



**BERKELEY PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES**

REGULAR MEETING  
NOVEMBER 14, 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 October 10, 2012 Regular Meeting](#)**  
Recommendation: Approve the minutes of the October 10, 2012 regular meeting of the Board of Library Trustees.
- B. [2013 Meeting Schedule for the Board of Library Trustees](#)**  
Recommendation: Adopt the resolution setting dates, times and locations for the 2013 regular meeting schedule for the Board of Library Trustees.
- C. [2013 Holiday Schedule for the Berkeley Public Library](#)**  
Recommendation: Adopt the resolution approving the 2013 calendar of holidays for the Berkeley Public Library.
- D. [Authorization To Open The Central Library and All Branches One Hour Late To Allow Adequate Time For All-Staff Meetings](#)**  
Recommendation: Adopt the resolution to open the Central Library and all branch libraries one hour later on January 31, May 31 and August 30, 2013 to allow adequate time for the all-staff meetings.
- E. [Acceptance of Gift Funds from the Berkeley Public Library Foundation in the Amount of \\$250,000](#)**  
Recommendation: Adopt a resolution authorizing the acceptance and allocation of gift funds received from the Berkeley Public Library Foundation given in support of the Foundation's branch library capital campaign pledge.
- F. [Revised Library Rules of Conduct and Patron Suspension Policy](#)**  
Recommendation: Adopt the resolution approving the revised Library Rules of Conduct and Patron Suspension Policy.
- G. [Contract: Mediatrope Interactive Studio](#)**  
Recommendation: Adopt a resolution authorizing the Director of Library Services to enter into an agreement with Mediatrope Interactive Studio for the provision of services for the redesign, development, and implementation of the Library's website including an integrated

Content Management System for the period anticipated to extend from December 1, 2012 through December 31, 2013 in an amount projected to be approximately \$80,000.

- H. **[Contract Amendment No. 8874: City Mechanical](#)**  
Recommendation: Adopt a resolution authorizing the extension of the City Mechanical contract to March 31, 2014 and increasing the contract value in a total amount not to exceed \$90,000.
- I. **[Repeal of the Charging Electronic Equipment Policy](#)**  
Recommendation: Adopt a resolution approving a policy to discontinue the Berkeley Public Library's Charging Electronic Equipment Policy.
- J. **[Contract Amendment No. 8193: Innovative Interfaces, Inc. for the Addition of Two Data Reporting Components to Enhance Measurement Capabilities of Library Services](#)**  
Recommendation: Adopt a resolution authorizing the Director of Library Services to amend the existing agreement expiring June 30, 2013 with Innovative Interfaces, Inc. to allow for the inclusion of enhanced data reporting features, Reporter and the Statistical Category Table, for a total contract value not to exceed \$575,000.
- K. **[Update To Annual Appropriation Ordinance #1 Amendment To The FY 2013 Budget](#)**  
Recommendation: Adopt a resolution to approve an amendment update to the FY 2013 Annual Appropriation Ordinance #1 authorized by the board on September 12, 2012 by Resolution No.: R12-057 based upon the recommended re-appropriation of budgeted FY 2012 funding in the amount of \$86,250 for the Library's share of the City of Berkeley's VoIP installation.

**III. 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. **[November 2012 Monthly Report from Library Director](#)**
  - i. Library Development
  - ii. Professional Activities
  - iii. Programs, Services and Collections
  - iv. Personnel
- C. **[1st Quarter FY13 Budget](#)**
- D. **[Library Facilities Report](#)**
- E. **Library events:** Calendar of events and press releases for various Library programs are posted at <http://www.berkeleypubliclibrary.org>

**IV. AGENDA BUILDING**

The next meeting will be a Regular Meeting held at 6:30 PM on Wednesday, December 19, 2012 at the **North Branch Library, 1170 The Alameda, Berkeley.**

**V. ADJOURNMENT**

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



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

Please refrain from wearing scented products to public programs.

I hereby certify that the agenda for this regular meeting of the Board of Library Trustees of the City of Berkeley was posted in the display cases located at 2134 Martin Luther King, Jr. Way and in front of the Central Public Library at 2090 Kittredge Street, as well as on the Berkeley Public Library's website on November 8, 2012.

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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. Patrick Guinan email of 10/02/2012 regarding security personnel



**MINUTES**  
**BERKELEY PUBLIC LIBRARY**  
**BOARD OF LIBRARY TRUSTEES REGULAR MEETING**  
**Wednesday, October 10, 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: 6:34 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.

**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 4x2 meeting today. Friends of the Library gave Berkeley Public Library Foundation \$50,000. Michael Lewis event at Central next week.

**II. CONSENT CALENDAR**

Action: M/S/C (Trustee Franklin / Trustee Holcomb to adopt Resolution# R12-058 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 September 12, 2012 Regular Meeting**

From: Director of Library Services

Recommendation: Approve the minutes of the September 12, 2012 regular meeting of the Board of Library Trustees.

Financial Implications: None.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution# R12-059 to approve minutes as presented.

**B. Proposed Fine Amnesty Period**

From: Circulation Services Manager

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.

Financial Implications: See report.

Contact: Jay Dickinson, Circulation Services Manager

Action: Adopted Resolution# R12-060.

**C. Resolution of Gratitude to Marge Sussman**

Trustee Holcomb – Another great example of an excellent staff member who is beloved by the community.

From: Director of Library Services

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.

Financial Implications: None.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution# R12-061.

**D. Contract Amendment No. 8657 Avidex Industries, LLC**

From: Library Information Systems Administrator

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.

Financial Implications: See report.

Contact: Alicia Abramson, Library Information Systems Administrator

Action: Adopted Resolution# R12-062.

**E. Apply for and, if Successful , Accept Technology Innovation Grant Awarded Annually by (BALIS) Bay Area Library Information Services**

From: Director of Library 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.

Financial Implications: None.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution# R12-063.

**III. ACTION CALENDAR**

**A. Chairperson and Vice-Chairperson Nominations and Election of Chairperson and Vice-Chairperson**

From: Director of Library Services

Recommendation: Accept nominations and adopt a resolution electing Winston Burton to sit as Chairperson and Abigail Franklin to sit as Vice-Chairperson for a one-year term commencing on November 14, 2012.

Financial Implications: None.

Contact: Donna Corbeil, Library Director

Action: M/S/C (Trustee Holcomb / Trustee Franklin to adopt Resolution# R12-064.

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

Abstentions: None.

#### **IV. INFORMATION REPORTS**

##### **A. Update on Branch Bond Program**

Director Corbeil led a discussion on the redwood tree at the West Branch.

From: Director of Library Services

Contact: Donna Corbeil, Library Director

Action: Received.

##### **B. October 2012 Monthly Report from Library Director**

From: Director of Library Services

Contact: Donna Corbeil, Library Director

Action: Received.

##### **C. FY14/15 Budget Preparation**

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, November 14, 2012 at the North Branch Library, 1170 The Alameda, Berkeley.

- November 14, 2012 agenda items:
  - West Branch Landscape Plan

#### **VI. ADJOURNMENT**

Adjourned at 7:05 p.m.

#### **COMMUNICATIONS:**

- 1) University Avenue Association regarding West Branch Construction.

**SUPPLEMENTAL COMMUNICATIONS AND REPORTS: None.**





## BERKELEY PUBLIC LIBRARY

### CONSENT CALENDAR

November 14, 2012

**TO:** Board of Library Trustees

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

**SUBJECT:** 2013 MEETING SCHEDULE FOR THE BOARD OF LIBRARY TRUSTEES

#### RECOMMENDATION

Set dates, times and locations for the 2013 regular meeting schedule for the Board of Library Trustees.

#### FISCAL IMPACT

This report will have no fiscal impacts.

#### BACKGROUND

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

#### CURRENT SITUATION AND ITS EFFECTS

The regular meetings of the Board of Library Trustees normally occur on the second Wednesday of each month at 6:30 p.m. at the North Branch Library, 1170 The Alameda. The Board may choose to change any part of their regular meeting schedule, including the date, time or location and to schedule special meetings as needed in accordance with the Brown Act and the City of Berkeley Commissioners' Manual. During August, the Board has chosen to follow the City Council and other City commissions and take a meeting recess. Given the South and West branch libraries are slated to re-open in the Spring of 2013, staff recommends that following reopening meetings be moved to the re-opened South Branch Library.

City Council:

*Winter Recess – December 19, 2012 – January 14, 2013*

January 15 and January 22, 2013

February 5 and February 19, 2013

March 5 and March 19, 2013

April 2 and April 30, 2013

*Spring Recess – April 3 – April 29, 2013*

May 7 and May 21, 2013



June 4, June 11 and June 25, 2013

July 2 and July 16, 2013

*Summer Recess – July 17, 2012 – September 9, 2013*

September 10 and September 17, 2013

October 1, October 15 and October 29, 2013

November 12 and November 19, 2013

December 3 and December 17, 2013

*Winter Recess – December 18, 2013 – January 20, 2014*

The proposed *2013 Board of Library Trustees Meeting Schedule* is attached as Attachment 2.

#### FUTURE ACTION

No further action is required.

#### Attachments:

1. Resolution
2. 2013 Proposed Board of Library Trustees Meeting Schedule



**BERKELEY PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES**

**Attachment 1**

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

**APPROVAL OF THE 2013 MEETING SCHEDULE FOR THE BOARD OF LIBRARY TRUSTEES**

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

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

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to approve the 2013 meeting schedule for the Board of Library Trustees with location of meetings to be changed reflecting the closure schedule for branch construction. .

ADOPTED by the Board of Library Trustees of the City of Berkeley during a regular meeting held on November 14, 2012.

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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Winston Burton, Chairperson

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



**Berkeley Public Library  
Board of Library Trustees  
2013 Meeting Schedule**

Regular Meeting Dates	Location
January 9th	North Branch Library (1170 The Alameda)
February 13 <sup>th</sup>	North Branch Library (1170 The Alameda)
March 13 <sup>th</sup>	North Branch Library (1170 The Alameda)
April 10 <sup>th</sup>	North Branch Library (1170 The Alameda)
May 8 <sup>th</sup>	North Branch Library (1170 The Alameda)
June 12 <sup>th</sup>	North Branch Library (1170 The Alameda)
July 10 <sup>th</sup>	South Branch Library (1901 Russell Street)
{No meeting in August}	
September 11 <sup>th</sup>	South Branch Library (1901 Russell Street)
October 9 <sup>th</sup>	South Branch Library (1901 Russell Street)
November 13 <sup>th</sup>	South Branch Library (1901 Russell Street)
December 11th	South Branch Library (1901 Russell Street)





## BERKELEY PUBLIC LIBRARY

### CONSENT CALENDAR

November 14, 2012

**TO:** Board of Library Trustees  
**FROM:** Donna Corbeil, Director of Library Services  
**SUBJECT:** 2013 HOLIDAY SCHEDULE FOR THE BERKELEY PUBLIC LIBRARY

### RECOMMENDATION

Adopt the resolution approving the 2013 calendar of holidays for the Berkeley Public Library.

### FISCAL IMPACT

This report will have no fiscal impacts.

### BACKGROUND

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

### CURRENT SITUATION AND ITS EFFECTS

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

The Central Library and the Branches are open on weekends and during evenings when many other City departments are closed. In the case of Thanksgiving Eve and New Year's Eve, the Library observes a day schedule, 10 AM to 6 PM.

The draft 2013 Library Schedule of Holiday and Early Closures is attached (Attachment 2) for discussion and approval.

### FUTURE ACTION

No future action is required.



Attachments:

1. Resolution
2. 2013 Berkeley Public Library Proposed Schedule of Holidays and Closings
3. 2012 Berkeley Public Library Schedule of Holidays and Closings
4. City of Berkeley 2012 Holiday Schedule





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

**APPROVAL OF THE 2013 HOLIDAY SCHEDULE FOR THE BERKELEY PUBLIC LIBRARY**

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

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED that the board of Library Trustees of the City of Berkeley approves the attached 2013 schedule of holiday closures for the Berkeley Public Library.

