



**BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

**REGULAR MEETING
SEPTEMBER 14, 2011**

**AGENDA
6:30 PM**

**SOUTH BRANCH
1901 RUSSELL STREET**

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

I. PRELIMINARY MATTERS

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

Click on dashed links to view the item documents.

II. PRESENTATIONS

- A. Kitchell CEM Quarterly Update – Steve Dewan

III. CONSENT CALENDAR

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

- A. **Approve minutes of July 13, 2011 Regular Meeting**
Recommendation: Approve the minutes of the July 13, 2011 regular meeting of the Board of Library Trustees.
- B. **Approve minutes of July 19, 2011 Special Closed Session Meeting**
Recommendation: Approve the minutes of the July 19, 2011 special closed session joint meeting of the Board of Library Trustees and City Council.
- C. **California State Library FY 2011/2012 Grant Funds from the California Library Literacy Services (CLLS) Program and from the Public Library Fund (PLF)**
Recommendation: Adopt a resolution authorizing the Director of Library Services to apply for and accept, if awarded, FY2011/2012 CLLS and PLF grant funds.
- D. **FY11 Annual Closing Budget Report and FY12 Budget Amendment**
Recommendation: Adopt a resolution amending the FY 2012 Revised Budget for all Fund entities based upon recommended re-appropriation of committed prior year funding and other adjustments totaling \$9,076,791.
- E. **Contract Amendment: Bibliotheca ITG, LLC**
Recommendation: Adopt a resolution authorizing the Director of Library Services to amend the value of contract no. 8500 with Bibliotheca ITG, LLC for the purchase of equipment, including Automated Materials Handling System (AMH), Automatic Patron Material Return unit, electronic security gates and RFID readers; and services including, installation, project management, shipping, and related costs for the branch libraries in an amount not to exceed \$400,000 for a total contract not-to-exceed amount of \$847,006.
- F. **Approve Dedication Signage for the Branch Libraries to Memorialize the Completion of Measure FF Construction**
Recommendation: Adopt a resolution authorizing the Director of Library Services to authorize the manufacture and installation of permanent signage at the Branch Libraries acknowledging the completion of Measure FF funded improvements.

- G. Accept Gift Funds from the Library Foundation in the amount of \$100,000**
Recommendation: Adopt a resolution authorizing the acceptance and allocation of gift funds from the Berkeley Public Library Foundation constituting payment toward the Foundation's branch library capital campaign pledge.
- H. Contract: One Workplace L. Ferrari, LLC**
Recommendation: Adopt a resolution authorizing the Director of Library Services to execute a contract with One Workplace for the purchase of furniture, fixtures and equipment and services including installation, shipping and delivery for the branch library bond projects at Claremont and North branch libraries for a contract amount not to exceed \$295,620.
- I. Librarian I Classification Revision**
Recommendation: Adopt a resolution approving and recommending to the Personnel Board that it revise Librarian I classification to allow for non-competitive promotion from Librarian I to Librarian II through Personnel Action 9.03.

IV. ACTION CALENDAR

- A. Naming of Branch Libraries**
Recommendation: Adopt a resolution to establish a board subcommittee on developing a policy for naming library facilities.

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. September 2011 Monthly Report from Library Director**
 - i. Library Development
 - ii. Professional Activities
 - iii. Programs, Services and Collections
 - iv. Personnel
- C. Library events:** Calendar of events and press releases for various Library programs are posted at <http://www.berkeleypubliclibrary.org>

VI. AGENDA BUILDING

The next meeting will be a Regular Meeting held at 6:30 PM on Wednesday, October 12, 2011 at the **South Branch Library, 1901 Russell Street, Berkeley.**

VII. ADJOURNMENT

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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 September 08, 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.

III Consent, Item A

MINUTES
BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES REGULAR MEETING
WEDNESDAY, July 13, 2011, 6:30 P.M.

SOUTH BRANCH LIBRARY – 1901 RUSSELL STREET

	Board of Library Trustees:
Chair Darryl Moore	Abigail Franklin
Vice Chair Winston Burton	Julie Holcomb
	Jim Novosel

I. PRELIMINARY MATTERS

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

A. Call to Order: 6:35 p.m.

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

Absent: None.

Also Present: Donna Corbell, Director of Library Services; Douglas Smith; Deputy Director; Dennis Dang, Library Admin Manager; Suzanne Olawski, Neighborhood Services Manager; Shani Leonards, Supervising Librarian, Central Reference; Megan McArdle, Manager, Central Adult Services; Eve Franklin, Administrative Secretary.

David Snyder, Berkeley Public Library Foundation

B. Public Comments:

1. David Snyder, Executive Director of the Berkeley Public Library Foundation – Complemented Library staff on layout of Library Work Plan for FY 2012 & FY 2013. Hope to participate along with Friends of the Library in the Library Strategic Plan update.

C. Report from library employees and unions, discussion of staff issues: none.

D. Report from Board of Library Trustees:

1. Trustee Moore – Reported he had attended the ALA Annual Conference in New Orleans. It was an amazing conference, 30,000 librarians and staff from all over the country. Sessions were marvelous; there were sections on issues that affect trustees. There were sessions on budgets, e-books, vendor displays. Recommended that other Trustees attend future ALA conferences.
2. Trustee Franklin – Reported attending Summer Reading Program kickoff event at Central. It was fantastic. Staff was really enthusiastic, encouraging and inspiring.
3. Trustee Novosel – Reported he had a letter published in the Daily Planet in response to Todd Jersey's apology to the City Council.

II. PRESENTATIONS

A. Staff Report - Reference Department

From: Supervising Librarian
Contact: Shani Leonards

Action: Presentation made and discussion held. Handouts provided (attachment 1.)

B. Update on Public Art Opportunities for the New South Branch Library and the New West Branch Library

From: Library Director

Contact: Donna Corbeil

Action: Presentation made and discussion held (attachment 2.)

III. CONSENT CALENDAR

Consent Calendar item F pulled for discussion. Action Calendar, item B moved to Consent Calendar.

Action: M/S/C (Trustee Holcomb / Trustee Franklin to adopt Resolution# R11-046 to adopt the Consent Calendar items A, B, C, D, E and Action Item B in one motions except as indicated.

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

A. Approve minutes of June 8, 2011 Regular Meeting

From: Director of Library Services

Recommendation: Approve the minutes of the June 8, 2011 regular meeting of the Board of Library Trustees.

Financial Implications: None.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution# R11-047 to approve minutes as presented.

B. Approve minutes of June 13, 2011 Special Meeting

From: Director of Library Services

Recommendation: Approve the minutes of the June 13, 2011 special meeting of the Board of Library Trustees.

Financial Implications: None.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution# R11-048 to approve minutes as presented.

C. Library Records Retention Schedule

From: Director of Library Services

Recommendation: Adopt a resolution approving the amendment of the General Records Schedule items pertaining to the Library and approve sending these recommendations to the Office of the City Clerk for City Council consideration.

Financial Implications: None.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution # R11-049.

D. Bay-Friendly Landscaping Grant

From: Director of Library Services

Recommendation: Adopt a resolution accepting and appropriating Stopwaste.org managed Bay-Friendly grant funds for the North Branch Improvement Project in an amount not to exceed \$20,000.

Financial Implications: See report.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution # R11-050.

E. Request City Council Delegate to the Board of Library Trustees the Authority to Accept any Gifts of Funds, Goods or Services Made to the Library

From: Director of Library Services

Recommendation: Adopt a resolution requesting the City Council of the City of Berkeley delegate to the Board the authority to accept any gifts of funds, goods, or services made to the Library up to \$200,000 that do not include unduly restrictive conditions on their use and all gifts from the Library Foundation constituting payments toward the Foundation's branch library capital campaign pledge; and revise the Library's Gift Policy to include the following: 1) The Library will disclose any gift of funds, goods, or services valued in excess of \$1,000 in aggregate in an annual informational report to be presented before the Council on a regular Meeting agenda; and 2) All gifts to the Library of funds, goods, or services valued in excess of \$1,000 in aggregate, which may be accepted for the purpose of carrying out or assisting any Library function, shall be disclosed and approved on the Agenda of a regular Meeting of the Board of Library Trustees.

Financial Implications: see report.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution # R11-051.

F. Salary Increase for the Director of Library Services

From: Board of Library Trustees

Recommendation: Adopt a resolution approving a salary increase of 4% for the Director of Library Services effective July 13, 2011.

Financial Implications: see report.

Contact: Trustees Moore and Burton.

Action: Pulled for discussion. Adopted Resolution # R11-053.

Vote: Ayes: Trustees Holcomb, Moore and Novosel. Noes: Trustees Burton & Franklin.

Absent: None. Abstentions: None.

IV. ACTION CALENDAR

A. Library Work Plan FY 2012 & 2013

From: Director of Library Services

Recommendation: Adopt a resolution approving the Library's work plan for FY 2012 and 2013.

Financial Implications: none.

Contact: Donna Corbeil, Director of Library Services.

Action: Discussion and Adopted Resolution # R11-054.

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

B. Revision of Tool Lending Library Rules and Regulations

From: Director of Library Services

Recommendation: Adopt a resolution revising the Tool Lending Library Rules and Regulations to extend borrowing privileges to all Library employees.

Financial Implications: none.

Contact: Donna Corbeil.

Action: Moved to Consent Calendar. Adopted Resolution # R11-052.

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

V. INFORMATION REPORTS

A. Library Work Plan FY 2012 & 2013

From: Director of Library Services

Contact: Donna Corbeil, Library Director

Action: Received.

B. Update on the Branch Bond Program

From: Director of Library Services

Contact: Donna Corbeil, Library Director

Action: Received.

C. June 2011 Monthly Report from Library Director

From: Director of Library Services

Contact: Donna Corbeil, Library Director

Action: Received.

D. Library events

From: Director of Library Services

Contact: Donna Corbeil, Library Director

Action: None.

VI. AGENDA BUILDING

The next meeting will be a Regular Meeting held at 6:30 PM on Wednesday, September 14, 2011 at the South Branch Library, 1901 Russell Street, Berkeley.

- Renaming South and West Branches
- Budget Update

VII. ADJOURNMENT

Adjourned at 8:38 p.m.

This is to certify that the foregoing is a true and correct copy of the minutes of the regular meeting of July 13, 2011 as approved by the Board of Library Trustees

//s// _____

Donna Corbeil, Director of Library Services, acting as secretary to BOLT

COMMUNICATIONS

None.

SUPPLEMENTAL COMMUNICATIONS AND REPORTS

None.

BOLT—Reference Department Report, July 13, 2011

Shani Leonards, Supervising Librarian, Central Reference department

The Central Reference department:

- answers questions by phone, email and mail on every subject except Art, Music and Recreation and for every demographic group in Berkeley except children. *We answered over 1,000 questions a week—53,000 reference questions last year!!*
- is called regularly by patrons who volunteer the fact that they no longer live in Berkeley but rely on the BPL Central Reference staff for their information needs.
- supports the Community's quest for information by offering research guides on frequently requested topics, like Legal resources, Job search needs, Consumer information or health.
- offers tours of the library, Catalog instruction, research methods support and online resource overviews to Berkeley Community College classes, UC Berkeley classes, test preparation centers, and local Adult School ESL classes.
- orders reference and circulating material for the adult collection at Central. Our library-wide circulation topped 2,000,000 for the first time last FY and the skill of our selectors played a huge part in that milestone!
- curates the Berkeley History Room. This reference-only collection can be used during regular library hours or in one-on-one appointments to research Berkeley houses, piece together family portraits and conduct historical studies of our city.
- manages the Berkeley Information Network (BIN), a librarian-created database of 2,000 local organizations, recently redesigned and much easier to navigate.
- is the home of our Outreach Services coordinator, who brought the library to 480 patrons in nursing homes and senior centers last year.
- staff supports the 39 public computer stations on the second floor and the volunteer computer tech helpers that offer basic computer assistance to computer users.
- **hosted 214 programs last year which drew over 2,000 patrons.** We offer regular programs in the following areas:

Basic Computing ♦ **One-on-one Small Business Counseling sessions with SCORE**
♦ Landlord/Tenant Counseling sessions with the Berkeley Rent Board ♦ **Career Counseling with North Cities One Stop** ♦ Ask an Expert Online Resource series ♦ **Book into Film discussion series** ♦ Grant seeking workshops with the Foundation Center ♦ **Monthly panel discussions with the Small Business Development Center** ♦ Chinese typing instruction ♦ **Author talks** ♦ book discussion groups and more.

Recent patron accolades for the Reference service and staff:

“I was nowhere and now I’m somewhere”- from a patron reference librarians helped to find and evaluate nutritional supplements using database articles and relevant books and websites.

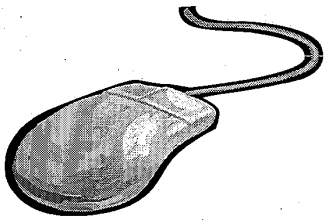
“BPL has been my Gibraltar” from our patron of 30+ years, calling about our basic computer classes.

“there should be a library appreciation day for BPL” from a patron in the social services field who was impressed by the high level of service given by the staff to such a wide range of patrons.

Beginner's Computer Class

Free, Drop-In Classes
Relaxed, **Self-Paced**

LEARN HOW TO:



- Use the mouse and the keyboard
- Set-up email & social networking
- Search the Internet
- Search library website/catalog
- Create a resume
- Fill out on-line job applications
- Learn at your own pace

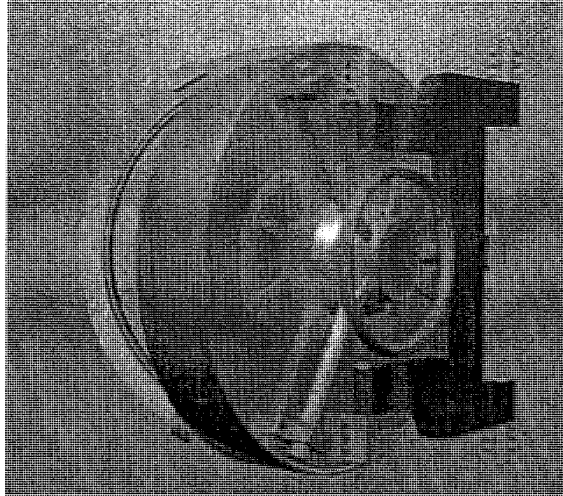
**Berkeley Public Library, Central Branch
Electronic Classroom, 3rd Floor
2090 Kittredge St., Downtown Berkeley**

Mondays, 6:00 P.M. – 7:00 P.M.

Thursdays, 10:00 A.M. – 11:00 A.M.

For more information call 510-981-6148

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 five working days will ensure availability. Please refrain from wearing scented products to public programs.



Small Business Counseling

Monday & Tuesday Evenings

Central Library

Free one-hour one-on-one counseling from a SCORE (www.eastbayscore.org) small-business expert, for anyone interested in starting a small business or growing an existing one. SCORE counselors have many years experience in various industries, with special expertise in marketing, manufacturing, distribution, finance, accounting, human resources, and e-commerce. Follow-up appointments are encouraged.

Mondays & Tuesdays
4:30 - 7:30pm

Appointments are required.
510-981-6148

Berkeley Public Library
2nd Floor, Reference
2090 Kittredge Street.

Wheelchair accessible. To request a sign language interpreter, real-time captioning, materials in large print or Braille, or other accommodation, call 510-981-6107 or 510-548-1240 (TDD) one week before the program. Please refrain from wearing scented products to public meetings.

Free online information for Business Plans

Reference USA

Database of 14-million US companies, searchable by kind of business, location (including zip code and radius from an address), and size.

www.berkeleypubliclibrary.org "Search Online Resources" "Business and Careers"

A Berkeley Public Library card is required to use this database outside of the library building.

Encyclopedia of Associations

Contact information and web sites for thousands of business associations. Many association web sites include valuable demographic and business statistics.

www.berkeleypubliclibrary.org "Search Online Resources" "Business and Careers"

A Berkeley Public Library card is required to use this database outside of the library building.

General OneFile and Academic OneFile

Includes full-text articles on market statistics and trends from thousands specialized business journals.

www.berkeleypubliclibrary.org "Search Online Resources" "Magazines and Newspapers"

A Berkeley Public Library card is required to use these databases outside of the library building.

East Bay Score's suggested online resources for business information, including demographics and market research.

www.eastbayscore.org/resources.php

Alameda County Small Business Development Center's suggested online resources for business information, including demographics and market research.

www.sbdnet.org/

Census

Free demographic data from the 2010 US Census as it is published.

<http://2010.census.gov/2010census/>

Bay Area Census

Same demographic data from the US Census, but often easier to search than the regular US Census.

www.bayareacensus.ca.gov/

ArtistsWhoTHRIVE

creative freedom + business savvy

Marketing Strategies for Artists

Tuesday, July 12, 2011 2:00 pm - 5:00 pm

Berkeley Public Library

2090 Kittredge Street, Berkeley, CA

Register at:
acsbdc.org/artistseminar

510-208-0410
(Early registration is recommended.)

cost: **free**

"When bankers get together for dinner, they talk about art.

When artists get together for dinner, they talk about money."

- Oscar Wilde

Marketing Strategies for Artists

- Develop your unique value proposition
- Define your market
- Create an action plan for success
- Learn a non-traditional approach to successfully marketing art and how you can generate sales even without a gallery
- Up to three students will be selected for a mini marketing makeover in class (\$500 value)

Instructor Ann Rea

Ann Rea, a successful San Francisco based artist, crawled her way out of a dull corporate cubicle and turned her passion for painting into a profit within one year. Then she founded Artists Who THRIVE with a mission to empower artists to thrive creatively and financially. By sharing her experience and insight she has guided a diverse number of artists from across the globe.

Rea walks her talk. Her oil paintings, and her inspired business approach, have been featured on the "Fine Living" network, in "Fortune" magazine, and profiled in the book "Career Renegade." Her talent is commended by American Art icon Wayne Thiebaud, and she has a growing list of collectors across North America and Europe.



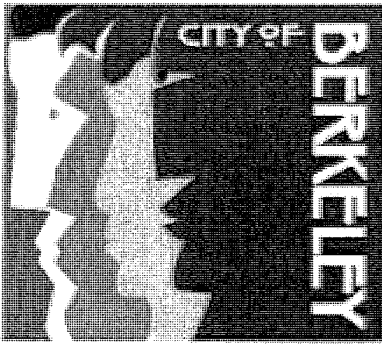
Ann Rea
Artist, CEO | Ann Rea, Inc.
annrea.com

Founder of ArtistsWhoTHRIVE
ArtistsWhoTHRIVE.com



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.



**Rent Stabilization Board
Presents
Free Counseling
For Landlord and Tenants**

**Every 3rd Saturday of the month
From 11:00 a.m. to 12:00 p.m.**

**Central Library
Berkeley History Rm., 2nd Floor
2090 Kittredge St. (at Shattuck)
In Downtown Berkeley**

Housing Counselors from the Berkeley Rent Board will offer free, one-on-one counseling sessions. Counselors will assist **both tenants and landlords** by answering questions on housing topics, including **security deposits, rent control, evictions and unpaid rent.**

For more information please contact Jacquelyn Morgan at the Rent Board, (510) 981-7368.

Please arrive at the 2nd Floor Reference Desk between 10:30 a.m. and 10:55 a.m. A lottery held at 10:55 a.m. will determine the order participants are seen.

Wheelchair accessible. To request a sign language interpreter, real-time captioning, materials in large print or Braille, or other accommodations for this event, call 510-981-6107 or 510-548-1240 (TTY). At least 5 working days will help ensure availability. Please do not wear perfumes or scents to public performances.

Drop-in Career Counseling

On the 4th Wednesday of the month

2-3:30 p.m.
no sign up necessary

Berkeley Public Library
3rd floor Electronic Classroom
2090 Kittredge Street



Counselors from the North Cities One Stop will be on hand to provide free Career Counseling

For more info please call 510-981-6148 or visit www.berkeleypubliclibrary.org



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.

*Read the book at home.
Watch the movie together.
Discuss the book, film
and adaptation as a group.*



Book Into Film



THE CIDER HOUSE RULES

Sunday, March 20, 1 :30 p.m.

Berkeley Public Library
Community meeting room
2090 Kittredge @ Shattuck

Participation is limited and registration is required. Please call (510) 981-6144 to sign up.
For more information please call (510) 981-6148 or visit www.berkeleypubliclibrary.org

FREE sponsored by the Friends of the Berkeley Public Library



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.

*A New Book Club at the Library!--
Tea and Cookies*

*When: the fourth Tuesday of each month
Save these dates: April 26, May 24th and June 28th.*

Time: 3:00 to 4:00 p.m.

*Where: The Story Hour Room -- fourth floor of the Central Library
2090 Kittredge, Berkeley, CA*



Have you ever wanted to talk about a book you have read?


The "New" Tea and Cookies book club offers you this opportunity.

Each month we will meet and share our special books.

*You can present any book that you have read: fiction, nonfiction,
children's books, teen books, poetry, plays, etc...*



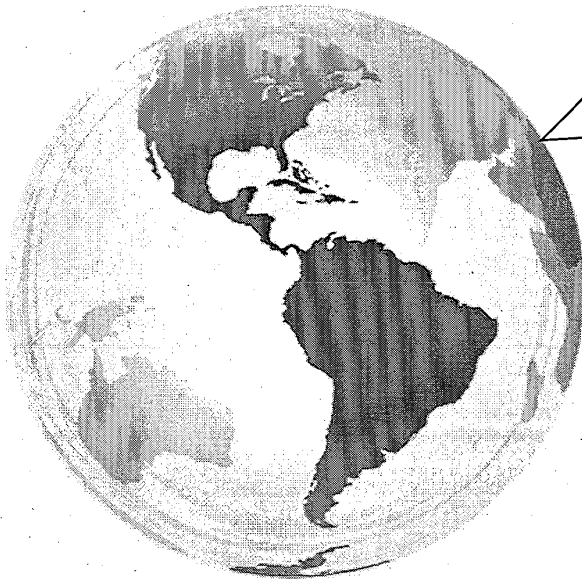
Questions: call (510) 981-6148

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Traveling abroad this summer?

Have you always wanted to speak a second language?

Be an Expert: Learn a foreign language!



喂 Bonjour
Γειά Hello Ciao
Olá Hola こんにちは
Hallo Привет

You have free online access to

mango.
languages

with your Berkeley Public Library card. This resource offers a basic, two-hour course to teach practical conversation skills or a more detailed course of study if your goal is to master the language.

