board of Library Trustees directed staff to place paid advertisements in local publications and use other means to promote the vacancy; and

WHEREAS, the City Clerk's Office of the City of Berkeley received seven (7) applications from interested parties; and

WHEREAS, the Board of Library Trustees interviewed seven of the applicants during the regular meeting on April 13, 2011; and

WHEREAS, the Board recommends Council set the conditions for appointment of _____ as a 4-year term with the effective dates of May 14, 2011 to May 14, 2014 to replace Trustee Kupfer; and

WHEREAS, the Board recommends Council set the conditions of appointment of _____ as a 4-year term with the effective dates of May 14, 2011 to May 14, 2014 to replace Trustee Henry-Golphin, in order to ensure all board positions are filled.

NOW, THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley recommends to the City Council of the City of Berkeley that the preferred candidates be appointed to the Board of Library Trustees.

ADOPTED by the Board of Library Trustees of the City of Berkeley during a regular meeting held on April 13, 2011.

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

INFORMATION CALENDAR

APRIL 13, 2011

TO: Board of Library Trustees

FROM: Donna Corbeil, Director of Library Services

SUBJECT: APRIL 2011 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

COMMUNICATION

Staff continues to update the Library website with FAQs, announcements of meetings etc. as needed: http://www.berkeleypubliclibrary.org/about_the_library/b-renovation.php. A display of the latest plans for that branch and the appropriate FAQ is posted for public review. Comments are being taken and suggestions received are posted. Closure guides, FAQs and bookmarks related to construction closure for the first two projects were finalized and made available in paper and posted on the library's website.

FISCAL

None.

OTHER CITY AGENCIES, BOARDS AND BODIES

Planning Department



EIR

The Draft EIR was released on December 15, 2010 by the Planning Department: *DEIR for the Proposed Zoning Ordinance Amendment for Public Libraries and the South and West Branch Libraries Project*. The final Library EIR was released on March 31, 2011. A joint meeting of the ZAB and LPC is scheduled for April 14, 2011 (Attachment 1). The FEIR will require certification by ZAB, and finally by the City Council. The first reading of the ZOA is tentatively scheduled for the April 26, 2011 Council meeting, concurrent with the review and certification of the Final EIR. A hearing and final council action is anticipated in Spring 2011.

To facilitate public participation the Library prepared and distributed flyers advertising the hearing on April 14, 2011 and highlighted it on our webpage:

Special Meeting on West Branch and South Branch Library Projects

The Zoning Adjustments Board and Landmarks Preservation Commission will hold a joint public hearing on these two projects, regarding use permit applications and consideration of the Final Environmental Impact Report.

- West Branch Library Project (demolition of existing structure in order to construct a new branch library.)
- South Branch Library Project (demolition of existing structure in order to construct a new branch library.)

The public meeting will be held on Thursday, April 14, 2011 at the Maudelle Shirek Building, 2134 Martin Luther King, Jr. Way, second floor Council chambers (wheelchair accessible) beginning at 6:00 p.m. For more information see the Notice of Public Hearing. The Agenda and staff report for this meeting will be available online 3 to 5 days prior to this meeting at

(ZAB) www.cityofberkeley.info/zoningadjustmentsboard,

(LPC) www.cityofberkeley.info/ContentDisplay.aspx?id=13016. Plans and other application materials for this project is at: www.cityofberkeley.info/zoningapplications.

PROJECT UPDATES

West Branch Library

Design Review Commission

The West Branch proposed project – preliminary design was discussed at the February 17, 2011 meeting and a second time on March 17, 2011. Preliminary Design Review of a new 9,399 sq. ft. branch library for the Berkeley Public Library was concluded at the second meeting, with a ruling and stipulations regarding future actions voted on. The proposed project will include the demolition of the existing structure and site excavation. The Commission agenda, staff report and related documents for the item can be found at: <http://www.ci.berkeley.ca.us/ContentDisplay.aspx?id=66030> and <http://www.ci.berkeley.ca.us/ContentDisplay.aspx?id=62562>. Additional meetings will be held but no schedule for these has yet been set.



North Branch Library

Events to mark the beginning of the construction phase, i.e. ground breaking was held at the branch on March 5 from 2:00 PM to 5:00 PM. Unfortunately, subsequent bids were over the projected budget and a rebid was recommended, delaying the project start date.