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

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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Winston Burton, Chairperson

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



**Berkeley Public Library**  
**2013 Schedule of Holidays & Early Closings**

<b>Date - Holiday</b>
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1. January 1, 2013 (Tuesday) – New Year’s Day
2. January 21, 2013 (Monday) - Martin Luther King Jr. Day
3. February 18, 2013 (Monday) - President’s Day
4. May 20, 2013 (Monday) - Malcolm X Day
5. May 27, 2013 (Monday) - Memorial Day
6. July 4, 2013 (Thursday) - Independence Day
7. September 2, 2013 (Monday) - Labor Day
8. October 14, 2013 (Monday) - Indigenous People’s Day
9. November 11, 2013 (Monday) - Veterans’ Day
10. November 27, 2013 (Wednesday) – Thanksgiving Eve (close early)
11. November 28, 2013 (Thursday) – Thanksgiving Day
12. November 29, 2013 (Friday) – Day after Thanksgiving Day
13. December 24, 2013 (Tuesday) - Christmas Eve
14. December 25, 2013 (Wednesday) – Christmas Day
15. December 31, 2013 (Tuesday) – New Year’s Eve (close early)



**Berkeley Public Library**  
***2012 Schedule of Holidays & Early Closings***

<b>Date - Holiday</b>
-----------------------

1. December 31, 2010 (Friday) – New Year’s Day observed
  2. January 1, 2012 (Sunday) – New Year’s Day
  3. January 2, 2012 (Monday) - New Year’s Day observed \*
  4. January 16, 2012 (Monday) - Martin Luther King Jr. Day
  5. February 20, 2012 (Monday) - President’s Day
  6. May 18, 2012 (Friday) - Malcolm X Day observed
  7. May 28, 2012 (Monday) - Memorial Day
  8. July 4, 2012 (Wednesday) - Independence Day
  9. September 3, 2012 (Monday) - Labor Day
  10. October 8, 2012 (Monday) - Indigenous People’s Day
  11. November 12, 2012 (Monday) - Veterans’ Day observed
  12. November 21, 2012 (Wednesday) – Thanksgiving Eve (close early)
  13. November 22, 2012 (Thursday) – Thanksgiving Day
  14. November 23, 2012 (Friday) – Day after Thanksgiving Day
  15. December 24, 2012 (Monday) - Christmas Eve
  16. December 25, 2012 (Tuesday) – Christmas Day
- \* Library closed on Sunday, January 1, 2011. New Years Day holiday observed on Monday, January 2, 2012.



**City of Berkeley 2013 Holiday Schedule**

1. New Year's Day January 1, 2013 (Tuesday)
2. Martin Luther King Jr. Day January 21, 2013 (Monday)
3. Lincoln's Birthday February 11, 2013 (Monday)
4. President's Day February 18, 2013 (Monday)
5. Malcolm X Day May 20, 2013 (Monday)
6. Memorial Day May 27, 2013 (Monday)
7. Independence Day July 4, 2013 (Thursday)
8. Labor Day September 2, 2013 (Monday)
9. Indigenous Peoples October 14, 2013 (Monday)
10. Veterans' Day November 11, 2013 (Monday)
11. Thanksgiving November 28-29, 2013 (Thursday – Friday)
12. Christmas Day December 25, 2013 (Wednesday)







## BERKELEY PUBLIC LIBRARY

### CONSENT CALENDAR

November 14, 2012

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

### RECOMMENDATION

Adopt the resolution to open the Central Library and all branch libraries one hour later on January 31, May 31 and August 30, 2013 to allow adequate time for the all-staff meetings.

### FISCAL IMPACT

This report will have no fiscal impacts.

### BACKGROUND

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

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

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

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

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



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

#### CURRENT SITUATION AND ITS EFFECTS

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

#### FUTURE ACTION

No future action is required.

Attachments:

1. Resolution



**RESOLUTION NO.: R12-###**

**AUTHORIZATION TO OPEN THE CENTRAL LIBRARY AND ALL BRANCHES ONE HOUR LATE TO ALLOW  
ADEQUATE TIME FOR ALL STAFF MEETINGS IN 2013**

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

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to authorize the Director of Library Services to open the Central Library and all branches one hour late on January 31, May 31 and August 30, 2013 in order to accommodate the all-staff meetings and allow adequate time for Library staff to open the libraries.

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

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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Winston Burton, Chairperson

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





## BERKELEY PUBLIC LIBRARY

### CONSENT CALENDAR

November 14, 2012

**TO:** Board of Library Trustees

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

**SUBJECT:** ACCEPT GIFT FUNDS RECEIVED FROM THE BERKELEY PUBLIC LIBRARY FOUNDATION IN THE AMOUNT OF \$250,000 GIVEN IN SUPPORT OF THE FOUNDATION'S BRANCH LIBRARY CAPITAL CAMPAIGN PLEDGE

### RECOMMENDATION

Adopt a resolution authorizing the acceptance and allocation of gift funds received from the Berkeley Public Library Foundation given in support of the Foundation's branch library capital campaign pledge.

### FISCAL IMPACTS OF RECOMMENDATION

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

### BACKGROUND

The Berkeley Public Library Foundation has demonstrated a strong history of support for the Library, particularly raising capital funds to support facility improvements. With the passage of Measure FF, the Foundation kicked off an exciting campaign to respond to branch library needs. At the December 9, 2009 regular meeting, the board adopted 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 directives that the Board of Library Trustees approves the disposition of Library funds.



CURRENT SITUATION AND ITS EFFECTS

The Berkeley Public Library Foundation regularly extends gifts to the Library throughout the fiscal year; the referenced gift of \$250,000 is given in support of its FF&E commitment to the Measure FF renovation program.

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

**BPLF FF&E Campaign Gifts Received To-Date**

Count	Date	Amount	FY
1	15JUN10	\$50,000	2010
2	23FEB11	\$100,000	2011
3	20APR11	\$100,000	2011
4	1JUL11	\$100,000	2012
5	30AUG11	\$100,000	2012
6	3NOV11	\$100,000	2012
7	19JAN12	\$200,000	2012
8	12MAR12	\$200,000	2012
9	14MAY12	\$100,000	2012
10	15OCT12	\$250,000	2013
<b>To Date</b>		<b>\$1,300,000</b>	

RATIONALE FOR RECOMMENDATION

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

Attachments

1. Resolution



**BERKELEY PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES**

**RESOLUTION NO.: R12-###**

**Accept gift funds received from the Berkeley Public Library Foundation in the amount of \$250,000  
given in support of the Foundation's branch library capital campaign pledge**

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

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

WHEREAS, gift funds received from the Foundation for the purpose of the Branch Library FF&E Campaign, and once accepted by the Board will be allocated towards the procurement of furniture, fixtures, computers, equipment, and services as appropriate to the intent and limitations of the Measure FF branch facilities improvement program, and consistent with the Library's purchasing policy; and

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

BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley hereby authorizes, following City Council approval of delegating authority, the acceptance of \$250,000 from the Berkeley Public Library Foundation and the allocation of these funds to procure needed furnishings, fixtures, and equipment for the branch library Measure FF projects.

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

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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Winston Burton, Chairperson

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







## BERKELEY PUBLIC LIBRARY

### CONSENT CALENDAR

November 14, 2012

**TO:** Board of Library Trustees  
**FROM:** Douglas Smith, Deputy Director of Library Services  
**SUBJECT:** REVISED LIBRARY RULES OF CONDUCT AND PATRON SUSPENSION POLICY

#### RECOMMENDATION

Adopt the resolution approving the revised *Library Rules of Conduct and Patron Suspension Policy*

#### FISCAL IMPACT

This report will have no fiscal impacts.

#### BACKGROUND

The Library Board of Library Trustees adopted Library Rules of Conduct in 1988, with periodic revisions adopted in subsequent years. Library staff has developed procedures for employees to follow when encountering violations of behavioral rules and regularly discusses instances of problematic visitor behavior in the context of the Library's mission to provide all Library patrons with a safe and rewarding experience. The Board adopted the Patron Suspension Policy which is linked to the Rules of Conduct in September 2002. Additionally, the City of Berkeley adopted its Administrative Regulation 1.15, governing rules of behavior for visitors to City buildings, on March 10, 2003 and last revised it in August 2010. In 2007 Library staff, in striving to bring Library policies into conformance with City policies, brought before the Board an Administrative Regulation modeled after the City A.R. 1.15 addressing the need to formalize Library policy with regard to establishing limits on unacceptable behavior in its facilities. The most recent revision was in December 2009.

#### CURRENT SITUATION AND ITS EFFECTS

The Library Rules of Conduct has served as an effective tool for Library staff since it was initially adopted by the Board of Library Trustees and the most current version is posted in all Library facilities. In the years since 1988 as the community and the Library's services evolved and responded to new patron needs, the Board of Trustees has amended the Rules. In the process of reviewing the City of Berkeley policy on conduct in City buildings (A.R. 1.15), Library staff reviewed its conduct rules again, as well as the rules used by other, similar public libraries nationwide. In addition, discussions with front-line staff regarding security concerns resulted in the identification of recommendations for specific new rules that would help staff provide library services in an environment that is safe for all users. A copy of the Rules of Library Conduct is attached to the resolution for Board approval. Staff will be developing specific



procedures following Board approval. The Patron Suspension Policy contains direct references to the Rules of Conduct and therefore, although no changes are proposed to the suspension and appeal procedures contained in it, must also be revised to reflect the proposed changes to the Rules of Conduct.

#### FUTURE ACTION

No future action is required.

#### Attachments:

1. Resolution
2. Administrative Regulation: Posting and Enforcing Rules of Conduct for Visitors to all Library Buildings
3. Berkeley Public Library Rules of Conduct – Revised
4. Berkeley Public Library Patron Suspension Policy -- Revised



**BERKELEY PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES**

**RESOLUTION NO.: 12-XXX**

**ADOPTION OF REVISED RULES OF CONDUCT FOR VISITORS TO ALL  
BERKELEY PUBLIC LIBRARY BUILDINGS**

WHEREAS, Library staff have developed procedures for employees to follow when encountering violations of behavioral rules in the context of the Library's mission to provide all Library patrons with a safe and rewarding experience; and

WHEREAS, the Berkeley Public Library Board of Library Trustees adopted Library Rules of Conduct in 1988, with periodic revisions adopted in subsequent years; and

WHEREAS, the City of Berkeley adopted its Administrative Regulation 1.15, Governing rules of behavior for visitors to City buildings, on March 10, 2003 and last revised it in 2010; and

WHEREAS, the Library Rules of Conduct has served as an effective tool for Library staff since it was initially adopted by the Board of Library Trustees and the most current version is posted in all Library facilities; and

WHEREAS, in the process of reviewing the City of Berkeley policy on conduct in City buildings (A.R. 1.15), Library staff reviewed its conduct rules again, as well as the rules used by other, similar public libraries nationwide; and

WHEREAS, discussions with front-line staff regarding security concerns resulted in the Identification of recommendations for specific new rules that would help staff provide library services in an environment that is safe for all users; and

WHEREAS, the Patron Suspension Policy contains direct references to the Rules of Conduct and therefore must also be updated to reflect the proposed changes to the Rules of Conduct.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to adopt the *Berkeley Public Library Rules of Conduct* as revised, effective December 1, 2012.

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

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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Winston Burton, Chairperson

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



**BERKELEY PUBLIC LIBRARY  
ADMINISTRATIVE REGULATIONS**

<b>A.R. Number:</b>	<b>1.15</b>
ORIGINAL DATE:	12/12/07
BOLT Resolution #:	R07-126
REVISED DATE:	n/a
PAGE:	1 of 2

**SUBJECT: POSTING AND ENFORCING RULES OF CONDUCT FOR VISITORS TO ALL LIBRARY BUILDINGS**

**I. PURPOSE**

As a public entity, the Berkeley Public Library as a matter of course constantly interacts with its patrons. Dealing with disruptive and potentially dangerous persons can be a difficult and intimidating experience. Employees may feel concerned for their own safety as well as that of their co-workers and other patrons. This A.R. is designed to protect Library staff and patrons by clarifying what constitutes unacceptable behavior in Library facilities.

**II. POLICY**

It is the policy of the Board of Library Trustees and the Director of Library Services to protect the safety of Library staff and all persons visiting Library facilities, to facilitate the Library's ability to conduct business and provide services, and to prevent injury to personnel or damage to City facilities. The Board of Library Trustees adopts for all Library facilities the *Berkeley Public Library Rules of Conduct* for implementation by Library staff. In September 2002, the Board approved the Patron Suspension Policy, which details the specific procedures Library staff will follow when certain instances of violations, or repetitive violations, of the *Berkeley Public Library Rules of Conduct* warrant a suspension of Library privileges.

The approved *Library Rules of Conduct* will be posted in all Library facilities.

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

# BERKELEY PUBLIC LIBRARY RULES OF CONDUCT

**Dangerous, destructive or criminal conduct, including but not limited to the following, will not be tolerated:**

- Physical abuse or assault;
- Fighting or challenging to fight;
- Making violent and threatening statements;
- Engaging in or soliciting any sexual act; and
- Damaging or destroying library property.

**The following behaviors are also prohibited:**

- Using harassing or insulting language.
- Leaving children under the age of eight (8) unattended by a parent or authorized adult.
- Blocking library entrances, ramps or exits, with animals, bicycles, strollers, etc.
- Participating in any activity in the library or at public entrances/exits which interferes with any person's safety, or egress.
- Entering library with animals other than service animals authorized by law.
- Entering library with bicycles, or riding skates, scooters, skateboards, etc.
- Smoking, eating, or drinking.
- Being under the influence of alcohol or drugs to the extent that one is unable to exercise care for one's own safety or the safety of others.
- Lying on the floor or sleeping.
- Unreasonable use of rest rooms, including laundering and bathing.
- Exuding offensive, pervasive odors, including pervasive fragrances caused by perfume or other scented products.
- Disturbing or annoying anyone with loud and/or unreasonable noise, including using electronic equipment at a volume that disturbs others.
- Petitioning, soliciting or selling merchandise or services without written permission from the Director of Library Services.
- Personally monopolizing Library space, seating, tables, or equipment to the exclusion of other patrons or staff.
- Fraudulent use of another's Library card and/or number for any purpose, including to reserve or use computers.
- Refusing to leave the Library and/or otherwise follow staff or law enforcement directions during emergency evacuation.
- Failing to wear shirt/top, pants/skirt, and shoes.