Saturday, June 18th, 2-3 p.m.

at the Central Library's Electronic Classroom

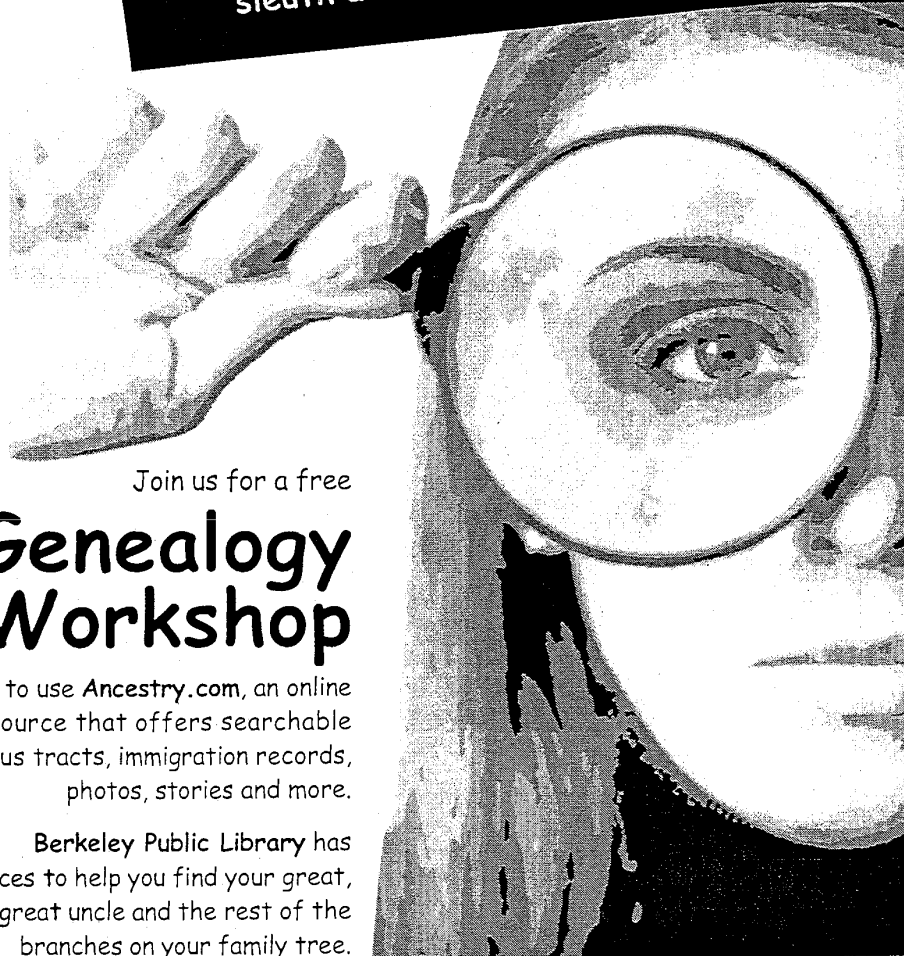
For more info please call 510-981-6148 or visit www.berkeleypubliclibrary.org



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Ready to research your family history
but not sure where to start?

Be an Expert: become a genealogical super sleuth at the Berkeley Public Library



Join us for a free

Genealogy Workshop

on how to use Ancestry.com, an online resource that offers searchable census tracts, immigration records, photos, stories and more.

Berkeley Public Library has resources to help you find your great, great uncle and the rest of the branches on your family tree.

Wednesday, August 31, 2 p.m.
at the Central Library's Electronic Classroom

For more info please call 510-981-6148 or visit www.berkeleypubliclibrary.org



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In addition to the library's
CD and vinyl collections,
you can access over 40,000
albums using your computer
or smart phone!

ROCK
JAZZ
CLASSICAL
POP
OPERA
WORLD
FOLK



Use the library's streaming database Music Online to listen to music from home
24 hours a day, 7 days a week -- all you need is a library card.

Come to the workshop & learn more about Music Online

Saturday, August 6, 2-3 p.m.

at the Central Library's Electronic Classroom

Be An Expert @ Berkeley Public Library

For more info please call 510-981-6148 or visit www.berkeleypubliclibrary.org



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Information from the Berkeley Information Network; serving the Berkeley Community since 1980!!!!

Employment Organizations from the **BIN** (Berkeley Information Network)

The BIN is an online database with information on over 3,300 local agencies, organizations, clubs, and other community services;
www.berkeleypubliclibrary.org, or call 510-981-6166

General Job Programs

Berkeley WorkSource

First Source Employment Program

1947 Center St. (& Milvia), Berkeley 94704
510-981-7550 M-F 8am-5pm
www.ci.berkeley.ca.us/employmentprograms/

Serves: Berkeley residents 18 & over.

Promotes hiring of local jobseekers on local and publically funded construction projects.

The BREAD Project

Training site: Berkeley Adult School Kitchen
1701 San Pablo Ave., Berkeley 94702
510-644-4575 www.breadproject.org

Serves: Low-income and unemployed residents, 18 and over.

Offers professional training in fundamentals of baking and cooking; counseling; soft-skills training job referral assistance.

Inter-City Services

3269 Adeline St. (& Alcatraz), Berkeley 94703
510-655-3552 M-F 8:30am-4:30pm
www.icsworks.com

Serves: Primarily low-and moderate-income Berkeley residents, age 18 and over; also serves other eligible residents of the East and West Bay, and veterans statewide.

Offers computer repair training; word processing/office automation training. High school equivalency (GED) test preparation program; job training/placement program emphasizing computer applications; job placement assistance.

Rubicon Programs

1918 Bonita (& Berkeley Way), Berkeley 94704
510-809-1300 M-Th 9am-4pm F 9am-noon

North Cities One-Stop Career Center

www.eastbayworks.org

Serves: East Bay residents, 14 & over.

Offers comprehensive employment services for unemployed and underemployed: vocational counselors, job preparation, work-based skills training, etc.

Workforce Services

www.rubiconprograms.org

Serves: Alameda County homeless 18 & over (must be referred by local shelter, or other approved agency).

Offers vocational counselors, job preparation, pre-employment training, work-based skills training, etc.

Youth

Berkeley Youth Alternatives (BYA)

1255 Allston Way (& Bonar), Berkeley 94702
510-647-0719, 510-845-9067 M-F 10am-6pm
www.byaonline.org

Serves: Low-income youth 14-21.

For teen students: job skills, resume building, tutoring, mentorship, college preparation. For young adults: work readiness and experience, job skills and preparation, assistance with job placement.

YouthWorks

1947 Center St. Basement (& Milvia), Berkeley 94704
510-981-4970 M-F 8am-5pm
www.cityofberkeley.info/employmentprograms

Serves: Berkeley youth ages 14-25.

Offers: Afterschool, summer, and year-round job placement; career counseling; job skills training.

Specialized

ASSETS Senior Employment Opportunities

150 Frank Ogawa Plaza, Suite 4353, Oakland 94612
510-238-3535 M-F 9am-5pm
www.oaklandhumanservices.org/services/seniorsdisabled/assets.htm

Serves: Residents of Berkeley, Oakland, Albany, Emeryville, and Alameda, 55 years and older.

Offers: Work experience and classroom training; job search assistance; employment and training resources, current job listings.

Also visit the North Cities One-Stop Career Center, at 1918 Bonita, Berkeley.

Swords To Plowshares

1060 Howard St. (& 7th St.), San Francisco 94103
415-252-4788 www.swords-to-plowshares.org
Drop-in Center: M,W,F 9am-5pm Tu,Thu 9am-noon

Serves: U.S. Veterans.

Offers: Employment counseling; job development and placement; job training assistance; substance abuse counseling.

To find more organizations in the BIN database:

-Go to www.berkeleypubliclibrary.org

-Click on *Community Organizations*

-Try subject search: "Employment/Labor"

Employment Resources: *Web sites and Books*

Web Sites

www.berkeleypubliclibrary.org

Learn A Test is a database of online practice tests for students, college applicants, career explorers, and those learning English. It also offers a wealth of information on job searches, resumes, and workplace skills. From the library's homepage, click on "Search Online Resources" and then "Education."

www.eastbayworks.com

Umbrella web site with links to many local job web sites. Click on "Job Seekers" for information.

jobstar.org

JobStar is a comprehensive online career search tool, funded by BALIS (Bay Area Library Information Systems.) Find links here to resume help, job ads, career guides and counseling, and more.

www.labormarketinfo.edd.ca.gov

Click on "Career Information" for a career assessment test, occupational guides, job search tools, and lots of other information from the State of California.

Good Books in the Berkeley Public Library Collection

To check the catalog for more titles search under the subject heading, *Vocational Guidance*, and related subjects.

The blue-collar resume and job hunting guide: secrets to getting and keeping the job you really want

By Ron and Caryl Krannich

Call number: 650.14 K863b2; 2007

The best resumes for a range of blue-collar jobs, plus tips on searches, interviewing, salary negotiations, and more.

Get the interview every time : proven strategies from Fortune 500 hiring professionals

by Brenda Greene

Call number: 650.14 G830g 2008

Strategies and secrets from top companies on getting the job interviews you want

Knock 'em dead resumes: smart advice to make your online and paper resumes more productive

By Martin Yate.

Call number: 650.14 Y27r 2008

Classic title on pulling together all the ingredients for a killer resume sure to get you noticed.

Monster careers: how to land the job of your life

By Jeff Taylor

Call number: 650.14 T215m; 2004

A guide to getting the job you want in the new world of work. Advice from recruiters, career counselors, and human resource professionals.

What Color is Your Parachute?

By Richard Bolles.

Call number: 650.14 B638w 2009

Excellent self-assessment exercises as well as non-traditional job-hunting methods.

Your first interview: for students and anyone preparing to enter today's tough job market

By Ronald Fry

Call number: 650.14 F947y2 2002

A step-by-step "first time" guide for students entering the job market, or professionals making a job change.

This resource list is provided by Berkeley Information Network; serving the Berkeley Community since 1980!!!
Visit our online database of community organizations: www.berkeleypubliclibrary.org, or call: 510-981-6166

Updated June 2009

Emergency: Meals, Shelters, Drop-in Centers, & Showers

MORNING MEALS

CityTeam Ministries

722 Washington (at 7th St.), Oakland 510-452-3758
Monday-Sunday: 6am meal; must sign up through Food Bank (800-870-3663).

Dorothy Day House Catholic Worker

2362 Bancroft (& Dana), Berkeley 510-466-5553
Monday-Saturday: 8am meal.

Night on the Streets Catholic Worker/People's Park

Haste above Telegraph, Berkeley 510-684-1892
Sunday: 7:30am meal.

Open Door Mission

92 - 7th St. (at Oak), Oakland 510-451-7924
Sunday-Friday: 7am meal after service.

Women's Daytime Drop-in Center

2218 Acton (& Bancroft), Berkeley 510-549-4390
Monday-Friday: 9am meal (free w/chore) for women & children. Closed first Friday of each month.

MID-DAY MEALS

Berkeley Food & Housing Project

Women's Day Services

2140 Dwight (& Shattuck), Berkeley 510-649-4965
Sunday-Thursday: Noon meal for women & children.

Church by the Side of the Road

2108 Russell (at Lorina), Berkeley 510-644-1263
Second Sunday of the month: 1pm meal.

Food Not Bombs/People's Park

Haste above Telegraph, Berkeley 510-644-4187
Monday-Friday: 3pm; vegetarian meal.

McGee Avenue Baptist Church

1640 Stuart (at McGee), Berkeley 510-843-1774
Monday, Wednesday, Friday: Noon meal.

St. Paul AME Church

2024 Ashby (at Adeline), Berkeley 510-848-2050
Tuesday: 11:30am-12:30pm meal.

St. Vincent de Paul Dining Facility

675 - 23rd St. (& San Pablo), Oakland 510-451-7676
Monday-Sunday (except first Wednesday of the month): 10:45am-12:45pm meal.

South Berkeley Community Church

1802 Fairview (at Ellis), Berkeley 510-652-1040
Thursday: Noon meal.

Women's Daytime Drop-in Center

2218 Acton (at Bancroft), Berkeley 510-549-4930
Monday-Friday: Noon meal (free w/chore) for women & children. Closed first Friday of each month.

LATE AFTERNOON OR EVENING MEALS

All Souls Episcopal Parish

2220 Cedar (entrance on Spruce), Berkeley 510-848-1755
Second Sunday of the month: 4pm meal.

Berkeley Food & Housing Project—"Quarter Meal"

Trinity United Methodist Church
 2362 Bancroft Way (at Dana), Berkeley 510-649-4976
Monday-Wednesday: 4pm sit-down meal
Thursday-Friday: 3:15pm "to go" hot meal

CityTeam Ministries

722 Washington (at 7th St.), Oakland 510-452-3758
Monday-Sunday: 8pm meal after mandatory 7pm chapel service; must sign up through food bank (800-870-3663)

College Avenue Presbyterian Church

5951 College Ave. (& Claremont), Oakland 510-658-3665
Friday: 6pm meal.

Congregation Beth El

1301 Oxford (& Rose), Berkeley 510-848-3988
Third Sunday of the month: 5pm meal. Tickets distributed 3pm-5:15pm.

DreamCatcher Youth Support Drop-in Center

422 Jefferson St. (at 5th St.) Oakland 510-839-1559
Monday-Thursday: 5:30pm meal for youth 13-19.

First Presbyterian Church

2407 Dana (at Haste), Berkeley 510-848-6242
Second & last Saturday of the month: 5pm meal.

Newman Hall

2700 Dwight Way (at College), Berkeley 510-848-7812
First Saturday of the month: 4pm meal. Meals "to go" at 4:45pm. Lottery at 2pm for limited meal seating.

Night on the Streets Catholic Worker/People's Park

Haste above Telegraph, Berkeley 510-684-1892
Fifth Sunday of the month: 4pm meal.

Open Door Mission

92 - 7th St. (at Oak), Oakland 510-451-7924
Monday-Friday: Meal after 6:25pm service
Sunday: 3pm meal.

St. Mark's Episcopal Church

2300 Bancroft Way (at Ellsworth), Berkeley 510-848-5107
Third Saturday of the month: 5pm meal.
 Tickets distributed at 4pm.

St. Mary Magdalen Church

2005 Berryman (at Henry), Berkeley 510-526-4811
First & fourth Sunday of the month: 3pm meal.

Shattuck Avenue United Methodist Church

6300 Shattuck (at 63rd St.), Oakland 510-653-4028
Monday: 4pm meal; some holidays included.

University Lutheran Chapel

2425 College (at Haste), Berkeley 510-843-6230
Fourth Saturday of the month (months with 5 Saturdays only): 4:30pm meal.

Emergency: Meals, Shelters, Drop-in Centers, & Showers

Men's/Women's Shelters

Berkeley Food & Housing Project

•**Multi-Service Center** Trinity United Methodist Church
2362 Bancroft Way (& Dana), Berkeley 510-649-4976
Drop-in Mon-Fri 10am-2pm.

•**Men's Shelter** 1931 Center (at MLK Jr. Way),
Berkeley 510-649-4980 Call first (or go to Multiservice
Center) for reservations (Mon-Fri 10am-11am).

•**Women's Shelter** 2140 Dwight Way (near Shattuck),
Berkeley 510-649-4966 Call first (or go to Multiservice
Center) for reservations (Mon-Fri 10am-11am).

BOSS Emergency Shelter

711 Harrison (at 4th St.), Berkeley 510-843-3700
Signup for lottery (if beds available): Mon-Fri 9am at
BOSS MASC, 1931 Center, Berkeley
Shelter for **men & women**. Cost: 30% of income.

BOSS Multi-Agency Service Center (MASC)

Basement 1931 Center St. (at MLK Jr. Way), Berkeley
510-843-3700 Mon-Wed 8am-4pm, Thurs 8am-noon,
Fri 8am-2pm, Sat-Sun 8:30am-3pm.
Drop-in center for **men & women**; limited services until
intake complete. Showers. Washer/dryer (signups on
Thursdays, 8am)

CityTeam Ministries

722 Washington (at 7th St.), Oakland
510-452-3758
Overnight shelter (up to 30 days) for **men**.
Cost: \$3 per night. Sign up for waiting list.
Showers (Monday-Sunday 5pm-6:45pm).

Coalition for Alternatives in Mental Health.

3234 Adeline St. (& Alcatraz), Berkeley 510-653-3808
Mon-Thurs 9am-4pm, Fri 9am-2pm.
Drop-in center for past, current, or at risk of becoming
mental health clients (**men & women**) and their families.

Emergency Storm Shelter (Services provided late Fall through early Spring. Call for exact dates.)

2300 Bancroft Way (at Ellsworth), Berkeley
510-684-1892
Shelter is open to all **Open only** on nights 1) when
raining or especially cold, 2) when facility available, and
3) when "Open" sign is posted. Can call to verify.

A Friendly Manor/Place

2298 San Pablo (at 23rd St.), Oakland 510-451-8923
Mon-Fri, 8:30am-2:30pm.
Drop-in center for **women** only. Showers. Washer/dryer.

Henry Robinson Multi-Service Drop-in Center

559 16th St. (at Clay), Oakland 510-419-1010
Mon-Fri 9am-1pm (must complete intake first). Drop-in
center for **men & women**. Showers. Washer/dryer.

A Safe Place

510-536-7233 (510-536-SAFE) 24-hour crisis line
Emergency shelter for battered **women** in crisis and
their children.

St. Vincent de Paul CHAMPION Guidance Center

2270 San Pablo (& West Grand), Oakland
510-877-9218 Mon-Thurs 9:30am-2pm
Drop-in center for **men**. Showers; washer/dryer; referrals.

St. Vincent de Paul Visitation Center

2260 San Pablo (& West Grand), Oakland
510-444-3790
Mon-Fri 9:30am-2pm
Drop-in center for **women** alone or with children.
Showers. Washer/dryer (call for details).

Women's Daytime Drop-in Center

2218 Acton (& Bancroft), Berkeley 510-549-4390
Mon-Fri 8am-4pm [closed 1st Friday of each month].
Drop-in center for **women** alone or with children.
Breakfast & lunch in exchange for chore.

Women's Day Services

2140 Dwight (& Shattuck) Berkeley 510-649-4965
Sun-Tues, Thurs 10am-4pm, Wed noon-4pm.
Drop-in resource center for homeless **women** alone or
with children. Hot lunch at noon.

Family Shelters

BOSS Emergency Shelter. Family Wing

711 Harrison (at 4th St.), Berkeley 510-525-4469
Must call for preliminary telephone interview.
Emergency shelter for **families**. Cost: 30% of income.

Henry Robinson Multi-Service Shelter

559 16th St. (& Clay), Oakland
510-419-1010
Emergency & transitional housing for
families or singles with children.

Salvation Army Shelter Program

2794 Garden St. (& East 27th St.),
Oakland 510-437-9437 Call Mon-Fri 11am-5pm for
intake appointment. First call, first served.
Shelter program for **families** or singles with children.

For countywide shelter
bed availability, call Eden
Information & Referral
510-537-2552

Youth Shelters & Drop-in Centers

Covenant House Service Center

2781 Telegraph (& 28th St.), Oakland 510-625-7800
Lunches: Mon-Fri noon-1pm (for ages 13-22)
Drop-in hours for ages 13-17: Mon, Wed 2:30pm-5pm
Drop-in hours for ages 18-22: Mon, Wed, Fri 9:30am-
1:30pm
Tues, Thurs 9:30am-1:30pm, 2:30pm-5pm
Drop-in center, showers, washer/dryers, crisis shelter.

DreamCatcher Youth Support Drop-in Center

422 Jefferson (& 5th St.), Oakland 510-839-1559
Drop-in center for ages 13-19; Mon-Thurs 2pm-7pm, Fri
2pm-5pm. Free dinner. Washer/dryer.
Call 800-379-1114 for emergency shelter info.

Suitcase Clinic Youth Clinic

St. Mark's 2nd Floor 2300 Bancroft (& Ellsworth), Berkeley
510-643-6786
Drop-in center for ages 13-25; Mon 6pm-9pm. Free dinner.

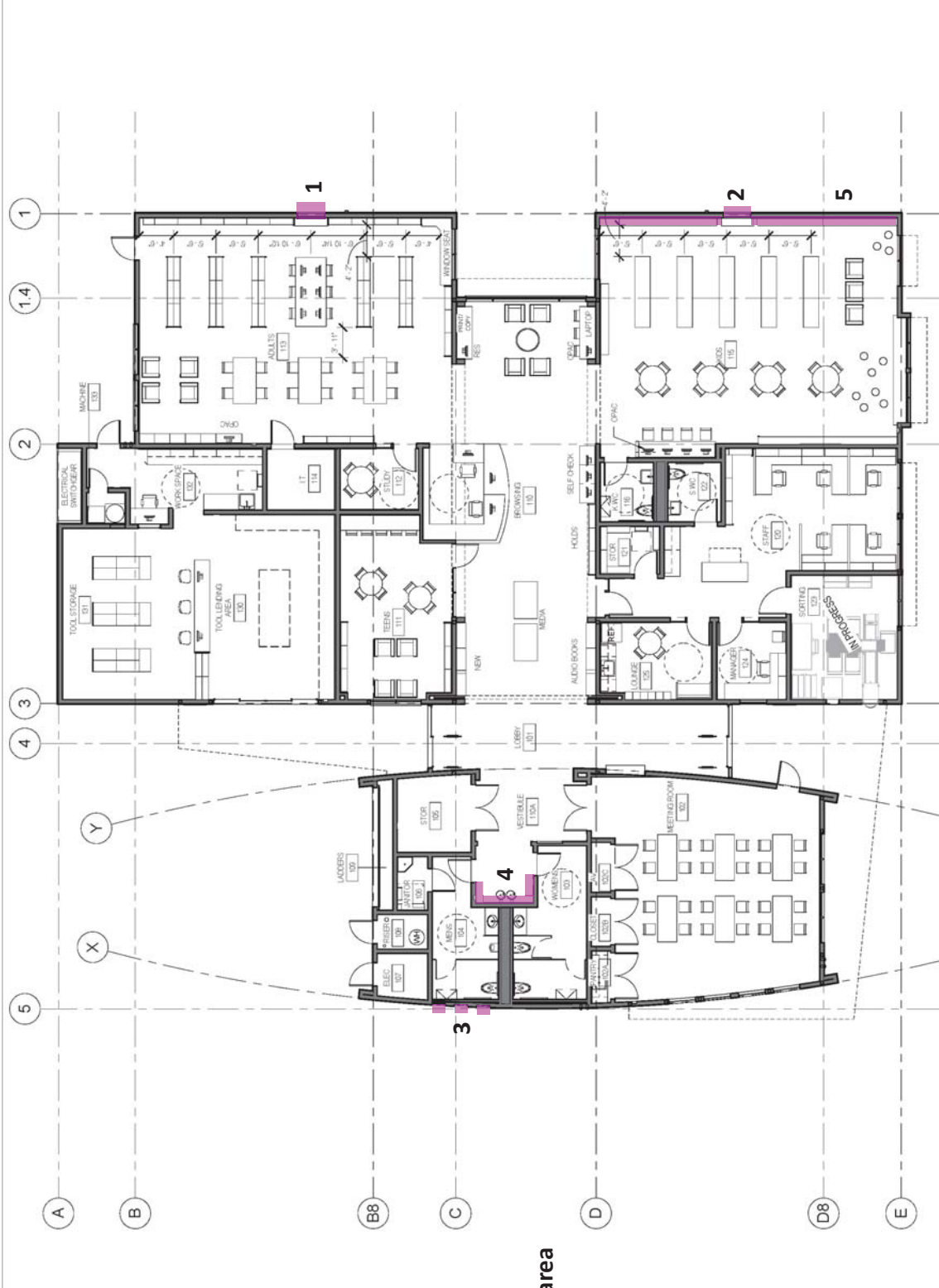
Youth Emergency Assistance Hostel (YEAH!)

