



**BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

REGULAR MEETING
MARCH 14, 2012

AGENDA
6:30 PM

WEST BRANCH
1125 UNIVERSITY AVENUE



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

I. PRELIMINARY MATTERS

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

II. 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 February 8, 2012 Regular Meeting](#)**
Recommendation: Approve the minutes of the February 8, 2012 regular meeting of the Board of Library Trustees.
- B. **[Contract: New Image Landscape Company](#)**
Recommendation: Adopt a resolution authorizing the Director of Library Services to enter into an agreement with New Image Landscape Company for the provision of landscape maintenance services at all Berkeley Public Library facilities for the anticipated period from July 1, 2012 through June 30, 2015 in a total amount not to exceed \$22,000 annually with the option to extend for two additional 12-month periods at \$25,000 per period.
- C. **[Library Fee Schedule 2012](#)**
Recommendation: Adopt the resolution approving the Library Fee Schedule for 2012 and approve the Director of Library Services' submission of the fee schedule to the City of Berkeley, Budget Office, for inclusion in the City of Berkeley's Master Fee Schedule.

III. ACTION CALENDAR

- A. **[FYTD JAN 2012 Budget Summary Performance Report and FY12 Budget Amendment](#)**
Recommendation: Adopt a resolution amending the FY 2012 Revised Budget for all Fund entities based upon recommended re-appropriation of budgeted expenditures as presented and amend the FY12 expenditure budget for a total revised budget of \$37,778,137.

IV. INFORMATION REPORTS

- A. **[Update on the Branch Bond Program](#)**
Discussion of staff report on status of implementation of the Measure FF branch improvement program, to include update on Request for Proposals, schedule, and budget.
- B. **[March 2012 Monthly Report from Library Director](#)**
 - i. Library Development
 - ii. Professional Activities
 - iii. Programs, Services and Collections
 - iv. Personnel

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

V. AGENDA BUILDING

The next meeting will be a Regular Meeting held at 6:30 PM on Wednesday, April 4, 2012 at the **West Branch Library, 1125 University Avenue, Berkeley.**

VI. ADJOURNMENT

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



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 March 8, 2012.

//s//

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

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

COMMUNICATIONS

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

None.

II Consent, Item A

MINUTES
BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES REGULAR MEETING
Wednesday, February 8, 2012, 6:30 P.M.

SOUTH BRANCH LIBRARY – 1901 RUSSELL STREET

Board of Library Trustees:

Chair Winston Burton
Vice Chair Abigail Franklin

Darryl Moore
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: 28 p.m.

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

Absent: None

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

Steve Dewan, Kitchell CEM

Elizabeth Watson, Berkeley Public Library Foundation

B. Public Comments:

1. Elizabeth Watson, Berkeley Public Library Foundation – Here for the Foundation when you discuss funding issues.

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

D. Report from Board of Library Trustees:

1. Trustee Novosel – Excited about temporary Tool Lending Library Location
2. Trustee Holcomb – Thrilled to be looking forward to the Author’s Dinner on Saturday. Reported the State Franchise Tax Board is considering revoking the deductibility of parcel taxes. Throughout the state most library and school taxes are parcel taxes. The possible detriment to communities passing parcel taxes outweighs the benefits to the state. We should think about lobbying our state representatives.
3. Trustee Moore – We should consider sending a letter to Senator Hancock and Assemblyperson Skinner regarding the parcel taxes. Reported the City Council recently approved a Naming Policy and Council suggested BOLT review this new policy.
4. Chair Burton – Did the recent State budget trigger cuts affect the library? *Director Corbeil – All public library was eliminated but there hasn’t been anything new since our last report.*

II. CONSENT CALENDAR

Action: M/S/C (Trustee Moore / Trustee Franklin to adopt Resolution# R12-006 to adopt the Consent Calendar with correction to the minutes of December 14, 2011.

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

A. Approve minutes of January 11, 2012 Regular Meeting

Corrected copy distributed. (Attachment 1) Additional correction to Vice Chair noted.

From: Director of Library Services

Recommendation: Approve the minutes of the January 11, 2012 regular meeting of the Board of Library Trustees.

Financial Implications: None.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution# R12-007 to approve minutes with corrections.

B. Accept Gift Funds from the Library Foundation in the amount of \$204,750

From: Director of Library Services

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

Financial Implications: See report.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution# R12-008.

C. Administrative Regulations

From: Deputy Director of Library Services

Recommendation: Adopt a resolution adopting Berkeley Public Library Administrative Regulations as presented effective February 16, 2012.

Financial Implications: None.

Contact: Douglas Smith, Deputy Director of Library Services

Action: Adopted Resolution# R12-009.

D. Bay Friendly Landscaping Grant

From: Director of Library Services

Recommendation: Adopt a resolution accepting and appropriating Stopwaste.org managed Bay-Friendly grant funds for the North Branch Improvement Project in an amount not to exceed \$15,000.

Financial Implications: See report.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution# R12-010.

III. ACTION CALENDAR

A. South Branch Construction Contract

From: Director of Library Services

Recommendation: Adopt a resolution to recommend City Council approve execution of a contract and any amendments with Gonsalves & Stronck Construction Inc. to provide

construction related services for the South Branch Library project in an amount not to exceed \$4,963,000.

Financial Implications: see report.

Contact: Donna Corbeil, Director of Library Services.

Action: M/S/C (Trustee Franklin / Trustee Moore to adopt Resolution # R12-011.

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

B. Temporary closure of the South Branch Library and Relocation of the Tool Lending Library; re-opening the North Branch Library; and reopening the Claremont Branch Library

From: Director of Library Services

Recommendation: Adopt a resolution authorizing the Director of Library Services to close the South Branch Library effective Sunday, March 17, 2012 for approximately 15 months for replacement and new construction; select a start date for temporary operation of the Tool Lending Library at an alternative location to begin prior to March 19, 2012; and re-open the North Branch Library on Saturday April 7, 2012 in order to complete Measure FF branch library authorized improvements.

Financial Implications: None.

Contact: Donna Corbeil, Director of Library Services.

Action: M/S/C (Trustee Novosel / Trustee Holcomb to adopt Resolution # R12-012.

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

IV. INFORMATION REPORTS

A. Update on the Branch Bond Program

Update Report provided. (Attachment 2)

From: Director of Library Services

Contact: Donna Corbeil, Library Director

Action: Received.

B. February 2012 Monthly Report from Library Director

From: Director of Library Services

Contact: Donna Corbeil, Library Director

Action: Received.

C. Library Work Plan FY2012 and FY2013

From: Director of Library Services

Contact: Donna Corbeil, Library Director

Action: Received.

D. Library events

From: Director of Library Services

Contact: Donna Corbeil, Library Director

Action: None.

V. AGENDA BUILDING

The next meeting will be a Regular Meeting held at 6:30 PM on Wednesday, March 14, 2012 at the West Branch Library, 1901 Russell Street, Berkeley.

- Naming Policy
- Biennial Budget
- Bond Budget

VI. ADJOURNMENT

Adjourned at 7:55 p.m.

COMMUNICATIONS: None.

SUPPLEMENTAL COMMUNICATIONS AND REPORTS:

1. Corrected minutes of January 11, 2012 Regular BOLT Minutes
2. Bond Program – Funding needs and revenue Worksheet

MINUTES
BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES REGULAR MEETING
Wednesday, January 11, 2012, 6:30 P.M.

II Consent, Item A
Attachment 1
CORRECTED

SOUTH BRANCH LIBRARY – 1901 RUSSELL STREET

Board of Library Trustees:

Chair Winston Burton
Vice Chair Darryl Moore

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: 6:41 p.m.

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

Absent: None

Also Present: Donna Corbeil, Director of Library Services; Douglas Smith; Deputy Director; Sarah Dentan, Neighborhood and Children's Services Manager; Eve Franklin, Administrative Secretary.

Steve Dewan – Kitchell CEM

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 Novosel – Reported he had attended e-books training at Central. It was very good, hope they have more.
2. Trustee Holcomb – Reported she had attended a fund-raising part at Terry Powell's home. Has been watching the progress on North Branch. Attended 4x2 meeting.
3. Trustee Franklin – Reported she had attended the recent 4x2 committee meeting.
4. Trustee Moore – Reported he had attended a fund raiser for the West Branch. Also reported passing of City Clerk Deanna Despain and former school board president Terry Doran. They're going to set up a trust fund for her child, once I have more details I'll pass that on to the Trustees.
5. Chair Burton – Reported he spoken with Delfina Geiken about how the Project Labor Agreement is going, plans to report to the City Council in May.

II. PRESENTATIONS

- A. Kitchell CEM Quarterly Update** – Steve Dewan provided an update on the Branch Improvement Project (Attachment #1)

III. CONSENT CALENDAR

Action: M/S/C (Trustee Franklin / Trustee Holcomb to adopt Resolution# R12-001 to adopt the Consent Calendar as presented.

Vote: Ayes: Trustees Burton, Franklin, Holcomb Novosel and Moore. Noes: None. Absent: None. Abstentions: Trustee Moore (item A only).

A. Approve minutes of December 14, 2011 Regular Meeting

From: Director of Library Services

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

Financial Implications: None.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution# R12-002.

B. Authorization to Accept Recommendation of Selection Panel and Execute Contract for Measure FF Funded Public Art for South and West Branch Libraries

From: Director of Library Services

Recommendation: Adopt a resolution authorizing the Director of Library Services to execute a contract and any amendments with Gina Dominguez for South Branch and Ene Osteraas Constable for West Branch for the provision of art commissioning, production and services related to design and installation of selected art for a term of 18 months in an amount not to exceed \$35,000 for the South project and \$49,000 for the West branch for the period from January 13, 2012 through July 13, 2013.

Financial Implications: See report.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution# R12-003.

IV. ACTION CALENDAR

A. Naming of Branch Libraries

From: Deputy Director of Library Services

Recommendation: Adopt a resolution approving the policy for naming library facilities.

Financial Implications: none.

Contact: Douglas Smith, Deputy Director of Library Services.

Action: M/S/C (Trustee Novosel / Trustee Moore to adopt Resolution # R12-004 approving the policy for naming library facilities.

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

B. FY 2012 Mid-year Budget Review

From: Deputy Director of Library Services

Recommendation: Adopt a resolution amending the FY 2012 budget as presented.

Financial Implications: see report.

Contact: Douglas Smith, Deputy Director of Library Services.

Action: M/S/C (Trustee Franklin / Trustee Moore to adopt Resolution # R12-005 amending the FY 2012 budget as presented.

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

V. INFORMATION REPORTS

A. Update on the Branch Bond Program

From: Director of Library Services
Contact: Donna Corbeil, Library Director
Action: Received.

B. January 2012 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.

VI. AGENDA BUILDING

The next meeting will be a Regular Meeting held at 6:30 PM on Wednesday, February 8, 2012 at the South Branch Library, 1901 Russell Street, Berkeley.

- Budget goals update
- Amnesty for book fines
- Look at canned food drive for fines for next December

VII. ADJOURNMENT

Adjourned at 8:15 p.m.

COMMUNICATIONS: None.

SUPPLEMENTAL COMMUNICATIONS AND REPORTS:

1. Kitchell CEM Quarterly Report

**Bond program - funding needs and revenue
Worksheet**

West Branch Library as presented is short on funds for construction (see: *1/21/12 West Branch Project Cost Control Report* - Attachment 1). The attached spreadsheet is an analysis of the project budget based on the most recent \$6.16M estimated contract value. To be consistent with the South branch project, a change order contingency of 7.5% of the contract value (for a total of \$462K) was included vs the original 10%. The only other adjustment made was to reduce the commitment for haz-mat supervision from \$25K to \$20K (RGA's contract has already been issued for \$12.5K). Using the numbers noted above, the project contingency would now stand at just under \$3K.

What Happened:

The bond program has had unanticipated expenses, i.e. they did not have assigned revenue sources, as a result funds from the program / project were allocated to cover them.

Estimated program impact:

1. CWA labor agreement = \$1 to 1.4 million
 2. EIR / CEQA = \$133,700
 3. Civic Art Program = \$254,500
 4. BookVan / Temporary Service = \$120,000
-
1. The Council approved a **CWA (community work force agreement)** on January 18, 2011 *Contract: Community Workforce Agreement with Building Trades Council, et. al. for Construction Projects Over \$1 Million*
The impact on the four library project's hard costs was not known at the time. A staff report to Council on the program is scheduled for this spring, though evidence to date suggests an impact of 7% to 15% increase on construction bids over engineer's estimates. The West project as presented has an 8% differential added to address the CWA impact.
 2. Delays in projects getting to construction due to **CEQA**, resulted in schedule delays. Costs associated with this process total **\$133,699**.

