



BERKELEY PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES

REGULAR MEETING
OCTOBER 10, 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. 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 September 12, 2012 Regular Meeting](#)
Recommendation: Approve the minutes of the September 12, 2012 regular meeting of the Board of Library Trustees.
- B. [Proposed Fine Amnesty Period](#)
Recommendation: Adopt a resolution authorizing an approximate two-week period in November 2012 as a fine amnesty period and authorizing the Director of Library Services to carry out the program.
- C. [Resolution of Gratitude to Marge Sussman](#)
Recommendation: Adopt a resolution expressing gratitude to Marge Sussman, who served for the Berkeley Public Library as Librarian and Supervising Librarian from 1989 to 2012.
- D. [Contract Amendment No. 8657 Avidex Industries, LLC](#)
Recommendation: Adopt a resolution authorizing the Director of Library Services to amend Contract No. 8657 with Avidex Industries, LLC to provide LCD flat panel digital signs and service installation for the South and West Branch Library Improvement Projects in an incremental amount of \$13,600.00 for a total revised contract value not-to-exceed \$65,089.00; and to extend the contract's date of expiration from December 31, 2012 to September 30, 2013.
- E. [Apply for and, if Successful, Accept Technology Innovation Grant Awarded Annually by \(BALIS\) Bay Area Library Information Services](#)
Recommendation: Adopt a resolution authorizing the Director of Library Services to apply for and, if successful, to accept a grant of an amount up to but not to exceed \$40,000 from the Bay Area Library Information Services Consortium to develop and implement an incident tool kit.

III. ACTION CALENDAR

- A. [Chairperson and Vice-Chairperson Nominations and Election of Chairperson and Vice-Chairperson](#)
Recommendation: Accept nominations and adopt a resolution electing one Trustee to sit as Chairperson and another to sit as Vice-Chairperson for a one-year term commencing on November 14, 2012.

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. [October 2012 Monthly Report from Library Director](#)
i. Library Development
ii. Professional Activities
iii. Programs, Services and Collections
iv. Personnel
- C. [FY14/15 Budget Preparation](#)
- 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, November 14, 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 October 3, 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.

MINUTES
BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES REGULAR MEETING
Wednesday, September 12, 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

A. Call to Order: 6:31 P.M.

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

Absent: None.

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

Steve Dewan, Kitchell CEM

Kirsten Cowan, Berkeley Public Library Foundation

B. Public Comments: None.

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

D. Report from Board of Library Trustees: None.

II. PRESENTATIONS CALENDAR

A. Kitchell CEM Update

Steve Dewan provided an update on the Branch Improvement Project (attachment 1.)

B. Berkeley Public Library Foundation Capital Campaign Update

Kirsten Cowan provided a status update on the Berkeley Public Library Foundation's Capital Campaign.

III. CONSENT CALENDAR

Item I was pulled for Action.

Action: M/S/C (Trustee Holcomb/ Trustee Franklin to adopt Resolution# R12-048 to adopt the Consent Calendar except item I.

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

Abstentions: None.

A. Approve minutes of July 11, 2012 Regular Meeting

From: Director of Library Services

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

Financial Implications: None.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution# R12-049 to approve minutes as presented.

B. Gann Override Measure Reauthorizing the Library Tax Approved in 1988

From: Director of Library Services

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.

Financial Implications: See report.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution# R12-050.

C. Circulation Policy And Procedure Changes

From: Circulation Services Manager and Adult, Teen and Collection Services Manager

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

Financial Implications: None.

Contact: Jay Dickinson, Circulation Services Manager; Megan McArdle, Adult, Teen and Collection Services Manager

Action: Adopted Resolution# R12-051.

D. Approve Annual Report to City Council

From: Director of Library Services

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

Financial Implications: None.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution# R12-052.

E. Resolution of Gratitude to Martha Morec

From: Director of Library Services

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.

Financial Implications: None.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution# R12-053.

F. Library Community Meeting Room Use Policy And Guidelines

From: Deputy Director of Library Services

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.

Financial Implications: None.

Contact: Douglas Smith, Deputy Director of Library Services

Action: Adopted Resolution# R12-054.

G. Bibliotheca Contract Amendment

From: Manager, Information Technology and Technical Services

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.

Financial Implications: see report.

Contact: Alicia Abramson, Manager, Information Technology and Technical Services

Action: Adopted Resolution# R12-055.

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

From: Director of Library Services

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.

Financial Implications: None.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution# R12-056.

IV. ACTION CALENDAR

Consent Calendar, Item I was pulled for Action.

I. FY12 Annual Closing Budget Report and FY13 Budget Amendment

Dennis Dang provided a summary. Discussion followed. No changes made.

From: Administrative and Fiscal Services Manager

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.

Financial Implications: None.

Contact: Dennis Dang, Administrative and Fiscal Services Manager

Action: M/S/C (Trustee Holcomb/ Trustee Novosel to adopt Resolution# R12-057.

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

Abstentions: None.

V. INFORMATION REPORTS

A. Update on Branch Bond Program

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

B. September 2012 Monthly Report from Library Director

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

C. Status Report on Gift Fund Revenue and Expenditure From the Berkeley Public Library Foundation Toward the Foundation's Branch Library Capital Campaign Pledge

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

D. Library events

From: Director of Library Services
Contact: Donna Corbeil, Library Director
Action: None.

VI. AGENDA BUILDING

The next meeting will be a Regular Meeting held at 6:30 PM on Wednesday, October 10, 2012 at the North Branch Library, 1170 The Alameda, Berkeley.

- October 10, 2012 agenda items:
 - Chair/Vice Chair Election

VII. ADJOURNMENT

Adjourned at 7:42 p.m.

COMMUNICATIONS:

- 1) University Avenue Association regarding West Branch Construction.