Lutheran Church of the Cross
1744 University Ave. (& Grant) Berkeley 510-704-9867
Mid-November to beginning of May: Emergency shelter for
ages 18-25; 7 days 8pm-8am. Pets allowed; showers; hot
meals.

This resource list is provided by the Berkeley Information Network (The BIN)

<http://www.berkeleypubliclibrary.org> 510-981-6166 TTY 510-548-1240 updated 5/23/08 mod 02/09

South Branch 7/2011



- 1, 2, 3 Glazing
- 1 & 2 Window niche area
- 4 Tile
- 5 Graphic

South Branch - Furniture Layout
 FIELD City of Berkeley Berkeley Public Library
 Architects: PAOLI
 Address: 2015 Shattuck Ave., Berkeley, CA 94704
 Phone: 415.863.1100
 Fax: 415.863.1100
 DATE: 07/11/2011
 REFERENCE: 18P - 1.0"
 SCALE: 1/8" = 1'-0"
 DRAWING NO: 0912.10
 SKETCH SK110711.1



1, 2 & 3 Glazing

4 Tile

**MINUTES
SPECIAL MEETING OF THE
BERKELEY CITY COUNCIL AND BOARD OF LIBRARY TRUSTEES
MONDAY, JULY 19, 2011, 5:30 P.M.**

CITY COUNCIL CHAMBERS – 2134 Martin Luther King, Jr. Way

I. PRELIMINARY MATTERS

*A copy of the agenda packet is accessible at
http://www.berkeleypubliclibrary.org/about_the_library/bolt/bolt.php*

A. Call to Order: 5:30 p.m.

Present: Councilmembers Anderson, Arreguin, Capitelli, Maio, Moore, Wengraf, Worthington, Wozniak and Mayor Bates.

Trustees Burton, Holcomb, Moore (Councilmember) and Novosel.

Absent: Trustee Franklin

Also Present: Phil Kamlarz, City Manager, Christine Daniels, Deputy City Manager and Donna Corbeil, Director of Library Services.

B. Public Comments:

Limited to items on this agenda only: 0 speakers.

II. CLOSED SESSION

A. Conference With Legal Counsel – Existing Litigation Pursuant To Government Code Section 54956.9(a): *Concerned Library Users, et al. v. City of Berkeley, et al. (ACSC No. RG 10533979)*

Action: No reportable action taken.

Vote: None.

III. OPEN SESSION

Public Reports of actions taken pursuant to Government Code section 54957.1.

IV. ADJOURNMENT

Adjourn: Joint Meeting with City Council and Board of Library Trustees – 6:30 p.m.

This is to certify that the foregoing is a true and correct copy of the minutes of the special closed meeting of July 19, 2011.

//s//

Donna Corbeil, Director of Library Services, serving as Secretary to BOLT

COMMUNICATIONS

None.

SUPPLEMENTAL COMMUNICATIONS AND REPORTS

None.



BERKELEY PUBLIC LIBRARY

CONSENT CALENDAR

September 14, 2011

TO: Board of Library Trustees

FROM: Donna Corbell, Director of Library Services

SUBJECT: ADOPT A RESOLUTION TO APPLY FOR AND ACCEPT CALIFORNIA STATE LIBRARY FY 2011/2012 GRANT FUNDS FROM THE CALIFORNIA LIBRARY LITERACY SERVICES (CLLS) PROGRAM AND FROM THE PUBLIC LIBRARY FUND (PLF)

RECOMMENDATION

Adopt a resolution authorizing the Director of Library Services to apply for and accept, if awarded, FY 2011/2012 CLLS and PLF grant funds.

INTRODUCTION

The California Library Literacy Services (CLLS) is a program of the California State Library whose mission is to enable Californians of all ages to reach their literacy goals and use library services effectively. CLLS is an important funding source for the Library's Berkeley READS literacy service, a CLLS program participant since 1987. Statewide, over 100 CLLS libraries serve nearly 20,000 adults annually in over 800 library branches and other outlets. Each year Berkeley READS and its dedicated team of volunteer tutors may instruct up to 200+ individuals to positively change their lives through the acquisition of improved basic reading and writing skills.

In FY 2010/2011 CLLS support to the Berkeley Public Library totaled \$46,808.

The Public Library Fund is an annual state award to qualifying public libraries equal to the proportional share of the total amount appropriated by the Legislature, and signed by the Governor, based on the population of the library's service area as certified by the State Librarian. The population factor used is based on census data compiled annually by the Department of Finance for the entire state. The State Library receives the annual certifications – from applying libraries – of locally appropriated revenue, for determining eligibility, and for accomplishing disbursement of the funds (through the State Controller). The State Librarian annually, each June, certifies the local population figures to be used in allotting the PLF funds based upon the census data compiled.

In FY 2010/2011 PLF support to the Berkeley Public Library totaled \$36,982.



FISCAL IMPACTS

The annual CLLS grant is typically provided in three parts: 1) a baseline amount of \$20,000 in FY 2010/2011 for CLLS approved programs, including Adult Literacy and Families for Literacy – programs reflecting both the commitment and importance to the City of Berkeley and the state of California that all Californians attain their literacy goals and possess the capability to effectively use library services, and parts 2 and 3) a CLLS formula amount that in FY 2010/2011 was \$26,808, and is based on a per capita amount per adult learner served at BPL in the previous fiscal year, and a match on local funds raised and expended for adult literacy services reflecting the commitment to a continuing state/local partnership and an incentive for increased local support for adult literacy.

The PLF grant is a proportional share of the total appropriated amount in the state budget and disbursed on the basis of the certified population count of the library's service area. The Library received \$36,982 in PLF monies during FY 2010/2011.

BACKGROUND

The Berkeley READS program was seeded in 1987 with CLLS funding and has continued to receive this grant on a fiscal year schedule. In FY 2011, program staffing of 1.0 FTE Library Literacy Program Coordinator, 1.0 FTE Library Specialist I (Literacy Program Assistant) and a 0.50 PT Library Assistant was funded through the Library Tax Fund. Whereas, CLLS grant funding has typically supported an additional 1.32 FTE in contractual or project staff and has been dedicated to adult and family literacy staffing positions that include a Family Literacy Coordinator; a Computer Lab Coordinator; a Drop-In/Outreach Tutor; a Small-Group Instructor; a Student Advocate/Learner-on-Staff; and a Tutor Trainer. However in response to a dip in the FY 2011 CLLS award, work-off of the Grants Fund's deficit from prior years' Literacy activities, and uncertain state program funding, CLLS funded positions were pro-actively temporarily scaled-back mid-year pending a more stable funding environment.

In FY 2010/2011, CLLS receipts totaled \$46,808 based on a baseline amount of \$20,000 and a calculated portion based on prior fiscal year data yielding \$26,808. This amount was a decrease of \$699 from FY 2009/2010 in the calculated portion of the CLLS award. CLLS data does not explain the reason for the year-over-year decrease of 2.5% in FY11 revenue.

CURRENT SITUATION AND ITS EFFECTS

As mentioned previously in the April 13, 2011 then proposed budget report to BOLT for fiscal years 2012 and 2013 a reference was made in regards to the state budget that per a late March budget announcement state support for libraries was projected for substantial reductions such that CLLS risked a 20% scale-back in funding support and PLF a cutback of 77%.

The Library ventures that, the CLLS grant, if awarded for FY 2011/2012 will not exceed last fiscal year's value. Nonetheless, given some level of CLLS support, the goals and program structure of Berkeley READS is expected to remain essentially unchanged. Berkeley READS will continue to build upon its community and local government relationships, pursue active client recruitment strategies, expand services incrementally through service availability at a second location (Central Library), and offer instruction in a variety of modalities best suited to the individual client.



BPL's FY 2011/2012 expected award amount from the Public Library Fund has been announced at \$9,121, slightly better than the \$8,600 estimated in March. However, due to the state's budget situation, if at December 15, 2011 state revenue falls short of determined levels then Trigger Bill, AB121 imposes a mid-year cut to the PLF program that may include its full elimination.

FUTURE ACTION

No future action is necessary.

Attachments

1. Resolution



**BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

RESOLUTION NO.: R11-__

AUTHORIZING THE DIRECTOR OF LIBRARY SERVICES TO APPLY FOR AND ACCEPT CALIFORNIA STATE LIBRARY FY 2011/2012 GRANT FUNDS FROM THE CALIFORNIA LIBRARY LITERACY SERVICES (CLLS) PROGRAM AND FROM THE PUBLIC LIBRARY FUND (PLF)

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

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

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

WHEREAS, the California State Library will be shortly announcing submission of the FY 2011/2012 CLLS grant application; and

WHEREAS, the Public Library Fund's objective is to promote the relevancy and accessibility of libraries to all Californians; and

WHEREAS, in a late March budget announcement state support for libraries was projected for substantial reductions such that CLLS risked a 20% scale-back in funding support and PLF a cutback of 77%; and

WHEREAS, a projected 20% reduction to CLLS support would yield an award of \$37,650 based on the prior year's receipt; and

WHEREAS, BPL's FY 2011/2012 expected award amount from the Public Library Fund has been announced at \$9,121; 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 apply for and accept, if awarded, FY 2011/2012 grant funds estimated at \$37,650, but not to exceed the FY 2010/2011 award of \$46,808, extended by the California Library Literacy Services Grant Program, and an announced award amount of \$9,121 from the Public Library Fund

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on September 14, 2011 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Darryl Moore, Chairperson

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



BERKELEY PUBLIC LIBRARY

CONSENT CALENDAR

September 14, 2011

TO: Board of Library Trustees
FROM: Dennis Dang, Administrative and Fiscal Services Manager
SUBJECT: FY11 ANNUAL CLOSING BUDGET REPORT AND FY12 BUDGET AMENDMENT

INTRODUCTION

Fiscal year 2011 period 13 (2nd closing) results and year-over-year percentage changes by Fund entities are:

Fund	Revenue	%age of Rev	Rev YoY	Expenditures	%age of Exp	Exp YoY
Library Tax (301)	\$14,482,269	46.1%	+2.3%	\$14,403,344	81.9%	+4.4%
Transaction Based Reimb (302)	\$81,577	0.3%	-34.3%	\$29,659	0.2%	-82.6%
Grants (304)	\$69,808	0.2%	+30.8%	\$39,785	0.2%	-41.9%
Public Library (305)	\$36,982	0.1%	-2.6%			-100%
Gifts (306)	\$65,923	0.2%	-34.4	\$266,951	1.5%	+62.1%
Foundation Branch FF&E (307)	\$200,000	0.6%	+300%	\$255		
Measure FF (308)	\$16,457,013	52.4%	+120543.7%	\$2,837,258	16.1%	+94.6%
Total	\$31,393,572	100.0%	+115.9%	\$17,577,252	100.0%	+12.2%

RECOMMENDATION

Adopt a resolution amending the FY 2012 Revised Budget for all Fund entities based upon recommended re-appropriation of committed prior year funding and other adjustments totaling \$9,441,960.



FISCAL IMPACT

Revisions to the fiscal year 2012 expenditure budget by Fund entities are:

Fund	Approved FY12 Budget (8JUN)	Encumbered C/O (corrected)	Adjustments (AAO1)	Revised FY12 Budget
Library Tax (301)	\$14,923,334	\$138,646		\$15,061,980
TBR (302)	\$76,000	\$5,876		\$81,876
Grants (304)	\$29,930		\$46,489	\$76,419
Gifts (306)	\$158,475	\$32,172	\$373,531	\$564,178
Foundation FF&E (307)	\$1,000,000	\$43,900		\$1,043,900
Measure FF (308)	\$11,249,930	\$8,798,530		\$20,048,460
Total	\$27,437,669	\$9,019,124	\$420,021	\$36,876,813

On May 11, 2011, the Board of Library Trustees by Resolution No.: 11-038 approved the revenue and expenditure biennial budgets for fiscal years 2012 and 2013 for all Library fund entities. The following month, on June 8th, in response to the May 13th release of the April consumer price index for the San Francisco Bay Area the Board approved Resolution No.: 11-045 accepting a revision to the Library Tax Fund biennial budgets. And on August 11th, CoB Finance rolled over \$9,021,940 of encumbered values for contracts from FY11 into FY12. Taking into account the FY11 rollover and adjustments for known FY12 activities an amended budget total of \$36,879,630 is requested. Approved changes to the FY 2012 Revised Budget would be effected as part of the first amendment to the FY 2012 Annual Appropriations Ordinance scheduled to be brought before the City Council on November 8.

BACKGROUND

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

Excluding Gifts (306) and the Branch Renovation Program (307 and 308) funds, FY11 revenue at \$14,670,636 grew 2.1% over FY10, with expenditures rising 3.1% to \$14,472,788. The increase in revenue is primarily attributable to higher library tax receipts offset by cost increases for labor, and implementation of the new self-check system.

On an overall basis total Library receipts and expenditures during the fiscal year were largely attributable to the branch improvement program: Funds 307 and 308 (see table in *Introduction* section).



1. Library Tax Fund

For a third consecutive year the Library Tax Fund ended the fiscal year with a surplus as revenues exceeded expenditures by \$78,925 yielding an estimated beginning fund balance of \$1,540,809.

The Library Tax Fund is made up of revenue from the dedicated library tax, fines and fees charged to patrons, and miscellaneous revenue. The largest component of revenues in the Fund is the library tax itself which is received periodically during the fiscal year – generally September, February, April and June – from the County Assessor's Office and is indexed to the higher of the increase in the California Personal Income Growth or the San Francisco Bay Area Consumer Price Index rates. In FY11, the library tax rate was pegged to the San Francisco Bay Area Consumer Price Index increase of 1.7168%, generating total receipts of \$14,187,090 for an incremental gain of \$342,601 over the FY 2010 rate of 0.8015%. Other revenues from fines, fees and miscellaneous revenue sources at \$295,179 declined 3.6% or \$11,072 from the prior year.

Fiscal year expenditures reached \$14,403,344 up 4.4% or \$610,801 over the prior year but favorable to the revised budget by \$290,899 or 2%; pass-through costs attributable for City services was \$17,996. Overall labor costs exceeded the budget by \$380,220 or 3.3%. On a year-over basis, labor costs up 2.3% or \$266,725, recorded an 84.2% increase of \$109,874 to intermittent (11-03) costs at \$240,383; and a 14.1%, or \$118,927, rise in medical insurance expense (20-11). Additional hours pay (11-60) paid to part-time staff was also a significant contributor to labor costs at \$182,671. On a project basis, labor costs associated with library materials retagging linked to implementation of the new self-check system accounted for slightly more than a third of the unfavorable labor variance. Non-labor expense ended \$344,076 over the prior year primarily due to ongoing replacement costs attributable to the implementation of the new Bibliotheca self-check system and a transfer back of Innovative Interfaces Inc. database expense that was moved to the Transaction Based Reimbursement Fund (302) in fiscal year 2010 on a one-off single-year basis.

2. Gifts Fund

Expenditures at \$266,951 rose 62.1% or \$102,303 above the prior year due to \$136,446 in spending on the reconfiguration of public areas at the Central Library – this space planning project is expected to conclude by December 2011. Special event programming supported by Friends of the Library and encompassing learning, culture, arts, and literacy topped \$64,094. No funds were spent from the Max Delaware Trust during the fiscal year; while, \$36,887 was spent on library materials from the Alice Meyer Trust. Remaining funds in the Max Delaware Trust at fiscal year-end totaled \$17,171, and \$218,667 in the Alice Meyer Trust.

Labor expenses comprised 16% of total Fund expenditures and were primarily related to the Central Library space planning project; and to a much lesser extent, Berkeley READS, and the General Services temporary program for book pickup funded by the Friends.

3. Other Funds

TBR Fund (302) receipts ended the fiscal year at \$81,577 falling 34.3% year-over-year, a drop of \$42,501. The bulk of receipts at 77.8% derive from the difference between the count of units loaned by BPL to other libraries' residents, such that the greater count of units loaned versus borrowed maximizes the payout received. For a third consecutive fiscal year the programmed dollars were held constant by the CA State Library in response to the difficult budgetary situation confronting the state. That said, effected changes included an increase to the withhold rate on eligible payments to 85% in FY11, from 80% in FY10, and 66% in FY09. Additionally, the FY11



imbalance payout rate per transaction was revised downward to \$1.17 from \$1.20 in FY10 dropping the per unit payout to \$0.17 from \$0.24 in FY10. Additionally, other factors impacting the year-over variance include FY11 comprising four payouts of which one payout was attributable to the program in FY10 versus six payouts in FY10 of which two were FY09 program payouts. And the total imbalance units applied to 2011 was 49,596 as compared to 64,160 units in FY10 – a drop in units of 22.7%. The Fund benefited from \$18,089 in miscellaneous revenue from public copier receipts, this was flat from the prior period.

Expenditures to the TBR Fund fell significantly ending the fiscal year at \$29,659, a decline of 82.6% or \$140,576. This decrease was largely due to Innovative Interfaces database charges of \$124,000 reverting back to the Library Tax Fund after a one-year application to the TBR Fund as well as \$26,598 of Tricor delivery services hitting the Library Tax Fund.

The Grants Fund (304) in FY11 was made up of monies received from the California Library Literacy Services (CLLS) program to fund the Berkeley READS literacy program; and two one-time BALIS innovation and technology program grants. The Library received \$46,808 in FY11 through the CLLS program, of which although only a decrease of \$2,824 in value, represented a loss of 5.7% and was entirely attributable to the per capita and match portion of the award; the baseline amount of \$20,000 was unchanged from the prior year. BALIS awarded two grants, one grant of \$20,000 to promote technology accessibility in the Library through the use of devices such as iPads, and another of \$3,000 value to produce a Teen film documentary chronicling the renovation and construction of the branch libraries.

The California State Library apportions to the Berkeley Public Library an annual allocation to the Public Library Fund (305) based on a per capita calculation and share of population. The FY11 award was moderately reduced by 2.6% to \$36,982 from FY10's allocation of \$37,961. In an effort to resuscitate the Fund's balance after recovering from last fiscal year's deficit balance the Library elected not to charge any expenditure to this Fund in FY11.

4. Measure FF Funds

The BPL Library Foundation FF&E Fund tendered two awards of \$100,000 each, with each of these awards designated for equipment at the North Branch Library to be procured under the BHM Construction contract. The only actual expense to charge to the FF&E Fund to date and in fiscal year 2011 was for \$211 for South Branch donor signage conceptual design work.

At the end of the fiscal year the Measure FF Fund (308) supported projects had the North and Claremont sites in construction, South in the construction documents phase, and West nearing completion of design development. Fiscal year-end Fund expenditure was \$2,837,258. Architectural costs during the fiscal year totaled \$938,057; such that, at fiscal year-end total architectural project fees stood at \$1,909,697 reflecting 65.7% of the total contracted valuation for architectural services. Construction costs for the period was \$835,192 of which \$543,300 was for North, and \$291,892 was for Claremont. The Library's first ever mobile delivery of general library services by means of the BranchVan was initiated in April to both the closed Claremont and North branch communities, initial vehicle costs for purchase and start-up was \$87,829.

CURRENT SITUATION AND ITS EFFECTS

Throughout the year, the Library Board takes actions that amend the fiscal year's revised budget through the Annual Appropriations Ordinance. These may include, but are not limited to, the



acceptance of new grants, revisions to existing grants, and adjustments to adopted expenditure authority due to unanticipated needs.

The revised budget is also amended annually to reflect the re-appropriation of prior-year funds for contractual commitments (i.e. encumbrances) as well as unencumbered carryover of unexpended funds previously authorized for one-time, non-recurring purposes. These budget changes or modifications include re-appropriating FY11 spending authority to FY12 for coverage of commitments entered into in prior years. The amended FY 2012 Revised Budget will be sent to the City's budget office for inclusion in the consolidated first amendment of the Annual Appropriations Ordinance. (see table in *Fiscal Impact* section)

1. Library Tax Fund

The Library Tax Fund budget is requested to be increased by \$138,646 to \$15,061,980 due to FY11 carryover.

Carryover	\$138,646	
• Accutite Environmental	\$250	Fuel Tank Servicer
• Avidex, Inc.	\$21,867	A/V Central Library Meeting Room
• Freitas Landscape	\$1,470	Gardening Service
• Innovative Interfaces	\$21,070	Integrated Library System
• L.J. Kruse Co.	\$10,157	Facility Maintenance
• Lauren Wohl Design	\$18,446	Graphics/Media
• Marina Mechanical	\$10,578	Facility Maintenance
• Ricoh Americas Corp	\$1,108	Public Copier Services
• Security Engineers	\$904	Fire Alarm Monitoring Services
• Syserco, Inc.	\$18,594	Building Systems
• ThyssenKrupp Elevator	\$7,708	Elevator Maintenance
• Universal Building Svcs.	\$20,517	Janitorial Services
• Universal Protection Svcs.	\$5,977	Security Services
• TOTAL – Carryover	\$138,646	

2. Gift Fund

The Gift Fund revised budget increases \$405,703 to \$564,178 due to carryover from FY 2011 and other adjustments that include the following items:

Carryover	\$32,172	
• Patricia Bruning Design	\$7,550	Signage Design
• Ellis & Ellis Sign	\$24,622	Signage Fabricator
• TOTAL – Carryover	\$32,172	

Adjustments	\$373,531	
• Friends of the Library	\$10,906	(FY11 unspent)
• Berkeley Reads	\$2,500	(FY11 unspent)
• Foundation FF&E	\$350,000	(Short-term accommodation-Fund 307)
• Misc. Furniture and Equipment	\$10,000	



- Berkeley READS \$125 (FY12 private party donations)
- TOTAL – Adjustments \$373,531

The two contract carryovers will mark the completion of the Central Library space planning project. The appropriation for furniture and equipment is a non-specific request from the general Gifts Fund balance. The Foundation FF&E short-term accommodation is a temporary arrangement entered between the Library and the Berkeley Public Library Foundation to cover initial ordering deposits that are typically required by furniture manufacturers upon order placement. This short-term accommodation, applicable to the Claremont and North branch libraries, is essentially due to long lead times on furniture orders not coinciding with the timing of receipts on current commitments received by the Foundation’s Neighborhood Libraries Campaign. The Library will pay expenses up to \$350,000 with unrestricted general gift funds that nonetheless will be charged to the Foundation FF&E Fund (307). The Gifts Fund will be reimbursed for any payments made upon receipt of capital campaign funds. Adjustments appropriations for Berkeley READS are either unspent funds from the prior year or gifts to the program given since the commencement of FY 2012.