Adopted by the Board of Library Trustees, 4/88.

Revised 8/91, 9/95, 1/97, 9/02, 12/06. 12/07

## NOTICE TO BERKELEY PUBLIC LIBRARY PATRONS LIBRARY RULES OF CONDUCT

These rules of conduct are for the comfort, safety and protection of all library patrons and library staff. Library staff and library security guards will firmly and courteously enforce these rules. We ask your cooperation in maintaining an environment conducive to enjoyable use of the Library for all.

### **Dangerous, destructive or illegal conduct, including but not limited to the following, will not be tolerated:**

- Physical abuse or assault;
- Fighting or challenging to fight;
- Making violent or threatening statements;
- Engaging in or soliciting any sexual act; and
- Damaging, destroying, or theft of library property.

Any patron displaying any of these behaviors will be instructed to leave the library immediately. Police will be called and appropriate legal action will follow. **In addition, based on the severity of the situation, a suspension of library privileges for up to one year will be applied without advanced warning or prior suspension.**

### **The following behaviors are also prohibited:**

- Using harassing or insulting language.
- Leaving children under the age of eight (8) unattended by a parent or authorized adult.
- Blocking library entrances, exits, or walkways with bicycles, strollers, power cords, etc., or leaving animals or personal belongings unattended on Library property.
- Participating in any activity in the library or at public entrances/exits which interferes with any person's comfort or safety.
- Entering library with animals other than service animals authorized by law.
- Entering library with items inappropriate to library use, including but not limited to bicycles, shopping carts, large trash bags, bedrolls, and strollers without children..
- Entering library with containers or packages which singly or collectively exceed 16"x18"x24".
- Riding skates, roller shoes, scooters, skateboards, or other similar devices.
- Smoking, eating, or drinking except for a nonalcoholic beverage in a bottle with a secure top.
- Possessing, consuming, or being under the influence of alcohol or illegal drugs.
- Lying on the floor or sleeping.
- Unreasonable use of rest rooms, including laundering, bathing, and shaving.
- Inappropriate use of electrical outlets, including charging vehicles, wheelchairs or appliances.
- Leaving personal belongings unattended.
- Exuding offensive, pervasive odors, including pervasive fragrances caused by perfume or other scented products, which constitute a nuisance to other patrons or staff.
- Failing to wear shirt/top, pants/skirt, and shoes.
- Disturbing or annoying anyone with loud and/or unreasonable noise, including but not limited to using electronic equipment or mobile telephones at a volume that disturbs others.
- Carrying weapons of any type.
- Petitioning, soliciting or selling merchandise or services without written permission from the Director of Library Services.
- Personally monopolizing Library space, seating, tables, or equipment to the exclusion of other patrons or staff.
- Fraudulent use of another's Library card and/or number for any purpose, including using another's Library card to reserve or use Library computers.
- Refusal to follow reasonable direction from Library staff, including but not limited to leaving the Library during normal closing procedures or during an emergency evacuation.

### **Any patrons displaying these behaviors will be addressed in the following manner:**

**FIRST VIOLATION:** Initial warning, given copy of Library Rules of Conduct.

**SECOND VIOLATION:** Library privileges suspended for one day.

**THIRD VIOLATION:** Library privileges suspended for seven days.

NOTICE TO BERKELEY PUBLIC LIBRARY PATRONS  
LIBRARY RULES OF CONDUCT

**FOURTH VIOLATION:** Library privileges suspended for up to one year.

**If you observe anyone violating any of these rules of conduct, please inform either a security guard or a library staff member. Circumstances including the seriousness or continuing nature of the conduct may warrant immediate suspension of Library privileges. See the Patron Suspension Policy for further information.**



## BERKELEY PUBLIC LIBRARY

### PATRON SUSPENSION POLICY

In order to provide and maintain a comfortable and safe environment for all patrons and library staff, the Board of Library Trustees has approved the Berkeley Public Library Rules of Conduct. Violation or repetitive violation of any of the rules of conduct may warrant a suspension of library privileges. Suspension of library privileges will result in removal from, and denial of access to, all Berkeley Public Library services and facilities for a designated period of time.

#### SUSPENSION PROCEDURES

In order to be fair and equitable in the application of the Berkeley Public Library Rules of Conduct and to provide documentation of the enforcement of these rules, authorized library staff members [Authorized staff members are: Supervising Librarian, or library staff member designated as "in charge" of a library facility, Library Services Manager, Deputy Director or Library Director] shall apply the following procedures:

#### A. IMMEDIATE SUSPENSION WITH FURTHER ACTION TO FOLLOW:

##### The following behaviors will not be tolerated:

- physical abuse or assault
- fighting or challenging to fight
- making violent or threatening statements
- Engaging in or soliciting any sexual act; and
- Damaging, destroying, or theft of library property.

Authorized library staff will instruct anyone displaying these behaviors to leave the library facility immediately. Police will be called and additional legal action may occur, as appropriate. **In addition, based on the severity of the situation, a suspension of library privileges for up to one year will be applied without advance warning or prior suspension.** Library staff will notify Library Administration immediately, where a determination of the appropriate suspension period and procedures will be assigned by the Director or Deputy Director of Library Services.

All other prohibited behaviors will be addressed in the following manner:

**FIRST VIOLATION:** Initial warning and given copy of Library Rules of Conduct

**SECOND VIOLATION:** Library privileges suspended for the day

**THIRD VIOLATION:** Library privileges suspended for seven days

**FOURTH VIOLATION:** Library privileges suspended for up to one year

**Circumstances, including the seriousness or continuing nature of the conduct may warrant immediate suspension of library privileges.**

**B. INITIAL WARNINGS:**

When a patron has violated the Berkeley Public Library Rules of Conduct by displaying behavior that is more disruptive than violent or physically threatening, authorized library staff will handle these situations in the following manner:

1. Provide the patron with a copy of the Library Rules of Conduct. Explain to the patron that they are engaging in disruptive behavior, what that behavior is and the importance of abiding by the rules of conduct. The patron will be advised that further violations of the rules will not be tolerated and may result in their being asked to leave for the day.
2. The library staff member will fill out a Library Incident Report to document the incident and conversation with the patron. The Incident Report will be submitted to Library Administration.

**C. SUSPENSION -1 DAY**

1. If the patron continues *disruptive behavior* either the same day or another day, authorized library staff will reaffirm all previous conversations with the patron regarding the behavior and instruct the patron to leave the facility for the day: Library patrons who feel the treatment is unfair will be offered the name and telephone number of the next ranking library staff member so that they may communicate their concerns.
2. Library staff will again document the incident with a Library Incident Report submitted to Library Administration.

**D. SUSPENSION - 7-DAY:**

Longer than 1-day suspensions will be issued if a patron continues *to display disruptive behavior* after receiving a one-day suspension. If *disruptive behavior continues* a patron may be suspended for a minimum of 7 days (one week) and a maximum of one year. Any suspension longer than 7 days will be issued in a minimum of one-month increments.

1. If a patron has been issued a one-day suspension for disruptive behavior and if *disruptive behavior continues either during the suspension period or afterwards*, a patron will then be suspended for seven (7) days.

2. When a decision is made to suspend a patron for 7 days or more, authorized staff must complete the "Notice of 7-Day Library Suspension" document.
3. A copy of the completed document must be provided to the patron. In the case of a minor (under the age of 18), the Library will also attempt to notify the parent or guardian and also provide them with a copy of the completed document.
4. Authorized library staff will also complete a Library Incident Report and submit the report to Library Administration.
5. A patron will receive only one 7-day suspension *for disruptive behavior*. Any further suspensions for *disruptive behavior* will be for 1 or more months.
6. The patron will not be offered a formal hearing process for 7-day suspensions; however, they will be given the name and phone number of the appropriate Library Services Manager, Deputy Director and/or Director so that they may communicate their concerns by telephone or by submitting an appeal in writing.
7. To submit a written appeal the patron must complete the "Appeal of 7-Day Suspension" document. The patron must return the completed form to the suspending library within one working day from the date the suspension is issued.
8. The appeal will be reviewed by the Library Director, Deputy Director or Library Services Manager within one working day of submittal. If by a preponderance of the evidence it is determined that the suspension is unwarranted, the suspension will be withdrawn. The patron may call the designated staff member one day after submitting a written appeal to determine the status of the suspension.

**E. SUSPENSION - 1-6 MONTHS:**

1. If a patron has been issued a 7 day Suspension for *displaying disruptive behavior and disruptive behavior continues either during the suspension period or afterwards*, a decision will be made to suspend the patron for one to six months. Authorized staff must complete the "Notice of 1 - 6 Month Library Suspension" document.
2. A copy of the completed document and all accompanying forms must be provided to the patron.
3. In the case of a minor (under the age of 18), the Library will also attempt to notify the parent or guardian and also provide them with the completed document and all accompanying forms.
4. Authorized library staff will also complete a Library Incident Report and submit it to Library Administration
5. Any patron suspended for one to six months has the right to a hearing with the Suspension Hearing Panel. The Suspension Hearing Panel will be comprised of the Library Director and/or Deputy Director, and/or appropriate Library Services

Managers and a library security guard. Appropriate library staff or patrons that were witnesses to the event may also be asked to appear.

6. To receive a hearing the patron must follow the directions on the "Notice of 1 – 6 Month Suspension" and "Request for Suspension Hearing" documents.
7. The patron must return the completed forms to the suspending library within seven working days from the date the suspension is issued.
8. All hearings are held at the Central Library. A parent or guardian must accompany a minor (under the age of 18) to the hearing.
9. The decision of the Suspension Hearing Panel for all one to six month suspensions is final.

**F. F. SUSPENSION - 7 MONTHS OR LONGER:**

1. If a decision is made to suspend a patron for longer than 6 months, the Deputy Director or Library Director will complete a "Notice of Extensive Library Suspension" document.
2. A copy of the document and accompanying forms must be provided to the patron.
3. In the case of a minor (under the age of 18) the Library will attempt to provide the parent or guardian with a copy of the completed forms.
4. Any patron suspended for more than six months has the right to a hearing with the Extensive Suspension (ES) Hearing Panel. The ES Hearing Panel will be comprised of two (2) members of the Board of Library Trustees, and at least one other authorized Library staff member such as the Library Director, Deputy Director or Library Services Manager. A library security guard will also be present. Appropriate library staff or patrons who were witnesses to the event may also be asked to appear.
5. To receive a hearing the patron must follow the directions on the "Notice of Extensive Suspension for 7-12 Months" and "Request for Extensive Suspension Hearing" documents. In addition, the patron must return the Request for Hearing form to the suspending library within seven days of receiving the suspension. All hearings are held at the Central Library.
6. The decision of the ES Hearing Panel will be final.

Approved by the Board of Library Trustees  
September 11, 2002



## BERKELEY PUBLIC LIBRARY

### CONSENT CALENDAR

November 14, 2012

**To:** Board of Library Trustees

**From:** Alicia Abramson, Library Information Systems Administrator

**Subject:** Contract: Mediatrope Interactive Studio

### RECOMMENDATION

Adopt a resolution authorizing the Director of Library Services to enter into an agreement with Mediatrope Interactive Studio for the provision of services for the redesign, development, and implementation of the Library's website including an integrated Content Management System for the period anticipated to extend from December 1, 2012 through December 31, 2013 in an amount projected to be approximately \$80,000.

### FISCAL IMPACT

The requested contract value is \$80,000 over a 13 month term. The fiscal year 2013 anticipated cost is budgeted in the Library Tax Fund (301); the fiscal year 2014 anticipated cost will be budgeted in the FY 2014 budget.

### BACKGROUND

Access to information is one of the core principles of the Berkeley Public Library; that includes access in both the physical Library and the virtual Library, via the Library's website, which annually sees hundreds of thousands of visitors. Based on user feedback that staff has gathered as well as research staff has conducted, the Library has determined that the current website suffers from a number of visual design, organizational and usability deficiencies. Additionally, because the Library's Internet presence is spread over multiple sites and servers, a major challenge is to maintain the visual integration of the "ecosystem" of sites with that of the look and feel of the main site.