At the March 22, 2011 regular meeting of the Council, an item regarding the current situation at North branch was included for action. This recommendation from the board was approved at the special BOLT meeting of March 17, 2011. The consent item, which was approved, was a recommendation to: accept the requests to withdraw bids received from D.L. Falk Construction and J.H. Fitzmaurice, Inc.; and rejecting all remaining bids received on February 17, 2011, prepare a new addendum, and reopen the bidding for the project as modified by the new addendum number 5, 6 and 7; bids opened on March 31, 2011.

In anticipation of the approval of the construction contract, the library publicly announced that the North Branch Library will be temporarily closed beginning Monday, April 25th. The last open day of service will be Saturday, April 23rd. The branch is projected to be closed for 9 to 12 months.

Claremont Branch Library

An event to mark the beginning of the construction phase, i.e. ground breaking was held at the branch on March 19 from 2:00 PM to 5:00 PM.

At the March 29, 2011 regular meeting of the Council an item regarding the current situation at Claremont branch was included for action. This recommendation from the board was approved at the Special BOLT meeting of March 17, 2011. The Council approved on consent a resolution: approving plans and specifications for the Berkeley Public Library Claremont Branch Improvement Project: rejecting the Bid Protest of BHM Construction, Inc.; accepting the bid of Fine Line Construction; and authorizing the City Manager to execute a contract, amendments, and any extensions or change orders until completion of the project in an amount not to exceed \$3,300,000 which includes a contingency of approximately 11%.

The Claremont Branch Library will be closing temporarily for improvements starting Monday April 4th. The last open day for public service will be Saturday, April 2nd. Information regarding the temporary closure is posted at the branch and on the library's website, in addition to several articles in the local press. *BranchVan* service to the Claremont Branch neighborhood will begin on Monday, April 11th and patrons may start to place holds for *BranchVan* pick-up on Friday, April 8th. These mobile services to the Claremont neighborhood will be via a stop at Garber Street and College Avenue, adjacent to St. John's Presbyterian Church.

OTHER

Events and other information regarding the progress on Measure FF projects is posted to the Library's website at <http://berkeleypubliclibrary.org/branchimprovements>.

FF&E

In early March, staff prepared and released a Request for Proposals (RFP) for the restoration of historic furniture and fabrication services for the North and Claremont branch measure FF projects, both of



which contain historic furnishings. Contracted service is to include move-out, repair, refinish, reproduction or fabrication, storage, and move-in of these historic furnishings. The due date for responses was March 22, 2011, following the closure of the RFP period staff accessed responses and will execute a contract with the selected vendor, Kay Chesterfield of Oakland, in an amount not to exceed \$30,000. Gift funds from the Library Foundation have been allocated to fund this activity.



BERKELEY PUBLIC LIBRARY

INFORMATION CALENDAR

April 13, 2011

TO: Board of Library Trustees
FROM: Donna Corbeil, Director of Library Services
SUBJECT: APRIL 2011 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 Director attended a two-day conference on Public Library Sustainability in San Jose on March 21-22, the event was sponsored by the U.S. Institute of Museum and Library Services, organized by the California State Library and Infopeople. The focus of the event was to support activities directly related to innovations strengthening libraries in California during this difficult economic downturn, including how to communicate the value and importance of public libraries.

PROGRAMS, SERVICES AND COLLECTIONS

Programming

Staff held an array of programs in the past month, among the most highly successful was the Sacred Spaces series. The most recent program had 30 attendees, focused on local open-spaces, East Bay Parks and parks in general. Included were slides from the early days of Tilden. The overall program was a balance of history, stories, pictures, and people.

Please, check the online calendar at: <http://www.berkeleypubliclibrary.org/> for a list of regular and special programs. Staff also prepares a paper calendar monthly of events that can be printed from the website or picked up at the branches.



FACILITIES/ OPERATIONS & PERSONNEL

At its March 8th meeting the City Council adopted the City's Open Government Ordinance. The Open Government Ordinance (OGO), also known as the "sunshine ordinance," is a local law that provides additional assurances that community members have access to public meetings and public documents. There is no direct impact on the board, except for the revised schedule for submitting agenda items to the Council, the lead time has been increased.

In an effort to reduce costs staff will initiate two changes:

1. Set the BOLT webpage up so that people can sign up to be notified when a new agenda gets posted. Some of the recipients of the paper BOLT agenda packets may prefer this option to the paper packets we send out. Of course, paper will still be an option for those that prefer it, but some individuals may be interested in forgoing the printed copy and view their agenda online and can self select what to print.
2. We have begun, with this agenda packet to include a list with a link to all of the media references to the library and not include the full-text articles, advertisements and other mentions of the library in the packet unless it is directly related to an agenda item, in those cases the item will be an attachment to the agenda item. An example would be the BOLT recruitment ads. The printing and mailing costs will be reduced as a result.