	EIR	South	West
Original Quote:	\$73,753	\$35,701	\$38,052
Added Fee (cnsltnt):	3,300	3,300	
Added Fee (cnsltnt):	13,513	6,757	6,756
Added Fee (cnsltnt):	16,133		16,133
Added Fee (cnsltnt):	3,600		3,600
Added Fee (CoB):	23,400	11,700	11,700
TOTAL EIR COSTS:	\$133,699	\$57,458	\$76,241

3. **Civic Art component** was not accounted for when developing the bond program, BOLT approved inclusion, total expended to date \$171,000:

Branch	Cost control allocation	actual	Recommendation actual + 5%
North	57,000	38,000	1,900
Claremont	43,500	29,000	1,450
South	64,500	35,000	1,750
West	73,500	49,000	2,450
Ttl	238,500	151,000	7,550
Consultant (Snippen)	16,000	16,000	
Ttl	254,500	167,000	7,550

North:

Allowance for Public Art administration reduced by \$2,000 (Program Team meeting 02/24/11)

Artist Honoraria - Marion Coleman, Lena Wolff & John Wehrle (11/08/10)

Contract issued to **Marion Coleman** - \$38,000 (02/14/11)

Contract issued to David Snippen - Approved at 09/21/10 City Council (\$5,000)

Claremont:

Contract issued to David Snippen - Approved at 09/21/10 City Council (\$5,000)

2 Artist Honoraria - Pat Bruning, David Ruth & Eric Powell (11/08/10)

Contract issued to **Eric Powell Arts** - \$29,000 (02/14/11)

South and West:

Contract issued to David Snippen - 06/16/11 (\$6,000)

Artist Honoraria (SOUTH) Johanna Poethig, Mildred Howard, **Gina Dominguez** (11/04/11) and Artist Honoraria (WEST) David Ruth, Masayuki Nagase, **Ene Osteras-Constable** (11/04/11) [Note: Selected artist name in **bold**]

IDEAS for discussion to bridge the gap

The outstanding gap between budgeted and projected West Branch construction hard costs might be addressed through a combination of strategies. First, reduce the scope of the project significantly, beyond what the normal value-engineering process that has already been undertaken produced. This would result in significant delays for redesign, as well as associated costs. Other strategies include identify additional alternate funding; look to the Bond Program budget, such as roll over funds from other closed projects to support the West project; reduce Program costs; and/or a portion of the program contingency is applied to the hard costs.

Apply to West project bond interest that comes into FUND 308, CoB Cust. Svc 3302, Interest Revenue 361, Interest **30-01 = \$45,818** (FYTD 2012 = \$3,700, YTD 2011 = \$28,477, YTD 2010 = \$13,641)

Apply for funding via the **California Solar Initiative rebate program for West Branch** solar as designed. The incentive amount of \$42,000 for the PV system is available but to secure funding the library must submit the Application Fee of \$1,250.00 to Pacific Gas and Electric Company by 3/4/2012, creating a net increase of **\$40,750**.

Bay-Friendly Grants: \$30,000 (Claremont Branch awarded \$15,000 & North Branch announced award \$15,000 ← was anticipated at \$18,000).

The **CoB Public Works department** has set aside in their FY12 budget \$14,000 for North Branch sidewalk improvements ← this money is intended to be charged against BHM invoicing.

One purchase that could be **backed-out of the bond is the BranchVan**, it could be paid for from Library Tax (purchase price of \$83,200) plus money budgeted to operate the vehicle → total allocated (including the purchase price is **\$120,000**). Limits to what library tax can be used for, not capital projects / construction per City Attorney. The board has approved Tool library temporary operations, including lease for the temporary tool library to be funded from the library tax and not the bond → to reduce the impact on remaining bond monies.

The **Library Foundation capital campaign to support FF&E** at the four branches is underway, allocations approved and alternate funds committed: \$200,000 toward the North Branch and \$200,000 for the South Branch Library construction contracts to cover the costs of FF&E (Shelving, Technology, Audio-visual equipment, service desks, etc.). A commitment of **\$200,000 toward the West Branch** and **\$100,000 toward the Claremont Branch FF&E to be included** in the construction contract portion of the projects expected in 2012.

There will be **funds remaining in the bond program** when all four projects are complete and the program is closed-out. It is not possible to say what the exact amount will be, but normally there is a balance in the change order contingency for each project, other allotted costs may not be fully expended, including the place saver for legal fees of \$100,000 in the general program soft costs, moving costs, and the general program contingency.

Reduce the West project Change order contingency lower than 7.5% - as noted above the original 10% amount has been reduced to 7.5% as was done for the new South Branch Library construction contract and North Branch Library.

Allocate a portion of the \$385,363 Program contingency to West. For North \$107,000 was allocated, as a pro-rated share of the program contingency to address the shortfall in construction hard costs.

Reduce the budget for public art now that all of the artists have been selected, capping it at this amount plus 5% for contingency plus the cost of the consultant. The art program could be reduced (as described above) saving approximately \$79,950 with no significant impact to the projects while fulfilling the intent to include a public art component in the capital projects.

Attachments:

- 1 - 1/21/12 West Branch Project Cost Control Report
- 2 – BPL Program Budget 013112 revised 020612



PROJECT COST CONTROL REPORT

West Branch Renovation and Expansion		Revised Budget - April 4, 2011	Previous Month's Committed Costs	Current Committed Costs	Notes - Since 08/01/10
SITE HARD COSTS					
General Contractor					
	Contract / Estimate - Construction	\$ 4,840,000	\$ 4,840,000	\$ 6,100,000	
	Contract / Estimate - Demolition	\$ 60,000	\$ 60,000	\$ 60,000	
	Approved Change Order Requests	\$ -	\$ -	\$ -	
	Pending Change Order Requests	\$ -	\$ -	\$ -	
	Change Order Contingency	\$ 490,000	\$ 490,000	\$ 462,000	
Other Project Hard Costs					
	Public Art	\$ 73,500	\$ 73,500	\$ 73,500	
	Miscellaneous Purchase Orders	\$ 55,000	\$ 15,000	\$ 15,000	7
TOTAL SITE HARD COSTS		\$ 5,518,500	\$ 5,478,500	\$ 6,710,500	
SITE SOFT COSTS					
	Architectural and Engineering Fees	\$ 716,540	\$ 716,540	\$ 716,540	4
	Executed ASAs	\$ -	\$ 28,605	\$ 28,605	3
	LEED Commissioning	\$ -	\$ -	\$ -	
	LEED Fees	\$ 5,000	\$ 5,000	\$ 5,000	
	Special Inspections & Testing	\$ 35,000	\$ 35,000	\$ 35,000	
	Miscellaneous Consultants	\$ 15,000	\$ 5,000	\$ 5,000	7
	City Fees (Planning Studies, etc.)	\$ 20,000	\$ 39,933	\$ 39,933	6, 8
	Building Permit , Inspections	\$ 258,478	\$ 258,478	\$ 258,478	
	Environmental Consultants & Studies (CEQA)	\$ 50,000	\$ 65,000	\$ 65,000	1, 2, 5
	Utility Fees - PG&E	\$ 37,500	\$ 37,500	\$ 37,500	
	Utility Fees - AT&T	\$ 12,500	\$ 12,500	\$ 12,500	
	Utility Fees - EBMUD	\$ 10,000	\$ 70,000	\$ 70,000	7
	Geotechnical Survey & Report	\$ 10,000	\$ 10,000	\$ 10,000	
	Survey Fees	\$ 4,000	\$ 4,000	\$ 4,000	
	Hazmat Monitoring/Testing Services	\$ 50,000	\$ 25,000	\$ 20,000	7, 9
	Temporary Storage Costs	\$ 37,500	\$ 37,500	\$ 37,500	
	Printing/Plan Reproduction	\$ 20,000	\$ 20,000	\$ 20,000	
	Bid Advertising	\$ 1,500	\$ 1,500	\$ 1,500	
	Moving Costs	\$ 16,520	\$ 16,520	\$ 16,520	
	Contract Authorized Contingencies	\$ 71,645	\$ 43,040	\$ 43,040	
TOTAL SITE SOFT COSTS		\$ 1,371,183	\$ 1,431,116	\$ 1,426,116	
TOTAL SITE COSTS		\$ 6,889,683	\$ 6,909,616	\$ 8,136,616	
PROJECT CONTINGENCY		\$ 249,772	\$ 229,839	\$ 2,839	
ADDITIONAL REVENUE - ALTERNATE FUNDING		\$ -		\$ 1,000,000	
TOTAL SITE BUDGET		\$ 7,139,455	\$ 7,139,455	\$ 8,139,455	



PROGRAM COST CONTROL REPORT

BERKELEY PUBLIC LIBRARY Branch Library Improvement Program	Revised Budget - April 4, 2011	Revised Budget - January 31, 2012	Current Committed Costs	Notes - Since 01/01/12
NORTH BRANCH				
<i>Branch Total</i>	\$ 5,964,470	\$ 5,964,470	\$ 5,964,470	
SOUTH BRANCH / TOOL LENDING				
<i>Branch Total</i>	\$ 6,329,520	\$ 6,529,520	\$ 6,529,520	1
WEST BRANCH				
<i>Branch Total</i>	\$ 7,139,455	\$ 7,139,455	\$ 7,139,455	
CLAREMONT BRANCH				
<i>Branch Total</i>	\$ 4,394,240	\$ 4,394,240	\$ 4,394,240	
TOTAL SITE COSTS	\$ 23,827,685	\$ 24,027,685	\$ 24,027,685	
GENERAL PROGRAM SOFT COSTS				
Programming Consultant	\$ 60,000	\$ 60,000	\$ 60,000	
IT Consultant	\$ 125,000	\$ 125,000	\$ 125,000	
Bond Consultant	\$ 100,000	\$ 100,000	\$ 100,000	
City Consultant	\$ 200,000	\$ 200,000	\$ 200,000	
Construction Management	\$ 996,990	\$ 996,990	\$ 1,092,990	
Accessibility Consultant	\$ 1,000	\$ 1,000	\$ 1,000	
Legal Fees	\$ 100,000	\$ 100,000	\$ 100,000	
Bond Fees	\$ 95,000	\$ 95,000	\$ 95,000	
Public Relations	\$ 30,000	\$ 30,000	\$ 30,000	
Tool Library Rental / Moving	\$ 50,000	\$ 50,000	\$ 50,000	
Contract Authorized Contingencies	\$ 108,962	\$ 108,962	\$ 12,962	
Bookmobile	\$ 120,000	\$ 120,000	\$ 120,000	
TOTAL GENERAL PROGRAM COSTS	\$ 1,986,952	\$ 1,986,952	\$ 1,986,952	
TOTAL PROGRAM & SITE COSTS	\$ 25,814,637	\$ 26,014,637	\$ 26,014,637	
PROGRAM CONTINGENCY	\$ 385,363	\$ 385,363	\$ 385,363	
TOTAL PROGRAM BUDGET	\$ 26,200,000	\$ 26,400,000	\$ 26,400,000	1

Notes - Since 01/01/12

1 Additional Funding Confirmed by BPL (01/18/12) - \$200,000



PROGRAM COST CONTROL REPORT - REVENUE

BERKELEY PUBLIC LIBRARY Branch Library Improvement Program		Original Budget - July 2008 BLFMP	April 4, 2011	January 31, 2012	Notes
REVENUE					
	Measure FF - 1st Bond Sale	\$ 10,000,000	\$ 10,000,000	\$ 10,000,000	
	Measure FF - 2nd Bond Sale	\$ 16,000,000	\$ 16,000,000	\$ 16,000,000	
	<i>Subtotal</i>	\$ 26,000,000	\$ 26,000,000	\$ 26,000,000	
ALTERNATIVE FUNDING					
	NORTH - FF&E Funding (stacks, service desk, etc.)	\$ -	\$ 200,000	\$ 200,000	1
	SOUTH - FF&E Funding (stacks, service desk, etc.)	\$ -	\$ -	\$ 200,000	2
	<i>Subtotal</i>	\$ -	\$ 200,000	\$ 400,000	
TOTAL PROGRAM REVENUE		\$ 26,000,000	\$ 26,200,000	\$ 26,400,000	

Notes

- 1 FF&E funding from Foundation (04/01/11)
- 2 FF&E funding from Foundation (01/31/12)