3. Other Funds

The TBR Fund is requested to be increased to \$81,876 for the following carryover:

Carryover \$5,876

- Ricoh Americas \$5,876 Public Copier Services

The Grants Fund revised budget increases \$46,489 to \$76,419 due to adjustments for the carryover of \$13,489 of remaining BALIS FY 2011 grant monies awarded for the promotion of technology access in the Library, and two Bay-Friendly grant awards from the Alameda County Waste Management Authority – \$15,000 for Claremont and \$18,000 for North – expected to be awarded in conjunction with the Measure FF branch improvement program for the employment of Bay-Friendly landscaping practices.

4. Foundation FF&E Fund

An increase of \$43,900 is requested for the following carryovers:

Carryover \$43,900

- Architectural Resources \$4,730 Donor Signage
- Field Paoli Architects \$2,170 Donor Signage
- Gould Evans Baum Thornley \$5,000 Donor Signage
- Harley Ellis Devereaux \$5,000 Donor Signage
- Kay Chesterfield \$27,000 Historical Furniture Restoration
- TOTAL – Carryover \$43,900

5. Measure FF Fund

FY11 carryover is requested at \$8,798,530.

Carryover \$8,798,530

- ARC-NC \$21,285 Document Reproduction



· Architectural Resources	\$122,968	Architect – North Branch
· BHM Construction	\$3,857,030	Construction – North Branch
· Cardinaux, Rene	\$26,466	Consultant
· Coleman, Marion	\$30,400	Artist – North Branch
· Construction Testing Svcs.	\$40,740	Testing and Inspection Analysis
· Snippen, David	\$6,383	Consultant
· Field Paoli Architects	\$354,250	Architect – South Branch
· Fine Line Construction	\$2,707,297	Construction – Claremont Branch
· Gould Evans Baum Thornley	\$103,899	Architect – Claremont Branch
· Harley Ellis Devereaux	\$414,926	Architect – West Branch
· Kitchell CEM	\$731,887	Project Management
· Mechanic Bank	\$267,811	Retention – Claremont Branch
· Moovers, Inc.	\$13,958	Moving Services
· Page & Morris	\$1,206	Consultant
· Powell, Eric	\$23,200	Artist – Claremont Branch
· RGA Environmental	\$15,088	Hazmat Abatement Monitoring
· Rockridge Geotechnical	\$13,900	Engineering Analysis
· Smith, Fause & McDonald	\$45,837	A/V Consultant
TOTAL – Carryover	\$8,798,530	

FUTURE ACTION

The Library will report the amended revised budget to the City Manager’s Office for inclusion in the amendment to the FY 2012 Annual Appropriations Ordinance.

Attachments:

- A. Resolution
 - 1. FY 2011 Expenditures by Fund: Close II
 - 2. FY 2011 Vendor Expenditures
 - 3. Library Tax Fund: 5-Year Analysis
 - 3.1. Library Tax Fund: Fiscal Years 2010-2012 Analysis
 - 4. Gifts Fund: 5-Year Analysis
 - 5. Other Funds: 5-Year Analysis
 - 6. BPL Foundation FF&E Fund: 5-Year Analysis
 - 7. Measure FF Fund: 5-Year Analysis
 - 8. BOLT Resolution No.: 11-038
 - 9. BOLT Resolution No.: 11-045



**BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

Attachment A

RESOLUTION NO.: 11-__

**AMEND THE FISCAL YEAR 2012 EXPENDITURE BUDGET FOR A TOTAL FISCAL YEAR REVISED
BUDGET OF \$36,879,630**

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

WHEREAS, the FY 2012 Revised Budget must be amended to include fiscal year 2011 encumbrances and adjustments of \$9,441,960; and

WHEREAS, the adjustments include an agreement between the Library and the Berkeley Public Library Foundation of a one-time special short-term accommodation up to \$350,000 from the Gifts Fund for payment of initial furniture ordering deposits that will be reimbursed to the Gifts Fund upon receipt of capital campaign commitments by the Foundation; and

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

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley that the FY 2012 Expenditure Budget is amended based upon recommended re-appropriation of committed fiscal year 2011 funding and other recommended adjustments authorized since May 21, 2011 and totaling \$9,441,960.

BE IT FURTHER RESOLVED by the Board of Library Trustees of the City of Berkeley to adopt an amended FY 2012 Expenditure Budget of \$36,879,630.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on September 14, 2011 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Darryl Moore, Chairperson

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

**Attachment 1
FY 2011 EXPENDITURES BY FUND**

BERKELEY PUBLIC LIBRARY : EXPENDITURES JUN FY11 (CLOSE #2 15AUG11)										13	100.0%
Berkeley Public Library System (w/CoB)			Actuals (NO Encumbrances)							YTD JUN	
Elmnt- Object	Description	Bdgt ORG FY11	Bdgt REV FY11	Lib Dscr 301	DL / ILL 302	Grants 304	Gift 306	FFE 307	Mse FF 308	Actual FY11	% REV Spent
11-01	Monthly Rated Employees	7,033,150	7,033,150	6,915,256			275		62	6,915,593	98.3%
11-02	Wage Continuation Payment			3,245						3,245	
11-03	Hourly and Daily Rated Empl	253,991	268,482	240,383		27,658	30,660		33,894	332,595	123.9%
11-04	Monthly Rated - Part Benefitted	429,819	429,819	400,031			250			400,281	93.1%
11-59	Reg Retro Gross Adjust.			4,005						4,005	
11-60	Excess Hours Pay	11,140	9,185	182,671			4,297			186,968	2035.6%
12-12	General Summer Youth	21,935	21,935	18,455						18,455	84.1%
13-01	O/T-Monthly Rated Employee	6,579	6,579	520						520	7.9%
13-05	Holiday Pay	4,935	4,935	222						222	4.5%
Personal Services-Salaries and Wages		7,761,549	7,774,085	7,764,788		27,658	35,482		33,956	7,861,884	101.1%
20-11	Medical Insurance	835,147	835,147	965,324			506			965,830	115.6%
20-12	Dental Insurance	142,989	142,989	148,921			92			149,013	104.2%
20-13	Life Insurance	7,726	7,726	6,798			8			6,806	88.1%
20-21	Cash-in-Lieu	100,771	100,771	82,993			144		8	83,145	82.5%
20-31	Pers/Misc Other	1,845,250	1,845,250	1,851,832			1,187		17	1,853,036	100.4%
20-34	PARS (3.75%)	26,470	26,470	24,085		1,037	1,144			26,266	99.2%
20-36	SRIP	287,109	287,109	290,094			281			290,375	101.1%
20-40	Medicare Tax	96,060	96,060	108,083		386	497		493	109,459	113.9%
20-63	Retirement Med: Misc. Emp Medica	198,867	198,867	188,040			114		2	188,156	94.6%
20-71	Workers Comp: Workers Comp Ch	190,758	190,758	211,091		611	3,170		754	215,626	113.0%
20-82	Allowances: Shoes Allowance	1,200	1,200	1,253					1	1,254	104.5%
20-83	Allowances: Tools Allowance	1,000	1,000	700						700	70.0%
20-87	Terminal Payouts-Misc.Emp			92,813			59		1	92,873	
20-90	Other Employee Benefits	263,670	263,670	173,135			105		2	173,242	65.7%
20-91	Commuter Check	18,990	18,990	22,498			27			22,525	118.6%
27-20	Fringe Benefits (Budget)	25,833	25,833								
Personal Services-Fringe Benefits		4,041,840	4,041,840	4,167,660		2,034	7,334		1,278	4,178,306	103.4%
20-99	Salary Savings	(116,499)	(116,499)								
Personal Services-Employee		11,686,890	11,699,426	11,932,448		29,692	42,816		35,234	12,040,190	102.9%

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Berkeley Public Library System (w/CoB)			Actuals (NO Encumbrances)							YTD JUN	
Elmnt- Object	Description	Bdgt ORG FY11	Bdgt REV FY11	Lib Dscr 301	DL / ILL 302	Grants 304	Gift 306	FFE 307	Mse FF 308	Actual FY11	% REV Spent
30-35	Professional: Engrng & Architecur	303,040	2,372,271						941,947	941,947	39.7%
30-38	Professional: Misc Prof Svcs	363,341	1,906,773	240,486		555	63,689	255	395,795	700,780	36.8%
30-39	Hazardous Materials Handling	3,825	3,734								
30-42	Maint Svcs: Office Equip Maint Svcs	15,000	15,000	3,961						3,961	26.4%
30-43	Maint Svcs: Bldg & Structures Maint	135,000	174,659	112,406			1,160		396	113,962	65.2%
30-44	Maint Svcs: Field Equip Maint	40,450	36,429	14,489						14,489	39.8%
30-46	Maint Svcs: Computer Maintenance	9,200	9,200	5,418						5,418	58.9%
30-47	Maint Svcs: Software Maintenance	234,304	181,221	132,158						132,158	72.9%
30-51	Bank Credit Card Fees			4,552						4,552	
Purchased Professional & Technical Svcs		1,104,160	4,699,287	513,470		555	64,849	255	1,338,138	1,917,267	40.8%
35-20	County/State/Fed Pymts.	5,000	10,988	2,826					5,987	8,813	80.2%
Grants & Governmental Payments		5,000	10,988	2,826					5,987	8,813	80.2%
40-10	Professional Dues and Fee	23,250	23,250	20,572						20,572	88.5%
40-20	Insurance	575	575								
40-31	Communications: Telephones	104,300	105,800	46,086						46,086	43.6%
40-33	Communications: Cellular	17,550	17,550	7,395						7,395	42.1%
40-41	Utilities: Water	20,600	21,099	15,145					299	15,444	73.2%
40-42	Utilities: Gas/Electricity	336,000	341,848	230,052					8,699	238,751	69.8%
40-43	Utilities: Refuse	33,912	23,777	21,596						21,596	90.8%
40-50	Printing and Binding	62,435	70,602	11,645			5,109		19,675	36,429	51.6%
40-61	Travel: Commerical Travel	6,000	6,000	2,610			1,217			3,827	63.8%
40-62	Travel: Meals & Lodging	9,000	3,850	1,959			1,573			3,532	91.7%
40-63	Travel: Registration/Admin Fees	14,500	20,310	6,852			2,210			9,062	44.6%
40-64	Travel: Transportation	1,500	1,504	3,436			12			3,448	229.3%
40-70	Advertising	7,044	13,312	1,698					5,350	7,048	52.9%
40-80	Books and Publications		15,250	15,250						15,250	100.0%
40-90	Other	244,900	148,006								
Other Purchased Services		881,566	812,733	384,296			10,121		34,023	428,440	52.7%
50-10	Rental of Land/Buildings	75,500	75,500								
50-20	Rental of Equip/Vehicles	41,500	42,824		23,247					23,247	54.3%
50-30	Rental of Office Equipment & Furnit	10,000	16,120	13,703						13,703	85.0%
50-40	Rental of Software & Licenses	75	75								
Rentals / Leases		127,075	134,519	13,703	23,247					36,950	27.5%

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Berkeley Public Library System (w/CoB)			Actuals (NO Encumbrances)							YTD JUN	
Elmnt- Object	Description	Bdgt ORG FY11	Bdgt REV FY11	Lib Dscr 301	DL / ILL 302	Grants 304	Gift 306	FFE 307	Mse FF 308	Actual FY11	% REV Spent
51-10	Postage	32,500	32,187	9,249					136	9,385	29.2%
51-20	Messenger/Deliver	25,000	25,000								
Mail Services		57,500	57,187	9,249					136	9,385	16.4%
55-11	Office Supplies	27,400	28,737	17,069						17,069	59.4%
55-20	Field Supplies	189,674	397,572	305,917	6,412	50	23,305		71	335,755	84.5%
55-30	Equip & Veh Supp: Supplies		2,183						1,900	1,900	87.0%
55-34	Equip & Veh Supp: Spare Replacem	4,425	3,277								
55-50	Food	3,500	8,052	314			2,957		414	3,685	45.8%
55-60	Library Materials	960,050	967,523	811,134			45,193			856,327	88.5%
55-70	Misc.		89								
Supplies		1,185,049	1,407,433	1,134,434	6,412	50	71,455		2,385	1,214,736	86.3%
60-20	Outside Janitorial Svcs	180,000	190,631	170,113						170,113	89.2%
Purchased Property Services		180,000	190,631	170,113						170,113	89.2%
65-70	Building	9,630,895	7,999,544						1,023,319	1,023,319	12.8%
65-80	Other Infrastructure	135,908	148,471				12,562			12,562	8.5%
Infrastructure		9,766,803	8,148,015				12,562		1,023,319	1,035,881	12.7%
68-12	Underwriting Disc/ Insur. Prem								175,100	175,100	
Financing Cost									175,100	175,100	
70-41	Machinery and Equipment	8,450	133,169	131,455						131,455	98.7%
70-42	Vehicles		87,790						87,829	87,829	100.0%
70-43	Furniture and Fixtures	56,000	135,393	1,000			33,061			34,061	25.2%
70-44	Computers & Printers	50,000	18,717	9,342						9,342	49.9%
70-47	Computer Softwares & Lic	5,000	8,750	8,445						8,445	96.5%
Property		119,450	383,819	150,242			33,061		87,829	271,132	70.6%
71-10	Small Equipment	21,000	47,405	15,042		9,488				24,530	51.7%
71-41	Mach & Equip: Machinery And Equip										
71-43	Mach & Equip: Furniture And Fixture	60,000	38,219	3,540			32,087			35,627	93.2%
71-44	Mach & Equip: Computers And Prin	10,000	41,183	40,820						40,820	99.1%
71-47	Mach & Equip: Software & Licenses	15,000	23,546	23,225						23,225	98.6%
Property Under Cap Limit		106,000	150,353	82,627		9,488	32,087			124,202	82.6%
75-35	Mail Services	1,661	1,661	1,661						1,661	100.0%
75-50	City Vehicles/Fuel & Main	4,000	4,000	7,275						7,275	181.9%
75-60	City Parking Permits	480	1,000	1,000						1,000	100.0%
75-90	Internal City Training	500	500								
Internal Services		6,641	7,161	9,936						9,936	138.8%

Attachment 1
FY 2011 EXPENDITURES BY FUND

BERKELEY PUBLIC LIBRARY : EXPENDITURES JUN FY11 (CLOSE #2 15AUG11)										13	100.0%
Berkeley Public Library System (w/CoB)			Actuals (NO Encumbrances)							YTD JUN	
Elmnt- Object	Description	Bdgt ORG FY11	Bdgt REV FY11	Lib Dscr 301	DL / ILL 302	Grants 304	Gift 306	FFE 307	Mse FF 308	Actual FY11	% REV Spent
82-30	Debt Svc - Issuance Costs	2,400	2,400						135,107	135,107	5629.5%
Debt Service		2,400	2,400						135,107	135,107	5629.5%
99-01	Appropriations Ord #1		(317,256)								
99-02	Appropriations Ord #2		(1,249,560)								
99-03	Appropriations Ord #3		(100,500)								
99-11	Appropriations Ord #1 Offset Acct		317,256								
99-12	Appropriations Ord #2 Offset Acct		1,249,560								
Balance Sheet Accounts			(100,500)								
Other Expenses		13,541,644	15,904,026	2,470,896	29,659	10,093	224,135	255	2,802,024	5,537,062	34.8%
Berkeley Public Library System (w/CoB)		25,228,534	27,603,452	14,403,344	29,659	39,785	266,951	255	2,837,258	17,577,252	63.7%

Attachment 2
FY 2011 VENDOR EXPENDITURES

BERKELEY PUBLIC LIBRARY

FY11 - VENDOR EXPENDITURES @ 21JUL11 (ALL FUNDS)

Type	Description	Vendor Name	Amount
Prof. and Tech. Svcs.	Engineering & Architectural	ARCHITECTURAL RESOURCES GR	301,544
	Professional Services	KITCHELL	268,135
	Engineering & Architectural	HARLEY ELLIS DEVEREAUX	262,323
	Engineering & Architectural	GOULD EVANS BAUM THORNLEY	241,534
	Engineering & Architectural	FIELD PAOLI ARCHITECTS	132,656
	Software/License Maintenance	INNOVATIVE INTERFACES INC	128,330
	Professional Services	UNIVERSAL PROTECTION SERVI	121,795
	Professional Services	SMITH, FAUSE & MCDONALD, I	39,154
	Facilities Maintenance	SECURITY ENGINEERS	37,014
	Professional Services	MOOVERS INC	35,282
	Professional Services	CARDINAUX, RENE	27,265
	Professional Services	Other *	27,139
	Professional Services	TRICOR AMERICA INC.	26,598
	Professional Services	FREITAS LANDSCAPE & MAINTEN	20,468
	Facilities Maintenance	THYSSEN KRUPP ELEVATOR - 04	16,292
	Facilities Maintenance	MARINA MECHANICAL	15,728
	Professional Services	OCLC ONLINE COMPUTER LIB C	11,739
	Professional Services	LAUREN WOHL DESIGN	10,395
	Professional Services	BAY ALARM COMPANY	9,965
	Professional Services	RGA ENVIRONMENTAL INC	9,912
	Facilities Maintenance	L.J. KRUSE CO.	9,766
	Professional Services	UNIQUE MANAGEMENT SERVICES	8,964
	Professional Services	PATRICIA BRUNING DESIGN	8,750
	Professional Services	AVIDEX, INC	8,605
	Professional Services	COLEMAN, MARION	8,100
	Facilities Maintenance	SYSERCO, INC.	7,644
	Professional Services	KRAY CABLING, INC.	6,445
	Professional Services	POWELL, ERIC	6,300
	Professional Services	BIBLIOTHECA INC	5,900
	Professional Services	ALAMEDA COUNTY SMALL BUSIN	5,500
	Equipment Maintenance	RICOH AMERICAS CORPORATION	4,857
	Facilities Maintenance	STUART'S CLEAR CHOICE	4,500
	Facilities Maintenance	DARCY & HARTY CONST, INC	4,400
Maintenance Services	SHARP ELECTRONICS CORPORAT	3,961	
Professional Services	CUSTOM VEHICLE WRAPS.COM	3,875	
Professional Services	CONSULTING RESIDENTIAL DES	3,617	
Professional Services	IRON MOUNTAIN RECORDS	3,577	
Engineering & Architectural	BKF ENGINEERS	3,190	
Professional Services	BIG CHIEFTREE SERVICE	3,028	
Professional Services	KAY CHESTERFIELD	3,000	
Software/License Maintenance	CDW GOVERNMENT, INC	2,883	

Attachment 2
FY 2011 VENDOR EXPENDITURES

BERKELEY PUBLIC LIBRARY

FY11 - VENDOR EXPENDITURES @ 21JUL11 (ALL FUNDS)

Type	Description	Vendor Name	Amount
	Facilities Maintenance	CINTAS FIRE PROTECTION F44	2,756
	Facilities Maintenance	AGNITSCH ELECTRIC COMPANY	2,749
	Facilities Maintenance	AUTOMATIC DOOR SYSTEMS, IN	2,716
	Facilities Maintenance	Other *	2,669
	Facilities Maintenance	J.C. PHELAN CO.	2,390
	Computer Maintenance	AMS.NET, INC	2,360
	Computer Maintenance	NLE	2,170
	Facilities Maintenance	SIMPLEXGRINNELL-GRINNEL FI	2,147
	Facilities Maintenance	ORKIN EXTERMINATING	2,095
	Professional Services	A-TOTAL FIRE PROTECTION CO	1,735
	Professional Services	LOGAN SURVEYING	1,700
	Professional Services	AGNITSCH ELECTRIC COMPANY	1,677
	Professional Services	CALIFORNIA STATE LIBRARY	1,512
	Professional Services	AERC RECYCLING SOLUTIONS	1,511
	Professional Services	WILDLIFE ASSOCIATES	1,500
	Professional Services	KOLB, COURTNEY	1,375
	Professional Services	ZUNZUN	1,350
	Equipment Maintenance	BMI IMAGING SYSTEMSINC.	1,280
	Professional Services	VALLEYPower SYSTEMS NORT	1,218
	Facilities Maintenance	BEST EQUIPMENT	1,166
	Professional Services	COYLE, KAREN	1,100
	Professional Services	PAGE & MORRIS	1,100
	Professional Services	FRAMER'S WORKSHOP	1,050
	Professional Services	SANABRIA, ALVARO	1,050
	Professional Services	BRONKAR CIRCUS OF SOUND	1,000
	Software/License Maintenance	Other *	945
	Computer Maintenance	Other *	888
	Engineering & Architectural	Other *	700
Prof. and Tech. Svcs.	Subtotal		1,906,038
Grant & Government	Government Payments	ALAMEDA COUNTY CLERK	5,929
	Government Payments	Other *	108
Grant & Government	Subtotal		6,037
Other Purch. Svcs	Gas & Electricity	PACIFIC GAS & ELECTRIC CO	233,849
	Telephones	AT&T	32,363
	Printing	ARC - NC	18,715
	Professional Dues & Fees	PACIFIC LIBRARY PARTNERSHI	17,084
	Water	EBMUD	15,445
	Books and Subscriptions	SKYRIVER TECHNOLOGY SOLUTI	15,250
	Telephones	AT&T INTERNET SERVICES	13,140
	Printing	WELLS FARGO BANK, N.A.	9,272
	Telephones	NEXTEL COMMUNICATIONS--AIR	5,935

**Attachment 2
FY 2011 VENDOR EXPENDITURES**

BERKELEY PUBLIC LIBRARY

FY11 - VENDOR EXPENDITURES @ 21JUL11 (ALL FUNDS)