SUPPLEMENTAL COMMUNICATIONS AND REPORTS:

- 1) Kitchell CEM Update on Branch Improvement Project



Agenda

BOLT Progress Report
Branch Library Improvement Project

- **General Program Update**
 - Progress Since 05/09/12
 - Permitting Milestones
 - Bidding Milestones
 - Construction Milestones
- **Schedule Update**
- **Budget & Cost Control Update**

General Program Update – Progress Since 05/09/12

BOLT Progress Report
Branch Library Improvement Project

- **PERMITTING MILESTONES**

- **WEST:**

- Demolition and Building Permits picked up by West Bay Builders
- Work started
- Design Review Committee Presentation – 09/20/12



September 12, 2012

General Program Update – Progress Since 05/09/12

BOLT Progress Report
Branch Library Improvement Project

- **BIDDING MILESTONES**

- **WEST:**

- Bid Opening April 17, 2012
- Project awarded to West Bay Builders at May 15, 2012 City Council Meeting



September 12, 2012

General Program Update – Progress Since 05/09/12

BOLT Progress Report
Branch Library Improvement Project

- **CLAREMONT CONSTRUCTION - MILESTONES**

- Construction Start: April 25, 2011
- Contractual Substantial Completion: November 25, 2011
- Contractual Final Completion: December 26, 2011
- **Actual** Substantial Completion: April 25, 2012
- **Actual** Final Completion: July 16, 2012



September 12, 2012

General Program Update – Progress Since 01/11/12

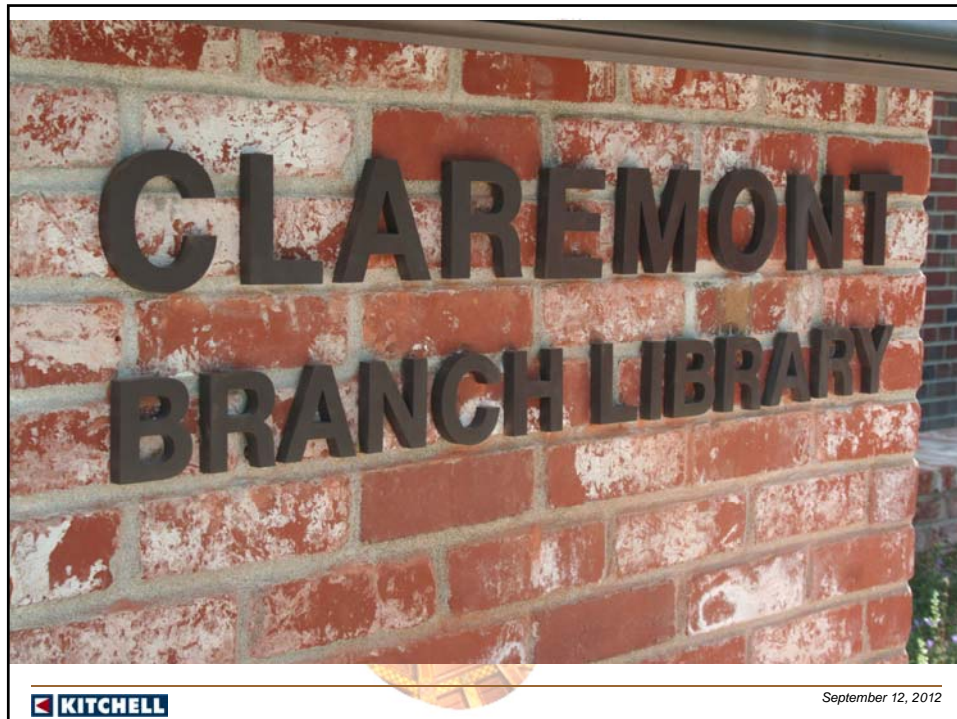
BOLT Progress Report
Branch Library Improvement Project

- **CLAREMONT SUMMARY**

- Branch opened May 5, 2012
- **FINAL** Change Order Value: \$24,394
- 0.8% of Contract Value



September 12, 2012



General Program Update – Progress Since 01/11/12

BOLT Progress Report
Branch Library Improvement Project

• **NORTH CONSTRUCTION - MILESTONES**

- Construction Start: May 16, 2011
- Contractual Substantial Completion: February 15, 2012
- Contractual Final Completion: March 17, 2012
- **Actual** Substantial Completion: February 24, 2012
- **Actual** Final Completion: May 4, 2012

KITCHELL

September 12, 2012

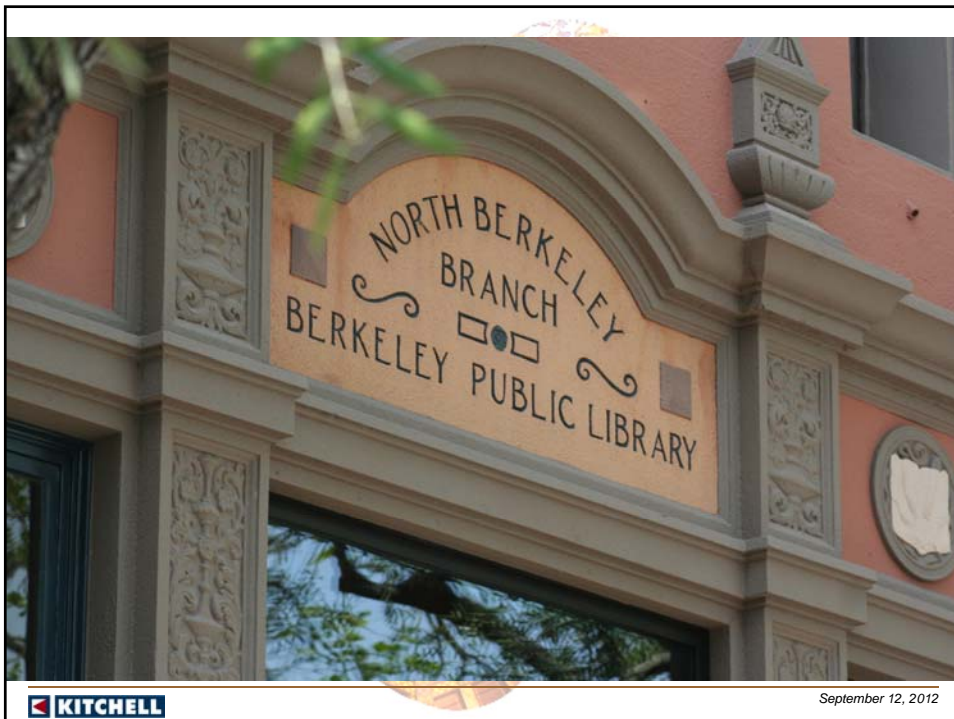
General Program Update – Progress Since 01/11/12

BOLT Progress Report
Branch Library Improvement Project

- **NORTH SUMMARY**
 - Branch opened April 7, 2012
 - **FINAL** Change Order Value: \$148,765
 - 3.4% of Contract Value