To better understand the ways in which users of the Berkeley Public Library interact with the Library's virtual services i.e., public access computing resources, the Library in participation with the University of Washington, conducted a study and analysis of a survey of Berkeley Public Library users. The report can be accessed here:

[http://www.berkeleypubliclibrary.org/about\\_the\\_library/documents/BPLIMPACTCA0011.pdf](http://www.berkeleypubliclibrary.org/about_the_library/documents/BPLIMPACTCA0011.pdf)

It's clear that with the array of services provided by way of the Library's website, the Library's Internet presence in effect serves as a "digital branch" library. Among tasks users perform from their remote locations are:



- Applying for a library card
- Reserving books, DVDs and other materials and having them sent to their nearest library location for pickup
- Making a computer reservation
- Downloading audio-books and e-books
- Streaming classical music, jazz and world music
- Reserving and printing free or reduced admission tickets to local museums, zoos, aquariums and other venues
- Asking a question to the reference librarian
- Checking out the Library's activities calendar
- Learning a foreign language
- Renewing materials and paying fines

In 2011, the Berkeley Public Library logged over 1 million visits to its website. More than 200,000 of these visitors made use of the Library's numerous digital resources encompassing e-books, subscription databases including full-text journal articles, multimedia resources, online career research and test practice services, and much more. In the first six months alone of 2012 there were over 400,000 visits to our website, that is, over 2200 visits per day. Of those visitors, nearly 150,000 were unique visitors and nearly one-third were new visitors.

The Library's website users have needs as diverse as their reasons for visiting the website. While Library staff members have extensive experience with the Library's current website, and are aware of what is offered, many patrons have limited computer and/or English-language literacy and have expressed discomfort with complicated and information-dense websites. In addition, the Library serves users of all age ranges and education levels which create another range of usability challenges.

Having developed organically and over an extended timeframe the Library's Internet presence lacks cohesiveness and is challenged to address or ease expressed, as well as perhaps other less evident needs, of our website users; and presently, it insufficiently responds to the challenges presented by divergent expectations and interests among user groups.

### CURRENT SITUATION

The Library is seeking to fully redesign its website to articulate a distinct visual identity and integrate other BPL owned, managed, or licensed sites. Integral to this project is implementation of a Content Management System (CMS) to allow Library staff to maintain and update the finished website. To this regard, an RFP entitled *Library Website Redesign and Content Management System Implementation* (Specification No. 13-10694) was released for public bidding on September 10, 2012. With that release the Library received 8 bids from vendors across the country in cities ranging from New York City, to Portland and Los Angeles, and as nearby as Berkeley and Oakland. A panel composed of Library staff, with the engagement of an outside consultant, was charged with evaluating all proposals for their comprehensiveness of requested services, experience with library or similar type services, and pricing value. Three firms were culled and each participated individually in a presentation and Q&A session to staff that occurred on either of November 1<sup>st</sup> or 5<sup>th</sup>. Upon consideration of input from the evaluating panel and staff, Mediatrope Interactive Studio was selected as the leading finalist and is recommended to be awarded the website design and development contract.

Mediatrope Interactive Studio was judged as the most qualified firm to address the Library's objective to achieve a user friendly website that can deliver changing information to our key audiences in a format that is:



- Easy and intuitive
- Visually appealing
- Builds public awareness of the Library's programs, resources and services
- Improves service and program delivery
- Compatible with a variety of platforms and devices

RATIONALE FOR RECOMMENDATION

The City does not have the internal resources or staff expertise necessary to perform the specialized services requested herein.

ALTERNATIVE ACTIONS CONSIDERED

Consideration was given to leaving the Library's website configurations as is. It was judged that this was not a viable long-term option in response to providing effective library services based on patron usage analysis and feedback, the evolving nature of patron-base demographics, and ongoing technology developments.

FUTURE ACTION

No future action is necessary.

ATTACHMENTS:

1. Resolution







**BERKELEY PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES**

**RESOLUTION NO.: R12-##**

**CONTRACT: Mediatrope Interactive Studio**

WHEREAS, the Berkeley Public Library in participation with the University of Washington, conducted a study and analysis of a survey of Berkeley Public Library users; and

WHEREAS, based on considered analysis of and feedback from Library patrons, usage of the Library's Internet resources in effect serves as a "digital branch" library; and

WHEREAS, having developed organically and over an extended timeframe the Library's Internet presence lacks cohesiveness and is challenged to address the divergent expectations and interests among user groups; and

WHEREAS, to address the Library's objective to achieve a user friendly website that supports access to Library resources RFP *Library Website Redesign and Content Management System Implementation* (Specification No. 13-10694) was released for public bidding on September 10, 2012; and

WHEREAS, 8 bids were received and evaluated by a panel composed of Library staff, with the engagement of an outside consultant, on comprehensiveness of requested services, experience with library or similar type services, and pricing value; and

WHEREAS, 3 firms were selected to present their proposal to an open staff forum; and

WHEREAS, Mediatrope Interactive Studio was judged to be the most qualified firm to address the Library's objective to achieve a user friendly website that can deliver changing information to our key audiences; and

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to authorize the Director of Library Services to execute a contract and any amendments and approve payments with Mediatrope Interactive Studio for the provision of services for the redesign, development, and implementation of the Library's website including an integrated Content Management System for the period anticipated to extend from December 1, 2012 through December 31, 2013 in a total amount projected to be approximately \$80,000.

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

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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Winston Burton, Chairperson

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





## BERKELEY PUBLIC LIBRARY

### CONSENT CALENDAR

November 14, 2012

**To:** Board of Library Trustees

**From:** Dennis Dang, Finance and Administrative Services Manager

**Subject:** CONTRACT AMENDMENT: CITY MECHANICAL

### RECOMMENDATION

Adopt a resolution authorizing the Director of Library Services to amend Contract No. 8874 with City Mechanical for the provision of HVAC maintenance and repair, and preventative maintenance (PM) services at all Library locations to a total not-to-exceed amount of \$90,000 and an ending term date of March 31, 2014.

### BACKGROUND

Since January 2012 the Library has been in contract with City Mechanical for on-call servicing and regular preventative maintenance services for the heating, ventilation, and air conditioning systems at the Central Library and branch libraries. Preventative maintenance servicing consists of four scheduled visits – at three months intervals, during a twelve-month period – whereby a qualified service technician performs on-site equipment inspection, lubrication, cleaning, and filters and belt changes. On call servicing to date has been primarily in response to the aging infrastructure at the Central Library and is foreseen to expand to the newly opened branch libraries in part due to the complexity and advanced technology of the new systems.

The Library executed a 24-month contract effective January 1, 2012 with City Mechanical after having received bids from City Mechanical, L. J. Kruse Company, and Marina Mechanical. City Mechanical as the low cost bidder was awarded the contract with an original value set at \$20,000 based on two years of PM servicing at the Central Library only. Subsequent amendments were intended to be based on actual on-call servicing needs and the reopening of the branch libraries. On June 5, 2012 an amendment was executed increasing the not-to-exceed value to \$42,000 to provide for on-call servicing.

### CURRENT SITUATION

With the recent reopening of the North and Claremont branch libraries the Library seeks to increase the contract's not-to-exceed value to \$90,000. City Mechanical has provided the Library with annual PM servicing costs of \$3,352 for the North Branch Library and \$4,377 for the Claremont Branch Library. The requested increased valuation is intended to fund HVAC servicing at all BPL locations including immediate coverage for the South and West branch libraries when they reopen in 2013. The request to revise the contract's termination date from December 31, 2013 to March 31, 2014 is included as a relief



measure to remove this contract's renewal as an added task to the normal calendar year-end close-out and budgeting activities.

FISCAL IMPACT

The Library budgeted \$200,000 for facility maintenance in the FY 2013 budget, of which the services described herein are included, or will be included in the FY 2014 budget.

FUTURE ACTION

No future action is necessary.

ATTACHMENTS:

1. Resolution



**RESOLUTION NO.: R12-###**

**AUTHORIZE THE DIRECTOR OF LIBRARY SERVICES TO AMEND CONTRACT NO. 8874 WITH CITY MECHANICAL FOR THE PROVISION OF HVAC MAINTENANCE AND REPAIR, AND PREVENTATIVE MAINTENANCE SERVICES AT ALL LIBRARY LOCATIONS TO A NOT-TO-EXCEED AMOUNT OF \$90,000 AND AN ENDING TERM DATE OF MARCH 31, 2014.**

WHEREAS, the Berkeley Public Library currently contracts with City Mechanical to provide on-call maintenance and preventative maintenance services for the Central Library and four branch libraries; and

WHEREAS, the contract with City Mechanical was amended on June 5, 2012 to a not-to-exceed value of \$42,000; and

WHEREAS, City Mechanical has provided quotes for preventative maintenance services for the North and Claremont branch libraries; and

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to authorize the Director of Library Services to amend Contract No. 8874 and approve payments with City Mechanical for the provision of HVAC maintenance and repair, and preventative maintenance services at all Library locations to a total amount not to exceed \$90,000 from January 1, 2012 through March 31, 2014.

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

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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Winston Burton, Chairperson

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





## BERKELEY PUBLIC LIBRARY

### CONSENT CALENDAR

November 14, 2012

**TO:** Board of Library Trustees

**FROM:** DOUGLAS SMITH, DEPUTY DIRECTOR OF LIBRARY SERVICES

**SUBJECT:** REPEAL OF THE CHARGING ELECTRONIC EQUIPMENT POLICY

#### RECOMMENDATION

Adopt a resolution approving a policy to discontinue the Berkeley Public Library's Charging Electronic Equipment Policy.

#### FISCAL IMPACT

This report will have no fiscal impacts.

#### BACKGROUND

The Berkeley Public Library provides a variety of seating areas at each of its locations, in addition to wireless internet access. As notebook-type computers became more popular, a growing number of Library users have accessed the Library wireless network, often using Library electrical outlets while doing so. In October of 2008, in response to the growing number of incidents at some Library locations with few electrical outlets in which mobile phones were being plugged into outlets to be charged with the consequence that electrical cords were crossing passageways, devices were being left unattended, and no outlets were available to laptop users, the Board approved the Berkeley Public Library Administrative Regulation 6.8, the Charging Electronic Equipment Policy, which limited use of Library electrical outlets by patrons to designated receptacles and for use only by laptop or handheld computers while in use.

#### CURRENT SITUATION AND ITS EFFECTS

In the intervening period since the adoption of A.R. 6.8, handheld personal computing devices have diversified greatly, and cellphones now commonly include applications that include graphical interfaces and permit web browsing via WiFi and 3G connectivity. In the past year, the Library has in fact made available a mobile application ("Boopsie") permitting patrons to access its web resources via mobile phones. Handheld readers permitting access to electronic books and audiobooks are extremely common, and patrons use them to access the growing collections of electronic content offered through the Library's web site. The result of the evolving means of mobile tech access has meant that to prohibit



Library patrons from accessing power sources for mobile devices while permitting it for laptop users is the creation of an unfairly tiered enforcement of rules in Library facilities. For example, an iPhone user accessing [berkeleypubliclibrary.org](http://berkeleypubliclibrary.org) may not use an outlet while a laptop user is permitted to do so. Additionally, a principal rationale for the policy was the lack of an adequate number of electrical outlets at branch libraries to meet demand. The progress of the Measure FF bond projects with new facilities with numerous outlets has removed this impediment. The Berkeley Public Library strives to be a vital part of a digitally inclusive community, and therefore it follows that barriers to technology access, and to the variety of tools that can provide access to the Library's digital content, should be removed. Additionally, new Rules of Conduct proposed include a prohibition on "inappropriate use of electrical outlets, including charging vehicles, wheelchairs, or appliances" thereby retaining the Library's ability to continue to restrict such inappropriate use of electrical outlets.

#### FUTURE ACTION

No further action is required.

#### Attachments:

1. Resolution
2. Charging Electronic Equipment Policy





**RESOLUTION NO.: R12-###**

**APPROVAL TO REPEAL OF THE CHARGING ELECTRONIC EQUIPMENT POLICY**

WHEREAS, the Berkeley Public Library provides a variety of seating areas at each of its locations, in addition to wireless internet access; and

WHEREAS, in 2008 the Board approved Administrative Regulation 6.8, the Charging Electronic Equipment Policy, which limited use of Library electrical outlets by patrons to designated receptacles and for use only by laptop or handheld computers while in use; and

WHEREAS, in the intervening period since the adoption of A.R. 6.8, handheld personal computing devices have diversified greatly, and cellphones now commonly include applications that include graphical interfaces and permit web browsing via WiFi and 3G connectivity; and

WHEREAS, the result of the evolving means of mobile tech access has meant that prohibiting patrons from accessing power sources for mobile devices while permitting it for laptop users has created an unfairly tiered enforcement of rules in Library facilities; and

WHEREAS, the progress of the Measure FF bond projects with new facilities with numerous outlets has removed a main impediment to permitting patron use of outlets; and

WHEREAS, the Berkeley Public Library strives to be a vital part of a digitally inclusive community, and therefore it follows that barriers to technology access, and to the variety of tools that can provide access to the Library's digital content, should be removed.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to approve a policy to discontinue the Berkeley Public Library's Charging Electronic Equipment Policy effective December 1, 2012.