Type	Description	Vendor Name	Amount
	Gas & Electricity	PACIFIC GAS & ELECTRIC	4,901
	Travel	Other *	4,725
	Printing	COPY CENTRAL - SHATTUCK	4,391
	Conference/Seminar Registration	Other *	4,161
	Advertising	DEAN'S SIGNS	3,777
	Conference/Seminar Registration	PENINSULA LIBRARY SYSTEM	3,075
	Travel	WELLS FARGO BANK, N.A.	2,971
	Advertising	Other *	1,941
	Conference/Seminar Registration	WELLS FARGO BANK, N.A.	1,901
	Professional Dues & Fees	BOOKLIST ON LINE	1,850
	Printing	ROGER DUNN PRINTING INC.	1,469
	Telephones	AT&T MOBILITY	1,460
	Printing	AUTUMN PRESS, INC.	1,393
	Travel	WELLS FARGO BANK, N.A.	1,349
	Advertising	BERKELEY MONTHLY INC	1,330
	Professional Dues & Fees	CALIFORNIA LIBRARY ASSN	1,200
	Printing	Other *	1,190
	Telephones	Other *	584
	Professional Dues & Fees	Other *	483
Other Purch. Svcs	Subtotal		405,203
Rentals & Leases	Rental Equipment	RICOH AMERICAS CORPORATION	23,247
	Rental Office Equipment	PITNEY BOWES GLOBAL FIANCI	11,721
	Rental Office Equipment	US BANCORP	1,650
	Rental Office Equipment	Other *	330
Rentals & Leases	Subtotal		36,949
Mail Services	Postage	PITNEY BOWES RESERVE ACCOU	8,500
	Postage	Other *	750
Mail Services	Subtotal		9,250
Supplies	Library Materials	BAKER & TAYLOR, INC.	224,128
	Field Supplies	BIBLIOTHECA INC	197,682
	Library Materials	MIDWEST TAPE	122,883
	Library Materials	BWI/BOOK WHOLESALERS, INC.	99,403
	Library Materials	STATE BOARD OF EQUALIZATIO	55,574
	Library Materials	EBSCO SUBSCRIPTION SERVICE	53,121
	Library Materials	Other *	30,857
	Field Supplies	UNIVERSAL BUILDING SERVICE	27,475
	Library Materials	GALE GROUP	22,910
	Library Materials	AMAZON.COM-LIBRARY	22,515
	Library Materials	CALIFA GROUP	20,265
	Field Supplies	CALIFA GROUP	17,904
	Library Materials	INFO USA MARKETING, INC.	15,105

Attachment 2
FY 2011 VENDOR EXPENDITURES

BERKELEY PUBLIC LIBRARY

FY11 - VENDOR EXPENDITURES @ 21JUL11 (ALL FUNDS)

Type	Description	Vendor Name	Amount
	Office Supplies	OFFICE DEPOT BUSINESS SERV	14,609
	Library Materials	OXFORD UNIV PRESS INC	13,283
	Library Materials	PACIFIC LIBRARY PARTNERSHI	12,839
	Library Materials	RR BOWKER LLC	12,776
	Library Materials	PROQUEST LLC	11,278
	Field Supplies	Other *	9,772
	Field Supplies	SAN LEANDRO ELECTRIC	8,579
	Field Supplies	OFFICE DEPOT BUSINESS SERV	7,823
	Library Materials	RANDOM HOUSE INC.	7,448
	Library Materials	LEARNING EXPRESS, LLC	7,320
	Library Materials	NEWSBANK, INC.	7,245
	Field Supplies	MCMMASTER-CARR SUPPLY	7,166
	Library Materials	BILINGUAL PUBLICATIONS CO	5,821
	Library Materials	LECTORUM PUBLICATIONS, INC	5,717
	Library Materials	RECORDED BOOKS, LLC.	5,567
	Library Materials	UNIQUE BOOKS, INC	5,068
	Library Materials	EASTWIND BOOKS & ARTS, INC	4,914
	Field Supplies	BRODART CO	4,613
	Library Materials	THOMSON-WEST/BARCLAYS	4,598
	Library Materials	NOLO PRESS, INC	4,572
	Library Materials	VALLEY LIBRARY BINDERY	4,507
	Library Materials	NEW YORK TIMES, THE	4,349
	Field Supplies	DEMCO	4,313
	Library Materials	ORCHARD SUPPLY HARDWARE	4,303
	Library Materials	MIDWEST LIBRARY SVC, INC	4,243
	Field Supplies	ITC SYSTEMS USA INC	4,059
	Field Supplies	ASHBY PLUMBING & HEATING	3,979
	Field Supplies	GRAINGER INDUSTRIAL SUPPLY	3,789
	Food	Other *	3,685
	Library Materials	MUSIC LIBRARY SERVICE COMP	3,627
	Field Supplies	ASHBY LUMBER	3,606
	Field Supplies	TAP PLASTIC	3,466
	Library Materials	H W WILSON CO., THE	3,378
	Library Materials	LATIN AMERICAN BOOKSOURCE	3,082
	Field Supplies	TRUITT & WHITE LUMBER	3,036
	Library Materials	BLACKSTONE AUDIOBOOKS	3,016
	Library Materials	LIVE OAK MEDIA	2,962
	Library Materials	ADARO ENGINE & EQUIPMENT I	2,677
	Library Materials	SAN FRANCISCO CHRONICLE	2,591
	Library Materials	AUDIOGO	2,546
	Library Materials	TANTOR MEDIA INC	2,482

Attachment 2
FY 2011 VENDOR EXPENDITURES

BERKELEY PUBLIC LIBRARY

FY11 - VENDOR EXPENDITURES @ 21JUL11 (ALL FUNDS)

Type	Description	Vendor Name	Amount
	Field Supplies	WILCO SUPPLY	2,307
	Library Materials	INFORMATION TODAY, INC.	2,256
	Field Supplies	WELLS FARGO BANK, N.A.	2,216
	Library Materials	ENCYCLOPAEDIA BRITANNICA,	2,139
	Library Materials	UNITED STATES STAMPCO	2,085
	Field Supplies	STATE BOARD OF EQUALIZATIO	2,054
	Library Materials	KINOKUNIYA BOOK STORES	2,049
	Field Supplies	GAYLORD BROS INC.	2,013
	Field Supplies	ORCHARD SUPPLY HARDWARE	1,993
	Field Supplies	U.C. GLASS CO., INC.	1,966
	Library Materials	MCMMASTER-CARR SUPPLY	1,946
	Vehicle Supplies	GOLDEN GATE TRUCK CTR.	1,900
	Library Materials	MORAN SUPPLY	1,876
	Field Supplies	BERKELEY ACE HARDWARE	1,872
	Office Supplies	Other *	1,868
	Library Materials	PEGASUS BOOKS	1,778
	Field Supplies	SSI TECHNOLOGIES INC	1,750
	Library Materials	WORLD BOOK, INC.	1,738
	Library Materials	ABC-CLIO, INC.	1,731
	Library Materials	NEW READERS PRESS	1,724
	Library Materials	HOMDA TRADING INC	1,723
	Library Materials	BOOKLETTERS	1,575
	Library Materials	STANDARD & POOR'S	1,554
	Field Supplies	ULINE	1,554
	Library Materials	ASHBY LUMBER CO	1,551
	Library Materials	WORLDWIDE BOOKS	1,531
	Library Materials	EUROPEAN BOOK COMPANY	1,522
	Library Materials	TAYLOR & FRANCIS GROUP	1,517
	Library Materials	MULTI-CULTURAL BOOKS AND V	1,500
	Field Supplies	UPSTART	1,493
	Field Supplies	UPTIME RESOURCES	1,402
	Field Supplies	BMI IMAGING SYSTEMS INC.	1,350
	Library Materials	HAL LEONARD CORPORATION	1,312
	Library Materials	CENTER POINT LARGE PRINT	1,293
	Field Supplies	SHURSON, JENIFER	1,243
	Library Materials	SCHOLASTIC INC.	1,205
	Library Materials	TRUITT & WHITE LUMBER	1,199
	Field Supplies	MACBEATH HARDWOOD CO	1,194
	Field Supplies	GLENN, ERICA	1,149
	Library Materials	SINO-AMERICAN BOOKS & ARTS	1,143
	Field Supplies	CEC PRINT SOLUTIONS INC	1,105

**Attachment 2
FY 2011 VENDOR EXPENDITURES**

BERKELEY PUBLIC LIBRARY

FY11 - VENDOR EXPENDITURES @ 21JUL11 (ALL FUNDS)

Type	Description	Vendor Name	Amount
	Library Materials	INDUSTRIAL LADDER COMPANY	1,102
	Library Materials	WORLD JOURNAL SF, LLC	1,084
	Library Materials	BERNAN PRESS	1,084
	Library Materials	ALEXANDER STREET PRESS	1,077
	Field Supplies	POS PAPER	1,024
	Library Materials	WASHINGTON POST, THE	1,013
	Office Supplies	POS PAPER	1,000
Supplies	Subtotal		1,220,284
Purch. Property Svcs	Janitorial	UNIVERSAL BUILDING SERVICE	170,113
Purch. Property Svcs	Subtotal		170,113
Construction	Existing Building	BHM CONSTRUCTION, INC	488,970
	Existing Building	FINE LINE CONSTRUCTION	262,703
	Existing Building	MECHANICS BANK	29,189
	Improvements	KRAY CABLING, INC.	12,562
Construction	Subtotal		793,424
Property Purchases	Vehicles	OBS INC	79,100
	Equipment	BIBLIOTHECA ITG, LLC	69,236
	Equipment	BIBLIOTHECA INC	59,517
	Furniture & Fixtures > \$1,000	ROSS MCDONALD COMPANY, INC	33,061
	Computers & Printers > \$1,000	DELL MARKETING LP	9,342
	Vehicles	STATE BOARD OF EQUALIZATIO	7,712
	Software > \$1,000	DELL MARKETING LP	4,870
	Equipment	SMART OFFICE DISTRIBUTORS	1,634
	Software > \$1,000	CITRIX SYSTEMS, INC.	1,575
	Equipment	J & S EQUIPMENT	1,063
	Vehicles	Other *	1,017
	Computers & Printers > \$1,000	Other *	231
	Equipment	Other *	5
	Computers & Printers < \$1,000	CDW GOVERNMENT, INC	25,951
	Computers & Printers < \$1,000	DELL MARKETING LP	14,127
	Furniture & Fixtures < \$1,000	ONE WORKPLACE	13,186
	Small Equipment < \$1,000	CDW GOVERNMENT, INC	11,744
	Software < \$1,000	CDW GOVERNMENT, INC	9,440
	Furniture & Fixtures < \$1,000	AGATI, INC.	7,797
	Furniture & Fixtures < \$1,000	CLEAR SOLUTIONS INC	7,326
	Small Equipment < \$1,000	APPLE COMPUTER, INC.	5,970
	Software < \$1,000	LANDESK SOFTWARE, INC	5,406
	Software < \$1,000	FREEDOM SCIENTIFIC BLIND/L	4,323
	Small Equipment < \$1,000	Other *	3,820
	Software < \$1,000	TODAY'S BUSINESS SOLUTIONS	2,975
	Furniture & Fixtures < \$1,000	Other *	1,876

Attachment 2 FY 2011 VENDOR EXPENDITURES

BERKELEY PUBLIC LIBRARY

FY11 - VENDOR EXPENDITURES @ 21JUL11 (ALL FUNDS)

Type	Description	Vendor Name	Amount
	Furniture & Fixtures < \$1,000	INTERIOR MOTIONS	1,698
	Furniture & Fixtures < \$1,000	GRAND & BENEDICTS, INC	1,390
	Furniture & Fixtures < \$1,000	WOODLAND ARCHITECTURAL PRO	1,273
	Furniture & Fixtures < \$1,000	SIDEMARK CORPORATION	1,186
	Software < \$1,000	Other *	1,081
	Small Equipment < \$1,000	OFFICE DEPOT BUSINESS SERV	1,043
	Computers & Printers < \$1,000	Other *	510
Property Purchases	Subtotal		390,484
Internal Services	City Vehicles Maintenance	Other *	21
Internal Services	Subtotal		21
BPL - ALL FUNDS	Total		4,937,804

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

Attachment 3
LIBRARY TAX FUND (301): 5-YEAR FUND ANALYSIS

	FY 2010 FINAL	FY 2011 PRELIM II	FY 2012 ADOPTED	FY 2012 REVISED	FY 2012 PROJECTED	FY 2013 ADOPTED	FY 2014 PROJECTED
Beginning Fund Balance	\$ 1,102,151	\$ 1,461,883	\$ 1,540,808	\$ 1,540,808	\$ 1,540,808	\$ 1,188,765	\$ 1,041,222
Revenues							
Library Services Tax	\$ 13,844,489	\$ 14,187,090	\$ 14,425,555	\$ 14,425,555	\$ 14,425,555	\$ 14,714,066	\$ 14,934,777
Fines/Fees	293,254	281,272	275,000	275,000	275,000	275,000	300,000
Donations/Private Contributions							
Misc. Revenue / Interest / Refunds	14,532	13,907	10,500	10,500	10,500	10,500	10,500
TOTAL REVENUE	\$ 14,152,275	\$ 14,482,269	\$ 14,711,055	\$ 14,711,055	\$ 14,711,055	\$ 14,999,566	\$ 15,245,277
Expenditures							
Operations							
Salaries, Wages, Benefits	\$ 11,645,544	\$ 11,914,558	\$ 12,162,028	\$ 12,162,028	\$ 12,162,028	\$ 12,416,967	\$ 12,625,476
Salaries, Wages, Benefits							
less: Labor Vacancy Savings			182,578	182,578	182,578	186,193	189,382
Personnel	\$ 11,645,544	\$ 11,914,558	\$ 11,979,450	\$ 11,979,450	\$ 11,979,450	\$ 12,230,774	\$ 12,436,094
Non-Personnel	458,709	778,881	696,941	751,816	751,816	642,066	642,066
Library Materials (incl Tool Lndng)	823,068	811,134	900,000	900,000	900,000	900,000	900,000
Misc. Professional Services	198,063	240,486	266,600	314,610	314,610	291,450	291,450
Utilities+Telephone	378,346	320,231	459,542	460,833	460,833	461,600	461,600
Janitorial	167,428	170,113	180,000	200,518	200,518	180,000	180,000
Software Maintenance	54,045	132,158	285,804	306,874	306,874	285,804	285,804
RFID Loan Repayment							
Computer & Software Purchase	31,013	17,787	55,000	55,000	55,000	55,000	55,000
CIP (Building)	12,539		75,000	69,000	69,000	75,000	75,000
Subtotal:	\$ 13,768,755	\$ 14,385,348	\$ 14,898,337	\$ 15,038,101	\$ 15,038,101	\$ 15,121,694	\$ 15,327,014
Charges From Other Depts							
Finance - Billing (3601)	\$ 12,685	\$ 10,173	\$ 12,849	\$ 12,849	\$ 12,849	\$ 13,118	\$ 13,118
Facilities - Admn (5401) +Txcs (5403)	11,103	7,823	12,148	12,148	12,148	12,297	12,297
Interfund Transfers							
Subtotal:	\$ 23,788	\$ 17,996	\$ 24,997	\$ 24,997	\$ 24,997	\$ 25,415	\$ 25,415
TOTAL EXPENDITURES	\$ 13,792,543	\$ 14,403,344	\$ 14,923,334	\$ 15,063,098	\$ 15,063,098	\$ 15,147,109	\$ 15,352,429
Projected Surplus/(Shortfall)							
{Rev - Exp}	\$ 359,732	\$ 78,925	\$ (212,279)	\$ (352,043)	\$ (352,043)	\$ (147,543)	\$ (107,152)
GROSS FUND BALANCE							
{Bal + Rev - Exp}	\$ 1,461,883	\$ 1,540,808	\$ 1,328,529	\$ 1,188,765	\$ 1,188,765	\$ 1,041,222	\$ 934,070

Attachment 3.1
LIBRARY TAX FUND (301): FISCAL YEARS 2010-2012 ANALYSIS

	FY 2010 FINAL	FY 2011 ADOPTED	FY 2011 REVISED	FY 2011 PRELIM II	FY 2012 ADOPTED	FY 2012 REVISED	FY 2012 PROJECTED
Beginning Fund Balance	\$ 1,102,151	\$ 1,461,883	\$ 1,461,883	\$ 1,461,883	\$ 1,540,808	\$ 1,540,808	\$ 1,540,808
Revenues							
Library Services Tax	\$ 13,844,489	\$ 13,904,789	\$ 13,904,789	\$ 14,187,090	\$ 14,425,555	\$ 14,425,555	\$ 14,425,555
Fines/Fees	293,254	252,000	300,000	281,272	275,000	275,000	275,000
Donations/Private Contributions							
Misc. Revenue / Interest / Refunds	14,532	10,500	10,500	13,907	10,500	10,500	10,500
TOTAL REVENUE	\$ 14,152,275	\$ 14,167,289	\$ 14,215,289	\$ 14,482,269	\$ 14,711,055	\$ 14,711,055	\$ 14,711,055
Expenditures							
Operations							
Salaries, Wages, Benefits	\$ 11,645,544	\$ 11,649,948	\$ 11,649,948	\$ 11,914,558	\$ 12,162,028	\$ 12,162,028	\$ 12,162,028
Salaries, Wages, Benefits							
less: Labor Vacancy Savings		116,499	116,499		182,578	182,578	182,578
Personnel	\$ 11,645,544	\$ 11,533,449	\$ 11,533,449	\$ 11,914,558	\$ 11,979,450	\$ 11,979,450	\$ 11,979,450
Non-Personnel	458,709	598,990	1,070,043	778,881	696,941	751,816	751,816
Library Materials (incl Tool Lndng)	823,068	900,000	900,000	811,134	900,000	900,000	900,000
Misc. Professional Services	198,063	290,850	361,282	240,486	266,600	314,610	314,610
Utilities+Telephone	378,346	412,262	403,877	320,231	459,542	460,833	460,833
Janitorial	167,428	180,000	190,631	170,113	180,000	200,518	200,518
Software Maintenance	54,045	234,304	181,221	132,158	285,804	306,874	306,874
RFID Loan Repayment							
Computer & Software Purchase	31,013	55,000	27,467	17,787	55,000	55,000	55,000
CIP (Building)	12,539	75,000	3,432		75,000	69,000	69,000
Subtotal:	\$ 13,768,755	\$ 14,279,855	\$ 14,671,402	\$ 14,385,348	\$ 14,898,337	\$ 15,038,101	\$ 15,038,101
Charges From Other Depts							
Finance - Billing (3601)	\$ 12,685	\$ 11,267	\$ 11,267	\$ 10,173	\$ 12,849	\$ 12,849	\$ 12,849
Facilities - Admn (5401) +Txcs (5403)	11,103	11,512	11,574	7,823	12,148	12,148	12,148
Interfund Transfers							
Subtotal:	\$ 23,788	\$ 22,779	\$ 22,841	\$ 17,996	\$ 24,997	\$ 24,997	\$ 24,997
TOTAL EXPENDITURES	\$ 13,792,543	\$ 14,302,634	\$ 14,694,243	\$ 14,403,344	\$ 14,923,334	\$ 15,063,098	\$ 15,063,098
Projected Surplus/(Shortfall)							
{Rev - Exp}	\$ 359,732	\$ (135,345)	\$ (478,954)	\$ 78,925	\$ (212,279)	\$ (352,043)	\$ (352,043)
GROSS FUND BALANCE							
{Bal + Rev - Exp}	\$ 1,461,883	\$ 1,326,538	\$ 982,929	\$ 1,540,808	\$ 1,328,529	\$ 1,188,765	\$ 1,188,765

Attachment 4
GIFTS FUND (306): 5-YEAR FUND ANALYSIS

	FY 2010 FINAL	FY 2011 PRELIM II	FY 2012 ADOPTED	FY 2012 REVISED	FY 2012 PROJECTED	FY 2013 ADOPTED	FY 2014 PROJECTED
Beginning Fund Balance	\$ 879,740	\$ 815,631	\$ 614,603	\$ 614,603	\$ 614,603	\$ 137,281	\$ 97,281
Revenues							
Friends of BPL	\$ 92,151	\$ 58,420	\$ 88,554	\$ 88,554	\$ 88,554		
BPL Foundation							
Donations/Private	7,028	6,551					
Interest/Misc. Revenues	1,360	952					
TOTAL REVENUE	\$ 100,539	\$ 65,923	\$ 88,554	\$ 88,554	\$ 88,554	\$ -	\$ -
Expenditures							
Operations							
Personnel	\$ 16,374	\$ 42,816	\$ 4,733	\$ 4,733	\$ 4,733		
Non-Personnel	25,501	115,253	28,875	29,137	402,668		
Professional Services	62,732	63,689	32,546	66,154	66,154		
Library Materials	59,146	45,193	92,321	92,321	92,321	40,000	
Computer Hardware/Software	895						
CIP (Infrastructure)							
Subtotal:	\$ 164,648	\$ 266,951	\$ 158,475	\$ 192,345	\$ 565,876	\$ 40,000	\$ -
TOTAL EXPENDITURES	\$ 164,648	\$ 266,951	\$ 158,475	\$ 192,345	\$ 565,876	\$ 40,000	\$ -
Projected Surplus / (Deficit) (Rev - Exp)	\$ (64,109)	\$ (201,028)	\$ (69,921)	\$ (103,791)	\$ (477,322)	\$ (40,000)	\$ -
GROSS FUND BALANCE (Bal + Rev - Exp)	\$ 815,631	\$ 614,603	\$ 544,682	\$ 510,812	\$ 137,281	\$ 97,281	\$ 97,281

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

	FY 2010 FINAL	FY 2011 PRELIM II	FY 2012 ADOPTED	FY 2012 REVISED	FY 2012 PROJECTED	FY 2013 ADOPTED	FY 2014 PROJECTED
Beginning Fund Balance	\$ 176,758	\$ 147,734	\$ 266,657	\$ 266,657	\$ 266,657	\$ 220,736	\$ 222,180
Direct Loan Fund (302)	188,853	142,696					
Grants Fund (304)	(1,655)	(16,693)					
Public Library Fund (305)	(10,440)	21,731					
Revenues							
Direct Loan Fund	\$ 105,973	\$ 63,488	\$ 46,124	\$ 46,124	\$ 46,124	\$ 46,124	
Literacy Services & LSTA	49,632	46,808	37,650	37,650	37,650	37,650	
Miscellaneous Grant Revenue	3,750	23,000					
Public Library Fund (SB 358)	37,961	36,982	8,600	8,600	8,600	8,600	
Other	18,105	18,089	20,000	20,000	20,000	20,000	20,000
TOTAL REVENUE	\$ 215,421	\$ 188,367	\$ 112,374	\$ 112,374	\$ 112,374	\$ 112,374	\$ 20,000
Expenditures							
Operations							
Personnel	\$ 61,051	\$ 29,692	\$ 29,930	\$ 29,930	\$ 29,930	\$ 34,930	
Non-Personnel	183,394	39,752	76,000	81,876	128,365	76,000	
Library Materials							
TOTAL EXPENDITURES	\$ 244,445	\$ 69,444	\$ 105,930	\$ 111,806	\$ 158,295	\$ 110,930	\$ -
Projected Surplus/Shortfall (Rev - Exp)	\$ (29,024)	\$ 118,923	\$ 6,444	\$ 568	\$ (45,921)	\$ 1,444	\$ 20,000
GROSS FUND BALANCE (Bal + Rev - Exp)	\$ 147,734	\$ 266,657	\$ 273,101	\$ 267,225	\$ 220,736	\$ 222,180	\$ 242,180

