



# BERKELEY PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES

REGULAR MEETING  
SEPTEMBER 12, 2012

AGENDA  
6:30 PM

NORTH BRANCH  
1170 THE ALAMEDA

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

## I. PRELIMINARY MATTERS

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

## II. PRESENTATIONS CALENDAR

- A. **Kitchell CEM Quarterly Update – Steve Dewan**
- B. **Berkeley Public Library Foundation Capital Campaign Update – Kirsten Cowen**

## III. CONSENT CALENDAR

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

- A. [Approve minutes of July 11, 2012 Regular Meeting](#)  
Recommendation: Approve the minutes of the July 11, 2012 regular meeting of the Board of Library Trustees.
- B. [Gann Override Measure Reauthorizing the Library Tax Approved in 1988](#)  
Recommendation: Adopt the resolution supporting the passage of the Gann Override measure on the November 2012 ballot reauthorizing the City to spend the proceeds of the Library Relief Tax that was approved by the voters in 1988.
- C. [Circulation Policy And Procedure Changes](#)  
Recommendation: Adopt a resolution to adopt revisions to patron circulation policies, including reduced fines and fees and increased lending limits.
- D. [Approve Annual Report to City Council](#)  
Recommendation: Adopt a resolution approving the Annual Report to the Berkeley City Council from the Board of Library Trustees for the period of July 2011 through June 2012.
- E. [Resolution of Gratitude to Martha Morec](#)  
Recommendation: Adopt a resolution expressing gratitude to Martha “Marti” Morec, who served for the Berkeley Public Library As Librarian I, Librarian II, And Senior Librarian From June 1989 To September 2012
- F. [Library Community Meeting Room Use Policy And Guidelines](#)  
Recommendation: Adopt a resolution adopting the revised Berkeley Public Library Rules and Regulations for Use of Library Grounds, Buildings, and Equipment for Meetings and Other Events Policy.
- G. [Bibliotheca contract amendment](#)  
Recommendation: Adopt a resolution authorizing the Director of Library Services to amend Contract No. 8500 with Bibliotheca for the purchase of equipment, including Automated Materials Handling systems (AMH), electronic security gates, RFID readers and services including, installation, project management, shipping, and related costs for the South and West branch libraries of the Berkeley Public Library for an amount not to exceed \$145,000.
- H. [Adopt a Resolution to Apply for and Accept California State Library FY 2012/2013 Grant Funds from the California Library Literacy Services \(CLLS\) Program](#)  
Recommendation: Adopt a resolution authorizing the Director of Library Services to apply for and accept the eligible FY 2013 grant fund claim amounting to \$34,170 extended by the California Library Literacy Services Grant Program to the Berkeley Public Library.

- I. [FY12 Annual Closing Budget Report and FY13 Budget Amendment](#)  
Recommendation: Adopt a resolution amending the FY 2013 Revised Budget for all Fund entities based upon recommended re-appropriation of committed prior year funding and other adjustments totaling \$11,843,597.

**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. [September 2012 Monthly Report from Library Director](#)
  - i. Library Development
  - ii. Professional Activities
  - iii. Programs, Services and Collections
  - iv. Personnel
- C. [Status Report on Gift Fund Revenue and Expenditure From the Berkeley Public Library Foundation Toward the Foundation’s Branch Library Capital Campaign Pledge](#)
- D. **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, October 10, 2012 at the **North Branch Library, 1170 The Alameda**, 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 September 5, 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.

- 1. University Avenue Association regarding West Branch Construction

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

NORTH BRANCH LIBRARY – 1170 THE ALAMEDA

Board of Library Trustees:

Chair Winston Burton	Darryl Moore
Vice Chair 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](http://www.berkeleypubliclibrary.org/about_the_library/bolt/bolt.php)*

**A. Call to Order: 6:33 p.m.**

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

Absent: Trustee Novosel.

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

**B. Public Comments:** None.

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

**D. Report from Board of Library Trustees:**

1. Trustee Franklin – Attended a 4x2 meeting today. Preparing for November election. Also attended the ALA 2012 Conference in Anaheim. Comments provided (attachment 1). Topics of particular interest were need for Meeting Room and Social Forum policies; best practices for annual evaluations for library directors; and self-evaluation for trustees. Reported on Association of Library Trustees, Advocates, Friends and Foundations (ALTAFF) Tip Sheets which cover a variety of concerns and issues faced by Trustees.
2. Trustee Holcomb – Attended ALA 2012 Conference, really enjoyed it. Was surprised to hear there are still communities in the United States facing challenges with intellectual freedoms. How libraries can provide location for equal access and help community members find common ground in political controversy. After fire departments, libraries are most trusted institutions.

**II. PRESENTATIONS CALENDAR**

**A. Strategic Plan Update**

Deputy Director Smith gave a presentation on the strategic plan (attachment 2.)

Trustee Moore – Any missing laptops at the end of the day? *Deputy Director Smith – No. Patrons have to sign an agreement understanding that there are steep fines should there be damage or loss. The laptops do not work out side of the library. The laptop cart locks up and is secure.*

Trustee Franklin- Great presentation, really good format. Succinct and punchy. It's amazing that in six months you accomplished this much.

Trustee Franklin – On the Discover-N- Go program, how do you identify other museums and organizations to become a part of that, do we go out and ask, is there a consortium that does it, do we do it on our own, do other libraries have the same program and work together? *Deputy Director Smith – All of the above. We can get some good talking points from the consortium to try and pitch the program to the museum and help explain the benefits to them.*

Trustee Burton – So the laptops don't leave the library when patrons check them out? *Deputy Director Smith – They are checked out for use within the library.*

Trustee Moore – As far as Ereaders and Books, are we looking at the possibility of checking those devices out to patrons? *Deputy Director Smith - We haven't yet. That could be something that we may consider.*

Trustee Holcomb- One of the sessions I attended at ALA talked about some libraries check out the device with material already loaded.

Trustee Moore –I think San Francisco does that.

### **III. CONSENT CALENDAR**

Action: M/S/C (Trustee Moore / Trustee Holcomb to adopt Resolution# R12-041 to adopt the Consent Calendar as presented.

Vote: Ayes: Trustees Burton, Franklin Holcomb and Moore. Noes: None. Absent: Trustee Novosel. Abstentions: Trustee Moore abstained from approving Item A.

#### **A. Approve minutes of June 13, 2012 Regular Meeting**

From: Director of Library Services

Recommendation: Approve the minutes of the June 13, 2012 regular meeting of the Board of Library Trustees.

Financial Implications: None.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution# R12-042 to approve minutes as presented.

#### **B. Report to City Council on the Measure FF / Branch Library Improvement Project Public Art**

From: Director of Library Services

Recommendation: Adopt a resolution approving the report to the Berkeley City Council on the Measure FF / Branch Library Improvement Project Public Art.

Financial Implications: None.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution# R12-043.

#### **C. FY 2012 Annual Gift Report.**

From: Director of Library Services

Recommendation: Adopt a resolution to approve the annual report to the Berkeley City Council of gifts received in FY 2012 as required by CC Resolution No. 65,444-N.S.

Financial Implications: None.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution# R12-044.

#### **D. Purchase Authorization in Excess of Director of Library Services' Granted Authority for FY 2013**

From: Director of Library Services  
Recommendation: Adopt a resolution authorizing the Director of Library Services to enter into FY 2013 purchase agreements and approve payments to the specified vendors projected to exceed the director's delegated spending authority of \$50,000 for services and \$100,000 for goods, materials, and equipment.  
Financial Implications: see report.  
Contact: Donna Corbeil, Director of Library Services  
Action: Adopted Resolution# R12-045.

**E. Resolution of Gratitude to Dawn Swanson**

From: Director of Library Services  
Recommendation: Adopt a resolution expressing gratitude to Dawn Swanson, who served as a Children's Librarian for the Berkeley Public Library from July 1986 to July 2012.  
Financial Implications: None.  
Contact: Donna Corbeil, Director of Library Services  
Action: Adopted Resolution# R12-046.

**F. Resolution of Gratitude to John Matthews**

From: Director of Library Services  
Recommendation: Adopt a resolution expressing gratitude to John Matthews, who served as a Library Aide for the Berkeley Public Library from September 1981 to July 2012.  
Financial Implications: None.  
Contact: Donna Corbeil, Director of Library Services  
Action: Adopted Resolution# R12-047.

**IV. INFORMATION REPORTS**

**A. 3<sup>rd</sup> Quarter FY12 Report**

From: Administrative Services Manager  
Contact: Dennis Dang, Administrative Services Manager  
Action: Received.

**B. Update on Branch Bond Program**

Claremont Branch – Hoping to be done with the punch list this week. Window project is going extremely well, going faster than we thought. We'll start the process for ending the contract with the contractor. John Rosenbrock is helping resolves outstanding issues.

South Branch – Retaining walls are in, slab to be poured in next week or two. Major work will be happening this summer at South. South Branch projected to be finished in April 2013.

West Branch – Workers doing hazmat removal work. I think we'll see demolition in mid August. West Branch is projected to be finished in June 2013.

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

**C. July 2012 Monthly Report from Library Director**

From: Director of Library Services  
Contact: Donna Corbeil, Library Director

Action: Received.

**D. Library events**

From: Director of Library Services

Contact: Donna Corbeil, Library Director

Action: None.

**V. AGENDA BUILDING**

The next meeting will be a Regular Meeting held at 6:30 PM on Wednesday, September 12, 2012 at the North Branch Library, 1170 The Alameda, Berkeley.

- September 12, 2012 agenda items:
  - Kitchell CEM Update
  - National Library Card Month
- Future items:
  - Board Development
  - Presentation to City Council

**VI. ADJOURNMENT**

Adjourned at 7:20 p.m.

**COMMUNICATIONS:** None.

**SUPPLEMENTAL COMMUNICATIONS AND REPORTS:** none.

33 new strategic initiatives,  
developed by staff with the help of  
Berkeley citizens and our Board



Berkeley Public Library Strategic Plan  
2011-2013 Amendment



Over a third of them completed.



# Berkeley Public Library Strategic Plan: 2011-2013 Amendment

Highlights,  
*January-June, 2012*



# Berkeley Public Library Strategic Plan: 2011-2013 Amendment



**Highlights,**

**January-June, 2012**

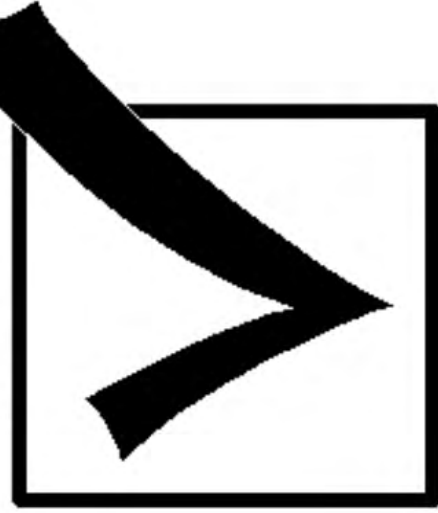
**33 new strategic initiatives,  
developed by staff with the help of  
Berkeley citizens and our Board**

**Over a third of them completed.**

# Implemented opening day collections @ new North & Claremont Branches

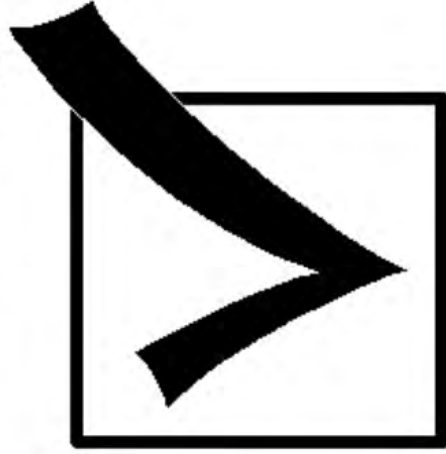


# Purchased and implemented automated sorting systems at newly-opened North and Claremont branches



**Continued Tool Lending Library service  
during South Branch closure  
...by...**

**Temporarily relocating the TLL**



# *Closed South and West Branch Libraries for construction and replacement*

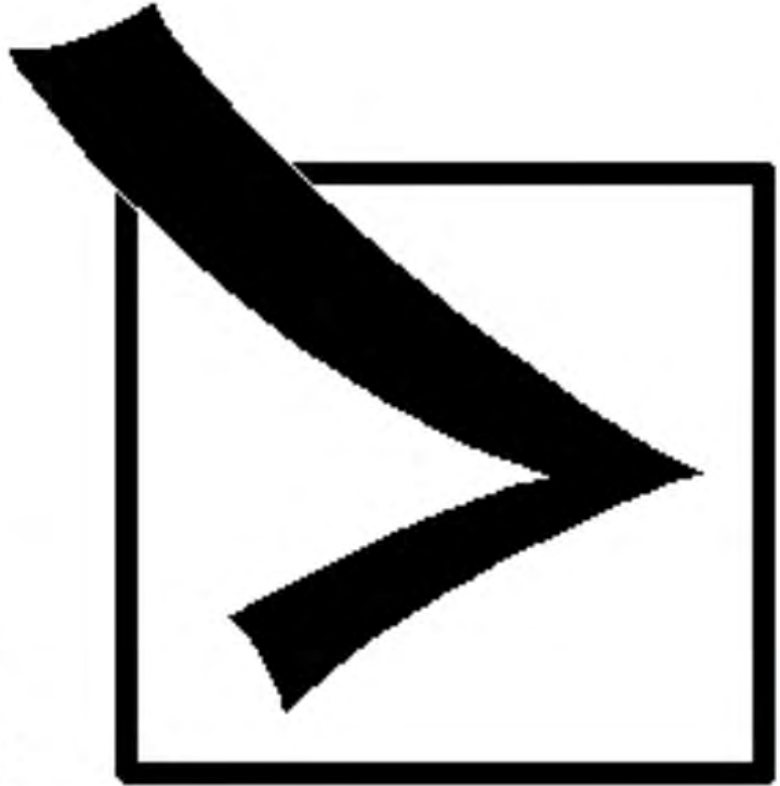


# Reopened renovated & expanded North Branch Library!





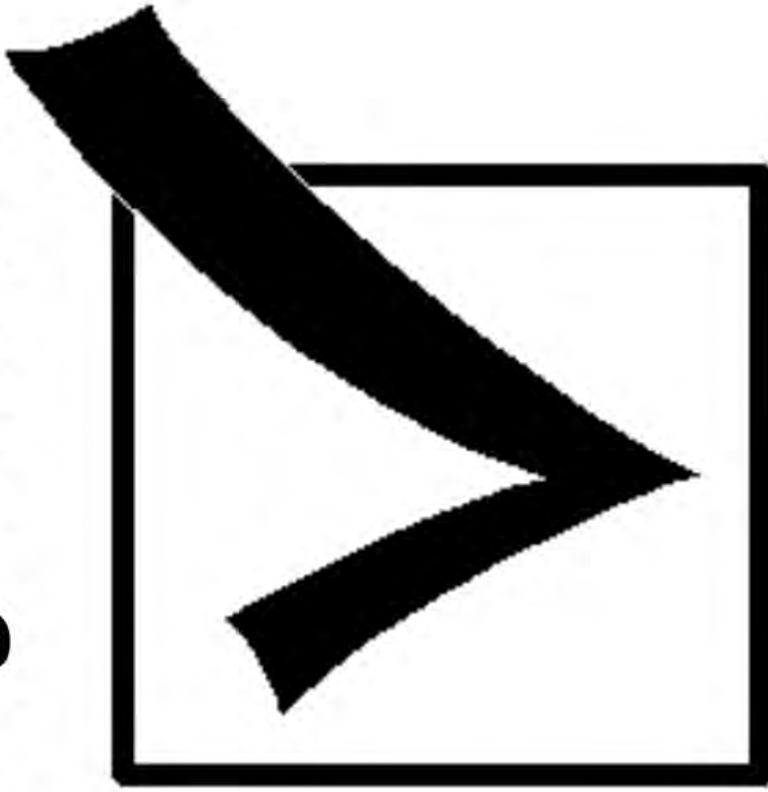
**Reopened renovated  
& expanded  
Claremont Branch Library!**



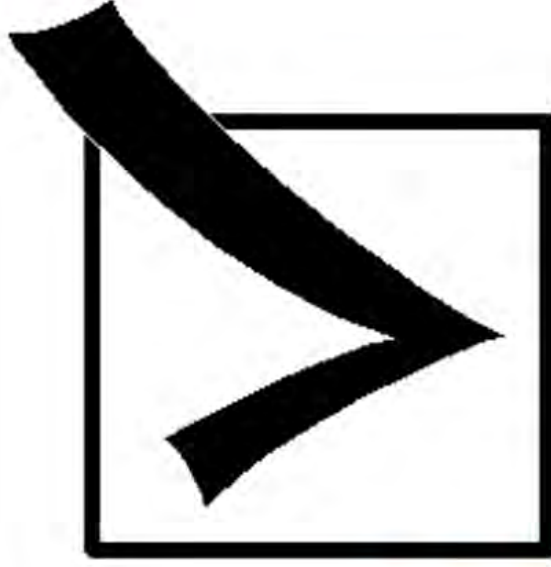
# Established a "Family Place" Program space in the Central Children's Room



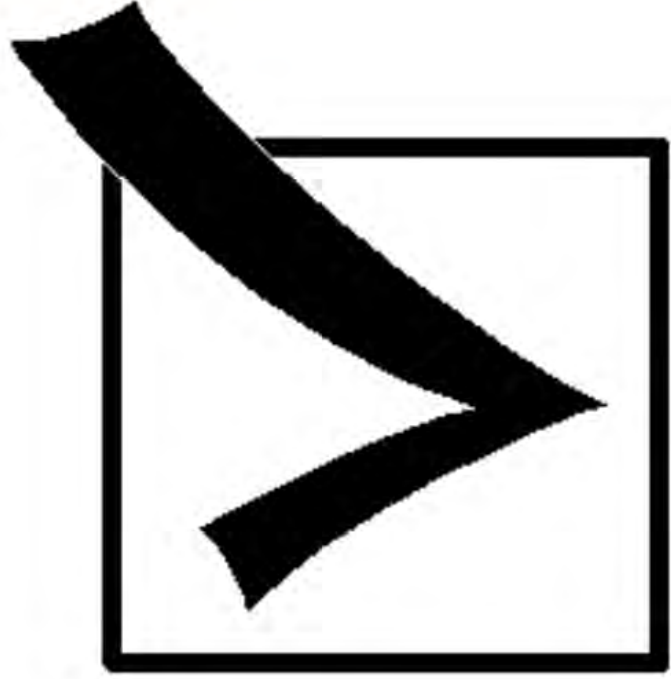
# Adopted a mobile app for easier access to BPL's digital content



**Developed a museum partnership  
program to expand access to &  
awareness of local cultural  
organizations**



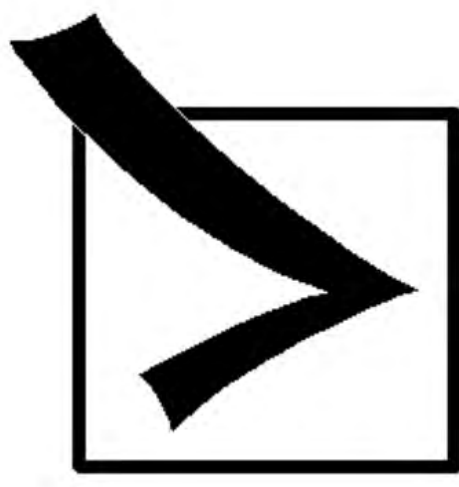
***Established a laptop lending program,  
making notebook PCs  
available for checkout***



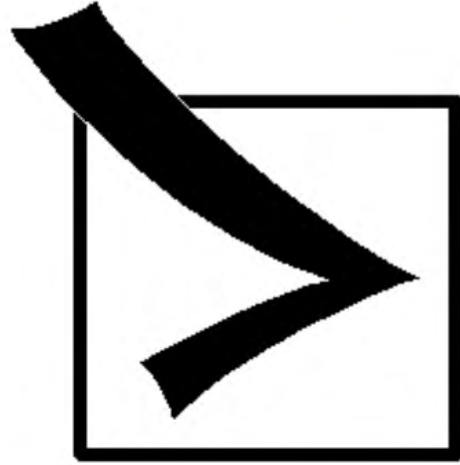
# Established viable eBook and eAudiobook collections



eBooks, Audiobooks,  
and Digital Content Formats



*Provided iPads with accessible apps  
for patrons with tech access challenges*



# *Enabled public computer reservations via telephone*











## BERKELEY PUBLIC LIBRARY

### CONSENT CALENDAR

September 12, 2012

**TO:** Board of Library Trustees

**FROM:** Donna Corbeil, Director of Library Services

**SUBJECT:** GANN OVERRIDE MEASURE REAUTHORIZING THE LIBRARY TAX APPROVED IN 1988

### RECOMMENDATION

Adopt the resolution supporting the passage of the Gann Override Measure on the November 6, 2012 ballot reauthorizing the City to spend the proceeds of the Library Relief Tax that was approved by the voters in 1988.

### FISCAL IMPACT

The ballot measure, if approved by the voters in the upcoming November 2012 General Municipal Election, will allow the Library (City) to continue spending the proceeds from the library tax. This measure would reauthorize spending taxes previously approved by the voters.

### BACKGROUND

The Central Library and all of the Branches are almost entirely funded by a citywide special tax (referred to as the Library Relief Act of 1980), which was approved by the voters in 1988. Article XIII B of the California Constitution, the "Gann Appropriations Limit," limits each city's annual appropriation of taxes, adjusted for population and cost of living, to the amount spent during the prior year. Half of any amount collected in excess of the appropriation limit must be refunded to the taxpayers within the next two years unless the voters approve a change in the appropriations limit. The annual appropriations limit can only be exceeded if the majority of voters approve the excess expenditures, which is required every four years; this constitutional restriction is in addition to the special tax requirement of a two-thirds vote of the people.

### CURRENT SITUATION AND ITS EFFECTS

The authorization to spend the proceeds of the Library Tax was last renewed during the Presidential Election of 2008. The City Council approved on May 15 2012, by Resolution the ballot language for a measure to be placed on the November General Municipal Election ballot:

*Shall the appropriation limit under Article XIII B of the California Constitution (which limits city expenditures) be increased by the voters for parks maintenance; libraries; emergency medical services; emergency medical services for severely disabled persons; and fire protection and emergency response and preparedness; for fiscal years 2013 through 2016?*



The 2012 ballot information and argument in favor of the measure; now designated as Measure P is available on the City of Berkeley website:

**Measure P** - Ballot Measure Re-Authorizing Expenditures of Voter-Approved Taxes for Parks Maintenance, Library Relief, Emergency Medical Services, Emergency Services for Severely Physically Disabled Persons and Fire Protection and Emergency Response and Preparedness, Under Article XIII B of the California Constitution (Gann Limit)

[Ballot Question and Full Text](#)

[City Attorney Impartial Analysis](#)

[Argument in Favor of Measure P](#)

*No argument was filed in opposition to this measure*

#### FUTURE ACTION

None.

#### Attachments:

1. Resolution
2. Gann Measure P Ballot Question and Text, Argument in Favor



**BERKELEY PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES**

**RESOLUTION NO.: 12-XX**

**GANN OVERRIDE MEASURE REAUTHORIZING THE LIBRARY TAX**

WHEREAS, the Berkeley Public Library is almost entirely funded by a citywide special tax, referred to as the Library Relief Act of 1980 approved by the voters in 1988;

WHEREAS, the "Gann Appropriations Limit" limits each city's annual appropriation of taxes to the amount spent during the previous year;

WHEREAS, an increase in the appropriations limit was adopted by the voters, but the authorization to increase the spending limit must be renewed every four years;

WHEREAS, authorization to spend the proceeds from the Library Tax was last approved in November 2008; and

WHEREAS, the City Council of the City of Berkeley has put forth Measure P for November 2012 to the Berkeley Electorate to increase the appropriation limit for the Library Tax, along with voter-approved taxes for parks maintenance and emergency medical services.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to support voter-approval of Ballot Measure P Re-authorizing Expenditures of Voter – Approved Taxes for the Library on the November 2012 ballot.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on September 12, 2012 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

---

Winston Burton, Chairperson

---

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



Ballot Measure Re-Authorizing Expenditures of Voter-Approved Taxes for Parks Maintenance, Library Relief, Emergency Medical Services, Emergency Services for Severely Physically Disabled Persons and Fire Protection and Emergency Response and Preparedness, Under Article XIIB of the California Constitution (Gann Limit)

**BALLOT QUESTION**

Shall the appropriation limit under Article XIIB of the California Constitution (which limits city expenditures) be increased to allow for the expenditure of taxes previously approved by the voters for parks maintenance; libraries; emergency medical services; emergency services for severely disabled persons; and fire protection and emergency response and preparedness, for fiscal years 2013 through 2016?

Financial Implications: This measure would not increase taxes. It only authorizes expenditure of existing voter-approved taxes.

**FULL TEXT OF MEASURE\***

Shall the appropriation limit under Article XIIB of the California Constitution (which is a ceiling on city expenditures) be increased to allow for the expenditure of taxes previously approved by the voters for parks maintenance; libraries; emergency medical services; emergency services for severely disabled persons; and fire protection and emergency response and preparedness, for fiscal years 2013 through 2016?