PROJECT COST CONTROL REPORT

North Branch Renovation and Expansion		Revised Budget - April 4, 2011	Revised Budget - January 31, 2012	Committed Costs - December 31, 2011	Notes - Since 01/01/12
SITE HARD COSTS					
General Contractor					
	Contract / Estimate	\$ 4,107,000	\$ 4,107,000	\$ 4,360,000	1
	Approved Change Order Requests	\$ -	\$ -	\$ 62,353	3
	Pending Change Order Requests	\$ -	\$ -	\$ 21,706	
	Change Order Contingency	\$ 380,000	\$ 380,000	\$ 315,941	
Other Project Hard Costs					
	Public Art	\$ 57,000	\$ 57,000	\$ 55,000	
	Miscellaneous Purchase Orders	\$ 45,000	\$ 45,000	\$ -	
TOTAL SITE HARD COSTS		\$ 4,589,000	\$ 4,589,000	\$ 4,815,000	
SITE SOFT COSTS					
	Architectural and Engineering Fees	\$ 682,950	\$ 682,950	\$ 682,950	
	Executed ASAs	\$ -	\$ -	\$ 65,910	2
	LEED Commissioning	\$ 31,236	\$ 31,236	\$ 31,236	
	LEED Fees	\$ 5,000	\$ 5,000	\$ 5,000	
	Special Inspections & Testing	\$ 25,000	\$ 25,000	\$ 25,000	
	Miscellaneous Consultants	\$ 15,000	\$ 15,000	\$ 5,000	
	City Fees (Planning Studies, etc.)	\$ 20,000	\$ 20,000	\$ 10,000	
	Building Permit	\$ 100,530	\$ 100,530	\$ 100,530	
	Inspections	\$ 100,000	\$ 100,000	\$ 70,000	
	Environmental Consultants & Studies (CEQA)	\$ 10,000	\$ 10,000	\$ 50	
	Utility Fees - PG&E	\$ 37,500	\$ 37,500	\$ 20,000	
	Utility Fees - AT&T	\$ 12,500	\$ 12,500	\$ 10,000	
	Utility Fees - EBMUD	\$ 10,000	\$ 10,000	\$ 20,000	
	Geotechnical Survey & Report	\$ 15,000	\$ 15,000	\$ 15,000	
	Survey Fees	\$ 10,000	\$ 10,000	\$ 10,000	
	Hazmat Monitoring/Testing Services	\$ 45,000	\$ 45,000	\$ 20,000	
	Temporary Storage Costs	\$ 37,500	\$ 37,500	\$ 12,500	
	Printing/Plan Reproduction	\$ 20,000	\$ 20,000	\$ 20,000	
	Bid Advertising	\$ 1,500	\$ 1,500	\$ -	
	Moving Costs	\$ 16,520	\$ 16,520	\$ 16,520	
	Contract Authorized Contingencies	\$ 68,295	\$ 68,295	\$ 2,385	
TOTAL SITE SOFT COSTS		\$ 1,263,531	\$ 1,263,531	\$ 1,142,081	
TOTAL SITE COSTS		\$ 5,852,531	\$ 5,852,531	\$ 5,957,081	
PROJECT CONTINGENCY		\$ 111,939	\$ 111,939	\$ 7,389	
TOTAL SITE BUDGET		\$ 5,964,470	\$ 5,964,470	\$ 5,964,470	1

Notes - Since 01/01/12

- 1 Additional revenue (per BPL, 04/01/11) - \$200,000
- 2 ARG - Executed ASAs #1-6 (as of 01/01/12)
- 3 BHM - Executed Change Orders #1-42 (#43 through 45 issued as of 01/01/12)



PROJECT COST CONTROL REPORT

South & Tool Lending Branch Renovation and Expansion		Revised Budget - April 4, 2011	Revised Budget - January 31, 2012	Committed Costs - January 31, 2012	Notes - Since 01/01/12
SITE HARD COSTS					
General Contractor					
	Contract / Estimate - Construction	\$ 4,250,000	\$ 4,450,000	\$ 4,563,000	1, 3
	Contract / Estimate - Demolition	\$ 50,000	\$ 50,000	\$ 50,000	
	Approved Change Order Requests	\$ -	\$ -	\$ -	
	Pending Change Order Requests	\$ -	\$ -	\$ -	
	Change Order Contingency	\$ 430,000	\$ 430,000	\$ 350,000	4
Other Project Hard Costs					
	Public Art	\$ 64,500	\$ 64,500	\$ 64,500	
	Miscellaneous Purchase Orders	\$ 50,000	\$ 50,000	\$ 10,000	4
TOTAL SITE HARD COSTS		\$ 4,844,500	\$ 5,044,500	\$ 5,037,500	
SITE SOFT COSTS					
	Architectural and Engineering Fees	\$ 785,000	\$ 785,000	\$ 785,000	
	Executed ASAs	\$ -	\$ -	\$ 69,058	5
	LEED Commissioning	\$ 31,156	\$ 31,156	\$ 31,156	
	LEED Fees	\$ 5,000	\$ 5,000	\$ 5,000	
	Special Inspections & Testing	\$ 30,000	\$ 30,000	\$ 30,000	
	Miscellaneous Consultants	\$ 15,000	\$ 15,000	\$ 5,000	4
	City Fees (Planning Studies, etc.)	\$ 20,000	\$ 20,000	\$ 26,952	
	Building Permit	\$ 226,870	\$ 150,000	\$ 150,000	2
	Inspections	\$ -	\$ 75,000	\$ 75,000	2
	Environmental Consultants & Studies (CEQA)	\$ 50,000	\$ 50,000	\$ 65,000	
	Utility Fees - PG&E	\$ 37,500	\$ 37,500	\$ 37,500	
	Utility Fees - AT&T	\$ 12,500	\$ 12,500	\$ 12,500	
	Utility Fees - EBMUD	\$ 10,000	\$ 10,000	\$ 70,000	
	Geotechnical Survey & Report	\$ 15,000	\$ 15,000	\$ 15,000	
	Survey Fees	\$ 10,000	\$ 10,000	\$ 10,000	
	Hazmat Monitoring/Testing Services	\$ 35,000	\$ 35,000	\$ 20,000	
	Temporary Storage Costs	\$ 37,500	\$ 37,500	\$ 37,500	
	Printing/Plan Reproduction	\$ 20,000	\$ 20,000	\$ 15,000	4
	Bid Advertising	\$ 1,500	\$ 1,500	\$ 1,500	
	Moving Costs	\$ 16,520	\$ 16,520	\$ 16,520	
	Contract Authorized Contingencies	\$ 78,500	\$ 78,500	\$ 9,443	
TOTAL SITE SOFT COSTS		\$ 1,437,046	\$ 1,435,176	\$ 1,487,128	
TOTAL SITE COSTS		\$ 6,281,546	\$ 6,479,676	\$ 6,524,628	
PROJECT CONTINGENCY		\$ 47,974	\$ 49,844	\$ 4,892	
TOTAL SITE BUDGET		\$ 6,329,520	\$ 6,529,520	\$ 6,529,520	1

Notes - Since 01/01/12

- 1 Additional revenue (per BPL, 01/18/12) - \$200,000
- 2 Inspections separated from "Building Permit, Inspection" line item (01/31/12)
- 3 Budget line item commitment revised to apparent low bid value (01/17/12, revised 01/30/12)
- 4 Budget line item commitments reduced to offset increase in contractor contract value (01/31/12)
- 5 Field Paoli - Executed ASAs #1-9 (as of 01/01/12)



PROJECT COST CONTROL REPORT

West Branch Renovation and Expansion		Revised Budget - April 4, 2011	Revised Budget - January 31, 2012	Committed Costs - December 31, 2011	Notes - Since 01/01/12
SITE HARD COSTS					
General Contractor					
	Contract / Estimate - Construction	\$ 4,840,000	\$ 4,840,000	\$ 4,840,000	
	Contract / Estimate - Demolition	\$ 60,000	\$ 60,000	\$ 60,000	
	Approved Change Order Requests	\$ -	\$ -	\$ -	
	Pending Change Order Requests	\$ -	\$ -	\$ -	
	Change Order Contingency	\$ 490,000	\$ 490,000	\$ 490,000	
Other Project Hard Costs					
	Public Art	\$ 73,500	\$ 73,500	\$ 73,500	
	Miscellaneous Purchase Orders	\$ 55,000	\$ 55,000	\$ 15,000	
TOTAL SITE HARD COSTS		\$ 5,518,500	\$ 5,518,500	\$ 5,478,500	
SITE SOFT COSTS					
	Architectural and Engineering Fees	\$ 716,540	\$ 716,540	\$ 716,540	
	Executed ASAs	\$ -	\$ -	\$ 28,605	1
	LEED Commissioning	\$ -	\$ -	\$ -	
	LEED Fees	\$ 5,000	\$ 5,000	\$ 5,000	
	Special Inspections & Testing	\$ 35,000	\$ 35,000	\$ 35,000	
	Miscellaneous Consultants	\$ 15,000	\$ 15,000	\$ 5,000	
	City Fees (Planning Studies, etc.)	\$ 20,000	\$ 20,000	\$ 39,933	
	Building Permit , Inspections	\$ 258,478	\$ 258,478	\$ 258,478	
	Environmental Consultants & Studies (CEQA)	\$ 50,000	\$ 50,000	\$ 65,000	
	Utility Fees - PG&E	\$ 37,500	\$ 37,500	\$ 37,500	
	Utility Fees - AT&T	\$ 12,500	\$ 12,500	\$ 12,500	
	Utility Fees - EBMUD	\$ 10,000	\$ 10,000	\$ 70,000	
	Geotechnical Survey & Report	\$ 10,000	\$ 10,000	\$ 10,000	
	Survey Fees	\$ 4,000	\$ 4,000	\$ 4,000	
	Hazmat Monitoring/Testing Services	\$ 50,000	\$ 50,000	\$ 25,000	
	Temporary Storage Costs	\$ 37,500	\$ 37,500	\$ 37,500	
	Printing/Plan Reproduction	\$ 20,000	\$ 20,000	\$ 20,000	
	Bid Advertising	\$ 1,500	\$ 1,500	\$ 1,500	
	Moving Costs	\$ 16,520	\$ 16,520	\$ 16,520	
	Contract Authorized Contingencies	\$ 71,645	\$ 71,645	\$ 43,040	
TOTAL SITE SOFT COSTS		\$ 1,371,183	\$ 1,371,183	\$ 1,431,116	
TOTAL SITE COSTS		\$ 6,889,683	\$ 6,889,683	\$ 6,909,616	
PROJECT CONTINGENCY		\$ 249,772	\$ 249,772	\$ 229,839	
TOTAL SITE BUDGET		\$ 7,139,455	\$ 7,139,455	\$ 7,139,455	

Notes - Since 01/01/12

1 HED - Executed ASAs #1-4 (as of 01/01/12)



PROJECT COST CONTROL REPORT

Claremont Branch Renovation and Expansion		Revised Budget - April 4, 2011	Revised Budget - January 31, 2012	Committed Costs - December 31, 2011	Notes - Since 01/01/12
SITE HARD COSTS					
General Contractor					
	Contract / Estimate	\$ 2,900,000	\$ 2,900,000	\$ 2,970,000	
	Approved Change Order Requests	\$ -	\$ -	\$ 76,615	2
	Pending Change Order Requests	\$ -	\$ -	\$ -	
	Change Order Contingency	\$ 290,000	\$ 290,000	\$ 253,385	
Other Project Hard Costs					
	Public Art	\$ 43,500	\$ 43,500	\$ 43,500	
	Miscellaneous Purchase Orders	\$ 35,000	\$ 35,000	\$ 5,000	
TOTAL SITE HARD COSTS		\$ 3,268,500	\$ 3,268,500	\$ 3,348,500	
SITE SOFT COSTS					
	Architectural and Engineering Fees	\$ 577,075	\$ 577,075	\$ 577,075	
	Executed ASAs	\$ -	\$ -	\$ 14,180	1
	LEED Commissioning	\$ 30,156	\$ 30,156	\$ 30,156	
	LEED Fees	\$ 5,000	\$ 5,000	\$ 5,000	
	Special Inspections & Testing	\$ 20,000	\$ 20,000	\$ 20,000	
	Miscellaneous Consultants	\$ 10,000	\$ 10,000	\$ 3,000	
	City Fees (Planning Studies, etc.)	\$ 20,000	\$ 20,000	\$ 10,000	
	Building Permit	\$ 103,118	\$ 103,118	\$ 80,000	
	Inspections	\$ 50,000	\$ 50,000	\$ 50,000	
	Environmental Consultants & Studies (CEQA)	\$ 10,000	\$ 10,000	\$ 50	
	Utility Fees - PG&E	\$ 20,000	\$ 20,000	\$ 10,000	
	Utility Fees - AT&T	\$ 10,000	\$ 10,000	\$ 10,000	
	Utility Fees - EBMUD	\$ 10,000	\$ 10,000	\$ 125,000	
	Geotechnical Survey & Report	\$ 10,000	\$ 10,000	\$ 3,000	
	Survey Fees	\$ 10,000	\$ 10,000	\$ 10,190	
	Hazmat Monitoring/Testing Services	\$ 25,000	\$ 25,000	\$ 20,000	
	Temporary Storage Costs	\$ 37,500	\$ 37,500	\$ 12,500	
	Printing/Plan Reproduction	\$ 15,000	\$ 15,000	\$ 15,000	
	Bid Advertising	\$ 1,500	\$ 1,500	\$ -	
	Moving Costs	\$ 16,520	\$ 16,520	\$ 17,544	
	Contract Authorized Contingencies	\$ 57,708	\$ 57,708	\$ 30,877	
TOTAL SITE SOFT COSTS		\$ 1,038,577	\$ 1,038,577	\$ 1,043,572	
TOTAL SITE COSTS		\$ 4,307,077	\$ 4,307,077	\$ 4,392,072	
PROJECT CONTINGENCY		\$ 87,163	\$ 87,163	\$ 2,168	
TOTAL SITE BUDGET		\$ 4,394,240	\$ 4,394,240	\$ 4,394,240	

Notes - Since 01/12/12

- 1** GEBT - Executed ASAs #1-2 (as of 01/01/12)
- 2** Fine Line Change Orders #1 - 25 (as of 01/01/12)



BERKELEY PUBLIC LIBRARY

CONSENT CALENDAR

March 14, 2012

To: Board of Library Trustees
From: Donna Corbeil, Director of Library Services
Subject: Contract: New Image Landscape Company

RECOMMENDATION

Adopt a resolution authorizing the Director of Library Services to enter into an agreement with New Image Landscape Company for the provision of landscape maintenance services at all Berkeley Public Library facilities for the anticipated period from July 1, 2012 through June 30, 2015 in a total amount not to exceed \$22,000 annually with the option to extend for two additional 12-month periods at \$25,000 per period.

