



**BERKELEY PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES**

REGULAR MEETING  
DECEMBER 19, 2012

AGENDA  
6:30 PM

**PLEASE NOTE:  
Special Date**

NORTH BRANCH  
1170 THE ALAMEDA

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

**I. PRELIMINARY MATTERS**

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

**II. PRESENTATIONS CALENDAR**

- A. West Branch Library Project, Landscaping Update**
  - Presentation by Harley Ellis Devereaux
  - Public Comment (on this item only)
  - Board discussion
- B. Kitchell CEM Quarterly Update – Steve Dewan**

**III. CONSENT CALENDAR**

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

- A. [Approve minutes of November 14, 2012 Regular Meeting](#)**  
Recommendation: Approve the minutes of the November 14, 2012 regular meeting of the Board of Library Trustees.
- B. [Author's Dinner](#)**  
Recommendation: Adopt the resolution approving the arrangements in preparation for the eleventh annual Authors Dinner to be held on Saturday, February 9, 2013 at the Central Library.
- C. [Resolution of Gratitude to Karen Joseph](#)**  
Recommendation: Adopt a resolution expressing gratitude to Karen Joseph, who served for the Berkeley Public Library as a Librarian / Supervising Librarian from 1991 to 2012.
- D. [Reappointment of Trustee Winston Burton](#)**  
Recommendation: Adopt a resolution approving the recommendation to City Council to reappoint Trustee Winston Burton to serve a second four-year term commencing March 23, 2013.
- E. [Holiday Schedule Revisions](#)**  
Recommendation: Adopt a resolution approving the change to the approved 2012 Library schedule to allow the library to adopt a daytime operating schedule at all locations on New Year's Eve.
- F. [Contract Amendment: L.J. Kruse Company](#)**  
Recommendation: Adopt a resolution authorizing the Director of Library Services to amend Contract No. 9004 with L. J. Kruse Company to a total not-to-exceed amount of \$175,000 for the inclusion of the purchase of equipment, and service and installation work for a replacement outside condensing heating boiler at the Central Library.



**MINUTES**  
**BERKELEY PUBLIC LIBRARY**  
**BOARD OF LIBRARY TRUSTEES REGULAR MEETING**  
**Wednesday, November 14, 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: 6:32 P.M.**

Present: Trustees Burton, Holcomb, Moore and Novosel.

Absent: Trustee Franklin.

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

**B. Public Comments:**

1. Nell Mahgel-Friedman – spoke regarding West Branch construction project and loss of redwood tree.
2. Daniel Kosmal – spoke regarding West Branch construction project and loss of redwood tree.

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

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

1. Trustee Holcomb – The Michael Lewis talk at Central was very successful.
2. Trustee Novosel – South Branch is looking fantastic.

**II. CONSENT CALENDAR**

Item F pulled for discussion.

Action: M/S/C (Trustee Moore / Trustee Novosel to adopt Resolution# R12-065 to adopt the Consent Calendar except for item F.

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

Abstentions: None.

**A. Approve minutes of October 10, 2012 Regular Meeting**

From: Director of Library Services

Recommendation: Approve the minutes of the October 10, 2012 regular meeting of the Board of Library Trustees.

Financial Implications: None.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution# R12-066 to approve minutes as presented.

**B. 2013 Meeting Schedule for the Board of Library Trustees**

From: Director of Library Services

Recommendation: Adopt the resolution setting dates, times and locations for the 2013 regular meeting schedule for the Board of Library Trustees.

Financial Implications: None.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution# R12-067.

**C. 2013 Holiday Schedule for the Berkeley Public Library**

From: Director of Library Services

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

Financial Implications: None.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution# R12-068.

**D. Authorization To Open The Central Library and All Branches One Hour Late To Allow Adequate Time For All-Staff Meetings**

From: Deputy Director

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.

Financial Implications: None.

Contact: Douglas Smith, Deputy Director of Library Services

Action: Adopted Resolution# R12-069.

**E. Acceptance of Gift Funds from the Berkeley Public Library Foundation in the Amount of \$250,000**

From: Director of Library Services

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.

Financial Implications: See report.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution# R12-070.

**F. Revised Library Rules of Conduct and Patron Suspension Policy**

This item was pulled for discussion. See Action Calendar.

**G. Contract: Mediatrope Interactive Studio**

From: Library Information Systems Administrator

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.

Financial Implications: See report.

Contact: Alicia Abramson, Library Information Systems Administrator of Library Services

Action: Adopted Resolution# R12-072.

**H. Contract Amendment No. 8874: City Mechanical**

From: Finance and Administrative Services Manager

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.

Financial Implications: See report.

