



**BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

REGULAR MEETING
MAY 11, 2011

AGENDA
6:30 PM

CENTRAL LIBRARY
2090 KITTREDGE STREET



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

I. PRELIMINARY MATTERS

- A. Call to Order**
- B. Public Comments (6:30 – 7:00 PM)**
(Proposed 30-minute time limit, with speakers allowed 3 minutes each)
- C. Report from library employees and unions, discussion of staff issues**
Comments / responses to reports and issues addressed in packet.
- D. Report from Board of Library Trustees**

II. PRESENTATIONS

- A. Berkeley READS Adult Literacy Program – Linda Sakamoto-Jahnke**

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 April 13, 2011 Regular Meeting**
Recommendation: Approve the minutes of the April 13, 2011 regular meeting of the Board of Library Trustees.
- B. Bay-Friendly Landscaping Grant**
Recommendation: Adopt a resolution accepting and appropriating Stopwaste.org managed Bay-Friendly grant funds for the Claremont Branch Improvement Project in an amount not to exceed \$15,000.
- C. Recommendation to City Council for trustee appointments effective May 14, 2011 through May 14, 2015 (corrected dates)**
Recommendation: Recommend candidates to the City Council for appointment of four-year term.
- D. Innovative Interfaces, Inc. Renew Contract for Hardware and Software Maintenance Services**
Recommendation: Adopt a resolution to authorize the Director of Library Services to renew the existing agreement with Innovative Interfaces, Inc. for the provision of hardware and software maintenance services for the Library's circulation system for the period of July 1, 2011 through June 30, 2012 in a not to exceed amount of \$195,000, for a total contract amount not to exceed \$425,000 for fiscal years 2011 and 2012.

Click on dashed links to view the item documents.

IV. ACTION CALENDAR

- A. Proposed FY 2012 and 2013 Berkeley Public Library Biennial Budget**
Recommendation: Adopt a resolution approving the FY 2012 and 2013 Proposed Biennial Budget as presented.

B. Recommendation to the City Council on the FY2012 Library Tax Rate

Recommendation: Adopt a resolution to recommend that the Berkeley City Council set the FY 2012 tax rate for the Library Services Tax at \$0.1650 (16.50 cents) per square foot for dwelling units and \$0.2496 (24.96 cents) per square foot for industrial, commercial, and institutional buildings, based on the per capita personal income growth factor of 2.51% for the state of California.

C. Nomination and selection of Chair and Vice Chair of the Board of Library Trustees

Recommendation: Adopt a resolution to select one Trustee to service as chair and a second Trustee to serve as vice chair, for the term commencing May 12, 2011 through November 2011.

V. INFORMATION REPORTS

A. Update on the Branch Bond Program

Discussion of staff report on status of implementation of the Measure FF branch improvement program, to include update on Request for Proposals, schedule, and budget.

B. May 2011 Monthly Report from Library Director

- i. Library Development
- ii. Professional Activities
- iii. Programs, Services and Collections
- iv. Personnel

C. FY2011 Third Quarter Budget Review

D. Library Work Plan / Projects FY 2012 & 2013

Discussion of staff report on current work plan and consider draft proposal for biennial budget cycle for future approval.

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

VI. AGENDA BUILDING

The next meeting will be a Regular Meeting held at 6:30 PM on Wednesday, June 8, 2011 at the **South Branch Library, 1901 Russell Street**, Berkeley.

VII. ADJOURNMENT

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



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

Please refrain from wearing scented products to public programs.

I hereby certify that the agenda for this regular meeting of the Board of Library Trustees of the City of Berkeley was posted in the display cases located at 2134 Martin Luther King, Jr. Way and in front of the Central Public Library at 2090 Kittredge Street, as well as on the Berkeley Public Library's website on May 5, 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.

1. Jenny Wenk – South and West Lawsuit
2. Al Kitt - Ergonomics

III Consent, Item A

MINUTES
BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES REGULAR MEETING
WEDNESDAY, APRIL 13, 2011, 6:00 P.M.

SOUTH BRANCH LIBRARY – 1901 RUSSELL STREET

Board of Library Trustees:

Chair Susan Kupfer
Vice Chair Darryl Moore

Winston Burton
Abigail Franklin
Carolyn Henry-Golphin

I. PRELIMINARY MATTERS

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

A. Call to Order: 6:02 p.m.

Present: Trustees Burton, Franklin (arrived 6:25PM), Kupfer and Moore.

Absent: Trustee Henry-Golphin.

Also Present: Donna Corbeil, Director of Library Services; Dennis Dang, Library Admin Manager; Eve Franklin, Administrative Secretary.

Armin Arethna, Children's Librarian; Alan Bern, Library Special Services Coordinator; Barbara Bent, Library Aide; Kay Finney, Librarian II; Joy Shiohita, Acting Youth Services Manager; Jenifer Shurson, Assoc. Human Resources Analyst; Cindy Woo, Library Specialist II.

David Snyder, Berkeley Public Library Foundation

B. Public Comments:

Linda Perkins – Spoke regarding proposed cuts to Youth Services.

Peter Warfield – Spoke regarding March 17 special meeting, local hire policy, union opinion on item 3F, the number of part-time employees and media/events list.

David Snyder – Expressed thanks for work begun at Claremont Branch and soon to be closed North Branch. Invited people to attend the joint ZAB/LPC meeting on April 14 and the City Council meeting on April 26.

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

Richard Barnard, Worksite Organizer, SEIU Local 1021 – Read a letter to the Trustees from the union regarding proposed budget cuts.

D. Report from Board of Library Trustees:

Trustee Burton – Encouraged people to attend the joint ZAB/LPC meeting on April 14 and the City Council meeting on April 26.

E. Approval of Agenda

Action: M/S/C (Franklin/Burton) to adopt Resolution# R11-023 to approve agenda as presented.

Vote: Ayes: Trustees Burton, Kupfer and Moore. Noes: none. Absent: Trustees Franklin and Henry-Golphin. Abstentions: none.

II. PRESENTATIONS

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

From: Administrative Services Manager

Contact: Dennis Dang, Administrative Services Manager

Action: Presentation made and discussion held.

III. CONSENT CALENDAR

Action: M/S/C (Trustee Franklin/Trustee Burton) to adopt Resolution# R11-024 to adopt the Consent Calendar in one motion as presented.

Vote: Ayes: Trustees Burton, Franklin, Kupfer and Moore. Noes: none. Absent: Trustee Henry-Golphin. Abstentions: none.

A. Approve minutes of March 9, 2011 Regular Meeting

From: Director of Library Services

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

Financial Implications: None.

Contact: Donna Corbeil, Library Director

Action: Adopted Resolution# R11-025 to approve minutes as presented.

B. Approve minutes of March 17, 2011 Special Meeting

From: Director of Library Services

Recommendation: Approve the minutes of the March 17, 2011 special meeting of the Board of Library Trustees.

Financial Implications: None.

Contact: Donna Corbeil, Library Director

Action: Adopted Resolution# R11-026 to approve minutes as presented.

C. Accept and Appropriate Gift Funds for FY2011

From: Director of Library Services

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.

Financial Implications: see report.
Contact: Donna Corbeil, Library Director
Action: Adopted Resolution # R11-027.

D. Contract Amendment: Ricoh Business Solutions

From: Director of Library Services
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.
Financial Implications: see report.
Contact: Donna Corbeil, Library Director
Action: Adopted Resolution # R11-028.

E. Circulation Policy

From: Deputy Director of Library Services
Recommendation: Adopt the resolution approving the Policy on Use of Library Collections by Library Staff for the Berkeley Public Library.
Financial Implications: none.
Contact: Doug Smith, Deputy Director of Library Services
Action: Adopted Resolution # R11-029.

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.

From: Director of Library Services
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.
Financial Implications: none.
Contact: Donna Corbeil, Library Director
Action: Adopted Resolution # R11-030.

IV. TRUSTEE INTERVIEWS

A. The Trustees interviewed 7 candidates.

V. ACTION CALENDAR

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

From: Director of Library Services
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.

Financial Implications: see report.

Contact: Donna Corbeil, Library Director

Action: M/S/C (Kupfer/Moore) to adopt Resolution # R11-031 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.

Vote: Ayes: Trustees Burton, Franklin, Kupfer and Moore. Noes: none. Absent: Trustee Henry-Golphin Abstentions: none.

B. Discussion and recommendation to City Council for trustee appointments effective May 14, 2011

From: Director of Library Services

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.

Financial Implications: none.

Contact: Donna Corbeil, Library Director

Action: M/S/C (Kupfer/Franklin) to adopt Resolution # R11-32 to recommend Jim Novosel and Julie Holcomb to the City Council for appointment.

Vote: Ayes: Trustees Burton, Franklin, Kupfer and Moore. Noes: none. Absent: Trustee Henry-Golphin Abstentions: none.

VI. INFORMATION REPORTS

A. Update on the Branch Bond Program

From: Director of Library Services

Contact: Donna Corbeil, Library Director

Action: Received.

B. April 2011 Monthly Report from Library Director

From: Director of Library Services

Contact: Donna Corbeil, Library Director

Action: Received.

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

From: Director of Library Services

Contact: Donna Corbeil, Library Director

Action: Received.

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.

- May 11, 2011 – Budget
- Future Date - Diversity

VIII. ADJOURNMENT

Adjourned at 9:10 p.m.

COMMUNICATIONS

None.

SUPPLEMENTAL COMMUNICATIONS AND REPORTS

None.



BERKELEY PUBLIC LIBRARY

CONSENT CALENDAR

May 11, 2011

TO: Board of Library Trustees

FROM: Donna Corbeil, Director of Library Services

SUBJECT: ACCEPT AND APPROPRIATE BAY-FRIENDLY LANDSCAPING GRANT FUNDS FOR THE CLAREMONT IMPROVEMENT PROJECT IN AN AMOUNT NOT TO EXCEED \$15,000 IN FY 2011/12.

RECOMMENDATION

Adopt a resolution authorizing the Director of Library Services to accept and appropriate to FY 2011/12 Stopwaste.org issued Bay-Friendly landscaping grant funds for the Claremont Branch Improvement Project in an amount not to exceed \$15,000.

FISCAL IMPACTS OF RECOMMENDATION

The Claremont Branch improvement project is designed to achieve a City mandated Silver LEED rating. The project also provides a valuable opportunity to incorporate Bay-Friendly landscaping principles into the site renovations. The funding to cover these improvements is provided by Measure FF project funds and included in the executed construction contract. The grant award will supplement and / or offset the cost of several key features planned if received. Given the timing of the grant application and award cycle the design is fully funded by FF.

CURRENT SITUATION AND ITS EFFECTS

The project's landscape architect, Gates + Associates under the direction of the primary design team of Gould Evans / Baum Thornley has completed a Bay-Friendly grant application on behalf of the library. The landscape portion of the project includes features such as permeable pavers, reuse of on-site recycled materials, replacement of small lawns with drought-tolerant natives and bio-filtration planters. In addition, some of the landscape / site related elements contribute to the general LEED checklist. Installation of the landscape and other site changes will be, according to Bay-Friendly requirements monitored as part of the construction administration phase of the project. Although the size of the Claremont Branch project does not require it to be a Bay-Friendly certified project, the City is committed to the concepts and principles outlined by Bay-Friendly Landscaping Practices and is committed to implementing sustainable practices whenever possible.

The Bay-Friendly Scorecard for Commercial & Civic Landscapes for the Claremont Branch has been completed by the design team architect and reviewed by staff. A completed application was submitted to Stopwaste.org for consideration on April 28, 2011. Award notification may take up to 12 weeks.



BACKGROUND

The Claremont project team met early in the design phase with staff representing Stopwaste (the Alameda County Waste Management Authority) and staff from the City of Berkeley Planning Department, Sustainability Coordinator and the Office of Energy & Sustainability Development to review the City's Green Building policies (Council Resolution NO. 62,284).

The Bay-Friendly landscaping grants program is open to local and regional governmental agencies with facilities in Alameda County and each year allocates funding for this grant program. The program is intended to assist local and regional governmental organizations and non-profits located in the county to incorporate sustainable or "green" landscape measures and materials in to public landscapes and public-benefit projects. The branch projects are excellent candidates for these grant funds, given the early involvement of the agency in providing design assistance; the implementation of the principals in the final design; the comprehensive approach; high level of points on the checklist; public accessibility to the landscape proposed; and the inclusion of a Bay-Friendly qualified landscape professional on the design team.

These grant funds are restricted to a specific use per the terms of the application and agreement upon acceptance. 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
BALIS GRANTS, AND 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 Bay Area Library and Information System (BALIS) has awarded to the Berkeley Public Library a grant of \$20,000 to fund the use of iPads to augment accessibility and transparency, and a second grant of \$3,000 to fund short film production by teens documenting the branch libraries renovation program; and

WHEREAS, gift donations either received or committed total \$104,586.11; 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 two grant awards from BALIS, and gift funding received by or committed to the Berkeley Public Library totaling \$127,586.11.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on February 16, 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



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 Julie Holcomb as a 4-year term with the effective dates of **May 14, 2011 to May 14, 2015** to replace Trustee Kupfer; and

WHEREAS, the Board recommends Council set the conditions of appointment of Jim Novosel as a 4-year term with the effective dates of **May 14, 2011 to May 14, 2015** 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 May 11, 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

CONSENT CALENDAR

May 11, 2011

TO: Board of Library Trustees

FROM: Alicia Abramson, Library Systems Manager

SUBJECT: AMEND CONTRACT NO. 8193 WITH INNOVATIVE INTERFACES, INC. FOR HARDWARE AND SOFTWARE MAINTENANCE SERVICES

RECOMMENDATION

Adopt a resolution authorizing the Director of Library Services to amend the existing agreement expiring June 30, 2011 with Innovative Interfaces, Inc. for the provision of hardware and software maintenance services for the Library's circulation system to extend between the period commencing July 1, 2011 and ending June 30, 2012 at a value of \$195,000, for a total contract amount not to exceed \$425,000 for fiscal year 2012.

