



BERKELEY PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES

REGULAR MEETING
NOVEMBER 9, 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. DISCUSSION

- A. **Naming Policy for the Berkeley Public Library**
Discussion of the subcommittee’s report into development of a policy regarding the naming of branch libraries.

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 October 12, 2011 Regular Meeting**
Recommendation: Approve the minutes of the October 12, 2011 regular meeting of the Board of Library Trustees.
- B. **2012 Meeting Schedule for the Board of Library Trustees**
Recommendation: Adopt the resolution setting the dates for the 2012 regular meeting schedule for the Board of Library Trustees.
- C. **2012 Holiday Schedule for the Berkeley Public Library**
Recommendation: Adopt the resolution approving the 2012 calendar of holidays for the Berkeley Public Library.
- D. **Opening the Central Library and All Branches One Hour Late**
Recommendation: Adopt the resolution authorizing the Central Library and all Branches open one hour late on January 27, 2011 and March 31, June 30 and September 29, 2012 to allow adequate time for the quarterly all-staff meetings.
- E. **License agreement between Library and the Berkeley Public Library Foundation for use of space in the Central Library**
Recommendation: Adopt a resolution adopting the extension of the License Agreement between the Library and Foundation for the use of office space in the Central Library for the period January 2, 2012 through January 1, 2015.
- F. **License agreement between Library and the Friends of the Berkeley Public Library for use of space in the Central Library**
Recommendation: Adopt a resolution adopting the extension of the License Agreement between the Library and Friends for the use of office space and bookstore in the Central Library for the period January 2, 2012 through January 1, 2015.

IV. ACTION CALENDAR

- A. **Chairperson and Vice-Chairperson Nominations and Election of Chairperson and Vice-Chairperson**
Recommendation: Accept nominations and adopt a resolution electing one Trustee to sit as Chairperson and another to sit as Vice-Chairperson for a one-year term commencing on November 10, 2011.

B. LEASE: 2547 8th Street

Recommendation: Adopt a resolution recommending City Council authorizing the Library to execute a 15 month lease with 2 – 2 month options with West Coast Property Management for real property located at 2547 8th Street, to house the tool lending library program during the construction phase of the South Branch library, January 1, 2012 through June 1, 2013.

V. INFORMATION REPORTS

A. FY2011-2012 1st Quarter Budget Report

B. 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.

C. November 2011 Monthly Report from Library Director

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

D. 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, December 14, 2011 at the **South Branch Library, 1901 Russell Street, Berkeley.**

VII. ADJOURNMENT

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



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

Please refrain from wearing scented products to public programs.

I hereby certify that the agenda for this regular meeting of the Board of Library Trustees of the City of Berkeley was posted in the display cases located at 2134 Martin Luther King, Jr. Way and in front of the Central Public Library at 2090 Kittredge Street, as well as on the Berkeley Public Library's website on November 2, 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.

Berkeley Public Library Board of Library Trustees

Library Facilities Naming Policy

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

This policy does not address the naming of rooms or other areas or features within branch libraries or within other library facilities.

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

The Board of Library Trustees shall approve 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 Berkeley Public Library system or the library facility in question. The depth and breadth of the contributions must be obvious and compelling and must reflect a dedication and beneficence to the Berkeley Public Library system or the library facility in question over a great span of time;
- 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 Berkeley 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 Berkeley Public Library system or the library facility in question is extraordinary, unique and of the highest quality.

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

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

III Consent, Item A

MINUTES
BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES REGULAR MEETING
Wednesday, October 12, 2011, 6:30 P.M.

SOUTH BRANCH LIBRARY – 1901 RUSSELL STREET

Board of Library Trustees:

Chair Darryl Moore
Vice Chair Winston Burton

Abigail Franklin
Julie Holcomb
Jim Novosel

I. PRELIMINARY MATTERS

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

A. Call to Order: 6:32 p.m.

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

Absent: None.

Also Present: Douglas Smith; Deputy Director; Jenifer Shurson, Human Resources Analyst; Eve Franklin, Administrative Secretary.

B. Public Comments: None..

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

D. Report from Board of Library Trustees:

1. Trustee Burton – So excited to see the construction progress at Claremont and North branches and is looking forward to seeing construction at this (South) Branch.
2. Trustee Franklin – It's exciting to see the progress and part of that progress is the public art selection process for South and West Branches. The selection committee selected three semi-finalists for each branch and the finalist for each branch will be selected November 4.
3. Trustee Holcomb – It's so exciting to see the branches going up and I have been enjoying participating on the art selection committee for the West branch. We have great applicants, great ones were chosen and I'm looking forward to seeing
4. Trustee Novosel – Have been looking at the plans and materials for the South Branch. It will be so nice – well lit, the rooms are nicely proportioned. There will be a place for the De Staebler artwork. Need to find a good temporary location for the Tool Lending Library.
5. Trustee Burton – We do have a couple of places in mind for the Tool Lending Library.

II. WORKSHOP

A. Library Strategic Planning Update

From: Deputy Director
Contact: Douglas Smith

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

Public Comments:

1. You spoke of faster sorting, faster shelving, more holds to get materials to patrons, how about collection development? If you are talking about getting materials to patrons faster one of the ways to do that is to have more materials available.
2. You spoke of expanding the strategic plan to five years, can you clarify? *The existing plan was done for 2008-2011, we'll expand it for two more years. In 2013 after the completion of branch project we'll be able to do a new plan.*
3. Incorporate some sort of a communications plan / marketing. There are lots of details that people don't know.
4. How do each of these objectives work together? For example the social media policy and the collection enhancement. Friends make funds available to increase the collection, we also need to be able to know what to buy. How does each initiative tie together? *All these processes need to interact. There are overlaps and partnerships some areas.*
5. What is the impact of electronic collection on the rest of the collection? Are they licensed materials or owned by the library? *There are a lot of variables. It depends upon the publisher. Some are not participating in e-books. It's an evolving field. Hopefully libraries will be providing provide electronic content in the way that we have been providing paper content. What is the future of public libraries in the face of technology. Is there a way for libraries to provide patrons free access to e-books.*
6. Will usage statistics be available for e-books? *The e-books won't interface with our Innovative catalog but Overdrive will be able to provide statistical tools that will allow us to watch usage.*
7. Excited about the Library's growing partnership with Berkeley Alliance around kindergarten readiness and 3rd grade reading goal. Berkeley's Libraries help us reach parents we can't reach.
8. When will the mobile app and e-books be available to the public? *The Mobile App will be available in about 6 weeks. E-Books will be available October 14. We'll announce them on the website.*
9. Friends of the Library is interested in funding projects where library staff create information that can then be made available to patrons.
10. Will you do a survey again like you did in 2008? *No intent to do a general survey like the one done in 2008, however we are currently doing a survey to determine how and what patrons are using the library computers for.*
11. Suggest thinking about what does the "freely accessible" mandate mean in the digital age?
12. Suggest looking at the impact of speed of disseminating information and receiving feedback. The feedback loops that the catalog, e-books and social media give us rapidly make the speed at which we can assess and deliver change much quicker. How does that affect library operations, priorities and processes? *Can you explain more what you mean by speed?* Once upon a time there were just books and the programs were reading to school kids. At the end of the year you counted how many books were checked out and how many programs were done. Now we have also have things like entrepreneurs training, lawyers in the library, people getting help with their taxes, the jazz festival, multiple ways of delivering media online, multiple ways to have two way

communication with our patrons. The speed of disseminating information and collecting it back has increased exponentially. It relates to how your systems tie together.

Board Comment:

1. Trustee Novosel – We should look at Staff development and how to increase the number of grants to staff going to library school. The opening of the new branches gives us the opportunity to advertise what we have. Use publicity to educate the public about what we have in addition to celebrating the hard work done to rebuild the branch .
2. Trustee Holcomb – I would like to see expansion of outreach to schools, parents, and families. Make sure school staff know what is available so they can direct families to support services. Schools are a good place to promote the library.
3. Trustee Franklin – When would we start to work on a new plan? *Early 2013 for implementation in 2014. We'd probably want to get a neutral third party to help facilitate and guide the process.*
In initiative 1B, how do we gauge public demand? *Circulations stats, patron requests, use of materials externally (industry trends).*
I really like the idea of creating welcoming safe environments. We have a wonderful staff. We could enhance the good experience by making sure that staff greet patrons as they enter.
4. Trustee Burton – Glad to hear there was community input in the strategic process and glad to hear we'll do it again. Need to focus on teens, they're a vulnerable group. We need to engage them in the process, involve them in the design of the teen space and furniture selection.
5. Chair Moore – Amending the current plan makes sense given that we're right in the middle of our branch library program. Really excited about e-books, technology, the app, the website revamping. Need to following ADA principals. Partnering Teen programming with the YMCA's Teen Center might be a good fit. Hope we involve teens in design of teen space and furniture.

Next Steps: Staff will bring a revision to the December 2011 BOLT meeting.

III. CONSENT CALENDAR

Item C was pulled for discussion

Action: M/S/C (Trustee Franklin / Trustee Novosel to adopt Resolution# R11-066 to adopt the Consent Calendar items A, B, D, E, F, G &H as presented.

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

Noes: None.

Absent: None.

Abstentions: None.

A. Approve minutes of September 14, 2011 Regular Meeting

From: Director of Library Services

Recommendation: Approve the minutes of the September 14, 2011 regular meeting of the Board of Library Trustees.

Financial Implications: None.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution# R11-067 to approve minutes as presented.

B. Approve Annual Report to City Council

From: Director of Library Services

Recommendation: Adopt a resolution approving the Annual Report to the Berkeley City Council from the Board of Library Trustees for the period of July 2010 through June 2011.

Financial Implications: None.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution# R11-068.

C. CONTRACT: Konica Minolta Business Solutions USA, Inc.

Trustee Franklin: Was the Konica proposal the cheapest. *Deputy Director – The proposals were structured differently. Konica was not the cheapest but the cheapest proposal was not the cheapest by much. The Konica proposal was much preferred and the references were excellent.*

From: Deputy Director

Recommendation: Adopt a resolution authorizing the Director of Library Services to execute an agreement and any amendments with Konica Minolta Business Solutions USA, Inc. for the provision of public use copiers, printers and related vending services for all branches of the Berkeley Public Library for the period of November 1, 2011 through October 30, 2014 in a total amount not to exceed \$95,000.

Financial Implications: See report.

Contact: Douglas Smith, Deputy Director

Action: M/S/C (Trustee Franklin / Trustee Holcomb to adopt Resolution# R11-069.

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

Noes: None.

Absent: None.

Abstentions: None.

D. Bulletin Board Policy

From: Deputy Director

Recommendation: Adopt a resolution approving the Bulletin Board and Free Printed Matter Policy for the Berkeley Public Library.

Financial Implications: None.