BACKGROUND

The Library, as recipient of the City's library services parcel tax, assessed for the support of the usual and current expenses of providing City operated library services, encompasses maintaining the physical plant of all City-owned library facilities. And consistent with all Library practices, the Library fulfills its facility maintenance responsibilities in accordance with City policies.

On June 23, 2009, the City Council approved Resolution No. 64,750-N.S. establishing a Bay-Friendly landscaping policy for City projects:

[http://www.ci.berkeley.ca.us/uploadedFiles/Clerk/Level_3 - City Council/2009/06Jun/2009-06-23 Item 21 Establishing a Bay-Friendly Landscaping Policy for City Projects.pdf](http://www.ci.berkeley.ca.us/uploadedFiles/Clerk/Level_3_-_City_Council/2009/06Jun/2009-06-23_Item_21_Establishing_a_Bay-Friendly_Landscaping_Policy_for_City_Projects.pdf)

Bay-Friendly landscaping is conceived as a whole systems approach to the design, construction and maintenance of the local landscape to support the integrity of the macro San Francisco Bay area watershed.

The Measure FF branch library projects are subject to the requirements of this ordinance to the extent a project meets the criteria to "assess compliance with Bay-Friendly landscaping for every City project involving greater than 10,000 square feet of landscaping." Nonetheless, although not all Library sites surpass the stated threshold, nor is the Central Library part of the Measure FF program, the Library elected to establish Bay-Friendly practices at all Library facilities, and committed itself to undertaking an RFP process through which Bay-Friendly standards and procedures would be incorporated into any subsequent contractual agreement. To this end, Library staff met with representatives from StopWaste.Org (the Alameda County Waste Management Authority) and staff from the City's Office of Energy & Sustainability Development and its Sustainability Coordinator, as well as staff of the Planning Department to review and assess the City's Green Building policies (City Council Resolution No. 62,284-



N.S.) in relation to the Library's existing and planned facilities. Additionally, over the years the Library has adopted other sustainability related practices initiated by the City – principally concerning energy savings, pest management, and general whole-system environmental practices. These actions are included among Library policies, and compliance by vendors is required accordingly.

CURRENT SITUATION

Currently, Freitas Landscape is the provider of landscaping services as assigned under contract number 8529 in effect from January 11, 2011 through March 31, 2012; and extended on March 6, 2012 to fiscal year end on June 30, 2012 to accommodate the provision in the Claremont construction contract that provides 90-days of landscape servicing from the punch-list's close-out date. Freitas' contract 8529 was put in place as a short-term transitional agreement to coincide with the initiation of Measure FF funded renovation work at the North and Claremont branch libraries. Prior to contract 8529, Freitas provided landscaping services under contract number 7508, a contract that was awarded from a competitive bid process and that took effect on January 8, 2008. However, as the past contracts did not encompass the contemporary standards that make up Bay-Friendly landscape maintenance, the Library released RFP *Specification No. 12-10639 for Landscape Maintenance for Library* on November 22, 2011.

Integral to the overall renovation and construction improvement work performed under the scope of Measure FF, Bay-Friendly landscaping practices are a built-in component of the branch improvement program. Features incorporated include permeable pavers, reuse of on-site recycled materials, and the replacement of small lawns with drought-tolerant natives and bio-filtration planters. In addition, some of the landscape / site related elements contribute to a facility's general LEED checklist. Installation of the landscape and other site changes will be, according to Bay-Friendly requirements, monitored as part of the construction administration phase of the project. The City is committed to the concepts and principles outlined by Bay-Friendly Landscaping Practices and is committed to implementing and maintaining such sustainable practices.

New Image Landscaping is a full-service Bay-Friendly certified landscaping service having staff members that have completed the training and qualification program for experienced, local landscape maintenance professionals -- a program supported by the Alameda County Waste Management Authority & Alameda County Source Reduction and Recycling Board. New Image was one of six RFP respondents and was selected by the evaluating panel based on the comprehensiveness of Bay-Friendly focused services and pricing value.

FISCAL IMPACT

The requested contract value is \$22,000 annually over a three year term with the option to extend the contract for two subsequent single 12-month periods at \$25,000 each period. Each fiscal year's anticipated cost for landscaping services will be appropriated during the applicable fiscal year.

FUTURE ACTION

No future action is necessary.

ATTACHMENTS:

1. Resolution



**BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

RESOLUTION NO.: R12-___

AUTHORIZE DIRECTOR OF LIBRARY SERVICES TO EXECUTE A CONTRACT AND ANY AMENDMENTS AND APPROVE PAYMENTS WITH NEW IMAGE LANDSCAPING COMPANY FOR THE PROVISION OF LANDSCAPE MAINTENANCE SERVICES FOR THE ANTICIPATED PERIOD EXTENDING FROM JULY 1, 2012 THROUGH JUNE 30, 2015 IN A TOTAL AMOUNT NOT TO EXCEED \$22,000 ANNUALLY WITH THE OPTION TO EXTEND FOR TWO ADDITIONAL 12-MONTH PERIODS AT \$25,000 PER PERIOD

WHEREAS, the City Council approved Resolution No. 64,750-N.S. establishing a Bay-Friendly landscaping policy for City projects; and

WHEREAS, the Measure FF branch library projects are subject to the requirements of this ordinance to the extent a project meets the criteria to “assess compliance with Bay-Friendly landscaping for every City project involving greater than 10,000 square feet of landscaping”; and

WHEREAS, Freitas Landscape is the provider of landscaping services as assigned under contract number 8529 in effect through June 30, 2012; and

WHEREAS, as the past contracts did not encompass the contemporary standards that make up Bay-Friendly landscape maintenance, the Library released RFP *Specification No. 12-10639 for Landscape Maintenance for Library* on November 22, 2011; and

WHEREAS, New Image Landscaping was one of six RFP respondents and was selected by an evaluating panel based on the comprehensiveness of Bay-Friendly focused services and pricing value; and

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to authorize the Director of Library Services to execute a contract and any amendments and approve payments with New Image Landscaping Company for the provision of landscape maintenance services for the anticipated period extending from July 1, 2012 through June 30, 2015 in a total amount not to exceed \$22,000 annually with the option to extend for two additional 12-month periods at \$25,000 per period.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on March 14, 2012 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Abigail Franklin, Vice Chairperson

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



BERKELEY PUBLIC LIBRARY

CONSENT CALENDAR

March 14, 2012

TO: Board of Library Trustees
FROM: Jay Dickinson, Circulation Services Manager
SUBJECT: LIBRARY FEE SCHEDULE FOR 2012

RECOMMENDATION

Adopt the resolution approving the Library Fee Schedule for 2012 and approve the Director of Library Services' submission of the fee schedule to the City of Berkeley, Budget Office, for inclusion in the City of Berkeley's Master Fee Schedule.

FISCAL IMPACT

Fiscal impacts will be minimal, with the elimination of one fee charged offset by the introduction of a new fee for scans.

BACKGROUND

The Berkeley Public Library has historically charged fines and fees for various purposes, including the late return of materials, lost materials, replacement of library cards, photocopies, etc. Periodically, these charges are reviewed and may be raised, reduced or discontinued; all changes are brought as agenda items to the Board of Library Trustees for consideration and approval. The Board of Library Trustees last reviewed and approved changes to this schedule on January 13, 2010

CURRENT SITUATION AND ITS EFFECTS

Although staff is not recommending any changes in overdue fines or fees, two policy changes relating to fees charged are recommended:

- Add new fee: Scan charge at public photocopy/print stations: \$0.10 per scan
- Discontinue fee: \$1.50 per color photocopy

RATIONALE FOR RECOMMENDATION

Working under a new contract with the vendor Konica Minolta, the Library is preparing to implement new photocopy and public computing print stations at the Central Library and at the neighborhood branches. This service will involve two changes from the service offered by the previous vendor Ricoh Business Systems: the Library will offer patrons the ability to scan black-and-white and color images to and from USB devices as well as to scan images as attachments to email accounts. This new, paperless



service is frequently asked for by patrons, and will offer the ability to reproduce images and documents while reducing the cost of supplies. A nominal 0.10 fee per scan is proposed to cover the wear and tear on the leased equipment and to incorporate some cost-recovery into the contract. Additionally, the Library leased from the previous vendor a multifunctional device offering full-color photocopies at \$1.50 per page. The Library will be discontinuing color copies because number of color copies made by patrons—approximately 25 per month--has been too few to justify the increased lease and supplies cost for devices which offer color copies on paper. Also, the scanning function on the devices leased from Konica Minolta does offer the option to scan in color to USB or email, thus preserving patrons ability to reproduce images in color.

FUTURE ACTION

None

Attachments:

1. Resolution
2. BPL Fines and Fees
3. Tool Library Fines and Fees



**BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

RESOLUTION NO.: 12-__

APPROVAL OF THE LIBRARY FEE SCHEDULE FOR 2012 AND AUTHORIZATION FOR THE DIRECTOR OF LIBRARY SERVICES TO SUBMIT THE FEE SCHEDULE TO THE CITY OF BERKELEY, BUDGET OFFICE, FOR INCLUSION IN THE CITY OF BERKELEY'S MASTER FEE SCHEDULE

WHEREAS, the Berkeley Public Library has historically charged fines and fees for various purposes, including the late return of materials, lost materials, and replacement of library cards; and

WHEREAS, periodically these are brought before the Board of Library Trustees for review and may be raised, reduced, or discontinued; and

WHEREAS, the City periodically gathers all proposed fee and tax increases to create a City of Berkeley Master Fee Schedule; and

WHEREAS, the staff recommends adding a new fee of \$0.10 for scans made on multifunctional photocopy/print devices, and eliminating the \$1.50 fee for color photocopies on paper; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to approve the Library Fee Schedule for 2012, to take effect April 7, 2012 and approve the Director of Library Services' submission of the fee schedule to the City of Berkeley, Budget Office, for inclusion in the City of Berkeley's Master Fee Schedule.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on March 14, 2012 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Abigail Franklin, Vice Chairperson

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

BPL Fines and Fees

Fines

Materials	Per day	Maximum
Books (Adult)	\$0.25	\$5.00
Books (Children's)	No Fines	
Magazines (Adult)	\$0.25	\$5.00
Magazines (Children's)	No Fines	
Videos (VHS/DVD/VCD)	\$1.00	\$10.00
Music Cassettes/CDs (Adult)	\$0.25	\$5.00
Music Cassettes/CDs (Children's)	No Fines	
Audio books (Cassettes/CDs/Adult)	\$0.25	\$5.00
Audio Books (Cassettes/CDs/Children's)	No Fines	
Phonorecords	\$0.25	\$5.00
Link+	\$1.00	\$15.00
Kits	\$0.25	\$5.00
Slides	\$1.00	\$10.00
Museum Card	\$2.00	\$36.00
Other Fees	Fee	
Lost Library Card	\$2.00	
Black and White Copies	\$0.25	
Scans on multifunctional device photocopier/printers	\$0.10	
Returned Check Fee	\$20.00	
Recovery of Delinquent Accounts (Collection Agency)	\$20.00	

Patrons who are seniors pay \$0.10 a day for materials which are normally \$0.25 a day.

Replacement of Circulating Materials

All BPL materials = Purchase price of item + \$10.00 Processing fee + \$5.00 billing fee where applicable.
 Link+ - Flat fee of \$115, dependent on loaning institution, which will often times merely ask for the cost of the book plus local processing fees.

Fine limits and their effect on available services

All patron types are blocked from circulating items when fines exceed \$10.00.

All patron types are blocked from the use of Internet Access computers in the library when fines exceed \$100.00.