FISCAL IMPACT

The total cost of the annual contract is \$195,000. This expenditure is included in the Biennial Budget for fiscal years 2012 and 2013.

BACKGROUND

Innovative Interfaces, Inc. (III) is the sole source provider for maintenance services on the Millennium circulation software. A new agreement must be signed each fiscal year. The Berkeley Public Library uses INNOPAC as its online public catalog, as well as the circulation, acquisition, serial and cataloging modules that support patrons' access to the Library's collections. The Library also utilizes the INN -Reach (LINK+) module to expand access to collections beyond those owned by the Berkeley Public Library.

In FY 2012, additions to the system include the ExpressLane self check end user interface, and the Floating Collections system which allows the Library to seamlessly circulate select Branch materials during Branch closures associated with the Measure FF Branch Improvement Program. The ExpressLane software also requires that the Library purchase a system module called the Item Status API and purchase a software seat license for each self check station in operation.

CURRENT SITUATION AND ITS EFFECTS

The current relationship between Innovative Interfaces Inc. and the Berkeley Public Library began on July 1, 2008. Since that time the Library's operations in regards to circulation and database management, patron records and payments, and materials inventory have benefited from the efficiencies and ongoing system enhancements provided by Innovative. The FY 2010 agreement with Innovative was established with a not-to-exceed ("NTE") amount of \$150,000, followed by an additional



\$150,000 authorized in FY 2011. The fee for FY 2012 includes the above mentioned additions as well as the annual maintenance fee for all of the other system components the Library has purchased in the past; and consequently, the agreement requires an amendment with an NTE of \$425,000. Failure to purchase the ExpressLane self check components and continue the maintenance agreement for the system would result in operational difficulties and have a negative impact on patrons utilizing Library services.

FUTURE ACTION

No further action is required.

Attachments:

1. Resolution



**BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

Attachment 1

RESOLUTION NO.: 11-__

AUTHORIZE THE DIRECTOR OF LIBRARY SERVICES TO AMEND THE EXISTING AGREEMENT WITH INNOVATIVE INTERFACES, INC. FOR THE PROVISION OF HARDWARE AND SOFTWARE MAINTENANCE SERVICES FOR THE LIBRARY'S CIRCULATION SYSTEM FOR THE PERIOD JULY 1, 2011 THROUGH JUNE 30, 2012 AT A VALUE OF \$195,000, FOR A TOTAL CONTRACT AMOUNT NOT TO EXCEED \$425,000 FOR FISCAL YEAR 2012.

WHEREAS, Innovative Interfaces, Inc. is the sole source provider for maintenance services on the Millennium circulation software; and

WHEREAS, each fiscal year the Berkeley Public Library enters into an agreement with Innovative Interfaces for maintenance services; and

WHEREAS, the Board adopted on September 9, 2009 by resolution R09-85 authorizing the Director of Library Services to enter into an agreement with Innovative Interfaces, Inc. for the provision of hardware and software maintenance services for the library's circulation system for the period July 1, 2009 through June 30, 2010 in a total amount not to exceed \$150,000; and

WHEREAS, the Board adopted on July 14, 2010 by resolution R10-60 authorizing the Director of Library Services to amend said agreement to increase the contract amount by \$150,000 in a total amount not to exceed \$300,000; and

WHEREAS, the Library must add the ExpressLane self check interface and Floating Collections system in order to continue supporting patron self-checkout of materials; and

WHEREAS, expiration of agreement will result in the termination of support for the hardware and software supporting the Library's circulation system; and

WHEREAS, the expense of \$195,000 for the annual maintenance agreement, system additions and other services is provided for in the FY 2012/2013 Biennial Budget presented to the Board on May 11, 2011.

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to authorize the Director of Library Services to amend the existing agreement with Innovative Interfaces, Inc. for the provision of hardware and software maintenance services for the library's circulation system for the period July 1, 2011 through June 30, 2012 in a not to exceed amount of \$195,000, for a total contract amount not to exceed \$425,000 for fiscal years 2011 and 2012.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on May 11, 2011 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Susan Kupfer, Chairperson

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

**BERKELEY PUBLIC LIBRARY****ACTION**

May 11, 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

The proposed biennial budget presented herein is an update to the prior budget presented before the Board at last month's April 13th meeting.

As presented this evening the Biennial Budget for all Library Funds for FY 2012 projects revenue of \$15,874,350 and expenditures of \$27,440,828; and for FY 2013, revenue of \$15,997,025 and expenditures of \$17,851,477. The following tables reflect the change in dollar values per this update.

Revenue

Fund	FY 2012		Vari	FY 2013		Vari
	11MAY11	13APR11		11MAY11	13APR11	
Library Tax (301)	\$14,667,422	\$14,525,722	\$141,700	\$14,883,151	\$14,739,325	\$143,826
All Other Funds(302,304,305)	\$112,374	\$112,374	\$0	\$112,374	\$112,374	\$0
Gift Funds (306)	\$88,554	\$50,000	\$38,554	\$0	\$50,000	(\$50,000)
Foundation FF&E (307)	\$1,000,000	\$1,000,000	\$0	\$1,000,000	\$1,000,000	\$0
Measure FF (308)	\$6,000	\$6,000	\$0	\$1,500	\$1,500	\$0
BPL – Revenue	\$15,874,350	\$15,694,096	\$180,254	\$15,997,025	\$15,903,199	\$93,826

Expenditures

Fund	FY 2012		Vari	FY 2013		Vari
	11MAY11	13APR11		11MAY11	13APR11	
Library Tax (301)	\$14,926,493	\$14,929,280	(\$2,787)	\$15,147,109	\$15,139,070	\$8,039
All Other Funds(302,304,305)	\$105,930	\$106,000	(\$70)	\$110,930	\$111,000	(\$70)
Gift Funds (306)	\$158,475	\$119,921	\$38,554	\$40,000	\$90,000	(\$50,000)
Foundation FF&E (307)	\$1,000,000	\$1,000,000	\$0	\$1,000,000	\$1,000,000	\$0
Measure FF (308)	\$11,249,930	\$11,250,000	(\$70)	\$1,553,438	\$1,553,508	(\$70)
BPL – Expenditures	\$27,440,828	\$27,405,201	\$35,627	\$17,851,477	\$17,893,578	(\$42,101)



FISCAL IMPACT OF RECOMMENDATION

The total proposed expenditure budgets for all funding sources along with the recommendations contained herein present a budget for the biennial period comprising fiscal years 2012 and 2013. The revisions to the April 13th presentation, although not material, are detailed by Fund as follows:

Library Tax Fund

Library Tax Fund fiscal year 2012 budgeted revenue rose \$141,700 due to the recent release by the California State Department of Finance of the per capita personal income growth factor of 2.51%; greater than the 1.5% City-provided guidance rate initially configured into the earlier version of the Biennial Budget. Fiscal year 2013 tax revenue is held to the 1.5% guidance rate but increases \$143,826 consistent with the favorable change to FY 2012 tax revenue.

Personnel

Since the presentation of the proposed Biennial Budget at the April 13, 2011 Board meeting, there have been no changes made to the FY12 and FY13 organizational charts. These charts may be viewed in that agenda packet via the Library web site. The elimination of one Library Services Manager position permits the shifting of operations and programs among several divisions and the accrual of significant savings in personnel costs without large impacts on continuing services. Under this plan 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 maintain managerial and administrative constancy and achieve a sizable recurring reduction to the structural deficit.

At its April 13 meeting, the Board approved and recommended to the Personnel Board revisions to the Library Aide and Library Assistant classifications to more accurately reflect their scope of duties; this was supplemented by the creation of a new Library Page classification. These changes, currently in negotiation, are expected to provide cost-effective relief to Library Aides by enabling Aides to engage in tasks referenced in the classification revisions and for them to be assisted by Pages in the time-consuming but essential tasks of sorting and shelving. The fiscal impact of the creation of three Library Page positions assigned to General Services is budgeted for \$32,367 in FY12, and \$32,543 in FY13.

Additionally, the Library undertook a survey of bilingual premium program payouts to ascertain that dispersed compensation is consistent with the program's criteria as contained in the Local 1021 MOU. Survey results yielded savings of \$5,422 in FY12, and \$5,449 in FY13 either through the elimination or reduction in payouts affecting three staff members offset by the addition of one staff member to the program at a 2% payout rate. The Library will review program payouts annually and adjust payouts as necessary to reflect changes to the MOU and foreign language demands.

Not directly configured into the Biennial Budget, but nonetheless having implications on realized labor expenditures, the Library is evaluating a change to the current process for promoting a Librarian I to a Librarian II by eliminating promotional barriers for existing qualified staff to advance to the higher level position. This proposed change, under consideration as to whether it will be pursued and entered into negotiations with the unions, is intended to streamline the process for transitioning from a Librarian I to a Librarian II and incentivize qualified employees with increased responsibilities leading to further advancement.

Lastly, ending budgeted labor expenses within the the Library Tax Fund are always subject to change based on labor cost calculations within the City's Fund\$ system once staffing headcount changes are entered;



consequently, due to system calculations labor benefit costs were more favorable than projected in the April 13th proposed budget, and it is this favorability which offsets the added costs introduced in this updated budget attributable to the addition of the Library Page positions.

Other Funds

No revenue or expenditure changes. Variance shown is system generated attributable to system benefit calculations.

Gifts Fund

The Friends of the Berkeley Public Library have tentatively programmed an FY 2012 gift of \$88,554 dedicated to a variety of library programs scheduled to be conducted over the upcoming fiscal year.

Measure FF Fund

No revenue or expenditure changes. Variance shown is system generated attributable to system benefit calculations.

Library Foundation – FF&E Fund

No revenue or expenditure changes.

CURRENT SITUATION

At the April 13, 2011 regular Board meeting the Trustees were presented a proposed biennial budget for all Library Funds. This report updates that prior proposed biennial budget and importantly includes the recommended officially released compliant percentage rate (per capita personal income growth factor for California) for the square footage based library tax assessment.

Nonetheless, cognizant of the increased revenue generated from the per capita personal income growth rate for California at 2.51% exceeding the 1.50% guidance rate, the Library adheres to its objective of achieving and ultimately maintaining a balanced budget – a priority reestablished by the Board going into this biennial period. Fiscal challenges remain as realized and prospective costs trend higher throughout the organization, e.g., recognition of a higher CalPERS contribution rate projected for FY 2014 detrimentally impacts the Library Tax Fund balance by \$214,782, as well as the unsettled state budget situation which is expected to remain so over the next several years placing a degree of doubt on the extent, if any, of state funding support from FY 2012 and beyond. Acknowledging these hurdles, this biennial budget presents a measured step in the Library's pursuit of achieving financial stability and continues to build upon the past fiscal initiatives implemented and supported by the Board of Library Trustees.

ALTERNATIVE ACTIONS

No alternative actions are proposed at this time.

FUTURE ACTION

Once adopted by the Library Board of Trustees the Library will report the final budget to the City Manager's Office for inclusion in the comprehensive budget for the City.