ADOPTED by the Board of Library Trustees of the City of Berkeley during their regular meeting held on November 14, 2012 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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Winston Burton, Chairperson

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



**BERKELEY PUBLIC LIBRARY  
ADMINISTRATIVE REGULATIONS**

A.R. Number:	6.8
ORIGINAL DATE:	10/15/08
BOLT Resolution #:	--
REVISED DATE:	n/a
PAGE:	1

**SUBJECT: Charging electronic equipment policy**

**I. PURPOSE**

The purpose of this administrative regulation is to set forth policy regarding the use of Library electrical outlets for charging personal electronic equipment.

**II. POLICY**

It is the Board of Library Trustees' policy to discourage the use of the Library's electrical outlets for charging personal electronic equipment, including mobile phones, personal digital assistants, and electric vehicles. Such use of the Library's electrical system is an unauthorized use of a Library resource. Any person misusing interior or exterior electrical outlets will be advised to desist such use.

While in use, notebook or handheld computers and wireless devices may be plugged in to certain Library outlets designated for such use by Library staff, when available. Electrical cords must not obstruct walkways, obstruct access to or impede use of library materials/equipment, or otherwise endanger other Library users. The Library is not responsible for any damage to equipment resulting from power surges, voltage spikes, or any short duration electrical transients.

Library patrons are responsible for the security of personal possessions, such as laptops, while in the Library. Patrons are cautioned to not leave belongings unattended in the Library.

**Reviewed by:** \_\_\_\_\_  
Director of Library Services Date

**Approved by:** \_\_\_\_\_  
Chair, Board of Library Trustees Date





# BERKELEY PUBLIC LIBRARY

## CONSENT CALENDAR

November 14, 2012

**To:** Board of Library Trustees

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

**Subject:** AMEND CONTRACT NO. 8193 WITH INNOVATIVE INTERFACES, INC. FOR THE ADDITION OF TWO DATA REPORTING COMPONENTS TO ENHANCE MEASUREMENT CAPABILITIES OF LIBRARY SERVICES

### RECOMMENDATION

Adopt a resolution authorizing the Director of Library Services to amend the existing agreement expiring June 30, 2013 with Innovative Interfaces, Inc. to allow for the inclusion of enhanced data reporting features, *Reporter* and the *Statistical Category Table*, for a total contract amount not to exceed \$575,000.

### FISCAL IMPACT

The contract's total fiscal year cost paid to date is \$128,746. The added incremental expenditure requested of \$25,000 will be provisioned for through reallocation of existing fiscal year 2013 appropriations.

### BACKGROUND

The current contract between Innovative Interfaces Inc. and the Berkeley Public Library dates to fiscal year 2010, predated by earlier engagements with Innovative for integrated library management information system (ILS) services. To date, Innovative's services have proven essential to the Library's operations in regards to circulation and database management, patron records and payments, and materials inventory; and each of these areas have capitalized on the efficiencies and ongoing system enhancements provided by Innovative. Since its origination, the fiscal year 2010 agreement has been annually amended to extend the service into the subsequent fiscal year. The contract's most recent amendment was approved by BOLT Resolution No.: R12-028 on May 9, 2012 and authorized both extending the contract's termination date to June 30, 2013 and increasing the board's authorized not-to-exceed value to \$550,000. A summary of the contract's expended and authorized amounts are as follows:

Fiscal Year	Expended \$	Cumulative Exp	Authorized NTE \$	Notes
2010	\$100,496	\$100,496	\$150,000	
2011	\$103,930	\$204,426	\$300,000	
2012	\$201,646	\$406,646	\$425,000	Upgrade: new self-check and gates
2013	\$128,746	\$534,818	\$550,000	
Total	\$534,818			



### CURRENT SITUATION

With the recent reopening of the North and Claremont branch libraries, and in preparation for next year's grand reopening of fully rebuilt South and West branch facilities, the Library seeks to upgrade and enhance its data mining capabilities to better understand and strategically allocate its funding and staffing resources. Additionally, as changes to consumer technology and devices evolve, the Library is experiencing a new paradigm for how library services are consumed by the public. In order to fully understand and appropriately respond to changes in how patrons are driving library services, Library staff has expressed a strong desire to upgrade the tools to objectively measure the demand for library resources and its composition. Accordingly, upon exploration of available services, Library I.T. staff has determined that Innovative Interfaces' solution with its *Reporter/Decision Center* module and its *Statistical Category Table* service for indexing in-house data integrates seamlessly with the installed Innovative ILS and presents the most effective and flexible option to meet the Library's needs.

*Reporter/Decision Center* is a two part daily updated module that will allow the Library to access additional data when analyzing essential performance metrics such as popular titles, check-outs, check-ins, holds and renewals, location, transit, as well as expenditure and collection statistics for a more rich overview of how, when and how frequently our collection is being used from the different parts of our diverse patron community. An included dashboard capability will allow the development of formatted, graphical statistical reports at branch or system levels using selected measures and for user-defined time periods and increments. The *Decision Center* component is a decision support tool with the capability to address collection development and weeding, circulation and transit, and materials budgeting.

*Statistical Category Table* indexing is a service proposed by Innovative whereby a new call number index for local call numbers will be created to re-index the database to move existing local call numbers to the new local call number index thereby making these local call numbers available for inclusion in statistical reports. This will primarily affect the Library's music CD collection which is classified using the ANSCAR system, versus the majority of the remainder of the collection which is classified using the Dewey Decimal Classification system (DDC). At the conclusion of indexing the Library will have two call number indexes, DDC and Local, and these indices will be useable with the *Reporter/Decision Center* module.

### FUTURE ACTION

No future action is necessary.

### ATTACHMENTS:

1. Resolution



RESOLUTION NO.: R12-###

**AUTHORIZE THE DIRECTOR OF LIBRARY SERVICES TO AMEND THE EXISTING AGREEMENT WITH INNOVATIVE INTERFACES, INC. TO ALLOW FOR THE INCLUSION OF ENHANCED DATA REPORTING FEATURES, REPORTER/DECISION CENTER AND THE STATISTICAL CATEGORY TABLE, FOR A TOTAL CONTRACT AMOUNT NOT TO EXCEED \$575,000.**

WHEREAS, Innovative Interfaces, Inc. is the sole source provider for maintenance services on the Millennium circulation software; and

WHEREAS, the Board on September 9, 2009 adopted Resolution No.: R09-85 authorizing the Director of Library Services to enter into an agreement with Innovative Interfaces, Inc. for the provision of hardware and software maintenance services for the Library's circulation system for the period July 1, 2009 through June 30, 2010 in a total amount not to exceed \$150,000; and

WHEREAS, the Board on July 14, 2010 adopted Resolution No.: R10-60 authorizing the Director of Library Services to amend said agreement to increase the contract amount by \$150,000 in a total amount not to exceed \$300,000; and

WHEREAS, the Board on May 11, 2011 adopted Resolution No.: R11-037 authorizing the Director of Library Services to amend said agreement to increase the contract amount by \$125,000 in a total amount not to exceed \$425,000; and

WHEREAS, the Board on May 9, 2012 adopted Resolution No.: R12-028 authorizing the Director of Library Services to amend said agreement to increase the contract amount by \$125,000 in a total amount not to exceed \$550,000; and

WHEREAS, the Library seeks to upgrade and enhance its data mining capabilities to better understand and strategically allocate its funding and staffing resources; and

WHEREAS, Library I.T. staff has determined that Innovative Interfaces' solution with its *Reporter/Decision Center* module and its *Statistical Category Table* for indexing integrates seamlessly with the installed Innovative ILS and presents the most effective and flexible option to meet the Library's needs.

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to authorize the Director of Library Services to amend the existing agreement with Innovative Interfaces, Inc. for the provision of enhanced data reporting features, *Reporter/Decision Center* and the *Statistical Category Table*, for a total contract amount not to exceed \$575,000.

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

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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Winston Burton, Chairperson

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







## BERKELEY PUBLIC LIBRARY

### CONSENT CALENDAR

November 14, 2012

**TO:** Board of Library Trustees  
**FROM:** Donna Corbeil, Director of Library Services  
**SUBJECT:** UPDATE TO ANNUAL APPROPRIATION ORDINANCE #1 AMENDMENT TO THE FY 2013 BUDGET

#### RECOMMENDATION

Adopt a resolution to approve an amendment update to the FY 2013 Annual Appropriation Ordinance #1 authorized by the board on September 12, 2012 by Resolution No.: R12-057 based upon the recommended re-appropriation of budgeted FY 2012 funding in the amount of \$86,250 for the Library's share of the City of Berkeley's VoIP installation.

#### FISCAL IMPACTS

Approval of the recommended update to the FY 2013 Annual Appropriation Ordinance #1 will increase the revised Library Tax Fund expenditure budget by \$86,250 to \$15,748,728.

#### CURRENT SITUATION AND ITS EFFECTS

The City is preparing to replace the existing Private Branch Exchange (PBX) telephone system with a comprehensive Voice over Internet Protocol (VoIP) system to serve as the basis of its voice and data network. Due to the breadth and complexity of the project, start up timing has been delayed in relation to the timeline originally projected. Consequently, any appropriation accorded to FY 2012 was not used and those funds totaling \$86,250 are requested to be rolled into FY 2013. At present, the City is planning to initiate major project kick-off no later than December 31<sup>st</sup> this year and projects selective system testing straddling the end of fiscal year 2013.

#### BACKGROUND

On February 22, 2011 the City released RFP Specification No. 11-10555-C entitled *Voice over Internet Protocol*. At that time, the City advised the Library to set aside as budgeted appropriations the Library's estimated proportional share of projects costs spread evenly over fiscal years 2012 and 2013. In response, the Library budgeted project costs of \$86,250 in budget line 301-9150-450.40-31 for each year of the current biennial budget cycle yielding an estimated Library project cost of \$172,500.

#### RATIONALE FOR ACTION

Throughout the year, the Library Board takes action that amends the fiscal year's revised budget through the Annual Appropriations Ordinance. The revised budget is also amended annually to reflect the re-appropriation of prior-year funds for contractual commitments as well as unencumbered carryover of unexpended funds previously authorized for one-time, non-recurring purposes. The request herein to



update the prior amendment Annual Appropriations Ordinance #1 is an unencumbered carryover. Approval of this request will be added to the earlier board authorized Annual Appropriations Ordinance #1.

**FUTURE ACTION**

The Library will report the amended revised budget to the City Manager's Office for inclusion in the prior approved FY 2013 Annual Appropriations Ordinance #1.

Attachments:

1. Resolution



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

**AMEND THE FISCAL YEAR 2013 EXPENDITURE BUDGET FOR A TOTAL FISCAL YEAR REVISED  
BUDGET OF \$31,137,730**

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 Board of Library Trustees by approval of BOLT Resolution No.: 12-057 on September 12, 2012 adopted an amended revised FY 2013 revenue and expenditure budgets to include fiscal year 2012 encumbrances and other updated budget adjustments; and

WHEREAS, due to the breadth and complexity of the City project to replace the existing Private Branch Exchange (PBX) telephone system with a VoIP system the Library seeks to rollover the fiscal year 2012 unencumbered VoIP project appropriation of \$86,250 to fiscal year 2013; 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 to \$31,137,730 based upon the addition of the recommended re-appropriation of \$86,250 in VoIP unencumbered fiscal year 2012 funding to fiscal year 2013.

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

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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Winston Burton, Chairperson

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





## BERKELEY PUBLIC LIBRARY

### INFORMATION CALENDAR

November 14, 2012

**TO:** Board of Library Trustees

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

**SUBJECT:** NOVEMBER 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***

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

The North Berkeley Library project officially completed its Bay-Friendly Rating and was awarded certificate in September 2012. Thanks to everyone's efforts throughout the design and construction process the project has achieved a score of 76 points and has met all 9 required practices. The score may increase in the future when the Library installs educational signs. The Library has engaged the services of Kim Urbain to develop exterior landscape signage to highlight some of the bay friendly features.

Kitchell has scheduled the 11-month post substantial completion warranty walkthroughs by the commissioning agents for the North project for Tuesday, February 5, 2013.

### ***Claremont***

We have now received all of the as-built drawings from Fine Line Construction as well as the other required close out documents and released the remaining \$8,000 that we had previously asked the Escrow Company to continue to retain. The city manager's office has sent a letter to the Escrow Company authorizing that release on October 4, 2012.

Kitchell has scheduled the 11-month post substantial completion warranty walkthroughs by the commissioning agents for the Claremont project for Friday, March 22, 2013.

The Library has received notice from the U.S. Green Building Council (USGBC) that the Claremont Branch library has achieved LEED certification, the final rating reflects 56 documented and approved points, which corresponds to the silver certification level.

### ***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.

ATTACHMENTS: None



## BERKELEY PUBLIC LIBRARY

### INFORMATION CALENDAR

November 14, 2012

**TO:** Board of Library Trustees

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

**SUBJECT:** NOVEMBER 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

##### *Strategic Plan – Communication Plan*

One of the activities in the Libraries Strategic Plan is to develop a three-year Communications Plan. An internal staff group has formed to evaluate how the library communicates its services, policies, and other important information about the library both internally and externally. One component of the process is to assess how staff shares information - the internal communication portion. An important piece of the library's communication structure is to ensure staff has the information they need to communicate with the public. The group seeks to evaluate how information gets disseminated internally and to determine the most effective means for communicating library news and updates with fellow staff members. To this end, the group has developed a survey to assess how BPL staff receive and distribute information about the library, and to help us identify ways to improve internal communication. An internal online survey is underway; this is expected to be completed by the end of November.