Financial Implications: This measure would not increase taxes. It only authorizes expenditure of existing voter-approved taxes.

*\*There is no additional text for this measure.*

**Argument in Favor Measure P**

Because of a state mandated ceiling on city expenditures, this ballot measure comes before the voters every four years for approval. **It must pass or city services will be sharply curtailed.**

**This measure does not raise taxes.**

During the past decade, the **city's population has grown by more than nine percent.** We are providing **essential services** for our expanding population with a **smaller city staff.** Our citizens want a wide variety of city services and have voted by a two-thirds margin to fund those services during the past two decades. Those tax measures included funding for City libraries (1988), parks (1997) Emergency Medical Services (1997), Emergency Services for Severely Disabled Persons (1998), and for keeping fire stations open and improving emergency medical response and disaster preparedness (2008).

**This measure will allow City of Berkeley Departments to continue to provide these important, tax supported community services to our growing population.**

**If the measure does not pass, the City will lose tens of millions of dollars in already approved tax revenue,** forcing dramatic reductions in landscaping, park maintenance, library services, paramedic and physically disabled services, fire safety, and disaster preparedness. **These services impact the quality of life throughout our city.**

**This measure was passed unanimously by the City Council.**

**We urge your AYE vote.**

Loni Hancock, State Senator

Winston Burton, Chair Berkeley Board of Library Trustees

Ronald D. Adler, Medical Doctor

Jan Garrett, Disability Rights Activist

John Steere, Environmental Planner





## BERKELEY PUBLIC LIBRARY

### CONSENT CALENDAR

September 12, 2012

**TO:** Board of Library Trustees

**FROM:** Jay Dickinson, Circulation Services Manager  
Megan McArdle, Adult, Teen and Collection Services Manager

**SUBJECT:** CIRCULATION POLICY AND PROCEDURE CHANGES

#### RECOMMENDATION

Adopt a resolution to adopt revisions to patron circulation policies, including reduced fines and fees and increased lending limits.

#### FISCAL IMPACT

Unknown. While the largest portion of fees collected by the library in fiscal year 2011/2012 was for late fees (78%), it is unknown what portion of that amount was for DVDs.

It is possible that any decline in accrued fines owing to the fee schedule change will be offset by raising the amount of DVDs and media items that a patron can checkout.

#### BACKGROUND

The Fee schedule was last approved by the board on 3/14/12 (Attachment 2), and the Library Card Patron Type policy was last approved by the board on 2/11/09 (Attachment 3). Since these two policies are closely related, they are being combined in this recommendation, and will remain combined as one policy moving forward. (Attachment 4)

The changes recommended at this time concern fines per day for videos for all patron types and the limits on number of media items allowed.

#### CURRENT SITUATION AND ITS EFFECT

After reviewing the policy, staff believes that our current policies concerning media loans are based on assumptions about pricing and availability that are no longer valid. When media such as audiobooks, music CDs and videos were first introduced to the collections of the Berkeley Public Library, the costs of these items were far more than the costs associated with most books. They were also introduced at a time when the average patron had many fewer options in where and how to listen to music, hear an audiobook or watch a video. The demand was so consistently high at first compared to the size of our



collections that it made sense to ration how many any individual patron could have at any one time. We also set the fine level high on the especially popular video collection to try and ensure that the materials came back on time. As time has passed, the basic parameters have changed, suggesting that we needed to look at this again.

- The costs to the library of these materials have come down in recent years to the point where they are comparable or cheaper than print materials.
- The collection size has been consistently growing, up 10% in the last 5 years.
- We have added new formats to the collection, such as downloadable audiobooks, which are turning out to be an attractive alternative for our patrons to the physical media. In the next 12 months, we hope to take a closer look at some new products coming to the library market that allow downloads and/or streaming of music and video as well.
- We are seeing a decrease across the board in the circulation figures for media. This probably reflects the many other options our patrons have now for consumption of media: Netflix, DVRs, On Demand services, MP3 downloads, streaming music services, etc. We will always serve an important role for those less able to take advantage of these services, of course, and the fact that media still makes up a third of our circulation shows that.

All of these factors mean that our shelves are actually overcrowded, and media materials often cannot be shelved due to a lack of room. The solution to these changes in circumstance and our space constraints seems clear: let our patrons check out more media. We no longer have to consider media a rare commodity that needs to be rationed. We propose removing the specific limits on media in our borrowing policies and having all regular patron types limited only to 50 total items. This will have the side benefit of being much easier for our patrons to remember!

The other major change that we would like to implement is related to increasing the media limits, and also reflects our desire to stop treating videos so differently in our organization. We would like to decrease the fines on videos, bringing them in line with all our other materials. The current fine is \$1 per day, after internal discussions staff recommends this be reduced to support the increase in the checkout limit. If we do implement the removal of specific media limits, the fines that could be accrued on overdue DVDs checked out could easily prove onerous. The result may be to create a hardship for patrons as these would quickly rise to the maximum dollar limit. The result is patrons may not be able to continue to use the library because they cannot afford to pay the fines. We would therefore propose decreasing the fines to match other material types at \$0.25 per day. We also propose that children's videos likewise match their print counterparts, and accrue no fines. While this is a potential loss of some unknown amount of revenue, we believe this is the right thing to do for our patrons. We also feel that the loss of revenue associated with decreasing this per day fine may be partially recouped due to the increased number being checked out, even at the reduced overdue rate of twenty-five cents per day.

#### FUTURE ACTION

No future action is required.

#### Attachments:

1. Resolution
2. Fee Schedule as approved 03/14/2012
3. Library Card Policy Type as approved 02/11/2009
4. Circulation Policies - Loan limits, fees, and fines



**RESOLUTION NO.: 12-\_\_**

**ADOPTION OF POLICY DEFINING BERKELEY PUBLIC LIBRARY CARD PATRON TYPES,  
THEIR CIRCULATION LIMITS AND EXEMPTIONS, AND PATRON ELIGIBILITY  
FOR REQUIREMENTS FOR THE VARIOUS TYPES AS REVISED.**

WHEREAS, Library policies concerning material borrowing limits, hold limits, circulation periods, and other factors approved by the board are implemented via the library's online automation system, Millennium; and

WHEREAS, policy related to patron use of the collection is captured in these tables, affecting such areas as library loan rules, patron types and material or item types and the interaction of these various tables is managed electronically, insuring that each patron is subject to the proper limits where their Patron Type is concerned; and

WHEREAS, the polices of the library are regularly reviewed to ensure they are consistent with Library goals and community needs; and

WHEREAS, given the change in usage and the cost of media, the checkout limit on media is increased from 8 to 50 items per card; and

WHEREAS, the cost associated with the purchase of media has substantially decreased to such an extent that the higher fine for overdue materials is no longer justified, the overdue fine for this item type is reduced from \$1.00 per item to .25 per item;

NOW, THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley adopts the Library Card Patron type policy effective October 1, 2012.

ADOPTED by the Board of Library Trustees of the City of Berkeley during a regular meeting held on September 12, 2012.

AYES:

NOES:

ABSENT:

ABSTENTIONS:

---

Winston Burton, Chairperson

---

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



### BPL Fines and Fees

<b>Materials</b>	<b>Fines Per day</b>	<b>Maximum Fine</b>
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
<b>Other Fees</b>	<b>Fee</b>	
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.



## Patron Types

	Late fee print and audio/ per day	Late fee video/ per day	Late fee Link+/ per day	Loan period Print and Audio	Loan period DVD/VHS
<b>Adult</b>	.25	1.00	1.00	21 days	7 days
<b>Adult ADA</b>	.25	1.00	1.00	42 days	14 days
<b>Child</b>	.25	1.00	1.00	21 days	7 days
<b>Child ADA</b>	.25	1.00	1.00	42 days	14 days
<b>Young Teen</b>	.25	1.00	1.00	21 days	7 days
<b>Young Teen ADA</b>	.25	1.00	1.00	42 days	14 days
<b>Teen</b>	.25	1.00	1.00	21 days	7 days
<b>Teen ADA</b>	.25	1.00	1.00	42 days	14 days
<b>Shelter</b>	.25	1.00	1.00	21 days	7 days
<b>Shelter ADA</b>	.25	1.00	1.00	42 days	14 days
<b>Staff/BOLT</b>	n/a	n/a	1.00	21 days	7 days
<b>Staff/BOLT ADA</b>	n/a	n/a	1.00	42 days	14 days
<b>Senior</b>	.10	1.00	1.00	21 days	7 days
<b>Senior ADA</b>	.10	1.00	1.00	42 days	14 days
<b>Temporary Patron</b>	.25	1.00	n/a cannot place Link+ holds	21 days	7 days
<b>Outreach Patron</b>	n/a	n/a	1.00	56 days	14 days

All patron types are limited to 8 audio books, 8 DVD/VHS, 8 Magazines, 8 Music CDs/Tapes.

All patron types are limited to a maximum of 50 items overall, except for Shelter and Temporary Patron cards, which are limited to 3 and 1 respectively.

All patron types are limited to 15 reserves, except for Shelter and Temporary Patron which are limited to 3 and 1 respectively.

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

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.

## Patron Type Eligibility

Adult – All patrons age 18 through 59 who can provide a valid picture ID and proof of California residence at the time of application.

Child – All patrons ages 5 through 11. Card application must signed by parent.

Young Teen – All patrons aged 12 and 13. Card application must be signed by parent.

Teen – All patrons from ages 14 through 17 who can provide a valid picture ID (school IDs are accepted for these patrons).

Outreach – Patrons request this service, and a staff member evaluates their situation. All other requirements are applicable (ID, etc.).

Senior – All patrons aged 60 and older who can provide a valid picture ID, and proof of California residence.

Shelter – All patrons whose primary residence is an established homeless shelter. Must provide a valid picture ID, as well as a signed letter from the shelter affirming residence.

Temporary – Patrons who have a valid ID at time of application, but insufficient proof of California residence. Proof of residence must be presented in 45 days or card is deleted from database.

Staff/Bolt – Current career (part time and full time) employees of Berkeley Public Library, active intermittent employees (those who have worked a shift within the previous one year period), and current members of the Board of Library Trustees.

ADA – All patron types except, “Temporary,” can be given an ADA Patron Type designation. All normal criteria listed above apply. In addition, patrons must fill out a form provided by the library, and provide some proof of their disability; a Doctor’s note, a handicapped parking placard, etc.

All patrons must be California residents.



# Circulation Policies

## Loan limits, fees, and fines

The fees, charges and limits listed apply to all materials checked out at the Berkeley Public Library (BPL) except for tools, which have a special use/fee list.

All patron types are limited to a maximum of 50 items overall, except for Shelter and Temporary Patron cards, which are limited to 3 and 1 respectively.

Materials		Fines Per Day	Loan Period in Days
Adult	Books, Magazines	\$0.25	21
	Spoken CDs/tapes	\$0.25	21
	Music CDs/tapes	\$0.25	21
	DVDs, Videos	\$0.25	7
	Link+ books	\$1.00	21
Children's	Books, Magazines	none	21
	Spoken CDs/tapes	none	21
	Music CDs/tapes	none	21
	DVDs, Videos	none	7
	Link+ books	\$1.00	21

\* Patrons with senior cards (age 60+) pay 10¢ per day fines on print and audio material.

All patron types are limited to 12 reserves, except for Shelter and Temporary Patron which are limited to 3 and 1 respectively.

### Lost and Stolen Items

Replacement fee is the price of the item, a non-refundable \$10.00 processing fee, and any applicable fees.

### Maximum Fines

The maximum overdue fine for print, audio materials and DVDs/VHS is \$5.00 for each item. Library accounts are blocked when fines exceed \$10.00.

### Billed Items

All patron types are blocked from circulating items when the patron account has a billed, lost, or damaged item. If the items are still not returned within 8 weeks after the due date, patrons may be referred to a collection agency. If so, patrons will be charged \$20.00 in addition to the bill and overdue fees. All patrons are subject to replacement, lost, and damaged bills, and fees associated with them.

### 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.

### Renewing Materials

Items may be renewed as follows on the week that they are due if the item is not already on reserve.

- Books 2 renewals
- Books on Tape/CD 2 renewals
- DVDs/VHS 1 renewal
- Music CD/Cassettes 1 renewal





## **BERKELEY PUBLIC LIBRARY**

### **INFORMATION CALENDAR**

September 12, 2012

**TO:** Board of Library Trustees  
**FROM:** Donna Corbeil, Director of Library Services  
**SUBJECT:** ANNUAL REPORT TO THE BERKELEY CITY COUNCIL

#### **RECOMMENDATION**

Adopt a resolution approving the Annual Report to the Berkeley City Council from the Board of Library Trustees for the period of July 2011 through June 2012.

#### **BACKGROUND**

Each year staff prepares a draft annual report to the Berkeley City Council for Board discussion. Following any revisions staff submits the Report to the City Clerk for inclusion on the City Council's agenda as an informational report.

#### **FISCAL IMPACTS**

This report will have no fiscal impacts.

#### **CURRENT SITUATION AND ITS EFFECTS**

As proscribed by the City of Berkeley's Charter, the Board of Library Trustees should make an annual report to City Council giving the condition of the Library with a summary of their proceedings. In addition, reports and information, as requested on specific topics, are shared with the Council. In the past these reports have been both written and oral. The current document also includes the third annual report on significant branch library improvement activities and the use of Measure FF bond funds.

#### **FUTURE ACTION**

Once the draft annual report is approved by the Board, it will be submitted to the City Clerk as an informational item for the Berkeley City Council's agenda.

#### **Attachments:**

1. Resolution
2. Berkeley Public Library Annual Report to the Berkeley City Council





**RESOLUTION NO.: 12-\_\_\_**

**THE BOARD OF LIBRARY TRUSTEES APPROVES AND AUTHORIZES THE DRAFT ANNUAL REPORT TO THE BERKELEY CITY COUNCIL FOR THE JULY 2011 – JUNE 2012 FISCAL YEAR.**

WHEREAS, as proscribed by the City of Berkeley's Charter, the Board of Library Trustees should make an annual report to City Council giving the condition of the Library with a summary of their proceedings; and

WHEREAS, each year staff prepares a draft annual report to the Berkeley City Council for Board discussion; and

WHEREAS, the Annual Report includes information about programs, services, and major activities and decisions of Library staff and Board of Library Trustees during the previous year; and

WHEREAS, the Annual Report is presented to the Berkeley City Council and the community to provide current information about the status and activities of the Public Library; and

WHEREAS, the current document also includes the third annual report on significant branch library renovation activities and the use of Measure FF bond funds, approved in November 2008.

NOW, THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley approves and authorizes the draft annual report for the July 2011 – June 2012 fiscal year.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on September 12, 2011.

AYES:

NOES:

ABSENT:

ABSTENTIONS:

---

Winston Burton, Chairperson

---

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



## Berkeley Public Library Board of Library Trustees Annual Report to City Council

**Summary:** This Berkeley Public Library Annual Report for Fiscal Year 2011-2012 is presented to the City Council, and to the community, in order to provide current information about the activities of the Public Library and its commitment to creating lasting public value for the city of Berkeley. Included is information about programs, services, and major activities and decisions of Library staff and Board of Library Trustees during the past year. The Library is dedicated to its mission of developing collections, resources, facilities, and services that meet the cultural, informational, recreational, and educational needs of Berkeley's diverse, multi-cultural community.

The Berkeley Public Library consists of the Central Library in the downtown district, four neighborhood branch libraries, and a tool lending library. In FY2012, the Library's total annual circulation (i.e. the number of items from the collection that were borrowed) was 1.76 million. The Library's collection includes over 600,000 items, including books, magazines, DVDs, CDs, audiobooks, and tools.

### **I. Staff Report: July 2011 through June 2012**

---

#### **The Berkeley Public Library: a 21<sup>st</sup> Century Institution, at the Epicenter of a Learning Community**

During the 2011-12 fiscal year, the Berkeley Public Library continued as a prominent player in Berkeley's continuum of learning and inspiration. Berkeleyans turn to the Library as a place where they can meet their needs for information, culture, and entertainment. The Central Library, four neighborhood branches, and the BranchVan welcomed nearly 1.1 million visitors, who borrowed 1,757,956 items from the Library's collections. The Library also has a robust online presence that is also tremendously popular: [www.berkeleypubliclibrary.org](http://www.berkeleypubliclibrary.org) was visited over 900,000 times.

Why the popularity? During these challenging times, it's hard to find a better value than the public library. Berkeley's Public Library is the place where citizens can choose from over 600,000 books, audiobooks, music CDs, DVDs, music scores, tools, and downloadable works of literature, music, and movies. They can use one of over 120 library computers with Internet access, or, bring their own laptops, tablets and handheld devices to connect to free wireless networks. They can participate in nearly 1600 programs ranging from small business seminars, *Avengers* costume contests, parenting workshops, noontime concerts, and visits from wildlife experts carrying live—and cuddly!—bats.

All of these services are free and available at the Library to everyone. In an economy powered by knowledge, the Berkeley Public Library plays an essential role in ensuring equitable access to information for everyone. Recent studies calculating the return of every \$1.00 invested in public libraries have found that for each of those dollars paid in, as much as \$3.00 worth of value is generated for their communities. Through its innovative services, programs, and collections, the Berkeley Public Library successfully represents the breadth of the community's interests and needs.

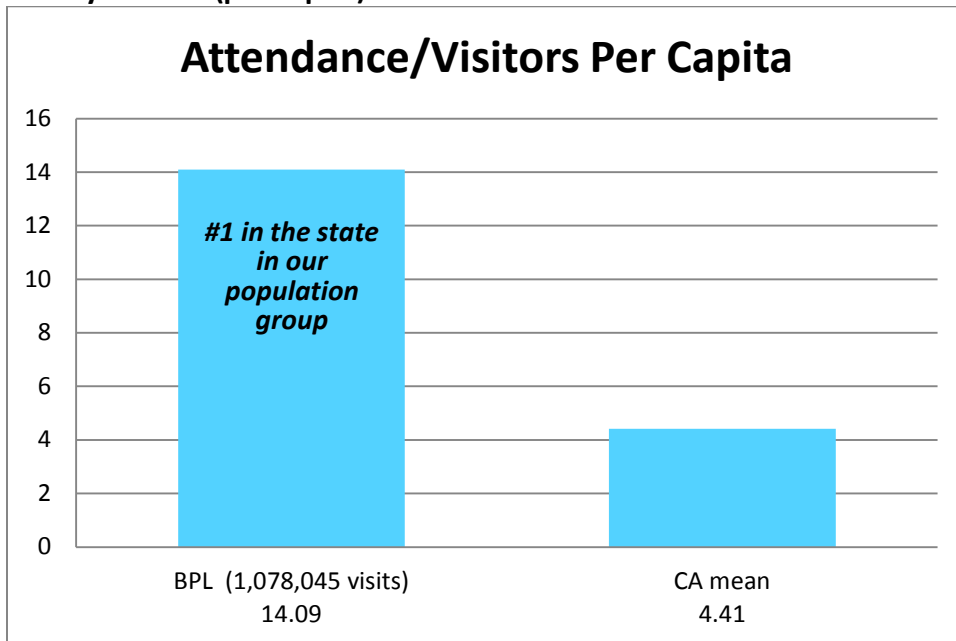
#### **“My Library is Berkeley's Renewable Resource” (Some Statistical Highlights):**

- During the 2010-2011 fiscal year 1,078,045 visits were made to the five Berkeley Public Libraries: *over ten times* the entire population of Berkeley. The Library generates a tremendous amount of visitor foot traffic, which in turn results in economic activity for neighboring

businesses, throughout the city. Over 685,000 of these visits were at the Central Library, making the Library a premier destination in Berkeley’s thriving downtown district.

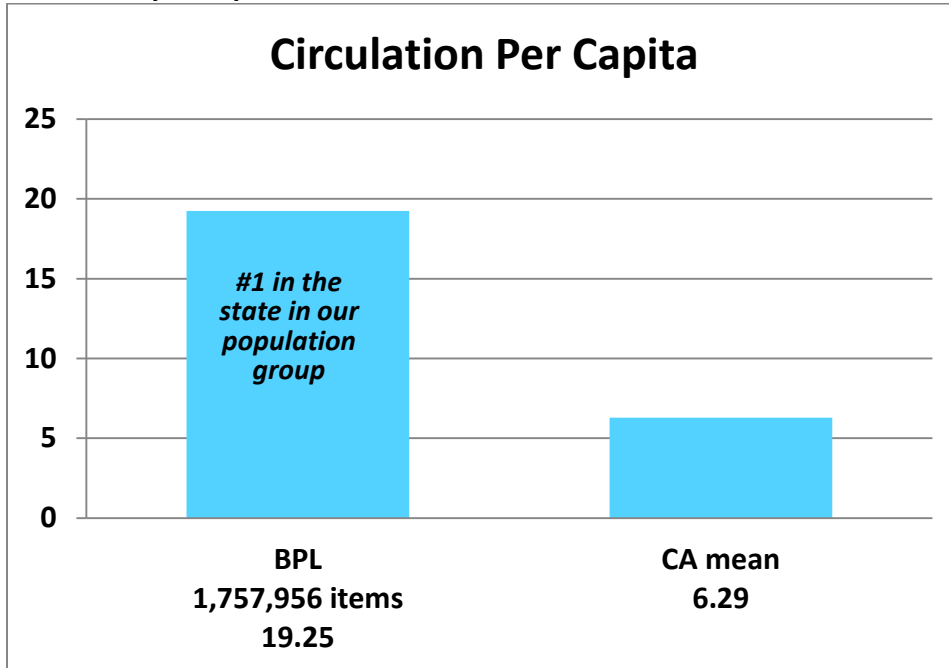
- Berkeleyans truly make good use of their Library: the 7.76 million checkouts was the highest per capita circulation (19.25) all across California for a city of this size.
- And, there’s practically no end to the amazing and useful things Berkeleyans can take home from the Library. A much-loved service is the famous Tool Lending Library where the DIY spirit is alive and well: the Library loaned tools 34,875 times as residents took care of nearly as many projects of their own. The Tool Library was recently touted by the Center for a New American Dream as an example of a service contributing to a healthier, sustainable community.
- What people can’t find from the ample collections (at over 5 items per capita), they can use the Library to borrow from the Link+ consortium of 61 other California and Nevada peer libraries, as happened 24,684 times last year, to get what they need.
- Free public events—1598 of them all year long--drew in audiences totaling 38,524, a figure equal to 1/3 of Berkeley’s population. Of these, 1101 programs were for young people, encouraging a love of learning and intellectual development among our younger fellow citizens.
- Discover & Go, a program providing free and discounted admission to over 35 Bay Area museums and other venues, is connecting new audiences with the many inspiring cultural destinations in our own backyard. Even though newly launched, 350 passes are being checked out every month.
- The inquisitive people of Berkeley show their hunger for knowledge and information by looking to the Library as an authoritative gateway to information on every topic under the sun: approximately 147,739 information requests were answered with accuracy by expert librarians.

**Library Visitors (per capita):**

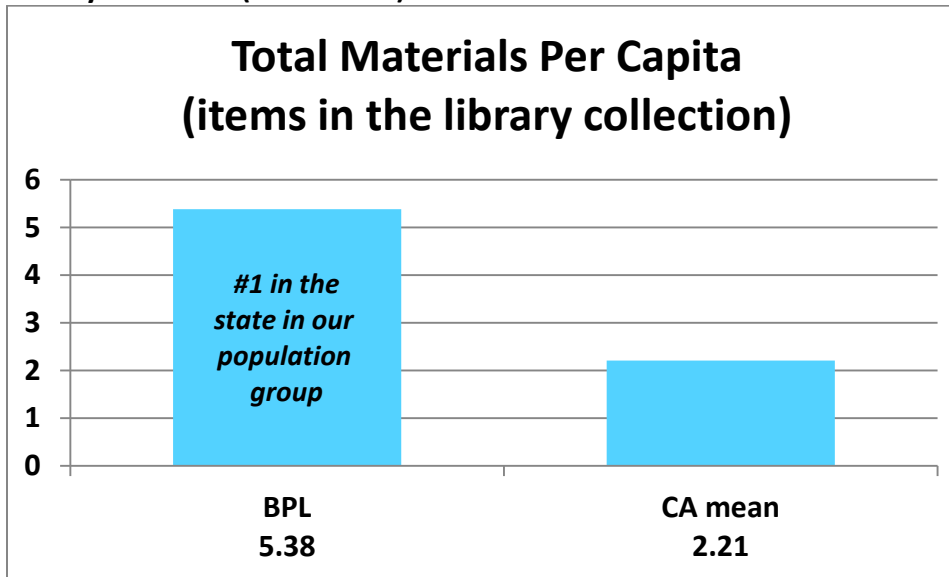




Checkouts per capita:



Library Materials (Collections):



## The New North and Claremont Branches Usher in an Era of Rebirth for Berkeley's Neighborhood Libraries

2012 saw the reopening of two of Berkeley's civic jewels after extensive renovation and expansion:



*North Branch grand re-opening, April 7, 2012*

- On April 7<sup>th</sup>, over 1000 people welcomed the reopening of the beloved and beautiful landmark North Branch Library. With a new 4000 sq. ft. addition, a new Community Room, a dedicated and roomy teen space, and filled with scores of new books, recordings, movies, and computers, the new facility was celebrated—to the musical accompaniment of virtuosi from The Crowden School—by library-lovers from far and wide.
- And then on a gloriously sunny May 5<sup>th</sup>, an equally large throng of library fans, serenaded by the Berkeley High Jazz combo, eagerly celebrated the grand reopening of the Claremont Branch on Benvenue Avenue. This expansion and updating of the historic 1923 Library resulted in a fully accessible facility with more space, computers, a dedicated children's programming area, a posh space for teens and improved working areas for employees.