Attachments:

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



**BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

RESOLUTION NO.: 11-__

APPROVE THE PROPOSED BIENNIAL REVENUE BUDGET FOR FY 2012 OF \$15,874,350 AND FOR FY 2013 OF \$15,997,025 AND THE PROPOSED BIENNIAL EXPENDITURE BUDGET FOR FY 2012 OF \$27,440,828 AND FOR FY 2013 OF \$17,851,477 AS PRESENTED, AND ACCEPT WITH GREAT APPRECIATION THE FY 2012 GRANT AWARD FROM THE FRIENDS OF THE BERKELEY PUBLIC LIBRARY IN THE AMOUNT OF \$88,554 AND ACCEPT WITH GREAT APPRECIATION THE COMMITMENT OF A DONATION IN THE AMOUNT OF \$1,000,000 IN EACH FISCAL YEAR OF THE BIENNIAL BUDGET FROM THE BERKELEY PUBLIC LIBRARY FOUNDATION

WHEREAS, the Director of Library Services conducted a series of brainstorming sessions and discussions with all divisions and branches, and hosted three staff budget workshops to hear, identify, and incorporate needs and concerns for the FY 2012 and FY 2013 biennial budget period; and

WHEREAS, on January 12, 2011, the Board of Library Trustees by Resolution No. 11-007 adopted budget priorities for FY 2012 and FY 2013; and

WHEREAS, at the February 16, 2011 meeting of the Board of Library Trustees, the Library presented an informational update on the progress of the budgets; and

WHEREAS, at the March 9, 2011 meeting of the Board of Library Trustees, the Library held a public hearing to present and discuss the budget; and

WHEREAS, the Friends of the Berkeley Public Library have notified the Library that they will award \$88,554 through the FY 2012 grant process; and

WHEREAS, the Berkeley Public Library Foundation has notified the Library that they will be donating \$1,000,000 annually in FY 2012 and FY 2013 towards the Branch Libraries FF&E Capital Campaign Fund; and

WHEREAS, the proposed Berkeley Public Library biennial budget for the Measure FF Neighborhood Branch Libraries Improvement Project is appropriated authorized expenditures for fiscal years 2012 of \$11,249,930 and 2013 of \$1,553,438; and

WHEREAS, due to the large proportion of the biennial budget comprised of personnel costs, the effort to alleviate a large portion of the structural deficit regrettably required reductions to the Library's FTE; and

WHEREAS, the Director of Library Services and the Finance Manager have submitted balanced budgets for FY 2012 and FY 2013 to the Board of Library Trustees for their approval; and

WHEREAS, the Board of Library Trustees must adopt the biennial budgets no later than June 30, 2011; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to approve the Biennial Budgets for FY 2012 of revenue of \$15,874,350 and expenditures of \$27,440,828 and for FY 2013 of revenue of \$15,997,025 and expenditures of \$17,851,477 as presented. And to accept the FY 2012 grant award from the Friends of the Berkeley Public Library in the amount of \$88,554 and an annual donation of \$1,000,000 from the Berkeley Public Library Foundation.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on May 11, 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
 PROPOSED REVENUE BIENNIAL BUDGET by FUND - LIBRARY w/CoB

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FY 2013

Ele/Obj	Account Description	Lib Dscr 301-12	DJ/ILL 302-12	Grants 304-12	Pub Lib 305-12	Gift 306-12	Fndh FFE 307-12	Misc FF 308-12	Revenue FY12	Lib Dscr 301-13	DJ/ILL 302-13	Grants 304-13	Pub Lib 305-13	Gift 306-13	Fndh FFE 307-13	Misc FF 308-13	Revenue FY13
01-01	Refund on Bills	2,000							2,000	2,000							2,000
13-15	Library Tax	14,381,922							14,381,922	14,597,651							14,597,651
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
20-15	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
20-21	Tool Lending Fines	20,000							20,000	20,000							20,000
23-12	BPL Foundation						1,000,000		1,000,000						1,000,000		1,000,000
23-13	Friends of BPL					88,554			88,554								
30-01	Interest-Investment Pool							6,000	6,000							1,500	1,500
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
99-99	Miscellaneous Revenue	8,500	20,000						28,500	8,500	20,000						28,500
End UPD	Berkeley Public Library w/CoB	14,667,422	66,124	37,650	8,600	88,554	1,000,000	6,000	15,874,350	14,883,151	66,124	37,650	8,600		1,000,000	1,500	15,997,025

BERKELEY PUBLIC LIBRARY
 PROPOSED EXPENSE BIENNIAL BUDGET by FUND - LIBRARY w/CoB
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FY 2013

Description	Lib Dscr 301-12	DL / ILL 302-12	Grants 304-12	PLF 305-12	Gift 306-12	FFE 307-12	Mse FF 308-12	Expense FY12	Lib Dscr 301-13	DL / ILL 302-13	Grants 304-13	PLF 305-13	Gift 306-13	FFE 307-13	Mse FF 308-13	Expense FY13
Personal Services-Salaries and Wages	7,740,576		27,931		4,733		65,173	7,838,413	7,780,065		32,587				65,331	7,877,983
Personal Services-Fringe Benefits	4,445,608		1,999				4,757	4,452,364	4,658,317		2,343				4,768	4,665,428
Salary Savings	(182,578)							(182,578)	(186,193)							(186,193)
Personal Services-Employee	12,003,606		29,930		4,733		69,930	12,108,199	12,252,189		34,930				70,099	12,357,218
Purchased Professional & Technical Svcs	751,279	2,500			35,190		125,000	913,969	762,389	2,500					125,000	889,889
Grants & Governmental Payments	5,000						5,000	5,000	5,000							5,000
Other Purchased Services	548,888				800		557,020	1,106,708	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			117,752			1,191,512	1,076,160	8,500			40,000			1,124,660
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	500,000	16,105	624,447
Property Under Cap Limit	56,000					500,000		556,000	56,000				500,000	500,000		556,000
Internal Services	10,539							10,539	10,623							10,623
Other Expenses	2,922,887	76,000			153,742	1,000,000	11,180,000	15,332,629	2,894,920	76,000			40,000	1,000,000	1,483,339	5,494,259
BERKELEY PUBLIC LIBRARY (w/CoB)	14,926,493	76,000	29,930		158,475	1,000,000	11,249,930	27,440,828	15,147,109	76,000	34,930		40,000	1,000,000	1,553,438	17,851,477

4-May-11

BERKELEY PUBLIC LIBRARY
 PROPOSED BIENNIAL BUDGET REVENUE ADJUSTMENTS

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Fund	DepDiv	Base	EleObj	Description	FY12	FY13	Comment
306	9101	368	23-13	Friends of BPL	3,644	(6,887)	Tentative FY12 Gift
306	9202	368	23-13	Friends of BPL	6,957	(19,393)	Tentative FY12 Gift
306	9203	368	23-13	Friends of BPL	1,665	(6,335)	Tentative FY12 Gift
306	9204	368	23-13	Friends of BPL	653	(5,347)	Tentative FY12 Gift
306	9205	368	23-13	Friends of BPL	1,087	(2,263)	Tentative FY12 Gift
306	9206	368	23-13	Friends of BPL	2,429	(5,894)	Tentative FY12 Gift
306	9301	368	23-13	Friends of BPL	2,000		Tentative FY12 Gift
306	9302	368	23-13	Friends of BPL	(1,234)	(1,234)	Tentative FY12 Gift
306	9304	368	23-13	Friends of BPL	1,499	(2,001)	Tentative FY12 Gift
306	9305	368	23-13	Friends of BPL	(647)	(647)	Tentative FY12 Gift
306	9306	368	23-13	Friends of BPL	500		Tentative FY12 Gift
306	9402	368	23-13	Friends of BPL	20,000		Tentative FY12 Gift
				Revenue - TOTAL	38,553	(50,001)	

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BERKELEY PUBLIC LIBRARY
 PROPOSED BIENNIAL BUDGET PERSONNEL EXPENSE ADJUSTMENTS

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Fund	DepDiv	Base	EleObj	Description	FY12	FY13	Comment
301	9201	450		Library Page (new position)	32,367	32,543	In Negotiation
301	Vari	450		Bilingual Premium Pay	(5,422)	(5,449)	Adjustments: Reduction/Elimination/Add
				Personnel - 301	26,945	27,094	
306	9101	450	11-03	Hourly and Daily Rated Empl	(15,375)	(15,451)	Delete not in Tentative FY12 Gift
306	9101	450	11-60	Excess Hours Pay	125		Tentative FY12 Gift
306	9101	450	20-34	PARS (3.75%)	(577)	(579)	Delete not in Tentative FY12 Gift
306	9101	450	27-20	Fringe Benefits (Budget)	(541)	(544)	Delete not in Tentative FY12 Gift
306	9202	450	11-60	Excess Hours Pay	200		Tentative FY12 Gift
306	9203	450	11-60	Excess Hours Pay	3,300		Tentative FY12 Gift
306	9204	450	11-60	Excess Hours Pay	100		Tentative FY12 Gift
306	9206	450	11-60	Excess Hours Pay	1,008		Tentative FY12 Gift
				Personnel - 306	(11,760)	(16,574)	
				Personnel - TOTAL	(8,145)	(17,697)	

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BERKELEY PUBLIC LIBRARY
 PROPOSED BIENNIAL BUDGET NON-PERSONNEL EXPENSE ADJUSTMENTS

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Fund	DepDiv	Base	EleObj	Description	FY12	FY13	Comment
306	9101	450	30-38	Professional: Misc Prof Svcs	7,500		Tentative FY12 Gift
306	9101	450	40-63	Travel: Registration/Admin Fees	800		Tentative FY12 Gift
306	9101	450	55-20	Field Supplies	(47,894)	(50,000)	Tentative FY12 Gift
306	9202	450	30-38	Professional: Misc Prof Svcs	14,800		Tentative FY12 Gift
306	9202	450	55-20	Field Supplies	11,350		Tentative FY12 Gift
306	9203	450	30-38	Professional: Misc Prof Svcs	4,350		Tentative FY12 Gift
306	9203	450	55-20	Field Supplies	350		Tentative FY12 Gift
306	9204	450	30-38	Professional: Misc Prof Svcs	5,700		Tentative FY12 Gift
306	9204	450	55-20	Field Supplies	200		Tentative FY12 Gift
306	9205	450	30-38	Professional: Misc Prof Svcs	200		Tentative FY12 Gift
306	9205	450	55-20	Field Supplies	3,150		Tentative FY12 Gift
306	9206	450	30-38	Professional: Misc Prof Svcs	1,440		Tentative FY12 Gift
306	9206	450	55-20	Field Supplies	5,875		Tentative FY12 Gift
306	9301	450	55-50	Food	2,000		Tentative FY12 Gift
306	9304	450	30-38	Professional: Misc Prof Svcs	1,200		Tentative FY12 Gift
306	9304	450	55-20	Field Supplies	2,300		Tentative FY12 Gift
306	9306	450	55-20	Field Supplies	200		Tentative FY12 Gift
306	9306	450	55-50	Food	300		Tentative FY12 Gift
306	9402	450	55-60	Library Materials	20,000		Tentative FY12 Gift
				Non-Personnel - TOTAL	33,821	(50,000)	

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	\$ 852,470	\$ 588,512
Revenues							
Library Services Tax	\$ 13,844,489	\$ 13,904,789	\$ 13,904,789	\$ 14,029,775	\$ 14,381,922	\$ 14,597,651	\$ 14,816,616
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	\$ 14,667,422	\$ 14,883,151	\$ 15,127,116
Expenditures							
Operations							
Salaries, Wages, Benefits	\$ 11,645,544	\$ 11,649,948	\$ 11,649,948	\$ 11,649,948	\$ 12,165,187	\$ 12,416,967	\$ 12,625,476
Salaries, Wages, Benefits							
less: Labor Vacancy Savings		116,499	116,499	116,499	182,578	186,193	189,382
Personnel	\$ 11,645,544	\$ 11,533,449	\$ 11,533,449	\$ 11,533,449	\$ 11,982,609	\$ 12,230,774	\$ 12,436,094
Non-Personnel	458,709	598,990	950,763	975,763	711,733	642,066	642,066
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	190,631	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	\$ 14,901,496	\$ 15,121,694	\$ 15,327,014
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	\$ 14,926,493	\$ 15,147,109	\$ 15,352,429
Projected Surplus/(Shortfall) {Rev - Exp}	\$ 359,732	\$ (135,345)	\$ (478,954)	\$ (350,343)	\$ (259,071)	\$ (263,958)	\$ (225,313)
GROSS FUND BALANCE {Bal + Rev - Exp}	\$ 1,461,883	\$ 1,326,538	\$ 982,929	\$ 1,111,540	\$ 852,470	\$ 588,512	\$ 363,199

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	\$ 192,951	\$ 194,395
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	\$ 29,930	\$ 34,930	
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	\$ 105,930	\$ 110,930	\$ -
Projected Surplus/Shortfall (Rev - Exp)	\$ (29,024)	\$ 50,295	\$ 44,983	\$ 38,773	\$ 6,444	\$ 1,444	\$ 20,000
GROSS FUND BALANCE (Bal + Rev - Exp)	\$ 147,734	\$ 198,029	\$ 192,717	\$ 186,507	\$ 192,951	\$ 194,395	\$ 214,395

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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	\$ 88,554		
BPL Foundation							
Donations/Private	7,028			6,415			
Interest/Misc. Revenues	1,360			1,000			
TOTAL REVENUE:	\$ 100,539	\$ 75,000	\$ 75,000	\$ 65,222	\$ 88,554	\$ -	\$ -
Expenditures							
Operations							
Personnel	\$ 16,374	\$ 27,252	\$ 37,419	\$ 37,419	\$ 4,733		
Non-Personnel	25,501	269,454	206,808	160,615	51,381		
Professional Services	62,732	42,491	96,002	60,000	35,190		
Library Materials	59,146	60,050	67,300	25,000	67,171	40,000	
Computer Hardware/Software							
CIP (Infrastructure)			6,580				
Subtotal:	\$ 164,648	\$ 399,247	\$ 414,109	\$ 283,034	\$ 158,475	\$ 40,000	\$ -
TOTAL EXPENDITURES:	\$ 164,648	\$ 399,247	\$ 414,109	\$ 283,034	\$ 158,475	\$ 40,000	\$ -
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

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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	\$ 1,552,077
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	699,930	523,977
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	\$ 11,249,930	\$ 1,553,438
Projected Surplus/Shortfall (Rev - Exp)	\$ 9,955,299	\$ (1,444,340)	\$ 5,653,972	\$ 954,397	\$ 4,285,049	\$ (11,243,930)	\$ (1,551,938)
GROSS FUND BALANCE (Bal + Rev - Exp)	\$ 9,955,299	\$ 8,510,959	\$ 14,164,931	\$ 9,465,356	\$ 12,796,007	\$ 1,552,077	\$ 140