The library is in the process of soliciting proposals from an external consultant to assist with the community or external audit portion. The selected consultant will work with staff to identify community leaders, stakeholders, supporters and business leaders to target, these people will be targeted to gather information about how they perceive the library, its services, operations, goals, key messages and mission. The consultant will develop a survey and other means, such as a written or phone questionnaire, focus group questions etc. to use in an on-line survey (general audience of library users), video interview, controlled focus group, individual interviews and/or paper surveys in library branches. In order to solicit open and honest responses the consultant will conduct all interviews and/or focus



groups. All collected information will then be analyzed and brought to the board as an update to the planning process, from this information and the board discussion a draft plan will be created.

#### PROGRAMS, SERVICES AND COLLECTIONS

##### *Special program*

A joint library – foundation event was held at the Central Library on the evening of October 17, 2012. The program was a conversation with author Michael Lewis and Linda Schacht Gage to talk about his recent Vanity Fair article, “Obama’s Way.” East Bay Media Center filmed the well-attended event, which is available for viewing on the Berkeley Public Library Foundation web site, [www.bplf.org](http://www.bplf.org).

##### *Signage @ Central*

New signage has been installed in the Central Children’s Room and Art/Music Section as a way to encourage a greater number of patrons to use the self-service checkout stations.

##### *Laptop lending*

The Library has initiated in-house laptop lending at the North and Claremont branches and will launch this program at the Central Library in November.

##### *Sunday Streets*

Central Library staff participated in Berkeley’s massive Sunday Streets event on Oct. 14<sup>th</sup>, by sponsoring children’s musical and art activities and concerts for grown-ups. Sunday Streets Berkeley took place on Shattuck Ave for 17 blocks from Rose Street to Haste Street. It was a celebration of local businesses and organizations. Storefronts were unobstructed, and business owners were encouraged to promote commerce and visibility by setting out seating on the street, hosting activities, and otherwise inviting interest and community.

##### *November 6, 2012*

The North and Claremont Branches once again served as polling places on Election Day, proving a popular location and introducing some neighbors to the recently re-opened and renovated sites.

##### *Library Amnesty*

The Library’s Amnesty period began on November 5<sup>th</sup> and continues through November 17<sup>th</sup>. Library staff systemwide are forgiving overdue fines as patrons from far and wide return long overdue library materials and once again become borrowers in good stead. Information is available on the library’s website and via handouts. Staff is also conducting outreach to teens and others to be sure they are aware of the event.

#### OPERATIONS & FACILITIES

##### *Library Vehicles*

Now that we are entering the winter months and shorter daylight hours with daylight savings in effect, the branch van hours will also be changed to reflect this. The proposed new schedule is:





<b>West Branch</b>	<b>South Branch</b>
Mon: 10:00 – 1:00	Mon: 2:30 – 5:30
Tue: 2:30 – 5:30	Tue: 10:00 – 1:00
Wed: 4:30 – 6:30	Wed: 12:00 – 3:00
Thu: 12:00 – 3:00	Thu: 4:30 – 6:30
Fri: 2:30 – 5:30	Fri: 10:00 – 1:00
Sat: 10:00 – 1:00	Sat: 2:30 – 5:30

The final schedule and date for the start will be announced to the public and begin soon.

**ATTACHMENTS:**

None





## BERKELEY PUBLIC LIBRARY

### INFORMATION CALENDAR

November 14, 2012

**TO:** Board of Library Trustees

**FROM:** Dennis Dang, Administrative Services Manager

**SUBJECT:** FY13 – 1<sup>ST</sup> QUARTER UPDATE

### INTRODUCTION

Library fiscal year 2013 1Q results by Fund are as follows:

Fund	Revenue		Expenditures (xcl Encmb)	
	Actual 1Q	YoY	Actual 1Q	YoY
Library Tax (301)	\$207,787	-8.9%	\$3,084,572	2.8%
Transaction Based Reimb (302)	\$5,355	-24.6%	\$13,329	2.5%
Grants (304)			\$0	-100.0%
Public Library (305)			\$670	
Gifts (306)	\$185	5.1%	\$17,218	-2.4%
Foundation Branch FF&E (307)	\$0	-100.0%	\$6,303	-1.4%
Measure FF (308)	\$1,375	-18.8%	\$1,614,323	0.3%

### BACKGROUND

FY 2013 is the final year of the two-year biennial budget cycle encompassing fiscal years 2012 and 2013. This cycle's biennial budget was adopted on May 11, 2011 by BOLT Resolution No.: R11-038. Ahead of the start of fiscal year 2013, and although not subject to the full budgeting process but more so an effort to update the adopted budget to better align with existing internal and external conditions, on June 13, 2012 by BOLT Resolution No.: R12-039 the budget for fiscal year 2013 was adjusted and revised to incorporate the higher rate of the personal income growth rate of 3.77% versus the consumer price index for the immediate San Francisco Bay Area rate of 2.078%. A further adjustment to the budget occurred during the first quarter of FY 2013 as the first of the fiscal year's Annual Appropriations Ordinance actions were authorized by the board with the approval of BOLT Resolution No.: R12-057 on September 12, 2012.



## CURRENT SITUATION AND ITS EFFECTS

### *LIBRARY TAX FUND*

The Library Tax Fund includes revenue derived from the dedicated library tax, fines and fees, and miscellaneous revenue. At the end of the first quarter, revenues stood at \$207,787 a drop YoY of 8.9%. The change in revenue, amounting to \$20,192, was primarily due to \$27,768 in lower library tax receipts, partially offset by a gain of \$9,229 in miscellaneous revenue. The gain in miscellaneous revenue was due to a \$3,883 payment to the Library for its participation in the PG&E *Savings by Design* program and a \$5,000 close-out payment from Fine Line Construction for future maintenance costs of the cork flooring at the Claremont Branch. Period revenue from fines and fees were flat YoY; however, a drop is expected for the remainder of the fiscal year as across-the-board \$0.25 fines and fees go into effect on October 1, 2012 – excludes Link + and Childrens always-fines-free programs. The new fines and fees rate structure, along with an increase to lending limits, were adopted by BOLT Resolution No.: 12-051 on September 12, 2012.

Total Library Tax Fund expenditures excluding encumbrances at \$3,084,572 were 2.8% above the prior year period, this \$84,371 increase was driven primarily by an increase of \$78,667 in labor expenditures. In turn, this increase to labor expenditures, which ended the period at \$2,489,820, was driven primarily by (medical and dental) benefits, as benefits accounted for 86.1% of the change to labor costs. Non-labor charges moved up a modest \$5,704 YoY or about 1.0%. The larger cost increases net of encumbrances posted in the first quarter were gas and electricity costs up by \$28,497 to \$69,648, and library materials rising \$37,531 to \$180,854; a major offset was a YoY drop of \$68,233 in software maintenance costs due to charges incurred last fiscal year in preparation for the reopening of the North and Claremont branch libraries.

### *GIFTS FUND*

The Gifts Fund includes monies received through donations from the Berkeley Public Library Foundation, the Friends of the Berkeley Public Library, the generosity of many individuals and organizations, and trusts such as the Alice Meyer Trust Fund, The Raymond Family Foundation, and the DuPree Family Foundation. The Fund's first quarter revenue at \$185 was flat to the prior year's receipts of \$176.

As with revenues, expenditures at \$17,648 were not materially different from the prior year period, exhibiting a modest decline of 2.4%. The Friends of the Library gift funding continued to support targeted programs throughout the Library with larger 1Q expenditures occurring in Children's and Café Literario programs. Library material acquisitions funded through the Alice Meyer Trust Fund gift stood at \$7,484 versus a budgeted amount of \$40,000, and yielded a remaining balance in the trust of \$166,014.

### *ALL OTHER FUNDS*

All Other Funds is typically composed primarily of funding from California State Library administered programs such as the Public Library Fund, the California Library Literacy Services program, the Library Services and Technology Act, and the Direct Book Loan Transaction Based Reimbursements (TBR) program. Secondarily, public-use photocopier revenue, in the first quarter totaling \$5,355, is included as part of this Funds grouping to match with the associated expenditures. During the quarter, the Library did receive notice from the State Library that they would be resuming funding support for literacy programs – as compared to FY 2012's suspension of all funding support due to state budgetary



constraints. The Library did file in the quarter for the announced \$34,170 CLLS award granted to the Berkeley Public Library.

All Other Funds expenditures at \$13,999, or 11.9% of the revised budget, were composed of \$7,651 from public-use copier rental expense, \$5,678 due to TBR delivery services, and \$670 in Berkeley READS literacy compensation for tutoring services.

**MEASURE FF FUNDS**

Two Fund accounts serve the Branch Libraries Improvement Program that was initiated by the passage of Measure FF in November 2008. The primary program Fund, the Measure FF Fund, services the actual design, engineering, and construction needs for each of the four branches and is the repository for the bond sale proceeds (completed and undertaken in two tranches). The second Fund, the Foundation FF&E Fund, is a Berkeley Public Library Foundation funded account directed to support the furnishing, fixtures, and equipment needs of the finished facilities through a capital campaign fund raising effort. During the quarter the Library did not receive any proceeds from the Foundation’s FF&E capital campaign fund drive; while revenue into the Measure FF Fund consisted of \$1,375 in interest.

At the end of the first quarter, the Measure FF Fund expended \$1,614,303, and held \$9,700,920 of encumbrances. Major FF Fund expenditures were attributable to project management fees of \$168,320, architectural and engineering fees of \$132,585, and contractor construction costs as follows: \$277,863 in payments effectively closing out the Claremont project, \$695,992 for South, and \$278,355 for West.

Architectural design costs at June 30, 2012:

CC Authorized	Contracted w/ASAs	Site	Designer	FY13-1Q	Expended to Date	Expended /CC Auth
\$751,245	\$748,860	NB	Architectural Resources Group	\$0	\$728,619	97.0%
\$637,132	\$627,145	CB	Gould Evans Baum Thornley	\$22,103	\$614,322	96.4%
\$893,500	\$869,058	SB	Field Paoli	\$42,301	\$742,874	83.1%
\$788,194	\$783,833	WB	Harley Ellis Devereaux	\$33,582	\$648,696	82.3%
\$3,070,071	\$3,028,896	Total	Architectural Design Services	\$97,986	\$2,734,511	89.1%

General Contractor construction costs at June 30, 2012:

CC Authorized	Contracted w/COs	Site	General Contractor (incl. escrow)	FY13-1Q	Expended to Date	Expended /CC Auth
\$4,760,000	\$4,508,765	NB	BHM	\$0	\$4,498,765	94.5%
\$3,300,000	\$2,994,394	CB	Fine Line <i>*contract closed*</i>	\$260,413	\$2,994,394	90.7%
\$4,963,000	\$4,638,200	SB	Gonsalves & Stronck	\$695,992	\$841,554	17.0%
\$5,985,000	\$5,498,990	WB	West Bay Builders	\$278,355	\$278,355	4.7%
\$19,008,000	\$17,640,349	Total	Construction Services	\$1,234,760	\$8,613,068	45.3%

Actual expenditures from the Foundation FF&E Fund totaled \$6,303 and an encumbered amount of \$17,226. Spending and encumbrances encompassed largely Claremont furniture purchases, and encumbered carry-over of contracted donor signage unspent balances.



SUMMARY OF OPERATIONS EXPENSES

Similar to last fiscal year's trend at this time, actual expenses in operating Funds are running at 19.9%, well below the revised budget benchmark; the favorable variance to date are attributable to labor vacancy savings, timing of programs and projects, and overall cost saving efforts.

A half-year financial report will be presented to the board in early 2013.