All patron types are blocked from circulating items when the patron account has a billed, lost, or damaged item.

All patrons are subject to replacement, lost, and damaged bills, and fees associated with them.

<u>Fines Per Day</u>	<u>Gardening & Digging</u>
\$2	Picks, Railroad
\$2	Picks, Mattock
\$2	Pick, Hand
\$2	Pitchfork
\$2	Pole Pruner
\$1	Pole Pruner Ext Handle
\$2	Pole Saw
\$5	Post Hole Digger
\$2	Pruning Saw
\$2	Pruning Shear, Hand
\$2	Rake (leaf, bow, grading)
\$10	Rototiller
\$2	Shovel, Round or Square Pt.
\$2	Soil Tamper, 8", 10"
\$2	Spade, Garden
\$2	Spading Fork
\$2	Slate Bar
\$2	Street Broom
\$6	String Hammer (WeedEater)
\$2	Swing Sickle
\$2	Telegraph Bar
\$1	Trowels, Cultivators (hand)
	<u>Ladders</u>
\$15	Extension (16', 24', 28')
\$5	Ladder Jacks
\$5	Orchard Ladder (8')
\$5	Step (2', 4', 6', 8', 10')
\$1	Roof Jacks
	<u>Material Handling</u>
\$5	Piano dolly
\$5	Hand Trucks (Refrig, Delivery)
\$5	Wheelbarrow, Contractor's
	<u>Mechanical Tools</u>
\$2	Bolt Cutter, 24"
\$1	Bolt Cutter, Mini
\$1	Cable Cutters, Various
\$1	Channellocks, Various
\$1	Crimpers, Various
\$2	Cutters (side & end)
\$2	Impact Screwdriver
	Grinder (see pwr tools)
\$2	Grommet Kit
\$1	Files, Various
\$2	Hammer, Sledge (3, 4, 8, 10 lb)
\$2	Hacksaw
\$1	Hex / Torx Key Set
\$1	Nut Drivers, Various
\$1	Punches, Various
\$1	Pliers, Various
\$2	Pop Riveter
\$15	Saw, Abrasive Cut-Off
\$1	Screwdrivers, Various
\$1	Tin Snips, Various

**Clean Tools BEFORE
You Return Them.**

<u>Fines Per Day</u>	<u>Mechanical Tools</u>
\$2	Staple Gun, Various
\$2	Swaging Tool
\$1	Vise Grips, Various
\$1	Wrenches, Allen
\$1	Wrench, Crescent
\$1 - 2	Wrenches, Metric & Std.
	<u>Plumbing and Drain Cleaning</u>
\$2	Basin Wrench
\$1	Caulking Iron
\$2	Closet (toilet) Auger
\$1	Drain Flusher, Various
\$2	Drain Snakes, Hand
\$18	Drain Snake, Elect., 50' *
\$1	Faucet Handle Puller
\$1	Faucet Seat Wrench
\$1	Garbage disp. Wrench
\$1	Gas Pressure Tester
\$5	Pipe Cutter, Cast Iron *
\$2	Pipe Cutter, Various
\$5	Pipe Reamer, Various
\$5	Pipe Vise, Various
\$2	Pipe Wrenches, Various
\$2	Pipe Threader Die
\$2	Pipe Threader Handle
\$1	Tube Bender, Spring or Level
\$2	Tubing Cutter
\$5	Sewer Rods
\$2	Shower Valve Shockets
\$5	Submersible Pump
\$2	Test Plug, Various
\$2	Water Meter Key
\$1	Water Pressure Tester
	<u>Power Tools</u>
	<u>Drills and Bits</u>
\$6	Drill Motor, VSR, 1/2", 3/8"
\$15	Drill, Right Angle, 1/2"
\$2	Drill Bit, Ship Auger
\$2	Drill Bit, Bellhanger
\$2	Drill Bit, Self-Feed
\$1	Drill Bit, Extension
\$2	Drill Bit, HSS Twist, <1/2"
\$2	Drill Bit, HSS Twist, >1/2"
\$5	Drill Press, Stationary
\$2	Push Drill
\$2	Hand Drill
\$1	Hole Saw, Various Sizes
\$1	Hole Saw Mandrel
	<u>Sanders and Grinders</u>
\$6	Angle Grinder, 4-1/2"
\$6	Angle Grinder, 7", 9"
\$5	Belt Sander, 3x21, 4x24
\$6	Benchtop Grinder
\$6	Disc Sander, 7"
\$5	Random Orbit Sander, 5" & 6"
\$5	Vibrating, 1/4, 1/2 Sheet

<u>Fines Per Day</u>	<u>Saws</u>
\$6	Saw, Circular (Skilsaw)
\$15	Saw, Power Miter (Chop)
\$6	Saw, Reciprocating (Sawzall)
\$5	Saw, Saber (Jigsaw)
\$15	Saw, Table, 8"
\$18	Saw, Tile (Wet Saw)

Tools We Do Not Have

Air Tools & Compressors
Automotive Tools
Carpet Cleaning Tools
Chainsaws
Floor Sanding Equipment
Gasoline Powered Tools
Hoists, come-alongs, etc.
Janitorial tools
Paint & Garden Sprayers
Powder Actuated Tools
Power Augers
Power Washers
Scaffolding

Who Can Borrow Tools?

The Tool Library is restricted to Berkeley Residents and to people who own property in Berkeley.

To use the Tool Library, bring with you a photo ID, your Berkeley Public Library card and a bill in your name that you have received recently.

Tool Library staff confirm your Berkeley residence in this way. Once confirmed, the Tool Library staff will stamp your Library card with TLL, indicating you are cleared to borrow from the Tool Library.

You must be at least 18 years old to borrow tools.

Borrowing Guidelines

- You must present your library card in order to checkout a tool. Additional ID may be required.
- Lending periods vary from 3-7 days. Check the due date on your receipt.
- Fines vary from \$1 - \$15/day
- Most tools may be renewed once. Renew tools online at www.berkeleypubliclibrary.org
- All tools must be returned to the Tool Library during their open hours.

<u>Hours of Operation</u>	
Sunday	Closed
Monday	Closed
Tuesday	10:00 - 5:30
Wednesday	12:00 - 7:30
Thursday	12:00 - 7:30
Friday	1:00 - 5:30
Saturday	10:00 - 5:30



BERKELEY PUBLIC LIBRARY

ACTION CALENDAR

March 14, 2012

TO: Board of Library Trustees
FROM: Dennis Dang, Administrative and Fiscal Services Manager
SUBJECT: FISCAL YEAR 2012: TO-DATE BUDGET SUMMARY PERFORMANCE REPORT AND FY12 BUDGET AMENDMENT

RECOMMENDATION

Adopt a resolution amending the FY 2012 Revised Budget for all Fund entities based upon recommended re-appropriation of budgeted expenditures as presented, and amend the FY12 expenditure budget for a total revised budget of \$37,778,136.

INTRODUCTION

Covered in this section of the report are:

- Current fiscal year 2012 for the periods extending from July 2011 through January 2012, the first seven months in lieu of mid-year
- Background, including board actions authorized in FY 2012 directly related to the expenditures budget
- Summary of year-to-date revenues by Fund, including Measure FF related funds.

Following a thorough description of the current situation, specific recommendations for board consideration are included in the following report section, followed by the budgetary impacts of these recommendations, and finally future actions.



Fiscal Year 2012, Current Situation

Fiscal year-to-date JANUARY 2012 (period 7) results and year-over-year percentage changes by Fund entities are:

Fund	Revenue	%age of Rev	Rev YoY	Expenditures	%age of Exp	Exp YoY
Library Tax (301)	\$7,863,927	94.9%	+4.5%	\$8,325,278	45.1%	-4.2%
Transaction Based Reimb (302)	\$37,008	0.4%	-28.1%	\$45,235	0.2%	+87.6%
Grants (304)	\$15,000	0.2%	-67.9%	\$9,578	0.1%	-56.2%
Public Library (305)	\$0	0.0%		\$0	0.0%	
Gifts (306)	\$62,855	0.8%	+4.2	\$359,865	2.0%	+116.7%
Foundation Branch FF&E (307)	\$300,000	3.6%		\$278,866	1.5%	+1525.6%
Measure FF (308)	\$3,835	0.1%	-99.9%	\$9,434,174	51.1%	+158.1%
Total	\$8,282,625	100.0%	-65.7%	\$18,452,996	100.0%	+46.8%

Background / Actions

BOLT authorized milestones to the FY 2012 budgets:

- BOLT Resolution No.: 11-038, May 11, 2011, approved the revenue and expenditure biennial budgets for fiscal years 2012 and 2013 for all Library Fund entities.
- BOLT Resolution No.: 11-045, June 8, 2011, approved a revision to the FY 2012 Library Tax Fund rate to 2.821% in response to the May 13th release of the April consumer price index for the San Francisco Bay Area from the earlier approved Personal Income Growth factor for California of 2.51%.
- BOLT Resolution No.: 11-059, dated September 14, 2011, authorized \$9,021,940 of prior year rollover of encumbered contract values, and \$420,021 of adjustments into FY 2012; inclusive of a temporary accommodation of up to \$350,000 for furniture, fixtures, and equipment in support of the North and Claremont branch improvement projects.
- BOLT Resolution No.: 11-056, September 14, 2011, authorized an increase to \$847,006 to the Bibliotheca contract for automated materials handling and security equipment, of which \$152,944 was appropriated in January 2012.
- BOLT Resolution No.: 11-074, October 11, 2011, authorized the application for and acceptance of a \$15,000 grant award through the California Family Place Library Program. The grant valued at \$15,000 was awarded in December and proceeds received and appropriated the following month in January 2012.
- BOLT Resolution No.: 12-005, January 11, 2012, authorized up to \$345,000 of additional expenditure appropriations for FY 2012. These adjustments primarily in support of the Branch Library Improvement Program (BLIP) reflected a temporary accommodation of \$300,000 for computers, automated materials handling equipment, and related peripherals, as well as a



\$25,000 enhancement for North and Claremont opening day collections. A smaller valued authorization of up to \$20,000 was provided to allow Berkeley READS labor expenditures to be expensed from the Public Library Fund due to cancellation of California Library Literacy Services (CLLS) funding stemming from the state’s “Tier 1” trigger cuts.

Changes to the fiscal year 2012 **expenditure budget** by Fund entities are summarized in the below table.

Fund	Approved Budget (8JUN)	Adjustments (C/O+AAO)	Revised Budget	Other	Proposed Budget
Library Tax (301)	\$14,923,334	\$464,764	\$15,388,098	\$313,625	\$15,701,723
TBR (302)	\$76,000	\$5,876	\$81,876		\$81,876
Grants (304)	\$29,930	\$61,439	\$91,369	(\$31,680)	\$59,689
Public Library (305)				\$4,500	\$4,500
Gifts (306)	\$158,475	\$407,401	\$565,876	(\$882)	\$564,994
Foundation FF&E (307)	\$1,000,000	\$196,894	\$1,196,894		\$1,196,894
Measure FF (308)	\$11,249,930	\$8,798,530	\$20,048,460		\$20,048,460
Total	\$27,437,669	\$9,934,904	\$37,372,573	\$285,563	\$36,658,136

Revenue Year-to-date

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

Excluding Gifts (306) and the BLIP (307 and 308) Funds, January-to-date revenue rose to \$7,915,935 a 3.8% increase over the same period in FY11, and expenditures declined 4.1% to \$8,380,091. The increase in revenue is primarily attributable to higher library tax receipts; the drop in expenditures occurred largely due to last year’s one-time increased costs for labor related to implementation of the Bibliotheca self-check system.

a. Library Tax Fund

For the given period Library Tax Fund expenditures exceeded revenue by \$461,351; however, when taking into account encumbrances of \$654,116, revenue exceeded expenditures by \$192,765.

The Library Tax Fund is made up of revenue from the dedicated library tax, fines and fees charged to patrons, and miscellaneous revenue. The largest component of revenues in the Fund is the library tax itself which is received periodically during the fiscal year – generally September, February, April and June – from the County Assessor’s Office and is indexed to the higher of the increase in the California Personal Income Growth or the San Francisco Bay Area Consumer Price Index rates. In FY12, the library tax rate is pegged to the San Francisco Bay Area Consumer Price



Index increase of 2.821%, and has current receipts of \$7,675,764. Projected full fiscal year receipts are projected at \$14,425,555 for an incremental gain of \$238,465 over last year. Year-to-date revenues from other sources such as fines, fees, and other miscellaneous accounts yielded \$188,163, an increase of 6.1% from last year's level of \$177,367.