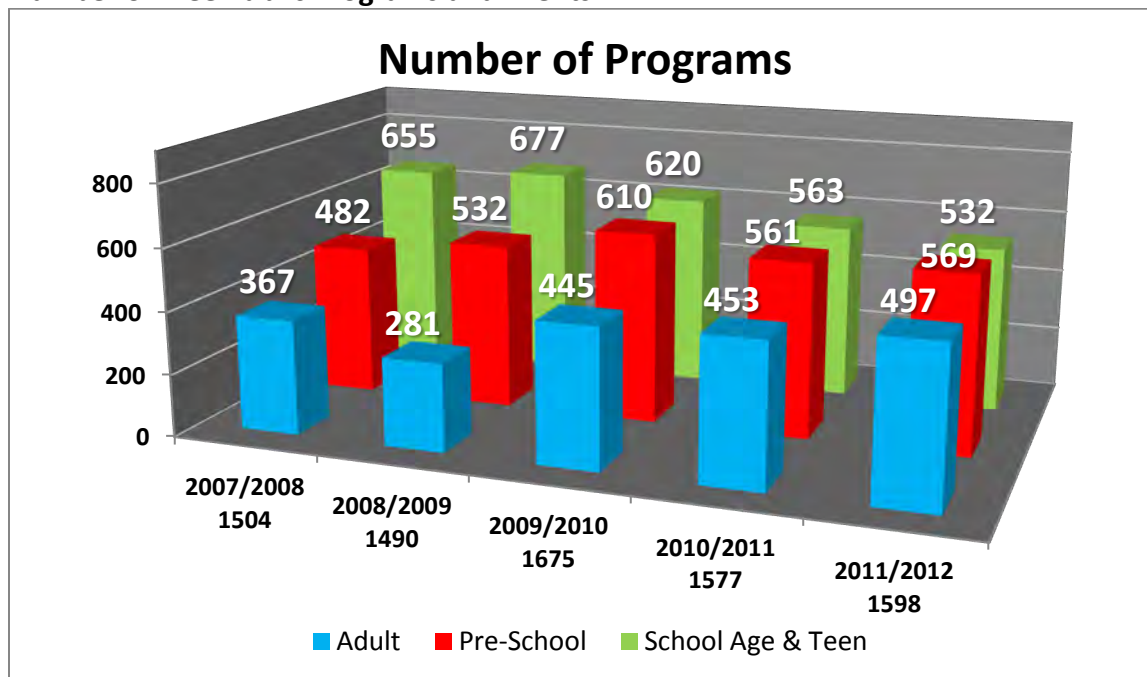
### Free Public Events: Cultural Touchstones for the Community

All year long every year, year after year, the Library hosts both within its walls and out in the community a wonderful variety of cultural, literary, and artistic programs, this year enjoyed by almost 40,000 persons. The Library ranks #1 in per capita attendance among California libraries serving populations this size. Many of these wonderful events would not have been possible without the support of the Friends of the Berkeley Public Library, who gave grants totaling \$88,554 for program support:

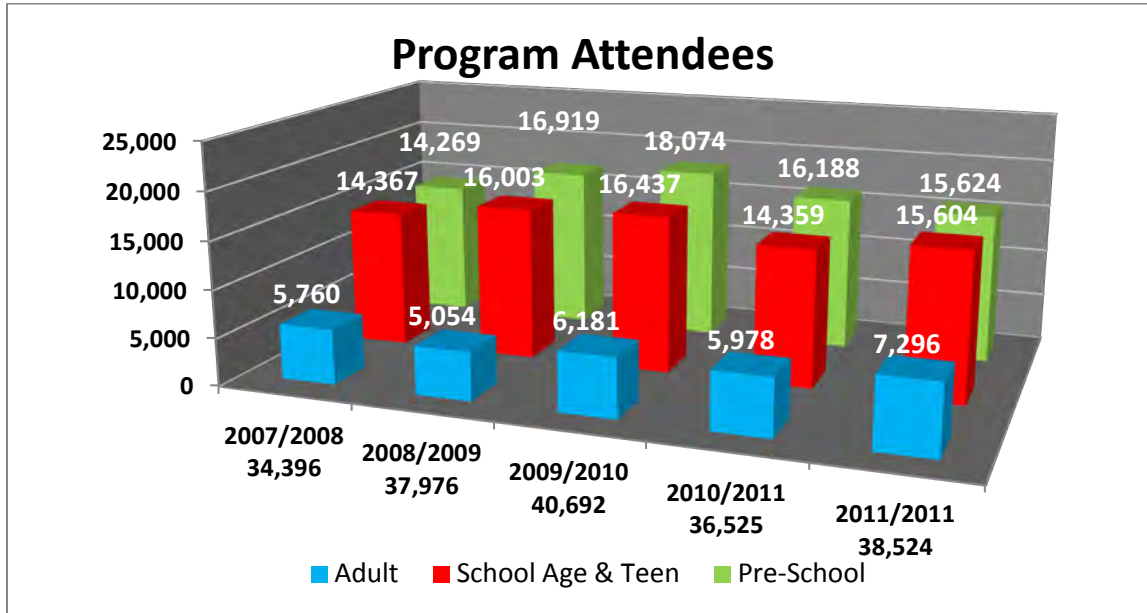
- The Library contributes to a culturally vibrant Berkeley. Some examples:
  - Music: the tradition of free concerts at the Central Library carries on, and 2012 saw appearances by the Kitka Women's Vocal Ensemble, the Chanticleer Youth Choir, Berkeley West Edge Opera and Berkeley Jazzschool's pianist Erika Oba.

- BPL again collaborated with the Aurora Theatre Company to present an evening seminar on Arthur Schnitzler’s *Anatol*.
- The bilingual *Café Literario* series of lectures and discussions of books in Spanish continued at the West Branch Library and carried on at North once West closed for construction.
- Famed vocalist Suzy Roche read from her new novel *Wayward Saints*.
- The photographs and artwork of the Red, Bike and Green collective (RBG), could be seen at Central, along with a free family program that included hands-on crafts and a presentation by RBG artists. The family program began with a group bicycle ride from Oakland to Berkeley coordinated by the RBG collective.
- Staff worked with the Historical Society and UC and to organize a 100<sup>th</sup> anniversary celebration of women’s suffrage in CA including a literary talk “Marching With Aunt Susan,” a story about a Berkeley girl whose mother hosted Susan B. Anthony in 1904.
- Local filmgoers enjoyed the yearlong “Book Into Film” and “Super Cinema” series of screenings of films combined with discussions of literary sources.

**Number of Free Public Programs and Events:**



**Attendance at Free Events:**



**Children’s Services**

- Berkeley’s children continue to be a major focus of Library activity. The two new branch libraries opened with colorfully improved and restored children’s areas, featuring new collections and adorned with interactive panels emphasizing pre-literacy skills and practices.
- An important new project, “Family Place” was launched at the Central Children’s Room. The Family Place is an interactive learning space for early childhood information, parent education, socialization, and family support. Part of a national initiative, Family Place Libraries build on the knowledge that good health, early learning, parental involvement, and supportive communities play a critical role in young children’s growth and development.



*Family playshop at the Central Library*

- Summer reading: Libraries design summer reading programs to create and sustain a love of reading in children and to prevent the loss of reading skills over the summer. Research has shown that students who participate in summer reading programs consistently score higher in reading achievement tests. This summer's Summer Reading Program theme was *Dream Big: Read*, reaching a record 1811 kids, who received hundreds of free prizes, including a round-trip ride on the Oakland/Alameda Ferry, bowling passes, and a coupon for books from local bookstores. Summer Reading events included "Batopia: Bats in the Library".
- Berkeley's children's librarians are extremely active in producing public programs that respond to the needs and interests of Berkeley's youngest (and their caregivers):
  - At *Baby Bounce*, a perennial favorite with enthusiastic crowds at every location, takes place all year long. Children under 3 are introduced to age-appropriate stories and a variety of activities such as finger-plays, puppets, and songs.
  - A new series of Spanish storytimes was very well-received.
  - Science activities are always enjoyed by many—often a good draw for young boys—and this year librarians created fun new series called *Little Scientist Time*, for 3-5 year olds, and *Kindergarten Science*, for 5 year olds. Staff also collaborated with the Lawrence Hall of Science on a wildly popular Science Festival in the Library.
  - Literary luminary Michael Chabon read from his new children's book *The Astonishing Secret of Awesome Man* to a capacity crowd at Claremont Branch.
  - And book groups are not just for grown-ups: BPL sponsors a Middle School Book group and a 4<sup>th</sup>/5<sup>th</sup> Grade Book Club with dedicated and enthusiastic attendees. These young readers discuss books they have selected, and visit with an author.

## Teen Services

- Berkeley's Teen Librarians reached over 500 local youth at the midnight premiers of the new *Hunger Games* and *Avengers* movies, organizing costume contests, and receiving prizes that included read-alike lists and treats from local bookstore partners. When popular movies are based on books found at the Library, staff make use of the opportunity to connect with hundreds of people who may not think of the Library as a place supportive of their interests and needs.
- Teen Specialists collaborated with the Public Health Division & BHS Health Center, bringing book discussion and craft activities to teen mothers at the Vera Casey Teen Parenting Program.
- Earphone English is a weekly event at King Middle School and Berkeley High, in which a librarian selects high-quality audio recordings of books that appeal to teens. Students listen to the stories while reading the accompanying printed book. Berkeley High English Language Learning teachers consistently brought their classes to the Central Library.
- Staff worked with local teen poetry group Youthspeaks to create three multi-week writers' workshops. Teens from these workshops later performed in the *Bringing the Noise for Martin Luther King, Jr.* celebration at San Francisco's historic Herbst Theater.
- Library staff developed a *Comics Creation* series of three workshops with a presenter from the SF Comics Museum instructing teens in the process of making their own comics.
- Teen librarians worked with Willard Middle School students and faculty to apply for a grant for a Middle School Comic Book Club, supporting a weekly book club for the entire school year.

- Teen librarians received grant funding to underwrite a project wherein local teens worked with a filmmaker to create videos chronicling the opening of the two new branch libraries. Teens created promotional videos while learning valuable skills in media creation.
- Librarians designed and implemented a very successful summer reading program just for teens. Grand prizes - an acoustic guitar and two Kindle Fires – were greeted with enthusiasm.
- And BPL continued its outreach to 8<sup>th</sup> graders at the three middle schools and Berkeley High, coordinating book clubs, book talks, and resume workshops for high school students.

### **Berkeley READS (Adult and Family Literacy)**

Literacy is not a new area for the Berkeley Public Library. This issue has been approached with innovation and creativity by Library staff and volunteers. The Library's literacy program offers a variety of services to adults who want to improve their basic reading and writing skills. Most students participate in one-to-one tutoring with trained volunteers; also available are family literacy programming for students with small children, computer-assisted learning, small group instruction, periodic workshops and student leadership opportunities. Despite dramatic reductions in funding from the State, the Library adjusted the program to continue uninterrupted these important services.

- Family literacy outreach story visits, book distributions and early/parent literacy workshops were conducted at eight community sites including all three Berkeley Head Start preschools, one Early Head Start, Bahia and Centro Vida programs, and all three Berkeley Unified School District Early Childhood Development centers.
- Berkeley READS continued weekly family literacy classes for parents and children (seeded as a Berkeley Adult School partnership) providing direct-client service.
- A Berkeley READS student, Board President for VALUE (Voice of Adult Learners United to Educate), continued in her statewide and national leadership role by co-coordinating the annual Adult Learner Leadership Institute in partnership with the CA State Library.
- This student was selected as Moderator for a panel presentation entitled "Learner to Leader" at the California Library Association Conference in Pasadena.
- The grant-funded Cultural Arts Literacy program continued in providing six museum field trips (including in-kind docent tours and free admission); a literacy student observed she had never heard of the Museum of Modern Art *"until this trip with Berkeley READS."*
- Berkeley READS was selected as one of four statewide programs for the Learner Web project (funded by a State Library grant) in expanding adult learner instructional online resources.
- The "Health Literacy and Gardening Project" continued at the West Branch Library with in-kind gardening maintenance from Victory Garden Foundation; family and health literacy classes were conducted in the garden with the help of an "edible curriculum".
- Five selected students benefited from the Library iPad project while participating in a 3-month training. Adult learners reflected increased confidence and comfort level with computer technology, promoting teamwork, fellowship and networking.

- Berkeley READS was host site for three federal work-study students as literacy tutors in partnership with Berkeley City College.
- Berkeley READS recruited for and hosted adult learner educational sessions for the *Easy Voter Guide*, a statewide project enhancing voter information targeted at adult new readers.

## Planning and Support

- FY 2012 was another momentous year for the Berkeley Public Library Foundation. The BPLF's proud history of support for Library facility improvements is going on strongly in the form of a multi-year capital campaign for the amount of \$3.5M to fund the furniture, fixtures, equipment and other expenses associated with the Branch Library Improvement Program. In 2012, the fruits of this labor were enjoyed by thousands in the glorious interiors of the new North and Claremont Libraries. Fundraising committees comprised of community members from throughout Berkeley's neighborhoods are actively working to raise funds in support of the two branches now under construction. Information about the Foundation's efforts is available at <http://bplf.org/branch-campaign>
- The Foundation's tenth Annual Authors Dinner at the Central Library on February 11, 2012, with Berkeley's own Belva Davis—the first black female TV journalist in the West—as Honorary Chairperson. Among the other 30 eminent authors recognized included Maxine Hong Kingston, Philip Fradkin, Bharati Mukherjee, Sam Keen, Mark Hertsgaard, Ishmael Reed, and Michael Krasny. Held in the majestic Reading Room of the landmark Central Library, the Authors Dinner celebrates the Bay Area's uniquely vibrant literary community and raises funds which directly aid the Library. The Fred and Pat Cody Award, created by local furniture maker Berkeley Mills, was awarded to Berkeley READS, the Library's Adult and Family Literacy Program.
- The Library's other major support organization, the Friends of the Berkeley Public Library, generously furnished the Library with grants totaling \$88,554 in support of a wide variety of services and programs.

## Public Libraries: “The House of the 99%”

The Berkeley Public Library is one of thousands of free public libraries nationwide asserting themselves as broad-scale bulwarks against the Great Recession. Apart from the sanctuary that library spaces provide and the free materials and programs that permit people to save instead of spend, BPL has also developed specific strategies to assist those in need:

- Hundreds of small businesspersons, job-seekers, and others received free advice and support in the Library's ongoing program series developed in partnership with the Cal State East Bay Small Business Development Center and the North Cities One Stop Career Center. Topics covered included *Marketing for Artists*, *Starting a Business*, *Franchising*, *Credit Reports*, *Save More Spend Less*, and *Financial Freedom*.
- Reluctant entrepreneurs—people who are turning to start-ups after being laid off from employment—are turning to the Library's counseling sessions with the Service Core of Retired Professionals (SCORE) for guidance with business ideas.
- The Foundation Center continues to work closely with the staff of the Library, where seminars such as *Not So Starving Artists Tell All*, *Nonprofit Sustainability*, and *Meet the Author: Getting Funded* were attended by dozens of people.

- The Library hosts monthly landlord tenant counseling sessions with mediation specialists from the Berkeley Rent Board.
- Patrons surveyed by the Library reported that they used the Library’s free high-speed Internet access to start and manage a business, search and apply for job opportunities, find housing, or access eGovernment services.

## **Connecting the Disconnected**

- Every year, millions of people head to their local public library to access the online information they need to pursue their vision of the American dream: a better job, a college degree, American citizenship, access training, or apply for government services. A recent survey revealed that in the past year nearly 1/3 of Americans over age 13—roughly 77 million people—used a public library computer or wireless network to connect to the Internet. The Berkeley Public Library, where 157,665 individual sessions were logged on library computers and the WiFi network was accessed countless times, continues to bridge the Digital Divide.
- Staff conduct a regular series of trainings for residents on understanding and using the vast amount of digital content available through the BPL’s web site: the “electronic branch library”.
- Overdrive, a large collection of free eBooks and eAudiobooks, was launched this year, with readily available in-person guidance on using the many types of e-readers available on the market.



## **II. Board of Library Trustee Proceedings & Activities**

### **Trustee Appointments**

The Chair and Vice-Chair elections occurred in November 2011; Winston Burton was elected Chair and Abigail Franklin as Vice-Chair. No board appointments occurred during this period.

### **Meetings**

The Board set on November 9, 2011 the regular BOLT meeting time as the second Wednesday of the month, excepting the summer recess taken in August.

The Board held regular meetings on: July 13, 2011; September 14, 2011; October 12, 2011, November 9, 2011; December 14, 2011; January 11, 2012; February 8, 2012; March 14, 2012; April 4, 2012; May 9, 2012; and June 13, 2012.

The Board held one Special Session on April 23, 2012. One Special Joint Closed Session with the Board and City Council was held on July 19, 2011.

### **Activities and Significant Decisions**

#### *Services*

The Board set the 2012 Holiday Schedule for the library by Resolution R11-078 at the November 9, 2011 meeting.

The Board Updated and approved the extension of the 3-year Berkeley Public Library Strategic Plan (2008) for the period through 2013 at the December 14, 2011 regular meeting. Periodic updates and reports on the plans status, including projects completed are given throughout the year.

#### *Fiscal*

The Board adopted an amended FY2012 adopted budget of \$36,879,630, inclusive of Measure FF bond funds at the regular meeting of September 14, 2011 by Resolution 11-059. Authorized staffing during FY 2012 was 158 employees, or 108.65 FTE. At the January 11, 2012 regular meeting the Board approved mid- year budget revisions increasing the Library's operating budget for FY2012 to \$15,701,723. At the March 14, 2012 regular meeting FY 2012 expenditure totals were revised to \$37,778,137 by Resolution 12-017.

At the regular meeting of April 4, 2012 the board began review of the adopted Fiscal Year 2013 (year 2) biennial budget. A presentation of the Proposed Biennial budget for fiscal year 2013 with revisions, including grant and gift awards were adopted on June 13, 2012 by Resolution 12-039. The FY 2013 library revenue budget is \$16,923,765 and the adopted biennial expenditure budget is \$19,207,900. The Library's FY 2013 Work Plan was adopted at the June 13, 2012 meeting.

The Board made a recommendation to Council to set the Library Services Tax rate for FY 2013 with a growth factor of 3.77% based on the California Personal Income Growth factor for the San Francisco Bay area.

Grants:

The Library applies for and accepts grant awards throughout the year directly related to supporting library operations and services, during the reporting period these included:

Bay Friendly Landscaping Grant NTE \$20,000

State of California - California Library Literacy Services (CLLS) Program and the Public Library Fund (PLF) NTE \$46,808

California's Family Place Library Program Grant Funds \$15,000

Pacific Gas & Electric Company, California Solar Initiative Rebate Program NTE \$42,352

**Policy**

Approval of:

- Bulletin Board Policy
- Library Card Patron Types Policy
- Library Fee Schedule 2012
- General Records Schedule (GRS) amendments related to the library
- Naming Policy for the Berkeley Public Library (discussed at the 9/14/11, 11/9/11, 12/14/11 board meetings and approved on 1/11/12 )

Administrative Regulations adapted to the Library operating structure and adopted by the Board included:

A series of ARs approved by the Board in 2005 were revised and approved to reflect amendments, repeal and new city regulations, effective February 13, 2012.

### **III. Significant Branch Renovation Program Activities, Measure FF**

Since Berkeley's voters approved Measure FF in November 2008, the Berkeley Public Library has embarked on its building program to enhance library services and to improve accessibility, code compliance, and seismic safety in all the neighborhood branches to serve the neighborhood communities into the future. Information, current plans and project information, links to make a comment, and links to notices of past meetings are available

at [http://www.berkeleypubliclibrary.org/about\\_the\\_library/b-renovation.php](http://www.berkeleypubliclibrary.org/about_the_library/b-renovation.php).

In 2011 a blog was added to the Library's web presence for the construction phase of the North and Claremont branches, recent photos and information can be found

at: <http://www.bplbranches.blogspot.com/>. In addition, weekly construction updates for each project are posted:

[http://www.berkeleypubliclibrary.org/about\\_the\\_library/documents/072312\\_BPL\\_South\\_Weekly\\_Construction\\_Update.pdf](http://www.berkeleypubliclibrary.org/about_the_library/documents/072312_BPL_South_Weekly_Construction_Update.pdf)

and; [http://www.berkeleypubliclibrary.org/about\\_the\\_library/documents/072312\\_BPL\\_West\\_Weekly\\_Construction\\_Update.pdf](http://www.berkeleypubliclibrary.org/about_the_library/documents/072312_BPL_West_Weekly_Construction_Update.pdf)

Staff developed options for continued service in neighborhoods affected by temporary library closures, including children's programming and the acquisition of a BranchVan to provide access for reserves, returns and browsing. Information on services during the temporary closures,

including the BranchVan schedule is posted

at: [http://www.berkeleypubliclibrary.org/about\\_the\\_library/branch\\_van\\_schedules.php](http://www.berkeleypubliclibrary.org/about_the_library/branch_van_schedules.php).

The Project management firm, Kitchell CEM Inc. made bond program presentations to the board at regular meetings on September 14, 2011, January 11, 2012 and May 9, 2012. At the June 13, 2012 regular meeting of the board a revised bond program budget and schedule were adopted by Resolution# R12-040.

As needed the Board has recommended to Council for approval contracts and contract amendments related to the implementation of the branch library bond measure and submitted informational reports on the status of related activities:

- Gonsalves & Stronck Construction for construction of the South Branch Library
- West Bay Builders for the construction of the West Branch Library
- Contract Amendments – Kitchell CEM Inc.; Gould Evans / Baum Thornley Architects; Field Paoli Architects.
- Lease Agreement for space at 2547 - 8<sup>th</sup> Street for the temporary relocation of the Tool Lending Library Program (to provide tool lending library services during construction)

Civic art is included in all four projects. The North and Claremont art projects were installed and the commissioned work is completed. The board approved the artist selections for the new South Branch and the new West Branch at the January 2012 regular meeting of the board.

#### CLAREMONT BRANCH

The renovated branch reopened to the public on May 5, 2012.

#### NORTH BRANCH

The renovated and expanded branch reopened to the public on April 7, 2012.

#### SOUTH BRANCH

The branch is currently closed to the public, construction activities began on April 2, 2012. The current anticipated Final Completion date is May 3, 2013.

#### WEST BRANCH

The branch is currently closed to the public, construction activities began on June 4, 2012. The current anticipated Final Completion date is July 5, 2013.





**BERKELEY PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES**

**RESOLUTION NO.: R12-\_\_\_**

**THE BOARD OF LIBRARY TRUSTEES EXPRESSES ITS PROFOUND GRATITUDE TO MARTHA  
"MARTI" MOREC, WHO SERVED FOR THE BERKELEY PUBLIC LIBRARY AS LIBRARIAN I,  
LIBRARIAN II, AND SENIOR LIBRARIAN FROM JUNE 1989 TO SEPTEMBER 2012.**

WHEREAS, 23 years ago in 1989 Ms. Morec began working at the Berkeley Public Library as an entry-level, part-time Librarian, covering Sunday hours and backing up absences at the Central Library; and

WHEREAS, later that year Ms. Morec was appointed to a career position as a Librarian in the Art and Music section of the Central Library, the beginning of 28 years of Librarianship assigned to that work unit, providing expert reference service, program planning, and collection development; and

WHEREAS, Ms. Morec contributed mightily to the enhancement of life, edification and appreciation of the arts by the Berkeley community, by developing a destination collection of books, recordings spanning world, folk, gospel, country music and other genres, as well as responding generously and intelligently to each individual library user's request for information at the Art and Music Reference Desk

WHEREAS, Ms. Morec was an important and indispensable participant in the complicated process of relocating the Central Library to temporary quarters, and then back to the expanded Central in 2002; and

WHEREAS, in 2007 she was appointed to the position of Librarian II, later Senior Librarian, with broad system-wide responsibilities for developing and building all of the Library's collections; and

WHEREAS, Ms. Morec has actively fomented outstanding public programs at the Library, attracting new patrons with innovative and entertaining events encompassing mediums and genres too numerous to list but not forgotten by their audiences; and

WHEREAS, Ms. Morec has been especially dedicated to meeting the specific needs of patrons who required special assistance due to cultural differences or physical limitations; and

WHEREAS, Ms. Morec brought to her work at the Library extensive and eclectic experience that contributed to her skills, including work as a producer of, and researcher for, documentary films and television; and

WHEREAS, Ms. Morec has approached her work for the people of Berkeley and environs as she approaches her life, with tremendous positive spirit; and

WHEREAS, Ms. Morec ceaselessly extended her warmth to her colleagues, as demonstrated by her creative culinary contributions to impromptu as well as organized potlucks, Mardi Gras celebrations, and via her tenure at the editorial masthead of the Library's staff newsletter; and

WHEREAS, Ms. Morec's love of travelling with her husband David to a variety of places near and far, in cultures, cities and villages familiar and unfamiliar, contribute to the remarkable depth of character that in turn makes her an exceptionally gifted librarian; and

WHEREAS, her many years at the Library span an era during which the profession and its practices transitioned from the earliest years of library computing, through rudimentary barcode readers and the beginnings of the Internet and email reference, to the present day of social media, cloud computing and eBooks, while Ms. Morec adapted quickly to these extraordinary and historic changes; and

WHEREAS, Ms. Morec has been a much-loved and appreciated colleague who will be greatly missed by everyone who has had the pleasure of working with her.