Contact: Dennis Dang, Finance and Administrative Services Manager

Action: Adopted Resolution# R12-073.

**I. Repeal of the Charging Electronic Equipment Policy**

From: Deputy Director

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

Financial Implications: None.

Contact: Douglas Smith, Deputy Director

Action: Adopted Resolution# R12-074.

**J. Contract Amendment No. 8193: Innovative Interfaces, Inc. for the Addition of Two Data Reporting Components to Enhance Measurement Capabilities of Library Services**

From: Library Information Systems Administrator

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.

Financial Implications: See report.

Contact: Alicia Abramson, Library Information Systems Administrator of Library Services

Action: Adopted Resolution# R12-075.

**K. Update To Annual Appropriation Ordinance #1 Amendment To The FY 2013 Budget**

From: Director of Library Services

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.

Financial Implications: See report.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution# R12-076.

### **III. ACTION CALENDAR**

The following item was pulled from Consent Calendar for discussion.

#### **F. Revised Library Rules of Conduct and Patron Suspension Policy**

Copies of attachments 2, 3 & 4 were provided.

See From: Deputy Director

Recommendation: Adopt the resolution approving the revised Library Rules of Conduct and Patron Suspension Policy.

Financial Implications: None.

Contact: Douglas Smith, Deputy Director

Action: M/S/C (Trustee Holcomb / Trustee Novosel to adopt the resolution approving the revised Library Rules of Conduct and Patron Suspension Policy.

Action: Adopted Resolution# R12-071.

### **IV. INFORMATION REPORTS**

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

From: Director of Library Services

Contact: Donna Corbeil, Library Director

Action: Received.

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

From: Director of Library Services

Contact: Donna Corbeil, Library Director

Action: Received.

#### **C. 1st Quarter FY13 Budget**

From: Finance and Administrative Services Manager

Contact: Dennis Dang, Finance and Administrative Services Manager

Action: Received.

#### **D. Library Facilities Report**

From: Director of Library Services

Contact: Donna Corbeil, Library Director

Action: Received.

#### **E. 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, December 19, 2012 at the North Branch Library, 1170 The Alameda, Berkeley.

- December 19, 2012 agenda items:
  - West Branch Landscape Plan
  - Strategic Plan Update
  - FY14/15 Budget
  - Bond Budget Update
- January 9, 2013 agenda items
  - Communication Plan Update
  - Diversity Report

## **VI. ADJOURNMENT**

Adjourned at 7:33 p.m.

## **COMMUNICATIONS:**

- 1) Patrick Guinan email of 10/02/2012 regarding security personnel

## **SUPPLEMENTAL COMMUNICATIONS AND REPORTS:**

- 1) Consent Calendar Item F attachments





**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

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.

**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  
December 19, 2012

**TO:** Board of Library Trustees  
**FROM:** Douglas Smith, Deputy Director of Library Services  
**SUBJECT:** 2013 ANNUAL AUTHORS DINNER EVENT

### RECOMMENDATION

Adopt the resolution approving the arrangements in preparation for the eleventh annual Authors Dinner to be held on Saturday, February 9, 2013 at the Central Library.

### FISCAL IMPACT

There will be no fiscal impact from this report.

### BACKGROUND

For the past ten years in February, the Berkeley Public Library Foundation has held an annual Authors Dinner at the Central Library. The event generates much excitement throughout the community and is an important fundraising event for the Library Foundation.

### CURRENT SITUATION AND ITS EFFECTS

The eleventh annual Authors Dinner is scheduled for Saturday, February 9, 2013 with a gala reception beginning at 6 pm, followed by a Silent auction and Dinner. The Foundation is expecting approximately 320 guests, and 30 noted authors are scheduled to attend. In preparation for this event, the following arrangements need Board approval:

1. Close the Central Library at 5:00 pm on Saturday, February 9, 2013. Public computers will shut down at 4:50 pm.
2. Arrange for Library staff to assist with cleanup of the Central Library between 5:00 and 6:00 pm.
3. Close the Historic Reference Room, the Teen Room, the Historic Lobby, the second floor Reading Room, and the Berkeley History Room all day on Saturday, February 9, 2013.
4. Arrange for maintenance staff to be available for resetting lights and various other set-up efforts.

### FUTURE ACTION

No future action is required.