Unencumbered expenditures of \$7,671,162, down 1.7%, reflected a return to more normal costs from this period last year when tagging and implementation work related to the installation of the Bibliotheca self-check system was underway. This was clearly seen in labor expenditures of \$6,380,751 tracking 2.1% below the prior year; while, incurred non-labor expense at \$1,290,411 rose \$8,584.

b. Gifts Fund

Period to-date expenditures at \$359,865 include \$239,020 of encumbrances. This material increase of \$193,785, a 116.7% rise over the prior year, is essentially due to the prior board authorized accommodation as contained in BOLT Resolution No.: 11-059 of \$350,000 of Gifts Fund monies for the purchase of furniture, fixtures, and equipment for the North and Claremont projects. This accommodation will be repaid to the Gifts Fund from committed Foundation FF&E Capital Campaign monies once received. Gifts Fund expenditures during FY 2012 was originally projected to decline from the prior year with the conclusion of much of the Central Library public areas reconfiguration project; offset in part by prior year carryover and additional donations for defined spending. FYTD January spent funds of \$15,757 in the Max Delaware Trust brought the Trust balance down to \$1,374. To-date, \$9,041 was expended out of the Alice Meyer Trust, yielding a remaining balance of \$209,626.

c. Other Funds

TBR Fund (302) year-to-date receipts stood at \$37,008. The Fund's shortfall was caused by a significant decline in public copier use revenue that is tendered to the Library by the service vendor – the Library is exploring the situation with the vendor. Actual period TBR program receipts, because they were normally occurring lagging fiscal year 2011 payments, had yet to be impacted by the Governor's mid-December announcement of the activation of "Tier 1" trigger cuts. The trigger cuts effectively withdrew all FY 2012 state funding support for library services.

Expenditures to the TBR Fund less encumbrances at \$28,708 was up 58.1% from last year due to a reversion back to the TBR Fund for delivery services from last year's one-time coding to the Library Tax Fund (301).

The Grants Fund (304) for the period received one federal-supported LSTA award of \$15,000 for the creation of a Family Place Library Project space at the Central Library devoted to servicing the needs of children from birth to five years old and their caregivers. Receipts from the CLLS program, the primary funding support for the Berkeley READS literacy program, were placed on hold this fiscal year by the State Library pending outcome of the "Tier 1" trigger cuts, which as noted above, has since been determined and program support eliminated from the current state budget. In comparison, last fiscal year at this time Library had received its full CLLS award of \$46,808.

Grants Fund expenditures excluding encumbrances were down 38.5% falling \$13,464 and ending the period at \$8,415. This decrease was due to changes enacted in the delivery of Berkeley READS services in response to the "Tier 1" trigger cuts – fiscal year 2012 period expense (entirely labor costs) for the program stood at \$1,201 versus \$21,879 last fiscal year. The remaining, and bulk of,



spending to date in FY 2012 results from the continuing implementation of FY 2011’s BALIS grant to incorporate the use of technology to increase library accessibility and transparency.

During this period there were no receipts in either FY12 or FY11 attributable to the Public Library Fund (305). Public Library Fund receipts are awarded annually by the State Library based on a per capita calculation and share of population and is typically received in February or March. Similar to other state funded library programs, funding for the Public Library Fund in FY 2012 has been eliminated under the “Tier 1” trigger cuts.

d. Measure FF: Foundation Capital FF&E Fund & Measure FF Fund

For the current period, the BPL Library Foundation extended three awards of \$100,000 each in support of the FF&E Capital Campaign Fund (307). Last fiscal year through to the month of January, there were no awards due to the campaign having then recently gotten underway. Year-over period expenditures picked up significantly as orders for furniture and office systems were put in place. Including encumbrances, expenses totaled \$278,866 versus \$17,155 in FY 2011.

Measure FF Fund (308) recognized income of \$3,835 to January 2012 fully attributable to interest. Last fiscal year the Fund posted total period income of \$16,448,649 due to proceeds from the second tranche sale and interest. With the North and Claremont sites in full construction mode actual expenditures – that is not including encumbrances – hit \$4,996,438 versus last year’s \$1,385,302. Correspondingly, whereas in the prior fiscal year period professional services made up 59.8% of spending, this fiscal year period construction costs were the major expense at 78.7% of total spending; of which approximately \$2,239,828 was for North and \$1,316,452 for Claremont.

Total to-date architectural design costs are summarized below:

CC Authorized	Contracted w/ASAs	Site	Designer	Expended	Expended /CC Auth	Expended /Cntrctd
\$751,245	\$748,860	NB	Architectural Resources Group	\$693,667	92.6%	92.3%
\$622,132	\$586,255	CB	Gould Evans Baum Thornley	\$567,264	96.8%	91.2%
\$863,500	\$854,058	SB	Field Paoli	\$641,286	75.1%	74.3%
\$788,194	\$745,145	WB	Harley Ellis Devereaux	\$475,800	63.9%	60.4%
\$3,025,071	\$2,934,318	Total	Architectural Design Services	\$2,378,017	81.0%	78.6%

CURRENT SITUATION AND FISCAL IMPACT

Recommendations:

At the February 8, 2012 regular meeting of the board the staff provided a bond program budget update. The recommendations that follow are a result of the board’s direction following discussion at the meeting and would authorize transfer or removal from the BLIP selected costs that either have been incurred or are yet to occur and to direct those Measure FF savings to the West Branch project.

- The BranchVan which was originally intended for purchase and operation through the allocation of \$120,000 of Measure FF funding has to date incurred charges of \$87,829. Those charges as well as the remaining budgeted funding of \$33,214 are requested to be transferred from the Measure FF Fund to the Library Tax Fund.
- With the selection of each project’s artist now completed and contracting amounts determined, authorization is requested to reset the civic art component budget at the



contracting amounts plus 5% for contingencies. This action would yield approximate savings of \$79,950.

At the September 9, 2009 BOLT meeting the Library Director opened discussion regarding incorporating public artwork at all four branch improvement sites. Due to its funding source, the BLIP is not subject to City Council Resolution No. 60,048-N.S. which mandates that 1% of each eligible capital project be directed to the development and installation of art integrated into the completed project. Nonetheless, that evening the board expressed a strong wish for the program to meet the standards as set forth by the CC resolution. Consequently, on May 12, 2010, the Measure FF proposed revised FY 2011 budget presented to BOLT included a public art component in the hard cost for each site. The following month on June 9, 2010, the board followed up with BOLT Resolution No. 10-045 authorizing the execution of a contract with David Snippen as a consultant for public art selection and commissioning services, and the program went ahead to budget \$238,500 for artwork.

Proposed budget changes to support Measure FF-West Branch construction.

Fund	Proposed Budget	Adjustments	Modified Budget
Library Tax (301)	\$15,701,723	\$120,000	\$15,821,723
TBR (302)	\$81,876		\$81,876
Grants (304)	\$59,689		\$59,689
Public Library (305)	\$4,500		\$4,500
Gifts (306)	\$564,994		\$564,994
Foundation FF&E (307)	\$1,196,894		\$1,196,894
Measure FF (308)	\$20,048,460		\$20,048,460
Total	\$36,658,136	\$120,000	\$37,778,136

FISCAL IMPACT OF RECOMMENDATION

As presented at the February 8, 2012 board meeting, an unfavorable gap between the engineer’s estimate and the allocated bid date construction costs for the West Branch project is anticipated. The actual bid amounts plus contingency percentage based on the base costs will not be known until the closure of the bid process and opening of the bids on April 3, 2012. This action is taken in anticipation of a construction budget gap based on currently allocated funds. The project team anticipates taking additional measures, in consultation with the City’s Project Manager, John Rosenbrock, Kitchell CEM and staff to complement the two actions contained herein to further address the unfavorable gap in support of the final branch construction project. In addition, the Berkeley Public Library Foundation is expected to continue support for the bond program, in particular the costs associated with the FF&E portion of the construction phase.

The recommended action, amending the FY 2012 Revised Budget for all Fund entities to accomplish re-appropriation of budgeted expenditures, will support the Branch Improvement Program and board goals.



Other actions – all in support of the West Branch project – that the Library is exploring include applying for funding from the California Solar Initiative Rebate Program to which support of \$45,000 might be offered, apply \$30,000 in Bay-Friendly awarded grants to qualified BLIP project costs, negotiate in cooperation with the Library Foundation to allocate some portion of capital campaign receipts to cover some FF&E costs that are built into construction contracts (e.g., shelving, service desks, technology and A/V equipment, etc.), and reduce the project contingency for West. The Library continues to seek additional avenues of funding and does not exclude that should there be any remaining funds from any of the three earlier projects (once completed) be directed to the West Branch project.

FUTURE ACTION

The Library continues to monitor its budgetary performance and will report to the board on a continuing basis the status of all Library Funds and its major programs. The actions contained herein are not expected to have an adverse effect on the overall program, other branch projects, or library operations.

Attachments:

1. Resolution
2. FYTD JANUARY 2012 Expenditures by Fund
3. Library Tax Fund: 5-Year Analysis
4. Gifts Fund: 5-Year Analysis
5. Other Funds: 5-Year Analysis
6. Foundation FF&E Fund: 5-Year Analysis
7. Measure FF Fund: 5-Year Analysis



**BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

RESOLUTION NO.: 12-__

**AMEND THE FISCAL YEAR 2012 EXPENDITURE BUDGET FOR A TOTAL FISCAL YEAR REVISED
BUDGET OF \$37,778,136**

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

WHEREAS, the Board of Library Trustees is vested with the authority to amend the fiscal year budget for encumbrances and adjustments throughout the fiscal year as it deems prudent and necessary as pertains to the operations of the Library; and

WHEREAS, the Board of Library Trustees has authorized several adjustments to the FY 2012 budget yielding a revised expenditure budget of \$37,372,573; and

WHEREAS, to minimize the risks and impacts that might impinge upon a successful and timely completion of the West Branch Library the library recommends board authorization to transfer or remove from the Branch Libraries Improvement Program selected costs that either have been incurred or are yet to occur and to direct those Measure FF savings to the West Branch project; and

WHEREAS, the BranchVan originally intended for purchase and operation through the allocation of Measure FF proceeds is budgeted within the Measure FF Fund for \$120,000; and

WHEREAS, the Branch Libraries Improvement Program, although not subject to City Council Resolution No. 60,048-N.S. mandating 1% of each eligible capital project be directed to the development and installation of art integrated into the completed project, has set aside \$238,500 (in conformance with the standards enunciated in the CC resolution) from the Measure FF Fund; and

WHEREAS, the selection of artists for all four branch library sites have been completed and contracting amounts determined at a total amount of \$151,000, and

WHEREAS, the Board of Library Trustees is committed to a balanced FY 2012 Revised Budget.

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley that the FY 2012 Expenditure Budget is amended based upon recommended re-appropriation by transfer of \$120,000 of budgeted expenditures for BranchVan services from the Measure FF Fund to the Library Tax Fund, and authorizes adjustments to the Measure FF Fund public art budget based upon agreed contract amounts plus a 5% contingency allowance.

BE IT FURTHER RESOLVED by the Board of Library Trustees of the City of Berkeley to adopt an amended FY 2012 Expenditure Budget of \$37,778,136.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on March 14, 2012 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Abigail Franklin, Vice Chairperson

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

Attachment 2 FYTD JANUARY 2012 EXPENDITURES BY FUND

BERKELEY PUBLIC LIBRARY : EXPENDITURES JANUARY FY12

Berkeley Public Library + CoB

Actuals+Encumbrances

YTD JAN

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	3,753,096			127		8,123		3,761,346	52.8%
11-02	Wage Continuation Payment			83							83	
11-03	Hourly and Daily Rated Empl	262,703	261,453	70,642		1,258			30,250		102,150	39.1%
11-04	Monthly Rated - Part Benefitted	423,802	423,802	176,802							176,802	41.7%
11-51	Retro Pay No Pers & SRIP			37							37	
11-59	Reg Retro Gross Adjust.			129							129	
11-60	Excess Hours Pay	4,733	4,633	93,493			1,345				94,838	2047.0%
12-12	General Summer Youth	11,240	11,240	594							594	5.3%
13-01	O/T-Monthly Rated Employee	6,741	6,741	41							41	0.6%
13-05	Holiday Pay	5,057	5,057									
	Prsnl Svcs-Salaries and Wages	7,831,906	7,830,556	4,094,917		1,258	1,472		38,373		4,136,020	52.8%
20-11	Medical Insurance	995,508	995,508	505,471			14		723		506,208	50.8%
20-12	Dental Insurance	151,597	151,597	73,391			3		79		73,473	48.5%
20-13	Life Insurance	7,364	7,364	3,113					2		3,115	42.3%
20-21	Cash-in-Lieu	88,457	88,457	37,769			21		15		37,805	42.7%
20-31	Pers/Misc Other	2,079,115	2,079,115	1,118,750			402		2,323		1,121,475	53.9%
20-34	PARS (3.75%)	26,162	26,162	9,535		42					9,577	36.6%
20-36	SRIP	281,996	281,996	103,146			51		238		103,435	36.7%
20-40	Medicare Tax	102,233	102,233	56,861		18	21		556		57,456	56.2%
20-63	Retirement Med: Misc. Emp Medical Trusts	188,999	188,999	101,766			32		202		102,000	54.0%
20-71	Workers Comp: Workers Comp Charges	178,473	178,473	102,203		26	32		1,026		103,287	57.9%
20-82	Allowances: Shoes Allowance	1,012	1,012	607					2		609	60.2%
20-87	Terminal Payouts-Misc.Emp	88,452	88,452	49,360			15		98		49,473	55.9%
20-90	Other Employee Benefits	222,265	222,265	115,382			38		236		115,656	52.0%
20-91	Commuter Check	19,484	19,484	8,480			1		7		8,488	43.6%
27-20	Fringe Benefits (Budget)	24,595	24,595									
	Prsnl Svcs-Fringe Benefits	4,455,712	4,455,712	2,285,834		86	630		5,507		2,292,057	51.4%
20-99	Salary Savings	(182,578)	(182,578)									
	Personal Services-Employee	12,105,040	12,103,690	6,380,751		1,344	2,102		43,880		6,428,077	53.1%