September 12, 2012



September 12, 2012

General Program Update – Progress Since 05/09/12

BOLT Progress Report
Branch Library Improvement Project

- **SOUTH CONSTRUCTION - MILESTONES**

- Construction Start: April 2, 2012
- Contractual Substantial Completion: March 1, 2013
- **Projected** Substantial Completion: April 2, 2013
 - 1 month delay attributed to soil issues (contamination, moisture issues) as well as retaining wall design
- Contractual Final Completion: April 2, 2013



September 12, 2012

General Program Update – Progress Since 05/09/12

BOLT Progress Report
Branch Library Improvement Project

- **SOUTH CONSTRUCTION ACTIVITIES**

- Concrete mat slab poured
- Perimeter wall framing approximately 80% complete
- Interior wall framing approximately 75% complete
- Work starting soon:
 - Glu-lam beams & roof framing
 - Waterproofing at walls
 - Exterior sheathing



September 12, 2012

General Program Update – Progress Since 05/09/12

BOLT Progress Report
Branch Library Improvement Project

- **SOUTH SUMMARY**

- As of August 31, 2012:
 - Contract Duration: 41% complete
 - Current Billing: 11% (as of July 31, 2012 – no August billing yet)
- Current Change Order Value: \$4,200 (0.8% of Contract Value)



September 12, 2012



**South Branch
Improvement Project**



WEEKLY CONSTRUCTION UPDATE

Work scheduled to be performed the week of September 3, 2012:

- NO WORK ON MONDAY – LABOR DAY
- Wall framing – Perimeter walls (continued)
- Wall framing – Interior walls (continued)
- Framing at wood fencing

Work scheduled to be performed the week of September 10, 2012:

- Wall framing – Interior walls (continued)
- Roof framing
- Framing at wood fencing



KITCHELL

For any concerns related to construction activities, please
contact the Construction Manager, Kitchell CEM, at (650)
393-3656 or sdevan@kitchell.com









General Program Update – Progress Since 05/09/12

BOLT Progress Report
Branch Library Improvement Project

- **WEST CONSTRUCTION - MILESTONES**

- Construction Start: June 18, 2012
- Contractual Substantial Completion: May 19, 2013
- Contractual Final Completion: June 18, 2013



September 12, 2012

General Program Update – Progress Since 05/09/12

BOLT Progress Report
Branch Library Improvement Project

- **WEST CONSTRUCTION ACTIVITIES**

- Demolition & hazardous materials abatement complete
- Soil offhaul mostly complete
- Grading ongoing
- Work starting soon:
 - Piers for fencing
 - Underslab & site utilities
 - Mat slab formwork



September 12, 2012

General Program Update – Progress Since 05/09/12

BOLT Progress Report
Branch Library Improvement Project

- **WEST SUMMARY**

- As of August 31, 2012:
 - Contract Duration: 20% complete
 - Current Billing: 5%
- Current Change Order Value: \$0



September 12, 2012



**West Branch
Improvement Project**



WEEKLY CONSTRUCTION UPDATE

Work scheduled to be performed the week of September 3, 2012:

- NO WORK ON MONDAY – LABOR DAY
- Rough grade site
- Prepare subgrade
- Excavate footings

Work scheduled to be performed the week of September 10, 2012:

- Excavate footings (continued)
- Drill piers (North side)
- Underslab electrical
- Underslab plumbing



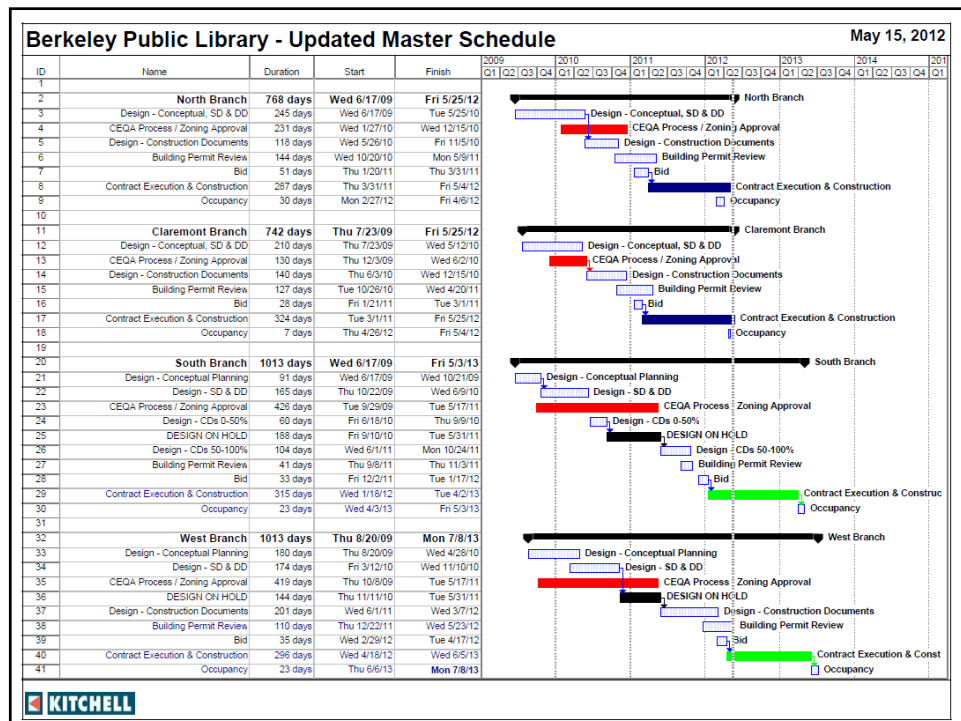
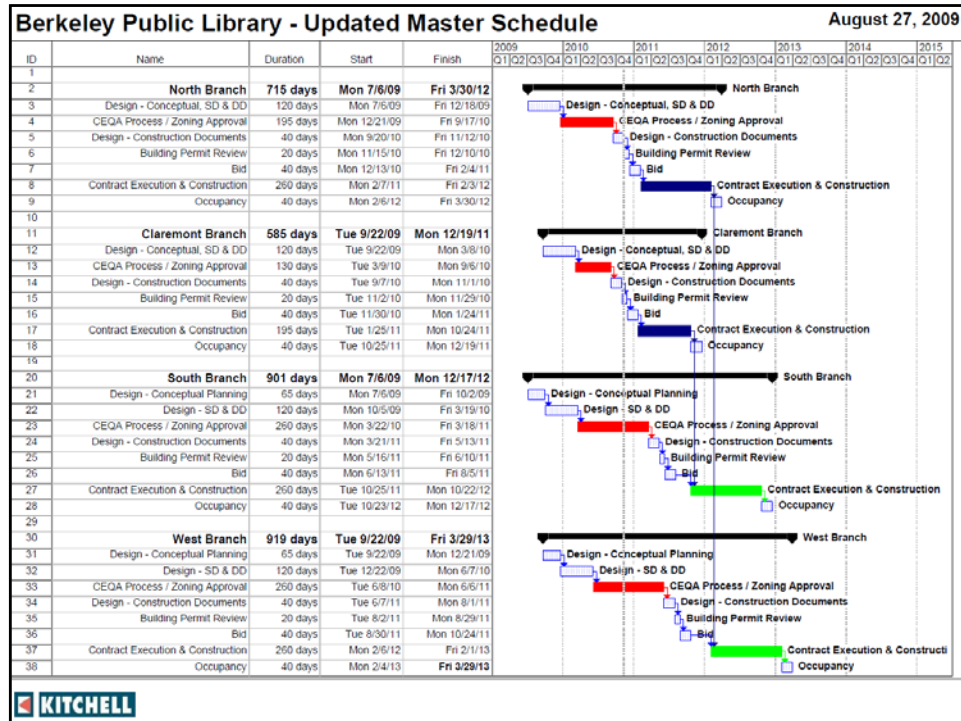
For any concerns related to construction activities, please
contact the Construction Manager, Kitchell CEM, at (650)
392-3656 or sdewan@kitchell.com