NOW, THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley expresses its gratitude to Martha "Marti" Morec" for her service to the Berkeley community and the Berkeley Public Library.

ADOPTED by the Board of Library Trustees of the City of Berkeley during a regular meeting held on September 12, 2012.

AYES:

NOES:

ABSENT:

ABSTENTIONS:

---

Winston Burton, Chairperson

---

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



## BERKELEY PUBLIC LIBRARY

### CONSENT CALENDAR

September 12, 2012

**TO:** Board of Library Trustees  
**FROM:** Douglas Smith, Library Deputy Director  
**SUBJECT:** LIBRARY COMMUNITY MEETING ROOM USE POLICY AND GUIDELINES

#### RECOMMENDATION

Adopt a resolution adopting the revised Berkeley Public Library Rules and Regulations for Use of Library Grounds, Buildings, and Equipment for Meetings and Other Events Policy.

#### FISCAL IMPACT

No direct fiscal impact is foreseen.

#### BACKGROUND

The primary purpose of the Berkeley Public Library's facilities is to serve as a venue for fulfilling the Library's mission of meeting the cultural, recreational, informational, and educational needs of its patrons. As part of this mission, the Library offers use of its community meeting rooms to any civic, cultural, educational, or governmental organization without scrutiny of its geographic focus or role in the Library's service area. The *Rules and Regulations for Use of Library Grounds, Buildings, and Equipment for Meetings and Other Events* (Attachment 1) approved in July 2005 and revised in November 2008 restrict meeting room use to the hours that the Library is open to the public, and limited use of meeting room facilities to Berkeley-based organizations or locally operating government agencies.

#### CURRENT SITUATION AND ITS EFFECTS

Because of the renovation, expansion, and rebuilding of the Library's four neighborhood branches resulting from the Measure FF bond projects, three of the four branch libraries will have new meeting rooms with an entry that is separate from the main public entrance. The North Branch Library meeting room has been in regular and frequent use since the day the branch reopened in April of this year, and it is expected similar demand will be placed on the new meeting rooms at the South and West branches



after their anticipated reopenings in 2013. The North Branch—like the South and West Branches are expected to be after reopening—is open 48 hours and 6 days a week, and the Central Library with its meeting room is open 54 hours and 7 days a week. Under the Meeting Room Policy currently in effect, other City of Berkeley departments and the Library’s official support groups (the Berkeley Public Library Foundation and the Friends of the Berkeley Public Library) are likewise limited to using the Library meeting rooms during the Library’s public hours. Additionally, although some Library locations are used during non-public hours as polling places by the County Registrar of Voters, this use is not accounted for in the current policy. Permitting after-hours meeting room access to these groups would expand a valuable service to key Library constituencies. A survey of other Bay Area library systems (Attachment 3) reveals varied approaches to after-hours meeting room access, where some limit access to support groups or other municipal agencies, some charge fees, and some prohibit after-hours access altogether.

Library staff wish to revise the Meeting Room Policy in order to formally make the meeting rooms available to the Library Foundation and Friends groups, as well as to other City of Berkeley departments and the Registrar of Voters during non-public hours. Adopting this policy would permit expanded use of Library facilities without requiring the presence of staff or hired security officers, thus not invoking additional costs to the Library. Other minor changes to the Policy include a prohibition on the use of tape or tack on the walls of meeting rooms, and more clear definitions of the minimum size of groups permitted and the allowable timeframe for cancellations of reservations. Staff will develop procedures permitting access and egress, and proper use of alarm systems, without jeopardizing the safety of the facility or collections.

#### ALTERNATE ACTIONS

Maintain present policy.

#### FUTURE ACTION

No future action is anticipated at this time.

#### Attachments:

1. Resolution
2. Rules and Regulations for Use of Library Grounds, Buildings, and Equipment for Meetings and Other Events (Nov. 2008)
3. *Revised* Rules and Regulations for Use of Library Grounds, Buildings, and Equipment for Meetings and Other Events
4. Chart: survey of Bay Area public library meeting room policies
5. BPL Application for Use of Meeting Rooms





**RESOLUTION NO.: R12-\_\_\_**

**ADOPT A RESOLUTION ADOPTING THE REVISED BERKELEY PUBLIC LIBRARY RULES AND REGULATIONS FOR USE OF LIBRARY GROUNDS, BUILDINGS, AND EQUIPMENT FOR MEETINGS AND OTHER EVENTS EFFECTIVE OCTOBER 1, 2012.**

WHEREAS, as part of this mission, the Library offers use of its community meeting rooms to any civic, cultural, educational, or governmental organization without scrutiny of its geographic focus or role in the Library's service area; and

WHEREAS, the policy addressing *Use of Library Grounds, Buildings, and Equipment for Meetings and Other Events* (Attachment 1) were approved by the Board in July 2005 and revised in November 2008; and

WHEREAS, this policy, currently in effect, restricts meeting room use to the hours that the Library is open to the public, and limited use of meeting room facilities to Berkeley-based organizations or locally operating government agencies; and

WHEREAS, under the current Meeting Room Policy, other City of Berkeley departments, the Library's official support groups, and the Registrar of Voters are limited to using the Library meeting rooms during the Library's public hours; and

WHEREAS, the renovation, expansion, and rebuilding of the Library's four neighborhood branches resulting from the Measure FF bond projects means that three of the four branch libraries will have new meeting rooms with an entry that is separate from the main public entrance; and

WHEREAS, expanding after-hours access to other City of Berkeley departments, the Library's official support groups, and the Registrar of Voters would expand a valuable service to key Library constituencies without requiring the presence of staff or hired security officers, and not invoke additional costs to the Library.

NOW THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley adopts the revised *Rules and Regulations for Use of Library Grounds, Buildings and Equipment for Meetings and Other Events* effective October 1, 2012.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on September 12, 2012:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

---

Winston Burton, Chairperson

---

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



## POLICY

The Berkeley Public Library provides community meeting rooms for the instructional, recreational, and research needs of the Library and the Berkeley community. Groups and organizations may use meeting rooms when they are not needed for activities sponsored by the Library. Use of Library facilities by groups and organizations not affiliated with the Library or its official support organizations is restricted to the community meeting rooms, and the Central Library Electronic Classroom. No group may use the meeting rooms in a way that would be disruptive. Permission to use the meeting rooms does not imply Library endorsement of the goals, policies, or activities of any group or organization. The Library reserves the right to revoke permission previously granted if deemed necessary.

Rules for use of the Central Library Electronic Classroom are contained within the Electronic Classroom Use and Reservation Policy.

Information regarding the policy for use of meeting rooms will be available to the public and posted on the Library's public web site.

## ELIGIBILITY

- Permission to use the Library's meeting rooms may be granted to Berkeley-based civic, cultural, educational organizations or businesses, or to locally-operating government agencies, departments or commissions.
- To qualify as a Berkeley based group, organization or business, the group leader or person applying for use of the meeting room must submit proof of address, such as a photocopy of a utility bill or letter addressed to the individual, group or business, or submit for inspection a driver's license or state issued identification card at the time of application. Organizations not located in Berkeley must submit proof of regular operation or programs within Berkeley such as sample brochures, newsletters, or web site printouts.
- Any group or organization applying for the rooms must sign a statement that their organization does not discriminate in membership, or in service provision, on the basis of race, creed, color, religion, political affiliation, gender, sexual orientation, national origin, or disability, or in employment on a basis prohibited by California law.

## ISSUANCE OF PERMITS

1. Applications for use of the meeting rooms will be made available on the Library's web site and at the Library information desk, and will be approved by the Library Director or an authorized representative according to the following priorities:
  - a. Library sponsored or related meetings, programs, etc.,
  - b. Government agency sponsored programs serving the Berkeley community,
  - c. Non-profit public and/or social service organizations located in or operating on a regular basis in the City of Berkeley.
  - d. Berkeley-based for-profit entities offering a free, open-to-the-public event (e.g. job fair, training event, educational series).

Berkeley Public Library

Rules and Regulations for Use of Library Grounds, Buildings and Equipment for meetings and Other Events (Revised 11.08)

2. The Director of Library Services or an authorized representative, e.g., the Deputy Director, Library Manager, or Branch Librarian, has authority to issue permits for the use of Library buildings, or grounds.
3. An authorized representative of the organization should submit the request at least two weeks in advance on an official application form. This policy does not guarantee the applicant the facility or the time requested. Official request forms for meeting room use may be submitted online.
4. Permits may be issued for up to three consecutive months. Renewal applications can be submitted at the end of the three-month period, but prior use of meeting rooms does not entitle applicants to future use. Meeting room use is limited to once a month. These restrictions do not apply to Library functions.

#### CONDITIONS OF USE

5. Permits are issued for specific hours and dates. When the authorized function is over, program organizers are responsible for vacating the facilities.
6. The meeting rooms may only be used during the following Library's open hours. Thirty minutes before Library closing, the meeting room should be cleared, with all furniture replaced as required.
7. Due to fire codes, the room capacity may not be exceeded.
8. Permits for use of Library facilities for meetings shall be granted only on condition that meetings are open to the public unless they are for Library or other City of Berkeley employee training purposes. The Library reserves the right of library staff to monitor any meetings held in its facilities (except lawful executive sessions of governmental bodies). A list of all meetings booked may be posted in a public area in the Library and on the Library's web site.
9. The following are not allowed in Library meeting rooms:
  - a. Fees: No group using the community meeting rooms may charge a fee or ask for donations. The facilities will not be available for fund-raising events, except when the objective is related directly to the improvement of the Library. The Director of Library Services may approve the use of meeting rooms when an accredited public educational institution or professional organization must charge tuition for specific Library-related training courses.
  - b. Sales: No items or services may be sold or advertised, except for Library sponsored programs in which titles by a featured speaker/performer may be offered for sale by the speaker/performer or by the Friends of the Berkeley Public Library, the Berkeley Public Library Foundation or a book-seller acting on behalf of either of those organizations). The speaker/performer must notify the Library when planning to offer titles for sale. In all cases, the speaker/performer or his/her representative collects payment, not library staff. The exception is made because many of these works are published by small presses or are locally produced and it is a service to library patrons to make them available.

- c. Smoking: Smoking or burning of items (incense, candles, etc.) is prohibited. In compliance with Section 13119 of the Health and Safety Code all decorations must be flame proofed.
10. Each group using Library property is responsible for the condition of the room and must remove, after use of the facility, any equipment, materials, utensils, excess refuse, and other items belonging to the organization. Damage to Library property will be paid for by the organization booking the room.
  11. Groups are responsible for setting up the meeting room for their own use and must leave the room in the same condition in which it was found, including the placement of chairs and tables.
  12. Groups and organizations shall arrange for and provide their own special equipment and supply needs, such as overhead projectors, slide projectors, etc., and any carts needed to transport such material.
  13. The individual responsible for the meeting room reservation must notify the Library of meeting cancellations. Event scheduling changes require completion of a new application. Failure to do so may result in loss of meeting room privileges.

**REVOCAION OF PERMITS**

14. Permits may be revoked by the Library whenever the use of Library facilities and equipment interferes with regular Library use, whenever regulations have been violated, and/or whenever a reallocation of authorized hours is necessary to provide equitable access by all applicants for space.

**REVIEW**

15. This policy regarding the use of Library grounds, buildings, and equipment for meetings and other events will be reviewed every three years by the Board of Library Trustees.

<b>Reviewed by:</b>	_____	_____
	Director of Library Services	Date
<b>Approved by:</b>	_____	_____
	Chair, Board of Library Trustees	Date



## RULES AND REGULATIONS FOR USE OF LIBRARY GROUNDS, BUILDINGS, AND EQUIPMENT FOR MEETINGS AND OTHER EVENTS

### **POLICY**

The Berkeley Public Library provides community meeting rooms for the instructional, recreational, and research needs of the Library and the Berkeley community. Groups and organizations may use meeting rooms when they are not needed for activities sponsored by the Library. Use of Library facilities by groups and organizations not affiliated with the Library or its official support organizations is restricted to the community meeting rooms, and the Central Library Electronic Classroom. **A group is defined as 6 or more people.** No group may use the meeting rooms in a way that would be disruptive. Permission to use the meeting rooms does not imply Library endorsement of the goals, policies, or activities of any group or organization. The Library reserves the right to revoke permission previously granted if deemed necessary.

Rules for use of the Central Library Electronic Classroom are contained within the Electronic Classroom Use and Reservation Policy.

Information regarding the policy for use of meeting rooms will be available to the public and posted on the Library's public web site.

### **ELIGIBILITY**

1. Permission to use the Library's meeting rooms may be granted to Berkeley-based civic, cultural, educational organizations or businesses, or to locally-operating government agencies, departments or commissions.
2. To qualify as a Berkeley based group, organization or business, the group leader or person applying for use of the classroom must submit proof of address, such as a photocopy of a utility bill or letter addressed to the individual, group or business, or submit for inspection a driver's license or state issued identification card at the time of application. Organizations not located in Berkeley must submit proof of regular operation or programs within Berkeley such as sample brochures, newsletters, or web site printouts.
3. Any group or organization applying for the rooms must sign a statement that their organization does not discriminate in membership, or in service provision, on the basis of race, creed, color, religion, political affiliation, gender, sexual orientation, national origin, or disability, or in employment on a basis prohibited by California law

### **ISSUANCE OF PERMITS**

4. Applications for use of the meeting rooms will be made available on the Library's web site and at the Library information desk, and will be approved by the Library Director or an authorized representative according to the following priorities:
  - a. Library sponsored or related meetings, programs, etc.,
  - b. Government agency sponsored programs serving the Berkeley community,

## RULES AND REGULATIONS FOR USE OF LIBRARY GROUNDS, BUILDINGS, AND EQUIPMENT FOR MEETINGS AND OTHER EVENTS

- c. Non-profit public and/or social service organizations located in or operating on a regular basis in the City of Berkeley.
  - d. Berkeley-based for-profit entities offering a free, open-to-the-public event (e.g. job fair, training event, educational series).
5. The Director of Library Services or an authorized representative, e.g. the Deputy Director, Library Manager, or Branch Librarian, has authority to issue permits for the use of Library buildings, or grounds.
6. An authorized representative of the organization should submit the request at least two weeks in advance on an official application form. This policy does not guarantee the applicant the facility or the time requested. Official request forms for meeting room use may be submitted online.
7. Permits may be issued for up to three consecutive months from the date a reservation is requested. Renewal applications can be submitted at the end of the three-month period, but prior use of meeting rooms does not entitle applicants to future use. Groups should not expect to reserve in advance the same time period each month for extended periods. Meeting room use is limited to once a month. These restrictions do not apply to Library functions.

### CONDITIONS OF USE

8. Permits are issued for specific hours and dates. When the authorized function is over, program organizers are responsible for vacating the facilities. Rooms will not be opened before the appointed time. Groups should schedule the reservation to include time for set-up and clean-up.
9. Except for events sponsored by the Library, its official support organizations, another City of Berkeley department with City staff present, or (for the purpose of hosting an official polling place) the Alameda County Registrar of Voters, the meeting rooms may only be used during the Library's open hours. Except for events sponsored by the Library and its official support organizations, the Central Library meeting room may only be used during the Library's open hours. Thirty minutes before closing the meeting room should be cleared, with all furniture replaced as required.
10. Due to fire codes, the room capacity may not be exceeded.
11. Permits for use of Library facilities for meetings shall be granted only on condition that meetings are open to the public unless they are for Library training purposes. The Library reserves the right of library staff to monitor any meetings held in its facilities (except lawful executive sessions of governmental bodies). A list of all meetings booked may be posted in a public area in the Library and on the Library's web site.
12. The following are not allowed in Library meeting rooms:
  - a. Fees: No group using community meeting rooms may charge a fee or ask for donations. The facilities will not be available for fund-raising events, except



## RULES AND REGULATIONS FOR USE OF LIBRARY GROUNDS, BUILDINGS, AND EQUIPMENT FOR MEETINGS AND OTHER EVENTS

when the objective is related directly to the improvement of the Library. The Director of Library Services may approve the use of meeting rooms when an accredited public educational institution or professional organization must charge tuition for specific Library-related training courses.

- b. Sales: No items or services may be sold or advertised, except for Library sponsored programs in which titles by a featured speaker/performer may be offered for sale by the speaker/performer or by the Friends of the Berkeley Public Library, the Berkeley Public Library Foundation or a vendor acting on behalf of either of those organizations). The speaker/performer must notify the Library when planning to offer titles for sale. In all cases, the speaker/performer or his/her representative collects payment, not library staff.
  - c. Smoking: Smoking or burning of items (incense, candles, etc.) is prohibited. In compliance with Section 13119 of the Health and Safety Code all decorations must be flame proofed.
  - d. Using tape, tacks, nails, or other fasteners to attach anything to the meeting room walls or furniture.
13. Each group using Library property is responsible for the condition of the room and must remove, after use of the facility, any equipment, materials, utensils, excess refuse, and other items belonging to the organization. Damage to Library property will be paid for by the organization booking the room.
  14. Groups are responsible for setting up the meeting room for their own use and must leave the room in the same condition in which it was found, including the placement of chairs and tables.
  15. Groups and organizations shall arrange for and provide their own special equipment and supply needs, including but not limited to laptop computers, cables, power cords, slide projectors, and any carts needed to transport such material. Please refer to the instructional pamphlet Berkeley Public Library Community Meeting Room Guide for guidelines and limitations on use of equipment in Library Community Meeting Rooms.
  16. All publicity or flyers for the event that includes the name and/or address of the Library must clearly indicate that the event is not sponsored by the Berkeley Public Library.
  17. The individual responsible for the meeting room reservation must notify the Library of meeting cancellations no less than 7 days prior to the scheduled reservation. Event scheduling changes require completion of a new application. No-shows or a failure to provide sufficient notice may result in loss of meeting room privileges.

### REVOCATION OF PERMITS

18. Permits may be revoked by the Library whenever the use of Library facilities and equipment interferes with regular Library use, whenever regulations have been

**RULES AND REGULATIONS FOR USE OF LIBRARY GROUNDS,  
BUILDINGS, AND EQUIPMENT FOR MEETINGS AND OTHER EVENTS**

violated, and/or whenever a reallocation of authorized hours is necessary to provide equitable access by all applicants for space.

**REVIEW**

19. This policy regarding the use of Library grounds, buildings, and equipment for meetings and other events will be reviewed every three years by the Board of Library Trustees.

<p><b>Reviewed by:</b> _____ Director of Library Services Date</p>
<p><b>Approved by:</b> _____ Chair, Board of Library Trustees Date</p>

DRAFT

	After-hours access?	Fees for after-hours access?	Notes
Oakland Public Library	No	-	-
San Francisco Public Library	Yes	Yes	Selected rooms only
Alameda County Public Library	Yes	No	-
Alameda (city) Free Library	Yes	Yes	-
Contra Costa County Public Library	Selected branches only	Yes	-
Castro Valley Public Library	Yes	No	Only County depts.
Marin County Public Library	No	-	-
San Jose Public Library	Yes	Yes	Selected rooms only



**Application for use of the Community Room at Central Library**

Before you complete the application on the following page, please read the “[Rules and Regulations for Use of Library Grounds, Buildings and Equipment for Meetings and Other Events](#)” and confirm that your group meets the conditions of use. If your group meets the conditions of use, please complete the application in entirety and return the completed application to the library at least two weeks in advance and not more than 12 weeks in advance.

If you are completing this application using Acrobat Reader, we highly recommend you use the most recent version. You can download the latest version of Acrobat Reader from [www.adobe.com](http://www.adobe.com) or do a Google search for Acrobat Reader.

When you have completed the application, you can use a digital signature and submit the application via email OR you can print a paper copy, sign it and submit it to the library in person, via fax or scan & email to [BPLCRCentral@ci.berkeley.ca.us](mailto:BPLCRCentral@ci.berkeley.ca.us).

1. If you choose to do a digital signature, and you’ve never done it before, Adobe Acrobat Reader will walk you through the process. It will take a few minutes to set up.
2. When you have completed the form, click on the signature box at the bottom of the form and follow the steps to create your digital signature. Then click “Next”.
3. Depending upon your computer and the version of the software you are using - your steps may differ slightly from these.
  - If this is the first time you are creating a digital signature, click the button next to “A new digital ID I want to create now.
  - Click the button next to “New PKCS#12 digital ID File
  - Fill in your information “Name” “Organization Name” “Email Address” and select “Digital Signatures and Data Encryption in the “Use digital ID for” field, then click Next.
  - Enter the password you want to use, then enter it again to confirm it. Click Finish.
4. Now you can use your digital signature to sign your document. To use it, follow these steps:
  - Select your desired digital Signature in the “Sign As” field.
  - Enter your password in the Password field.
  - Click Sign. You will then be asked to save the file. Save it and note the location of the saved file.
5. How do you want to email the application to us?
  - Select “Desktop Email Application” if you want to send it via an email application on your computer such as Outlook, Eudora or Mail. Select “Internet Mail” if you want to send it via an internet email service such as Yahoo, Hotmail or Gmail. Then click OK.
  - If you chose “Desktop Email Application”, it will then open a new email message addressed to the appropriate email with a PDF file of your completed application attached to it. Click Send.
  - If you chose Internet Email, you will then need to logon to your internet email account, create a new email message, address it to the email address shown on the application and attach the copy of the completed form you previously saved on your computer. Click Send.
6. When we receive your application we will verify eligibility to use the room and room availability and then send you an email confirmation or denial.
7. If you are submitting a hard copy version of the application, please be sure to include the *Authorized Representative’s signature and date*, then return the completed form to the Central Library Administration Office. The contact information for the Community Room at Central Library is listed below.

Library / Room	Address Contact information	Maximum Room Capacity
Central Library Community Room	2090 Kittredge Street, Berkeley, CA 94704 (cross street: Shattuck Avenue) Contact: Administration Telephone: 510-981-6119 Email: <a href="mailto:BPLCRCentral@ci.berkeley.ca.us">BPLCRCentral@ci.berkeley.ca.us</a>	110

For additional information: visit our website at: [www.berkeleypubliclibrary.org](http://www.berkeleypubliclibrary.org)





## BERKELEY PUBLIC LIBRARY

### CONSENT CALENDAR

September 12, 2012

**TO:** Board of Library Trustees

**FROM:** Alicia Abramson, Manager, Information Technology and Technical Services

**SUBJECT:** CONTRACT AMENDMENT: ADD INSTALLATION OF AMH EQUIPMENT AT SOUTH AND WEST BRANCHES TO SCOPE OF CONTRACT No. 8500 WITH BIBLIOTHECA

### RECOMMENDATION

Adopt a resolution authorizing the Director of Library Services to amend Contract No. 8500A with Bibliotheca for the purchase of equipment, including Automated Materials Handling systems (AMH), electronic security gates, RFID readers and services including, installation, project management, shipping, and related costs for the South and West branch libraries of the Berkeley Public Library for an amount not to exceed \$145,000.

### FISCAL IMPACTS OF RECOMMENDATION

There will be no negative fiscal impact on the Library. The not-to exceed authorized contract amount is \$847,006, as approved by the Board of Library Trustees in BOLT Resolution No.: R11-060 on September 11, 2011. To date, the total expenditures on this contract are \$541,646 with approximately \$305,360 in funding authority remaining.

The Fiscal Year 2013 budget for the contract is \$127,896, allocated in budget code, 301-9150-450. The purchase of South and West branch library AMH, security gates and self-check equipment will be covered by gift funds from the Berkeley Public Library Foundation's FF&E Capital Campaign Fund (307). In subsequent fiscal years (commencing one year from installation date of new equipment) an annual maintenance fee of approximately \$30,410 will be incurred (as of FY 2014) to be paid out of the Library Tax Fund (301).

### BACKGROUND

Bibliotheca is providing hardware, software, and services related to library material self-check, automated materials handling, and a materials security system at all Library locations under Contract No. 8500 (amended to #8500A on December 12, 2011) for the period from October 29, 2010 through October 28, 2013, at an initial not-to-exceed amount of \$447,006. Authorization for the contract was granted by the Board of Library Trustees on October 18, 2010 by BOLT Resolution No.: R10-077 in an amount not to exceed \$447,006. Funding was allocated solely for the Self Check, Staff Circulation and Materials Security portions of the Bibliotheca system; with staff noting implementation of an Automated Materials Handling system being under future consideration. At the time of the contract's execution the



Library made a best efforts estimation of a not-to-exceed valuation for services to be rendered during the contract's duration.