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BERKELEY PUBLIC LIBRARY
DIVISION BY FTE

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Dep/Div	Position	FTE			
		FY13 Pr	FY12 Pr	FY11	FY10
9101	Administration	9.000	9.000	9.000	9.000
9102	Information Systems	5.000	5.000	5.000	5.000
9103	Facilities	2.000	2.000	2.000	2.000
9201	Circulation Services	24.175	24.175	21.375	21.750
9202	Children's Services	9.525	9.525	10.925	10.925
9203	Art+Music	3.800	3.800	6.550	6.550
9204	Reference	8.900	8.900	8.900	8.900
9205	Literacy Programs	2.500	2.500	2.500	2.500
9302	North Branch	8.625	8.625	8.625	8.625
9303	South Branch	6.325	6.325	6.325	6.325
9304	West Branch	7.325	7.325	7.325	7.325
9305	Claremont Branch	7.950	7.950	8.450	8.450
9306	Special Services			1.000	1.000
9307	Tool Lending	2.075	2.075	2.125	2.125
9401	Technical Services	10.500	10.500	13.675	14.425
9402	Collections Management	2.000	2.000		
Total	Berkeley Public Library	109.700	109.700	113.775	114.900

BERKELEY PUBLIC LIBRARY
POSITION FTE SUMMARY BY CLASSIFICATION

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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
	LIBRARY PAGE	1.050	1.050	0.000	0.000
Total	Berkeley Public Library	109.700	109.700	113.775	114.900

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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
	LIBRARY PAGE		1.050	1.050		
9201	Circulation Services		24.175	24.175	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
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

BERKELEY PUBLIC LIBRARY
 POSITION FTE SUMMARY DETAIL

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Dep/Div	Position	Pos #	FTE			
			FY13 Pr	FY12 Pr	FY11	FY10
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
	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
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
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
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		109.700	109.700	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	Administration - Staff development/events/refreshments	\$ 9,731	\$ 125	\$ 7,500	\$ 2,106
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, Outreach	\$ 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		\$ 200	\$ 300
10	Collection Development / Opening day North & Claremont	\$ 20,000			\$ 20,000
11	Branch FF closures and openings	\$ 2,000			\$ 2,000
TOTALS		\$ 88,554	\$ 4,733	\$ 36,190	\$ 47,631

Revised 05.04.11



BERKELEY PUBLIC LIBRARY

ACTION CALENDAR

May 11, 2011

To: Board of Library Trustees

From: Donna Corbeil, Director of Library Services

Subject: RECOMMENDATION TO CITY COUNCIL ON FY 2012 LIBRARY TAX RATE

RECOMMENDATION

Adopt a resolution to recommend that the Berkeley City Council set the FY 2012 tax rate for the Library Services Tax at \$0.1650 (16.50 cents) per square foot for dwelling units and \$0.2496 (24.96 cents) per square foot for industrial, commercial, and institutional buildings, based on the per capita personal income growth factor of 2.51% for the state of California.

FISCAL IMPACT OF RECOMMENDATION

The total revenue generated by the Library Tax in FY12 is expected to be approximately \$14,381,922 (*net of Alameda County billing and collection fees*). It is estimated that the tax will cost residential taxpayers no more than the following average amounts during Fiscal Year 2012:

<u>Square Feet</u>	<u>Annual Tax</u>	
	<u>FY12</u>	<u>FY11</u>
1,200	\$197.95	\$193.08
1,500	\$247.43	\$241.35
1,900	\$313.42	\$305.71
3,000	\$494.87	\$482.70
3,900	\$643.33	\$627.51
10,000	\$1,649.55	\$1,609.00

It is estimated that the cost of the tax for a 1,500 square foot commercial establishment will increase to \$374.33 in FY12 from \$365.10 in FY11.

BACKGROUND

The Central Library and neighborhood branch libraries will have received almost 97% of their 2011 fiscal year funding through a citywide special tax (referred to as the Library Relief Act of 1980) of \$0.1609 per square foot on all improvements to residential real property in the City of Berkeley, and \$0.2434 per square foot on all improvements to industrial, commercial, and institutional real property. The purpose



of this voter-approved tax is to provide a stable revenue source to assure the provision of library services at the level which permits library operations six days a week at branch libraries, seven days a week at the Central Library, and which permits the purchase of library materials at levels which are commensurate with the libraries' hours of service, staffing, and patron needs.

CURRENT SITUATION

Currently, Berkeley's Library Tax raises approximately \$14.0 million per year and is indexed to the greater of either the consumer price index in the immediate San Francisco Bay Area or the per capita personal income growth factor in California. The Director of Library Services recommends that the Board of Library Trustees recommend that the City Council adjust the tax rate by the 2.51% increase in the per capita personal income growth factor in California which is greater than the 1.54% increase in the April 2011 San Francisco Bay Area Consumer Price Index. This recommended action will result in a rate increase from \$0.1609 in FY11 to \$0.1650 in FY12 on residential property and from \$0.2434 in FY11 to \$0.2496 in FY12 on industrial, commercial, and institutional property.

ALTERNATIVE ACTIONS

The alternative action of adopting the April 2011 San Francisco Bay Area Consumer Price Index of 1.54% would [hold the revenue projection for FY 2012 at the FY 2010 level due to the negative movement in the rate](#). This is not recommended due to increased cost factors for wages and materials in the FY 2012 Library budget. Whereas, adoption of the per capita personal income growth factor in California would result in an increase to the Library Tax Fund of approximately \$352,147 over FY11 projected receipts.

FUTURE ACTION

The Board's recommendation will be forwarded to the City's Director of Finance for inclusion as a submittal to the City Council for action.

Attachments:

1. Resolution



**BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

Attachment 1

RESOLUTION NO.: R11-__

RECOMMEND THAT THE BERKELEY CITY COUNCIL SET THE FY 2012 TAX RATE FOR THE LIBRARY SERVICES TAX AT \$0.1650 (16.50 CENTS) PER SQUARE FOOT FOR DWELLING UNITS AND \$0.2496 (24.96 CENTS) PER SQUARE FOOT FOR INDUSTRIAL, COMMERCIAL, AND INSTITUTIONAL BUILDINGS, BASED ON THE PER CAPITA PERSONAL INCOME GROWTH FACTOR IN CALIFORNIA OF 2.51%

WHEREAS, each year the City Council adopts an ordinance to establish the rate for the Library Services Tax, which supports the Library's operations; and

WHEREAS, the increase is based on the greater of either the San Francisco Bay Area Consumer Price Index or the per capita Personal Income Growth in California; and

WHEREAS, the Board of Library Trustees makes a recommendation to the City Council each year on the adoption of a tax rate for Library Services, with a potential increase in the Library Services Tax rate based on the greater of either the Consumer Price Index for the San Francisco Bay Area or the per capita Personal Income Growth for the state of California; and

WHEREAS, for April 2011 the San Francisco Bay Area Consumer Price Index is 1.7168% and the per capita Personal Income Growth for California is 2.51%.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to recommend that the Berkeley City Council set the FY 2012 tax rate for the Library Services Tax at \$0.1650 (16.50 cents) per square foot for dwelling units and \$0.2496 (24.96 cents) per square foot for industrial, commercial, and institutional buildings, based on the per capita Personal Income Growth for California of 2.51%.

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

May 11, 2011

TO: Board of Library Trustees

FROM: Donna Corbeil, Director of Library Services

SUBJECT: DISCUSSION AND NOMINATIONS FOR THE SELECTION OF BOARD CHAIRPERSON (PRESIDENT) AND VICE-CHAIRPERSON (VICE-PRESIDENT)

INTRODUCTION

Each year the Board of Library Trustees elects Officers for a one-year term. Following discussion, the Board will nominate Trustees to sit as Chairperson and Vice-Chairperson, for the remaining term. Due to the end-of-the current Chair's appointment term an election will be held for the term commencing May 12, 2011 through November 2011.

FISCAL IMPACT

This report will have no fiscal impacts.

BACKGROUND

Each year the Board of Library Trustees appoints a Trustee to sit as Chairperson and a second Trustee to sit as Vice-Chairperson for the following year. *Section 3.04.040 Organization of Board* of the City of Berkeley Municipal Code specifies that each year the Board of Library Trustees shall elect one of its member's president and another vice president for a term of one year at the first meeting of the board in October of each year.

CURRENT SITUATION AND ITS EFFECTS

For the past seven months, Trustee Susan Kupfer has sat as the Chairperson for the Board of Library Trustees and Trustee Darryl Moore has held the post of Vice-Chairperson. At the November 10, 2010 Board meeting nominations were made from the floor; a unanimous vote resulted in the election of Chair Kupfer and Vice-Chair Moore, per Resolution R10-085. Appointments were made effective immediately, with the gavel handed from Chair Moore to Chair Kupfer. The term set at that time was from November 10, 2010 until the time of election in 2011 for Vice-Chair and May 2011 for Chair to coincide with the end of Trustee Kupfer's second term appointment.

Process

In October of each year, an open nominations process is followed for the election of officers for the Board of Library Trustees Chair and Vice-Chair one-year term to the Board of Library Trustees.



Nominations taken “from the floor” allow all of the Trustees the opportunity to nominate others as well as themselves.

The election of officers is a public process, with the vote announced at the conclusion of voting. The one-year term will commence at the first scheduled meeting in November.

FUTURE ACTION

No future action is needed.

Attachments:

Resolution



RESOLUTION NO.: 11-__

**APPOINTMENT OF A TRUSTEE TO SIT AS CHAIRPERSON AND A TRUSTEE TO SIT AS VICE-CHAIRPERSON
FOR THE BOARD OF LIBRARY TRUSTEES**

WHEREAS, each year the Board of Library Trustees must appoint a Chairperson and Vice-Chairperson to sit in those capacities for the following year; and

WHEREAS, the Board wishes to establish a consistent practice for this process to be followed in the current term and in the future, such that in October of each year, an open nominations process will occur, to be followed by election of Library Trustee Chair and Vice-Chair for a one-year term to the Board of Library Trustees; and

WHEREAS, nominations will be taken "from the floor", thereby allowing all of the Trustees the opportunity to nominate others as well as themselves; and

WHEREAS, the election of officers is a public process, with the vote announced at the conclusion of voting with the term commencing at the first scheduled meeting in November.

WHEREAS, given the circumstance whereby Trustee Susan Kupfer's second term appointment will end on May 13, 2011 leaving the position of Chair vacant;

WHEREAS, it is advantageous for the functioning of the board to fill this vacancy commencing May 14, 2011 through elections in November 2011;

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to appoint _____ to sit as Chairperson from May 12, 2011 through the timing of election in November 2011 and to appoint _____ to sit as Vice-chair for the same period.

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

INFORMATION CALENDAR

MAY 11, 2011

TO: Board of Library Trustees

FROM: Donna Corbeil, Director of Library Services

SUBJECT: MAY 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
- Meetings with branch project contractors / construction kick-off meetings

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

ZAB/LPC

South & West projects

The results of the Special ZAB/LPC meeting held on April 14, 2011 are summarized below, the full recording of the meeting and all documents are on the city website at:

http://www.cityofberkeley.info/zoningadjustmentsboard/#Current_Year

In addition, the action minutes are posted at the ZAB site:

http://www.ci.berkeley.ca.us/uploadedFiles/Planning_and_Development/Level_3_-_ZAB/ac041411-LPC-ZAB.pdf

Actions:

1. Decision of Zoning Adjustment Board for Final EIR for South and West Branch Library projects
 - After conducting a public hearing the *board Certified the FEIR* by a vote of 7 (yes) – 1 (no) & 1 absent
2. Decision of Landmarks Preservation Commission for Alteration of a Landmark at 1125 University Ave (West Branch Library)
 - An application for a Demolition Permit was submitted on July 29, 2010;
 - ZAB certification of the FEIR for a demolition (#1 above);
 - LPC conducted a public hearing on the request;
 - *Demolition permit was approved* by a vote of 7 (yes) – 2 (no)
3. The Landmarks Preservation Commission considered a Referral of Demolition for the South Branch Library to consider initiation as landmark or structure of merit, or to provide comments to ZAB. The LPC had considered this issue at their May 6, 2010 meeting and took no action at that time.
 - Following the certification of the Final EIR by ZAB (see #1 above) they were given an opportunity to consider again;
 - Conducted a public hearing;
 - *Voted to take no action on demolition referral* and reaffirm decision to not initiate landmark status (noted above) by 7 (yes)-1 (no)-1 (abstain)
4. Decision of Zoning Adjustment Board for Use Permit #10-10000045-1125 University Avenue (West branch)
 - Conducted a public hearing;
 - Approved Use Permit to demolish existing building;
 - Approved Use permit to construct a new building;
 - Approved Use Permit to waive requirement for ground floor commercial use, to reduce rear setback requirement, and to waive off-street parking requirement;
 - *A use permit which included all of the above approved* by one vote by 8 (yes)-1 (abstain)
5. Decision of Zoning Adjustments Board for Use Permit #10-10000031-1901 Russell Street (South Branch)
 - Conducted a public hearing;
 - Approved Use Permit to demolish existing building;
 - Approved Use Permit to construct a new building;
 - Approved Use Permit to reduce building setbacks on front (Russell Street), rear (north) and street side (MLK, Jr Way), to exceed maximum lot coverage, to waive off-street parking requirement, and to allow driveway width to exceed 20 feet;
 - *A use permit which included all of the above approved* by one vote by 7 (yes)-2 (abstain)



Next steps in the process for the South and West projects are described below under City Council. Hearings will be set for the May 17, 2011 Council meeting.