BERKELEY PUBLIC LIBRARY : EXPENDITURES JANUARY FY12

Berkeley Public Library + CoB

Actuals+Encumbrances

YTD JAN

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 & Architecural Svcs	50,000	1,100,683						1,082,261		1,082,261	98.3%
30-38	Professional: Misc Prof Svcs	374,146	1,455,629	280,291			47,872	43,900	942,900		1,314,963	90.3%
30-39	Hazardous Materials Handling	3,825	3,632									
30-42	Maint Svcs: Office Equip Maint Svcs	10,500	10,500	4,595							4,595	43.8%
30-43	Maint Svcs: Bldg & Structures Maint Svcs	118,400	166,340	103,345							103,345	62.1%
30-44	Maint Svcs: Field Equip Maint	40,450	40,558	22,214							22,214	54.8%
30-46	Maint Svcs: Computer Maintenance	9,200	9,200									
30-47	Maint Svcs: Software Maintenance	286,304	321,774	263,744							263,744	82.0%
30-51	Bank Credit Card Fees	3,000	3,000	2,344							2,344	78.1%
	Purchased Prof & Tech Svcs	895,825	3,111,316	676,533			47,872	43,900	2,025,161		2,793,466	89.8%
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	48,277	21,395					4,000		25,395	52.6%
40-20	Insurance	575	575									
40-31	Communications: Telephones	189,925	190,716	71,231					16,639		87,870	46.1%
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					22,914		262,664	87.8%
40-43	Utilities: Refuse	30,792	30,792	9,007							9,007	29.3%
40-50	Printing and Binding	59,750	81,497	4,431					21,784		26,215	32.2%
40-61	Travel: Commerical Travel	2,000	2,011	1,065							1,065	53.0%
40-62	Travel: Meals & Lodging	3,000	3,066	1,494							1,494	48.7%
40-63	Travel: Registration/Admin Fees	19,750	20,057	7,209							7,209	35.9%
40-64	Travel: Transportation	1,500	1,509	725							725	48.0%
40-70	Advertising	12,044	11,844	300					601		901	7.6%
40-80	Books and Publications	16,000	16,000	260							260	1.6%
40-90	Other	401,770	411,926									
	Other Purchased Services	1,129,558	1,274,267	381,242					190,741		571,983	44.9%

Attachment 2

FYTD JANUARY 2012 EXPENDITURES BY FUND

BERKELEY PUBLIC LIBRARY : EXPENDITURES JANUARY FY12

Berkeley Public Library + CoB

Actuals+Encumbrances

YTD JAN

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
50-10	Rental of Land/Buildings	127,375	145,825	1,751							1,751	1.2%
50-20	Rental of Equip/Vehicles	41,500	47,376		15,076						15,076	31.8%
50-30	Rental of Office Equipment & Furniture	10,000	19,375	15,904							15,904	82.1%
50-40	Rental of Software & Licenses	75	75									
Rentals / Leases		178,950	212,651	17,655	15,076						32,731	15.4%
51-10	Postage	21,500	21,550	5,523							5,523	25.6%
51-20	Messenger/Deliver	25,000	25,000		25,000						25,000	100.0%
Mail Services		46,500	46,550	5,523	25,000						30,523	65.6%
55-11	Office Supplies	25,130	25,640	19,488							19,488	76.0%
55-20	Field Supplies	157,080	181,504	101,069	5,159		8,705				114,933	63.3%
55-33	Equip & Veh Supp: Petroleum, Oil, Lubricant			84							84	
55-34	Equip & Veh Supp: Spare Replacement Parts	4,425	4,425									
55-50	Food	7,850	7,494	259			1,873				2,132	28.4%
55-60	Library Materials	992,321	998,050	422,839			7,890				430,729	43.2%
Supplies		1,186,806	1,217,113	543,739	5,159		18,468				567,366	46.6%
60-20	Outside Janitorial Svcs	180,000	178,791	155,518							155,518	87.0%
Purchased Property Services		180,000	178,791	155,518							155,518	87.0%
65-70	Building - Existing Construction	1,053,586	7,584,189						6,993,281	14,000	7,007,281	92.4%
65-75	Building - New Construction		9,427,525						181,111		181,111	1.9%
65-80	Other Infrastructure	130,000	130,000									
Infrastructure		1,183,586	17,141,714						7,174,392	14,000	7,188,392	41.9%
70-41	Machinery and Equipment	136,346	419,800	31,222				159,092			190,314	45.3%
70-42	Vehicles	16,105	16,105									
70-43	Furniture and Fixtures	506,000	578,091				212,538	39,183			251,721	43.5%
70-44	Computers & Printers	50,000	92,936	38,469			8,797				47,266	50.9%
70-47	Computer Softwares & Lic	5,000	5,000	3,616							3,616	72.3%
Property		713,451	1,111,932	73,307			221,335	198,275			492,917	44.3%

Attachment 2

FYTD JANUARY 2012 EXPENDITURES BY FUND

BERKELEY PUBLIC LIBRARY : EXPENDITURES JANUARY FY12

Berkeley Public Library + CoB

Actuals+Encumbrances

YTD JAN

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
71-10	Small Equipment	21,000	35,641	7,822		8,234					16,056	45.0%
71-43	Mach & Equip: Furniture And Fixtures	510,000	647,804	10,379			63,088	36,691			110,158	17.0%
71-44	Mach & Equip: Computers And Printers	10,000	275,228	60,305							60,305	21.9%
71-46	Mach & Equip: Photocopiers											
71-47	Mach & Equip: Software & Licenses	15,000	14,837	7,039			7,000				14,039	94.6%
Property Under Cap Limit		556,000	973,510	85,545		8,234	70,088	36,691			200,558	20.6%
75-35	Mail Services	1,680	1,680	980							980	58.3%
75-50	City Vehicles/Fuel & Main	7,859	7,859	4,485							4,485	57.1%
75-60	City Parking Permits	500	500									
75-90	Internal City Training	500	500									
Internal Services		10,539	10,539	5,465							5,465	51.9%
99-01	Appropriations Ord #1		(419,970)									
99-02	Appropriations Ord #2		(9,739,406)									
99-11	Appropriations Ord #1 Offset Acct		419,970									
Balance Sheet Accounts			(9,739,406)									
Other Expenses		6,086,215	15,543,477	1,944,527	45,235	8,234	357,763	278,866	9,390,294	14,000	12,038,919	77.5%
Berkeley Public Library + CoB		18,191,255	27,647,167	8,325,278	45,235	9,578	359,865	278,866	9,434,174	14,000	18,466,996	66.8%

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

	FY 2010 FINAL	FY 2011 FINAL	FY 2012 ADOPTED	FY 2012 REVISED	FY 2012 PROJECTED	FY 2013 ADOPTED	FY 2014 PROJECTED
Beginning Fund Balance	\$1,102,151	\$1,461,883	\$1,540,808	\$1,540,808	\$1,540,808	\$550,140	\$655,472
Revenues							
Library Services Tax	\$13,844,489	\$14,187,090	\$14,425,555	\$14,425,555	\$14,425,555	\$14,772,099	\$15,067,541
Fines/Fees	293,254	281,272	275,000	275,000	275,000	275,000	300,000
Misc. Revenue / Interest / Refunds	14,532	13,907	10,500	10,500	10,500	10,500	10,500
TOTAL REVENUE	\$14,152,275	\$14,482,269	\$14,711,055	\$14,711,055	\$14,711,055	\$15,057,599	\$15,378,041
Expenditures							
Operations							
Salaries, Wages, Benefits	\$11,645,544	\$11,914,558	\$12,162,028	\$12,162,028	\$12,293,075	\$12,222,533	\$12,625,476
Salaries, Wages, Benefits less: Labor Vacancy Savings			182,578	182,578		186,193	189,382
Personnel	\$11,645,544	\$11,914,558	\$11,979,450	\$11,979,450	\$12,293,075	\$12,036,340	\$12,436,094
Non-Personnel	458,709	778,881	696,941	736,271	736,271	679,854	679,854
Library Materials (incl Tool Lndng)	823,068	811,134	900,000	925,000	925,000	900,000	900,000
Misc. Professional Services	198,063	240,486	266,600	338,752	338,752	263,600	263,600
Utilities+Telephone	378,346	320,231	459,542	460,833	460,833	446,662	446,662
Janitorial	167,428	170,113	180,000	178,791	178,791	180,000	180,000
Software Maintenance	54,045	132,158	285,804	321,274	321,274	290,804	290,804
Computer & Software Purchase >\$1K	31,013	17,787	55,000	370,830	370,830	55,000	55,000
CIP (Building)	12,539		75,000	51,900	51,900	75,000	75,000
Subtotal:	\$13,768,755	\$14,385,348	\$14,898,337	\$15,363,101	\$15,676,726	\$14,927,260	\$15,327,014
Charges From Other Depts							
Finance - Billing (3601)	\$12,685	\$10,173	\$12,849	\$12,849	\$12,849	\$12,810	\$12,810
Facilities - Admn (5401) +Txcs (5403)	11,103	7,823	12,148	12,148	12,148	12,197	12,197
Subtotal:	\$23,788	\$17,996	\$24,997	\$24,997	\$24,997	\$25,007	\$25,007
TOTAL EXPENDITURES	\$13,792,543	\$14,403,344	\$14,923,334	\$15,388,098	\$15,701,723	\$14,952,267	\$15,352,021
Projected Surplus/(Shortfall) {Rev - Exp}	\$359,732	\$78,925	\$(212,279)	\$(677,043)	\$(990,668)	\$105,332	\$26,020
GROSS FUND BALANCE {Bal + Rev - Exp}	\$1,461,883	\$1,540,808	\$1,328,529	\$863,765	\$550,140	\$655,472	\$681,492

FY 2012 REVISED: Computer & Software Purchase > \$1K: Includes 7044, 7047, 7144, 7147 to capture FF&E \$300K accommodation

FY 2012 PROJECTED: Computer & Software Purchase > \$1K: Includes 7044, 7047, 7144, 7147 to capture FF&E \$300K accommodation

Reimbursement of Fund 308 accommodation of \$300,000 not included above.

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

	FY 2010 FINAL	FY 2011 FINAL	FY 2012 ADOPTED	FY 2012 REVISED	FY 2012 PROJECTED	FY 2013 ADOPTED	FY 2014 PROJECTED
Beginning Fund Balance	\$875,064	\$810,955	\$609,927	\$609,927	\$609,927	\$109,316	\$69,316
Revenues							
Friends of BPL	\$92,151	\$58,420	\$88,554	\$88,554	\$61,258		
BPL Foundation							
Donations/Private	7,028	6,551			3,000		
Interest/Misc. Revenues	1,360	952			125		
TOTAL REVENUE	\$100,539	\$65,923	\$88,554	\$88,554	\$64,383	\$-	\$-
Expenditures							
Operations							
Personnel	\$16,374	\$42,816	\$4,733	\$4,633	\$3,751		
Non-Personnel	25,501	115,253	28,875	49,971	49,971		
Professional Services	62,732	63,689	32,546	71,051	71,051		
Library Materials	59,146	45,193	92,321	73,050	73,050	40,000	
Computer Hardware/Software	895			17,171	17,171		
FF&E Accommodation				350,000	350,000		
Subtotal:	\$164,648	\$266,951	\$158,475	\$565,876	\$564,994	\$40,000	\$-
TOTAL EXPENDITURES	\$164,648	\$266,951	\$158,475	\$565,876	\$564,994	\$40,000	\$-
Projected Surplus / (Deficit) (Rev - Exp)	\$(64,109)	\$(201,028)	\$(69,921)	\$(477,322)	\$(500,611)	\$(40,000)	\$-
GROSS FUND BALANCE (Bal + Rev - Exp)	\$810,955	\$609,927	\$540,006	\$132,605	\$109,316	\$69,316	\$69,316

Reimbursement of Fund 308 accommodation of \$350,000 not included above.