Contact: Douglas Smith, Deputy Director

Action: Adopted Resolution # R11-070.

E. CONTRACT AMENDMENT: Ricoh Business Solutions

From: Deputy Director

Recommendation: Adopt a resolution authorizing the Director of Library Services to amend the value of contract no. 7605 with Ricoh Business Solutions for the provision of equipment leasing and maintenance services for public-use copiers at the central library and branch libraries by an incremental amount of \$5,000 for a total contract not-to-exceed amount of \$95,000.

Financial Implications: see report.

Contact: Douglas Smith, Deputy Director

Action: Adopted Resolution# R11-071.

F. National Friends of Libraries Week

From: Deputy Director

Recommendation: Adopt a resolution commemorating the week of October 16-22, 2011 as National Friends Of Libraries Week in honor of the Friends Of The Berkeley Public Library and the support they offer the staff, services, public programs, and future endeavors of the Library.

Financial Implications: None.

Contact: Douglas Smith, Deputy Director

Action: Adopted Resolution# R11-072.

G. Request to Release Invitation to Bid for the South Branch Library (Measure FF)

From: Director of Library Services

Recommendation: Adopt a resolution to approve the request to release the invitation for bids for the South Branch Improvement Project in October 2011.

Financial Implications: None.

Contact: Donna Corbeil, Director of Library Services.

Action: Adopted Resolution # R11-073.

H. Apply for, Accept and Appropriate California's Family Place Library Program Grant Funds if awarded in the amount not to exceed \$15,000 for FY2011-12

From: Acting Neighborhood and Children's Services Manager

Recommendation: Adopt a resolution authorizing the Director of Library Services to apply for, accept and appropriate grant funds in the amount not to exceed \$15,000 from California State Library Family Place Program to FY2012.

Financial Implications: see report.

Contact: Rachel MacNeilly, Acting Neighborhood and Children's Services Manager.

Action: Adopted Resolution # R11-074.

IV. INFORMATION REPORTS

A. Update on the Branch Bond Program

From: Director of Library Services

Contact: Donna Corbeil, Library Director

Action: Received.

B. October 2011 Monthly Report from Library Director

From: Director of Library Services

Contact: Donna Corbeil, Library Director

Action: Received.

C. Library events

From: Director of Library Services

Contact: Donna Corbeil, Library Director

Action: None.

V. AGENDA BUILDING

The next meeting will be a Regular Meeting held at 6:30 PM on Wednesday, November 9, 2011 at the South Branch Library, 1901 Russell Street, Berkeley.

- Library Naming Policy
- 2012 Library Holidays
- 2012 BOLT Meeting Dates
- Chair/ Vice Chair appointments
- Information report on South Branch bidding process

VI. ADJOURNMENT

Adjourned at 8:03 p.m.

COMMUNICATIONS

None.

SUPPLEMENTAL COMMUNICATIONS AND REPORTS

1. Attachment 1 – Strategic Planning Update presentation slides

Berkeley Public Library's Strategic Plan, 2008-2011, and beyond

October 2011

Berkeley Public Library

Agenda

- BPL's Strategic Plan—how did we get here?
- Expanding to a 5-year plan
- Review of accomplishments over the last 3 years
- Some possible new initiatives
- Discussion

- [http://www.berkeleypubliclibrary.org/about the library/documents/Strategic Plan Final.pdf](http://www.berkeleypubliclibrary.org/about_the_library/documents/Strategic_Plan_Final.pdf)

Strategic Plan Background

Why have a strategic plan?

Why not a whole new plan?

- Existing plan has been very successful & remains relevant
- The BPL Strategic Plan framework permits easy development of new staff goals and initiatives
- A new plan is best developed in tandem with the completion of the bond program

BPL's Strategic Plan: the process

- Staff steering committee
- Community-based planning
- Staff focus groups
- Library Management Team
- Neutral facilitator
- BOLT review

BPL's Strategic Plan: The data

- Review of previous (2002-4) planning efforts
- Community surveys
- Public work sessions @ all libraries
- UC Market Research students
- Teen focus groups
- Staff focus groups

BPL's Strategic Plan: The PLA "Service Responses"

- I. Reading/viewing/listening for pleasure
- II. Early Literacy
- III. Providing a welcoming, safe, comfortable environment
- IV. Lifelong learning – satisfying curiosity
- V. Public access technology
- VI. Reference – getting facts fast

Berkeley Public Library's Strategic Goals

- I. Berkeley residents find the materials they need
- II. Berkeley residents have quick and easy access to materials
- III. Young children build reading skills and enjoyment of reading
- IV. Berkeleyans enjoy libraries with welcoming, safe, functional, and comfortable environments
- V. A broader base of Berkeleyans are habitual library users
- VI. Adults frequent Berkeley libraries for high-quality programs
- VII. Patrons use with ease the Library's electronic resources

Sample achievements, 2008-2011

- **Moving the *Branch Master Facilities Plan* forward:**
 - Nov. 2008: passage of Measure FF bond
 - Continuation of service options (BranchVan & Outreach)
 - Project management firm Kitchell CEM
 - Architect selection processes completed
 - CEQA process completed
 - Claremont & North construction
- **Central Library space planning project**
 - Staff task force coordinated community input process
 - Layout options developed & implemented: collection moves, service desk changes, self-checkouts increased

Sample achievements, 2008-2011

- **Streamline sorting/shelving/delivery systems to get materials shelved more quickly:**
 - Formal evaluation of workflow & space @ Central sorting area
 - Physical re-org of Sorting Room
 - Delivery routes changed, frequency increased
 - "Floating collections" launched
- **Create a Collection Development Policy responsive to public demand & usage trends**
 - Policy drafted by selectors and managers, approved by BOLT

Sample achievements, 2008-2011

- **Expand the Library's early literacy activities to include all BUSD 2nd graders**
 - Visits to 2nd grade classrooms
 - Incorporation of BPL activities into 2020 Vision initiative

Sample achievements, 2008-2011

- **Enhance the Library's web presence for patron-friendliness, navigability & content**
 - Implementation of Encore search utility
 - Streamlined & upgraded PC reservation system
 - Launched new web search aid: *LibGuides*
 - Incorporation of Branch Project information
 - Established task force for web site redesign

Sample achievements, 2008-11

- **Maintain staff diversity through recruitment, development & training opportunities**
 - Staff Development & Training Task Force convened
 - Core competencies for each classification
 - Promotional paths, promotional courses introduced
 - Staff mentoring program launched
 - FoBPL MLS scholarship program
 - YouthWorks partnership expanded

Special relaxation slide

- OK...
 - Close your eyes
 - take a deep breath
 - and think about YOUR Berkeley Public Library...

- Now let's talk about BPL's next 2 years...



New projects, new initiatives...

Strategic Goal: **Berkeleyans enjoy libraries with welcoming, safe, functional and comfortable environments**

- Branch improvement projects:
 - Re-open Claremont & North; Close & build @ South & West
 - Temporary relocation of Tool Lending Library
 - Re-openings of South and West Branches
 - Bond program closeout
- Staff development and training:
 - Leadership development program
 - New training & development activities
- Family Place Program space in Central Children's Room
- Physical enhancements to Central Teen Room

New projects, new initiatives...

- Strategic Goal: **Children build their reading skills and their enjoyment of reading**
 - 2020 Vision collaborative with BUSD and CoB Parks & Rec:
 - Kindergarten readiness
 - Reading readiness by 3rd grade
 - Continue 2nd grade classroom outreach
 - Outreach to 4th & 5th graders, middle schoolers

New projects, new initiatives...

- Strategic Goal: **A broader base of Berkeley residents are habitual library users**
 - ▣ Develop a comprehensive social media strategy
 - ▣ Adopt a mobile app for access to BPL's digital content
 - ▣ Develop a museum partnership program
 - ▣ Continue to build & sustain new & existing relationships with external organizations
 - ▣ Nurture relationship with Berkeley High students, faculty, staff

New projects, new initiatives...

- Strategic Goal: **Adults frequent Berkeley libraries for their high-quality programs**
 - ▣ Build and sustain partnerships with local cultural & other community organizations through co-sponsored, collaborative events

New projects, new initiatives...

- **Strategic Goal: Patrons use with ease BPL's content-rich and accessible electronic resources**
 - Redesign the BPL web site
 - Establish a laptop cart program at new branch libraries
 - Provide iPads with accessible apps for patrons with technology access challenges
 - Develop a mobile app to expand access to BPL's digital content
 - Create online tutorials
 - Review & unify system-wide computer use procedures
 - Establish viable eBook, e-audiobook collections

New projects, new initiatives...

- **Strategic Goal: Berkeleyans have quick & easy access to materials from the entire BPL system**
 - Automated materials handling @ branches
 - Increase & promote self-check stations
 - Review, revise & streamline materials processing
 - Review & streamline holds fulfillment procedures
 - Continue Tool Library service during South branch closure

New projects, new initiatives...

- Strategic Goal: **Berkeleyans find the library materials they need**
 - Draft a Collection Disaster Plan
 - Prepare South & West collections prior to closures
 - Implement opening-day collections at new branches
 - Update selected Dewey classifications

□ Discussion

Thank you!



Contact the Library:
[http://bancroft.berkeley-
public.org/databases/comments/](http://bancroft.berkeley-public.org/databases/comments/)



BERKELEY PUBLIC LIBRARY

CONSENT CALENDAR

November 09, 2011

TO: Board of Library Trustees
FROM: Donna Corbeil, Director of Library Services
SUBJECT: 2012 MEETING SCHEDULE FOR THE BOARD OF LIBRARY TRUSTEES

RECOMMENDATION

Set dates, times and locations for the 2012 regular meeting schedule for the Board of Library Trustees.

FISCAL IMPACT

This report will have no fiscal impacts.

BACKGROUND

The Board of Library Trustees approves the following year's regular meeting schedule during one of its last meetings toward the end of each year. These regular meeting dates currently fall on the second Wednesday of each month, except for August due to a meeting recess.

CURRENT SITUATION AND ITS EFFECTS

The regular meetings of the Board of Library Trustees normally occur on the second Wednesday of each month at 6:30 p.m. at the South Branch Library, 1901 Russell Street. The Board may choose to change any part of their regular meeting schedule, including the date, time or location and to schedule special meetings as needed in accordance with the Brown Act. During August the Board has chosen to follow the City Council and other City commissions and take a meeting recess. Given the South and West branch libraries are slated to close for construction in the first quarter of 2012, staff recommends that following closure meetings be moved to the re-opened North Branch Library.