City Council

[South Branch Library \(1901 Russell Street\) - Certify ZAB Action for Review and Set Public Hearing for May 17, 2011 \(PDF\)](#)

Recommendations: Request that the City Council: 1. Certify the Zoning Adjustments Board's (ZAB's) action regarding the South Branch Library for review by the Council, and 2. Put this item on the Council's agenda for May 17, 2011.

[West Branch Library \(1125 University Avenue\) - Certify ZAB and LPC Actions for Review and Set Public Hearing for May 17, 2011 \(PDF\)](#)

Recommendations: Request that the City Council: 1. Certify the actions of the Zoning Adjustments Board (ZAB) and Landmarks Preservation Commission (LPC) regarding the West Branch Library for review by the Council, and 2. Put this item on the Council's agenda for May 17, 2011.

Per the above agenda items on the April 26, 2011 calendar, hearings were set by the council.

[Zoning Ordinance Amendment to Allow Development Flexibility for Existing Public Libraries \(PDF\)](#)

Recommendations: Adopt Resolution certifying Final EIR for the proposed Amendment; *Adopt first reading of an Ordinance to add BMC Section 23C.04.076 to allow (a) existing public libraries to be changed, expanded, or replaced by a new public library on the same site following demolition, and (b) modification of any Zoning Ordinance requirement applicable to such projects with a Use Permit, rather than a Variance. At the April 26, 2011 regular Council meeting the first reading of the Library Zoning Ordinance Amendment was approved with additional language: *This Ordinance shall apply only to the four neighborhood branch library projects funded by Measure FF (2008), and shall be deemed automatically repealed and of no further force or effect upon completion of all those projects.**

A second reading of the ordinance occurred at the regular council meeting of May 3, 2011 and was approved as part of the consent calendar.

North

[Contract: BHM Construction for Renovation and Construction of the North Branch Library \(PDF\)](#)

Recommendation: Adopt a Resolution: Approving plans and specifications for the Berkeley Public Library North Branch Improvement Project; Accepting the bid of BHM Construction; Approving donation to the City of Berkeley in the sum of \$200,000 from the Berkeley Public Library Foundation to fund furnishings, equipment and fixtures at the North Branch Library; 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 \$4,760,000 which includes a contingency of approximately 9%.

The above item was approved by Council on consent on April 26, 2011.

PROJECT UPDATES

Claremont – Temporary Closure

The Claremont Branch Library has begun its temporary closure for improvements. Alternative services are now being offered; *BranchVan* will stop according to the established schedule at St. John's



Presbyterian Church (Garber St. at College Ave.) *BranchVan* service started the week of April 11, 2011 and storytimes began at St. John's on May 5th and will be held weekly on Thursday mornings throughout the branch closure.

Fine Line Construction was issued a *Notice to Proceed* effective Monday, April 26, 2011. The Building Permit is ready for pick-up from the City's Planning Department Offices by the contractor and staff has completed the move out process, fully vacating the building in preparation for construction. Branch furnishings not selected for refinishing, library re-use or storage were distributed to the Berkeley Food and Housing Project and Urban Ore. The book collections have been packed and 550 boxes placed into storage. The branch media collection remains in circulation. A construction site sign has been installed with the title of the project and owner, source of funding, legislative bodies, and names of key consultants and appropriate city staff. In addition, the library will host on our website a link with construction updates and pictures. The web URL is listed on the sign. Additionally, a poster has been installed informing patrons about their holds and returns during the temporary closure and the other open branches and their hours, including the *BranchVan* location and schedule.

North- Temporary Closure

The North Branch last open day for public service was Saturday, April 23, 2011. *BranchVan* service began on April 25th in front of *Live Oak Community Center (Shattuck Ave. at Berryman Str.)* and storytimes began at *Live Oak* on May 10th and will be held weekly on Tuesday mornings throughout the branch closure. Staff is in the midst of closing out the North Branch with process completion slated for May 14th. Kay Chesterfield Company has picked up the branch historic furniture for repair and restoration, which will be reused in the branch. Other furnishings were distributed to the Berkeley Food and Housing Project and Urban Ore. The branch book collections will be packed and stored during the week of May 9th and branch media will remain in circulation. Photographs will be taken, as done at Claremont Branch, to capture the packing and empty facility.

For more service information during the temporary closure including *BranchVan* and children's storytime schedules see our North Branch or Claremont Branch Temporary Closure Guides. For more information check the library's website http://www.berkeleypubliclibrary.org/about_the_library/b-renovation.php or call 510-981-6195.

For project and construction updates and schedules for all locations check the website: <http://www.berkeleypubliclibrary.org/branchimprovements> or call 510-981-6195. .

ATTACHMENTS:

None



BERKELEY PUBLIC LIBRARY

INFORMATION CALENDAR

May 11, 2011

TO: Board of Library Trustees

FROM: Donna Corbeil, Director of Library Services

SUBJECT: MAY 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 California Library Association (CLA) is planning the annual Legislative Day event in Sacramento to bring to legislators and their staffs an update on libraries throughout the state and answer questions about how they are doing. Legislative Day is scheduled for May 18, 2011 this year. All are welcome to join CLA and library supporters in Sacramento.

On Saturday, April 11, 2011, Alan Bern, was one of many hundreds of people who attended the Grand Opening of the Ed Roberts Campus (ERC). He reports, "The event was a wonderful combination of short formal presentations (by Congresswoman Barbara Lee, Mayor Tom Bates, officials from BART, AT & T, J.P. Morgan Chase Bank, and Ed Roberts's mother Zona) and ribbon cutting, tours of all the facilities, chatting, catching up, and mixing in the great halls and on the beautiful and highly functional ramp, enjoying the delicious refreshments, and taking in the brilliant and comfortable design of the building in all its splendor. After these many years, it is a true pleasure to have the building completed and functioning as a true consortium of disability service organizations, a dream that would please the remarkable Ed Roberts very much."

Dayna Holz, Librarian in the Central Library, Art & Music section attended the ARLIS/NA + VRA Joint Conference from March 23 - 28, 2011 in Minneapolis, Minnesota, her report is included (Attachment 1).

Linda Sakamoto-Jahnke, the Berkeley Reads program coordinator, attended and made a presentation at the COABE conference with member so her staff and literacy learners (Attachment 2).



PROGRAMS, SERVICES AND COLLECTIONS

Collections

The field of electronic books is in flux, attached (Attachment 3) is an announcement regarding a change in the ability of libraries to lend this material. Staff will be following the issue carefully and believes that this could be an area where greater public access through the library's website could occur in the future.

Programming

Staff is proud to announce the 30th Annual Quilt Show at the Library. Quilts will be on display at the Central Library, 2090 Kittredge (at Shattuck) from May 10 – June 5, in the second floor display cases and the Historic Lobby. As in the past two years, this show focuses on miniature quilts. However, in honor of the show's 30th anniversary, we are expanding the show with 11 larger quilts as well. The smaller quilts range in sizes from 12" by 12" to literally "postcard" size, 3" x 5". Visitors can take the self-guided tour, using a catalog describing each entry.

The Central Library exhibit, "Then & Now" mixed media paintings by Laila Espinoza has been extended. Mixed-media artist Laila Espinoza exhibits a series of experimental tapestry paintings in Berkeley Public Library's Central Catalog Lobby, 2090 Kittredge at Shattuck, downtown Berkeley, from May 9th through June 19th. Laila's paintings and mixed-media work represent a visual narrative. She uses various metaphorical symbols and materials to communicate an entire story within an image. For this exhibition, Laila has re-worked some of her oldest paintings by cutting up, re-sewing, and adding new elements to them.

Database Training for Public

Staff has prepared and will offer trainings on several of our online access databases: *Art Full Text & Index* and *Novelist Plus*. The *Art Full Text & Index* workshop to be held at the Central Library on Tuesday, May 10th, 6:00pm-7:00pm, 3rd floor Electronic Classroom to introduce this wonderful resource. This database is for visual art enthusiasts: come and explore the vast array of magazines and journals available to you free and online from the Berkeley Public Library. With your library card, you have full text access from home and in the library to a wide range of titles including: American Cinematographer, Aperture, Interior Design, Art Newspaper, Arte y Parte (Spanish), Journal of Artists Books, Print, Modern Painters, Sight and Sound, Studio Potter, and many, many more.

The second workshop on *Novelist Plus* to be held at the Central Library on Tuesday, May 31st, 6:00 pm-7:00 p.m. in the 3rd floor Electronic Classroom, will introduce how to use this database to answer the question what to read next? It can quickly and easily help you find books that match your interests, favorite genres, preferred locales and historical periods. All you need is an up-to-date library card to access both of these databases 24 hours a day, 7 days a week.

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

Patron noticing

Beginning in June, in an effort to save money on postage, the library will reduce the amount of late notices sent via postal mail from 2 to 1 per item. Patrons with email notification also have the advantage of receiving a courtesy notice prior to the due date. Also in June, the library will launch a campaign to inspire patrons to sign up for email notification, or to choose it as their exclusive option if they already have. Advertising materials are being designed now for this campaign, and a \$25 gift certificate to the Friends Bookstore will be given to one randomly selected patron who signs up for email notification.

All Staff Meeting (Schedule late opening)

An all library staff meeting was held on the morning of Friday, April 29th at the Central Library. Among the topics discussed: an update on the bond program, self-check implementation, newly passed laws related to ADA and handling difficult situation training.

DPBID

At the April 26, 2011 City Council meeting the formation of the Downtown Berkeley Property and Business Improvement District (DPBID) will be discussed and action taken. At that meeting Michael Caplan, Economic Development Manager, will recommend Council adopt a Resolution declaring intent to establish the DPBID for the five-year period beginning July 1, 2011 and ending June 30, 2016, with operations to occur over the five year period beginning January 1, 2012 and ending December 31, 2016. The Council will set a public hearing for June 28, 2011 on establishment of the District, and direct the City Clerk to conduct all necessary proceedings for establishment of the DPBID. As previously noted the Central Library will be located within the proposed zone and therefore will contribute to the fiscal support of the new organization.

Audit Suggestions for Fiscal Year 2012

Ann-Marie Hogan, City Auditor has sent a memo (Attachment 3) to all Commission Secretaries to share Commissioners and board members. The memo asks board members to take a brief survey about which departments or programs should be their highest priority, as well as to identify specific questions they should answer about those departments or programs.

Other

On April 29, 2011, the Joint Powers Authority (JPA) that governs the Santa Clara County public library system voted to change the terms of lending, authorizing a non-resident fee.

"In response to dramatic reductions in State funding and an increasing demand for library services, on Thursday the Santa Clara County Library District Joint Powers Authority approved an \$80 annual library card fee for non-residents of the District, effective July 1, 2011. Since 1988, the State has reimbursed public libraries for lending materials to non-residents of their district, and any resident of California could get a card at any public library in the state. Demands for service have increased to a point that the Santa Clara County Library District lends far more books to non-residents than District residents borrow from



other libraries. At one time, the Library received over \$2 million annually to partially reimburse the cost of this service.

In the midst of an increasing deficit, the Governor's proposed budget includes the elimination of \$30.4 million in state funding for three of California's most valuable public library programs: The Public Library Foundation, the California Literacy Program and the Transaction Based Reimbursement, a cooperative system of borrowing and loaning books that has existed statewide for several decades. The State Budget for Fiscal Year 2012 eliminates all funding for public libraries, including those that are part of the Santa Clara County Library District. "

We will be conferring with other Bay area libraries on their response to this initiative and will determine any possible impact on Berkeley and report to the Board in the future. No action is needed at this time.

Attachments:

1. Dayna Holz conference report
2. Linda Sakamoto-Jahnke report
3. Amazon to launch library lending for Kindle
4. Audit suggestion memo

Dayna Holz
Librarian, Art & Music Department
Berkeley Public Library

April 7, 2011

Report from conference attendance, ARLIS/NA + VRA Joint Conference, March 23 - 28, 2011, Minneapolis, Minnesota

I would like to thank the library for making my trip possible to the ARLIS/NA + VRA (Art Libraries Society of North America and the Visual Resources Association) Joint Conference in Minneapolis. I attended the conference from March 24 - 28 and am grateful that the library was able to support my time away from work as well as the conference registration fee and per diem meal costs. I believe that attending professional conferences is tremendously useful in developing my abilities as a librarian, and betters my understanding of our work at BPL in context of the library community. This conference particularly addressed my role as an art and architecture subject specialist in the Art & Music department, and I found it invigorating to be surrounded by hundreds of librarians with similar interests and challenges.

While the conference was mainly centered on issues associated with academic libraries, where the majority of art subject specialists are employed, there was a session devoted to the challenges faced by art librarians in public libraries. Our own circulating slide collection was featured during one of the presentations, describing how specialized collections are valued by patrons. We're famous! Entitled "Survival Techniques for Public Librarians," the session was a sobering reminder of how fortunate we are to sustain a department devoted to the arts when public libraries are forced to generalize their collections and services.