Attachment 6
BPL FOUNDATION FF&E FUND (307): 5-YEAR FUND ANALYSIS

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

Attachment 7
MEASURE FF FUND (308): 5-YEAR FUND ANALYSIS

	FY 2009 FINAL	FY 2010 FINAL	FY 2011 PRELIM II	FY 2012 ADOPTED	FY 2012 REVISED	FY 2012 PROJECTED	FY 2013 ADOPTED
Beginning Fund Balance		\$ 9,955,299	\$ 8,510,959	\$ 22,130,714	\$ 22,130,714	\$ 22,130,714	\$ 2,088,253
Revenues							
Bond Proceeds	\$ 10,000,000		\$ 16,428,536				
Misc./ Interest		13,641	28,477	6,000	6,000	6,000	1,500
TOTAL REVENUE	\$ 10,000,000	\$ 13,641	\$ 16,457,013	\$ 6,000	\$ 6,000	\$ 6,000	\$ 1,500
Expenditures							
Bond Issuance: Costs/Premiums	35,425		310,207				
Operations							
Personnel		\$ 6,126	\$ 35,234	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,169
Consultants	9,277	1,324,942	1,337,742	125,000	2,010,125	\$ 2,010,125	125,000
Building		112,704	1,023,319	10,225,000	17,057,138	\$ 17,057,138	826,292
Misc./Utilities/Other		14,209	130,756	699,930	721,215	\$ 721,215	1,060,292
Other Infrastructure/Public Art				130,000	189,983	\$ 189,983	8,000
TOTAL EXPENDITURES	\$ 44,702	\$ 1,457,981	\$ 2,837,258	\$ 11,249,930	\$ 20,048,461	\$ 20,048,461	\$ 2,089,753
Projected Surplus/Shortfall (Rev - Exp)	\$ 9,955,299	\$ (1,444,340)	\$ 13,619,755	\$ (11,243,930)	\$ (20,042,461)	\$ (20,042,461)	\$ (2,088,253)
GROSS FUND BALANCE (Bal + Rev - Exp)	\$ 9,955,299	\$ 8,510,959	\$ 22,130,714	\$ 10,886,784	\$ 2,088,253	\$ 2,088,253	\$ -



**BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

RESOLUTION NO.: 11-038

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



**BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

RESOLUTION NO.: 11-045

APPROVE A REVISION TO THE ADOPTED BIENNIAL REVENUE BUDGET FOR FY 2012 TO \$15,917,983 AND FOR FY 2013 TO \$16,113,440, WITH NO CHANGES TO THE ADOPTED BIENNIAL EXPENDITURES BUDGET

WHEREAS, at the May 11, 2011 regular meeting of the Board of Library Trustees, the Board by Resolution No. 11-039 recommended to the Berkeley City Council that the FY 2012 library services tax be set at the per capita personal income growth factor for the state of California of 2.51%; and

WHEREAS, at the May 11, 2011 regular meeting of the Board of Library Trustees, the Board by Resolution No. 11-038 adopted the revenue and expenditures biennial budget for the Berkeley Public Library for fiscal years 2012 and 2013; and

WHEREAS, on May 13, 2011, the rate for the April consumer price index in the immediate San Francisco Bay Area was released at 2.821%; and

WHEREAS, on May 16, 2011, by direction of the City Manager's Office the City of Berkeley tax revenue guidance rate for FY 2013 was revised upward to 2.0% from 1.5%; and

WHEREAS, the Director of Library Services judges it prudent that the Berkeley Public Library Biennial Budget for fiscal years 2012 and 2013 incorporate revised revenue projections prior to budget adoption by the City Council; and

WHEREAS, based on the April consumer price index in the immediate San Francisco Bay Area FY 2012 library tax revenue would increase incrementally \$43,633; and


WHEREAS, based on the 2.0% guidance rate provided by the City for FY 2013 library tax revenue would increase incrementally \$116,415; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to approve a revision to the adopted biennial revenue budget for FY 2012 to \$15,917,983 and for FY 2013 to \$16,113,440, with no changes to the adopted biennial expenditures budget.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on June 8, 2011 by the following vote:

AYES: Trustee Burton, Franklin, Holcomb, Moore and Novosel.
NOES: None.
ABSENT: None.
ABSTENTIONS: None.


Darryl Moore, Chairperson


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



BERKELEY PUBLIC LIBRARY

CONSENT CALENDAR

September 14, 2011

TO: Board of Library Trustees
FROM: Donna Corbell, Director of Library Services
SUBJECT: CONTRACT AMENDMENT: BIBLIOTHECA ITG, LLC

RECOMMENDATION

Adopt a resolution authorizing the Director of Library Services to amend the value of Contract No. 8500 with Bibliotheca ITG, LLC for the purchase of equipment, including Automated Materials Handling systems (AMH), Automated Patron Return stations, electronic security gates and RFID readers; and services including, installation, project management, shipping, and related costs for the branch libraries of the Berkeley Public Library by an incremental amount of \$400,000 for a total contract not-to-exceed amount of \$847,006.

FISCAL IMPACTS OF RECOMMENDATION

There will be no negative fiscal impact on the Library. Funding for approved equipment and services are budgeted in the FY12 adopted and revised budgets of the Library Tax Fund (301) in the contract valued at \$447,006, with approximately \$114,671 remaining available of the contract's NTE value per expenditures at 2011 fiscal year-end. The Fiscal Year 2012 budget for the contract is \$127,896, allocated in budget code, 301-9150-450. The purchase of Claremont and North branch library equipment will be covered by gift funds anticipated from the Berkeley Public Library Foundation's FF&E Capital Campaign Fund (307). In subsequent fiscal years (commencing one year from installation date of new equipment) an annual maintenance fee of approximately \$30,410 will be incurred (as of FY 2013) to be paid out of the Library Tax Fund.

BACKGROUND

Bibliotheca ITG is providing hardware, software, and services related to library material self-check, automated materials handling, and a materials security system at all Library locations under Contract No. 8500 for the period from October 29, 2010 through October 28, 2013, at an initial not-to-exceed amount of \$447,006. At the time of the contract's execution the Library made a best efforts estimation of a not-to-exceed valuation for services to be rendered during the contract's duration. Authorization for the contract was granted by the Board of Library Trustees on October 18, 2010 by BOLT Resolution R10-077 in an amount not to exceed \$447,006. Funding was allocated solely for the Self Check, Staff Circulation and Materials Security portions of the Bibliotheca ITG system; with staff noting implementation of an Automated Materials Handling system under future consideration.



To date, Bibliotheca ITG has successfully fulfilled its vendor obligation to provide self-check and material security and handling related services, hardware, software, and supplies. The new system is installed and fully operational as prescribed for year one of the contract, thus fulfilling core contract delivery obligations: installation and operation of equipment for patron self-check stations and staff workstations, provisioning of RFID tags, and installation of other miscellaneous equipment and deliverables related to the transition, including training services.

Moreover, with the above implemented actions, the planned future introduction of an Automated Material Handling system – referenced in the October 2010 board action item – designed to sort media similar to books without the need for additional staff handling at check-in and made possible by the elimination of specialized media cases, is now operationally feasible.

CURRENT SITUATION AND ITS EFFECTS

Contract No. 8500 with Bibliotheca ITG extends from October 29, 2010 through October 28, 2013, at an initial not-to-exceed amount of \$447,006. No change in the contract period is recommended at this time. In order to execute the amended contract for the additional equipment and services described herein the not-to-exceed amount must be increased by \$400,000 to \$847,006.

Integral to the Branch Libraries Improvement Program, the Library identified an Automated Materials Handling system to be critical to the efficient operations of the newly renovated and expanded branches; and has subsequently worked with the design teams and Bibliotheca technicians to incorporate such a system into the design of these facilities. With the configuration of the systems now under final design, Bibliotheca has provided pricing options for the designed solutions. Inclusive to the designed systems is a recommended Automated Patron Return station which would fully capitalize on and complement the features of the AMH; thus, allowing patrons to return items via a stand-alone check-in station that will issue a transaction receipt immediately upon check-in and then in an automated environment complete the sorting function by means of the AMH system located in the staff work area. The ability of patrons to return materials directly into the interior sorting room, with a fully functioning automated materials handling system to capture these items instantly and process them immediately, i.e. completing the check-in process and then pre-sorting them into staff designated categories will result in significantly improved operations. Patrons are already well versed in material return options, bringing items to a staff member at the service desk (this will remain an option) or putting items into a designated returns slot. The new recommended system will add value to the current practice, improving service and staff's ability to meet patron needs.

To place the order for this equipment in a time frame that will coincide with the scheduled completion of construction at the Claremont Branch and North Branch libraries the systems must be ordered in the fourth quarter of calendar year 2011: the Claremont total is \$174,530 and for North it is \$212,300.

In FY 2012, the Claremont Branch and North Branch libraries of the Berkeley Public Library will reopen after an 11-15 month construction period. Local community interest in both projects remains very high and the Library anticipates a significant number of people coming into each branch upon reopening to view the new facility and to utilize the services offered. In spite of this expected increase, the number of staff at each branch available to help patrons will remain unchanged from that prior to undergoing the renovation work. The AMH will assist staff in handling the increase in materials flow by automatically sorting materials into a number of categories including items to be put in transit for delivery, those to remain in the library, and those to be processed to fulfill holds.



The AMH will reduce the total number of times an individual staff member will have to handle each item, and therefore result in materials moving quicker through the check-in, shelving, and delivery processes. In addition, the Automated Patron Return station will allow the public to return items, and receive a receipt for those materials without requiring staff intervention. Items returned via the Automated Patron Return station will be subject to reduced staff handling, and will be checked in immediately and automatically, again without staff intervention. Staff believes that these two new components added to the circulation system will ultimately allow branch staff to have more time to interact with patrons, as well as facilitate a quicker turn-around on lending availability of returned materials.

The current branch program schedule anticipates the closure of the South and West branch libraries in FY 2012. Self-check equipment and the security gates will be removed by the vendor prior to hand-off of the buildings for construction to ensure that equipment warranties are maintained. These additional services are estimated at \$3,500 per site, for a total of \$7,000 and are factored in the proposed contract increase. For the system and services as described above a total of \$393,840 is required, the requested increase of \$400,000 will cover anticipated cost and any minor increases or additional services needed during FY 2012 from this vendor.

Attachments

1. Resolution



**BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

Attachment 1

RESOLUTION NO.: R11-__

**CONTRACT NO. 8500 AMENDMENT: BIBLIOTHECA ITG LLC FOR SELF-CHECK, AUTOMATED
MATERIALS HANDLING & MATERIALS SECURITY SYSTEM**

WHEREAS, on October 18, 2010 by BOLT Resolution R10-077 the Board of Library Trustees authorized the Director of Library Services to execute a contract and any amendments with Bibliotheca Inc. to provide self-check, Automated Materials Handling and a Materials Security System at the five library branch locations of the Berkeley Public Library for an amount not to exceed \$447,006 for the period from October 29, 2010 through October 28, 2013; and

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

WHEREAS, Bibliotheca ITG has successfully fulfilled its vendor obligation to provide self-check and material security and handling related services, hardware, software and supplies as contracted; and

WHEREAS, the Library has identified additional material handling equipment, an Automated Materials Handling (AMH) system and Automated Patron Return stations as equipment critical to the efficient operations of the newly renovated and expanded branches; and

WHEREAS, the Library Foundation has undertaken a campaign to fund equipment and furnishings critical to the completion of the branch improvements; and

WHEREAS, to complete the necessary purchasing requirements and ordering of customized equipment in order to ensure installation is completed prior to the anticipated opening date a contract amendment is needed.

NOW THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley hereby authorizes the Director of Library Services to execute an amendment to Contract No. 8500 for a revised contract amount not to exceed \$847,006 for the purchase of additional equipment for the North and Claremont branch libraries, to include Automated Materials Handling Systems and Automated Patron Return stations.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on September 14, 2011 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Darryl Moore, Chairperson

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



BERKELEY PUBLIC LIBRARY

CONSENT CALENDAR

September 14, 2011

TO: Board of Library Trustees

FROM: Donna Corbell, Director of Library Services

SUBJECT: APPROVE DEDICATION SIGNAGE FOR THE BRANCH LIBRARIES TO MEMORIALIZE THE COMPLETION OF MEASURE FF CONSTRUCTION.

RECOMMENDATION

Adopt a resolution authorizing the Director of Library Services to authorize the manufacture and installation of permanent signage at the Branch libraries acknowledging the completion of Measure FF funded improvements.

FISCAL IMPACTS OF RECOMMENDATION

None.

CURRENT SITUATION AND ITS EFFECTS

The project's design teams have prepared a signage package for the respective branch project, this includes way-finding, informational, collection identification and code required signs. In addition, there will be a plaque adjacent to the public art pieces with the artist's name, work's title, year of installation, construction type / material and acknowledge the source of funding.

All of the signage will conform to applicable code and reflect the professional expertise of each team while meeting principals of good design, ADA accessibility and functionality. The manufacture and installation of the required and program signage is included in the construction contract. In the plans for each project is a space reserved for a dedication plaque, for Claremont this is at the exterior adjacent to the front entrance and for the North Branch it is on the interior lower level entrance in the new wing. The exact locations for the South and West branch signage has not been finalized but will most likely be at the entrances.

In the case of the two historic buildings the new signage will acknowledge the original architect and include the date built, in addition to the new information. In these two cases, the recommended manufacturing material is cast bronze with raised text and border. A mock-up of each respective sign is included for the boards review and approval (Attachment 2).



BACKGROUND

Upon completion of the renovation and expansion of the Central library an interior dedication plaque was mounted in the lobby area (Attachment 3). At the Martin Luther King, Jr. Civic Center Building a new plaque was mounted following the 2001 seismic retrofit and renovation (Attachment 4). Several examples from recent library projects at San Francisco Public library are included as well (Attachment 5). While the design of the signs may vary in font and decoration, they have the commonality of City of Berkeley, original architect and date, source of funding, elected officials, other key personnel and any special thanks that are warranted. The proposed signage follows this past practice while including the names of current trustees.

Once approved by the board the Director will authorize the manufacture and installation of the dedication plaques in a timely manner to ensure they are installed prior to the grand re-opening celebrations.

RATIONAL FOR RECOMMENDATION

By approving the text and manufacture of the proposed dedication signage the Library will be able to acknowledge the Branch Library Improvement projects approved by the voters in November 2008; and memorialize the elected officials, trustees and others responsible for the design, construction and completion of these important community resources.

Attachments

1. Resolution
2. Branch signage text
3. BPL Central Library plaque
4. MLK Jr. Civic Center building dedication plaque
5. SFPL examples (2): Visitacion Valley & Ortega branches



RESOLUTION NO.: R11-___

AUTHORIZING THE DIRECTOR OF LIBRARY SERVICES TO AUTHORIZE THE MANUFACTURE AND INSTALLATION OF PERMANENT SIGNAGE AT THE BRANCH LIBRARIES ACKNOWLEDGING THE COMPLETION OF MEASURE FF FUNDED IMPROVEMENTS.

WHEREAS, the Berkeley Public Library has benefited from community support in the passage of Measure FF approved by the voters in November 2008; and

WHEREAS, the Claremont Branch Library Improvement project is funded by Measure FF and is expected to be substantially complete in January 2012, with the re-opening celebration to be scheduled in the first quarter of 2012; and

WHEREAS, the North Branch Library Improvement project is funded by Measure FF and is expected to be substantially complete in 2012, with the re-opening celebration to be scheduled in the first quarter of 2012; and

WHEREAS, the West and South branch projects are in the construction document phase of planning, with construction expected to begin in 2012, so that any changes to officials appointments will reflect those in office at the time of opening; and

WHEREAS, the project's architectural design teams will prepare a signage package for the respective branch project, to include way-finding, informational, collection identification, code required signs and identification of public art; and

WHEREAS, the City of Berkeley and the Berkeley Public Library have an established history of memorializing by the installation of permanent signage the completion of bond funded capital projects and acknowledging the work of elected officials and others directly involved in the successful completion of the project; and

WHEREAS, in the case of the Claremont Branch and the North Branch, both historically significant buildings, this memorialization of the renovation and expansion funded by Measure FF will include a reference to this history.

NOW, THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley hereby authorizes the Director of Library Services to authorize the manufacture and installation of dedication signage at each location and appropriate funding for such work to be included in the construction costs.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on September 14, 2011 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Darryl Moore, Chairperson

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

**CLAREMONT BRANCH LIBRARY
BERKELEY PUBLIC LIBRARY
DEDICATED 2012**

Mayor
Tom Bates

Berkeley City Councilmembers

Max Anderson - Jesse Arreguin – Laurie Capitelli – Linda
Maio – Darryl Moore – Susan Wengraf – Kriss Worthington –
Gordon Wozniak

Board of Library Trustees

Winston Burton – Abigail Franklin – Julie Holcomb – Jim
Novosel – Darryl Moore - with special thanks to
Former Trustees Susan Kupfer and Terry Powell

City Librarian
Donna Corbeil

James W. Plachek, Architect 1924

Gould Evans / Baum Thornley, Renovation Architect

General Contractor
Fine Line Construction

Project Management
Kitchell CEM

**Financed by Branch Library Improvement Funds
Approved by the Voters November 2008**

**NORTH BRANCH LIBRARY
BERKELEY PUBLIC LIBRARY
DEDICATED 2012**

Mayor

Tom Bates

Berkeley City Councilmembers

Max Anderson - Jesse Arreguin – Laurie Capitelli – Linda
Maio – Darryl Moore – Susan Wengraf – Kriss Worthington –
Gordon Wozniak

Board of Library Trustees

Winston Burton – Abigail Franklin – Julie Holcomb – Jim
Novosel – Darryl Moore - with special thanks to
Former Trustees Susan Kupfer and Terry Powell

City Librarian

Donna Corbeil

James W. Plachek, Architect 1936

**Architectural Resources Group with Tom Eliot Fisch,
Renovation Architect**

General Contractor

BHM Construction

Project Management

Kitchell CEM

**Financed by Branch Library Improvement Funds
Approved by the Voters November 2008**

**SOUTH BRANCH LIBRARY
BERKELEY PUBLIC LIBRARY
DEDICATED 2013**

Mayor

Tom Bates

Berkeley City Councilmembers

Max Anderson - Jesse Arreguin – Laurie Capitelli
Linda Maio – Darryl Moore – Susan Wengraf Kriss
Worthington – Gordon Wozniak

Board of Library Trustees

Winston Burton – Abigail Franklin – Julie Holcomb -
Jim Novosel – Darryl Moore – with Special Thanks to
Former Trustee Carolyn Henry Golphin

City Librarian

Donna Corbeil

Architects

Field Paoli

General Contractor

XXXXXXXXX Construction

Project Management

Kitchell CEM

**Financed by Branch Library Improvement Funds
Approved by the Voters November 2008**

**WEST BRANCH LIBRARY
BERKELEY PUBLIC LIBRARY
DEDICATED 2013**

Mayor

Tom Bates

Berkeley City Councilmembers

Max Anderson - Jesse Arreguin – Laurie Capitelli – Linda
Maio – Darryl Moore – Susan Wengraf – Kriss Worthington –
Gordon Wozniak

Board of Library Trustees

Winston Burton – Abigail Franklin – Julie Holcomb -
Jim Novosel – Darryl Moore

City Librarian

Donna Corbeil

Architect

Harley Ellis Devereaux -Edward Dean & Michael Bulander

General Contractor

XXXXXXXXX Construction

Project Management

Kitchell CEM

**Financed by Branch Library Improvement Funds
Approved by the Voters November 2008**

BERKELEY PUBLIC LIBRARY CENTRAL LIBRARY

2002 RENOVATION, EXPANSION, AND SEISMIC RETROFIT

JAMES W. PLACHEK, ARCHITECT, 1930

RENOVATION ARCHITECT Ripley/BOORA Associates

The people of Berkeley, with local Measure S funds, made the renovation and seismic retrofit of this building possible

ELECTED OFFICIALS

MAYOR

Shirley Dean

COUNCILMEMBERS

Polly Armstrong

Margaret Breland

Miriam Hawley

Linda Maio

Betty Olds

Maudelle Shirek

Dona Spring

Kriss Worthington

BOARD OF LIBRARY TRUSTEES

Laura Anderson

Patricia Cross

Jorge Garcia

Kevin James

Maudelle Shirek, Councilmember

SPECIAL THANKS TO

FORMER LIBRARY DIRECTORS

Regina Minudri

Adelia Lines

MaryLou Mull

CITY OF BERKELEY

Martin Luther King, Jr. Civic Center Building

2001 Seismic Retrofit & Renovation

Architect: James Placheck Original Design: 1938

The People of Berkeley with Local Measure S funds,

Governor's Office of Emergency Services, and the Federal Emergency Management Agency made the renovation and seismic retrofit of this building possible.

Elected Officials:

Mayor Shirley Dean

Councilmember Polly Armstrong

Councilmember Margaret Breland

Councilmember Miriam Hawley

Councilmember Linda Maio

Councilmember Betty Olds

Councilmember Maudelle Shirk

Councilmember Donna Spring

Councilmember Keiss Worthington

City Manager, Weldon Rucker

Public Works Director, Rene Cardinaux

Special Thanks to:

Former Councilmembers Mary Wainwright, Carla Woodworth, and Diane Woolley;
former City Manager James Keene; and Regina Minudri, Chair, Measure S Committee

Retrofit Architects: ELS

24"

VISITACION VALLEY BRANCH LIBRARY

SAN FRANCISCO PUBLIC LIBRARY
DEDICATED JULY 30, 2011

MAYOR

EDWIN M. LEE

LIBRARY COMMISSIONERS

JEWELLE GOMEZ, PRESIDENT

A. LEE MUNSON - MICHAEL C. BREYER - MICHAEL NGUYEN

TERESA ONO - LARRY KANE - LORNA RANDETTI

CITY LIBRARIAN

LUIS HERRERA

MANAGED BY THE DEPARTMENT OF PUBLIC WORKS

EDWARD D. REISKIN, DIRECTOR

ARCHITECT

BUREAU OF ARCHITECTURE

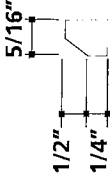
GENERAL CONTRACTOR

CLW BUILDERS, INC.