City Council:

Winter Recess – December 14, 2011 – January 16, 2012

January 17 and January 31, 2012

February 14 and February 28, 2012

March 6 and March 20, 2012

April 3, 2012

Spring Recess – April 4 – April 30, 2012



May 1, May 15 and May 29, 2012
June 12, and June 26, 2012
July 10, July 17 and July 24, 2012
Summer Recess – July 25, 2011 – September 10, 2012
September 11 and September 18, 2012
October 2, October 16 and October 30, 2012
November 13 and November 27, 2012
December 11 and December 18, 2012
Winter Recess – December 19, 2012 – January 15, 2013

The proposed *2012 Board of Library Trustees Meeting Schedule* is attached as Attachment 2.

FUTURE ACTION

No further action is required.

Attachments:

1. Resolution
2. 2012 Proposed Board of Library Trustees Meeting Schedule



**BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

RESOLUTION NO.: 11-__

APPROVAL OF THE 2012 MEETING SCHEDULE FOR THE BOARD OF LIBRARY TRUSTEES

WHEREAS, the Board of Library Trustees approves the next year's regular meeting schedule for the Board of Library Trustees during one of its last meetings each year; and

WHEREAS, the regular meetings of the Board are currently held on the second Wednesday of each month, except for August when there is a meeting recess, at 6:30 p.m. at the South Branch Library.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to approve the 2012 meeting schedule for the Board of Library Trustees with location of meetings to be changed reflecting the closure schedule for branch construction. .

ADOPTED by the Board of Library Trustees of the City of Berkeley during a regular meeting held on November 09, 2011.

AYES: Trustees Burton, Franklin, Holcomb, Moore & 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
Board of Library Trustees
2012 Meeting Schedule**

Regular Meeting Dates	Locations
January 11 th	South Branch Library (1901 Russell St.)
February 8 th	South Branch Library (1901 Russell St.)
March 14 th	South Branch Library (1901 Russell St.)
April 4 th	Location to be determined
May 9 th	Location to be determined
June 13 th	Location to be determined
July 11 th	Location to be determined
{No meeting in August}	
September 12 th	Location to be determined
October 10 th	Location to be determined
November 14 th	Location to be determined
December 19 th	Location to be determined



BERKELEY PUBLIC LIBRARY

CONSENT CALENDAR

November 9, 2011

TO: Board of Library Trustees
FROM: Donna Corbeil, Director of Library Services
SUBJECT: 2012 HOLIDAY SCHEDULE FOR THE BERKELEY PUBLIC LIBRARY

RECOMMENDATION

Adopt the resolution approving the 2012 calendar of holidays for the Berkeley Public Library.

FISCAL IMPACT

This report will have no fiscal impacts.

BACKGROUND

The Board of Library Trustees approves the Library's holiday schedule for the coming calendar year toward the end of the previous year. This schedule will result in the closure of all libraries, including the branches.

CURRENT SITUATION AND ITS EFFECTS

Union contracts specify recognized holidays for employees in the various Units of the City of Berkeley. The Board sets the operating schedule for the Library. For the most part the Library follows the City of Berkeley practice when it comes to closing services for holidays. One major exception is that the Library does not participate in approved VTO (voluntary time off) days. One deviation in the holiday schedule, recognized in the SEIU Local 1021 Community Services Chapter Memorandum Agreement, is that the Library may close on Christmas Eve in lieu of Lincoln's Birthday.

The Central Library and the Branches are open on weekends and during evenings when many other City departments are closed. In the case of Thanksgiving Eve and New Year's Eve, the Library observes a day schedule, 10 AM to 6 PM. On the occasion that a holiday falls on a weekend day, the Library closes on both the actual holiday and the observed holiday day; such as the upcoming New Year's Day, Sunday January 1, 2012. In these cases, eligible employees will receive a paid holiday for one of the closed days. On the other day, for those employees normally scheduled to work both days, a schedule adjustment or other type of leave will be arranged in advance.

The draft 2012 Library Schedule of Holiday and Early Closures is attached (Attachment 2) for discussion and approval.



FUTURE ACTION

No future action is required.

Attachments:

1. Resolution
2. 2012 Berkeley Public Library Proposed Schedule of Holidays and Closings
3. 2011 Berkeley Public Library Schedule of Holidays and Closings
4. City of Berkeley 2012 Holiday Schedule



**BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

RESOLUTION NO.: 11-___

APPROVAL OF THE 2012 HOLIDAY SCHEDULE FOR THE BERKELEY PUBLIC LIBRARY

WHEREAS, union contracts specify recognized holidays for employees in the various Units of the City of Berkeley; and

WHEREAS, this schedule will result in the closure of all libraries, including the branches; and

WHEREAS, the Board of Library Trustees sets the operating schedule for the Library; and

WHEREAS, the Board of Library Trustees approves the Library's holiday schedule for the coming calendar year toward the end of the previous year; and

WHEREAS, for the most part, and with the exception that the Library does not participate in approved VTO (voluntary time off) days, the Library follows the City of Berkeley practice when it comes to closing services for holidays.

NOW, THEREFORE, BE IT RESOLVED that the board of Library Trustees of the City of Berkeley approves the attached 2012 schedule of holiday closures for the Berkeley Public Library.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on November 9, 2011:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Susan Kupfer, Chairperson

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

Berkeley Public Library
2012 Schedule of Holidays & Early Closings

Holiday	Date
1.	January 1, 2012 (Sunday) – New Year’s Day
2.	January 2, 2012 (Monday) - New Year’s Day observed *
3.	January 16, 2012 (Monday) - Martin Luther King Jr. Day
4.	February 20, 2012 (Monday) - President’s Day
5.	May 18, 2012 (Friday) - Malcolm X Day observed
6.	May 28, 2012 (Monday) - Memorial Day
7.	July 4, 2012 (Wednesday) - Independence Day
8.	September 3, 2012 (Monday) - Labor Day
9.	October 8, 2012 (Monday) - Indigenous People’s Day
10.	November 12, 2012 (Monday) - Veterans’ Day observed
11.	November 21, 2012 (Wednesday) – Thanksgiving Eve (close early)
12.	November 22, 2012 (Thursday) – Thanksgiving Day
13.	November 23, 2012 (Friday) – Day after Thanksgiving Day
14.	December 24, 2012 (Monday) - Christmas Eve
15.	December 25, 2012 (Tuesday) – Christmas Day

* Library closed on Sunday, January 1, 2011. New Years Day holiday observed on Monday, January 2, 2012.

Berkeley Public Library
2011 Schedule of Holidays & Early Closings

Holiday	Date
1.	December 31, 2010 (Friday) – New Year’s Day observed
2.	January 1, 2011 (Saturday) – New Year’s Day*
3.	January 17, 2011 (Monday) – Martin Luther King Jr. Birthday observed
4.	February 11, 2011 (Friday) – Abraham Lincoln Birthday observed
5.	February 21, 2011 (Monday) - George Washington Birthday observed
6.	May 20, 2011 (Friday) – Malcolm X Birthday observed
7.	May 30, 2011 (Monday) – Memorial Day
8.	July 4, 2011 (Monday) - Independence Day
9.	September 5, 2011 (Monday) – Labor Day
10.	October 10, 2011 (Monday) – Indigenous Peoples’ Day
11.	November 11, 2011 (Friday) – Veteran’s Day
12.	November 23, 2011 (Wednesday) – Thanksgiving Eve (close early)
13.	November 24, 2011 (Thursday) – Thanksgiving Day
14.	November 25, 2011 (Friday) – Day after Thanksgiving Day
15.	December 24, 2011 (Saturday) - Christmas Eve (close early)
16.	December 25, 2011 (Sunday) – Christmas Day**
17.	December 26, 2011 (Monday) - Christmas Day observed
*	Library closed on Saturday, January 1, 2011. New Years Day holiday observed on Friday, December 31, 2010.
**	Library closed on Sunday, December 25, 2011. Christmas Day holiday observed on Monday, December 26, 2011.

City of Berkeley 2012 Holiday Schedule

- | | | |
|-----|----------------------------|--|
| 1. | New Year's Day observed | January 2, 2012 (Monday) |
| 2. | Martin Luther King Jr. Day | January 16, 2012 (Monday) |
| 3. | Lincoln's Birthday | February 13, 2012 (Monday) |
| 4. | President's Day | February 20, 2012 (Monday) |
| 5. | Malcolm X Day observed | May 18, 2012 (Friday) |
| 6. | Memorial Day | May 28, 2012 (Monday) |
| 7. | Independence Day | July 4, 2012 (Wednesday) |
| 8. | Labor Day | September 3, 2012 (Monday) |
| 9. | Indigenous Peoples | October 8, 2012 (Monday) |
| 10. | Veterans' Day observed | November 12, 2012 (Monday) |
| 11. | Thanksgiving | November 22-23, 2012 (Thursday – Friday) |
| 12. | Christmas Day | December 25, 2012 (Tuesday) |



BERKELEY PUBLIC LIBRARY

CONSENT CALENDAR

November 9, 2011

TO: Board of Library Trustees
FROM: Douglas Smith, Deputy Director of Library Services
SUBJECT: AUTHORIZATION TO OPEN THE CENTRAL LIBRARY AND ALL BRANCHES ONE HOUR LATE TO ALLOW ADEQUATE TIME FOR ALL-STAFF MEETINGS

RECOMMENDATION

Adopt the resolution to open the Central Library and all branch libraries one hour later on January 27, March 30, June 29, August 31 and November 30, 2012 to allow adequate time for the all-staff meetings.

FISCAL IMPACT

This report will have no fiscal impacts.

BACKGROUND

In the past, all-staff meetings have been held from 8:30-9:30 am prior to the Library opening, allowing 30 minutes for preparation to open the branches and Central Library at 10:00am. Branch staffs had an even shorter period of time to rush back to the branches facilities and open on time, or they regretfully had to leave the meeting or miss it entirely. With only an hour available, the presentations and announcements have sometimes of necessity been shortened to the point that full, detailed communication to the staff at large has not been possible.

All Library staff are expected to attend these meetings. Full-time employees who wish to attend but who are not scheduled to work during that time may adjust their schedules to accommodate the meetings. Employees who work less than full-time and who are not scheduled to work may add the appropriate amount of time to their timesheets that week if their schedules cannot be adjusted. Intermittent staff are not paid to attend these all-staff meetings. These practices would continue.

Standing items currently on the all-staff meeting agenda include:

- Introduction of new staff.
- Important news announcements (e.g. direction on political activity, changes to staff intranet, summer reading program details, updates on the branch library projects, budget update, recognition of staff achievements, etc.)
- Presentations by staff or guest on topic relevant to all (e.g. Privacy Policy trainings, , demonstrations of new ADA-related equipment, workplace safety issues, committee reports, new policy introductions, strategic plan updates)

While these meetings are convened by the Director of Library Services, it is an opportunity for staff to speak to each other about special projects, services and other relevant issues. These all-staff meetings



allow the Director and managers the opportunity to hand out staff awards, announce updates, and communicate pertinent information directly to all personnel. There is intrinsic value to the Library staff having the ability to hear important information directly from their managers. By delaying the Library's opening by one hour on these four mornings, continued staff participation in the meetings is anticipated, and in-depth topics will continue to be covered with adequate time for discussion.