Attachments:

1. 1Q-FY 2013 Revenues by Fund
2. 1Q-FY 2013 Expenditures by Fund

# Attachment 1

## 1Q-FY 2013 REVENUES BY FUND

BERKELEY PUBLIC LIBRARY  
REVENUE SEP FY13

data as of:  
15-Oct-12

### Berkeley Public Library

Ele/Obj	Account Description	Lib Dscr 301	DL/ILL 302	Grants 304	Pub Lib 305	Gift 306	FF&E 307	Mse FF 308	Rfse Coll 820	Revenue FY13
01-01	Refund on Bills	2,000								2,000
05-01	Over and Shorts									
10-01	Collection by City									
13-15	Library Tax	15,028,438								15,028,438
20-07	Library Svc&Constr Act			34,170						34,170
20-11	Library Fines	223,000								223,000
20-12	Link + Fines									
20-15	Lost Book Fines	30,000								30,000
20-17	Lib/Fin Act/S.B. 358									
20-18	Calif Library Svcs Board									
20-21	Tool Lending Fines	20,000								20,000
23-12	BPL Foundation						1,500,000			1,500,000
23-13	Friends of BPL					88,327				88,327
30-01	Interest-Investment Pool							1,500		1,500
50-02	Inter-Library Book Loan									
50-03	Direct Book Loan									
65-01	Meeting Room Fees	2,000								2,000
80-99	1-Time Grant /w Proj Code									
99-01	Appropriations Ord #1									
99-03	Donations									
99-99	Miscellaneous Revenue	8,500	20,000							28,500
<b>Adjusted</b>	<b>Berkeley Public Library</b>	<b>15,313,938</b>	<b>20,000</b>	<b>34,170</b>		<b>88,327</b>	<b>1,500,000</b>	<b>1,500</b>		<b>16,957,935</b>

01-01	Refund on Bills	444								444
05-01	Over and Shorts	62								62
10-01	Collection by City								2,648	2,648
13-15	Library Tax	131,629								131,629
20-07	Library Svc&Constr Act									
20-11	Library Fines	56,369								56,369
20-12	Link + Fines	246								246
20-15	Lost Book Fines	5,417								5,417
20-17	Lib/Fin Act/S.B. 358									
20-18	Calif Library Svcs Board									
20-21	Tool Lending Fines	2,587								2,587
23-12	BPL Foundation									
23-13	Friends of BPL									
30-01	Interest-Investment Pool					47		1,375		1,422
50-02	Inter-Library Book Loan									
50-03	Direct Book Loan									
65-01	Meeting Room Fees									
80-99	1-Time Grant /w Proj Code									
99-01	Appropriations Ord #1									
99-03	Donations					138				138
99-99	Miscellaneous Revenue	11,033	5,355							16,388
<b>Actl+Upstd</b>	<b>Berkeley Public Library</b>	<b>207,787</b>	<b>5,355</b>			<b>185</b>		<b>1,375</b>	<b>2,648</b>	<b>217,350</b>

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**EXPENDITURES TO DATE: SEPTEMBER FY13**

**3**

**25.0%**

**Berkeley Public Library + CoB**

Actuals+Encumbrances

**YTD SEP**

Elmnt-Object	Description	Bdgt ORG FY13	Bdgt REV FY13	Lib Dscr 301	DL/ILL 302	PLF 305	Gift 306	FFE 307	Mse FF 308	Actual FY13	% REV Spent
11-01	Monthly Rated Employees	7,246,031	7,246,031	1,433,853					5,451	1,439,304	19.9%
11-03	Hourly and Daily Rated Empl	269,434	269,434	28,081		627			8,191	36,899	13.7%
11-04	Monthly Rated - Part Benefitted	426,002	426,002	83,424						83,424	19.6%
11-60	Excess Hours Pay		2,615	35,030			336			35,366	1352.4%
12-12	General Summer Youth	11,296	11,296	3,614						3,614	32.0%
13-01	O/T-Monthly Rated Employee	6,771	6,771								
13-05	Holiday Pay	5,081	5,081								
	<b>Personal Svcs-Salaries and Wages</b>	<b>7,964,615</b>	<b>7,967,230</b>	<b>1,584,002</b>		<b>627</b>	<b>336</b>		<b>13,642</b>	<b>1,598,607</b>	<b>20.1%</b>
20-11	Medical Insurance	1,013,122	1,013,122	215,458					948	216,406	21.4%
20-12	Dental Insurance	152,522	152,522	30,640					100	30,740	20.2%
20-13	Life Insurance	6,451	6,451	1,295					3	1,298	20.1%
20-21	Cash-in-Lieu	88,660	88,660	15,753						15,753	17.8%
20-31	Pers/Misc Other	2,015,844	2,015,844	431,654			110		1,565	433,329	21.5%
20-34	PARS (3.75%)	26,512	26,512	3,889		24				3,913	14.8%
20-36	SRIP	282,329	282,329	35,615			2		20	35,637	12.6%
20-40	Medicare Tax	104,089	104,089	22,137		9	5		199	22,350	21.5%
20-63	Retirement Med: Misc. Emp Medical Trusts	192,425	192,425	39,136			8		135	39,279	20.4%
20-71	Workers Comp: Workers Comp Charges	151,936	151,936	33,623		10	6		386	34,025	22.4%
20-82	Allowances: Shoes Allowance	1,012	1,012	1,012					69	1,081	106.8%
20-87	Terminal Payouts-Misc.Emp	90,052	90,052	18,316			4		66	18,386	20.4%
20-90	Other Employee Benefits	261,504	261,504	52,983			12		190	53,185	20.3%
20-91	Commuter Check	19,244	19,244	4,307					13	4,320	22.4%
27-20	Fringe Benefits (Budget)	24,930	24,930								
	<b>Personal Svcs-Fringe Benefits</b>	<b>4,430,632</b>	<b>4,430,632</b>	<b>905,818</b>		<b>43</b>	<b>147</b>		<b>3,694</b>	<b>909,702</b>	<b>20.5%</b>
20-99	Salary Savings	(186,193)	(186,193)								
	<b>Personal Services-Employee</b>	<b>12,209,054</b>	<b>12,211,669</b>	<b>2,489,820</b>		<b>670</b>	<b>483</b>		<b>17,336</b>	<b>2,508,309</b>	<b>20.5%</b>

Elmnt-Object	Description	Bdgt ORG FY13	Bdgt REV FY13	Lib Dscr 301	DL/ ILL 302	PLF 305	Gift 306	FFE 307	Mse FF 308	Actual FY13	% REV Spent
30-35	Professional: Engrng & Architectural Svcs	50,000	489,732						430,112	430,112	87.8%
30-38	Professional: Misc Prof Svcs	363,600	1,086,093	290,267			10,583	5,365	557,181	863,396	79.5%
30-39	Hazardous Materials Handling	2,000	2,000								
30-42	Maint Svcs: Office Equip Maint Svcs	8,000	8,000	4,000						4,000	50.0%
30-43	Maint Svcs: Bldg & Structures Maint Svcs	124,400	191,054	136,133						136,133	71.3%
30-44	Maint Svcs: Field Equip Maint	36,950	36,738	15,038						15,038	40.9%
30-46	Maint Svcs: Computer Maintenance	5,000	5,000	1,107						1,107	22.1%
30-47	Maint Svcs: Software Maintenance	315,000	304,003	165,786						165,786	54.5%
30-51	Bank Credit Card Fees	2,880	2,880	1,088						1,088	37.8%
	<b>Purchased Prof &amp; Tech Svcs</b>	<b>907,830</b>	<b>2,125,500</b>	<b>613,419</b>			<b>10,583</b>	<b>5,365</b>	<b>987,293</b>	<b>1,616,660</b>	<b>76.1%</b>
35-20	County/State/Fed Pymts.	5,000	5,000	2,787						2,787	55.7%
	<b>Grants &amp; Gvrnmntl Payments</b>	<b>5,000</b>	<b>5,000</b>	<b>2,787</b>						<b>2,787</b>	<b>55.7%</b>
40-10	Professional Dues and Fee	47,250	47,750	22,638					515	23,153	48.5%
40-20	Insurance	575	575								
40-31	Communications: Telephones	169,250	169,250	68,700						68,700	40.6%
40-33	Communications: Cellular	14,550	14,550	9,254						9,254	63.6%
40-41	Utilities: Water	32,550	34,050	14,570					336	14,906	43.8%
40-42	Utilities: Gas/Electricity	289,750	289,750	229,000					5,000	234,000	80.8%
40-43	Utilities: Refuse	24,912	24,912	3,331						3,331	13.4%
40-50	Printing and Binding	42,350	64,262	6,293					15,139	21,432	33.4%
40-61	Travel: Commerical Travel	2,000	2,000								
40-62	Travel: Meals & Lodging	3,000	3,000								
40-63	Travel: Registration/Admin Fees	12,100	15,827	2,206						2,206	13.9%
40-64	Travel: Transportation	1,500	1,514	196						196	12.9%
40-70	Advertising	12,044	22,044	900					200	1,100	5.0%
40-80	Books and Publications	16,000	16,000	14,500						14,500	90.6%
40-90	Other	423,519	369,362								
	<b>Other Purchased Services</b>	<b>1,091,350</b>	<b>1,074,846</b>	<b>371,588</b>					<b>21,190</b>	<b>392,778</b>	<b>36.5%</b>
50-10	Rental of Land/Buildings	92,200	92,200							19,950	21.6%
50-20	Rental of Equip/Vehicles	41,500	45,606		32,606					32,606	71.5%
50-30	Rental of Office Equipment & Furniture	10,000	10,000	4,260						4,260	42.6%
50-40	Rental of Software & Licenses	75	75								
	<b>Rentals / Leases</b>	<b>143,775</b>	<b>147,881</b>	<b>4,260</b>	<b>32,606</b>				<b>19,950</b>	<b>56,816</b>	<b>38.4%</b>

**Attachment 2**  
**1Q-FY 2013 EXPENDITURES BY FUND**

Elmnt-Object	Description	Bdgt ORG FY13	Bdgt REV FY13	Lib Dscr 301	DL/ ILL 302	PLF 305	Gift 306	FFE 307	Mse FF 308	Actual FY13	% REV Spent
51-10	Postage	21,500	21,500	4,850						4,850	22.6%
51-20	Messenger/Deliver	25,000	25,000		10,000					10,000	40.0%
	<b>Mail Services</b>	<b>46,500</b>	<b>46,500</b>	<b>4,850</b>	<b>10,000</b>					<b>14,850</b>	<b>31.9%</b>
55-11	Office Supplies	29,000	28,628	16,433						16,433	57.4%
55-20	Field Supplies	154,830	181,869	89,297			2,938			92,235	50.7%
55-34	Equip & Veh Supp: Spare Replacement Parts	12,000	12,000	353						353	2.9%
55-50	Food	1,000	5,300	27			995			1,022	19.3%
55-60	Library Materials	979,000	1,118,965	194,402			7,484			201,886	18.0%
	<b>Supplies</b>	<b>1,175,830</b>	<b>1,346,762</b>	<b>300,512</b>			<b>11,417</b>			<b>311,929</b>	<b>23.2%</b>
60-20	Outside Janitorial Svcs	180,000	178,907	135,413						135,413	75.7%
	<b>Purchased Property Services</b>	<b>180,000</b>	<b>178,907</b>	<b>135,413</b>						<b>135,413</b>	<b>75.7%</b>
65-70	Building - Existing Construction	200,000	795,501						288,363	288,363	36.2%
65-75	Building - New Construction	1,362,608	10,998,033						9,966,588	9,966,588	90.6%
65-80	Other Infrastructure	8,000	8,000								
	<b>Infrastructure</b>	<b>1,570,608</b>	<b>11,801,534</b>						<b>10,254,951</b>	<b>10,254,951</b>	<b>86.9%</b>
70-41	Machinery and Equipment	697,342	859,821	13,798						13,798	1.6%
70-42	Vehicles	16,105	39,555	23,441						23,441	59.3%
70-43	Furniture and Fixtures	606,000	625,539					6,621	6,569	13,190	2.1%
70-44	Computers & Printers	100,000	112,500	13,215						13,215	11.7%
70-47	Computer Softwares & Lic	5,000	6,100	5,896						5,896	96.7%
	<b>Property</b>	<b>1,424,447</b>	<b>1,643,515</b>	<b>56,350</b>				<b>6,621</b>	<b>6,569</b>	<b>69,540</b>	<b>4.2%</b>
71-10	Small Equipment	70,500	70,730	1,929				200		2,129	3.0%
71-43	Mach & Equip: Furniture And Fixtures	332,425	349,178	924				11,343	7,954	20,221	5.8%
71-44	Mach & Equip: Computers And Printers	25,000	25,000	10,925						10,925	43.7%
71-47	Mach & Equip: Software & Licenses	15,000	13,900	614						614	4.4%
	<b>Property Under Cap Limit</b>	<b>442,925</b>	<b>458,808</b>	<b>14,392</b>				<b>11,543</b>	<b>7,954</b>	<b>33,889</b>	<b>7.4%</b>
75-35	Mail Services	1,764	1,764	441						441	25.0%
75-50	City Vehicles/Fuel & Main	7,800	7,800	3,292						3,292	42.2%
75-60	City Parking Permits	500	500								
75-90	Internal City Training	500	500								
	<b>Internal Services</b>	<b>10,564</b>	<b>10,564</b>	<b>3,733</b>						<b>3,733</b>	<b>35.3%</b>
99-01	Appropriations Ord #1		(426,261)								
	<b>Balance Sheet Accounts</b>		<b>(426,261)</b>								
	<b>Other Expenses</b>	<b>6,998,829</b>	<b>18,413,556</b>	<b>1,507,304</b>	<b>42,606</b>		<b>22,000</b>	<b>23,529</b>	<b>11,297,907</b>	<b>12,893,346</b>	<b>70.0%</b>
	<b>Berkeley Public Library + CoB</b>	<b>19,207,883</b>	<b>30,625,225</b>	<b>3,997,124</b>	<b>42,606</b>	<b>670</b>	<b>22,483</b>	<b>23,529</b>	<b>11,315,243</b>	<b>15,401,655</b>	<b>50.3%</b>

**Attachment 2  
FYTD 2013 EXPENDITURES BY FUND**





## **BERKELEY PUBLIC LIBRARY**

### **INFORMATION CALENDAR**

November 14, 2012

**TO:** Board of Library Trustees

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

**SUBJECT:** Library Facilities Report

### **INTRODUCTION**

This report is produced in an effort to present an estimation of the long term costs to repair or replace major infrastructure components and to align those expectations with the Library's revenues and expenditures budgets, as well as with retained Library Tax Fund reserves.