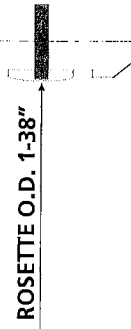
FINANCED BY BRANCH LIBRARY IMPROVEMENT BONDS

VOTER APPROVED, NOVEMBER 2000

24"



CAST BRONZE
SMOOTH
LIGHT OXIDIZED
NO PAINT ON BACKGROUND
RAISED TEXT AND BORDER



ELEVATION

SCALE: 1/4" = 1"

1

SIDE VIEW

2

SCALE: 1/4" = 1"



1596 Hudson Avenue
 San Francisco, CA 94124
 T (415) 643-1144
 F (415) 643-1145
 contractors license: 763170
email
 artwork@prioritygraphics.com
website
 www.prioritygraphics.com

PROJECT:
 Ortega Library

General Contractor
 Trico
 981 Howard St.
 San Francisco, CA 94103
 Tel: (415) 543-2100
 Fax: (415) 543-2106

DRAWING INFORMATION:
 Sign Type:
 Dedication Plaque

CONSTRUCTION ISSUE

NO.	DATE	DESCRIPTION
1.	12/14/09	R.R.
2.	2/8/10	R.R.
3.	4/5/10	R.R.
4.	3/4/11	R.R.

Drawn by: JC
 Checked by: MS
 Project Designer: IC
 Project Manager: MS
 Project Number: 2009-114
 Date: 09.21.09

Key Notes:

- (A) 3/4" Thick, Stainless Steel
- (B) Text - Black Etched Lettering
- (C) 3/8" Width Etched Border

○ Please see page 3 for corresponding general reference numbers.

△ Please see page 4 for corresponding mounting heights.

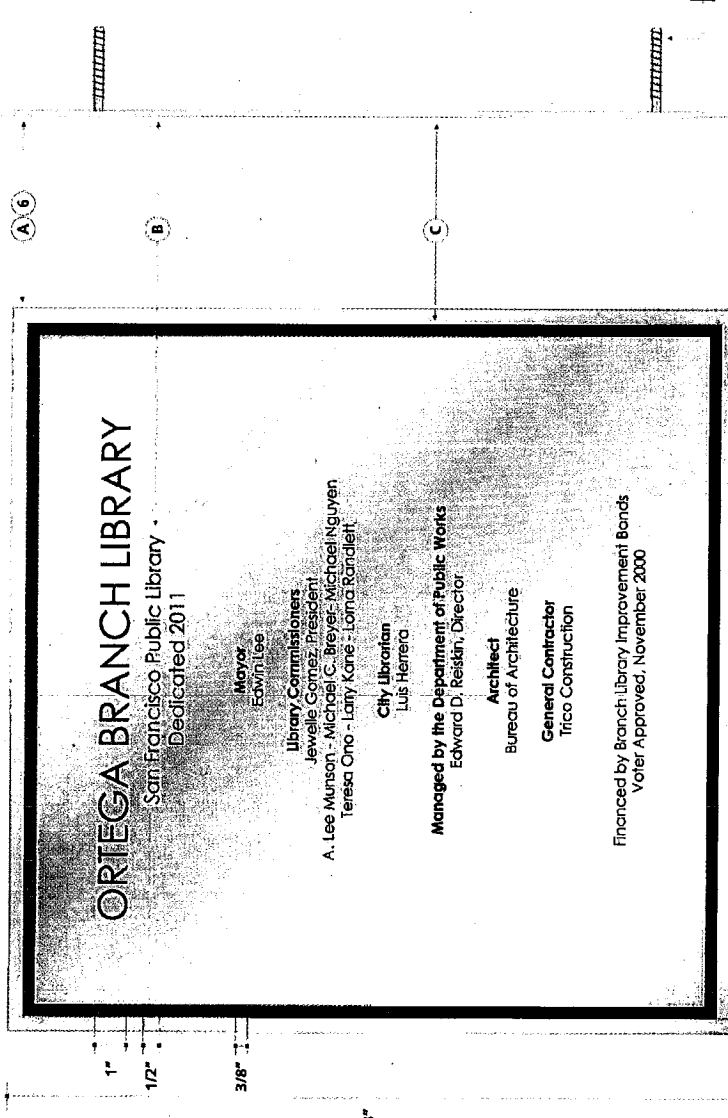
□ Please see page 4 for corresponding mounting details.

GENERAL NOTES:
 Message shown is schematic only. Please reference message schedule for actual sign messages as approved by designated representative of owner.

TOTAL QUANTITY: 1

* PLEASE PROVIDE DEDICATION DATE AND VERIFY TEXT.

* LEAD TIME: 5 weeks



(C)

2 SIDE VIEW SCALE: 1/4" = 1"

1 ELEVATION SCALE: 1/4" = 1"

REVISIONS AND RESUBMIT

REVISE AND RESUBMIT
 SUBMIT SPECIFIED TEXT

REVISIONS NOTED

DATE _____ **BY** _____

APPROVED

DATE _____ **BY** _____

APPROVED

DATE _____ **BY** _____

APPROVED

DATE _____ **BY** _____



BERKELEY PUBLIC LIBRARY

CONSENT CALENDAR

September 14, 2011

TO: Board of Library Trustees

FROM: Donna Corbell, Director of Library Services

SUBJECT: ACCEPT GIFT FUNDS FROM THE BERKELEY PUBLIC LIBRARY FOUNDATION IN THE AMOUNT OF \$100,000 CONSTITUTING PAYMENT TOWARD THE FOUNDATION'S BRANCH LIBRARY CAPITAL CAMPAIGN PLEDGE

RECOMMENDATION

Adopt a resolution authorizing the acceptance and allocation of gift funds from the Berkeley Public Library Foundation constituting payment toward the Foundation's branch library capital campaign pledge.

FISCAL IMPACTS OF RECOMMENDATION

The acceptance of this gift will have no negative impact on the Library budget. Gift funds will be allocated to cover cost of contracts and purchasing associated with the procurement of equipment, furniture, and other items needed to complete the branch renovation projects.

BACKGROUND

The Berkeley Public Library Foundation has demonstrated a strong history of support for the Library, particularly raising capital funds to support facility improvements. With the passage of Measure FF, the Foundation kicked off an exciting campaign to respond to branch library needs. At the December 9, 2009 regular meeting, the Board adopted a resolution (R09-120) in support of the Foundation's Branch Library Capital Campaign to raise funds for furnishings, fixtures, equipment, and materials related to implementation of the Branch Library Improvement Program and approved a donor recognition plan.

At the April 14, 2010 BOLT meeting Resolution No. 10-028 was approved, accepting the Berkeley Public Library Foundation Board of Directors' resolution to undertake a major multi-year capital campaign for the Measure FF bond program in the amount of \$3.5 million to fund the furniture, fixtures, equipment, and other expenses associated with the Branch Library Improvement Program. As of September 2011, the Foundation has made payments totaling \$350,000 for this purpose to Fund 307.

The Board of Library Trustees has in the past managed the acceptance and appropriation of all gifts, including substantial gifts, donations, and monetary awards designated for use by the Library. These practices are part of the regular budget management process, including quarterly budget reports, the annual budget appropriation, and are consistent with the Library's gift policy and the directives that the Board of Library Trustees approves the disposition of Library funds.



CURRENT SITUATION AND ITS EFFECTS

The Berkeley Public Library Foundation has indicated that they are prepared to make regular gifts to the Library through the fiscal year, the current gift of \$100,000 is intended to contribute to the Measure FF renovations.

This recommendation to accept the latest installment of gift funds is contingent on passage of a resolution by the City Council on September 20, 2011 accepting the recommendation of the Board of Library Trustees' Resolution No. 11-051, delegating to the Board the authority to accept any non-duly restrictive gift of funds, goods, or services to the Library up to \$200,000 or gifts of any amount assignable to the Berkeley Public Library Foundation FF&E Capital Campaign Fund, and the annual reporting to the City Council of any gift in excess of \$1000.

Following Board and Council approval, the funds will be appropriated to fund procurement of furniture, computers, equipment and services from Bibliotheca and other vendors as appropriate according to the Library's purchasing policy.

RATIONALE FOR RECOMMENDATION

By accepting and appropriating the gift funds, the Library will be able to honor the intent and wishes of the grantor/donor and fulfill identified community needs. The City Council's delegation of authority to the Board of Library Trustees will ensure that public noticing of gifts occurs on a regular basis, and annual reporting will ensure that the Council remains well-informed regarding gifts to the Library.

Attachments

1. Resolution



**BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

Attachment 1

RESOLUTION NO.: R11-___

**ACCEPT GIFT FUNDS FROM THE BERKELEY PUBLIC LIBRARY FOUNDATION IN THE AMOUNT OF
\$100,000 CONSTITUTING PAYMENT TOWARD THE FOUNDATION'S BRANCH LIBRARY
CAPITAL CAMPAIGN PLEDGE**

WHEREAS, the Berkeley Public Library regularly receives gifts from two support organizations, the Berkeley Public Library Foundation and the Friends of the Berkeley Public Library, as well as many individuals and groups; and

WHEREAS, at the regular BOLT meeting of April 14, 2010, by a vote of five ayes and no nays, Resolution 10-028 was approved accepting the Foundation's commitment to raise \$3.5 Million to fund expenses associated with the branch library bond projects (Measure FF); and

WHEREAS, the Foundation has donated to date a total of \$350,000 toward the Branch Library FF&E Campaign; and

WHEREAS, gift funds received from the Foundation for the purpose of the Branch Library FF&E Campaign, and once accepted by the Board will be allocated towards the procurement of furniture, computers, equipment, and services from Bibliotheca and other vendors as appropriate to the outfitting of the renovated North and Claremont branch facilities, and consistent with the Library's purchasing policy; and

WHEREAS, following passage of the Open Government Ordinance by the City Council, the Board recommended that the City Council delegate to the Library Board of Trustees the authority to accept any gifts of funds, goods, or services made to the Library up to \$200,000 that do not include unduly restrictive conditions on their use, and all gifts from the Library Foundation constituting payments toward the Foundation's Branch Library FF&E Campaign.

BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley hereby authorizes, following City Council approval of delegating authority, the acceptance of \$100,000 from the Berkeley Public Library Foundation and the allocation of these funds to procure needed furnishings and equipment for the branch library Measure FF projects.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on September 14, 2011 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Darryl Moore, Chairperson

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



BERKELEY PUBLIC LIBRARY

CONSENT CALENDAR

September 14, 2011

TO: Board of Library Trustees

FROM: Donna Corbeil, Director of Library Services

SUBJECT: CONTRACT: ONE WORKPLACE L. FERRARI, LLC

RECOMMENDATION

Adopt a resolution authorizing the Director of Library Services to execute an agreement and any amendments with One Workplace L. Ferrari, LLC for the procurement of furniture and associated delivery, temporary storage, and installation services for the Measure FF renovated Claremont Branch and North Branch libraries for the period from October 1, 2011 through December 31, 2012 in an amount not to exceed \$295,620.

FISCAL IMPACT

The total cost of the contract is valued at \$295,620. This expenditure is included in the Foundation FF&E Fund (307) FY 2012 Budget and will be expensed through budget code **307-9301-450.##-## 10LB24** (North), **10LB24** (Claremont). The Foundation FF&E Fund is a gift supported fund with proceeds sourced from the Berkeley Public Library Foundation's \$3.5M Neighborhood Libraries Campaign.

BACKGROUND

The Branch Improvement Program, Measure FF is the funding source for improvements to the branch libraries, including project management, design and construction. The respective design teams, Gould Evans / Baum Thornley for the Claremont Branch and Architectural Resources Group with Tom Eliot Fisch for the North Branch have interior design services as part of their contract for services. Each location has unique needs, regarding office landscape furniture layout and the design of public areas. The North Branch will have a new community room with state-of-the art AV equipment and design flexibility to allow a variety of programs; furniture that is flexible and durable to meet a variety of needs is required. The historic tables and chairs, original to the building will undergo refurbishment and be returned to the library. Additional new furnishings, such as comfortable lounge-style chairs for the fireplace areas and new teen friendly tables and chairs for that unique space are needed to complete the design and fulfill the project's intent. The Claremont Branch furnishings have been selected to complement the historic adult reading room and children's area furnishings are playful, durable and appropriate for the age level in size and functionality. This component of the projects is essential to their efficient and effective operations upon re-opening and to ensure the new designs are maximized for comfort, flexibility and sustainability while creating welcoming places.

The Berkeley Public Library Foundation has demonstrated a consistent and enduring commitment of support for the Library, particularly in raising capital funds to fund facility improvements. Today the



Foundation is leading a \$3.5M capital campaign fund drive entitled the Neighborhood Libraries Campaign targeting crucial interior elements that are prohibited from access to Measure FF bond proceeds, which by law is restricted to "the acquisition or improvement of real property." Among the improvements to be paid for by the capital campaign are computers, furniture (new and restored), lamps, bookshelves, and magazine racks.

At a regular meeting of the Board of Library Trustees held on December 9, 2009, the Board unanimously adopted BOLT Resolution No.: 10-028 accepting the March 2010 Foundation's Board of Directors' resolution to undertake a major capital campaign in the amount of \$3.5M to fund furniture, fixtures, equipment and other expenses associated with the renovation or new construction of the four Berkeley Public Library Branches.

CURRENT SITUATION AND ITS EFFECTS

With the Claremont Branch and North Branch libraries in the construction phase and their completion anticipated in early to mid 2012 the Library on August 9, 2011 released Specification No. 11-10601 a request for proposal for branch library public and office furniture procurement and installation services specifically addressed to these two branch libraries. On August 25, written proposals were due to the City's Purchasing Department and seven bids were accepted. Immediately thereafter, the Library assembled a panel of three staff members to review and evaluate the responses. Of this analysis, consideration was given to product and service pricing, references and performance of similar scoped project experience, the understanding of the enunciated scope and completeness of the proposal, as well as the workload and cost impacts in regards to the degree of Library oversight, culminating in a recommendation to split the award among three vendors as follows: Creating Sustainable Workspaces (\$8,000 – \$10,000), Hogue (\$25,000 – \$27,000), and One Workplace L. Ferrari.

The value of the award recommended to One Workplace L. Ferrari at \$295,620 exceeds the spending limit of \$100,000 for the purchase of goods allowed to the Director of Library Services as stated in the Library's Purchasing Manual. It is specifically this portion of the award that the Board is asked to approve by resolution – the award to Creating Sustainable Workspaces and Hogue is far below the Director's spending threshold, and consequently, contracting with those two vendors does not require Board approval. Additional vendors will be engaged to provide unique products and to submit bids on other required furnishings below the limit as the work of outfitting the two branches continues. One Workplace presented the most complete and comprehensive of those received encompassing a greater amount of the vendors and products specified.

The Library requests the Board's considered consent due to the imminent early 2012 reopening of the Claremont Branch and North Branch libraries. Much of the furniture selected for both branches entail extended ordering lead times of 12 to 16 weeks necessitating prompt action by Library Administration personnel to process and execute a contract, reconfirm furniture selections with the architects, processing time for the vendor to complete order placements, and lead time for the Library to initiate coordination of delivery and installation schedules with One Workplace L. Ferrari and each branch library's construction contractor, as well as all the other contracted service providers participating in move-in activities.

RATIONALE FOR RECOMMENDATION

Seven bids were received in response to request for proposal. One Workplace presented the most complete and comprehensive of those received encompassing a greater amount of the vendors and products specified.



ALTERNATIVE ACTIONS CONSIDERED

No alternative actions were considered due to the coordinative complexity required of the purchase presented herein and the limited administrative staffing resources within the Library.

- Attachments:
1. Resolution



**BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

RESOLUTION NO.: R11-__

AUTHORIZE THE DIRECTOR OF LIBRARY SERVICES TO EXECUTE AN AGREEMENT AND ANY AMENDMENTS WITH ONE WORKPLACE L. FERRARI, LLC FOR THE PROCUREMENT OF FURNITURE AND ASSOCIATED DELIVERY, TEMPORARY STORAGE, AND INSTALLATION SERVICES FOR THE MEASURE FF RENOVATED CLAREMONT BRANCH AND NORTH BRANCH LIBRARIES FOR THE PERIOD FROM OCTOBER 1, 2011 THROUGH DECEMBER 31, 2012 IN AN AMOUNT NOT TO EXCEED \$295,620.

WHEREAS, the respective design teams, Gould Evans / Baum Thornley for the Claremont Branch and Architectural Resources Group with Tom Eliot Fisch for the North Branch have interior design services as part of their contract for services, such that each location's unique needs, regarding office space layout and the design of public areas shall be considered and result in the selection of recommended furnishings appropriate to the space and best meeting functional needs; and

WHEREAS, the Berkeley Public Library Foundation is leading a \$3.5M capital campaign fund drive entitled the Neighborhood Libraries Campaign targeting crucial interior elements that are prohibited from access to Measure FF bond proceeds, which by law is restricted to "the acquisition or improvement of real property"; and

WHEREAS, the Claremont Branch and North Branch libraries are in the construction phase and their completion is anticipated in early to mid 2012; and

WHEREAS, on August 9, 2011 The Library released Specification No. 11-10601, a request for proposal for branch library public and office furniture procurement and installation services specifically addressed to the Claremont Branch and North Branch libraries; and

WHEREAS, Specification No. 11-10601 yielded 7 responses of which three vendors have been selected by a panel of three staff members after careful consideration of product and service pricing, references and performance of similar scoped project experience, understanding of the enunciated scope and completeness of the proposal, as well as the workload and cost impacts in regards to the degree of Library oversight; and

WHEREAS, the value of the award recommended to One Workplace L. Ferrari, LLC at \$295,620 exceeds the spending limit of \$100,000 for the purchase of goods allowed to the Director of Library Services; and

WHEREAS, in consideration of the long lead times involved for procurement of furniture and furniture systems, and the myriad activities requiring coordination to reopen the Claremont Branch and North Branch libraries.

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to authorize the Director of Library Services to execute an agreement and any amendments with One Workplace L. Ferrari, LLC for the procurement of furniture and associated delivery, temporary storage, and installation services for the Measure FF renovated Claremont Branch and North Branch libraries for the period from October 1, 2011 through December 31, 2012 in an amount not to exceed \$295,620.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on September 14, 2011 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Darryl Moore, Chairperson

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



BERKELEY PUBLIC LIBRARY

CONSENT CALENDAR

September 14, 2011

To: Board of Library Trustees
From: Jenifer Shurson, HR Analyst
Subject: REVISIONS TO LIBRARIAN I CLASSIFICATION

RECOMMENDATION

Adopt a resolution approving and recommending to the Personnel Board that it revise the Librarian I Classification, Unit IB, Service Employees International Union (SEIU), Local 1021, Community Services and PTRLA Association, to allow for non-competitive promotion from Librarian I to Librarian II through Personnel Action 9.03.

FISCAL IMPACTS OF RECOMMENDATION

None

BACKGROUND

The current process required for incumbents in the Berkeley Public Library's Librarian I classification to advance to Librarian II is a competitive process that requires completion of an application, supplemental questionnaire and examination. Candidates must receive adequate ratings on these materials prior to being placed on an eligible list and only then can they be considered for the promotion to Librarian II. However, even with these steps the timing is likely the greatest challenge for candidates. Candidates are only able to submit these required materials during the period when the recruitment is open. Librarian I's meeting the minimum requirements for Librarian II often find themselves in a holding pattern, waiting long periods for the recruitment to come open. Recruitments are time consuming and labor intensive and as a result the eligible lists generated from this process are normally valid for one year and can be extended for up to two years. It would be a misuse of resources for the Analyst to recruit more often than necessary. Instead the Analyst's goal is to get maximum return on the efforts put into the recruitment process by using the same eligible list to fill numerous vacancies in a classification before the list is exhausted. This often results in qualified internal candidates waiting unnecessarily for advancement which leads to low employee morale and underutilization of staff who are qualified to take on additional responsibilities.



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

CURRENT SITUATION & ITS EFFECTS

The existing Librarian I classification was established in 1988 upon the adoption of a Citywide classification study. Since this time it has become clear that the process of promoting Librarian I incumbents can be streamlined. The current proposal would allow qualified candidates to promote more regularly and more easily while enabling the Library to better utilize staff in higher level positions with increased responsibilities.

The current minimum qualifications for a Librarian II at the Berkeley Public Library include two (2) years of experience working as a professional Librarian. Unfortunately, with the current process, many Librarian I incumbents who meet the requirements for the higher level position are held at the entry-level awaiting an opportunity to get on the Librarian II eligible list. This can be frustrating and disheartening for qualified candidates unable to challenge their enhanced skill sets by taking on higher level responsibilities. The recruitment process that goes into establishing an eligible list is involved and draws on the resources of both the Library and the Human Resources Department. Much staff time is devoted to the recruitment process which includes; advertising, screening of applications and candidate calls, development and delivery of additional screening tools including examinations and supplemental questionnaires, review or scoring of these results to be followed by notifications to qualified and disqualified candidates – and all prior to creating the eligible list itself. Once an eligible list is created, candidate applications are reviewed by hiring supervisors and best qualified candidates are invited to participate in selection interviews. These steps are necessary to determine whether external candidates meet the criteria of our selectors and are essential to establishing a well-qualified candidate pool should a vacancy arise. However, one could argue that Librarian I's who have worked in that capacity at the Berkeley Public Library for two (2) years have received adequate training, already been assessed by supervisors, and are qualified to work as Librarian II's. Promoting qualified candidates also enhances the Library's ability to meet service needs as this higher classification comes with added responsibilities and more complex tasks that cannot be completed by entry level Librarians.

Approval of this proposal would mean that Librarian I's who have worked as career Librarians at the Berkeley Public Library for two (2) years full time equivalent would be automatically eligible for promotion to the Librarian II classification. To promote to Librarian II, qualified Librarian I incumbents would simply submit a request to the Library's HR Analyst to review their records to determine whether they meet the criteria for non-competitive promotion. Upon verification that the employee meets the criteria for non-competitive promotion, an Employee Transaction Form (ETF) promoting the employee to Librarian II would be completed with the employee's promotion to be made effective once the form was approved and processed. The Librarian II classification reflects a slightly higher salary schedule but also reflects higher level duties when compared to the Librarian I classification. As the more experienced level of the Librarian series, the Librarian II is responsible for directing or assigning work to staff and can be called upon to act as supervisor in charge for the entire Library.