Schedule Update

BOLT Progress Report
Branch Library Improvement Project

- **Unanticipated delays experienced to date:**
 - Bid protest for Claremont project
 - Re-bid of North project
 - Extended EIR process & lawsuit, Suspension of design activities
 - Delays on Claremont project
 - Delays to completion of West design
 - **Soil issues at South and West**



September 12, 2012


Budget & Cost Control Update

BOLT Progress Report
Branch Library Improvement Project

- **As of 08/31/12 - \$12,887,507 of the \$26,215,000 Bond Fund Expended – 49.2%**
- Current major expenses – Construction billing & Utility fees



September 12, 2012


KITCHELL

Period Ending 08/31/12 - DRAFT

PROGRAM COST CONTROL REPORT

BERKELEY PUBLIC LIBRARY Branch Library Improvement Program		Revised Budget - April 26, 2012	Previous Month's Committed Costs	PROPOSED Committed Costs (under review)	Expended to Date
	NORTH BRANCH				
	Branch Total	\$ 5,979,470	\$ 5,979,470	\$ 5,635,758	\$ 5,548,007
	SOUTH BRANCH / TOOL LENDING				
	Branch Total	\$ 6,529,520	\$ 6,529,520	\$ 6,529,520	\$ 1,114,249
	WEST BRANCH				
	Branch Total	\$ 7,514,455	\$ 7,514,455	\$ 7,514,455	\$ 1,030,347
	CLAREMONT BRANCH				
	Branch Total	\$ 4,394,240	\$ 4,394,240	\$ 4,037,462	\$ 3,948,400
TOTAL SITE COSTS		\$ 24,417,685	\$ 24,417,685	\$ 23,717,195	\$ 11,641,002
	GENERAL PROGRAM SOFT COSTS				
	Consultants	\$ 486,000	\$ 485,000	\$ 485,000	\$ 351,294
	Construction Management	\$ 996,990	\$ 1,202,735	\$ 1,202,735	\$ 837,986
	Fees & Miscellaneous	\$ 383,662	\$ 253,217	\$ 253,217	\$ 57,225
TOTAL GENERAL PROGRAM COSTS		\$ 1,866,652	\$ 1,940,952	\$ 1,940,952	\$ 1,246,505
TOTAL PROGRAM & SITE COSTS		\$ 26,284,637	\$ 26,358,637	\$ 25,658,147	\$ 12,887,507
PROGRAM CONTINGENCY		\$ 130,363	\$ 56,363	\$ 556,853	\$ -
TOTAL PROGRAM BUDGET		\$ 26,415,000	\$ 26,415,000	\$ 26,215,000	\$ 12,887,507

QUESTIONS?

BOLT Progress Report
Branch Library Improvement Project





September 12, 2012



BERKELEY PUBLIC LIBRARY

CONSENT CALENDAR

October 10, 2012

TO: Board of Library Trustees

FROM: Jay Dickinson, Circulation Services Manager

SUBJECT: PROPOSED FINE AMNESTY PERIOD

RECOMMENDATION

Adopt the resolution designating the two-week period between Monday November 5, 2012 and Saturday November 17, 2012 as a fine amnesty period, and authorizing the Director to go forward with organizing and publicizing in preparation for it.

FISCAL IMPACT

Statistics from the previous two-week Amnesty in February of 2008 are as follows:

\$34,816	Total fees waived during amnesty
\$5,277	Total fees collected
\$29,539	TOTAL LOSS OF REVENUE

NOTE: The \$5,277 collected represents a more substantial gain than is evident, since these fees were largely associated with books that were long overdue or billed, but were returned because the Amnesty came with the promise of waiving any late fees that would have remained.¹

In order to inform patrons of the amnesty period, an advertising budget of \$750 is estimated. Advertising in at least one local newspaper, preferably two, would be done, along with the creation of flyers, leaflets or handbills that would be distributed throughout the library system, to local schools and other institutions.

The exact impact of an amnesty period cannot be predicted due to a number of unknowns. It is difficult to foresee how many items will be returned, resulting in recovery offset, or how much in late fees will be lost. However, the statistics from the previous amnesty do give some idea of what to expect.

¹ Attachment 3 details what is and is not subject to the amnesty



BACKGROUND

The last amnesty period was offered in February of 2008. Amnesty periods allow the library a chance to draw patrons back into the library and hopefully recover lost materials. Many people are not aware of the way billed items are handled when returned and may not have come back due to the fear of a large fine awaiting them. An amnesty would give the library the opportunity to educate the public on fees and fines and encourage them to return books.