CURRENT SITUATION AND ITS EFFECTS

At the December 10, 2008 BOLT meeting, at the request of the Director of Library Services, the Board authorized the Library to open an hour later on five Fridays throughout the course of the 2009 calendar year to allow for additional time for more productive meetings and provide ample time for staff to prepare for opening. Since this time, this schedule change has permitted effective, informative meetings, with enough time for staff to prepare Libraries to open. Management review of the extended meetings has concluded that they continue to provide advantageous circumstances for in-depth discussion of policy implementation (for example, the Privacy Policy training) and important planning information related to the Branch projects. Library staff would like to continue this practice, with the goal of using this time to improve communication regarding policies and other topics of professional value to employees.

FUTURE ACTION

No future action is required.

Attachments:

1. Resolution



**BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

RESOLUTION NO.: R11-___

**AUTHORIZATION TO OPEN THE CENTRAL LIBRARY AND ALL BRANCHES ONE HOUR LATE TO ALLOW
ADEQUATE TIME FOR ALL STAFF MEETINGS IN 2012**

WHEREAS, it has been the practice for the Director of Library Services to convene quarterly meetings of all Library staff, including branch staffs, on the fifth Friday of months which have five Fridays from 8:30 a.m. to 10 a.m.; and

WHEREAS, these meetings allow staff to speak to each other about special projects, services and other relevant issues, and permit the Director and managers the opportunity to hand out staff awards, announce updates, and communicate pertinent information directly to all personnel; and

WHEREAS, prior to 2008, all-staff meetings have been held from 8:30-9:30 am prior to the Library opening, allowing 30 minutes for preparation to open the branches and Central Library at 10:00am; and

WHEREAS, by delaying the Library's opening by one hour on these four mornings, continued staff participation in the meetings is anticipated, and in-depth topics will continue to be covered with adequate time for discussion; and

WHEREAS, opening an hour later on all-staff meeting days has provided effective and productive meetings, with adequate time for Library staff to prepare for opening.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to authorize the Director of Library Services to open the Central Library and all branches one hour late on January 27, March 30, June 29, August 31 and November 30, 2012 in order to accommodate the all-staff meetings and allow adequate time for Library staff to open the libraries.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on November 9, 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

November 9, 2011

TO: Board of Library Trustees

FROM: Donna Corbeil, Director of Library Services

SUBJECT: LICENSE AGREEMENT BETWEEN LIBRARY AND THE BERKELEY PUBLIC LIBRARY FOUNDATION FOR USE OF SPACE IN THE CENTRAL LIBRARY

RECOMMENDATION

Adopt a resolution adopting the extension of the License Agreement between the Library and Foundation for the use of office space in the Central Library for the period January 2, 2012 through January 1, 2015.

FISCAL IMPACT

The total revenue for this license agreement is \$3.00 over the term of the agreement.

BACKGROUND

The Board of Library Trustees approved a three-year license agreement for the use of office space and bookstore space in January 2009, per resolution R09-06 at the rate of \$1 per year. The period of the previous agreement was for December 31, 2008 through January 1, 2012. Staff recommends the extension of this agreement for three years at the same rate.

CURRENT SITUATION AND ITS EFFECTS

This arrangement has worked satisfactorily for both entities. The Foundation utilizes office space on the third floor to conduct business related to support of the Berkeley Public Library. The Foundation make an annual gift to the library of funds raised through donations and other means related to their non-profit status. No changes to the designated allotted space or general arrangements of use are recommended.

FUTURE ACTION

No further action is required.

Attachments:

1. Resolution



Resolution NO.: R11-xx

**AUTHORIZE DIRECTOR OF LIBRARY SERVICES TO EXECUTE AN EXTENSION OF THE LICENSE AGREEMENT
AND ANY AMENDMENTS WITH THE BERKELEY PUBLIC LIBRARY FOUNDATION FOR THE USE OF OFFICE
SPACE AT THE CENTRAL LIBRARY FOR THE PERIOD JANUARY 2, 2012 THROUGH JANUARY 1, 2015
AT A RATE OF \$1.00 PER YEAR**

WHEREAS, the Berkeley Public Library has a license agreement with the Berkeley Public Library Foundation for the use of office space at the Central Library, 2090 Kittredge Street, Berkeley, CA 94704 approved by the board in November 2009; and

WHEREAS, the agreement was entered into in November 2009 for the upcoming calendar year and said license agreement will expire on January 1, 2012; and

WHEREAS, the Berkeley Public Library Foundation provides support for library programs and activities; and

WHEREAS, the license is granted for the purpose of permitting the Foundation to support the Library by engaging in activities that support and enhance Library facilities, programs, and services to the Berkeley community; and

WHEREAS, the Foundation is responsible for maintaining the licensed space;

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley that the Director of Library Services is authorized to execute a license agreement and any amendments with the Berkeley Public Library Foundation for the use of office space at the Central Library for the period January 2, 2012 through January 1, 2015 at a lease rate of \$1.00 per year.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on November 9, 2011.

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

November 9, 2011

TO: Board of Library Trustees

FROM: Donna Corbeil, Director of Library Services

SUBJECT: LICENSE AGREEMENT BETWEEN LIBRARY AND THE FRIENDS OF THE BERKELEY PUBLIC LIBRARY FOR USE OF SPACE IN THE CENTRAL LIBRARY

RECOMMENDATION

Adopt a resolution adopting the extension of the License Agreement between the Library and Friends for the use of office space and bookstore in the Central Library for the period January 1, 2012 through January 2, 2015.

FISCAL IMPACT

The total revenue for this license agreement is \$3.00 over the term of the agreement.

BACKGROUND

The Board of Library Trustees approved a three-year license agreement for the use of office space and bookstore space in January 2009, per resolution R09-07 at the rate of \$1 per year. The period of the original agreement was for December 31, 2008 through January 1, 2012. Staff recommends the extension of this agreement for three years at the same rate.

CURRENT SITUATION AND ITS EFFECTS

This arrangement has worked satisfactorily for both entities. The Friends operate a small bookstore in the lobby area of the Central Library and utilize the office space as storage and as a place for volunteers to process donated materials. The Friends make an annual gift to the library of funds raised through the library bookstore and their off-site location. No changes to the designated allotted space or general arrangements of use are recommended.

FUTURE ACTION

No further action is required.

Attachments:

1. Resolution





Resolution No.: R11-___

**AUTHORIZE DIRECTOR OF LIBRARY SERVICES TO EXECUTE AN EXTENSION OF THE LICENSE AGREEMENT
AND ANY AMENDMENTS WITH THE FRIENDS OF THE BERKELEY PUBLIC LIBRARY FOR THE USE OF
OFFICE SPACE AND BOOKSTORE SPACE AT THE CENTRAL LIBRARY FOR THE PERIOD JANUARY 2, 2012
THROUGH JANUARY 1, 2015 AT A RATE OF \$1.00 PER YEAR**

WHEREAS, the Berkeley Public Library has a license agreement with the Friends of the Berkeley Public Library for the use of office space and a bookstore at the Central Library, 2090 Kittredge Street, Berkeley, CA 94704 approved by the board in January 2009; and

WHEREAS, the agreement was entered into on January 14, 2009 and said license agreement will expire on January 1, 2012; and

WHEREAS, the Friends of the Berkeley Public Library provides support for library programs and activities; and

WHEREAS, the license is granted for the purpose of permitting the Friends to support the Library by engaging in activities that support and enhance Library facilities, programs, and services to the Berkeley community; and

WHEREAS, the Friends is responsible for maintaining the licensed spaces;

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley that the Director of Library Services is authorized to execute a license agreement and any amendments with the Friends of the Berkeley Public Library for the use of office and store space at the Central Library for the period January 2, 2012 through January 1, 2015 at a lease rate of \$1.00 per year.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on November 9, 2011.

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

November 9, 2011

TO: Board of Library Trustees

FROM: Donna Corbeil, Director of Library Services

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

INTRODUCTION

Each year the Board of Library Trustees elects Officers for a one-year term. Following discussion, the Board will nominate Trustees to sit as Chairperson and Vice-Chairperson, for the term commencing November 10, 2011, for a one-year term.

FISCAL IMPACT

This report will have no fiscal impacts.

BACKGROUND

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

CURRENT SITUATION AND ITS EFFECTS

Regular Chair and Vice-Chair elections occurred in November 2010, at that time Trustee Kupfer was elected Chair and Trustee Moore Vice-Chair. At the May 11, 2011 meeting, elections were held to replace Trustee Kupfer due to her pending term end, Trustee Burton was elected Vice-Chair, with both Trustee Moore, as chair elect and Trustee Burton as vice-Chair to serve through November 2011.

Process

In October of each year, an open nominations process is followed for the election of officers for the Board of Library Trustees Chair and Vice-Chair one-year term to the Board of Library Trustees. Nominations taken "from the floor" allow all of the Trustees the opportunity to nominate others as well as themselves.



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

FUTURE ACTION

No future action is needed.

Attachments:

1. Resolution



RESOLUTION NO.: 11-___

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

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to appoint _____ to sit as Chairperson for the remainder of 2011 and through the time of election in 2012 and to appoint _____ to sit as Vice-chair for the same period.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on November 9, 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

NOVEMBER 9, 2011

TO: Board of Library Trustees

FROM: Donna Corbeil, Director of Library Services

SUBJECT: LEASE AGREEMENT: 2547 8th STREET

RECOMMENDATION

Adopt a resolution requesting the City Council of the City of Berkeley authorize the Library to execute a 15 month lease with two 2 month options with West Coast Property Management for real property located at 2547 8th Street, to house the tool lending library program during the construction phase of the South Branch Library, for the expected period extending from January 1, 2012 through July 31, 2013.

FISCAL IMPACTS

The offered lease rate at 2547 8th Street is \$1.00/sf amounting to \$2850 monthly. On an annual basis the lease expense is \$34,200, while over the committed 15-month term the cost will be \$42,750. Each of the subsequent two 2-month option periods will cost \$5700 and are intended to provide operational flexibility in the event of construction delays or move-in requirements. PG&E utility expenses are included in the lease (units are not separately metered) and parking is available on the street and in the lot across the street for no additional charge. Anticipated operational expenses include telephone, internet data line, and security alarm installation and service.

Funding for the building lease for FY 2012 in the amount of \$17,100 is provisioned through a transfer of monies from facility maintenance to the following account:

Library Tax Fund: 301-9307-450.50-10 (Rental of Land/Buildings) 10LB25 (South Branch and TLL)

At first quarter year-to-date the Library Tax Fund's non-labor expenditures at 19.2% of the revised budget is running favorable by 5.8 percentage points (see FY12 – 1ST QUARTER UPDATE dated November 9, 2011). The Library expects much of these savings to hold, as a central focus remains on expense reduction such that any facility maintenance needs impacted by this transfer of monies is expected to be funded from those savings.