Authorization to increase the contract amount by \$400,000 and amend the contract to include the installation, delivery, configuration and provision of training services for the AMH systems at North and Claremont branch libraries in FY 12 was authorized by the Board of Library Trustees on September 11, 2011 in BOLT Resolution No.: R11-060; consequently, amending Contract No. 8500 to 8500A.

To date, Bibliotheca has successfully fulfilled its vendor obligation to provide self-check, material security and related equipment and services for all locations of the Berkeley Public Library and Automated Materials Handling (AMH) Systems equipment and services for the North and Claremont branch libraries. The AMH systems at North and Claremont are installed and fully operational as prescribed by the amended contract, thus fulfilling core contract delivery obligations.

#### CURRENT SITUATION AND ITS EFFECTS

Contract No. 8500A with Bibliotheca extends from October 29, 2010 through October 28, 2013, at a not-to-exceed amount of \$600,000 and a BOLT approved amount of \$847,006.

Integral to the Branch Libraries Improvement Program, the Library identified an Automated Materials Handling system to be critical to the efficient operations of the newly renovated and expanded branches; and has subsequently worked with the design teams and Bibliotheca technicians to incorporate such a system into the design of these facilities. With the configuration of the systems for South and West now under final design, Bibliotheca has provided pricing options for the designed solutions.

The ability of patrons to return materials directly into the interior sorting room, with a fully functioning automated materials handling system to capture these items instantly and process them immediately, i.e. completing the check-in process and then pre-sorting them into staff designated categories will result in significantly improved operations. Patrons are already well versed in material return options, bringing items to a staff member at the service desk (this will remain an option) or putting items into a designated returns slot. The recommended systems have shown added value at the two library locations currently using it, improving service and staff's ability to meet patron needs.

In FY 2013, the South Branch and West Branch libraries of the Berkeley Public Library will reopen after a 12-15 month construction period. Local community interest in both projects remains very high and the Library anticipates a significant number of people coming into each branch upon reopening to view the new facility and to utilize the services offered. In spite of this expected increase, the number of staff at each branch available to help patrons will remain unchanged from that prior to undergoing the renovation work. The AMH systems will assist staff in handling the increase in materials flow by automatically sorting materials into a number of categories including items to be put in transit for delivery, those to remain in the library, and those to be processed to fulfill holds.

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





Attachments

1. Resolution





**BERKELEY PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES**

**RESOLUTION NO.: R12-\_\_\_**

**CONTRACT NO. 8500 AMENDMENT: BIBLIOTHECA FOR AUTOMATED MATERIALS HANDLING &  
MATERIALS SECURITY SYSTEM**

WHEREAS, on October 18, 2010 by BOLT Resolution No.: R10-077 the Board of Library Trustees authorized the Director of Library Services to execute Contract No. 8500 and any amendments with Bibliotheca Inc. to provide self-check, Automated Materials Handling and a Materials Security System at the five library branch locations of the Berkeley Public Library for an amount not to exceed \$447,006 for the period from October 29, 2010 through October 28, 2013; and

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

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

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

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

WHEREAS, on September 14, 2011 by BOLT Resolution No.: R11-060 the Board of Library Trustees authorized the Director of Library Services to amend Contract No. 8500 to increase the contracted not to exceed amount up to \$847,006 for the purchase and installation of AMH and related equipment and services for North and Claremont branches; and

WHEREAS, the remaining authorized amount on Contract No.: 8500A is \$305,460.00;

NOW THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley hereby authorizes the Director of Library Services to execute an amendment to Contract No. 8500A for a revised scope for the purchase of additional equipment for the South and West branch libraries, to include Automated Materials Handling Systems and related equipment in an amount not to exceed \$145,000.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on September 12, 2012 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

---

Winston Burton, Chairperson

---

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





## BERKELEY PUBLIC LIBRARY

### CONSENT CALENDAR

September 12, 2012

**TO:** Board of Library Trustees

**FROM:** Donna Corbeil, Director of Library Services

**SUBJECT:** ADOPT A RESOLUTION TO APPLY FOR AND ACCEPT CALIFORNIA STATE LIBRARY FY 2013 GRANT FUNDS FROM THE CALIFORNIA LIBRARY LITERACY SERVICES (CLLS) PROGRAM

#### RECOMMENDATION

Adopt a resolution authorizing the Director of Library Services to apply for and accept \$34,710, if awarded, FY2013 CLLS grant funds.

#### INTRODUCTION

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

In FY 2012 CLLS funding was placed on hold pending the outcome of the state's then unresolved Trigger Bill. At fiscal year-end, BPL did not receive any CLLS funding attributable to FY 2012.

#### FISCAL IMPACTS

The annual CLLS grant has typically been provided in three parts: 1) a baseline amount applicable to the fiscal year's approved CLLS programs, including Adult Literacy and Families for Literacy – programs reflecting both the commitment and importance to the City of Berkeley and the state of California that all Californians attain their literacy goals and possess the capability to effectively use library services, and parts 2 and 3) a CLLS formula amount based on a per capita amount per adult learner served at BPL in the previous fiscal year, and a match on local funds raised and expended for adult literacy services reflecting the commitment to a continuing state/local partnership and an incentive for increased local support for adult literacy. However, due to the CLLS program's current circumstances the FY 2013 award funding is being awarded in a single lump sum release amount.



### BACKGROUND

The Berkeley READS program was seeded in 1987 with CLLS funding and has continuously received this grant following a fiscal year schedule up to fiscal year 2011. In FY 2012 CLLS funding was placed on hold by the CA State Library due to the state's budgetary situation. Nonetheless, during this suspended period the Berkeley Public Library in recognition of the value of Berkeley READS to the community pledged and fulfilled its commitment to support the program with other Library funds. Consequently, throughout FY 2012, and unchanged to the prior fiscal year, program staffing remained as is consisting of 1.0 FTE Library Literacy Program Coordinator, 1.0 FTE Library Specialist I (Literacy Program Assistant) and a 0.50 PT Library Assistant funded through the Library Tax Fund. CLLS grant funding typically engaged to support additional contractual or project staff – 0.07 FTE in FY 2012 – dedicated to adult and family literacy staffing positions that may include a mix of a Family Literacy Coordinator; a Computer Lab Coordinator; a Drop-In/Outreach Tutor; a Small-Group Instructor; a Student Advocate/Learner-on-Staff; and a Tutor Trainer was instead supported by fund balance monies within the Public Library Fund. In FY 2012, BPL's total funding support spent for Berkeley READS was \$289,705.

### CURRENT SITUATION AND ITS EFFECTS

The Library has received a CLLS award letter dated August 27, 2012 from the CA State Library confirming a fiscal year 2013 claim of \$34,170. Acceptance and appropriation of this award is requested in order to comply with this fiscal year's program rules that 80% of the year's total CLLS funding be directed towards adult and family literacy programs and be expended or encumbered by June 30, 2013. With this funding support Berkeley READS will continue to build upon its community and local government relationships, pursue active client recruitment strategies, and offer instruction in a variety of modalities best suited to the individual client.

### FUTURE ACTION

No future action is necessary.

#### Attachments

1. Resolution



**BERKELEY PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES**

**RESOLUTION NO.: R12-\_\_**

**AUTHORIZING THE DIRECTOR OF LIBRARY SERVICES TO APPLY FOR AND ACCEPT CALIFORNIA STATE LIBRARY  
FY 2013 GRANT FUNDS FROM THE CALIFORNIA LIBRARY LITERACY SERVICES (CLLS) PROGRAM**

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

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

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

WHEREAS, the California State Library has announced FY 2013 CLLS awards for claim; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley hereby authorizes the Director of Library Services to apply for and accept the eligible FY 2013 grant fund claim amounting to \$34,170 extended by the California Library Literacy Services Grant Program to the Berkeley Public Library.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on September 12, 2012 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

---

Winston Burton, Chairperson

---

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







## BERKELEY PUBLIC LIBRARY

### CONSENT CALENDAR

September 12, 2012

**TO:** Board of Library Trustees  
**FROM:** Dennis Dang, Administrative and Fiscal Services Manager  
**SUBJECT:** FY12 ANNUAL CLOSING BUDGET REPORT AND FY13 BUDGET AMENDMENT

#### INTRODUCTION

Fiscal year 2012 period 13 (2nd closing) results and year-over-year percentage changes by Fund entities are:

Fund	Revenue	%age of Rev	Rev YoY	Expenditures	%age of Exp	Exp YoY
Library Tax (301)	\$14,909,060	93.8%	+2.9%	\$14,348,093	60.8%	-0.4%
Transaction Based Reimb (302)	\$58,192	0.4%	-28.7%	\$53,653	0.2%	+80.9%
Grants (304)	\$15,000	0.1%	-78.5%	\$30,837	0.1%	-22.5%
Public Library (305)	\$0	0.0%	-100.0%	\$1,320	0.0%	
Gifts (306)	\$94,332	0.6%	+43.1	\$233,225	1.0%	-12.6%
Foundation Branch FF&E (307)	\$800,000	5.0%	+300.0%	\$554,686	2.4%	+217423.9%
Measure FF (308)	\$5,508	0.1%	-99.9%	\$8,390,157	35.5%	+195.7%
Total	\$15,882,092	100.0%	-49.4%	\$23,611,971	100.0%	+34.3%

#### RECOMMENDATION

Adopt a resolution amending the FY 2013 Revised Budget for all Fund entities based upon recommended re-appropriation of committed prior year funding and other adjustments totaling \$11,843,597.



FISCAL IMPACT

Revisions to the fiscal year 2013 expenditure budget by Fund entities are:

<b>Fund</b>	<b>Approved FY13 Budget (Fund\$)</b>	<b>Encumbered C/O (revised)</b>	<b>Adjustments (AAO1)</b>	<b>Revised FY13 Budget</b>	<b>Projected FY-End Balance</b>
Library Tax (301)	\$15,278,872	\$141,606	\$242,000	\$15,662,478	\$553,235
TBR (302)	\$76,000	\$7,186		\$83,186	\$155,922
Grants (304)			\$34,170	\$34,170	
Public Library (305)	\$34,930			\$34,930	
Gifts (306)	\$128,327	\$5,450	\$3,970	\$137,747	\$421,614
Foundation FF&E (307)	\$1,600,000	\$20,170	\$150,000	\$1,770,170	\$224,887
Measure FF (308)	\$2,089,754	\$11,239,045		\$13,328,799	\$418,763
Total	\$19,207,883	\$11,413,457	\$430,140	\$31,051,480	

On June 13, 2012, the Board of Library Trustees by Resolution No.: 12-039 approved the updated revenues and expenditure budgets for all Library Fund entities for fiscal year 2013 – the second fiscal year period of the FY 2012 and FY 2013 biennial budget. On August 13<sup>th</sup>, CoB Finance rolled over \$11,417,336 of total encumbered values for contracts from FY12 into FY13 (shown above as revised to \$11,413,457); this action, as well as \$430,140 of adjustments for known FY13 activities, yields an amended budget total of \$31,051,480. Approval of these adjustments to the FY 2013 budgets would be effected as part of the first amendment to the FY 2013 Annual Appropriations Ordinance scheduled to be brought before the City Council on October 30.

BACKGROUND

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

Excluding Gifts (306) and the Branch Renovation Program (307 and 308) funds, FY12 revenue at \$14,982,252 increased 2.1% from FY11 while expenditures held steady dipping a slight 0.3% to \$14,433,903, yielding a surplus of \$548,349. The year-over-year increase in revenue is primarily attributable to higher than expected library tax receipts. On the expenditure side year-over labor costs dropped but professional fees rose due to infrastructure maintenance, information system upgrades and enhancements, and temporary funding provided for furniture, fixtures, and equipment at the newly renovated branch libraries.



On an overall basis, Library revenues in fiscal year 2012 reverted back to a more normal scenario with library tax proceeds making up the bulk of receipts versus last fiscal year which included receipts of \$16.4MM from the second tranche of the Measure FF bond sale. Fiscal year 2012 realized expenditures reflected the pickup in activity related to the Branch Libraries Improvement Program (Funds 307 and 308) – these two Fund groups composed 57.6% of total Library spending.

1. Library Tax Fund

The Library Tax Fund ended the fiscal year with a surplus as revenues exceeded expenditures by \$560,967 yielding an estimated beginning fund balance of \$2,101,775.

The Library Tax Fund is made up of revenue from the dedicated library tax, fines and fees, 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 was pegged to the San Francisco Bay Area Consumer Price Index increase of 2.8210%, generating total receipts of \$14,606,137 for an incremental gain of \$419,147 over the FY 2011 CPI rate of 1.7168%; or when compared to the budget, yielded a favorable gain of \$180,582. Other revenues from fines, fees and miscellaneous revenue sources rose 2.6% to \$302,923. However, library fines dropped to \$224,333, a 9.8% fall from last fiscal year and perhaps indicative of overall falling circulation numbers.

Fiscal year expenditures at \$14,348,093 were essentially flat, slipping 0.4% or \$55,251 from last fiscal year’s level. The Fund was impacted by a special one-time event whereby a temporary funding accommodation of \$128,889 was provided to cover purchases of computer and other related technology equipment and services for the Branch Libraries Improvement Program. These purchases would normally have been paid for through the Foundation FF&E Fund; however, due to a disparity in timing related to the availability of campaign receipts, goods orders had to be placed to meet project lead times and a funding accommodation from the Library Tax Fund was exercised – all funds used for this purpose will be repatriated to the Library Tax Fund once a final analysis of purchases is completed. Another major element impacting year-over-year results was the FY 2011 purchase and installation of the Bibliotheca self-check and automated materials handling system. The bulk of the major expenditures for this non-recurring project were incurred in FY 2011.

Labor costs fell relative to the prior fiscal year by \$170,567, or 1.4%, due to a managerial reorganization in the public services and technical services groups as well as from the impact of FY 2011’s elevated costs of one-time transition and catalog retagging work incurred as the Library upgraded the self-check system to Bibliotheca. An offset within the overall labor savings was a 9.5% increase, or \$176,375, in payments to CalPERS. Non-labor expense rose \$115,316 year-over-year, an increase of 4.7%; this increase is primarily due to the lending accommodation linked to the Foundation FF&E Fund for equipment purchases for the refreshed branch libraries, enhancements to the Library’s Innovative Interfaces’ integrated library system, and increased library material purchases.

2. Gifts Fund

Expenditures of \$233,225 declined 12.6% or \$33,726 below the prior year. In fiscal year 2012 the Gift Fund was tapped for approximately \$60,000 to support a lending accommodation to the Foundation FF&E Fund for temporary funding for the purchase of furniture, fixtures, and



equipment at the newly renovated branch libraries. These support monies will be repatriated to the Gift Fund once a confirming analysis is completed. Additionally, this fiscal year \$26,675 in close-out spending on the Fund's major 2011 project, the reconfiguring of public areas at the Central Library, was charged to the Fund when the project concluded in December 2011. Special event programming supported by The Friends of the Library and encompassing learning, culture, arts, and literacy topped \$76,305. And, \$44,307 was spent out of the Alice Meyer Trust on library materials; the remaining funds in the Alice Meyer Trust at fiscal year-end totaled \$174,360.

### 3. Other Funds

The TBR Fund (302) receipts fell 29.0% from the prior year ending at \$57,938, a drop of \$23,639. Two lagging FY 2011 program payments totaling \$36,205 were the only receipts received from the CA State Library. Miscellaneous revenue from public copier receipts contributed \$21,936, a 21.0% jump year-over; yielding \$3,847 more than the prior period.

Expenditures to the TBR Fund ended 80.9% above the same period last year rising to \$53,653. Captured expenses in the TBR Fund were from: 1) public copier leasing and operational costs which were less than the preceding fiscal year due to lower purchases of machine copy cards prior to the expiration of the Ricoh lease contract in March 2012, and 2) Link+ delivery charges that are typically paid out of the Fund, but in FY 2011 were charged to the Library Tax Fund on a single fiscal year basis to provide temporary relief to the TBR Fund – the Library at that time elected to await further clarification on the status of book loan program funding support from the CA State Library. Bringing the Link+ delivery charges back into the TBR Fund more than offset savings generated through the lower quantity of copy cards purchased.

The Grants Fund (304) received funding from a single funding source in FY 2012: \$15,000 from the federally supported Library Services and Technology Act (LSTA) for the Family Place Library Program. The Fund did not receive any fiscal year 2012 payments attributable to the California Library Literacy Services (CLLS) program to fund the Berkeley READS literacy program due to a hold placed on California Library Services Act (CLSA), Literacy, PLF, and TBR funds pending outcome of the state's then unresolved Trigger Bill. Expenditures to the Fund were primarily from a full spend-down of the Family Place Grant, as well the remainder of FY 2011's \$20,000 BALIS grant award to promote technology accessibility in the Library through the use of newer mobile devices such as tablets.

The California State Library apportions to the Berkeley Public Library an annual allocation to the Public Library Fund (305) based on a per capita calculation and share of population. There were no receipts taken in from the CA State Library in FY 2012 as explained above. Due to the non-restrictive nature for the use of PLF funds, the fiscal year's \$1,320 in expenditure disbursements, paid from the Fund's balance, were directed to support Berkeley READS.

### 4. Measure FF Funds

The BPL Library Foundation FF&E Fund received six check awards totaling \$800,000 while expenditures hit \$554,686. However, when including expenditures incurred in the Library Tax Fund and the Gifts Fund as a result of the FY 2012 only lending accommodation, total program FF&E branch spending was approximately \$743,306 – pending final analysis. Preliminary totals of the lending accommodation show \$128,889 expensed to the Library Tax Fund and \$59,748 charged to the Gifts Fund. By branch location, FF&E spending apportions out to \$269,172 for the North Branch, and \$262,723 to Claremont. The bulk of the remaining expenses of \$210,412



consisted of self-check and automated materials handling equipment and other peripheral computer equipment coded to the program for installation into the new branch facilities.

By fiscal year-end the Measure FF Fund (308) renovation projects for North and Claremont were out of major construction and both facilities back in public service; while South and West, having been handed over to the respective general contractors, moved into the construction phase. Fund revenue consisted primarily of interest proceeds. Expenditures totaled \$23,625,971. All costs attributable to construction since the kickoff of the Measure FF program up to June 30, 2012 by site are, North: \$4,597,112, Claremont: \$2,823,217, and for South and West which were in the early phase of construction, \$351,523 and \$135,022, respectively.

Architectural design costs at June 30, 2012:

CC Authorized	Contracted w/ASAs	Site	Designer	Expended	Expended /CC Auth	Expended /Cntrctd
\$751,245	\$748,860	NB	Architectural Resources Group	\$728,619	97.0%	97.3%
\$622,132	\$605,145	CB	Gould Evans Baum Thornley	\$592,219	95.2%	97.9%
\$863,500	\$854,058	SB	Field Paoli	\$672,572	77.9%	78.8%
\$788,194	\$745,145	WB	Harley Ellis Devereaux	\$615,115	78.0%	82.5%
\$3,025,071	\$2,953,208	Total	Architectural Design Services	\$2,608,525	86.2%	88.3%

General Contractor construction costs at June 30, 2012:

CC Authorized	Contracted w/COs	Site	General Contractor (incl. escrow)	Expended (excl. w/h)	Expended /CC Auth	Expended /Cntrctd
\$4,760,000	\$4,508,765	NB	BHM	\$4,484,765	94.2%	99.5%
\$3,300,000	\$3,052,191	CB	Fine Line	\$2,733,981	82.9%	89.6%
\$4,963,000	\$4,617,200	SB	Gonsalves & Stronck	\$145,562	2.9%	3.2%
\$5,985,000	\$5,495,000	WB	West Bay Builders	\$0		
\$19,008,000	\$17,673,156	Total	Construction Services	\$7,364,308	38.7%	41.7%

**CURRENT SITUATION AND ITS EFFECTS**

Throughout the year, the Library Board takes actions that amend the fiscal year’s revised budget through the Annual Appropriations Ordinance. These may include, but are not limited to, the acceptance of new grants, revisions to existing grants, and adjustments to the adopted expenditure authority due to unanticipated needs.

The revised budget is also amended annually to reflect the re-appropriation of prior-year funds for contractual commitments (i.e. encumbrances) as well as unencumbered carryover of unexpended funds previously authorized for one-time, non-recurring purposes. These budget changes or modifications include re-appropriating FY12 spending authority to FY13 for coverage of commitments entered into in prior years. The amended FY 2013 Revised Budget will be sent to the City’s budget office for inclusion in the consolidated first amendment of the Annual Appropriations Ordinance. (see table in *Fiscal Impact* section)



1. Library Tax Fund

The Library Tax Fund budget is requested to be increased by \$383,606 to \$15,662,478 due to FY12 carryover and new budget adjustments. The set-aside for reserve funds is requested to be increased by \$700,000 to \$1,200,000 to reflect approximately 8% of the Fund’s revenue; and is in line with the City’s percentage reserve target as applied to the General Fund. Incorporating these actions would yield a projected ending Uncommitted Fund Balance of \$553,235 for fiscal year 2013. Two looming issues outstanding, and are considered factors in the budget, are the negotiation of the City’s labor contracts, and CalPERS contributions in FY 2014 stemming from the 0.25% reduction (to 7.50%) in the CalPERS discount rate that will likely result in increased employer contributions.

Carryover \$141,606

• A1 Clear Choice	\$2,380	Window Cleaning/Pressure Wash
• Atthowe Transportation	\$3,494	Art Storage and Transportation
• Avidex, Inc.	\$10,805	A/V Systems
• Bibliotheca ITG	\$13,798	Self-check and AMH Systems
• City Mechanical	\$19,711	Facility Maintenance
• Greg Crawford Graphics	\$1,920	Graphics/Media
• Innovative Interfaces	\$18,928	Integrated Library System
• LJ Kruse	\$4,726	Facility Maintenance
• Lauren Wohl Designs	\$10,908	Graphics/Media
• Microbiz Services	\$840	Security Camera Systems
• Security Engineers	\$3,905	Fire Alarm Monitoring Services
• Sentry Alarm	\$3,716	Intrusion Alarm Monitoring Services
• Syserco, Inc.	\$1,887	Building Systems
• Unique Management	\$35,379	Collections Agency
• Universal Building Svcs.	\$412	Janitorial Services
• Universal Protection Svcs.	\$8,343	Security Services
• Miscellaneous	\$454	
• TOTAL – Carryover	\$141,606	

Adjustments \$242,000

• Library Materials Augmentation	\$85,000	Increased Materials Purchasing
• Library Publicity Campaign	\$20,000	Library Cards Refresh + Read Local
• Opening Day Collections	\$25,000	Tool Lending Library
• Teen Space Reconfiguration	\$50,000	Central Library Teen Area
• Report & Decision Module	\$22,000	III Software Enhancement
• Web Page	\$40,000	Website Refresh Project



2. Gift Fund

The Gift Fund revised budget increases \$9,420 to \$137,747 due to FY12 carryover and one budget adjustment.

Carryover \$5,450

- Patricia Bruning Design \$5,450 Signage Design

Adjustment \$3,970

- Misc. Private Gifts \$3,970 (FY12 unspent)

The contract carryover is for the completion of the branch library history documentation project. The single adjustment appropriation is an assemblage of unspent smaller private gifts given in FY 2012 to the Berkeley READS literacy program.

3. Other Funds

The TBR Fund revised budget increases \$7,186 to \$83,186 due to FY12 carryover.

Carryover \$7,186

- Konica Minolta \$4,106 Public Copier Services
- ITC Systems USA \$3,080 Public Copier Supplies

The Grants Fund revised budget is appropriated \$34,170 based on an August 27, 2012 California Library Literacy Services (CLLS) award letter from the California State Library.

Adjustment \$34,170

- Adult Literacy Services \$34,170 FY 2013 Award Letter

4. Foundation FF&E Fund

The Gift Fund revised budget increases \$170,170 to \$1,770,170 due to FY12 carryover and one budget adjustment.

Carryover \$20,170

- Field Paoli Architects \$365 Donor Signage
- Harley Ellis Devereaux \$5,000 Donor Signage
- Hopley Company \$7,604 FF&E
- One Workplace \$7,202 FF&E
- TOTAL – Carryover \$20,170

Adjustment \$150,000

- Self-check and AMH Systems \$150,000 Bibliotheca ITG



5. Measure FF Fund

FY12 carryover is requested at \$11,239,045.