CURRENT SITUATION AND ITS EFFECTS

The Berkeley Public Library is always taking steps to make library services more generous, easier to use and making materials easier to borrow. It is becoming a more inviting institution to be a member of and an amnesty period would further extend the same sense of invitation to already existing patrons.

The operational budget for the library comes from taxes, and sometimes bonds, which ultimately means we are directly dependent on residents and their opinions of us and our services. Encouraging patrons to reinstate and/or continue their use of the library is not only a good service, it is essential to our existence.

Library staff is considering implementing an amnesty during the first two full weeks in November 2012.

All late fees, including those accrued in the past and those associated with current late items would be subject to the amnesty. In order for patrons to benefit they would need to have interaction with a staff member.

Fees or fines not subject to the amnesty would include those accrued on tools, books borrowed through ILL or Link+, billed or lost items, collection agency fees, damaged items, manual fees or lost card fees.

Overview of Fines Owed

49,834	Number of patrons who owe money
\$1,750,401	Total money owed
33,858	Number of patron accounts expired for 1 year and 6 months or less
\$626,974	Total money owed by these patrons

Accounts expired for this amount of time are considered, 'active,' and are part of the group more likely to be inspired by the amnesty. However, all statistics below this are extracted from the first, overall amount listed above.

Patrons with fines of less than \$10 are extended full library privileges.

29,566	Number of patrons who owe less than \$10
\$134,338	Total amount owed by patrons who owe less than \$10

Patrons with fines and fees in excess of \$10 are unable to check out books.

20,268	Number of patrons with fines and fees in excess of \$10
\$1,616,063	Total amount owed by patrons who owe more than \$10
7,194	Number of items with a status of "billed"
\$150,271	Total listed price of these items listed as "billed"



Overview of Fines Paid

Amount collected in Fiscal Year 2010/2011

\$238,395	Overdue amount paid
\$41,033	Replacement cost paid
\$15,600	Manual amount paid
\$295,029	Total amount paid

Amount collected in the two week period beginning November 5, 2011 and ending November 17, 2011 (the proposed amnesty would take place during this period in 2012 – this comparison gives at least some idea of the revenue – or loss as with the amnesty – expected during this period).

\$7,457	Overdue amount paid
\$1,544	Replacement cost paid
\$536	Manual amount paid
\$9,537	Total amount paid

These statistics allow staff to assess the impact of going forward with a fine amnesty. Although the monies waived would result in a loss of revenue, we anticipate the materials recovered would offset that cost.

FUTURE ACTION

No future action is required.

Attachments:

1. Resolution
2. How Billed Items Work
3. Specifics of Proposal



**BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

Attachment 1

RESOLUTION NO.: 12-###

**AUTHORIZATION TO IMPLEMENT A FINE AMNESTY PERIOD DURING THE MONTH OF FEBRUARY 2008
THROUGHOUT THE BERKELEY PUBLIC LIBRARY SYSTEM**

WHEREAS, the last amnesty period for the Berkeley Public Library was in 2008; and

WHEREAS, amnesty periods allow the chance to draw patrons back into the library and hopefully recover lost materials; and

WHEREAS, the Berkeley Public Library is taking steps to make library services more generous, easier to use and easier to procure; and

WHEREAS, the Berkeley Public Library proposes to implement a fine amnesty between November 5, 2012 and November 17, 2012.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to designate a two-week period in November, 2012 a fine amnesty period and authorize the Director of Library Services to go forward with organization and publicizing in preparation for this amnesty.

ADOPTED by the Board of Library Trustees of the City of Berkeley during a regular meeting held on October 10, 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



How Billed Items Work

When a patron keeps an item out 21 days past its due date, it is considered lost, and becomes a billed item on their account. A \$10 service fee is applied to the cost of the item, as well as a \$5 maximum late fee. The service fee is a generic amount added to all lost items, and is intended to cover the cost of staff time and materials necessary to order a new copy of the item and prepare it for the collection.

If a patron loses an item with a cost of \$24.99, they will be assessed a bill for \$39.99.

Lost item = \$24.99
Processing fee = \$10.00
Maximum late fee = \$5.00
Total of bill = \$39.99

When a patron returns an item that has been billed, the amount of the book is automatically removed from their record, as is the \$10.00 processing fee, since its purpose is to pay for costs associated with replacing an item. The \$5.00 maximum late fee remains, and the patron is responsible for paying it.

Recouping lost items is one desirable effect of the proposed amnesty. Billed items themselves are not subject to the amnesty, but fees associated with them are. Since the \$10.00 processing fee and the cost of the book are waived upon receipt of missing items even under normal circumstances, the fiscal impact of the amnesty would only be reflected in the \$5.00 maximum late fee being waived. BPL currently has 7,194 items that have a billed status. Their total worth (item cost alone) is \$150,271. The maximum late fees of \$5 associated with these items equal \$62,580.

Amount of items currently billed at BPL = 7,194
Value of these items = \$150,271
Late fees associated with these items = \$35,970

In the unlikely event that every billed item was returned to BPL during the amnesty period, a total of \$35,970 in fine revenue would be lost, but materials equaling a value of \$150,271 would be returned.

It is difficult to predict how many billed items will be returned, but the ratios remain similarly positive in even an item by item basis. In the case of the billed item used as an example above:

Lost item (returned) = \$24.99 (gained – the item is returned to the collection)
Processing fee = \$10.00 (waived – this fee is waived outside of amnesties as well)
Maximum late fee = \$5.00 (waived – the only chartable loss in revenue)

The library loses revenue of \$5.00, but it gains a \$25.00 dollar item, and saves money and staff time needed to replace the item.

Specifics of Proposal

Fines subject to the amnesty:

All late fees, including those accrued in the past, and those associated with current late items. To receive this benefit, patrons will have to interact with a staff member in person.

Not subject to the amnesty:

Fines accrued on books borrowed through ILL or Link+

Non-recoverable items (“billed items”)

Collection agency fees

Damaged items

Manual fees (fees manually entered into the system by staff for damaged items, etc.)



**BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

RESOLUTION NO.: R12-___

**THE BOARD OF LIBRARY TRUSTEES EXPRESSES ITS GRATITUDE TO
MARGE SUSSMAN, WHO SERVED AS A LIBRARIAN AND SUPERVISING LIBRARIAN
FOR THE BERKELEY PUBLIC LIBRARY FROM 1989 TO 2012.**

WHEREAS, 23 years ago in March 1989 Marge Sussman began working at the Berkeley Public Library as a Children's Librarian assigned to the South Branch Library; and

WHEREAS, Ms. Sussman moved to West Branch as children's librarian in 1991, and was promoted to supervising librarian of West Branch in 2004; and

WHEREAS, as the children's librarian and supervising librarian at the West Branch, Ms. Sussman became a fixture of the community, appreciated by innumerable people, including multiple generations of neighborhood families; and

WHEREAS, Ms. Sussman's dedication to providing quality programs and collections for the West Branch community has helped solidify the branch's position as a center of vibrant community activity; and

WHEREAS, Ms. Sussman's commitment to Spanish Language services, from bilingual storytimes to Café Literario to collection development for children and adults, has enriched the library experience for Spanish speaking patrons at West Branch and throughout Berkeley; and

WHEREAS, as Supervising Librarian of West Branch during planning for Measure FF branch project, Ms. Sussman played a critical role enabling community participation in the planning process, particularly among Spanish speakers; and

WHEREAS, Ms. Sussman oversaw the closure of West Branch in preparation for Measure FF rebuilding, and then stepped in to supervise North Branch immediately following its opening, ensuring smooth transitions for staff and patrons alike; and

WHEREAS, the sheer numbers of children and adults who have been assisted, inspired, entertained, and comforted by the talented Ms. Sussman will be a lasting testament to the lifelong impacts a gifted librarian can have on a community; and

WHEREAS, Ms. Sussman will be greatly missed by those who have worked with her and well as many members of the Berkeley community who have known her as their librarian.

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

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on October 10, 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

October 10, 2012

To: Board of Library Trustees

From: Alicia Abramson, Library Information Systems Administrator

Subject: Contract Amendment: No. 8657 Avidex Industries, LLC

RECOMMENDATION

Adopt a resolution authorizing the Director of Library Services to amend Contract No. 8657 with Avidex Industries, LLC to provide LCD flat panel digital signs and service installation for the South and West Branch Library Improvement Projects in an incremental amount of \$13,600.00 for a total revised contract value not-to-exceed \$65,089.00; and to extend the contract's date of expiration from December 31, 2012 to September 30, 2013.

FISCAL IMPACT

Funding for this amendment is provided by the Foundation FF&E Fund (307). No negative impact on other Funds or the bond sourced Measure FF Fund (308) is anticipated.

The CMS number for this amendment request is MY8NP.

BACKGROUND

Due to funding restrictions on the expenditure of proceeds derived from local agency general obligation bonds – a type that includes Measure FF Fund receipts – digital signage was not included in the branch construction contracts; and thanks to the generous fundraising efforts of the Berkeley Public Library Foundation the Library is able to procure these items with Foundation FF&E Fund gift monies.

In June 2011 the Berkeley Public Library engaged the services of Avidex to provide multimedia equipment and system services at the Central Library. In February 2012 the Library amended the contract for an incremental value of \$18,563.09 to a not-to-exceed value of \$51,489.09 to provide digital signage and installation services for the North & Claremont branch improvement projects. To date, digital signage expenditures with Avidex are \$30,030.09 for equipment and \$21,459.00 for services. The Director of Library Services is granted authority by the Board of Library Trustees for expenditures up to \$100,000 for goods, materials, and equipment pursuant to BOLT Resolution R09-94, and up to \$50,000 for services pursuant to BOLT Resolution R08-56. Nonetheless, the Library oftentimes through either an informational report or the consent calendar will bring before the board contracts the Library believes to be of material interest to the board and the public – although, such action may not be specifically required by established ordinance or policy.



CURRENT SITUATION AND ITS EFFECTS

In 2009, the Library selected Smith, Fause & McDonald, to provide Technology Consulting services for the Branch Library Improvement Program, and this selection was endorsed by the Board of Library Trustees by adoption of BOLT Resolution R09-83.

As part of the design of the technology infrastructure of the branch libraries Smith, Fause & McDonald identified digital signage as a key component of the public facing technology infrastructure. Digital signage is used to provide Library patrons with information about the Library's programs and services. As these devices are not part of the building infrastructure the Library is prohibited from employing Measure FF Fund proceeds for their procurement; and consequently, the Library Foundation has generously agreed to fund these purchases from the *We ♥ Our Libraries* capital campaign drive dedicated to funding the furniture, fixtures, and equipment needs of the four updated and enhanced branch libraries.

The Library accepts the work completed by Avidex at the North and Claremont branch libraries and wishes to maintain platform uniformity across all Library sites; thus the Library requests the authorization from the board to amend Avidex's contract to include digital signage for the South and West branch libraries.

Attachments:

1. Resolution



**BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

Attachment 1

RESOLUTION NO.: R12-__.

CONTRACT AMENDMENT: NO. 8657 AVIDEX INDUSTRIES, LLC

WHEREAS, the Board of Library Trustees approved the selection of technology consultants Smith, Fause & McDonald by adoption of BOLT Resolution R09-83; and

WHEREAS, Smith, Fause & McDonald identified digital signage as a key component of the public contact interface technology infrastructure; and

WHEREAS, the Library has contracted with AVIDEX to provide digital signage at the Central Library and the recently renovated North and Claremont branch libraries; and

WHEREAS, the cost for digital signage for the West and South branch improvement projects shall not exceed \$13,600; and

WHEREAS, through the generosity of the Berkeley Public Library Foundation funds from the ongoing capital campaign are available in the Foundation FF&E Fund in budget code 307-9102-450.70-44; the CMS number is MY8NP; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Library Trustees adopts a resolution to amend Contract No. 8657 with AVIDEX for an incremental increase of \$13,600, thereby increasing the contracted total not-to-exceed amount to \$65,089 and extending the contract expiration date to September 30, 2013.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on October 10, 2012 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Winston Burton, Chairperson

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



BERKELEY PUBLIC LIBRARY

CONSENT CALENDAR

October 10, 2012

TO: Board of Library Trustees

FROM: Donna Corbeil, Director of Library Services

SUBJECT: APPLY FOR AND, IF SUCCESSFUL, ACCEPT TECHNOLOGY INNOVATION GRANT AWARDED ANNUALLY BY (BALIS) BAY AREA LIBRARY INFORMATION SERVICES

RECOMMENDATION

Adopt a resolution authorizing the Director of Library Services to apply for and, if successful, to accept a grant of an amount up to but not to exceed \$40,000 from the Bay Area Library Information Services Consortium to develop and implement an incident tool kit.