The suspension of operations at the existing West and South branch library facilities scheduled for calendar year 2012 and continuing through 2013 will result in some operational savings. Utilities, including telephone and internet, and landscaping, janitorial, and security are currently budgeted items related to ongoing operations from which savings are anticipated. Staff from those branch libraries will be temporarily reassigned to other library operations including existing Tool Lending Library staff who are planned to be relocated to the leased space. There are no additional personnel related expenses anticipated.



BACKGROUND

In November 2008 voters approved Measure FF, a Library bond measure to renovate, expand and make seismic and access improvements at the four neighborhood branch libraries. Much progress has been made on this effort with the North Branch and Claremont Branch in the construction phase. The following two projects, South and West are scheduled to enter the bid solicitation phase at the end of 2011, with contract execution and construction commencing in the first quarter of 2012.

At the June 9, 2010 Board of Library Trustees meeting, the board by Resolution No.: 10-50 approved the purchase of a customized book van. This came after much consideration of alternative service models as the most flexible and effective means to provide temporary library services during the branch closures for construction. The BookVan is currently operational, providing scheduled stops in the neighborhoods affected by the North Branch and Claremont Branch closures. A similar pattern of operation is anticipated upon the closure of the West and South branch libraries.

Given the unique service and materials provided by the Tool Lending Library, the BookVan would not be an effective means of delivery. In addition, the tool program serves all of the Berkeley community and BookVan service is limited to neighborhood areas impacted by a local branch closure. Recognizing these issues the board has opted to consider a temporary leased site from which to operate so as to mitigate the negative impact of the loss of this valuable resource and library service during the South Branch construction phase. No changes to the scope or hours of service are anticipated.

Staff has undertaken a search of area resources utilizing a list of desirable criteria.

- Size (square footage) and price
- Location (South Berkeley is preferred)
- Amenities of the space / building (i.e. restroom, utilities, etc.)
- Accessibility
- Safety and security (for patrons, staff and the collection)
- Parking availability
- Move-in ready
- Available the dates and period of time we need
- Meets zoning / permit requirements
- Terms of lease and conditions acceptable to the city / library

The recommended location will meet the operational and service needs of the Library.

CURRENT SITUATION AND ITS EFFECTS

The South Branch Library project will go out to bid before the end of the calendar year, whereupon following Council approval and execution of a contract the construction phase will begin. The Library's staff will prepare for the temporary closure in advance of the start date. If a temporary Tool Lending Library is to be established adequate time is needed to prepare the temporary site and complete any layout and interior improvements so that the collection can be moved and operations established in a timely manner. An Administrative Use Permit application has been submitted to secure required approvals for operation out of this location.



FUTURE ACTION

No future action is necessary.

Attachments

1. Resolution
2. Lease Agreement



**BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

RESOLUTION NO.: R11-XXX

REQUEST CITY COUNCIL AUTHORIZES THE DIRECTOR OF LIBRARY SERVICES TO EXECUTE A LEASE FOR SPACE AT 2547 8TH STREET FOR A 15 MONTH PERIOD WITH TWO 2-MONTH EXTENSIONS FOR AN EXPECTED PERIOD EXTENDING FROM JANUARY 1, 2012 THROUGH JULY 31, 2013.

WHEREAS, in November 2008 voters approved Measure FF; and

WHEREAS, the North Branch Library and Claremont Branch Library are in the construction phase with completion scheduled for first quarter 2012; and

WHEREAS, the West Branch and South Branch Library are expected to close for construction in early 2012;

WHEREAS, the Library Board has authorized the purchase and operation of a BookVan to provide temporary service to neighborhoods during the branch closures; and

WHEREAS, the Tool Lending Library is a unique service, serving residents citywide, with operational needs not appropriate to the BookVan; and

WHEREAS, staff has undertaken a search of available community resources, including the leasing of commercial real estate to identify a location meeting operational benchmarks; and

WHEREAS, property has been identified that will fully meet the criteria established.

NOW, THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley hereby recommends the City Council of the City of Berkeley approve the execution of a lease agreement for real property at 2547 8th Street for Library operations.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on November 9, 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

Hi Donna,

A few things under our lease agreement:

4: At this time the owner pays for PG and E but it is stipulated in the lease that the owner has the right to meter each unit separately. This is a big endeavor and may take years to accomplish but it is in the lease.

Last time I spoke with someone from the Library parking was an issue. At this time we do have use of the lot across the street owned by Bayer. They could though at some time take that away. The tenants of this building fought them and won and will fight again if it so arises.

I hope this answers your questions. Please feel free to call me if you have any more.

Judy Seidlin/Property Manager
Sawtooth Building

NONRESIDENTIAL LEASE AGREEMENT

Commercial, Industrial or Office

DATE: ?, 20?, at Berkeley, California

Items left blank or unchecked are not applicable.

1. FACTS:

- 1.1 The Landlord Dagovitz 05 Trust leases to Berkeley Public Library, Tenant(s) the real estate referred to as _____.
- 1.2 The Landlord acknowledges receipt of \$2850.00 to be applied as follows:
 - Security deposit \$ 2850.00 First month's rent \$ 2850.00
 - Last month's rent \$ _____
- 1.3 The following checked addendums are made a part of this nonresidential lease:

<input type="checkbox"/> Additional terms addendum [ft Form 250]	<input type="checkbox"/> Option to Renew/Extend [ft Form 565]
<input type="checkbox"/> Authority to Sublease/Assign	<input type="checkbox"/> Property Description
<input type="checkbox"/> Brokerage Fee Addendum [ft Form 273]	<input type="checkbox"/> Option to Buy [ft Form 161]
<input type="checkbox"/> Condition of Premises [ft Form 560]	<input type="checkbox"/> Option to Lease Additional Space
<input type="checkbox"/> Building rules	<input type="checkbox"/> Plat of leased space
<input type="checkbox"/> Operating Expense Sheet [ft Form 562]	<input type="checkbox"/> Other: _____

2. TERM OF LEASE:

- 2.1 The lease commences ?, 20____, and expires ?, 20____, the month of commencement being the anniversary month.
- 2.2 The lease terminates on the last day of the term without further notice.
- 2.3 If Tenant holds over, Tenant to be liable for damages at the daily rate of \$\$75.00.

3. RENT:

- 3.1 Tenant to pay rent monthly, in advance, on the first day of each month, including rent for any partial month prorated at 1/30th of the monthly rent per day.
- 3.2 Monthly rent for the entire term is fixed at the amount of \$_____.
- 3.3 Monthly rent, from year to year, is adjusted on each anniversary month as follows:
 - Initial year's monthly rent:..... \$_____ , and
 - a. _____% increase in monthly rent over prior year's monthly rent; or
 - b. First anniversary monthly rent:..... \$_____
 - Second anniversary monthly rent:..... \$_____
 - Third anniversary monthly rent:..... \$_____
 - Fourth anniversary monthly rent:..... \$_____
- 3.4 Monthly base rent for the initial 12 months of the term is the amount of \$ 2,850.00, adjusted annually on the first day of each anniversary month by increasing the initial monthly base rent by the percentage increase between the applicable CPI-U index figures published for the third month preceding the month of commencement and the third month preceding the anniversary month.
 - a. The applicable CPI-U Index (Consumer Price Index for All Urban Consumer)(1982-1984 = 100) is:
 - Los Angeles-Anaheim-Riverside SanFrancisco-Oakland-SanJose
 - SanDiego National Other: No less than 3% no more than 5%
 - b. Rent increases under CPI-U adjustments are limited for any one year to an increase of _____%.
 - c. On any anniversary adjustment, should the CPI-U have decreased below the CPI-U for the prior twelve-month period, the monthly rent for the ensuing 12 months shall remain the same as the rent during the prior 12 months.
 - d. If the CPI-U is changed or replaced by the United States Government, the conversion factor published by the Government on the new Index shall be used to compute annual adjustments.

- 3.5 Additional percentage rent equal to _____% of gross sales made from the premises during each calendar year, less credit for other rent, real estate taxes, insurance and common area maintenance (CAM) charges paid for the calendar year.
 - a. The percentage rent shall be computed and paid for each month of the lease with a signed written statement of the gross income and percentage computation by the tenth day of the following month.
 - b. The additional percentage rent to be payable monthly shall be credited for other rent, taxes, insurance, and CAMs paid by Tenant for the month.
 - c. Within one month after each calendar year and on expiration of the lease, Tenant shall compute and deliver a written statement of sales and the percentage rent due for the calendar year, less credit for rent, taxes, insurance and CAMs paid for the calendar year, to annually adjust the percentage rent remaining due from Tenant or to be refunded to Tenant by Landlord, which difference will be paid on delivery of the annual statement.
 - d. Gross sales includes all money or equivalent received by Tenant, subtenant, licensees or concessionaires, in the ordinary course of business, whether wholesale or retail, cash or credit, less credit for goods returned by customer or merchandise returned by Tenant or transferred to tenant-affiliated stores.
 - e. Landlord has the right, on reasonable notice, to audit Tenant's books regarding sales information.
- 3.6 Every _____ years after commencement, including extensions/renewals, the monthly base rent will be adjusted, upward only, to current market rental rates for comparable premises, and computation of any future CPI-U adjustments will treat the year of each current market adjustment as a commencement year for selecting the Index figures.
 - a. The monthly rent during any year shall not be less than the previous year's monthly rent.
 - b. Landlord to reasonably determine and advise Tenant of the adjusted rental rates prior to three months before the adjustment becomes effective.
- 3.7 Rent to be paid in United States dollars by cash, or check, or cashier's check, at Landlord's address.
- 3.8 Rent to be tendered by mail or personal delivery.
- 3.9 Tenant to pay a late charge of \$ 50.00 in the event rent is not received within five days of the due date.
- 3.10 Tenant to pay \$ 25.00 for each rent check returned for insufficient funds, and thereafter to pay rent by cash or cashier's check.

4. OPERATING EXPENSES:

- 4.1 Tenant is responsible for payment of utility and service charge as follows: _____
- 4.2 Landlord is responsible for payment of utility and service charge as follows: Rubbish removal
Building and Grounds maintenance
- 4.3 Tenant to pay all taxes levied on Tenant's trade fixtures installed on the premises.
- 4.4 Should Landlord pay any charge owed by Tenant, Tenant shall pay, within 10 days of written demand, the charge as additional rent.
- 4.5 As additional rent, Tenant to pay _____% of all real property taxes and assessments levied by governments, for whatever cause, against the land, trees and building containing the leased premises, within 30 days after written computation and demand from Landlord.
- 4.6 As additional monthly rent, Tenant to pay _____% of the common area maintenance (CAM) incurred each month, within 10 days of written statement and demand for payment.
 - a. Common area maintenance is the cost of maintaining and operating the "Common Areas," including all sidewalks, corridors, plazas, hallways, restrooms, parking areas, interior and exterior walls and all other open areas not occupied by tenants.
 - b. Common area maintenance includes "all charges" for garbage removal, janitorial services, gardening, landscaping, printing/decorating, repair and upkeep, utilities and other operating costs, including charges for property management of the common area maintenance.