The issues covered were first discussed at the Library's Joint Labor Management (JLM) meeting in 2010 and was recently revisited at the meeting in April of 2011. These and subsequent discussions of the proposal with the SEIU's Local 1021 Community Services Chapter have taken place without objection from the JLM representatives.

Following Library Board adoption, these changes to City classifications and Personnel Rules and Regulations must be approved by the Personnel Board.

RATIONALE FOR RECOMMENDATION

We believe that this proposal moves us closer to our goals of continuing to provide staff with opportunities to gain additional skills and experience where possible while ensuring that our staffing configurations are conducive to meeting our system's service needs. Having additional Librarian II's in the workforce allows the Library to redistribute some of the tasks currently being completed by a smaller number of Librarian II's and Supervising Librarians ultimately reducing their workload. It will make advancement more easily achieved by Librarian I's resulting in a predicted increase in employee morale. Additionally, it will allow for a more natural progression from the Librarian I to Librarian II common in other systems and enable the Library's HR Analyst to respond in a more timely manner to candidates eligible for advancement.

ALTERNATIVE ACTIONS CONSIDERED

No alternative action was considered.

FUTURE ACTION

None

Attachments:

1. Resolution
2. Librarian I Job Specification with Revisions



**BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

RESOLUTION NO.: R11-___

REVISE THE LIBRARIAN I CLASSIFICATION, REPRESENTED BY SERVICE EMPLOYEES INTERNATIONAL UNION (SEIU), LOCAL 1021, COMMUNITY SERVICES AND PTRLA ASSOCIATION TO ALLOW FOR NON-COMPETITIVE PROMOTION FROM LIBRARIAN I TO LIBRARIAN II THROUGH PERSONNEL ACTION 9.03

WHEREAS, the Librarian I classification which is Unit IB, Service Employees International Union (SEIU), Local 1021, Community Services and PTRLA Association which is a professional classification unique to the Library; and

WHEREAS, the Board approved the recommendation to establish the Librarian I classification in 1988, and a process for promoting from Librarian I to Librarian II;

WHEREAS, the current process for promotion for Librarian I incumbents to Librarian II requires completion of an application, supplemental questionnaire and examination; and,

WHEREAS, these required materials can only be submitted during the period that the recruitment is open often leaving qualified candidates to wait long periods for opportunities to advance to Librarian II; and

WHEREAS, the Library believes that this proposed change will enable us to redistribute higher level Librarian duties to appropriate classifications helping us meet our system's service needs while improving staff moral; and

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

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

WHEREAS, following Library Board adoption, these changes to City classifications and the Personnel Rules and Regulations must be approved by the Personnel Board.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to approve the proposed revisions to the Librarian I classification, which is a classification represented by Service Employees International Union (SEIU) Local 1021, Community Services and PTRLA Association, and to recommend these changes to the Personnel Board for approval.

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

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Darryl Moore, Chairperson

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



BERKELEY PUBLIC LIBRARY

ACTION CALENDAR

September 14, 2011

TO: Board of Library Trustees
FROM: Donna Corbeil, Director of Library Services
SUBJECT: ESTABLISH SUBCOMMITTEE TO DEVELOP POLICY ON NAMING LIBRARY FACILITIES

RECOMMENDATION

Adopt a resolution to establish a board subcommittee on developing a policy for naming library facilities.

FISCAL IMPACTS

None.

CURRENT SITUATION AND ITS EFFECTS

In the City of Berkeley as in other municipalities, public buildings and parks may be named for individuals, for example the new Berkeley Animal Shelter was recently designated in honor of Dona Springs. Public Libraries often include a name in their title, alone or in conjunction with a geographical designation. For example, in San Francisco there is the Eureka Valley / Harvey Milk Branch, the Noe Valley / Sally Brunn Branch and the Richmond / Senator Milton Marks Branch. If the board would like to consider a name change for one or more of the branch libraries there is precedence to do so.

Consideration of naming public facilities in Berkeley has been undertaken by the City Council, most recently in a review of the Naming Public Facilities Policy at a special council sub-committee meeting in 2005. The Parks and Recreation Commission was designated the lead Commission to coordinate the efforts to develop a city policy. In most cases, it appears that the impedence has come from a City Commission to the Council, though the naming of old city hall in honor of Ms. Shirek was initiated by the Mayor and councilmembers. A chronology of these actions and discussions are provided (Attachment 3) for your information.

BACKGROUND

While no request for such a change or naming convention addition has occurred or is under consideration, it is a prudent practice to have in place policies and guidelines related to library operations. The approval of such polices are the purview of the Board of Library Trustees. One strategy that may be employed is to form a subcommittee of the board, two members, to work on a draft document for discussion and consideration by the full board.

The board may vote to establish a subcommittee under the terms outlined in the City of Berkeley Commissioner's Handbook, Chapter II. Serving on a Commission, Section C. Commission Organization,



Paragraph 5, Temporary subcommittees (Resolution No. 61,312-N.S), states: “From time to time the commission or the chairperson, with the confirmation of the commission, may appoint several of its members but fewer than the existing quorum of the present body to serve as a temporary subcommittee.” Staff is available to support and assist the board in their efforts if desired, for example to gather background information from other libraries that may be useful in developing a Libraries Facility Naming Policy.

Such a policy, if adopted, will then be available to address any future requests and to set a process and criteria by which the board may consider such a name change, be it in honor of an individual or to designate a neighborhood / geographical location.

Attachments:

1. Resolution
2. Summary of Library History
3. Chronology of Actions / Discussions



RESOLUTION NO.: R11-0xx

AUTHORIZE THE ESTABLISHMENT OF A BOARD OF LIBRARY TRUSTEES SUBCOMMITTEE TO DEVELOP A LIBRARY POLICY ON NAMING LIBRARY FACILITIES.

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

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

WHEREAS, the City of Berkeley Commissioner’s Manual provides for the establishment of temporary subcommittees with the confirmation of the commission; and

WHEREAS, following discussion and affirmation of such a need the Board hereby appoints Trustees _____ and _____ to serve, effective this date for a period not to exceed one year to undertake such an effort.

NOW, THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley hereby authorizes the formation of a Subcommittee to develop recommendations for possible adoption by the Board of Library Trustees a Naming Library Facilities Policy.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on September 14, 2011 by the following vote:

- AYES:
- NOES:
- ABSENT:
- ABSTENTIONS:

Darryl Moore, Chairperson

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

The Central Library History Room Librarian, Jef Findley has completed preliminary research into the names applied to the city's libraries. To the extent they can find, the names have always been the same regardless of the exact location:

The "Berkeley Public Library" was established in 1893. This particular entity in the Downtown area morphed into "Main," with the advent of neighborhood "Reading Rooms," which themselves turned into "Branches" in the early part of the 20th Century. Main eventually became known as known as "Central," although this caused some confusion with the advent of the computerized catalog - the coding for Claremont & Central both being "C," which wouldn't work.

At least as far back as 1915 there was the following:

- 1) A "Main Library" (located at 2266 Shattuck Ave [and Kittredge St], then rebuilt on a larger lot when the address simply changed to 2090 Kittredge);"
- 2) "Claremont" (it was originally located at Emerson School on Piedmont & Forest Aves. It moved out of the school and into 2939 College Ave in Nov 1917, then to 2704 Russell St by March 1923, then 2940 Benvenue by Nov 1924);
- 3) "West Berkeley" (first at 845 University then by Aug 1923 at 1125 University);
- 4) "North Berkeley" (first at 1301 Shattuck, then by September 1936 at 1170 The Alameda);
- 5) "South Berkeley" (at 3218 Adeline, then by April 1927 at 1839 Woolsey [and Grove aka M L King]), then 1901 Russell Street in 1961;
- 6) "Ashby" (at 2968 Adeline; it was closed in April 1927 and apparently was merged into the "new" South Berkeley Branch at Woolsey and Grove);
- 7) "Hawthorne" (located in Hawthorne School until it was closed in Summer 1932).

There is quite a bit of information at the Berkeley Historical Society and in the Library's history room regarding the early neighborhoods, including the Ocean View (West Berkeley) and Lorin (South Berkeley).

**Chronology of City Council and City Commissions Actions and Discussions on
Naming Facilities and Parks**

Public Works Commission

November 2001 meeting notes discussion on Park Naming Policy -

<http://www.ci.berkeley.ca.us/Commissions/publicworks/2001publicworks/pdf/111501MB34.PDF>

Waterfronts Commission

May 2001 meeting notes discussion on Park Naming Policy -

<http://www.ci.berkeley.ca.us/Commissions/publicworks/2001publicworks/pdf/111501MB34.PDF>

City Council

May 2002, memo to Council on policy CF-00-266 submitted by Parks and Recreation Commission
(Included in October 2003 packet below as attachment)

June 2003, Proposal Naming downtown Post Office for Vice Mayor Maudelle Shirek (Federal building)

<http://www.ci.berkeley.ca.us/citycouncil/2003citycouncil/packet/061703/2003-06-17%20Item%2015-14.pdf>

October 2003, memo to Council submitted by Parks and Recreation Commission -

<http://www.ci.berkeley.ca.us/citycouncil/2003citycouncil/packet/101403/2003-10-14%20Item%2047-50a.pdf>

December 2003, renaming old city hall in honor of Maudelle Shirek -

<http://www.ci.berkeley.ca.us/citycouncil/2005citycouncil/packet/120605/2005-12-06%20Item%2015%20ANDERSON%20Renaming%20Old%20City%20Hall.pdf>

November 2005, City Council Sub-Committee on Establishing A Policy for Naming Public Facilities -

<http://www.ci.berkeley.ca.us/citycouncil/committees/naming/agendaindex.htm>

November 2008, Naming the New Animal Shelter in honor of Councilmember Dona Springs, submitted by Citizens Humane Commission -

http://www.ci.berkeley.ca.us/uploadedFiles/Clerk/Level_3_-_City_Council/2008/11Nov/2008-11-18_Item_27_Naming_the_New_Animal_Shelter_in_honor_of_Councilmember_Dona_Spring.pdf

July 2011, Designation of the Howard King Welcoming room submitted by Mental Health Commission -

http://www.ci.berkeley.ca.us/uploadedFiles/Clerk/Level_3_-_City_Council/2011/07Jul/2011-07-19_Item_42_Designation_of_the_Howard_King_Welcoming_Room.pdf

San Francisco Public Library Commission Policy Manual

Library Facilities Naming Policy

Policy #601

Section: Facilities

Adopted: June '96

Revised: June 2002

It is the policy of the San Francisco Public Library to name libraries according to geographic location and to identify each branch facility with the neighborhood where it is located or the neighborhood it primarily serves. This Policy enables anyone interested in finding a library to easily ascertain its location by its geographic or neighborhood name. This policy does not address the naming of rooms or other areas or features within branch libraries or within other library facilities.

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

The Library Commission shall approve adding the name of a person to the geographic name of a specific branch library, or to another library facility only where:

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

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

PROCEDURES FOR EVALUATING PROPOSALS TO ADD THE NAME OF A PERSON TO THE GEOGRAPHIC NAME OF A LIBRARY FACILITY

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



BERKELEY PUBLIC LIBRARY

INFORMATION CALENDAR

September 14, 2011

TO: Board of Library Trustees

FROM: Donna Corbell, Director of Library Services

SUBJECT: SEPTEMBER 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 meetings

COMMUNICATION

No updates at this time.

PUBLIC ART PROCESS

South & West Branches: All applicants must apply by the end of the day on September 6, 2011. At that point the selection panel will have approximately 10 days and over one weekend, until Friday, September 16, 2011, to score the applications through the web site.

The top three scoring artists will be given \$500 to make a model and to meet with the selection panels to present their proposals and to answer questions in person. As with the Claremont and North projects the finalist's models will be displayed in the respective branch to gather public input to be considered by the panelists. We anticipate bringing the selection panel's recommendations to the board at the November regular meeting.



OTHER CITY AGENCIES, BOARDS AND BODIES

No activities this month.

Closed sessions of the joint City Council and library board were held on July 19, 2011 and September 6, 2011 to discuss the existing litigation regarding the bond program, Measure FF. As a result of the September 6th meeting, the litigation with the CLU is resolved, as a settlement was approved by the Council.

PROJECT UPDATES

Claremont

Updates are posted weekly on the Library's website at:

http://www.berkeleypubliclibrary.org/about_the_library/documents/11_08_29_BPL_Claremont_Weekly_Construction_Update.pdf

North

Updates are posted weekly on the Library's website at:

http://www.berkeleypubliclibrary.org/about_the_library/documents/082911_BPL_North_Weekly_Construction_Update.pdf

The BLOG, also accessible from the Library's website is updated regularly with pictures and project information, such as the narrative on our green features, for both construction projects at:

<http://www.bplbranches.blogspot.com/>

A staff committee has been formed to begin discussions of an opening celebration for the first two projects, both are expected to be completed and re-opened in the first quarter of 2012 – with the Claremont branch expected to open first. There will be more to come on this as we get closer to the completion but a celebration is planned, with refreshments, a ribbon cutting and music to commemorate this joyful occasion with the community.

Program Schedule

Review of the impacted schedule for the West and South branch projects will be included in Kitchell's quarterly bond report, included under presentations in the September regular board agenda.

ATTACHMENTS:

None



BERKELEY PUBLIC LIBRARY

INFORMATION CALENDAR

SEPTEMBER 14, 2011

TO: Board of Library Trustees
FROM: Donna Corbeil, Director of Library Services
SUBJECT: SEPTEMBER 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 annual American Library Association conference was held in New Orleans at the end of June. Staff reports are included for your information (Attachment 1). The annual California Library Association conference is coming up in Pasadena, from November 11-13, 2011, with more information available at: <http://www.cla-csla.org/>. Early bird registration and hotel accommodations are now available.

PROGRAMS, SERVICES AND COLLECTIONS

Programming Highlights

The Library's annual summer reading program was again a success! Staff's report is included (Attachment 2). Other events that occurred over the summer include the Central Library's participation in the downtown music festival that occurred in August.

The Library is in the process of completing the Annual Public Library Survey for FY 2010-11. The public library data submitted is part of the national collection of information on the nation's public libraries that is coordinated by the Institute for Museum and Library Services (IMLS). The statistical information is especially important as a tool for analysis of library services and as a basis for supporting funding requests. The data is made available on the California State Library website in the California Library Directory (online) and California Library Statistics (online and print).



FACILITIES/ OPERATIONS & PERSONNEL

Council Items

The council has been on break but prior to that and following the June BOLT recess the following items of interest to the library were taken up:

On the June 28, 2011 City Council Agenda are three items proposing changes to employee compensation and bargaining agreements, affecting departments throughout the City, including the Library.

The Council approved the FY 11/12 budget for the city, which included the library on July 12, 2011 - FY 2012 Annual Appropriations Ordinance (PDF).

At the July 19, 2011 regular meeting of the Council, the donation of \$100,000 from the Library Foundation to the library was approved and the gift of \$88,554 from the Friends of the Library to the Library was approved.

Personnel

Suzanne Olawski, the Neighborhood and Children's Services Manager has resigned to accept a promotional opportunity. The Library will be interviewing prospective replacement candidates in September utilizing the existing Library Manager civil service lists and process. An announcement of the appointment is expected in October 2011.

Attachments:

- 1: ALA report
- 2: Summer reading report
- 2: summer reading report

Andrea Mullarkey, Librarian

There are so many reasons to go to a conference, but the main impetus for me to go this year was the Emerging Leaders program. I was selected for this program last fall and we first convened at the Midwinter meeting in January. Since January I have been working with a group of librarians from across the country on [Deadlines ALA](#) a project for the ALA ITTS office. The result of the project is a timeline showing what happens when across ALA from scholarships to conferences to governance. We presented our work in a poster session at the Annual Conference with over 300 people in attendance.

Fortunately, the Emerging Leaders sessions only required one day of my time so I was able to experience the conference more broadly. I learned about new products and services from vendors in the exhibit hall, including a demo of the new iPhone app for Mango Languages. I also attended sessions on many interesting topics including public library programming, services to patrons with mental illness, behavioral issues in the library and readers advisory.

But beyond these, the one topic that touched every aspect of my conference experience was e-books. There were multiple sessions discussing the state of the e-book landscape in libraries, accessibility, best practices for e-book lending, legal models and more. In addition I got to see five public library e-book vendors in the exhibit hall and compare new products. But perhaps most exciting is that following the conference I have been appointed to the OITP Task Force on E-Books. This group is approaching the issue of e-book lending in libraries from multiple perspectives including broadening communications with publishers, serving as a forum for developing e-book policy across the profession, and educating ALA members about e-book related issues. It is an exciting time to be working with this group of librarians on this topic. I feel very fortunate to serve the profession through this task force appointment and through my new appointment as the New Members Round Table - Governance Committee Chairperson, both of which flowed out of my ALA 2011 conference experience.

Alan Bern, Librarian

SELECTED PROGRAMS & COMMITTEES MEETINGS ATTENDED:

The Language of Collaboration: Connecting Zoos, Libraries, and Poetry for Environmental Awareness: Another great, great contribution from Poets House in collaboration with ALA and with support from ALA's Programming Office. Although the project, *The Language of Conservation*, seems geared primarily to adults, this is actually a program for families. The brilliance of all who collaborated shone through in the presentation. Mark Doty, poet chosen for the New Orleans Audubon Zoo, picked pitch-perfect phrases and lines that illuminated specific Zoo spaces beautifully. Zoo staff designed his choices wonderfully, including (at the entrance) lines of poetry underwater. Library staff from NOLA Public Library held programs both in the library and at the zoo that attracted hundreds.

Committee on Membership Meetings

This is my first all-ALA Committee and we again succeeded in: Getting a quorum at the ALA Membership Meeting is no easy task. The reports from New Orleans-area libraries on their post-Katrina situations were eye-popping and, also, inspiring; for example, the preservation and saving of a majority of materials at the Center for African/African American Studies at Southern University, in peril from storm and floods. Planning to go ahead with future Digital Town Halls – our first drew over 500 ALA members, and, in my opinion, they are a true future for membership involvement in the operations of ALA.

ALSC's (Association of Library Service to Children's) Charlemae Rollins President's Program: How Libraries Can Best Serve Special Needs Patrons, Especially those with Autism Spectrum Disorders (ASD)-Ricki Robinson, M.P.H., from the Descanso Medical Center for Development and Learning (La Canada, CA), Clinical Professor of Pediatrics at the USC Keck School of Medicine, and the author of *Autism solutions : how to create a healthy and meaningful life for your child* (Central New Books - 618.92858 R566a) presented *Autism from the Inside Out*. Robinson described children with autism as having one of the many developmental disorders on "the spectrum" (and they all – Autism (ASD), ADHD, OCD, Bipolar, and Tourette's -- overlap!) and gave advice on how librarians could best work with these potential patrons.

Reach Out and Read: How Libraries Can Work with Doctors Who "Prescribe Reading" to Achieve Common Goals -A passionate Speaker, Dipesh Navsaria, MD, Assistant Professor of Pediatrics, University of Wisconsin School of Medicine and Public Health, discussed how to extend a library's reach into the community by partnering with local Reach Out and Read (ROR) site, a pediatric literacy intervention based in doctors' offices that gives new books to children and advises parents about the importance of reading. ROR is interested in partnering with librarians to promote reading and library usage. We heard about already existing collaborations and learned how we might work with existing ROR programs, or even how to start a site in our community. There may be some potential outreach possibilities in collaborating with local doctors or clinics to reach young underserved patrons and their families.

Picture Books Go Digital -Dr. Junko Yokota, Director, The Center for Teaching through Children's Books and a HarperCollins Curious Puppy Division Representative presented information on "the new digital world of picture books." They spoke of how these can best be used in libraries' youth departments and how digital picture books are 'taking readers to places that could once only be dreamt about.' This is a truly exciting new arena, fraught, of course, with problems and concerns about: reader's experience (ePicture Books often read/move vertically instead of across spreads); color fidelity; sound if they are read aloud; and etc.

William Joyce, ALA Speaker Series -A high point of the Conference! Not only do I love William Joyce's work over the past decades, but his new work is pathbreaking and absolutely terrific.

Megan McArdle, Library Manager - attended ALA's Annual Conference in New Orleans where she attended programs on Readers' Advisory, met with vendors, attended committee meetings and viewed the exhibits. Highlights of the conference were being able to see demonstrations of many of the new ebook platforms on the market, and seeing the new season of titles being previewed by publishers.

In July Deputy Director **Doug Smith participated in a statewide forum sponsored by the State Library devoted to the design of benchmarks for public access technology** that will result in useful tools permitting analysis of tech services in libraries nationwide. The project is being sponsored by the Gates Foundation and is the work of a coalition that includes the ALA/PLA, the State Libraries of CA, TX & OK, the International City/County Management Association, and the nonprofit technology support group TechSoup Global. This coalition will draft prototype benchmarks and collect feedback from the library field and local government leaders to ensure that the benchmarks are meaningful to U.S. libraries and communities. Next, an initial set of benchmarks will be tested in communities in California, Oklahoma, and Texas. (In CA this will be in Sacramento and Salinas.) Lastly, the prototype benchmarks will be refined with feedback from the pilot communities and the library field and will be launched for broad use by the library community in spring 2012.

A recent research report from the University of Washington Information School and the Institute of Museum and Library Services, revealed that approximately one-third of Americans use free computer and Internet access at public libraries to find work, apply for college, secure government benefits, access important health information, and connect with their communities. We have witnessed the demand for online access continued to grow as more people turn to their library to get information online and obtain help in using online tools from library staff. The quality and level of access that libraries provide, however, varies significantly throughout the country.

For the Berkeley Public Library, these new benchmarks will likely provide excellent measures of the Library's performance in providing access to technology--be it computers, portable devices, electronic books, wireless broadband, or digital content--that will help staff and the Library Board in future planning efforts, messaging to community leaders and decision-makers, and the development of needs-based outcomes for effective delivery of tech access well into the 21st century.

Summer Reading

This summer's Summer Reading Game was another success for the Library. Despite the fact that two of our five locations are currently closed for renovation, we had an outstanding number of participants this summer. Altogether, 1,350 children signed up to participate in this year's game, and 68% of those young readers (924) completed the required number of hours and visits on time.

In addition to the Summer Reading participants, we had impressive attendance at our systemwide programming. Our staff successfully planned and hosted 18 events during the course of the summer, with about 1101 people attending. Older children are also given the opportunity to volunteer over the summer in a program called Student Friends. Of the 40 children who enrolled, 24 fulfilled the required volunteer hours and completed the program. Summer Reading programs support a love of reading encourage participation in literacy and community throughout the summer.

Rachel MacNeilly,
Acting Neighborhood Services and Children's Services Manager