FISCAL IMPACTS OF RECOMMENDATION

Pending approval to apply and a successful application in the competitive grant process, the acceptance of the BALIS annual innovative grant program award would have a beneficial impact on the Library's Gift/Grant. No negative impact to the library Tax fund is anticipated.

BACKGROUND

Each year BALIS announces a grant opportunity to its member libraries related to improvements in library related services and operations in the realm of technology. The Berkeley Public Library is a long-term member of this consortium of bay area public library systems. The grant process is competitive; all applications do not result in an award. This BALIS funded initiative is to support and encourage innovation in libraries, with a focus on funding programs that can be replicated at other libraries, thereby benefiting the group by sharing good ideas and addressing common issues and challenges.

Most public libraries, as part of their ongoing operations have tools in place, as well as policies and best practices, related to handling difficult patron interactions. Experience has shown that the most important and effective method to deal with problem patrons is to be consistent among staff in enforcement, communicate with colleagues about recurring problems or individuals, and document incidents to establish evidence of pattern behavior and to corroborate staff accounts of incidents. We propose to develop an Incident Toolkit that will provide: simple sharable online forms, a database to store and track reports, including an assessment tool to ensure related reports and pattern behaviors can be analyzed together and various templates for policy and procedure documents (including suggested scripts to assist staff with dealing with difficult situations).



The grant award would be used to develop custom software to be used in a web-based system for documenting and tracking incidents in the library for internal staff use. Web development and database design would be contracted to a vendor, likely a company such as Quipu Group that has developed software for libraries in the past and understands the overall goals of public library systems. As part of the contract with the web developer, the vendor would produce documentation for installing and using the database. Moving the management of this important function to a web environment will increase efficiency, information sharing among staff and the ability to track trends and repeat offenders, all so that staff can better respond and stay focused on public service.

CURRENT SITUATION AND ITS EFFECTS

Library staff would like to find a more efficient and effective method to address an ongoing operational function. Utilizing grant funds to address the management of this data by developing custom software outside of the expertise of staff via a grant would address our needs. An additional benefit is it will not deplete library operating funds.

Board authorization to apply and accept the BALIS Technology Innovative Grant Program funds will permit Library staff to submit the grant application and accept the funding expected to be awarded in the fall of 2012.

RATIONAL FOR RECOMMENDATION

By accepting and appropriating the funds received the Library will be able to honor the intent and wishes of the grantor/donor and fulfill identified operational needs.

Attachments

1. Resolution



**BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

Attachment 1

RESOLUTION NO.: R12-__

**AUTHORIZING THE DIRECTOR OF LIBRARY SERVICES TO APPLY FOR AND,
IF SUCCESSFUL, ACCEPT THE TECHNOLOGY INNOVATION GRANT AWARDED ANNUALLY BY
(BALIS) BAY AREA LIBRARY INFORMATION SERVICES.**

WHEREAS, BALIS is an organization of public libraries created to enhance local library and information services through cooperative resource sharing; and

WHEREAS, The Berkeley Public Library is a long-term member of this consortium of bay area public library systems; and

WHEREAS, The BALIS Technology Innovation Grant program is intended to support and encourage innovative programs in libraries which can be replicated thereby helping multiple libraries to address common issues and challenges; and

WHEREAS, Most public libraries face challenges with difficult patron situations and would benefit from a tool that enabled them to consistently address and share information regarding library incidents; and

WHEREAS, Library staff wish to apply for \$40,000 to develop an incident toolkit that would provide sharable online forms, a database to store and track reports and suggested scripts to assist staff with dealing with difficult situations; and

WHEREAS, The grant award would fund the development of these web-based tools by a contract vendor who has had success with software development in Libraries; and

WHEREAS, Board authorization to apply and accept the BALIS Technology Innovation grant funding will permit Library staff to apply, accept the award and implement the program utilizing funds from BALIS.

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, if successful, to accept a grant of an amount up to but not to exceed \$40,000 from Bay Area Library Information Services (BALIS) to develop an online Incident Toolkit for use at the Berkeley Public Library and other systems.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on October 10, 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

ACTION CALENDAR

October 10, 2012

TO: Board of Library Trustees

FROM: Donna Corbeil, Director of Library Services

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

INTRODUCTION

Each year the Board of Library Trustees elects Officers for a one-year term. Following discussion, the Board will nominate Trustees to sit as Chairperson and Vice-Chairperson, for the term commencing November 14, 2012, for a one-year term.

FISCAL IMPACT

This report will have no fiscal impacts.

BACKGROUND

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

CURRENT SITUATION AND ITS EFFECTS

Regular Chair and Vice-Chair elections occurred in November 2011, at that time Trustee Burton was elected Chair and Trustee Franklin Vice-Chair.

Process

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



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

FUTURE ACTION

No future action is needed.

Attachments:

1. Resolution



**BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

RESOLUTION NO.: 12-###

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

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to appoint _____ to sit as Chairperson for the remainder of 2012 and through the time of election in 2013 and to appoint _____ to sit as Vice-chair for the same period.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on October 10, 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

INFORMATION CALENDAR

October 10, 2012

TO: Board of Library Trustees

FROM: Donna Corbeil, Director of Library Services

SUBJECT: OCTOBER 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. 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 Library was notified in September that we had achieved Silver LEED certification. We will be hanging a plaque in the branch soon. This is the first of the Berkeley branch libraries to achieve this certification!

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 completed. The current anticipated Final Completion date is late summer 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 expected to begin shortly. The current anticipated Final Completion date is early autumn 2013.

The final Design Review Committee presentation and approvals occurred on September 20, 2012. These included final review of colors for the cement board panels and discussion of the exterior materials.

ATTACHMENTS: None



BERKELEY PUBLIC LIBRARY

INFORMATION CALENDAR

October 10, 2012

TO: Board of Library Trustees

FROM: Donna Corbeil, Director of Library Services

SUBJECT: OCTOBER 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 RFP for the library website redesign and implementation was released on September 11, 2012. The Request for Proposal (Specification No. 13-10694) and details on how to submit a proposal are posted at: <http://www.cityofberkeley.info/ContentDisplay.aspx?id=7128>. We are excited to be launching a process that will result in a new website design to better serve the community and showcase our services and resources. We look forward to launching the new state-of-the-art website in 2013.