5. POSSESSION:

- 5.1 Tenant may terminate the lease if Landlord does not deliver up possession within 10 days after commencement of the lease.
- 5.2 Landlord is to recover and deliver possession of the premises from the previous tenant. Tenant will not be liable for rent until possession is delivered.
- 5.3 If Landlord is unable to deliver possession of the premises, Landlord will not be liable for any damages.

6. USE OF THE PREMISES:

- 6.1 The Tenant's use of the premises shall be: tool library
- 6.2 No other use of the premises is permitted. Tenant may not conduct any activity which increases Landlord's insurance premiums.
- 6.3 Tenant will not use the premises for any unlawful purpose, violate any government ordinance or building and tenant association rules, or create any nuisance.
- 6.4 Tenant shall deliver up the premises together with all keys to the premises on expiration of the lease in as good condition as when Tenant took possession, except for reasonable wear and tear.

7. APPURTENANCES:

- 7.1 Tenant shall have the right to use Landlord's access of ingress and egress.
- 7.2 Tenant shall also have the use of _____ parking spaces for the running of its business.

8. SIGNS AND ADVERTISING:

- 8.1 Tenant will not construct any sign or other advertising on the premises without the prior consent of Landlord.
- 8.2 Landlord will maintain a directory in the lobby of the premises displaying the name and suite number of Tenant. Landlord has the right to determine the size, shape, color, style and lettering of the directory.
- 8.3 Landlord will provide a sign to be placed on the primary door to Tenant's suite. The fees for the cost and installation will be paid by Tenant.

9. TENANT IMPROVEMENTS/ALTERATIONS:

- 9.1 Tenant may not alter or improve the real estate without Landlord's prior consent. Tenant will keep the real estate free of all claims for any improvements and will timely notify Landlord to permit posting of notices for nonresponsibility.
- 9.2 Any increases in Landlord's property taxes caused by improvements made by Tenant shall become additional rent due on demand.

10. REPAIR AND MAINTENANCE:

- 10.1 The premises are in good condition, except as noted in an addendum.
- 10.2 Tenant shall maintain and repair the premises, except for the following which are Landlord's responsibility:
 - Plumbing and sewers Structural foundations Exterior walls Heating and air conditioning
 - Store front Plate glass Roof Parking areas Lawns and shrubbery Sidewalks
 - Driveways/right of ways Electrical Other: _____

11. RIGHT TO ENTER:

- 11.1 Tenant agrees to make the premises available on 24 hours notice for entry by Landlord for necessary repairs, alterations, or inspection of the premises.

12. WASTE:

- 12.1 Tenant will not destroy, damage, or remove any part of the premises or equipment, or commit waste, or permit any person to do so.

13. LIABILITY INSURANCE:

- 13.1 Tenant shall obtain and maintain commercial general liability and plate glass insurance covering both personal injury and property damage to cover Tenant's use of the premises insuring Tenant and Landlord.
- 13.2 Tenant shall obtain insurance for this purpose in the minimum amount of \$1 million
- 13.3 Tenant shall provide Landlord with a Certificate of Insurance naming the Landlord as an additional insured. The Certificate shall provide for written notice to Landlord should a change or cancellation of the policy occur.
- 13.4 Each party waives all insurance subrogation rights it may have.

14. FIRE INSURANCE:

- 14.1 Tenant shall obtain and maintain a standard fire insurance policy with extended coverage for theft and vandalism to the extent of 100% of the replacement value of all personal property and the restoration of Tenant improvements.

15. HOLD HARMLESS:

- 15.1 Tenant shall hold Landlord harmless for all claims, damages or liability arising out of the premises caused by Tenant or its employees or patrons.

16. DESTRUCTION:

- 16.1 In the event the premises are totally or partially destroyed, Tenant agrees to repair the premises if the destruction is caused by Tenant or covered by its insurance.
- 16.2 The lease shall not be terminated due to any destruction.
- 16.3 Landlord shall repair the premises if the cause is not covered by the tenant's insurance and is covered by Landlord's policy.
- 16.4 Landlord may terminate the lease if the repairs cannot be completed within 30 days, the cost of restoration exceeds 70% of the replacement value of the premises, the insurance proceeds are insufficient to cover the actual cost of the repairs, or the premises may not be occupied by law.

17. SUBORDINATION:

17.1 Tenant agrees to subordinate to any new financing secured by the premises which does not exceed 80% loan-to-value ratio, interest of two percent over market and not less than a 15-year monthly amortization and five-year due date.

18. TENANT ESTOPPEL CERTIFICATES:

18.1 Within 10 days after notice, Tenant will execute a certificate stating the existing terms of the lease to be provided to prospective buyers or lenders.

18.2 Failure to deliver the certificate shall be conclusive evidence the information contained in it is correct.

19. ASSIGNMENT, SUBLETTING AND ENCUMBRANCE: [Check only one]

19.1 Tenant may not assign this lease or sublet any part of the premises, or further encumber the leasehold.

19.2 Tenant may not transfer any interest in the premises without prior consent of Landlord.

a. Consent is subject to attached conditions. [ft Form 250]

19.3 Unconsented-to transfers of any interest in the lease terminate the lease.

20. SURRENDER:

20.1 Tenant may surrender this lease only by a written cancellation and waiver agreement with Landlord.

21. EMINENT DOMAIN:

21.1 Should a portion or all of the premises be condemned for public use, Landlord may terminate the lease and Tenant's possession. If the lease is not terminated, Tenant shall receive a rent abatement for the actual reduction (if any) in the value of the lease.

21.2 Tenant waives the right to any compensation awarded from the condemning authority for the whole or partial taking of the premises.

21.3 Any Tenant's damages shall come solely from the condemning authority.

22. WAIVER:

22.1 Waiver of a breach of any provision in this lease shall not constitute a waiver of any subsequent breach. Landlord's receipt of rent with knowledge of Tenant's breach does not waive Landlord's right to enforce the breach.

23. DEFAULT REMEDIES:

23.1 If Tenant breaches any provision of this lease, Landlord may exercise its rights, including the right to collect future rental losses after forfeiture of possession.

24. BROKERAGE FEES:

24.1 Landlord, Tenant, to pay \$ _____ to Broker: _____

25. MISCELLANEOUS:

25.1 See attached addendum for additional terms.

25.2 In any action to enforce this agreement, the prevailing party shall receive attorney fees.

25.3 This lease shall be binding on all heirs, assigns and successors except as provided in section 19.

25.4 This lease shall be enforced under California law.

25.5 This lease reflects the entire agreement between the parties.

25.6 This lease is secured by a trust deed. [ft Form 451]

25.7 The performance of this lease is assured by a guarantee agreement. [ft Form 439]

I agree to let on the terms stated above.

Date: _____, 20____

Landlord: Dagovitz 05 Trust

Signature: _____

Address: 930 Dwight Way #1

Berkeley, Ca 94710

Phone: _____ Fax: _____

e-mail: _____

I agree to occupy on the terms stated above.

Date: _____, 20____

Tenant: _____

Signature: _____

Signature: _____

Address: _____

Phone: _____ Fax: _____

e-mail: _____



BERKELEY PUBLIC LIBRARY

INFORMATION CALENDAR

November 9, 2011

TO: Board of Library Trustees

FROM: Dennis Dang, Administrative Services Manager

SUBJECT: FY12 – 1ST QUARTER UPDATE

INTRODUCTION

Library fiscal year 2012 1Q results by Fund are as follows:

Fund	Revenue		Expenditures (xcl Encmb)	
	Actual 1Q	YoY	Actual 1Q	YoY
Library Tax (301)	\$227,978	-6.2%	\$3,000,201	1.4%
Transaction Based Reimb (302)	\$7,100	-77.8%	\$13,007	71.0%
Grants (304)	\$0	-100%	\$6,445	-28.9%
Public Library (305)				
Gift (306)	\$176	-99.3%	\$17,648	-49.1%
Foundation Branch FF&E (307)	\$200,000		\$6,390	
Measure FF (308)	\$1,693	-99.9%	\$1,610,105	181.2%
Capital Improvement (610)			\$0*	

* Fully encumbered Public Works contributory funding of \$14,000 for North Branch sidewalk improvements as part of Branch Libraries Improvement Project.

BACKGROUND

FY 2012 is the first year of the current biennial budget cycle encompassing fiscal years 2012 and 2013. This cycle's biennial budget was adopted on May 11, 2011 by BOLT Resolution No.: R11-038. On June 8, 2011 by BOLT Resolution No.: R11-045 the budget for fiscal year 2012 was adjusted to reflect the subsequent release of the higher rate of the immediate San Francisco Bay Area consumer price index at 2.821%, replacing the 2.51% rate (then configured into the budget) of the per capita personal income growth factor. This switch out of the determinant rate of the library tax impacted only the Library Tax Fund (301), increasing Fund revenues without any changes implemented to expenditures.



CURRENT SITUATION AND ITS EFFECTS

LIBRARY TAX FUND

The Library Tax Fund includes the revenue for the dedicated library tax, fines and fees, and miscellaneous revenue. The Fund's prior year ending carry forward balance has not yet been released and is preliminarily estimated at \$1,540,808.

At the end of the first quarter, total Fund expenditures excluding encumbrances stood at \$3,000,201 or 19.9% of the revised budget; this was in line with the prior year period. Labor expenditures ended the period at \$2,411,153, 20.1% of the revised budget and \$61,512 less than the prior year; non-labor spending rose \$102,886 to \$589,048 representing 19.2% of the revised budget. The quarter's year-over increase is primarily due to technology system upgrades spanning online and telephone computer reservation capabilities, developing on-the-go mobile applications, and enhancements to Innovative Interfaces integrated library system. Set-aside encumbrances primarily covering utilities, security, and physical plant maintenance costs totaled \$804,953.

Revenue receipts at \$227,978 edged down 6.2% from last year's 1Q total of \$243,057. Library tax revenue slipped \$2,192 year-over; although the proportion attributable to the library tax increased to 69.9% from 66.5%. Collected fines and fees dropped \$8,291 or 11.2% from last year ending the period at \$65,887.

GIFT FUND

The Gift Fund includes monies received through donations from the Berkeley Public Library Foundation, the Friends of the Berkeley Public Library, the generosity of many individuals and organizations, and trusts and foundations such as the Alice Meyer Trust Fund, the Max Delaware Niedorf Fund, The Raymond Family Foundation, and the DuPree Family Foundation. The Fund's carry forward balance at the start of the fiscal year is estimated at \$614,603.