Attachments: None

Date	Publication	Description	Link / Notes
03/02/2011	East Bay Express	Children's Department Ad	http://www.eastbayexpress.com/general/flash/03-02-2011/
03/03/2011	Berkeley Times	Authors Dinner	Page 13
03/04/2011	Berkeley Voice	Berkeley history: Berkeley sought votes for women in 1911 by Steven Finacom.	Exhibit planned for Central Library this Fall.
03/04/2011	Berkeley Voice	Calendar Listing for Events, Soul Women and Rockers on Film	
03/09/2011	Berkeley Daily Planet	Letters to the Editor - Berkeley Library Funds by yolanda huang	http://www.berkeleydailyplanet.com/issue/2011-03-09/article/37475?headline=Letters-to-the-Editor
03/09/2011	Berkeley Daily Planet	Reader Commentaries - The Hidden Cost of Library Demolitions by Lori Kossowsky	http://www.berkeleydailyplanet.com/issue/2011-03-09/article/37473?headline=The-Hidden-Costs-of-Library-Demolitions
03/15/2011	Berkeleyside.com	Berkeley women honored for going above and beyond by Ginger Ogle	http://www.berkeleyside.com/2011/03/15/berkeley-women-honored-for-going-above-and-beyond/
03/15/2011	Daily Californian	Event Honors Outstanding Women of Berkeley by Victoria Pardini	http://www.dailycal.org/article/112396/event_honors_outstanding_women_of_berkeley
03/16/2011	Berkeley Daily Planet	"Community Engagement" Meeting on Berkeley Library Lawsuit Becomes "Private" by Steven Finacom	http://www.berkeleydailyplanet.com/issue/2011-03-16/article/37515?headline=Community-Engagement-Meeting-on-Berkeley-Library-Lawsuit-Becomes-Private-
03/16/2011	Berkeley Daily Planet	Let the Sun Shine in Berkeley Too by Becky O'Malley	http://www.berkeleydailyplanet.com/issue/2011-03-16/article/37519?headline=Let-the-Sun-Shine-in-Berkeley-Too see third to last paragraph
03/22/2011	Berkeleyside.com	North Branch library construction delayed by Frances Dinkelspiel	http://www.berkeleyside.com/2011/03/22/north-branch-library-construction-delayed/
03/23/2011	Berkeley Daily Planet	Claremont Branch Library Temporary Closure for Renovations and New Construction by Alan Bern	http://www.berkeleydailyplanet.com/issue/2011-03-23/article/37558?headline=Claremont-Branch-Library-Temporary-Closure-for-Renovations-and-New-Construction

Date	Publication	Description	Link / Notes
03/23/2011	Berkeley Daily Planet	<p>Letters to the Editor</p> <p>By Linda Schacht</p> <p>By Steve Finacom</p> <p>By Gayle Garcia</p> <p>By Peter Warfield</p> <p>By Lenny Chen</p>	http://www.berkeleydailyplanet.com/issue/2011-03-23/article/37562?headline=Letters-to-the-Editor
03/28/2011	Berkeleyside.com	<p>Claremont branch of the library will close April 2 by Frances Dinkelspiel</p>	http://www.berkeleyside.com/2011/03/28/claremont-branch-of-the-library-will-close-april-2/
03/30/2011	Daily California	<p>Claremont Branch of Berkeley Public Library to Begin Renovations</p>	http://www.dailycal.org/article/112526/claremont_branch_of_berkeley_public_library_to_beg#comments
03/30/2011	Berkeley Daily Planet	<p>Reader Commentaries - Toto! Are We in Kansas? By Winston Burton, Board of Library Trustee</p>	http://www.berkeleydailyplanet.com/issue/2011-03-30/article/37587?headline=Toto-Are-We-in-Kansas-
03/30/2011	Berkeley Daily Planet	<p>Reader Commentaries - Public Concerns Brushed Aside as Berkeley City Council Approves Claremont Branch Renovation Contract With No Questions Answered, No Discussion. By Peter Warfield</p>	http://www.berkeleydailyplanet.com/issue/2011-03-30/article/37603?headline=Public-Concerns-Brushed-Aside-as-Berkeley-City-Council-Approves-Claremont-Branch-Renovation-Contract-With-No-Questions-Answered-No-Discussion
04/06/2011	Berkeley Daily Planet	<p>Special Meeting About the Branch Library Projects</p>	http://www.berkeleydailyplanet.com/issue/2011-04-06/article/37633?headline=Special-Meeting-About-the-Branch-Library-Projects