Another session of particular interest was "Engaging New Technologies," a fast-paced overview of emerging new technologies that affect library users and content providers. There was emphasis on Web 3.0 and the semantic web - concepts that center on a machine-facilitated understanding of information. It's not enough just to explore social networking and Web 2.0, users now expect information to be aggregated from different sources and analyzed according to their individual interests and needs. While users don't necessarily demand that analyzed results come from the library, librarians play an important role in the future of the semantic web by providing authoritative content, something the semantic web relies on and seeks out as opposed to more general site harvests in the "regular" web. Dozens of new software applications and utilities were discussed, many of which could be applied at BPL to improve services.

Recurring themes during the conference centered on changing publishing practices in the arts and copyright concerns - two factors in the overall shift from print to electronic media. Rights to reproduce images constitute a significant challenge and expense for digital versions of books and magazines. E-books and full-text periodical access for art resources are of limited usefulness when the images are excluded. There was interesting dialogue throughout the conference on the moral rights of artists, fair use, orphan works, and the role and responsibility of libraries in the copyright debate.

Being at the conference in person was also a great opportunity to talk with vendors, and to be able to browse books that we can generally only access through short reviews or title listings. Seeing how art books are laid out, their size and scholarly nature, and especially how they're bound (will it survive the book drop?), provide incredibly useful information when deciding how to spend our book buying budget. I also learned about new features to Wilson's Art Index & Full Text database which we subscribe to, and discovered another periodical database that would be great to add to our offerings.

Along with connecting with colleagues and some wonderful tours (a librarian-only reception at the Walker Art Center!), I felt that attending the conference contributed to enhancing my professional work at BPL and to my understanding of our role in the overall profession. I feel it's important for BPL to be represented in these professional contexts, and I again thank the library for supporting my professional development pursuits.

Report from Linda Sakamoto-Jahnke

At the annual Commission on Adult Basic Education/ California Council for Adult Education Conference in San Francisco (April 19, 2011), Berkeley READS presented three workshop sessions including Cultural Arts Literacy in Educating the Whole Person and two Adult Learner Panels (Adult Learner Leadership Institute and From Shame to Learner to Leader) which were led by a Berkeley READS learner as the panel facilitator. This learner has also presented on behalf of all learners statewide in advocating for the continuation of California Library Literacy Services funding at two State Capitol Budget Subcommittee meetings which addressed the issues of California State Library Proposed Budget and Reduction to Local Assistance Budget.

Amazon to Launch Library Lending for Kindle Books

Customers will be able to borrow Kindle books from over 11,000 local libraries to read on Kindle and free Kindle reading apps

Whispersyncing of notes, highlights and last page read to work for Kindle library books

SEATTLE, Apr 20, 2011 (BUSINESS WIRE) -- (NASDAQ: AMZN)-- Amazon today announced Kindle Library Lending, a new feature launching later this year that will allow Kindle customers to borrow Kindle books from over 11,000 libraries in the United States. Kindle Library Lending will be available for all generations of Kindle devices and free Kindle reading apps.

"We're excited that millions of Kindle customers will be able to borrow Kindle books from their local libraries," said Jay Marine, Director, Amazon Kindle. "Customers tell us they love Kindle for its Pearl e-ink display that is easy to read even in bright sunlight, up to a month of battery life, and Whispersync technology that synchronizes notes, highlights and last page read between their Kindle and free Kindle apps."

Customers will be able to check out a Kindle book from their local library and start reading on any Kindle device or free Kindle app for Android, iPad, iPod touch, iPhone, PC, Mac, BlackBerry, or Windows Phone. If a Kindle book is checked out again or that book is purchased from Amazon, all of a customer's annotations and bookmarks will be preserved.

"We're doing a little something extra here," Marine continued. "Normally, making margin notes in library books is a big no-no. But we're extending our Whispersync technology so that you can highlight and add margin notes to Kindle books you check out from your local library. Your notes will not show up when the next patron checks out the book. But if you check out the book again, or subsequently buy it, your notes will be there just as you left them, perfectly Whispersynced."

With Kindle Library Lending, customers can take advantage of all of the unique features of Kindle and Kindle books, including:

- Paper-like Pearl electronic-ink display
- No glare even in bright sunlight
- Lighter than a paperback - weighs just 8.5 ounces and holds up to 3,500 books
- Up to one month of battery life with wireless off
- Read everywhere with free Kindle apps for Android, iPad, iPod touch, iPhone, PC, Mac, BlackBerry and Windows Phone
- Whispersync technology wirelessly sync your books, notes, highlights, and last page read across Kindle and free Kindle reading apps
- Real Page Numbers - easily reference passages with page numbers that correspond to actual print editions

Amazon is working with OverDrive, the leading provider of digital content solutions for over 11,000 public and educational libraries in the United States, to bring a seamless library borrowing experience to Kindle customers. "We are excited to be working with Amazon to offer Kindle Library Lending to the millions of customers who read on Kindle and Kindle apps," said Steve Potash, CEO, OverDrive. "We hear librarians and patrons rave about Kindle, so we are thrilled that we can be part of bringing library books to the unparalleled experience of reading on Kindle."

Kindle Library Lending will be available later this year for Kindle and free Kindle app users. To learn more about Kindle go to www.amazon.com/kindle.

About Amazon.com

Amazon.com, Inc. (NASDAQ: AMZN), a Fortune 500 company based in Seattle, opened on the World Wide Web in July 1995 and today offers Earth's Biggest Selection. Amazon.com, Inc. seeks to

be Earth's most customer-centric company, where customers can find and discover anything they might want to buy online, and endeavors to offer its customers the lowest possible prices. Amazon.com and other sellers offer millions of unique new, refurbished and used items in categories such as Books; Movies, Music & Games; Digital Downloads; Electronics & Computers; Home & Garden; Toys, Kids & Baby; Grocery; Apparel, Shoes & Jewelry; Health & Beauty; Sports & Outdoors; and Tools, Auto & Industrial. Amazon Web Services provides Amazon's developer customers with access to in-the-cloud infrastructure services based on Amazon's own back-end technology platform, which developers can use to enable virtually any type of business. Kindle, Kindle 3G and Kindle DX are the revolutionary portable readers that wirelessly download books, magazines, newspapers, blogs and personal documents to a crisp, high-resolution electronic ink display that looks and reads like real paper. Kindle 3G and Kindle DX utilize the same 3G wireless technology as advanced cell phones, so users never need to hunt for a Wi-Fi hotspot. Kindle is the #1 bestselling product across the millions of items sold on Amazon.

Amazon and its affiliates operate websites, including www.amazon.com, www.amazon.co.uk, www.amazon.de, www.amazon.co.jp, www.amazon.fr, www.amazon.ca, www.amazon.cn, and www.amazon.it. As used herein, "Amazon.com," "we," "our" and similar terms include Amazon.com, Inc., and its subsidiaries, unless the context indicates otherwise.

To: City of Berkeley Commissioners
From: Ann-Marie Hogan, City Auditor
Subject: Audit Suggestions for Fiscal Year 2012
Date: April 25, 2011

Have you ever wanted to know:

- How well City departments achieve the intended outcomes of services provided?
- If City departments collect all the revenue they are due and as quickly as possible?
- Whether staffing cuts due to budget constraints put City resources at risk for loss?

The City Auditor's performance audits have answered these questions and others. We develop an audit annually for the upcoming fiscal year based on ideas from people like you, who know what's going on in City departments and where there might be opportunities for improvement. We'd like to tap into your expertise and experience as City commissioners to get a few good ideas about what questions we should answer in our audits during fiscal year 2012. We're looking for ideas for audits that can lead to:

- Ways to streamline services (efficiency)
- Improved program outcomes or service delivery (effectiveness)
- Cost savings or avoidance of risks that can lead to fraud, waste or abuse (protection of City assets and public trust)

We'd like you to take a brief survey [[INSERT LINK](#)] about which departments or programs should be our highest priority, as well as to identify specific questions we should answer about those departments or programs. Alternatively, you may send us your ideas by e-mail at auditor@cityofberkeley.info, call us at 981-6750, or send us a request using the attached form.

We are available to come to any of your meetings throughout the year if you'd like to hear more about what we do and how we select our audit topics. Feel free to contact us at any time, at the e-mail address or phone number above, if you would like to schedule us to come to one of your meetings.

Thank you for all you do for the City. We hope to hear from you soon.

Sincerely,

Ann-Marie Hogan, City Auditor

Harriet Richardson, Audit Manager



BERKELEY PUBLIC LIBRARY

INFORMATION CALENDAR

May 11, 2011

TO: Board of Library Trustees
FROM: Dennis Dang, Administrative Services Manager
SUBJECT: FY 2011 – 3rd Quarter Update

INTRODUCTION

The purpose of this report is to summarize 3rd quarter FY 2011 financial performance.

FISCAL IMPACT

There is no fiscal impact from this report.

BACKGROUND

All Library Fund group revenues totaled \$26,206,245 of which two revenue sources comprised 97.7% of year-to-date receipts. The July 20, 2010 sale of the second and final series of Measure FF bonds (Measure FF Fund 308) brought in \$16,428,536 or 62.7% of revenue followed by library tax revenue of \$9,187,873 or 35.0% (Library Tax Fund 301). All Fund group expenditures were \$25,806,891. The bulk of expenditures were charged out of the two aforementioned Fund groups receiving the majority of Library revenues.

On an operational Fund basis, Library and related City of Berkeley accounts actual year-to-date third quarter revenues excluding gifts (Gifts Fund 306), and the Branch Libraries Improvement Program Funds (FF&E Fund 307 and Measure FF Fund 308) were \$9,587,550; with expenditures of \$10,112,113 net of encumbrances.

For fiscal year 2011 the adopted budget forecasted deficit spending of \$85,050 (excluding Funds 306, 307, and 308). This was followed by a revised expenditure budget estimate to the Library Tax Fund increasing spending by \$391,547, the bulk of which is due to implementation of the new Bibliotheca sourced self-check system; offset by an upward revision of \$124,986 to \$14,029,775 in estimated tax receipts from the County. Consequently at the close of the fiscal year's 3rd quarter the combined Funds projected deficit is \$311,570.

CURRENT SITUATION AND ITS EFFECTS

Library Tax Fund

At the end of the 3rd quarter, year-to-date Library Tax Fund revenue consisting of the dedicated library tax, fines and fees, and miscellaneous sources totaled \$9,412,948. The library tax component generated

\$9,187,873 representing 97.6% of to-date Fund receipts and is expected to bring in a further \$4,841,902 to reach an expected total of \$14,029,775 based on the most recent tax roll billings to the County available from the City's Revenue Collection Division.

YTD actual Fund expenditures, excluding encumbrances, at \$10,061,706 represented 68.5% of the full-year adjusted total budget, and were 8.7% favorable to the 75% third quarter benchmark. Including encumbrances of \$670,705, expenditures remained favorable to the adjusted budgeted, at 73.0%. Labor costs at \$8,455,183 contributed to the overall Fund favorability falling 2% below the period benchmark. The favorability exhibited by labor was concentrated in account 11-01 career staff and is primarily due to vacancy savings realized in excess of the 1.0% salary savings applied this fiscal year; this was partially offset by increased costs in 11-03 (intermittent pay) and 11-60 (overtime) attributable in large part to materials tagging costs related to the new self-check system implementation as well as normal staff backfilling to maintain customer service levels. Non-labor spending without encumbrances was 51.1% of the adjusted budget and 72.5% when including encumbrances. To date encumbrances are primarily monies set-aside for utility, security, and janitorial costs, along with new self-check equipment and supplies.

All Other Funds

All Other Funds is comprised primarily of funding from California State Library administered programs such as the Direct Loan Program (Direct Loan Fund 302), the California Library Literacy Services program (Grants Fund 304), the Library Services and Technology Act (Grants Fund 304), and the Public Library Fund (Public Library Fund 305).

On a consolidated basis All Other Funds ended the period with year-to-date revenues of \$174,602 or 97.0% of the adjusted budget.

The Direct Loan Fund added \$30,351 over second-half receipts of which \$25,660 was derived from direct loan transactions bringing year-to-date revenues to \$67,812. The Grants Fund and the Public Library Fund have received all expected revenue for the fiscal year with receipt tallies of \$69,808 and \$36,982, respectively.

Of 3rd quarter receipts to the Grants Fund which supports all grant revenue, two BALIS grants totaling \$23,000 were received by the Library: \$3,000 to fund a program directed towards Berkeley teens to document and encourage the development of improved branch libraries, and \$20,000 to broaden the access and transparency of cutting edge consumer technology in the Library.

As previously mentioned in the Mid-year 2011 report regarding the Direct Loan Fund, State Library projections forecast a shortfall in Direct Loan Program funding to provide reimbursement at the approved dollar value per transaction; consequently, residual program funds, if any, will be released pending a determination of actual costs at the end of the fiscal year. That is to say, Direct Loan Fund payments are assessed an increased withhold rate of 85% applied to the FY 2011 transaction value, versus a withhold rate of 80% in FY 2010, and 66% in FY 2009.

Gift Fund

The Gift Fund includes monies accumulated through the donations from the Berkeley Public Library Foundation, the Friends of the Berkeley Public Library, the Alice Meyer Trust Fund, the Max Delaware-Niedorf Fund, as well as individuals and other organizations who support the mission of the Berkeley Public Library.