Carryover	\$11,239,045	
• Ally Electric	\$2,281	Audio System – North Branch
• ARC-NC	\$9,014	Document Reproduction
• Architectural Resources	\$20,241	Architect – North Branch
• BHM Construction	\$10,000	Construction – North Branch
• Cardinaux, Rene	\$8,563	Consultant
• Construction Testing Svcs.	\$9,900	Testing and Inspection Analysis
• Snippen, David	\$4,180	Consultant
• Field Paoli Architects	\$181,485	Architect – South Branch
• Fine Line Construction	\$617,034	Construction – Claremont Branch
• Fugro Consultants	\$15,000	Geotechnical – West Branch
• Gonsalves and Stronck	\$4,248,056	Construction – South Branch
• Gould Evans Baum Thornley	\$12,926	Architect – Claremont Branch
• Harley Ellis Devereaux	\$130,030	Architect – West Branch
• Kitchell CEM	\$310,743	Project Management
• Mechanics Bank	\$7,429	Retention – Claremont Branch
• Moovers, Inc.	\$10,070	Moving Services
• RGA Environmental	\$15,341	Hazmat Abatement Monitoring
• Rockridge Geotechnical	\$8,694	Engineering Analysis
• Smith, Fause & McDonald	\$30,450	A/V Consultant
• Snapshot Mosaics	\$23,332	Public Art – South Branch
• United American Bank	\$223,372	Retention – South Branch
• West Bay Builders	\$5,325,000	Construction – West Branch
• Excess Carryover	\$15,904	Encumbrance Released
TOTAL – Carryover	\$11,239,045	

FUTURE ACTION

The Library will report the amended revised budget to the City Manager’s Office for inclusion in the amendment to the FY 2013 Annual Appropriations Ordinance scheduled to be brought before the City Council on October 30.

Attachments:

- A. Resolution
  - 1. FY 2012 Expenditures by Fund: Close II
  - 2. FY 2012 Vendor Expenditures
  - 3. Library Tax Fund: 5-Year Fund Analysis
  - 4. Gifts Fund: 5-Year Fund Analysis
  - 5. Other Funds: 5-Year Fund Analysis
  - 6. BPL Foundation FF&E Fund: 5-Year Fund Analysis
  - 7. Measure FF Fund: 5-Year Fund Analysis





**BERKELEY PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES**

**RESOLUTION NO.: 12-0##**

**AMEND THE FISCAL YEAR 2013 EXPENDITURE BUDGET FOR A TOTAL FISCAL YEAR REVISED  
BUDGET OF \$31,051,480**

WHEREAS, the Board of Library Trustees by approval of BOLT Resolution No.: 11-038 on May 11, 2011 adopted the FY 2012 and FY 2013 biennial budgets; and

WHEREAS, the Board of Library Trustees by approval of BOLT Resolution No.: 11-045 on June 8, 2011 adopted a revised FY 2012 and FY 2013 biennial revenue budget in response to the subsequent release of the San Francisco Bay Area Consumer Price Index increase of 2.8210%; and

WHEREAS, the Board of Library Trustees by approval of BOLT Resolution No.: 12-039 on June 13, 2012 adopted revised FY 2013 revenue and expenditure budgets; and

WHEREAS, the FY 2013 revised budgets must be amended to include fiscal year 2012 encumbrances of \$11,413,457; and

WHEREAS, the FY 2013 revised budgets must be amended to include projected fiscal year 2013 adjustments of \$430,140; and

WHEREAS, the Board is committed to a balanced FY 2013 Revised Budget that uses available fund balances to ensure the expenditure of all funding sources.

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley that the FY 2013 Expenditure Budget is amended based upon recommended re-appropriation of committed fiscal year 2012 funding and other recommended adjustments totaling \$11,843,597.

BE IT FURTHER RESOLVED by the Board of Library Trustees of the City of Berkeley to adopt an amended FY 2013 Expenditure Budget of \$31,051,480.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on September 12, 2012 by the following vote:

AYES:	Trustees
NOES:	None.
ABSENT:	None.
ABSTENTIONS:	None.

---

Winston Burton, Chairperson

---

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

THIS PAGE INTENTIONALLY LEFT BLANK

## Attachment 1 FY 2012 EXPENDITURES BY FUND

BERKELEY PUBLIC LIBRARY : EXPENDITURES JUN FY12 (FINAL CLOSE #2)												13	100.0%
Berkeley Public Library + CoB				Actuals (NO Encumbrances)								YTD JUN	
Elmnt-Object	Description	Bdgt ORG FY12	Bdgt REV FY12	Lib Dscr 301	DL / ILL 302	Grants 304	PLF 305	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	6,808,186				127		24,758		6,833,071	96.0%
11-02	Wage Continuation Payment			83								83	
11-03	Hourly and Daily Rated Empl	262,703	265,953	123,457		1,790	1,232			59,160		185,639	69.8%
11-04	Monthly Rated - Part Benefitted	423,802	423,802	354,883								354,883	83.7%
11-51	Retro Pay No Pers & SRIP			37								37	
11-59	Reg Retro Gross Adjust.			335								335	
11-60	Excess Hours Pay	4,733	4,633	157,189				2,064				159,253	3437.4%
12-12	General Summer Youth	11,240	11,240	7,500								7,500	66.7%
13-01	O/T-Monthly Rated Employee	6,741	6,741	365								365	5.4%
13-05	Holiday Pay	5,057	5,057										
<b>Prsnl Svcs-Salaries and Wages</b>		<b>7,831,906</b>	<b>7,835,056</b>	<b>7,452,035</b>		<b>1,790</b>	<b>1,232</b>	<b>2,191</b>		<b>83,918</b>		<b>7,541,166</b>	<b>96.2%</b>
20-11	Medical Insurance	995,508	995,508	973,113				14		3,292		976,419	98.1%
20-12	Dental Insurance	151,597	151,597	140,306				3		349		140,658	92.8%
20-13	Life Insurance	7,364	7,364	5,933				1		10		5,944	80.7%
20-21	Cash-in-Lieu	88,457	88,457	75,014				41		15		75,070	84.9%
20-31	Pers/Misc Other	2,079,115	2,079,115	2,028,207				636		6,904		2,035,747	97.9%
20-34	PARS (3.75%)	26,162	26,162	18,271		62	46					18,379	70.3%
20-36	SRIP	281,996	281,996	280,271				102		998		281,371	99.8%
20-40	Medicare Tax	102,233	102,233	103,661		25	17	33		1,218		104,954	102.7%
20-63	Retrmnt Med: Misc. Emp Med Trusts	188,999	188,999	184,456				49		599		185,104	97.9%
20-71	Wrkrs Cmp: Wrkrs Cmp Chrgs	178,473	178,473	185,376		37	25	47		2,417		187,902	105.3%
20-82	Allowances: Shoes Allowance	1,012	1,012	607						2		609	60.2%
20-87	Terminal Payouts-Misc.Emp	88,452	88,452	88,466				25		290		88,781	100.4%
20-90	Other Employee Benefits	222,265	222,265	209,426				59		704		210,189	94.6%
20-91	Commuter Check	19,484	19,484	16,739				1		44		16,784	86.1%
27-20	Fringe Benefits (Budget)	24,595	24,595										
<b>Prsnl Svcs-Fringe Benefits</b>		<b>4,455,712</b>	<b>4,455,712</b>	<b>4,309,846</b>		<b>124</b>	<b>88</b>	<b>1,011</b>		<b>16,842</b>		<b>4,327,911</b>	<b>97.1%</b>
20-99	Salary Savings	(182,578)	(182,578)										
<b>Personal Services-Employee</b>		<b>12,105,040</b>	<b>12,108,190</b>	<b>11,761,881</b>		<b>1,914</b>	<b>1,320</b>	<b>3,202</b>		<b>100,760</b>		<b>11,869,077</b>	<b>98.0%</b>

## Attachment 1 FY 2012 EXPENDITURES BY FUND

BERKELEY PUBLIC LIBRARY : EXPENDITURES JUN FY12 (FNAL CLOSE #2)												13	100.0%
Berkeley Public Library + CoB			Actuals (NO Encumbrances)									YTD JUN	
Elmnt-Object	Description	Bdgt ORG FY12	Bdgt REV FY12	Lib Dscr 301	DL / ILL 302	Grants 304	PLF 305	Gift 306	FFE 307	Mse FF 308	Cap Imp 610	Actual FY12	% REV Spent
30-35	Professional: Engrng & Architecural Svcs	50,000	1,139,268							737,093		737,093	64.7%
30-38	Professional: Misc Prof Svcs	374,146	1,491,634	232,644		1,491		58,946	38,737	584,565		916,383	61.4%
30-39	Hazardous Materials Handling	3,825	3,632										
30-42	Maint Svcs: Office Equip Maint Svcs	10,500	9,971	4,696								4,696	47.1%
30-43	Maint Svcs: Bldg & Structures Maint Svcs	118,400	169,460	123,459								123,459	72.9%
30-44	Maint Svcs: Field Equip Maint	40,450	38,221	9,591								9,591	25.1%
30-46	Maint Svcs: Computer Maintenance	9,200	9,200										
30-47	Maint Svcs: Software Maintenance	286,304	295,460	238,126				524				238,650	80.8%
30-51	Bank Credit Card Fees	3,000	3,000	3,914								3,914	130.5%
<b>Purchased Prof &amp; Tech Svcs</b>		<b>895,825</b>	<b>3,159,846</b>	<b>612,430</b>		<b>1,491</b>		<b>59,470</b>	<b>38,737</b>	<b>1,321,658</b>		<b>2,033,786</b>	<b>64.4%</b>
35-20	County/State/Fed Pymts.	5,000	5,518	7,555						15		7,570	137.2%
<b>Grants &amp; Gvrnmntl Payments</b>		<b>5,000</b>	<b>5,518</b>	<b>7,555</b>						<b>15</b>		<b>7,570</b>	<b>137.2%</b>
40-10	Professional Dues and Fee	44,277	49,192	22,695						4,900		27,595	56.1%
40-20	Insurance	575	575										
40-31	Communications: Telephones	189,925	201,316	86,306						16,639		102,945	51.1%
40-33	Communications: Cellular	14,550	14,550	4,870								4,870	33.5%
40-41	Utilities: Water	35,125	141,682	15,321						125,120		140,441	99.1%
40-42	Utilities: Gas/Electricity	298,500	279,700	204,771						37,028		241,799	86.4%
40-43	Utilities: Refuse	30,792	30,792	18,402								18,402	59.8%
40-50	Printing and Binding	59,750	43,962	9,166				1,770		12,441		23,377	53.2%
40-61	Travel: Commerical Travel	2,000	2,874	3,330				203				3,533	122.9%
40-62	Travel: Meals & Lodging	3,000	4,154	4,933				4,491				9,424	226.9%
40-63	Travel: Registration/Admin Fees	19,750	20,057	12,388				2,295				14,683	73.2%
40-64	Travel: Transportation	1,500	1,509	1,702				269				1,971	130.6%
40-70	Advertising	12,044	4,610	1,025						745		1,770	38.4%
40-80	Books and Publications	16,000	16,000	260								260	1.6%
40-90	Other	401,770	4,250			1,250						1,250	29.4%
<b>Other Purchased Services</b>		<b>1,129,558</b>	<b>815,223</b>	<b>385,169</b>		<b>1,250</b>		<b>9,028</b>		<b>196,873</b>		<b>592,320</b>	<b>72.7%</b>
50-10	Rental of Land/Buildings	127,375	46,473	39,623								39,623	85.3%
50-20	Rental of Equip/Vehicles	41,500	42,376		22,103							22,103	52.2%
50-30	Rental of Office Equipment & Furniture	10,000	19,375	11,053								11,053	57.0%
50-40	Rental of Software & Licenses	75	75										
<b>Rentals / Leases</b>		<b>178,950</b>	<b>108,299</b>	<b>50,676</b>	<b>22,103</b>							<b>72,779</b>	<b>67.2%</b>

## Attachment 1 FY 2012 EXPENDITURES BY FUND

BERKELEY PUBLIC LIBRARY : EXPENDITURES JUN FY12 (FINAL CLOSE #2)												13	100.0%
Berkeley Public Library + CoB			Actuals (NO Encumbrances)									YTD JUN	
Elmnt-Object	Description	Bdgt ORG FY12	Bdgt REV FY12	Lib Dscr 301	DL / ILL 302	Grants 304	PLF 305	Gift 306	FFE 307	Mse FF 308	Cap Imp 610	Actual FY12	% REV Spent
51-10	Postage	21,500	21,130	9,306								9,306	44.0%
51-20	Messenger/Deliver	25,000	30,000		29,634							29,634	98.8%
<b>Mail Services</b>		<b>46,500</b>	<b>51,130</b>	<b>9,306</b>	<b>29,634</b>							<b>38,940</b>	<b>76.2%</b>
55-11	Office Supplies	25,130	24,086	14,858								14,858	61.7%
55-20	Field Supplies	157,080	190,195	102,316	1,916	13,081		18,213				135,526	71.3%
55-33	Equip & Veh Supp: Petroleum, Oil, Lubricant			84								84	
55-34	Equip & Veh Supp: Spare Replacement Parts	4,425	1,835										
55-50	Food	7,850	7,690	383				5,247				5,630	73.2%
55-60	Library Materials	992,321	998,050	859,099				62,519				921,618	92.3%
<b>Supplies</b>		<b>1,186,806</b>	<b>1,221,856</b>	<b>976,740</b>	<b>1,916</b>	<b>13,081</b>		<b>85,979</b>				<b>1,077,716</b>	<b>88.2%</b>
60-20	Outside Janitorial Svcs	180,000	158,741	157,763								157,763	99.4%
<b>Purchased Property Services</b>		<b>180,000</b>	<b>158,741</b>	<b>157,763</b>								<b>157,763</b>	<b>99.4%</b>
65-70	Building - Existing Construction	1,053,586	7,113,098	9,090						6,438,252	14,000	6,461,342	90.8%
65-75	Building - New Construction		10,544,893							332,599		332,599	3.2%
65-80	Other Infrastructure	130,000											
<b>Infrastructure</b>		<b>1,183,586</b>	<b>17,657,991</b>	<b>9,090</b>						<b>6,770,851</b>	<b>14,000</b>	<b>6,793,941</b>	<b>38.5%</b>
70-41	Machinery and Equipment	136,346	374,573	34,357				4,273	185,078			223,708	59.7%
70-42	Vehicles	16,105	4,974	96,598								96,598	1942.1%
70-43	Furniture and Fixtures	506,000	633,568					41,821	224,010			265,831	42.0%
70-44	Computers & Printers	50,000	91,965	69,874				8,797				78,671	85.5%
70-47	Computer Softwares & Lic	5,000	9,054	6,116					2,500			8,616	95.2%
<b>Property</b>		<b>713,451</b>	<b>1,114,134</b>	<b>206,945</b>				<b>54,891</b>	<b>411,588</b>			<b>673,424</b>	<b>60.4%</b>
71-10	Small Equipment	21,000	35,808	15,942		13,101						29,043	81.1%
71-43	Mach & Equip: Furniture And Fixtures	510,000	647,404	19,376				13,655	104,361			137,392	21.2%
71-44	Mach & Equip: Computers And Printers	10,000	276,732	106,132								106,132	38.4%
71-47	Mach & Equip: Software & Licenses	15,000	19,662	11,824				7,000				18,824	95.7%
<b>Property Under Cap Limit</b>		<b>556,000</b>	<b>979,606</b>	<b>153,274</b>		<b>13,101</b>		<b>20,655</b>	<b>104,361</b>			<b>291,391</b>	<b>29.7%</b>
75-35	Mail Services	1,680	1,680	1,680								1,680	100.0%
75-50	City Vehicles/Fuel & Main	7,859	7,859	15,084								15,084	191.9%
75-60	City Parking Permits	500	500	500								500	100.0%
75-90	Internal City Training	500	500										
<b>Internal Services</b>		<b>10,539</b>	<b>10,539</b>	<b>17,264</b>								<b>17,264</b>	<b>163.8%</b>
99-01	Appropriations Ord #1		(419,970)										
99-02	Appropriations Ord #2		(9,743,906)										
99-11	Appropriations Ord #1 Offset Acct		419,970										
99-12	Appropriations Ord #2 Offset Acct		9,743,906										
<b>Balance Sheet Accounts</b>													
<b>Other Expenses</b>		<b>6,086,215</b>	<b>25,282,883</b>	<b>2,586,212</b>	<b>53,653</b>	<b>28,923</b>		<b>230,023</b>	<b>554,686</b>	<b>8,289,397</b>	<b>14,000</b>	<b>11,756,894</b>	<b>46.5%</b>
<b>Berkeley Public Library + CoB</b>		<b>18,191,255</b>	<b>37,391,073</b>	<b>14,348,093</b>	<b>53,653</b>	<b>30,837</b>	<b>1,320</b>	<b>233,225</b>	<b>554,686</b>	<b>8,390,157</b>	<b>14,000</b>	<b>23,625,971</b>	<b>63.2%</b>

THIS PAGE INTENTIONALLY LEFT BLANK

**Attachment 2**  
**FY 2012 VENDOR EXPENDITURES**

BERKELEY PUBLIC LIBRARY			
FY12 - VENDOR EXPENDITURES @ 11JUN12 (ALL FUNDS)			
Type	Description	Vendor Name	Amount
Prof. and Tech. Svcs.	Professional Services	KITCHELL	379,989
	Engineering & Architectural	HARLEY ELLIS DEVEREAUX	210,423
	Software Maintenance	INNOVATIVE INTERFACES INC	201,646
	Engineering & Architectural	FIELD PAOLI ARCHITECTS	197,822
	Engineering & Architectural	ARCHITECTURAL RESOURCES GR	106,247
	Professional Services	UNIVERSAL PROTECTION SERVI	101,674
	Engineering & Architectural	GOULD EVANS BAUM THORNLEY	98,750
	Professional Services	COLEMAN, MARION	30,400
	Engineering & Architectural	CONSTRUCTION TESTING SERVI	29,959
	Professional Services	KAY CHESTERFIELD	26,905
	Professional Services	ELLIS & ELLIS SIGN SYSTEMS	24,623
	Professional Services	RGA ENVIRONMENTAL INC	24,477
	Facilities Maintenance	SYSERCO, INC.	24,389
	Professional Services	AVIDEX, INC	24,159
	Professional Services	Other*	23,793
	Professional Services	POWELL, ERIC	23,200
	Professional Services	MOOVERS INC	21,744
	Facilities Maintenance	CITY MECHANICAL, INC.	18,539
	Professional Services	CARDINAUX, RENE	17,903
	Software Maintenance	THE ACTIVE NETWORK INC	16,563
	Professional Services	ARCHITECTURAL RESOURCES GR	15,390
	Professional Services	SMITH, FAUSE & MCDONALD, I	15,387
	Facilities Maintenance	THYSSEN KRUPP ELEVATOR - 04	13,259
	Professional Services	PAGE & TURNBULL	12,822
	Facilities Maintenance	MARINA MECHANICAL	11,483
	Facilities Maintenance	BELFOR USA GROUP	10,470
	Professional Services	MTM TECHNOLOGIES	9,037
	Professional Services	SNAPSHOT MOSAICS INC.	8,360
	Engineering & Architectural	ROCKRIDGE GEOTECHNICAL INC	8,206
	Professional Services	FREITAS LANDSCAPE & MAINTEN	7,729
	Professional Services	UNIQUE MANAGEMENT SERVICES	7,724
	Professional Services	LAUREN WOHL DESIGN	7,538
	Professional Services	PATRICIA BRUNING DESIGN	7,300
	Software Maintenance	NETWORK CONSULTING SERVICE	5,856
	Facilities Maintenance	L.J. KRUSE CO.	5,810
	Professional Services	BAY ALARM COMPANY	5,405
	Software Maintenance	CALIFA GROUP	5,041
	Professional Services	ALAMEDA COUNTY SMALL BUSIN	5,000
	Professional Services	GOULD EVANS BAUM THORNLEY	5,000
	Facilities Maintenance	SECURITY ENGINEERS	4,349

**Attachment 2**  
**FY 2012 VENDOR EXPENDITURES**

BERKELEY PUBLIC LIBRARY			
FY12 - VENDOR EXPENDITURES @ 11JUN12 (ALL FUNDS)			
Type	Description	Vendor Name	Amount
	Equipment Maintenance	SHARP ELECTRONICS CORPORAT	3,446
	Professional Services	IRON MOUNTAIN RECORDS	3,417
	Equipment Maintenance	DELL MARKETING LP	3,390
	Professional Services	CONSULTING RESIDENTIAL DES	3,080
	Software Maintenance	PRIMEX WIRELESS, INC	3,034
	Facilities Maintenance	CINTAS FIRE PROTECTION	2,768
	Professional Services	SECURITY ENGINEERS	2,628
	Facilities Maintenance	STUART'S CLEAR CHOICE	2,570
	Professional Services	ATTHOWE TRANSPORTATION COM	2,506
	Equipment Maintenance	AMS.NET, INC	2,500
	Equipment Maintenance	RICOH AMERICAS CORPORATION	2,498
	Facilities Maintenance	Other*	2,347
	Facilities Maintenance	BIG CHIEF TREE SERVICE	2,250
	Professional Services	KRAY CABLING, INC.	2,117
	Professional Services	CHARLES M SALTER ASSOCIATE	1,988
	Professional Services	SERVPRO OF NE SAN JOSE	1,981
	Professional Services	FIELD PAOLI ARCHITECTS	1,805
	Professional Services	PENINSULA LIBRARY SYSTEM	1,800
	Equipment Maintenance	Other*	1,799
	Software Maintenance	BORDERLAN, INC	1,639
	Software Maintenance	CITRIX SYSTEMS, INC.	1,575
	Software Maintenance	AWE	1,200
	Software Maintenance	BIBLIOTHECA ITG, LLC	1,173
	Professional Services	SANABRIA, ALVARO	1,050
	Facilities Maintenance	ORKIN EXTERMINATING	1,042
	Professional Services	SENTRY ALARM SYSTEMS	1,005
	Professional Services	BAY AREA VISUAL ARTS NETWO	1,000
	Software Maintenance	Other*	923
<b>Prof. and Tech. Svcs.</b>		<b>Subtotal</b>	<b>1,832,901</b>
Grant & Government	Government Payments	ALAMEDA COUNTY-TREASURER &	4,780
<b>Grant &amp; Government</b>		<b>Subtotal</b>	<b>4,780</b>
Other Purch. Svcs.	Gas & Electricity	PACIFIC GAS & ELECTRIC CO	186,048
	Water	EBMUD	135,788
	Telephones	AT&T	75,110
	Gas & Electricity	PACIFIC GAS & ELECTRIC	22,914
	Professional Dues & Fees	PACIFIC LIBRARY PARTNERSHI	19,223
	Telephones	AT&T INTERNET SERVICES	12,045
	Printing	ARC - NC	9,888
	Conference/Seminar Registration	Other*	7,169
	Travel	Other*	6,567



**Attachment 2**  
**FY 2012 VENDOR EXPENDITURES**

BERKELEY PUBLIC LIBRARY			
FY12 - VENDOR EXPENDITURES @ 11JUN12 (ALL FUNDS)			
Type	Description	Vendor Name	Amount
	Conference/Seminar Registration	PENINSULA LIBRARY SYSTEM	5,675
	Professional Dues & Fees	GREEN BUILDING CERTIFICATI	4,000
	Telephones	NEXTEL COMMUNICATIONS--AIR	3,296
	Printing	GREENER PRINTER	2,774
	Printing	AUTUMN PRESS, INC	2,644
	Printing	COPY CENTRAL - SHATTUCK	2,086
	Telephones	NEXUS IS, INC	1,947
	Printing	ADMAC DIGITAL IMAGING	1,903
	Professional Dues & Fees	AMERICAN LIBRARY ASSN	1,825
	Advertising	Other*	1,770
	Conference/Seminar Registration	WELLS FARGO BANK, N.A.	1,564
	Printing	ROGER DUNN PRINTING INC.	1,527
	Travel	WELLS FARGO BANK, N.A.	1,439
	Other	PACIFIC GAS & ELECTRIC	1,250
	Professional Dues & Fees	CALIFORNIA LIBRARY ASSN	1,200
	Telephones	AT&T MOBILITY	1,113
	Water	Other*	985
	Telephones	Other*	784
	Professional Dues & Fees	Other*	462
	Books & Subscriptions	Other*	260
	Printing	Other*	173
<b>Other Purch. Svcs.</b>	<b>Subtotal</b>		<b>513,428</b>
Rentals & Leases	Rental	WEST COAST PROPERTY MANAGE	37,050
	Rental Equipment	RICOH AMERICAS CORPORATION	14,209
	Rental Office Equipment	PITNEY BOWES GLOBAL FINACI	8,711
	Rental Equipment	KONICA MINOLTA BUSINESS SO	2,604
	Rental Office Equipment	NEOPOST/MAILFINANCE INC	2,111
	Rental	ST. JOHN'S PRESBYTERIAN CH	1,733
	Rental Office Equipment	US BANCORP	1,595
	Rental Office Equipment	SHARP ELECTRONICS CORPORAT	710
<b>Rentals &amp; Leases</b>	<b>Subtotal</b>		<b>68,723</b>
Mail Services	Delivery Services	TRICOR AMERICA INC.	27,008
	Postage	NEOPOST/POSTAGE	5,110
	Postage	UNITED STATES POSTAL SERVI	4,000
	Postage	Other*	355
<b>Mail Services</b>	<b>Subtotal</b>		<b>36,473</b>
Supplies	Library Materials	BAKER & TAYLOR, INC.	220,645
	Library Materials	BWI/BOOKWHOLESALERS, INC.	93,885
	Library Materials	MIDWEST TAPE	90,778
	Library Materials	OVERDRIVE, INC	49,230