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 and still time to register or get a pass to go to the exhibits. Other upcoming professional conferences are ALA's midwinter and annual conferences. Registration for the mid-winter conference is open.

- 2013 Midwinter Meeting, Seattle, WA: January 25-29, 2013
- 2013 Annual Conference, Chicago, IL: June 27- July 2, 2013

PROGRAMS, SERVICES AND COLLECTIONS



The Library's grant funded Family Place, located in the Central Library children's room has received national mention recently: http://www.ims.gov/your_friendly_neighborhood_library_an_inviting_space_a_family_place.aspx

The Library was also in the news for the IT list on Berkeleyside. The foundations weekend of great events and activities at the North Branch was well received and well- attended.
<http://www.berkeleyside.com/2012/09/21/the-it-list-five-things-to-do-in-berkeley-this-weekend-20/>

The posters are hung and the large banners advertising the Get a Library card campaign is now in front of the Central Library. This publicity campaign is being managed by the library's circulation department staff and has tie-ins to the new library card campaign, all part of national library card sign-up month in September. We want to thank all of the people that agreed to be models for us, it is greatly appreciated and has given our campaign the zing it needed - 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/>

The annual library staff art show is up at the Central Library, with displays in the art gallery on the first floor, in the exhibit cases in the old entry and throughout the library. If you haven't had a chance to see it please come by and see the creative artistic endeavors of the library staff, very impressive. The reception for the exhibit was held on Tuesday, September 26th in the early evening.

OPERATIONS & FACILITIES

Library Vehicles

The Library BookVan has unfortunately had a few maintenance issues and was pulled from service October 8th for a few days. We hope to repair all of the service requirements on the vehicle and get it back out on its regular route as quickly as possible. Staff has posted notices at the stops, on the web page and van staff is letting patrons know in advance it will be out of service.

REPORTS TO COUNCIL – STATUS UPDATE

At the October 2, 2012, regular meeting of the City Council, the library had one item on the agenda:

Information Reports

23. Status Report: Activities of Public Library

From: Board of Library Trustees

Contact: Donna Corbeil, Library, 981-6100



At the September 11, 2012 regular meeting of the City Council:

Information Reports

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

From: Board of Library Trustees

Contact: Donna Corbeil, Library, 981-6100

ATTACHMENTS:

None



BERKELEY PUBLIC LIBRARY

INFORMATION CALENDAR

October 10, 2012

TO: Board of Library Trustees

FROM: Donna Corbeil, Director of Library Services

SUBJECT: BIENNIAL BUDGET DEVELOPMENT – FY14 & FY15

INTRODUCTION

The purpose of this report is to provide information regarding the development of the biennial library budget for fiscal years 2014 and 2015.

BACKGROUND

The City of Berkeley develops its budgets on a two year or biennial budget cycle, which currently involves development of budgets for fiscal years 2014 and 2015. This year's biennial budget preparations will begin with the release by the City's Budget Office of a set of instructions and calendar for the budget development process. This set of preliminary instructions from the City's Budget Office constitutes basic conceptual guidelines designed to synchronize and harmonize the process across city departments. Budget development is further impacted and refined by the priorities, either completed, in process, or newly established by the Board of Library Trustees, the managing authority for the Library pursuant to BMC Section 3.04.050(A).

Prior to the end of the 2012 calendar year, the City's Human Relations and Budget Office will perform essential activities in preparation for budget discussions, including preparing for review a (personnel) position control report for staff review; allowing an opportunity for any needed clean-up. They will also establish benefit rates and create hourly salaries and OT, set benefit contributions, including PERS and Health, in order to establish an accurate baseline budget.

Although the Library may operate independently of these instructions, the Library nonetheless shares in the goal of the City that its Funds operate in balance, and attempts to build its budget in step with the City to allow for consolidation and presentation before the City Council.

CURRENT SITUATION AND ITS EFFECTS

The Board of Library Trustees as the managing authority for the Library sets the operational and strategic priorities for services and programs. These may be continuing or newly established priorities. For the FY 2012 and 2013 biennial budget the board established the following priorities:



- Confirm stability of operating budget and plan for future operational needs – to include establishing / maintaining a balanced budget
- Monitor and manage bond funds (Measure FF program)
- Maximize effectiveness of services
- Pursue establishment of a reserve fund

Some of these fiscally prudent priorities should be considered for continued inclusion into the next two-year budget cycle, with modifications as necessary. The major capital program effort, embodied in Measure FF, the branch bond program will conclude in 2013, most likely in the first quarter of FY 2014. Additional priorities may be desired for inclusion. The establishment of budget priorities for the FY12 and FY13 budget resulted from discussion over several board meetings, with final approval at the regular meeting in January 2011.

Direction from the board on the budget priorities for the two-year budget cycle will directly assist staff in developing draft budget recommendations.

FUTURE ACTION

Biennial budget progress reports and workshops will be conducted with staff and the board per the attached calendar. Staff recommends the board discuss the attached calendar (Attachment 1) and indicate any possible revisions.

Attachments:

1. *Biennial Budget Calendar*

**FY 14/15 Biennial Budget
Draft Calendar**

September 12, 2012 – BOLT FY12 Closing Report & FY13 Budget Amendment

October 10, 2012 – BOLT Information Report on Biennial Budget Development FY14 & 15

November 14, 2012 – BOLT FY13-1Q Report

November 30, 2012 – All Staff meeting, Budget Update

December 8, 2012 – BOLT Discussion on Budget Priorities

January 9, 2013 – BOLT Action to adopt budget priorities for FY 14 & 15

January 2013 (TBD) – Internal Staff Workshop / Presentation

February 13, 2013 – BOLT FY13-2Q (mid-year) Report

February 13, 2013 - **BOLT Budget Workshop**

March/April 2013 (TBD) – Internal Staff Workshop / Presentation

April 10, 2013 – BOLT Budget Report on Preliminary Proposed Biennial Budget

May 8, 2013 – **BOLT Budget Workshop**, Discussion and Possible Adoption of Recommendations on Budget & Tax Rate

June 12, 2013 – BOLT Adoption of Recommendations on Budget and Tax Rate

June 25, 2013 – City Council Action to Adopt FY 2014 & FY 2015 Biennial Budget & Tax Rates