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

	FY 2010 FINAL	FY 2011 FINAL	FY 2012 ADOPTED	FY 2012 REVISED	FY 2012 PROJECTED	FY 2013 ADOPTED	FY 2014 PROJECTED
Beginning Fund Balance	\$176,758	\$147,734	\$266,656	\$266,656	\$266,656	\$202,796	\$111,866
Direct Loan Fund (302)	188,853	142,696	194,613	194,613	194,613		
Grants Fund (304)	(1,655)	(16,693)	13,330	13,330	13,330		
Public Library Fund (305)	(10,440)	21,731	58,713	58,713	58,713		
Revenues							
Direct Loan Fund	\$105,973	\$63,488	\$46,124	\$46,124	\$36,205		
Literacy Services & LSTA	49,632	46,808	37,650	37,650	45,000		
Miscellaneous Grant Revenue	3,750	23,000					
Public Library Fund (SB 358)	37,961	36,982	8,600	8,600			
Other	18,105	18,089	20,000	20,000	1,000	20,000	20,000
TOTAL REVENUE	\$215,421	\$188,367	\$112,374	\$112,374	\$ 82,205	\$20,000	\$20,000
Expenditures							
Operations							
Personnel	\$61,051	\$29,692	\$29,930	\$28,680	\$4,500	\$34,930	
Non-Personnel	183,394	39,752	76,000	144,565	141,565	76,000	
Library Materials							
TOTAL EXPENDITURES	\$244,445	\$69,444	\$105,930	\$173,245	\$146,065	\$110,930	\$-
Projected Surplus/Shortfall (Rev - Exp)	\$ (29,024)	\$118,923	\$6,444	\$(60,871)	\$(63,860)	\$(90,930)	\$20,000
GROSS FUND BALANCE (Bal + Rev - Exp)	\$147,734	\$266,657	\$273,100	\$205,785	\$202,796	\$111,866	\$131,866

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

	FY 2011 FINAL	FY 2012 ADOPTED	FY 2012 REVISED	FY 2012 PROJECTED	FY 2013 ADOPTED
Beginning Fund Balance	\$50,000	\$249,745	\$249,745	\$249,745	\$52,851
Revenues					
Foundation	\$200,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,250,000
Misc./ Interest					
TOTAL REVENUE	\$200,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,250,000
Expenditures					
Personnel					
Consultants	255		43,900	43,900	
Furniture and Fixtures		500,000	854,340	854,340	802,851
Equipment		500,000	298,654	298,654	500,000
Miscellaneous/Other					
TOTAL EXPENDITURES	\$255	\$1,000,000	\$1,196,894	\$1,196,894	\$1,302,851
Projected Surplus/Shortfall (Rev - Exp)	\$199,745	\$-	\$(196,894)	\$(196,894)	\$(52,851)
GROSS FUND BALANCE (Bal + Rev - Exp)	\$249,745	\$249,745	\$52,851	\$52,851	\$-

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

	FY 2009 FINAL	FY 2010 FINAL	FY 2011 FINAL	FY 2012 ADOPTED	FY 2012 REVISED	FY 2012 PROJECTED	FY 2013 ADOPTED
Beginning Fund Balance		\$9,955,299	\$8,510,959	\$22,130,714	\$ 22,130,714	\$22,130,714	\$2,088,254
Revenues							
Bond Proceeds	\$10,000,000		\$16,428,536				
Misc./ Interest		13,641	28,477	6,000	6,000	6,000	1,500
TOTAL REVENUE	\$10,000,000	\$13,641	\$16,457,013	\$6,000	\$6,000	\$6,000	\$1,500
Expenditures							
Bond Issuance: Costs/Premiums	\$35,425		\$310,207				
Operations							
Personnel		\$6,126	\$35,234	\$69,930	\$69,930	\$69,930	\$70,169
Consultants	9,277	1,324,942	1,337,742	125,000	2,010,126	2,010,126	125,000
Building		112,704	1,023,319	978,586	16,945,814	16,945,814	826,292
Misc./Utilities/Other		14,209	130,756	700,000	832,607	832,607	1,060,293
Other Infrastructure/Public Art				130,000	189,983	189,983	8,000
TOTAL EXPENDITURES	\$44,702	\$1,457,981	\$2,837,258	\$2,003,516	\$20,048,460	\$20,048,460	\$2,089,754
Projected Surplus/Shortfall (Rev - Exp)	\$9,955,299	\$(1,444,340)	\$13,619,755	\$(1,997,516)	\$(20,042,460)	\$(20,042,460)	\$(2,088,254)
GROSS FUND BALANCE (Bal + Rev - Exp)	\$9,955,299	\$8,510,959	\$22,130,714	\$20,133,198	\$2,088,254	\$2,088,254	\$-



BERKELEY PUBLIC LIBRARY

INFORMATION CALENDAR

March 14, 2012

TO: Board of Library Trustees

FROM: Donna Corbeil, Director of Library Services

SUBJECT: MARCH 2012 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
- Meeting with City's Planning Department and architects as needed
- Meetings with branch project contractors / construction meetings, Steve Dewan for the North Branch and Jim 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/>

Staff has added a heading, Schedule Update, to the library construction webpage and to the BLOG so patrons can check for updates. http://www.berkeleypubliclibrary.org/about_the_library/b-renovation.php. This is in addition to the weekly project updates which are posted for the locations under construction.



PROJECT UPDATES

West

Construction

The notice of invitation to bid for the branch construction was published in the paper of record, The Berkeley Voice on February 24, 2012. A bidder's walk-through was held at the branch on Tuesday, March 6, 2012. The date to open bids has been set for April 3, 2012. The relevant information is available on the City of Berkeley website at: [12-10614-C - Berkeley Public Library West Branch Improvement Project](#). In addition, a press release was issued by the Library and posted on the Library's website to ensure local vendors are aware of the bidding opportunity.

Operations

The branch closing for construction event is scheduled for Saturday, April 14th in the afternoon; with the actual closing for service tentatively set for April 16th, this will be confirmed as the bids are received and the award process moves forward though it is expected to stay on schedule. Publicity on the closing activities and event will be released in the next few weeks. Alternative services will include the Branch Van and a local story time sessions, with the Literacy program moving temporarily to the Central Library and continuing their established outreach activities.

South/ Tool Library

Construction

The South Branch project contract was approved by Council at the regular meeting of February 28, 2012, as part of the consent calendar.

[Contract: Gonsalves & Stronck Construction Inc. for Construction of the South Branch Library \(PDF\)](#)

1. Approving plans and specifications for the Berkeley Public Library South Branch Improvement Project;
2. Reject the nonresponsive bid by Cal-Pacific Construction Inc.;
3. Accepting the bid of Gonsalves & Stronck Construction Inc.; and
4. Authorizing the City Manager to execute a contract, and any amendments, extensions or change orders until completion of the project in an amount not to exceed \$4,963,000 which includes a contingency of approximately 7.5%.

The actual notice to proceed could occur in March 2012, if the current schedule is adhered to.

Operations

The Branch closing for construction public celebration is scheduled for Saturday, March 10, 2012, with the actual closing to the public occurring on the March 17th in preparation for the contractor to begin work April 2nd. Notice of the branch closure, alternative services and special events are posted on the library's website and is available via flyer and posters - <http://www.berkeleypubliclibrary.org/>.

The Branch Van will end service to the North Branch community on Saturday, March 24, 2012 and begin service for the South Branch community on Monday, March 26, 2012 at the MLK YAP Center.

The Tool Library closed at their current location on Friday, February 17; they will re-open at the alternate location on Tuesday, March 20, 2012. The library has secured a leased space at 2525 8th Street,



the studio formally occupied by the Center for Accessible Technology. They will operate the same hours as previously at this alternate location.

North

Construction

The library is nearing the end of the construction phase (construction began May 2011), with final completion schedule for the end of March. The library has begun to occupy the space, with the arrangement of furniture delivery, training on new systems and other move-in activities underway. The design team has supplied the contractor with a punch list which is under review for completion in the next few weeks as part of project closeout.

Operations

The Library is on schedule to re-open on Saturday, April 7, 2012 with a program including music, refreshments, speakers and a ribbon cutting to begin at 1 pm and the branch to open for service at 2 to 5 pm with regular hours resuming on Monday, April 9, 2012.

The Branch Van will end service to the North Branch community on Saturday, March 24, 2012 and begin service for the South Branch community on Monday, March 26, 2012 at the MLK YAP Center.

Notice of the branch reopening date and special event is posted on the library's website and is available via postcard invitation, email to our list of interested community members and posters -

<http://www.berkeleypubliclibrary.org/>. A banner has been hung at the entrance to the library announcing the grand reopening.

Claremont

The branch is currently under construction, with substantial completion anticipated in early April. The Library is on schedule to re-open on Saturday, May 5, 2012 with a program including music, refreshments, speakers and a ribbon cutting. Publicity on these activities and operations is forthcoming.

OTHER

Staff will be reassigned to alternate locations for the duration of the closures, including assignment to the BranchVan.

ATTACHMENTS: None



BERKELEY PUBLIC LIBRARY

INFORMATION CALENDAR

March 14, 2012

TO: Board of Library Trustees
FROM: Donna Corbeil, Director of Library Services
SUBJECT: MARCH 2012 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

Upcoming conferences:

The American Library Association has announced the dates for the [2012 ALA Annual Conference](#) in Anaheim, Calif., June 21-26 to continue important conversations about the transformation of libraries, e-content and other key topics.

The [Public Library Association's](#) 2012 conference will take place from March 13–17 in Philadelphia, and registration is now open. For complete details, visit www.placonference.org. You do not need to be registered to reserve housing through PLA's online Housing Bureau.

PROGRAMS, SERVICES AND COLLECTIONS

Library Card Design Contest

The theme for the contest is, "Berkeley!" Patrons will submit photos or artwork of images that epitomize Berkeley to them. The contest will be announced to the public on March 26th, and submissions will be accepted from April 8th through the 14th. Submissions will be judged for quality and effective representation of the theme. The winner will be determined by a judging panel, and finally through a community vote. The judging panel will be composed of teens from the community, who will narrow down the selections for the final vote.

We will introduce four new cards in total, one of which will be decided by the contest. The current card designs will be retired when we run out of them. After the contest we will announce the launch date for the new cards.



Berkeley READS and Learner Web

Berkeley READS will be partnering with the Richmond Public Library, Portland State University and the Pacific Library Project for an LSTA project, Learner Web - California.

Learner Web-California is a pilot project to support literacy programs that have existing computer resource centers and staff with experience using computers as an integral part of the literacy program. With its presence in the Central Library's electronic classroom and its purpose-built computer lab in the new West Branch Library, Berkeley READS is a natural partner for Learner Web – California.

Developed at Portland State University, the Learner Web is a learning support system for adults who want to accomplish specific learning objectives or goals such as earning a GED, improving their English language or other basic skills, increasing digital literacy, transitioning to higher education, preparing for a job, or improving job-related basic skills. Richmond Public Library's LEAP started introducing the web-based instructional Learner Web to literacy students two years ago.

Through this partnership, Berkeley READS will receive a free license to access the Learner Web at the Library, as well as training and ongoing technical support. As part of this pilot project, our staff will be contributing to the development of Learning Plans for learners in our program, and for the benefit of learners throughout California.

FACILITIES/ OPERATIONS & PERSONNEL

Authors Dinner

On Saturday February 11, the Central Library was host to the Berkeley Public Library Foundation's 10th Annual Authors Dinner, the BPLF's signature fundraising event. Honorary Chair Belva Davis was joined by 30 eminent local authors—including Maxine Hong Kingston, Michael Krasny, Bharati Mukherjee, Philip Fradkin, David Lance Goines, Mark Hertsgaard, Ishmael Reed, and John King—and over 300 guests for a gala reception and dinner. The 1st and 2nd floors of Central were transformed from its beautiful "library self" into a gorgeous setting for an elegant evening event. Although it is an event that is planned and coordinated by the Library Foundation, numerous Library staff get involved each year by volunteering their own time before and during the night of the Dinner. Thanks are due to these staff volunteers for their support, and to those employees working at Central on Feb. 11th for their assistance with helping Library patrons adapt to the shorter schedule and reduced services on floors one and two. The Foundation's Authors Dinner Committee again worked extremely hard this year to produce a very successful event and they stayed in close communication with the Deputy Library Director during the several months of planning the Dinner. A special acknowledgement to Deputy Director Doug Smith for his efforts, ensuring the public is minimally impacted and that the event receives the support it needs.

Tool lending library

The Tool Library video from The Center for the American Dream is popping up on websites around the country:

<http://www.shareable.net/blog/berkeley-tool-lending-library-sets-pace>

<http://westphillytools.org/2012/02/26/great-video-about-the-berkeley-tool-lending-library/>

Attachments: None