The Library's physical plant consists of facilities located at five locations, the largest being the Central Library downtown, and four branch libraries: the North Branch Library at 1170 The Alameda, the South Branch Library at 1901 Russell Street, the West Branch Library at 1125 University Avenue, and the Claremont Branch Library at 2940 Benvenue Avenue.

### **BACKGROUND**

The Art-Moderne style original wing of the Central Library completed in 1931 at the corner of Kittredge Street and Shattuck Avenue was designed by Berkeley architect James W. Plachek. In 1982 the building was placed into the National Register of Historic Landmarks. After a late 1990's undertaking to develop a plan for enlarging and renovating the Central Library and the four branch libraries the Central Library alone was renovated and expanded; reopening in 2002 with a new wing extending to Bancroft Way that houses back-office support services, a large public meeting room, and administrative offices.

The branch libraries have either been or are being renovated with funding procured from the voter approved 2008 Measure FF general obligation bond measure. The North and Claremont branch libraries were the first branch libraries to have been fully renovated and placed back into operation in 2012, April 7<sup>th</sup> and May 5<sup>th</sup> respectively. The North Branch renovation included an expanded footprint that features a basement level public meeting room and staff breakroom, while the Claremont Branch facility is characterized by large expanses of glass and is bathed in daylight. All branches include or will include new state of the art building systems, LEED ratings, and the latest construction features designed to meet current seismic standards. The South and West branch libraries are in construction and are anticipated to open in mid-2013.



## CURRENT SITUATION AND ITS EFFECTS

In the first budget amendment of fiscal year 2013 the Board of Library Trustees on September 12, 2012 approved BOLT Resolution No. 12-057 authorizing increasing the Library's operational reserve in the Library Tax Fund to \$1.2M from \$700,000, or to approximately 8% of the FY 2013 projected revenue. Implicit in the set-aside of these reserve funds is an understanding that major repair and replacement costs are planned for and set aside within this repository of restricted monies such that reserve funds are intended to service major infrastructure and capital improvement expenditures as well as one-time priority programs, minimize financial stress during periods of economic weakness, and provide for limited operational funding during emergencies such as natural disasters. The Library makes the distinction that frequently recurring facility expenses – e.g., janitorial and landscaping services, and building systems' preventative maintenance charges, as well as low cost and frequently replaced items – are designated operational expenditures. These operational expenses are typically relatively stable and predictable from one time period to the next; whereas, reserve expenditures are characterized as more infrequent and variable.

The reserve level may be raised or lowered by the board based on changing circumstances, for example in regards to economic and environmental conditions, the degree of ongoing maintenance, the quality of materials, and inflation or component pricing. The reserve level will be raised or lowered (on a material basis only) during the annual budgeting process to stay in general alignment with library tax revenue. Consequently, the attached facility component charts serve strictly as a road map over a projected period of time and is subject to revision. Evaluative criterion for consideration whether an item is a major component and appropriate for inclusion is primarily weighed on cost and frequency of replacement. Does the component's replacement cost exceed a dollar value threshold? Is the useful life greater than one year, and the estimated useful life less than 30 years? Low cost and frequently replaced items are perhaps better suited charged to the operations budget. And, items with a useful life in excess of 30-years are generally considered too non-predictive and the timing too early to be saving for that far in advance of the projected need.

As stated above, the attached facility component charts are strictly a road map, a tool, intended to assist the Library in planning and budgeting to accommodate long-term funding needs. The indicated costs as well as the timing are estimates and may differ from what actually occurs due to reasons that may encompass routine maintenance, environmental conditions, material type and quality, etc. Notwithstanding, the Central Library is entering a period of major repair and replacement due to aging plant infrastructure and equipment since the 2002 reopening; while, the branch libraries renovated under 2008's Measure FF program are projected for primarily operationally focused expenditures in the short to medium term.

## FUTURE ACTION

This report will be provided to the City for inclusion to the city-wide inventory analysis of physical infrastructure obligations.



Attachments:

1. Central Library - Major Facility Components
2. Claremont Branch Library - Major Facility Components
3. North Branch Library - Major Facility Components

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BERKELEY PUBLIC LIBRARY – CENTRAL LIBRARY FACILITY MAINTENANCE LIFE EXPECTANCY TABLE Buildings Matrix\_26OCT12.xlsx

System/Equipment	Description	-Lifespan	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	Notes
Air Conditioning	McQuay A/C-2 units 150 tons total	20 Yrs	-	-	-	-	-	-	-	-	-	-	-	2022: \$350K-\$500K
Air Conditioning	Carrier Pckge A/C-4 units 73 tons total	20 Yrs	-	-	11.3K	-	-	-	-	-	-	-	-	AC4 rprd 2012; 2022: \$175K-\$240K
Air Conditioning	Split Units-Server Room	15	-	-	-	-	-	-	-	25K	-	-	-	
Appliances	Stove	15 Yrs	-	-	-	-	-	-	-	1.5K	-	-	-	
Appliances	Refrigerator (2)	15 Yrs	-	-	-	-	-	-	-	2K	-	-	-	repaired 2011
Appliances	Dishwasher	15 Yrs	-	-	-	-	-	-	-	.8K	-	-	-	
Electrical	Panels + Distribution	25 Yrs	-	-	-	-	-	-	-	-	-	-	-	2027: sml panel \$2K, lrg prnl \$4K; distributin \$10K-\$20K
Electrical	Wired Detectors + Alarm	20 Yrs	-	-	-	-	-	-	-	-	-	-	-	2022: Apprx 211 devices @ \$200/ea installed \$42K+
Fire Alarm Panel	Simplex-Grinnel	15-20 Yrs	-	-	-	-	-	-	-	-	-	-	-	2020: \$10K-\$25K upgrade, costs unknown
Elevator	Administration	25 Yrs	-	-	-	-	-	-	-	-	-	-	-	2027: \$50K-\$80K
Elevator	East-side	25 Yrs	-	-	-	-	-	-	-	-	-	-	-	2027: \$80K-\$100K
Elevator	Link Corridor	25 Yrs	-	-	-	-	-	-	-	-	-	-	-	2027: \$80K-\$100K
Elevator	West-side	25 Yrs	-	-	-	-	-	-	-	-	-	-	-	2027: \$80K-\$100K
Flooring	Linoleum	30-40 Yrs	-	-	-	-	-	-	-	-	-	-	-	2032
Flooring	Admin: Rolled Carpet	10-15 Yrs	-	-	-	15K	-	-	-	-	-	-	-	2023
Flooring	CMR: Carpet Tiles	8 Yrs	-	-	9.5K	-	-	-	-	-	-	-	12K	
Heating System	Boiler-Hot Water, 2.8M BTU	25-35 Yrs	-	-	-	125K	-	-	-	-	-	-	-	2038
Painting – Out (all)	Concrete/Stucco	10-15 Yrs	-	-	-	-	-	150K+	-	-	-	-	-	Efflorescence on stucco indicates H2O penetration, must prep
Painting – Out (lowr)	Concrete/Stucco-Touch-up of Kiltrede bldg	10-15 Yrs	-	-	9K	-	-	-	-	-	-	-	-	
Painting – Inside	Bancroft	5-7 Yrs	-	-	-	-	-	35K	-	-	-	-	-	depends on s.f.
Painting – Inside	Kiltrede	5-7 Yrs	-	-	-	-	-	50K	-	-	-	-	-	depends on s.f.
Plumbing	Pipes, Pump, etc	20 Yrs	-	-	-	-	-	-	-	-	-	-	-	2022: needs based \$10K-\$20K
Plumbing	Storm System	25 Yrs	-	-	-	-	-	-	-	-	-	-	-	2022: needs based \$10K-\$20K
Roofing	Modified Bitumen Flat Roof	15-25 Yrs	-	-	-	-	-	-	-	-	-	-	-	2022-\$100,000-\$150,000
Temperature Control	Syserco Bldg Mngmnt Sys Software	7 Yrs	7.2K	-	-	-	-	-	-	-	-	-	-	
Temperature Control	Syserco Bldg Mngmnt Sys Hardware	7-15 Yrs	16.5K	-	-	-	-	-	-	-	-	-	-	
Ventilation System	Exhaust Fans	15-20 Yrs	-	-	-	-	-	-	-	-	-	-	-	2022: needs based ~\$50K
Emergency Generator	Emergency Power (minimal level)	20 Yrs	-	-	-	-	-	-	-	-	-	-	-	2022: needs based+upgrade ~\$25K

Attachment 1  
CENTRAL LIBRARY – MAJOR FACILITY COMPONENTS

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BERKELEY PUBLIC LIBRARY – CLAREMONT BRANCH

FACILITY MAINTENANCE LIFE EXPECTANCY TABLE

Buildings Matrix\_26OCT12.xlsx

System/Equipment	Description	-Lifespan	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	Notes
Air Conditioning	Mitsubishi "City-Multi"	20 Yrs	-	-	-	-	-	-	-	-	-	-	-	2032: \$40K-\$60K
Appliances	Stove	15 Yrs	-	-	-	-	-	-	-	-	-	-	-	2027: \$1.5K
Appliances	Refrigerator (1)	15 Yrs	-	-	-	-	-	-	-	-	-	-	-	2027: \$1.5K
Fences	Wood	15 Yrs	-	-	-	-	-	-	-	-	-	-	-	2027: \$5K - \$7K
Flooring	Carpet Tiles	8 Yrs	-	-	-	-	-	-	-	-	-	-	15K	
Heating System	Electric Duct Heaters (7 Units?)	15 Yrs	-	-	-	-	-	-	-	-	-	-	-	2027: \$15K-\$20K new sys, unknown costs
Painting – Outside	Stucco and Wood Trim	10-15 Yrs	-	-	-	-	-	-	-	-	-	-	-	2022: \$35K-\$45K
Painting – Inside		5-7 Yrs	-	-	-	-	-	-	-	15K	-	-	-	
Roofing	Flat	15 Yrs	-	-	-	-	-	-	-	-	-	-	-	2027: \$18K-\$25K
Roofing	Sloped	20 Yrs	-	-	-	-	-	-	-	-	-	-	-	2032: \$15K-\$20K
Lighting Control	Automated Programmable Controller	10 Yrs	-	-	-	-	-	-	-	-	-	-	-	2022: \$15K new system, unknown costs
Temperature Control	Trinity EMS Energy Mngmnt System	10 Yrs	-	-	-	-	-	-	-	-	-	-	-	2022: \$15K new system, unknown costs
Ventilation System	Supply and Return Fans	15 Yrs	-	-	-	-	-	-	-	-	-	-	-	2027: \$15K new system, unknown costs

**Attachment 2**  
**CLAREMONT BRANCH LIBRARY – MAJOR FACILITY COMPONENTS**

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BERKELEY PUBLIC LIBRARY – NORTH BRANCH

FACILITY MAINTENANCE LIFE EXPECTANCY TABLE

Buildings Matrix\_26OCT12.xlsx

System/Equipment	Description	-Lifespan	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	Notes
Appliances	Refrigerator (1)	15 Yrs	-	-	-	-	-	-	-	-	-	-	-	2027: \$1.5K
Flooring	Carpet Tiles	8 Yrs	-	-	-	-	-	-	-	-	-	-	15K	
Heating System	Boiler	20 Yrs	-	-	-	-	-	-	-	-	-	-	-	2032: \$25K-\$35K
Htng Sys Valves, Piping	Radiant Floor, Radiators	35 years	-	-	-	-	-	-	-	-	-	-	-	
Painting –Outside		10-15 Yrs	-	-	-	-	-	-	-	-	-	-	-	2022: \$35K-\$50K
Painting – Inside		5-7 Yrs	-	-	-	-	-	-	-	15K	-	-	-	
Roofing	Flat	15 Yrs	-	-	-	-	-	-	-	-	-	-	-	2027: \$4K-\$6K
Roofing	Sloped Clay Tile	75 Yrs	-	-	-	-	-	-	-	-	-	-	-	
Lighting Control	Automated Programmable Controller	10 Yrs	-	-	-	-	-	-	-	-	-	-	-	2022: \$15K new system, unknown costs
Temperature Control	Johnson Controls Energy Mngmnt Sys	10 Yrs	-	-	-	-	-	-	-	-	-	-	-	2022: \$15K new system, unknown costs
Ventilation System	Exhaust Fans	15 Yrs	-	-	-	-	-	-	-	-	-	-	-	2027: \$10K

Attachment 3  
 NORTH BRANCH LIBRARY – MAJOR FACILITY COMPONENTS