**Attachment 2**  
**FY 2012 VENDOR EXPENDITURES**

BERKELEY PUBLIC LIBRARY			
FY12 - VENDOR EXPENDITURES @ 11JUN12 (ALL FUNDS)			
Type	Description	Vendor Name	Amount
	Library Materials	STATE BOARD OF EQUALIZATIO	43,475
	Library Materials	EBSCO INFORMATION SERVICES	42,430
	Library Materials	AMAZON.COM-LIBRARY	24,218
	Field Supplies	UNIVERSAL BUILDING SERVICE	23,520
	Library Materials	Other*	22,595
	Library Materials	GALE GROUP	22,221
	Library Materials	INFO USA MARKETING,INC.	13,443
	Field Supplies	Other*	12,989
	Library Materials	PACIFIC LIBRARY PARTNERSHI	12,839
	Library Materials	OXFORD UNIV PRESS INC	12,830
	Library Materials	RANDOM HOUSE INC.	12,645
	Office Supplies	INDEPENDENT STATIONERS, IN	10,842
	Field Supplies	DEMCO	8,127
	Field Supplies	INDEPENDENT STATIONERS, IN	7,776
	Library Materials	NEWSBANK,INC.	7,465
	Library Materials	LEARNING EXPRESS, LLC	7,395
	Field Supplies	MCMASTER-CARR SUPPLY	6,948
	Library Materials	CALIFA GROUP	6,526
	Field Supplies	LAKESHORE LEARNING MATERIA	6,393
	Field Supplies	BIBLIOTHECA ITG, LLC	5,677
	Library Materials	RECORDED BOOKS, LLC.	5,192
	Library Materials	PROQUEST LLC	5,060
	Library Materials	LATIN AMERICAN BOOKSOURCE	5,007
	Food	Other*	4,900
	Field Supplies	BRODART CO	4,781
	Library Materials	EASTWIND BOOKS & ARTS, INC	4,550
	Library Materials	WORLD BOOK, INC.	4,400
	Library Materials	ADARO ENGINE & EQUIPMENT I	3,928
	Library Materials	ARKIV MUSIC	3,831
	Field Supplies	SSI TECHNOLOGIES INC	3,559
	Field Supplies	SAN LEANDRO ELECTRIC	3,450
	Field Supplies	GAYLORD BROS INC.	3,039
	Library Materials	SAN FRANCISCO CHRONICLE	2,907
	Library Materials	KINOKUNIYA BOOK STORES	2,745
	Field Supplies	CDW-GOVERNMENT	2,560
	Field Supplies	BURGEON GROUP LLC	2,559
	Field Supplies	GRAINGER INDUSTRIAL SUPPLY	2,539
	Field Supplies	LATIN AMERICAN BOOKSOURCE	2,503
	Library Materials	QUIPU GROUP LLC	2,500
	Field Supplies	ORCHARD SUPPLY HARDWARE	2,450

**Attachment 2**  
**FY 2012 VENDOR EXPENDITURES**

BERKELEY PUBLIC LIBRARY			
FY12 - VENDOR EXPENDITURES @ 11JUN12 (ALL FUNDS)			
Type	Description	Vendor Name	Amount
	Field Supplies	STATE BOARD OF EQUALIZATIO	2,432
	Library Materials	PROQUEST COMPANY	2,283
	Library Materials	UNITED STATES STAMP CO	2,255
	Library Materials	ENCYCLOPAEDIA BRITANNICA,	2,250
	Library Materials	OCLC ONLINE COMPUTER LIB C	2,090
	Office Supplies	Other*	2,045
	Library Materials	TEACHING COMPANY, THE	1,969
	Library Materials	LONELY PLANET	1,969
	Library Materials	ASHBY LUMBER CO	1,879
	Field Supplies	DISCOUNT SCHOOL SUPPLY	1,848
	Field Supplies	TRUITT & WHITE LUMBER	1,755
	Library Materials	SINO-AMERICAN BOOKS & ARTS	1,638
	Library Materials	HOMDA TRADING INC	1,611
	Field Supplies	WILCO SUPPLY	1,608
	Field Supplies	UPTIME RESOURCES	1,566
	Library Materials	STANDARD & POOR'S	1,554
	Field Supplies	WEST LITE SUPPLY CO	1,509
	Field Supplies	AMAZON.COM-LIBRARY	1,504
	Field Supplies	ASHBY LUMBER	1,473
	Library Materials	ORCHARD SUPPLY HARDWARE	1,458
	Library Materials	BERNAN PRESS	1,450
	Library Materials	NOLO PRESS, INC	1,441
	Library Materials	CISIONUS INC	1,414
	Library Materials	NEW READERS PRESS	1,368
	Field Supplies	H. SLATERWEST INC	1,338
	Field Supplies	SCHOLASTIC INC.	1,293
	Library Materials	BLACKSTONE AUDIOBOOKS	1,270
	Library Materials	NEW YORK TIMES, THE	1,258
	Library Materials	WALL STREET JOURNAL, THE	1,225
	Library Materials	GRASS ROOTS PRESS	1,223
	Library Materials	MCMASTER-CARR SUPPLY	1,201
	Library Materials	BILINGUAL PUBLICATIONS CO	1,200
	Field Supplies	WELLS FARGO BANK, N.A.	1,197
	Field Supplies	TAP PLASTIC	1,168
	Field Supplies	HIGHSMITH LLC	1,140
	Field Supplies	REX KEY & SECURITY	1,086
	Library Materials	SPRINGSHARE, INC	1,081
	Library Materials	ALEXANDER STREET PRESS	1,077
	Field Supplies	ASHBY PLUMBING & HEATING	1,075
	Office Supplies	ALKO OFFICE SUPPLY	1,054

**Attachment 2**  
**FY 2012 VENDOR EXPENDITURES**

BERKELEY PUBLIC LIBRARY			
FY12 - VENDOR EXPENDITURES @ 11JUN12 (ALL FUNDS)			
Type	Description	Vendor Name	Amount
	Library Materials	HOMESPUN	1,050
	Field Supplies	ITC SYSTEMS USA INC	1,020
	Library Materials	WASHINGTON POST, THE	1,013
	Library Materials	VALLEY LIBRARY BINDERY	1,010
	Library Materials	INFORMATION TODAY, INC.	1,008
<b>Supplies</b>	<b>Subtotal</b>		<b>903,707</b>
Purch. Property Svcs.	Outside Janitorial Services	UNIVERSAL BUILDING SERVICE	131,415
<b>Purch. Property Svcs.</b>	<b>Subtotal</b>		<b>131,415</b>
Construction	Building-Existing	BHM CONSTRUCTION, INC	3,554,919
	Building-Existing	FINE LINE CONSTRUCTION	2,110,711
	Building-Existing	MECHANICS BANK	255,212
	Building-New	GONSALVES & STRONCK CONSTR	138,284
	Building-Existing	ABBEY CARPET OF ELCERRITO	9,090
	Building-New	Other*	247
	Building-Existing	Other*	18
<b>Construction</b>	<b>Subtotal</b>		<b>6,068,481</b>
Property Purchases	Furniture & Fixtures > \$1000	ONE WORKPLACE	217,908
	Equipment > \$1000	BIBLIOTHECA ITG, LLC	210,194
	Furniture & Fixtures < \$1000	ONE WORKPLACE	78,090
	Computer < \$1000	DELL MARKETING LP	53,079
	Computer > \$1000	MICROBIZ SERVICE COMPANY I	32,424
	Computer < \$1000	CDW-GOVERNMENT	25,220
	Furniture & Fixtures > \$1000	HOGUE & ASSOCIATES	23,707
	Furniture & Fixtures < \$1000	BURGEON GROUP LLC	18,821
	Computer > \$1000	CDW-GOVERNMENT	18,215
	Computer < \$1000	PRIMEX WIRELESS, INC	16,717
	Furniture & Fixtures < \$1000	INTERFORM COMMERCIAL INTER	9,729
	Computer > \$1000	AWE	9,712
	Furniture & Fixtures > \$1000	SWERVE CO OF CALIFORNIA	8,985
	Equipment < \$1000	APPLE COMPUTER, INC.	8,615
	Computer Software < \$1000	CDW-GOVERNMENT	8,300
	Computer > \$1000	AVIDEX, INC	7,919
	Furniture & Fixtures < \$1000	CONTRACT OFFICE GROUP	7,717
	Computer > \$1000	MTM TECHNOLOGIES	7,559
	Equipment < \$1000	CDW-GOVERNMENT	7,450
	Furniture & Fixtures > \$1000	BURGEON GROUP LLC	7,080
	Computer Software < \$1000	AWE	7,000
	Equipment < \$1000	DEMCO	6,274
	Equipment > \$1000	DEMCO	5,620
	Furniture & Fixtures < \$1000	BORDEN LIGHTING	5,530

**Attachment 2**  
**FY 2012 VENDOR EXPENDITURES**

BERKELEY PUBLIC LIBRARY			
FY12 - VENDOR EXPENDITURES @ 11JUN12 (ALL FUNDS)			
Type	Description	Vendor Name	Amount
	Furniture & Fixtures > \$1000	ARTWORKS FOUNDRY	5,354
	Computer Software > \$1000	INNOVATIVE INTERFACES INC	5,000
	Computer < \$1000	STATE BOARD OF EQUALIZATIO	4,984
	Computer < \$1000	NLE	4,311
	Equipment > \$1000	BRODART CO	3,941
	Computer Software > \$1000	MTM TECHNOLOGIES	3,616
	Equipment > \$1000	Other*	3,221
	Equipment > \$1000	SENTRY ALARM SYSTEMS	3,135
	Furniture & Fixtures > \$1000	AIRPORT APPLIANCE INC	2,798
	Furniture & Fixtures < \$1000	PIVOT INTERIORS	2,763
	Furniture & Fixtures < \$1000	AFC INDUSTRIES INC	2,016
	Equipment < \$1000	CENTER FOR ACCESSIBLE TECH	1,925
	Furniture & Fixtures < \$1000	HOGUE & ASSOCIATES	1,787
	Computer Software < \$1000	TODAY'S BUSINESS SOLUTIONS	1,785
	Equipment < \$1000	OTTERBOX	1,619
	Computer Software < \$1000	THAWTE INC	1,439
	Furniture & Fixtures < \$1000	Other*	1,354
	Computer > \$1000	APPLE COMPUTER, INC.	1,290
	Computer < \$1000	MTM TECHNOLOGIES	1,061
	Computer < \$1000	Other*	761
	Computer Software < \$1000	Other*	300
<b>Property Purchases</b>	<b>Subtotal</b>		<b>856,323</b>
<b>BPL - ALL FUNDS</b>	<b>Total</b>		<b>10,416,230</b>

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

THIS PAGE INTENTIONALLY LEFT BLANK

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

	FY 2010 FINAL	FY 2011 FINAL	FY 2012 FINAL	FY 2013 ADOPTED	FY 2013 REVISED	FY 2013 PROJECTED	FY 2014 PROJECTED
<b>Beginning Fund Balance</b>	\$ 1,102,151	\$ 1,461,883	\$ 1,540,808	\$ 2,101,775	\$ 2,101,775	\$ 2,101,775	\$ 1,753,235
<b>Revenues</b>							
Library Services Tax	\$ 13,844,489	\$ 14,187,090	\$ 14,606,137	\$ 15,028,438	\$ 15,028,438	\$ 15,028,438	\$ 15,329,007
Fines/Fees	293,254	281,272	254,985	275,000	275,000	275,000	250,000
Misc. Revenue / Interest / Refunds	14,532	13,907	47,938	10,500	10,500	10,500	10,500
<b>TOTAL REVENUE</b>	<b>\$ 14,152,275</b>	<b>\$ 14,482,269</b>	<b>\$ 14,909,060</b>	<b>\$ 15,313,938</b>	<b>\$ 15,313,938</b>	<b>\$ 15,313,938</b>	<b>\$ 15,589,507</b>
<b>Expenditures</b>							
<b>Operations</b>							
Salaries, Wages, Benefits	\$ 11,645,544	\$ 11,914,558	\$ 11,740,958	\$ 12,268,310	\$ 12,268,310	\$ 12,268,310	\$ 12,625,476
<b>Salaries, Wages, Benefits</b>							
less: Labor Vacancy Savings				186,193	186,193	186,193	189,382
Personnel	\$ 11,645,544	\$ 11,914,558	\$ 11,740,958	\$ 12,082,117	\$ 12,082,117	\$ 12,082,117	\$ 12,436,094
Non-Personnel	458,709	778,881	554,412	696,585	769,491	769,491	800,000
Library Materials (incl Tool Lndng)	823,068	811,134	859,099	939,000	939,000	1,049,000	1,024,000
Misc. Professional Services	198,063	240,486	232,644	288,600	390,021	497,460	350,000
Utilities+Telephone	378,346	320,231	329,620	446,662	446,662	446,662	446,662
Janitorial	167,428	170,113	157,763	180,000	180,412	180,412	200,000
Software Maintenance	54,045	132,158	238,126	315,000	293,928	293,928	293,928
Computer & Software Purchase >\$1K	31,013	17,787	193,946	105,000	117,500	139,500	100,000
Building/Infrastructure	12,539		20,364	200,000	178,000	178,000	150,000
<b>Subtotal:</b>	<b>\$ 13,768,755</b>	<b>\$ 14,385,348</b>	<b>\$ 14,326,932</b>	<b>\$ 15,252,964</b>	<b>\$ 15,397,131</b>	<b>\$ 15,636,570</b>	<b>\$ 15,800,684</b>
<b>Charges From Other Depts</b>							
Finance - Billing (3601)	\$ 12,685	\$ 10,173	\$ 12,653	\$ 12,810	\$ 12,810	\$ 12,810	\$ 12,810
Facilities - Admn (5401) +Txcs (5403)	11,103	7,823	8,508	13,098	13,098	13,098	13,098
<b>Subtotal:</b>	<b>\$ 23,788</b>	<b>\$ 17,996</b>	<b>\$ 21,161</b>	<b>\$ 25,908</b>	<b>\$ 25,908</b>	<b>\$ 25,908</b>	<b>\$ 25,908</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 13,792,543</b>	<b>\$ 14,403,344</b>	<b>\$ 14,348,093</b>	<b>\$ 15,278,872</b>	<b>\$ 15,423,039</b>	<b>\$ 15,662,478</b>	<b>\$ 15,826,592</b>
<b>Projected Surplus/(Shortfall)</b> <b>{Rev - Exp}</b>	<b>\$ 359,732</b>	<b>\$ 78,925</b>	<b>\$ 560,967</b>	<b>\$ 35,066</b>	<b>\$ (109,101)</b>	<b>\$ (348,540)</b>	<b>\$ (237,085)</b>
<b>GROSS FUND BALANCE</b> <b>{Bal + Rev - Exp}</b>	<b>\$ 1,461,883</b>	<b>\$ 1,540,808</b>	<b>\$ 2,101,775</b>	<b>\$ 2,136,841</b>	<b>\$ 1,992,674</b>	<b>\$ 1,753,235</b>	<b>\$ 1,516,150</b>
Annual Committed Reserve				\$ 500,000	\$ 500,000	\$ 1,200,000	\$ 1,200,000
<b>Uncommitted Fund Balance</b>	<b>\$ 1,461,883</b>	<b>\$ 1,540,808</b>	<b>\$ 2,101,775</b>	<b>\$ 1,636,841</b>	<b>\$ 1,492,674</b>	<b>\$ 553,235</b>	<b>\$ 316,150</b>

**THIS PAGE INTENTIONALLY LEFT BLANK**



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

	FY 2010 FINAL	FY 2011 FINAL	FY 2012 FINAL	FY 2013 ADOPTED	FY 2013 REVISED	FY 2013 PROJECTED	FY 2014 PROJECTED
<b>Beginning Fund Balance</b>	\$ 875,064	\$ 810,955	\$ 609,927	\$ 471,034	\$ 471,034	\$ 471,034	\$ 421,614
<b>Revenues</b>							
Friends of BPL	\$ 92,151	\$ 58,420	\$ 86,810		\$ 88,327	\$ 88,327	
BPL Foundation			500				
Donations/Private	7,028	6,551	6,882				
Interest/Misc. Revenues	1,360	952	140				
<b>TOTAL REVENUE</b>	\$ 100,539	\$ 65,923	\$ 94,332	\$ -	\$ 88,327	\$ 88,327	\$ -
<b>Expenditures</b>							
<b>Operations</b>							
Personnel	\$ 16,374	\$ 42,816	\$ 3,202		\$ 2,615	\$ 2,615	
Non-Personnel	25,501	115,253	99,761	88,327	32,356	36,326	
Professional Services	62,732	63,689	58,946		38,206	38,206	
Library Materials	59,146	45,193	62,519	40,000	60,600	60,600	
Computer Hardware/Software	895		8,797				
FF&E Accommodation							
<b>Subtotal:</b>	\$ 164,648	\$ 266,951	\$ 233,225	\$ 128,327	\$ 133,777	\$ 137,747	\$ -
<b>TOTAL EXPENDITURES</b>	\$ 164,648	\$ 266,951	\$ 233,225	\$ 128,327	\$ 133,777	\$ 137,747	\$ -
<b>Projected Surplus / (Deficit) (Rev - Exp)</b>	\$ (64,109)	\$ (201,028)	\$ (138,893)	\$ (128,327)	\$ (45,450)	\$ (49,420)	\$ -
<b>GROSS FUND BALANCE (Bal + Rev - Exp)</b>	\$ 810,955	\$ 609,927	\$ 471,034	\$ 342,707	\$ 425,584	\$ 421,614	\$ 421,614

G:\ADMIN\FINANCE\BUDGETS\5YEAR\All Funds\Prjctn 5YR\_FY10 14\_29AUG12.xlsx\306

printed: 30-Aug-12

THIS PAGE INTENTIONALLY LEFT BLANK

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

	FY 2010 FINAL	FY 2011 FINAL	FY 2012 FINAL	FY 2013 ADOPTED	FY 2013 REVISED	FY 2013 PROJECTED	FY 2014 PROJECTED
<b>Beginning Fund Balance</b>	\$ 176,758	\$ 147,734	\$ 266,656	\$ 254,038	\$ 254,038	\$ 254,038	\$ 155,922
Direct Loan Fund (302)	188,853	142,696	194,613				
Grants Fund (304)	(1,655)	(16,693)	13,330				
Public Library Fund (305)	(10,440)	21,731	58,713				
<b>Revenues</b>							
Direct Loan Fund	\$ 105,973	\$ 63,488	\$ 36,205				
Literacy Services & LSTA	49,632	46,808				34,170	
Miscellaneous Grant Revenue	3,750	23,000	15,000				
Public Library Fund (SB 358)	37,961	36,982					
Other	18,105	18,089	21,987	20,000	20,000	20,000	20,000
<b>TOTAL REVENUE</b>	\$ 215,421	\$ 188,367	\$ 73,192	\$ 20,000	\$ 20,000	\$ 54,170	\$ 20,000
<b>Expenditures</b>							
<b>Operations</b>							
Personnel	\$ 61,051	\$ 29,692	\$ 3,234	\$ 34,930	\$ 34,930	\$ 34,930	\$ 35,000
Non-Personnel	183,394	39,752	82,576	76,000	83,186	117,356	
Library Materials							
<b>TOTAL EXPENDITURES</b>	\$ 244,445	\$ 69,444	\$ 85,810	\$ 110,930	\$ 118,116	\$ 152,286	\$ 35,000
<b>Projected Surplus/Shortfall (Rev - Exp)</b>	\$ (29,024)	\$ 118,923	\$ (12,618)	\$ (90,930)	\$ (98,116)	\$ (98,116)	\$ (15,000)
<b>GROSS FUND BALANCE (Bal + Rev - Exp)</b>	\$ 147,734	\$ 266,657	\$ 254,038	\$ 163,108	\$ 155,922	\$ 155,922	\$ 140,922

G:\ADMIN\FINANCE\BUDGETS\5YEAR\All Funds\Prjctn 5YR\_FY10 14\_29AUG12.xlsx]306

printed:

30-Aug-12

THIS PAGE INTENTIONALLY LEFT BLANK

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

	FY 2011 FINAL	FY 2012 FINAL	FY 2013 ADOPTED	FY 2013 REVISED	FY 2013 PROJECTED
<b>Beginning Fund Balance</b>	\$ 50,000	\$ 249,745	\$ 495,059	\$ 495,059	\$ 495,059
<b>Revenues</b>					
Foundation	\$ 200,000	\$ 800,000	\$ 1,000,000	\$1,500,000	\$ 1,500,000
Misc./ Interest					
<b>TOTAL REVENUE</b>	\$ 200,000	\$ 800,000	\$ 1,000,000	\$1,500,000	\$ 1,500,000
<b>Expenditures</b>					
Personnel					
Consultants	255	38,737			5,460
Furniture and Fixtures		328,371	500,000	900,000	916,031
Equipment		185,078	500,000	700,000	848,681
Miscellaneous/Other		2,500			
<b>TOTAL EXPENDITURES</b>	\$ 255	\$ 554,686	\$ 1,000,000	\$1,600,000	\$ 1,770,172
<b>Projected Surplus/Shortfall (Rev - Exp)</b>	\$ 199,745	\$ 245,314	\$ -	\$ (100,000)	\$ (270,172)
<b>GROSS FUND BALANCE (Bal + Rev - Exp)</b>	\$ 249,745	\$ 495,059	\$ 495,059	\$ 395,059	\$ 224,887

G:\ADMIN\FINANCE\BUDGETS\5YEAR\All Funds\Prjctn 5YR\_FY10 14\_29AUG12.xlsx]307

printed:

30-Aug-12

THIS PAGE INTENTIONALLY LEFT BLANK

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

	FY 2009 FINAL	FY 2010 FINAL	FY 2011 FINAL	FY 2012 FINAL	FY 2013 ADOPTED	FY 2013 REVISED	FY 2013 PROJECTED
<b>Beginning Fund Balance</b>		\$ 9,955,299	\$ 8,510,959	\$ 22,130,714	\$ 13,746,065	\$ 13,746,065	\$ 13,746,065
<b>Revenues</b>							
Bond Proceeds	\$ 10,000,000		\$ 16,428,536				
Misc./ Interest		13,641	28,477	5,508	1,500	1,500	1,500
<b>TOTAL REVENUE</b>	<b>\$ 10,000,000</b>	<b>\$ 13,641</b>	<b>\$ 16,457,013</b>	<b>\$ 5,508</b>	<b>\$ 1,500</b>	<b>\$ 1,500</b>	<b>\$ 1,500</b>
<b>Expenditures</b>							
Bond Issuance: Costs/Premiums	35,425		310,207				
<b>Operations</b>							
Personnel		\$ 6,126	\$ 35,234	\$ 100,760	\$ 70,099	\$ 70,099	\$ 70,099
Consultants	9,277	1,324,942	1,337,742	1,321,658	125,000	1,028,373	1,028,373
Building		112,704	1,023,319	6,770,851	1,370,608	11,682,568	11,682,568
Misc./Utilities/Other		14,209	111,169	116,098	445,190	468,905	468,905
Other Infrastructure/Public Art			19,587	80,790	78,857	78,857	78,857
<b>TOTAL EXPENDITURES</b>	<b>\$ 44,702</b>	<b>\$ 1,457,981</b>	<b>\$ 2,837,258</b>	<b>\$ 8,390,157</b>	<b>\$ 2,089,754</b>	<b>\$ 13,328,802</b>	<b>\$ 13,328,802</b>
<b>Projected Surplus/Shortfall (Rev - Exp)</b>	\$ 9,955,299	\$ (1,444,340)	\$ 13,619,755	\$ (8,384,649)	\$ (2,088,254)	\$ (13,327,302)	\$ (13,327,302)
<b>GROSS FUND BALANCE (Bal + Rev - Exp)</b>	<b>\$ 9,955,299</b>	<b>\$ 8,510,959</b>	<b>\$ 22,130,714</b>	<b>\$ 13,746,065</b>	<b>\$ 11,657,811</b>	<b>\$ 418,763</b>	<b>\$ 418,763</b>

G:\ADMIN\FINANCE\BUDGETS\5YEAR\All Funds\Prjctn 5YR\_FY 10 14\_29AUG12.xlsx]308

printed:

30-Aug-12







## BERKELEY PUBLIC LIBRARY

### INFORMATION CALENDAR

September 12, 2012

**TO:** Board of Library Trustees

**FROM:** Donna Corbeil, Director of Library Services

**SUBJECT:** SEPTEMBER 2012 MONTHLY BRANCH IMPROVEMENT PROJECT REPORT FROM THE DIRECTOR OF LIBRARY SERVICES

#### INTRODUCTION

Every month the Director of Library Services 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 as needed

#### 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](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

### *North*

#### *Construction*

The branch is complete; the warranty period is in effect. LEED certification is pending.

### *Claremont*

The branch reopened to the community on May 5, 2012. The project contract has been closed out with Finline Construction. The branch is in the warranty period. LEED certification is pending.