Fund revenues to date total \$64,766, an increase of \$13,060 during the quarter. Of this total, the Friends of the Library issued the last installment in the amount of \$7,808 of their FY11 gift as well as a \$500 gift for branch closure festivities, the Raymond Family Foundation donated \$2,500 to Berkeley READS, and the Lashoff Family provided \$1,375 to Art and Music for binding of musical scores.

Measure FF Funds

At the end of March, net proceeds into the Measure FF Fund stood at \$16,453,170, reflective of an uptick of \$6,831 over the previous quarter close due to earned interest. Third quarter expenditures hit \$3,803,710, a rise of \$164,567 from the 2nd quarter primarily attributable to contracts for artists and movers for the North and Claremont branches, consulting fees related to EIR work, and city permitting fees.

The FF&E Fund received \$100,000 from the Foundation; expenditures at \$17,155, of which \$16,900 were encumbered monies, remain unchanged from the second quarter.

FUTURE ACTION

The Library continues to closely monitor its Funds and remains committed to working with the board and staff to maintain existing service levels while seeking to address operational fiscal imbalances.

At the year-end close of FY 2011 results a report summarizing the fiscal year will be presented to the board.

Attachments:

1. Revenue Summary for All Funds: FY11 Q3
2. Expenditure Summary for All Funds: FY11 Q3

data as of:
15-Apr-11

BERKELEY PUBLIC LIBRARY
REVENUE SUMMARY ALL FUNDS MARCH FY11

Berkeley Public Library

Ele/Obj	Account Description	Lib Dscr 301	DL/ILL 302	Grants 304	Pub Lib 305	Gift 306	FF&E 307	Mse FF 308	Rfse Coll 820	Revenue FY11
01-01	Refund on Bills	2,000								2,000
05-01	Over and Shorts									
10-01	Collection by City									
10-17	2009 Brnch Lib Improvements Project							15,943,320		15,943,320
13-15	Library Tax	13,904,789								13,904,789
20-07	Library Svc&Constr Act			50,000						50,000
20-11	Library Fines	200,000								200,000
20-12	Link + Fines									
20-15	Lost Book Fines	30,000								30,000
20-17	Lib/Fin Act/S.B. 358				40,000					40,000
20-21	Tool Lending Fines	20,000								20,000
23-12	BPL Foundation						50,000			50,000
23-13	Friends of BPL					75,000				75,000
30-01	Interest-Investment Pool							10,000		10,000
50-02	Inter-Library Book Loan		5,000							5,000
50-03	Direct Book Loan		65,000							65,000
65-01	Meeting Room Fees	2,000								2,000
80-99	1-Time Grant /w Proj Code									
99-01	Appropriations Ord #1									
99-03	Donations									
99-99	Miscellaneous Revenue	8,500	20,000							28,500
Adopted	Berkeley Public Library	14,167,289	90,000	50,000	40,000	75,000	50,000	15,953,320		30,425,609

01-01	Refund on Bills	2,000								2,000
05-01	Over and Shorts									
10-01	Collection by City									
10-17	2009 Brnch Lib Improvements Project							15,943,320		15,943,320
13-15	Library Tax	13,904,789								13,904,789
20-07	Library Svc&Constr Act			50,000						50,000
20-11	Library Fines	248,000								248,000
20-12	Link + Fines									
20-15	Lost Book Fines	30,000								30,000
20-17	Lib/Fin Act/S.B. 358				40,000					40,000
20-21	Tool Lending Fines	20,000								20,000
23-12	BPL Foundation						50,000			50,000
23-13	Friends of BPL					75,000				75,000
30-01	Interest-Investment Pool							10,000		10,000
50-02	Inter-Library Book Loan		5,000							5,000
50-03	Direct Book Loan		65,000							65,000
65-01	Meeting Room Fees	2,000								2,000
80-99	1-Time Grant /w Proj Code									
99-01	Appropriations Ord #1									
99-03	Donations									
99-99	Miscellaneous Revenue	8,500	20,000							28,500
Adjusted	Berkeley Public Library	14,215,289	90,000	50,000	40,000	75,000	50,000	15,953,320		30,473,609

BERKELEY PUBLIC LIBRARY : EXPENDITURES SUMMARY MARCH FY11

Berkeley Public Library System (w/CoB)

9 75.0%

Encumbered

data as of:
15-Apr-11

Elmnt-Object	Description	Bdgt Org FY11	Bdgt REV FY11	Actuals+Encumbrances						YTD SUM						Mse FF 308	Encmb FY11		
				Lib Dscr 301	DL / ILL 302	Grams 304	Gift 306	FFE 307	Mse FF 308	Actual FY11	% REV Spent	Lib Dscr 301	DL / ILL 302	Grams 304	Gift 306			FFE 307	
50-10	Rental of Land/Buildings	75,500	75,500																
50-20	Rental of Equip/Vehicles	41,500	43,824		18,323														866
50-30	Rental of Office Equipment & Furniture	10,000	16,120	15,136															4,739
50-40	Rental of Software & Licenses	75	75																
	Rentals / Leases	127,075	135,519	15,136	18,323														5,605
51-10	Postage	32,500	32,187	19,931															10,693
51-20	Messenger/Deliver	25,000	25,000																
	Mail Services	57,500	57,187	19,931															10,693
55-11	Office Supplies	27,400	27,647	21,020															9,116
55-20	Field Supplies	189,674	392,628	324,021	6,292														1,810
55-30	Equip & Veh Supp. Supplies		2,183																179
55-34	Equip & Veh Supp. Spare Replacement	4,425	6,152	1,727															1,462
55-50	Food	3,500	9,191	117															1,727
55-60	Library Materials	960,050	967,400	545,945															786
55-70	Misc.		89																6,933
	Supplies	1,185,049	1,405,290	892,830	6,292														158,566
60-20	Outside Janitorial Svcs	180,000	190,631	190,630															72,015
	Purchased Property Services	180,000	190,631	190,630															72,015
65-70	Building	9,630,895	8,100,153																
65-80	Other Infrastructure	135,908	148,471																
	Infrastructure	9,766,803	8,248,624																
68-12	Underwriting Disc/ Insur. Prem																		
	Financing Cost																		
70-41	Machinery and Equipment	8,450	130,978	88,264															68,057
70-42	Vehicles		87,790																
70-43	Furniture and Fixtures	56,000	128,238	1,384															384
70-44	Computers & Printers	50,000	22,467																
70-47	Computer Softwares & Lic	5,000	5,000	3,575															
	Property	119,450	374,473	93,223															68,441
71-10	Small Equipment	21,000	49,860	12,837															6,137
71-43	Mach & Equip: Furniture And Fixtures	60,000	36,794	1,843															53
71-44	Mach & Equip: Computers And Printers	10,000	41,183	30,132															15,612
71-47	Mach & Equip: Software & Licenses	15,000	20,226	18,483															
	Property Under Cap Limit	106,000	148,063	63,295															21,802
75-35	Mail Services	1,661	1,661	1,242															
75-50	City Vehicles/Fuel & Main	4,000	4,000	4,504															
75-60	City Parking Permits	480	1,000	1,000															
75-90	Internal City Training	500	500																
	Internal Services	6,641	7,161	6,746															
82-30	Debt Svc - Issuance Costs	2,400	2,400																
	Debt Service	2,400	2,400																
99-01	Appropriations Ord #1		(317,256)																
99-02	Appropriations Ord #2		(1,249,560)																
99-11	Appropriations Ord #1 Offset Acct		317,256																
	Balance Sheet Accounts		(1,249,560)																
	Other Expenses	13,541,644	14,640,466	2,277,228	24,615	9,497	155,106	17,155	3,777,688	6,261,289	42.8%	670,705	2,504	5,988	14,721	16,900	2,215,931	2,926,749	
	Berkeley Public Library System (w/CoB)	25,228,534	26,339,892	10,732,411	24,615	34,284	194,716	17,155	3,803,710	14,806,891	56.2%	670,705	2,504	5,988	14,721	16,900	2,215,931	2,926,749	



BERKELEY PUBLIC LIBRARY

INFORMATION CALENDAR

May 11, 2011

TO: Board of Library Trustees

FROM: Donna Corbeil, Director of Library Services

SUBJECT: Discussion of Library Work Plan for FY2012 and FY2013

INTRODUCTION

The purpose of this report is to provide introductory information regarding the development of a Library Work Plan for the biennial budget period, FY 2012 and 2013.

FISCAL IMPACT

There is no fiscal impact from this report. However, the process in which a work plan is developed may lead to the identification of budgetary needs and have workload impact.

BACKGROUND

The Library began the practice of developing an annual plan in June 2007 for the FY 08/09 budget period; a similar process and board adoption of the work plan for FY 2010/11 occurred in December 2008.

As is the City's annual budget process, staff develops a citywide work plan, the priorities of which are integrated with the annual budget following Council review. The Library board undertakes a similar effort providing feedback on staff initiated projects, special projects and the integration of board priorities into the plan as projects. This effort is coordinated with the Biennial Budget process, with reports and updates given throughout the year. In keeping with past practice, staff has prepared a draft of proposed projects and information on previous years work plan priorities, including completed and discontinued projects.

Like other City agencies the vast majority of work at the Library can be described as baseline service delivery. The 90% baseline, 10% special projects composition used by the City accurately reflects library operations in most years. A Library example of a special project would be the Branch Library bond program, which represented a significant project and body of work over multiple fiscal years. Baseline work represents what we consider as basic services, such as opening the library the prescribed hours per week, providing reference services, purchasing materials for use by the public, children's programming, etc.



The City's work plan focuses on high priority time specific projects that accomplish specific goals through concentrated efforts. The city uses the following definition to categorize activities as a "project": *Projects have a desired objective, take concentrated resources and effort to achieve, and have a beginning and end.* Throughout the year as projects develop they are planned and budgeted for within the current year's budget or incorporated into future fiscal cycles, such as capital repairs. Regardless, all projects require resources; these may be within the scope of the budget and staff capacity or not, in which case additional resources may be needed to complete them.

The Library has adopted an abbreviated version of the larger City process, as we are one department versus the city's larger scale and scope of responsibilities, which includes some of the key concepts and components. The general process is as follows: identify emerging priority projects and resource needs, evaluate work load and committed resources, then revise work plan and reallocate resources. I have adjusted the steps in the city process to better fit the Library operating and governing structure and the role of the Board.

Step 1: Library staff collects and consider requests for proposed projects from a variety of sources: legislative/municipal mandates, Board of Library Trustees, public interest, grant opportunities, professional literature and conferences, formal planning process (strategic and/or facility planning), and input from library staff.

Step 2: Library staff identifies those projects that are most critical and identify resources, capacity, timelines, and personnel required to complete the work.

Step 3: Library management team reviews and develops recommendations for the Library Work Plan projects. Board of Library Trustees reviews and adjusts projects to meet priorities. A lead staff person is identified for each project.

Step 4: Library Board adopts Work Plan Priority Projects as a component of the budget workshop and annual budget adoption. Periodic reviews and progress reports of projects in the work plan will be given to coincide with ongoing budget reviews. Discuss and adjust to balance emerging priorities.

CURRENT SITUATION AND ITS EFFECTS

The Board has developed budget priorities for FY12/13 as part of the budget workshop process beginning in December 2010. As in past budget cycles these priorities may be included as projects if appropriate. The detailed status sheets for each of the FY10/11 projects was included in the April 11, 2010 BOLT packet. On December 8, 2010 the revised projects for FY 2010/11 were included for discussion, these are updated to include the current status, including completed where appropriate (Attachment 1). At the May 11, 2011 meeting a recommended final budget will be discussed and proposed for adoption. This budget represents both baseline and some ongoing special projects and the identified resources to date for each category, to the extent possible.

Attached is a draft spreadsheet (Attachment 2) of projects, including Board suggested initiatives from meetings throughout the last year, reflecting adopted FY12/13 budget priorities and staff identified projects to date. For each project identified, a separate one-page project work sheet will be developed that includes a brief description, comments, deliverables or the various steps required to complete the



project, detailed timeline, status, budget information and the lead person and/or team. For the purposes of discussion a summary is included for your review and consideration.

FUTURE ACTION

If adopted with revisions at the June 8, 2011 Board meeting, the worksheet and project spreadsheet will be used to capture new projects and to report on approved projects throughout the fiscal year. The work plan will align the work of the Library with the priorities of the Board. It will also provide a context for any new projects that come to fruition throughout the year. This process will ensure new projects carefully consider existing staffing, commitments already on the table, and adequate resources to complete the work. The Board may wish to adopt a priority designation for the projects added to the work plan as the City Council has done. They use the designations of critical initiative (CI), special project (SP), and department project (DP) to further focus resources.