Gift Fund expenditures during the quarter were \$17,648, or 9.2% of the revised budget and reflected a reduction of 49.1% from the prior year period. Gift funding continued to support targeted programs throughout the Library with larger expenditures occurring in Childrens, Art and Music, Reference, and Literacy departments. First quarter year-over percentage reductions were seen in Childrens at 55.2%, Art and Music at 26.1%, and Literacy down 37.2%; offset by a 90.5% or \$1,810 spending increase for Reference hosted programs. Library material acquisitions funded through the Alice Meyer Trust Fund gift dropped to \$3,017 as compared to last fiscal year's 1Q spending of \$9,446, this was due to the closure of the North and Claremont branch libraries and in anticipation of developing opening day collection stocks.

First quarter revenue of \$176 represented receipts from two private parties totalling \$130 and Gift Fund interest proceeds.

ALL OTHER FUNDS

All Other Funds is composed primarily of funding from California State Library administered programs such as the Public Library Fund, the California Library Literacy Services program, the Library Services and Technology Act, and the Direct Book Loan Transaction Based Reimbursements (TBR) program. The



combined carry forward balance for those Funds categorized as All Other Funds is estimated at \$266,657.

At the end of the first quarter, All Other Funds expenditures stood at \$19,452 or 17.4% of the revised budget and primarily made up of \$6,961 in public use copier expense, \$9,189 for TBR delivery services, and \$6,296 of BALIS grant spending for the iPad accessible technology outreach program. Literacy labor expenditures fell year-over to \$149 from \$8,799 in FY 2011 due to program adjustments such as an increased reliance on volunteer tutoring in response to an uncertain funding environment. Encumbrances during the period for All Other Funds totaled \$23,274.

Period revenue for All Other Funds sharply declined to \$7,100 from last year's \$32,736; a decrease of 78.3%. A single payment of \$6,297 attributable to the FY 2011 Direct Book Loan TBR program was received.

MEASURE FF FUNDS

Two Fund accounts serve the Branch Libraries Improvement Program that was initiated by the passage of Measure FF in November 2008. The primary program Fund – the Measure FF Fund – services the actual design, engineering, and construction needs for each of the four branches and is the repository for the bond sale proceeds (completed and undertaken in two tranches). The second Fund – the Foundation FF&E Fund – is a Berkeley Public Library Foundation funded account directed to support the furnishing, fixtures, and equipment needs of the finished facilities through a capital campaign fund raising effort. Estimated carry-forward for the Measure FF Fund is \$22,130,714; and \$249,745 for the FF&E Fund.

The Measure FF Fund expended \$1,610,105, and held \$7,472,762 of encumbrances. Major FF Fund expenditures were project management fees of \$92,318, architectural and engineering fees of \$302,025, contractor construction costs of \$958,859, and EBMUD fees totaling \$124,803 for fire service installation and pressure testing at the North and Claremont library sites. Additionally, \$500 individual honorariums for public art in the South and West branches were sent to the six finalist artists. At 1Q-end 14.9% of the Measure FF revised budget has been expended. Project-to-date cumulative architectural design fees spent reached \$2,217,355 or 75.8% of the authorized level, with project management fees attaining \$546,049 or 46.1%.

Actual expenditures from the FF&E Fund totaled \$6,390 and an encumbered amount of \$37,510. Spending covered primarily donor signage program expenditures.

SUMMARY OF OPERATIONS EXPENSES

Actual expenses at 19.9% in the operating Funds are running well below the revised budget benchmark due to labor vacancy savings, timing of programs and projects, and overall cost saving efforts.

A half-year financial report will be presented to the board in early 2012.

Attachments:

1. FYTD 2012 Expenditures by Fund

Attachment 1 FYTD 2012 EXPENDITURES BY FUND

BERKELEY PUBLIC LIBRARY : EXPENDITURES SEPTEMBER FY12

3 **25.0%**

Berkeley Public Library + CoB

Actuals+Encumbrances

YTD SEP

Elmnt-Object	Description	Bdgt ORG FY12	Bdgt REV FY12	Lib Dscr 301	DL / ILL 302	Grants 304	Gift 306	FFE 307	Mse FF 308	Cap Imp 610	Actual FY12	% REV Spent
11-01	Monthly Rated Employees	7,117,630	7,117,630	1,444,454					192		1,444,646	20.3%
11-02	Wage Continuation Payment			83							83	
11-03	Hourly and Daily Rated Empl	262,703	262,703	25,342		139			7,714		33,195	12.6%
11-04	Monthly Rated - Part Benefitted	423,802	423,802	73,176							73,176	17.3%
11-42	Terminal Vacation Pay											
11-51	Retro Pay No Pers & SRIP											
11-59	Reg Retro Gross Adjust.											
11-60	Excess Hours Pay	4,733	4,633	29,750			428				30,178	651.4%
12-12	General Summer Youth	11,240	11,240	306							306	2.7%
13-01	O/T-Monthly Rated Employee	6,741	6,741	1							1	0.0%
13-05	Holiday Pay	5,057	5,057									
Prsnl Svcs-Salaries and Wages		7,831,906	7,831,806	1,573,112		139	428		7,906		1,581,585	20.2%
20-11	Medical Insurance	995,508	995,508	166,188			14		55		166,257	16.7%
20-12	Dental Insurance	151,597	151,597	24,132			3		7		24,142	15.9%
20-13	Life Insurance	7,364	7,364	1,017							1,017	13.8%
20-21	Cash-in-Lieu	88,457	88,457	13,438					15		13,453	15.2%
20-31	Pers/Misc Other	2,079,115	2,079,115	429,154			125		56		429,335	20.6%
20-34	PARS (3.75%)	26,162	26,162	3,695		5					3,700	14.1%
20-36	SRIP	281,996	281,996	34,084			26		1		34,111	12.1%
20-40	Medicare Tax	102,233	102,233	21,895		2	6		115		22,018	21.5%
20-63	Retirement Med: Misc. Emp Medica	188,999	188,999	38,934			11		5		38,950	20.6%
20-71	Workers Comp: Workers Comp Ch	178,473	178,473	39,207		3	9		170		39,389	22.1%
20-72	Workers Comp: Temp Disability Pa											
20-82	Allowances: Shoes Allowance	1,012	1,012	607					2		609	60.2%
20-83	Allowances: Tools Allowance											
20-87	Terminal Payouts-Misc.Emp	88,452	88,452	19,123			5		2		19,130	21.6%
20-90	Other Employee Benefits	222,265	222,265	44,282			13		6		44,301	19.9%
20-91	Commuter Check	19,484	19,484	2,285			1				2,286	11.7%
27-20	Fringe Benefits (Budget)	24,595	24,595									
Prsnl Svcs-Fringe Benefits		4,455,712	4,455,712	838,041		10	213		434		838,698	18.8%
20-99	Salary Savings	(182,578)	(182,578)									
Personal Services-Employee		12,105,040	12,104,940	2,411,153		149	641		8,340		2,420,283	20.0%

Attachment 1 FYTD 2012 EXPENDITURES BY FUND

BERKELEY PUBLIC LIBRARY : EXPENDITURES SEPTEMBER FY12

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YTD SEP

Elmnt-Object	Description	Bdgt ORG FY12	Bdgt REV FY12	Lib Dscr 301	DL / ILL 302	Grants 304	Gift 306	FFE 307	Mse FF 308	Cap Imp 610	Actual FY12	% REV Spent
30-35	Professional: Engrng & Architecut	50,000	1,100,683						1,069,065		1,069,065	97.1%
30-36	Professional: Temporary Agency											
30-37	Professional: Medical											
30-38	Professional: Misc Prof Svcs	374,146	1,437,487	253,429			41,377	43,900	904,425		1,243,131	86.5%
30-39	Hazardous Materials Handling	3,825	3,719									
30-42	Maint Svcs: Office Equip Maint Svc	10,500	10,500	4,000							4,000	38.1%
30-43	Maint Svcs: Bldg & Structures Mair	118,400	166,340	67,322							67,322	40.5%
30-44	Maint Svcs: Field Equip Maint	40,450	41,558	20,214							20,214	48.6%
30-46	Maint Svcs: Computer Maintenance	9,200	9,200									
30-47	Maint Svcs: Software Maintenance	286,304	307,374	244,737							244,737	79.6%
30-51	Bank Credit Card Fees	3,000	3,000	1,070							1,070	35.7%
Purchased Prof & Tech Svcs		895,825	3,079,861	590,772			41,377	43,900	1,973,490		2,649,539	86.0%
35-20	County/State/Fed Pymts.	5,000	4,500									
Grants & Gvrnmntl Payments		5,000	4,500									
40-10	Professional Dues and Fee	44,277	46,277	19,570					2,000		21,570	46.6%
40-20	Insurance	575	575									
40-31	Communications: Telephones	189,925	190,716	41,366							41,366	21.7%
40-33	Communications: Cellular	14,550	14,550	9,250							9,250	63.6%
40-41	Utilities: Water	35,125	142,447	15,125					124,803		139,928	98.2%
40-42	Utilities: Gas/Electricity	298,500	299,000	239,750					5,000		244,750	81.9%
40-43	Utilities: Refuse	30,792	30,792	4,540							4,540	14.7%
40-50	Printing and Binding	59,750	81,497	1,700					21,784		23,484	28.8%
40-61	Travel: Commerical Travel	2,000	2,011	183							183	9.1%
40-62	Travel: Meals & Lodging	3,000	3,066	86							86	2.8%
40-63	Travel: Registration/Admin Fees	19,750	19,976	1,266							1,266	6.3%
40-64	Travel: Transportation	1,500	1,503	357							357	23.8%
40-70	Advertising	12,044	11,844									
40-80	Books and Publications	16,000	16,000	260							260	1.6%
40-90	Other	401,770	410,676									
Other Purchased Services		1,129,558	1,270,930	333,453					153,587		487,040	38.3%
50-10	Rental of Land/Buildings	127,375	127,375									
50-20	Rental of Equip/Vehicles	41,500	47,376		6,077						6,077	12.8%
50-30	Rental of Office Equipment & Furni	10,000	16,000	14,852							14,852	92.8%
50-40	Rental of Software & Licenses	75	75									
Rentals / Leases		178,950	190,826	14,852	6,077						20,929	11.0%