### *South*

The branch is currently closed to the public, construction activities began on April 2, 2012. Updates are provided on the library's website, framing is underway. The current anticipated Final Completion date is May 3, 2013.

### *West*

The branch is currently closed to the public, construction activities began on June 4, 2012. Updates are provided on the library's website, the site has been cleared and graded in preparation for the foundation work. The current anticipated Final Completion date is July 5, 2013.

Pictures are available on the Library's website at the [BLIP BLOG](#).

## OTHER

The library has submitted applications for the North Branch and the Claremont Branch to be included in the *Library Journal* annual architectural issue, this special issue features library building projects completed between July 1, 2011 and June 30, 2012. The magazine will be released in November.

ATTACHMENTS: None



## BERKELEY PUBLIC LIBRARY

### INFORMATION CALENDAR

September 12, 2012

**TO:** Board of Library Trustees

**FROM:** Donna Corbeil, Director of Library Services

**SUBJECT:** SEPTEMBER 2012 MONTHLY REPORT FROM THE DIRECTOR OF LIBRARY SERVICES

#### INTRODUCTION

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

#### FISCAL IMPACT

This report will have no fiscal impacts.

#### LIBRARY DEVELOPMENT

The quarterly all staff meeting was held on August 31, 2012. The library opened one-hour late so that all staff could attend. Updates on programs and services, library policy and procedure changes, library projects, including the bond program and technology were covered.

#### PROFESSIONAL ACTIVITIES

The 114th annual California Library Association conference will be held November 2-4 in San Jose, <http://conference.cla-net.org/>. This year's theme is *Libraries Without Limits - Defying Gravity*. There is a great lineup of events and sessions planned.

#### PROGRAMS, SERVICES AND COLLECTIONS

##### *National Library Card Signup Month*

The Library is ready to launch an awareness campaign in September. Utilizing the four new designed library cards and the images of local people we will launch our campaign starting September 4th. We started our efforts with a contest for one of the images for a new library card, the selected winner was a painting by a North Berkeley patron. The remaining two cards are photographs of Berkeley landmarks. Staff has extended this theme to our accompanying posters and banners which will feature local personalities and people. Look for these around town beginning in September but around town for the next 12 months. We will be looking into extending the campaign to local bus kiosks and possibly BART



stations in Berkeley to keep the campaign going and to promote the library to those that may not currently be aware of the library and our services; "Read Local" Berkeley!

Open Streets are coming to Berkeley!

On Sunday, October 14, 2012, from 11am - 4pm Shattuck Avenue in downtown Berkeley, from Haste to Rose will be closed to motor vehicles. This event, promoted as Open Streets is a wonderful opportunity for merchants to reach out to the community. As part of this effort the Central Library, Friends of the Library and Library Foundation are talking about how we might all participate. The Central Library is strategically located to take this opportunity to let event attendees know about our services and collections. More information about the event can be found at: <http://www.sundaystreetsberkeley.com/>

### Program Highlights

The 2012 Summer Reading Program for teens and children were held over the summer. Both very well attended and successful with over 160 teen participants and 1,800 children taking part (Attachment 1).

#### *Central Library programming*

Berkeley Public library and other libraries around the country are in the middle of marking the 150<sup>th</sup> anniversary of the Civil War; we are one of four sites in California working with the California History-Social Science project to offer events. A lecture/ community discussion event around the NEH/ ALA theme: Let's talk about it: Making Sense of the Civil War is planned for September 15<sup>th</sup> at 1:00 in the Community meeting room at the Central Library.

### SERVICES & COLLECTIONS

#### *Collections*

The staff is in the process of compiling statistics for the annual California State Library survey of public libraries. These will be published in the compiled statistical report. In the process of thinking about that we wanted to share a few statistics we found of interest:

Checkouts – 250,936

- Staff -54,804 (22%)
- Self Service Checkout - 196,076 (78%)

Renewals – 72,134

- Staff – 9,404 (**13%**)
- Self Service Checkout – 2,150 (**3%**)
- Web – 58,985 (**82%**)
- Automated phone renewal – 1482 (**2%**)

In the last year at Central and with the North and Claremont renovations we made layout improvements to the circulation areas, making the checkout areas easier to find and more user friendly. We think the statistics are an important indicator that this has been successful and given patrons the freedom to choose self-service for these important functions.

The downloadable books have been very successful; statistics on usage (Attachment 2) are included.



## OPERATIONS & FACILITIES

### *Library Website*

One of the board approved Library Work Plan projects for FY 12/13, approved at the June 13, 2012 regular meeting of the board was to improvement the functionality of the Library's website. The Library will be releasing a request for proposals (RFP) for *Library Website Redesign and Content Management System Implementation*, on September 10<sup>th</sup> with an October 4<sup>th</sup> closing date. This effort comes after a year of internal discussion, development of parameters and usability considerations and is recommended by staff as the next step in completing this important public access project. Staff will update the board on the process and any outcomes at a future regular meeting.

### *Library Vehicles*

The Library currently has a small fleet of vehicles, a delivery van, two pickup trucks, a sedan and the BookVan. The sedan, a Honda civic is now ten years old. The Library has asked the City to include the replacement of this sedan with a 2012 (or 2013) Ford Escape SUV. We feel this is prudent given the age of the sedan and the opportunity for inclusion in the city's larger purchase, which will ensure we achieve the most competitive pricing on the purchase. The exact pricing is not determined, as all of these negotiations, including shipping and handling are not completed but it is estimated it will be less than \$25K per vehicle. In addition, the SUV style of vehicle will provide greater flexibility, facilitating the delivery of computer equipment between branches and outreach for staff that may require hauling displays or oversize exhibits and supplies. The sedan will be sold through the city's usual process once the new vehicle arrives, proceeds will be returned to the library budget.

## REPORTS TO COUNCIL – STATUS UPDATE

At the September 11, 2012, regular meeting of the City Council, the first since the summer recess:

### **21. [Annual Report on Gifts Received in Excess of \\$1,000 Aggregate Value](#)**

From: Board of Library Trustees

Recommendation: Adopt a Resolution accepting the Library's annual gift report and approving removal of the restriction on the balance of the North Branch Library construction contract gift funds in the amount of \$200,000 for use to support the procurement of furnishings, fixtures, and equipment as needed for the remaining branch projects.

### **37. [Update on Measure FF Public Art Projects](#)**

From: Board of Library Trustees

## ATTACHMENTS:

1. Summer reading report
2. Downloadable Statistics
3. Article

## **Summer Reading Program 2012**

### **Kay Finney Teen Services Librarian**

Berkeley teenagers participated in the summer reading program with gusto this year. The teen program differs from the children's in that teens write reviews of each book they read. Participants who submit 10 or more are entered in a grand prize raffle. We had a total of 160 players, who turned in 600 reviews. About 75% of the participants will enter grades 7, 8, 9 & 10 this Fall. The other 25% are 11th and 12th graders, primarily from Berkeley High. This year, for the first time, teens could register and submit reviews online. Most did play online. Reviews range from brief plot summaries to extraordinarily thoughtful analyses. Teen staff continue to be amazed at the wide range of teen reading tastes – from **Quidditch through the Ages** to **Beautiful Darkness** (a gothic paranormal potboiler) to **Questions and Challenges in Philippines Prehistory**.

### **Sarah Dentan Neighborhood and Children's Services Manager**

Summer reading was again a success this year, with 1800 children between the ages of five and 12 participating, a 13% increase over last year. 1018 children finished the program, reading 10 books and visiting the library three times. That means this year, Berkeley children read more than 10,000 books and made more than 3000 visits to the library as part of Summer Reading! Much of the success of the program can be attributed to our tireless children's librarians, who fan out across the city in May visiting classrooms and encouraging sign-ups. We know that many young people see their reading ability decline over the summer holidays, and that this skills loss can exacerbate gaps in achievement during the school year. Studies have repeatedly shown that reading for fun during the summer can halt this "summer slide", and in fact many children who read regularly during the summer see their reading abilities improve. While Summer Reading is great fun, it is fun with a purpose, and the 10000+ books read this summer will have a positive effect on their readers well beyond this summer.

In addition to reading, program attendance is a key feature of Summer Reading, and 1200 children attended 24 programs as part of Summer Reading, at all three open locations. These programs, funded by the Friends of the Berkeley Public Library, included musicians, magicians, and jugglers, as well as bats and insects! North Branch saw the highest attendance of any single event, with 115 people filling the new meeting room to see Magician Timothy James. Claremont staff had the most accommodating staff - while hosting the Insect Discovery Lab, staff were called upon to handle a number of multi-legged creatures, and did so with grace. And at Central, Andy Strain, better known as The Trombonist, took children out of the meeting room and into the halls for a musical parade, much appreciated by everyone on the third floor.

Thanks to the staff at Children's for providing the leadership and outreach to make this program a success year after year, to the rest of the library staff who support, encourage and cajole children's participation, and to the Friends of the Library for their generous financial support.

## Location: Downloadable Books Library Quarterly Statistical Report

### Circulation:

April: 2043  
May: 2101  
June: 3031

### Number of Patrons:

April:	Total: 802	New: 319
May:	Total: 865	New: 369
June:	Total: 1110	New: 480

### Holds

April: 964  
May: 1053  
June: 1300

### Circ by Formats (total):

PDF:	290
WMA Audiobook	1475
Mp3 Audiobook	1928
Epub Ebook	4751
Kindle Ebook	8066

### Snapshot stats 7/12/2012

From inception to now

#### **Purchased Titles in Collection: 1,851**

- Audiobook: 351 + 50 Max Access
- eBook: 1,500

#### **Purchased Copies in Collection (counting each copy of each format of a title): 2,203**

- Audiobook: 383 + 50 Max Access
- eBook: 1,820

#### **HarperCollins Licensed eBooks in Collection: 472**

- eBook: 472

#### **Max Access Titles in Collection: 50**

- Audiobook: 50

#### **Checkouts: 16,510 (Current: 1,444)**

- Audiobook: 3,403 (Current: 303)
- eBook: 13,107 (Current: 1,141)

#### **Holds: 9,270 (Current: 846)**

- Audiobook: 1,351 (Current: 95)
- eBook: 7,919 (Current: 751)

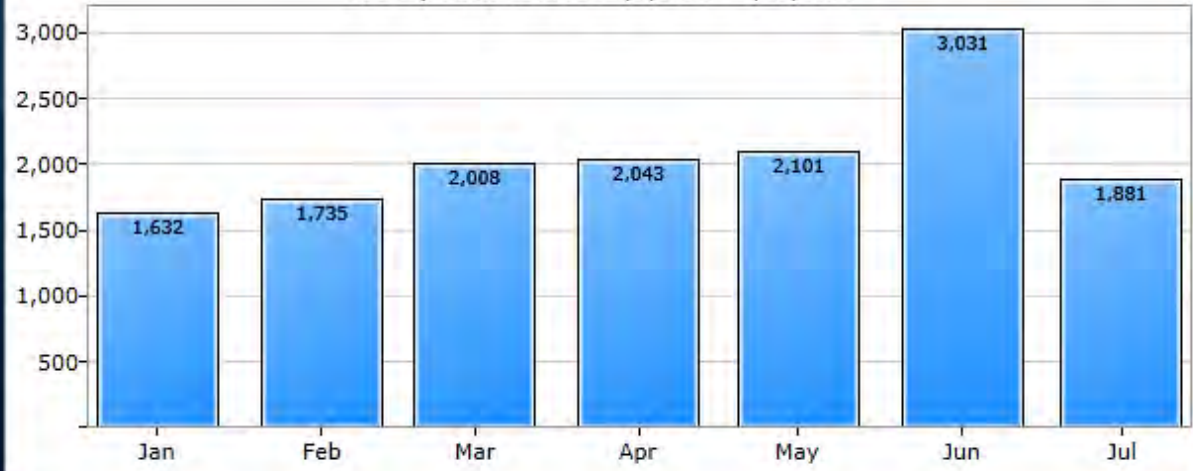
#### **Unique Library Patrons Checking Out Titles: 3,062 (Current: 855)**

Day Month YTD Overall

By Date

Total Checkouts: 14,431

Monthly Circulations for 1/1/2012 - 7/18/2012





## **Libraries to try buying e-books directly**

Neal J. Riley

Updated 7:30 a.m., Tuesday, August 14, 2012

At a recent free e-reader training session at the San Francisco Public Library, 72-year-old Jane Marquis searched the library's website without success for an e-book of "Gone Girl," a mystery novel that has topped the best-selling fiction lists this summer.

"I'm sure it'll be on there soon because it's one of the popular ones," Marquis said.

But popular demand isn't determining which e-books San Francisco or libraries across the nation can offer their patrons. With most of the biggest publishers refusing to sell e-books to vendors that act as middlemen between publishers and libraries, San Francisco and other California libraries are preparing to try something new in their efforts to expand their digital collections - buying e-books directly from smaller publishers.

Starting this fall, the 220-member library cooperative Califa Library Group will begin rolling out a \$325,000 project with the goal of buying from the smaller publishing companies thousands of e-books that the libraries will own forever. San Francisco and most other libraries lease their collection through OverDrive, a digital distribution company.

"With the vendors, their motivation is to make money, so we're lining their pockets and we have no flexibility or ownership," said Heather Teysko, director of development and innovation at Califa.

Teysko said about 50 publishers, mostly independent, have shown interest so far. The project will be piloted in the Contra Costa County Library system first and should be implemented in San Francisco by February or March, she said.

### **Digital expansion**

Currently, e-books make up about 4 percent of the total collection at the San Francisco Public Library, but that number is doubling each year, said library Collections and Technical Services Chief Laura Lent. But from July 2010 to July 2011, physical circulation at the library dropped for the first time in 13 years, from 10.8 million to 10.7 million. Those numbers rebounded slightly last year, but the trend is clear: Print is no longer the only game in town.

"We're spending about 20 percent of our collections budget on all kinds of e-resources," Lent said. "I think both e-books and print are going to coexist for as far into the future as we can imagine." San Francisco has a collections budget of \$1.85 million, up from \$1.4 million

last year.

San Francisco is also introducing a new vendor in October to compete with OverDrive. Baker & Taylor, the leading supplier of print books to libraries, will add 6,000 e-books to the library's collection, specializing in color content and e-books for the visually impaired.

Nearly half of e-book readers surveyed by the Pew Research Center this year did not know whether their library offered e-books, and neither did 58 percent of all library cardholders. Marquis was in the dark until a friend let her know recently that she could use her home computer to go onto the library's website and borrow e-books for free on the Kindle she received as a gift from her granddaughter two years ago. Having spent hundreds of dollars through Amazon to purchase 94 e-books for her device, she said she could use a spending break.

"Amazon is easy - too easy," she said. "For seniors on fixed budgets, (the library) is a blessing."

The library was a "little behind" on ordering the "Gone Girl" e-book, but it should be available in a few weeks, library spokeswoman Michelle Jeffers said.

### **Costly propositions**

But acquiring e-books through the two major publishers is not cheap. HarperCollins allows e-books to be checked out 26 times before libraries must renew their licenses to the title. Random House, which publishes "Gone Girl," tripled its library e-book prices this year.

"We believe our new library e-pricing reflects the high value placed on perpetuity of lending and simultaneity of availability of our titles," Random House said in a statement at the time.

Still, expensive e-books are better than no e-books for libraries, and San Francisco will continue purchasing books from major publishers in addition to its agreement with Califa.

The city joined another 70 library systems in June in a letter demanding better digital services for their patrons. Simon & Schuster and Macmillan offer almost none of their e-books to libraries, while Hachette Book Group and Penguin Group (USA) make only back titles available.

"Libraries have a responsibility to fight for the public and ensure that users have the same open, easy and free access to e-books that they have come to rely on with physical books," said the letter.

For City Librarian Luis Herrera, the most important factor in the struggle between libraries and publishers is providing access to information to those who can't afford to buy e-books on their own. He cited the Pew survey that found that even among library e-book borrowers, 41 percent still paid for their most recent e-book. He believes that's evidence that publishers can help libraries fulfill their civic duties of informing the masses and still turn a profit.

"What were saying at the end of the day is it's about access to this content, not about undermining the business models," he said.

*Neal J. Riley is a San Francisco Chronicle staff writer. E-mail: nriley@sfchronicle.com  
Twitter: @realdealneal*





## BERKELEY PUBLIC LIBRARY

### INFORMATION CALENDAR

September 12, 2012

**TO:** Board of Library Trustees

**FROM:** Donna Corbeil, Director of Library Services

**SUBJECT:** STATUS REPORT ON GIFT FUND REVENUE AND EXPENDITURE FROM THE BERKELEY PUBLIC LIBRARY FOUNDATION TOWARD THE FOUNDATION'S BRANCH LIBRARY CAPITAL CAMPAIGN PLEDGE

#### INTRODUCTION

This report provides an overview of the Library Foundation's fiscal contributions to the Library, and expenditures from June 2010 to the present toward the capital campaign undertaken to cover the FF&E costs related to Measure FF.

#### CURRENT SITUATION AND ITS EFFECTS

The Foundation has gifted the Library a total of \$1,050,000 since June 2010 toward the Branch Libraries capital campaign. Measure FF FF&E related expenditures just prior to the close of FY 2012 totaled \$742,051.19 plus \$200,000 toward the FF&E portion of general construction. All contributions (Attachment 1) have been accepted subsequent to board approval and managed in a separate Fund – Measure FF FF&E Fund (307); with deposits placed in account 307-9301-368.23-12.

The Library has procured services and furnishings (FF&E) utilizing these capital campaign gift funds following the Library's normal Purchasing Policy procedures and practices. These contracts include the board approved procurement of furniture from One Workplace L. Ferrari, LLC for the North and Claremont branch libraries. A detailed list of expenditures to date (Attachment 2) is included. Additionally, at the September 14, 2011 regular meeting, by Resolution No.: 11-059, the board agreed to a one-time special short-term accommodation of up to \$350,000 from unrestricted general gift funds (Gifts Fund-306) for payment of initial furniture ordering deposits. This was followed by a complementary board action, Resolution No.: 12-005 on January 11, 2012, that authorized the one-time use of \$300,000 of Library Tax Fund monies for the purchase of computer and related peripheral equipment. These two board actions were necessary to place orders for branch FF&E purchases in order to accommodate manufacturer lead times. The FY 2012 budget adjustments made for this purpose will be resolved with reimbursement to the Gift Fund (306) once the Library is in receipt of sufficient capital campaign funds (307) to cover actual expenditures. These accommodations were not extended into FY13.

Lastly, the Measure FF bond program has achieved a critical milestone with the reopening of the North Branch and Claremont branch libraries, and the successful bidding and awarding of a construction contract for newly constructed South and West branches. As a result, the board voted at the regular



meeting of June 13, 2012 by Resolution No.: 12-040 to remove the restriction on \$200,000 of Foundation capital campaign Measure FF&E Fund monies reserved to support construction of the North Branch project and to allow those funds to be used for other qualified uses among the remaining branch library project sites.

The balance of Library Foundation capital campaign gift funds and anticipated new monies will be used to procure furniture, fixtures, equipment, computers and other related materials for the South and West branch projects in accordance with the intended purpose of the Foundation's capital campaign.

#### BACKGROUND

The Berkeley Public Library Foundation has demonstrated a strong history of support for the Library particularly raising capital funds to support facility improvements. With the passage of Measure FF, the Foundation kicked off an exciting campaign to respond to branch library needs. At the December 9, 2009 regular meeting, the Board adopted Resolution No.: R09-120 in support of the Foundation's Branch Library Capital Campaign to raise funds for furnishings, fixtures, equipment, and materials related to implementation of the Branch Library Improvement Program and approved a donor recognition plan.

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

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

Following the passage of the Open Government Ordinance by the City Council the reporting and acceptance of gift funds throughout the city was revised. At the September 20, 2011 regular meeting of the City Council, the council by Resolution No. 65,444-N.S. delegated to the board acceptance authority for all gifts to the Library in excess of \$1,000 aggregate value. Additionally, the council delegated authority to accept any gifts of funds, goods, or services made to the Library up to \$200,000 that do not include unduly restrictive conditions on their use; and authority to accept all gifts from the Library Foundation constituting payments toward the Foundation's branch library capital campaign pledge. At the July 11, 2012 regular meeting of the board, the first annual report to Council on gift fund revenues was approved, this will be included on a regular agenda following the summer recess.

#### POSSIBLE FUTURE ACTION

The board will be presented with future Foundation gifts for consideration and acceptance, as well as procurement contracts that are beyond the library Director's purchasing authorization. The South and West Branch projects are expected to be completed in 2013.

#### FISCAL IMPACTS OF POSSIBLE FUTURE ACTION

The Library Foundation has continued their capital campaign with commitments to-date over \$2 million. The campaign is now shifting into the community phase such that a series of community events are planned to publicize the campaign beginning in September 2012. As a result, additional gifts are



expected prior to the reopening of the remaining two branches. Staff will be developing a budget for the new library projects and expects to begin the procurement process in early 2013. Funds will be allocated to cover cost of contracts and purchasing associated with the procurement of equipment, furniture, and other items needed to complete the branch renovation projects.

**ATTACHMENTS:**

1. Foundation FF&E Capital Campaign at August 14, 2012 Revenues
2. Summary Chart of Expenses





## BERKELEY PUBLIC LIBRARY

## BPL FOUNDATION: FF&amp;E CAPITAL CAMPAIGN @ 14AUG12

Account	Check#	Date	Description	Actual \$	BOLT : Resolution # /Meeting Date	FY
307-9301-368.23-12	2405	15-Jun-10	BPLF F,FF&E-BRANCH	50,000	R10-038 / May 25, 2010	2010
307-9301-368.23-12	439	23-Feb-11	MSE FF: FF&E	100,000	R11-012 / February 16, 2011	2011
307-9301-368.23-12	2976	20-Apr-11	GRANT DISBURSMNT F	100,000	R11-027 / April 13, 2011	2011
307-9301-368.23-12	3000	01-Jul-11	BPL FOUNDATION, FU	100,000	R11-038 / May 11, 2011	2012
307-9301-368.23-12	3025	30-Aug-11	FY12 FF&E GIFT	100,000	R11-062 / September 14, 2011	2012
307-9301-368.23-12	4016	03-Nov-11	FY12 FF&E GIFT	100,000	R11-062 / September 14, 2011	2012
307-9301-368.23-12	4038	19-Jan-12	FY12 FF&E GIFT	200,000	R12-008 / February 8, 2012	2012
307-9301-368.23-12	4074	12-Mar-12	FY12 FF&E GIFT	200,000	R12-022 / April 4, 2012	2012
307-9301-368.23-12	4119	14-May-12	FY12 FF&E GIFT	100,000	R12-033 / May 14, 2012	2012
			<b>Total - Receipts</b>	<b>\$1,050,000</b>		



## FF&amp;E Expenditures

Purpose	Vendor	FY 2011	FY 2012	Grand Total
Wall Mount Computer Claremont & North	AFC INDUSTRIES INC		2,016.44	2,016.44
Microwave , Refrigerator	AIRPORT APPLIANCE INC		3,340.22	3,340.22
Signage Design	ARCHITECTURAL RESOURCES		4,730.00	4,730.00
Dedication Plaque	ARTWORKS FOUNDRY		5,353.61	5,353.61
Audio Video Digital Signage	AVIDEX, INC		7,919.38	7,919.38
Self Check / AMH	BIBLIOTHECA ITG, LLC		178,971.95	178,971.95
North Tables	BORDEN LIGHTING		5,529.94	5,529.94
Supplies	BRODART CO		3,941.00	3,941.00
Children's Furniture	BURGEON GROUP LLC		25,900.64	25,900.64
PC's	CDW GOVERNMENT, INC		37,849.58	37,849.58
PC's	CDW-GOVERNMENT		4,768.77	4,768.77
Furniture North	CONTRACT OFFICE GROUP		7,717.13	7,717.13
PC's	DELL MARKETING LP		46,525.34	46,525.34
Supplies	DEMCO		5,620.00	5,620.00
Donor Signage Design	FIELD PAOLI ARCHITECTS	255.00	1,805.00	2,060.00
Donor Signage Design	GOULD EVANS BAUM THORNL		5,000.00	5,000.00
Knoll Furniture	HOGUE & ASSOCIATES		25,493.89	25,493.89
AMH Connection (Software)	INNOVATIVE INTERFACES		2,500.00	2,500.00
Refinish Furniture and Upholstery	KAY CHESTERFIELD		25,930.41	25,930.41
Security Camera - North	MICROBIZ SERVICE COMPAN		14,264.38	14,264.38
Wireless Access - North Branch	NLE		4,310.79	4,310.79
Furniture	ONE WORKPLACE		296,584.95	296,584.95
North Meeting Room Furniture	PIVOT INTERIORS		2,763.08	2,763.08
Wireless Clocks	PRIMEX WIRELESS, INC		8,351.88	8,351.88
Taxes	STATE BOARD OF EQUALIZA		5,390.81	5,390.81
Sorting Rooms Work Stations	SWERVE CO OF CALIFORNIA		8,985.00	8,985.00
Phone Line work at North Branch	I-SYS		487.00	487.00
<b>Grand Total</b>		<b>255.00</b>	<b>742,051.19</b>	<b>742,306.19</b>