Attachments:

1. FY 10/11 Library projects (Update)
2. Proposed FY 12/13 Project Work Sheet

Library WORKPLAN

LIBRARY PROJECTS
FY 2010 & 2011 (last rev 5/10; Updated May 2011)

	Project Title	Priority	Lead	Budget	Timeline	STATUS 6/11
1	Implement Library Strategic Plan (2009-2012)	CI	Doug Smith	\$5,000 Included in operational budget	Quarterly reports on BOLT agenda, last report given on 2/2011	Last report on 12/09/2009 ;Ongoing in to FY 12
2	Implement branch library improvement program	CI	D. Corbeil, S. Olawski, D. Dang	\$26M	Ongoing Updates given monthly in board packets	Ongoing in to FY 12/13
3	Research and report on evolving self-check and other technologies	CI	A. Abramson & J. Dickinson	TBD	RFP released – staff researching vendors	COMPLETED
4	Consider establishing a library reserve fund	CI	D. Dang, D. Corbeil	3-5% of library operations budget	Include in FY2012-2014 biennial budget process	Ongoing into FY12
5	Confirm the stability of the operating budget and plan for what is on the horizon operationally, to include establishing / maintaining a balanced budget	CI	D. Dang, D. Corbeil	TBD	Submit Revised FY 2011 budget on 5/25/10	COMPLETED Balanced FY 12/13 budget proposed
6	Central Library Layout & Service Improvement Project	DP	Doug Smith	Gift Funds budgeted	Status report at Feb 2011 BOLT meeting	COMPLETED
7	Staff Development / Training Plan	DP	J. Shurson, A. Abramson, S. Olawski	TBD	Ongoing as planned – partially funded by Friends of the Library grant	Ongoing into FY 12

	Project Title	Priority	Lead	Budget	Timeline	STATUS 6/11
8	Circulation Workflow Project	DP	J. Dickinson	TBD	Complete - Investigate automated materials handling	COMPLETED
9	Website	DP	A. Abramson	Software and staff to manage web budgeted	Encore launched February 2010; Ongoing -User interface improvements and respond to public feedback	COMPLETED Encore launch – public interface project in FY12

LIBRARY PROJECTS FY 2012 & 2013 (DRAFT)

	Project Title	Priority	Lead	Budget	Timeline
1	Library Strategic Plan (2009-2012)	CI	Doug Smith	\$10,000	Begin process for updating in FY 2012
2	Implement branch library improvement program	CI	D. Corbeil, S. Olawski, D. Dang	\$26M	Ongoing 2008 - Updates given monthly in board packets
3	Consider establishing a library reserve fund	CI	D. Dang, D. Corbeil	Goal: 3-5% of library budget	FY2013-2014 biennial budget process
5	Staff Development / Training Plan	DP	J. Shurson, A. Abramson, S. Olawski	\$5,000 - @10,000	Focus on technology, wellness & Leadership Training FY12-13
6	Library Website Functionality	DP	A. Abramson	\$10,000 - \$14,000	FY12 User interface improvements and respond to public feedback
8	Voice over IP Phone System Conversion	DP	A. Abramson	FY12 Budget	City in process of selecting vendor
9	E-books and Electronic Resources – study impact of evolving technologies and strategies to respond to public needs and demands	DP	M. McArdle	NA	FY12&13 – implications for resource allocation / material budget

CI = Critical Initiative

SP = Special (Board initiated) Project

DP = Department (staff initiated) Project

Date	Publication	Description	Link / Notes
04/11/2011	Berkeley Daily Planet	Press Release: Berkeley North Branch Library Temporary Closure for Renovations and New Construction From Alan Bern	http://www.berkeleydailyplanet.com/issue/2011-04-13/article/37663?headline=Berkeley-North-Branch-Library-Temporary-Closure-for-Renovations-and-New-Construction
04/12/2011	Berkeley Daily Planet	<i>Reader Commentaries:</i> Berkeley Library's Children: A Junior U.N. by Dorothy Snodgrass	http://www.berkeleydailyplanet.com/issue/2011-04-13/article/37674?headline=Berkeley-Library-s-Children-A-Junior-U.N.
04/12/2011	Berkeley Daily Planet	<i>Reader Commentaries:</i> Why Architectural and Historic Death Sentences for Berkeley Public Library's South and West Branches Should be Rejected by ZAB and LPC -- Vote Scheduled Thursday, April 14, 2011 by Peter Warfield, Library Users' Association	http://www.berkeleydailyplanet.com/issue/2011-04-13/article/37676?headline=Why-Architectural-and-Historic-Death-Sentences-for-Berkeley-Public-Library-s-South-and-West-Branches-Should-be-Rejected-by-ZAB-and-LPC-----Vote-Scheduled-Thursdays-April-14-2011
04/12/2011	Berkeleyside.com	Movies Hidden Gems of the Berkeley Public Library: La Perla by John Seal	http://www.berkeleyside.com/2011/04/12/hidden-gems-of-the-berkeley-public-library-la-perla/
04/14/2011	Berkeley Times	Group files lawsuit to halt South and West branch library projects by Paul Hagey	Page 3
04/14/2011	Berkeleyside.com	Debate On Future Of Two City Libraries Sparks Concerns by Lance Knobel	http://www.berkeleyside.com/2011/04/14/debate-on-future-of-south-and-west-branch-libraries-tonight/
04/15/2011	Berkeley Voice	Berkeley North Branch Library to close April 25 by Doug Oakley	http://www.insidebayarea.com/ci_17846199?ADID=Search-www.insidebayarea.com-www.insidebayarea.com
04/16/2011	Daily Cal	South and West Berkeley libraries demolition permits approved By Adelyn Baxter	http://www.dailycal.org/article/112812/south_and_west_berkeley_libraries_demolition_permi
04/18/2011	Daily Cal	Renovation plans may be delayed more by Adelyn Baxter	http://www.dailycal.org/article/112836/renovation_plans_may_be_delayed_more

Date	Publication	Description	Link / Notes
04/19/2011	Berkeley Daily Planet	<i>Readers Commentaries:</i> Incompetence, Corruption or Both? By Peter Schorer	http://www.berkeleydailyplanet.com/issue/2011-04-20/article/37713?headline=Incompetence-Corruption-or-Both-
04/21/2011	Berkeley Daily Planet	Library Wins Zoning and Landmark Commission Approval for Tear-Down Plans; Lawsuit over Branch Demolition Remains (Partisan Position) by Steve Finacom	http://www.berkeleydailyplanet.com/issue/2011-04-20/article/37723?headline=Library-Wins-Zoning-and-Landmark-Commission-Approval-for-Tear-Down-Plans-Lawsuit-over-Branch-Demolition-Remains-Partisan-Position-
04/21/2011	Berkeley Times	Cartoon Update on Library Projects	Print issue only. Page 2 & 3
04/22/2011	Berkeleyside.com	North Branch will close for renovations April 23 by Frances Dinkelspiel	http://www.berkeleyside.com/2011/04/22/north-branch-will-close-for-renovations-april-23/
04/25/2011	Berkeley Daily Planet	<i>Extra</i> The Tactics Used to Discredit Library Demolition Opponents Are Wrong (Opinion, reprinted with permission from the LeConte Chat Listserv) By Vincent Casalaina	http://www.berkeleydailyplanet.com/issue/2011-04-20/article/37728?headline=The-Tactics-Used-to-Discredit-Library-Demolition-Opponents-Are-Wrong-Opinion-reprinted-with-permission-from-the-LeConte-Chat-Listserv-
04/25/2011	Berkeley Daily Planet	<i>Extra</i> Racism Charges in Library Demolition Dispute (Opinion, reprinted with permission from the LeConte Chat Listserv) by Patti Dacey	http://www.berkeleydailyplanet.com/issue/2011-04-20/article/37727?headline=Racism-Charges-in-Library-Demolition-Dispute-Opinion-reprinted-with-permission-from-the-LeConte-Chat-Listserv-
04/25/2011	Berkeley Daily Planet	<i>Extra</i> Press Release: Councilmember Anderson Calls for Rally to Support Demolition of Branch Libraries	http://www.berkeleydailyplanet.com/issue/2011-04-20/article/37724?headline=Councilmember-Anderson-Calls-for-Rally-to-Support-Demolition-of-Branch-Libraries
04/25/2011	Berkeleyside.com	Rally planned to draw attention to library lawsuit by Frances Dinkelspiel	http://www.berkeleyside.com/2011/04/25/rally-planned-to-draw-attention-to-library-lawsuit/

Date	Publication	Description	Link / Notes
04/27/2011	Berkeley Daily Planet	Berkeley Library Demo Draws Dozens In Support by Steven Finacom	http://www.berkeleydailyplanet.com/issue/2011-04-27/article/37749?headline=Berkeley-Library-Demo-br-Draws-Dozens-In-Support
04/27/2011	Berkeley Daily Planet	<i>Editorials</i> Hints at Racism in Berkeley Library Demolition Dispute Must End Now by Becky O'Malley	http://www.berkeleydailyplanet.com/issue/2011-04-27/article/37750?headline=Hints-at-Racism-in-Berkeley-Library-br-Demolition-Dispute-Must-End-Now
04/27/2011	Berkeley Daily Planet	<i>Editorials</i> City Council Moves Branch Library Demolitions Forward, Sets Hearings by Steven Finacom	http://www.berkeleydailyplanet.com/issue/2011-04-27/article/37754?headline=City-Council-Moves-Branch-Library-Demolitions-Forward-Sets-Hearings
04/27/2011	Berkeley Daily Planet	<i>Letters to the Editor</i> Library Lawsuit by Linda Schact	http://www.berkeleydailyplanet.com/issue/2011-04-27/article/37748?headline=Letters-to-the-Editor
04/27/2011	Berkeley Daily Planet	<i>Reader Commentaries</i> The Berkeley Times, Just Another Arm of the Machine by Gale Garcia	http://www.berkeleydailyplanet.com/issue/2011-04-27/article/37739?headline=The-Berkeley-Times-Just-Another-Arm-of-the-Machine
04/27/2011	Berkeley Daily Planet	<i>Reader Commentaries</i> A Missing, but Significant Piece of the Branch Library Renovation Debate. by Blane Beckwith	http://www.berkeleydailyplanet.com/issue/2011-04-27/article/37752?headline=A-Missing-but-Significant-Piece-of-the-Branch-Library-Renovation-Debate
04/27/2011	Berkeleyside.com	Berkeleyans rally to move forward on library renovations by Tracey Taylor	http://www.berkeleyside.com/2011/04/27/library-rally/
04/28/2011	Berkeley Daily Planet	<i>Extra</i> The Library Controversy (Opinion) by Barbara Gilbert	http://www.berkeleydailyplanet.com/issue/2011-04-27/article/37761?headline=The-Library-Controversy-Opinion-

Date	Publication	Description	Link / Notes
04/28/2011	Berkeley Times	Citizens rally in support of South and West Branch Libraries by Paul Hagey	Print issue only Pages 1 and 2
04/29/2011	Berkeley Daily Planet	<i>Extra</i> Library Obstruction. If It's Not Racism, What is It? (Opinion) by Christopher Adams	http://www.berkeleydailyplanet.com/issue/2011-04-27/article/37764?headline=Library-Obstruction.-If-It-s-Not-Racism-What-is-It-Opinion-
04/29/2011	Contra Costa Times Also appeared in Berkeley Voice	Berkeley officials blast lawsuit challenging library project by Doug Oakley	http://www.insidebayarea.com/ci_17949938?iADID=Search-www.insidebayarea.com-www.insidebayarea.com
04/29/2011	SFGate.com / SF Chronicle	New Berkeley library fought by shadowy group by Chip Johnson	http://www.sfgate.com/cgi-bin/article.cgi?f=/c/a/2011/04/28/BAKS1J9DQR.DTL
05/01/2011	SF Chronicle	Re-evaluating S.F. historic preservation framework by John King, Chronicle Urban Design Critic	http://www.sfgate.com/cgi-bin/article.cgi?f=/c/a/2011/05/01/MNV1J9C89.DTL reference to
05/02/2011	Daily Cal	Demolition was never an option by Barbara Gilbert	http://www.dailycal.org/article/113045/demolition_was_never_an_option
5/3/2011	Berkeley Daily Planet	Reader commentaries Deceiving the Electorate May Backfire by Gale Garcia	http://www.berkeleydailyplanet.com/issue/2011-05-04/article/37768?headline=Deceiving-the-Electorate-May-Backfire
05/03/2011	Berkeleyside.com	Eighty feet of knitting added to downtown bike racks by Tracey Taylor	http://www.berkeleyside.com/2011/05/03/eighty-feet-of-knitting-added-to-downtown-bike-racks/

Date	Publication	Description	Link / Notes
5/4/2011	Berkeley Daily Planet	<p>Letters to the Editor</p> <ul style="list-style-type: none"> • Schacht is Wrong; • Dear Christopher Adams, Blaine Beckwith, and Planet readers; • What Happened to the Old South Branch? • It Was Replaced in 1961 	<p>http://www.berkeleydailyplanet.com/issue/2011-05-04/article/37783?headline=Letters-to-the-Editor</p>
5/4/2011	Berkeley Daily Planet	<p>Reader Commentaries</p> <p>Open Letter in Response to Chris Adams by Susan Dinkelspiel Cerny</p>	<p>http://www.berkeleydailyplanet.com/issue/2011-05-04/article/37781?headline=Open-Letter-in-Response-to-Chris-Adams</p>
5/4/2011	The Truth About Project Labor Agreements	<p>Project Labor Agreement Mandate Reduces Competition and Increases Costs To Berkeley Taxpayers by Nicole Goehring</p>	<p>http://www.thetruthaboutplas.com/2011/05/04/project-labor-agreement-mandate-reduces-competition-and-increases-costs-to-berkeley-taxpayers/</p>