Attachment 1 FYTD 2012 EXPENDITURES BY FUND

BERKELEY PUBLIC LIBRARY : EXPENDITURES SEPTEMBER FY12

3 **25.0%**

Berkeley Public Library + CoB

Actuals+Encumbrances

YTD SEP

Elmnt-Object	Description	Bdgt ORG FY12	Bdgt REV FY12	Lib Dscr 301	DL / ILL 302	Grants 304	Gift 306	FFE 307	Mse FF 308	Cap Imp 610	Actual FY12	% REV Spent
51-10	Postage	21,500	21,500	8,850							8,850	41.2%
51-20	Messenger/Deliver	25,000	25,000		25,000						25,000	100.0%
Mail Services		46,500	46,500	8,850	25,000						33,850	72.8%
55-11	Office Supplies	25,130	24,880	17,981							17,981	72.3%
55-20	Field Supplies	157,080	160,214	90,420	5,101		3,849				99,370	62.0%
55-34	Equip & Veh Supp: Spare Replace	4,425	4,425									
55-50	Food	7,850	7,494	32			1,474				1,506	20.1%
55-60	Library Materials	992,321	990,221	160,614			3,277				163,891	16.6%
Supplies		1,186,806	1,187,234	269,047	5,101		8,600				282,748	23.8%
60-20	Outside Janitorial Svcs	180,000	200,518	155,518							155,518	77.6%
Purchased Property Services		180,000	200,518	155,518							155,518	77.6%
65-70	Building - Existing Construction	1,053,586	7,688,066						6,851,115	14,000	6,865,115	89.3%
65-75	Building - New Construction		96,336						96,335		96,335	100.0%
65-80	Other Infrastructure	130,000	130,000									
Infrastructure		1,183,586	7,914,402						6,947,450	14,000	6,961,450	88.0%
70-41	Machinery and Equipment	136,346	136,346									
70-42	Vehicles	16,105	16,105									
70-43	Furniture and Fixtures	506,000	515,000									
70-44	Computers & Printers	50,000	50,000	1,290							1,290	2.6%
70-47	Computer Softwares & Lic	5,000	5,000									
Property		713,451	722,451	1,290							1,290	0.2%
71-10	Small Equipment	21,000	29,466	3,788		6,399					10,187	34.6%
71-43	Mach & Equip: Furniture And Fixtur	510,000	860,000	9,657							9,657	1.1%
71-44	Mach & Equip: Computers And Pri	10,000	10,000	316							316	3.2%
71-46	Mach & Equip: Photocopiers											
71-47	Mach & Equip: Software & License	15,000	15,000	5,102							5,102	34.0%
Property Under Cap Limit		556,000	914,466	18,863		6,399					25,262	2.8%
75-35	Mail Services	1,680	1,680	420							420	25.0%
75-50	City Vehicles/Fuel & Main	7,859	7,859	936							936	11.9%
75-60	City Parking Permits	500	500									
75-90	Internal City Training	500	500									
Internal Services		10,539	10,539	1,356							1,356	12.9%
99-01	Appropriations Ord #1		(419,970)									
Balance Sheet Accounts			(419,970)									
Other Expenses		6,086,215	15,122,257	1,394,001	36,178	6,399	49,977	43,900	9,074,527	14,000	10,618,982	70.2%
Berkeley Public Library + CoB		18,191,255	27,227,197	3,805,154	36,178	6,548	50,618	43,900	9,082,867	14,000	13,039,265	47.9%



BERKELEY PUBLIC LIBRARY

INFORMATION CALENDAR

November 9, 2011

TO: Board of Library Trustees

FROM: Donna Corbeil, Director of Library Services

SUBJECT: NOVEMBER 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, Steve Dewan for the North Branch and Maria Denny for the Claremont Branch.

COMMUNICATION

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

PROJECT UPDATES

The last Kitchell CEM quarterly report to the board was made in September 2011, the next one will occur in December 2011.



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

As of 09/30/11 (billing not yet finalized for 10/31/11):

Elapsed Contract Duration: (to substantial completion) – 75% (158 of 214 calendar days expired)

Contract Value – 34% (Billing \$1,024,756 of \$3,027,300)

The next milestone is Substantial Completion originally scheduled to occur at the end of November 2011, but the construction phase of the project is 4-8 weeks behind schedule, moving this date to early 2012. An opening date will be forthcoming once the schedule for completion is updated.

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

As of 09/30/11 (billing not yet finalized for 10/31/11):

Elapsed Contract Duration: (to substantial completion) – 50% (137 of 306 calendar days expired)

Contract Value – 32% (Billing \$1,406,290 of \$4,397,695)

The next milestone is Substantial Completion expected mid-February 2012. An opening date will be forthcoming once the schedule is updated but the target date of April / May 2012 is still tracking for opening.

South

The South branch plans have been reviewed by the city in preparation for issuance of a building permit. Kitchell and the design team are working on a schedule for the Construction phase, to include pre-bid conference and site visit for interested contractors and subcontractors. This is tentatively planned for November 17th and a bid date of December 15th is anticipated. Following this a recommendation will be brought to the board for consideration and referral to the City Council.

West

The West Branch is the final project set for construction in the bond program, schedule to close for construction when the North Branch reopens. The design team is anticipating submittal to the city for plan review in mid-December 2011, this process will take several months depending on the comments received. Bid documents are expected to be available for bidding in January 2012 with bid opening and contract execution occurring in March / April 2012.

Public Art Process

Final presentation materials for the public art projects of the Berkeley Public Library's West and South Branch Construction Projects will be on public view inside the West and South Branch Libraries during normal branch library hours from Tuesday, November 1 through Thursday, November 3. These presentation materials will include material samples that accurately represent the finished work that



each artist is proposing; a color sample board; a scale model / maquette or rendered drawing with appropriate details; a detailed project budget; and written statements or comments that will help to clarify the artist's proposal. This is the opportunity for the public to comment on the individual proposals during the period that they are displayed. These comments will be collated and delivered to the Selection Panel. These informal comments may help to raise new perspectives and open issues for discussion by the Panel, and they may help the decision process in some way.

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

On November 4, 2011 the selection panels will interview the finalists and make a recommendation for the board's consideration. The recommendation and authority to execute a contract with the finalist for each project will be presented in an Action item on the December 14, 2011 regular BOLT agenda.

ATTACHMENTS:

None



BERKELEY PUBLIC LIBRARY

INFORMATION CALENDAR

NOVEMBER 9, 2011

TO: Board of Library Trustees
FROM: Donna Corbeil, Director of Library Services
SUBJECT: NOVEMBER 2011 MONTHLY REPORT FROM LIBRARY DIRECTOR

INTRODUCTION

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

FISCAL IMPACT

This report will have no fiscal impacts.

PROFESSIONAL ACTIVITIES

The director attended the BALIS Administrative Council meeting on October 27th at the newly opened 81st Avenue East Oakland Community Library. Topics discussed included report on Innovative and Technology Opportunities Grants 2011/12, use of reserve funds to support databases and future grant funding.

Douglas Smith, Deputy Director, was among numerous City of Berkeley officials attending the 5th annual California Town and Gown Conference in early October, with the theme: "Working Together in Tough Times". This event is co-hosted by the University of California, Berkeley and the Office of Mayor Tom Bates at the Hotel Shattuck Plaza. This was the first time this annual gathering has taken place in Berkeley. Many interesting sessions and group discussions were on offer, including a blue-ribbon panel reviewing the benefits of risk management plans and the resources available through UC, including plans developed for the UC libraries across the state. Another session was moderated by former Berkeley City Manager James Keene (now of Palo Alto) and focused on strategies that municipalities and universities have used to attract a talented and diverse workforce. Both of these relate directly to current goals of the Library, and it was also an excellent opportunity to meet informally with other persons in leadership positions from Berkeley and throughout the state.

Library Legislation

[Governor Signs Library "Outsourcing" Bill](#)

On October 8, Governor Brown signed AB 438 (Williams), the library outsourcing measure. There was no signing message issued. The bill, in its final version, would “impose requirements on a city or library district that intends to withdraw from a county free library system and operate libraries with a private contractor. More information on Assemblymember Das Williams' page: <http://asmdc.org/members/a35/>

[California Extends Library Privacy Laws to E-Books](#)

California Governor Jerry Brown signed into law a bill that will extend privacy protections currently in place for library records to book purchases, including e-books.

The bill, known as the Reader Privacy Act of 2011, began as SB 602 by Senator Leland Yee and seeks to protect the private reading records and personal information of an individual using a commercial book service provider. The bill, which is co-sponsored by the ACLU and the Electronic Frontier Foundation, recognized that there appears to be insufficient protections in law for digital book privacy when an eBook is obtained through a book service provider, leaving these records and access to your personal reading habits (such as tabbing or highlighting pages) vulnerable to viewing by governments and third parties. It also received broad support from organizations such as the California Library Association, Consumer Federation of California, and Google, Inc. It will officially become law on January 1, 2012. For more, go to [Senator Yee's Web site](#).

PROGRAMS, SERVICES AND COLLECTIONS

Collections

The Library launched a new online product **Over Drive**, which makes available for download books and audio books directly to individual patrons computers and other electronic devices. A press release was sent out, book marks and other information made available in the branches and on the library home page letting patrons know about this important product launch at BPL -downloadable ebook and audiobooks. The product, overdrive is a platform for downloading ebooks and eaudiobooks from home (they cannot download on BPL public computers). The library will buy as many copies of a titles as we want to be able to loan. It mimics a physical book in that if it is checked out, you may place a hold. We do have a small number (25) of audiobook titles that are always available. But otherwise, we anticipate that people will browse the site, find a title they want and either check it out or place a hold. We have a small collection to start: 600 titles of which about 150 are audiobooks and 450 are ebooks. Adult, teen, children’s titles are all represented, with the heaviest concentration being adult fiction. People wanting a list of titles should go to the Overdrive site. The titles are also searchable in our online catalog. To use the service people must be a registered library patron and they can then download from home to their computer (Mac or PC), a smartphone or tablet that can run the Overdrive App (this includes iPhones, iPads, Android phones, Android tablets and Blackberrys).

FACILITIES/ OPERATIONS & PERSONNEL

Central Library

The Central library signage project was completed. Ellis & Ellis Signs installed the new signage that resulted from the Central space planning project. These include signage for the Reference Desk (2nd floor) and Circulation /Information desk (1st floor). Additional signage has been added in the Teen Room, the Historic Lobby, and the 3rd floor of the Kittredge Building. Additionally we will now have the new stanchion directory signage on all 5 floors and updated elevator directory signs.

Council Items

At the October 25, 2011 City Council meeting, Councilmember Moore prepared a resolution acknowledging the work and support of the Friends and all their efforts on the behalf of the Library; they were honored during the ceremonial portion of the meeting.

Personnel

Sarah Dentan joined the Library as our new Neighborhood and Children's Services Manager effective October 31st. Sarah has worked for the last four years as the manager of 11 branches for the Sacramento Public Library System and prior to that she served as the system's Youth Services Manager. Sarah was previously employed as a Teen Librarian at BPL years back and is looking forward to returning to Berkeley. A special thanks to Rachel MacNeilly for filling in as acting manager, her contributions to the bond program and ongoing operations were greatly appreciated.

Attachments: None