Attachments:

1. Resolution





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

**APPROVAL OF THE ARRANGEMENTS FOR THE 2013 ELEVENTH ANNUAL AUTHORS DINNER EVENT  
TO BE HELD ON SATURDAY FEBRUARY 9, 2013 AT THE CENTRAL LIBRARY**

WHEREAS, over the past ten years the Berkeley Public Library Foundation has held annual Authors Dinners at the Central Library; and

WHEREAS, this event is an important fundraising event for the Library Foundation; and

WHEREAS, the eleventh annual Authors Dinner is scheduled for Saturday, February 9, 2013; and

WHEREAS, in preparation for the event, specific arrangements must be approved by the Board of Library Trustees.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to approve the following arrangements in preparation for the eleventh annual Authors Dinner:

1. Close the Central Library at 5:00 pm on Saturday, February 9, 2013.
2. Shut down the Central Library's public computers at 4:50 pm on Saturday, February 9, 2013.
3. Arrange for Library staff to assist with cleanup of the Central Library between 5:00 and 6:00 pm on Saturday, February 9, 2013.
4. Close the Historic Reference Room, the Teen Room, the Historic Lobby, the second floor Reading Room, and the Berkeley History Room all day on Saturday, February 9, 2013.
5. Arrange for maintenance staff to be available for resetting lights and various other set-up efforts.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on December 19, 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  
BOARD OF LIBRARY TRUSTEES**

**RESOLUTION NO.: R12-XXX**

**THE BOARD OF LIBRARY TRUSTEES EXPRESSES ITS GRATITUDE TO  
KAREN JOSEPH-SMITH, WHO SERVED AS A SUPERVISING LIBRARIAN  
FOR THE BERKELEY PUBLIC LIBRARY FROM 1991 TO 2012.**

WHEREAS, over 21 years ago in July 1991 Karen Joseph-Smith began working at the Berkeley Public Library as a Supervising Librarian assigned to the West Branch Library; and

WHEREAS, while working in West Berkeley Ms. Joseph-Smith helped organize and implement the celebrations celebrating the centennial of the West Branch Library in 1993; and

WHEREAS, in 1995 Ms. Joseph-Smith was appointed Branch Head at the Claremont Library, beginning 17 years of service to the Elmwood community; and

WHEREAS, as a branch Head with the Berkeley Public Library, Ms. Joseph-Smith became a fixture of the community, appreciated by innumerable people, including multiple generations of neighborhood families; and

WHEREAS, Ms. Joseph-Smith's commitment to providing quality collections for the Claremont Branch community has helped solidify the branch's position as a cultural hub of a vibrant neighborhood; and

WHEREAS, when asked Ms. Joseph-Smith always agreed to step into temporary assignments to help ensure a constancy of supervision and management, including as Branch Head at North Branch in 1994 and at various times as Library Services Manager over the branch libraries and the Technical Services Division; and

WHEREAS, Ms. Joseph-Smith assisted with the closure of the Claremont Branch in preparation for Measure FF renovations, and then stepped in to supervise the Central Library Art & Music section during the interim period while her branch was under construction; and

WHEREAS, over her many years at the Berkeley Public Library, Ms. Joseph-Smith has assisted countless Berkeleyans with informational needs, reading suggestions, and book clubs; and

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

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

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on December 19, 2012.

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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Winston Burton, Chairperson

---

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



## BERKELEY PUBLIC LIBRARY

### CONSENT CALENDAR

December 19, 2012

**To:** Board of Library Trustees

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

**Subject:** Reappoint Trustee Winston Burton to serve a second four-year term commencing March 23, 2013

#### RECOMMENDATION

Adopt a resolution approving the recommendation to City Council to reappoint Trustee Winston Burton to serve a second four-year term commencing March 23, 2013.

#### BACKGROUND

The Board of Library Trustees consists of five members appointed by the City Council upon recommendation of the Board of Library Trustees. Board members are appointed for terms of four years, serve without compensation, and must be Berkeley residents.

Trustee Winston Burton's first four year term will end on March 23, 2013. The Board may choose to recommend to the City Council reappointment of Trustee Burton to a second term or initiate a recruitment process to select a new applicant.

#### FISCAL IMPACT

There is no fiscal impact.

#### CURRENT SITUATION AND ITS EFFECTS

Trustee Burton is currently serving as a Trustee as a result of his appointment to the board by City Council resolution on March 10, 2009 for a four-year term commencing March 23, 2009. Per Berkeley Municipal Code Chapter 3.04.010, "The term of office of the members of the board shall be four (4) years." The practice of the Board has been to support Trustees expressing an interest in serving a second term of office by putting forward a recommendation to the city council in advance of the terms expiration to ensure continuity and a full complement of Trustees to conduct business.

Trustee Burton has indicated a willingness and desire to serve a second term.

#### FUTURE ACTION

There is no action required.



Attachments:

1. Resolution





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

**REAPPOINTMENT OF WINSTON BURTON TO THE BOARD OF LIBRARY TRUSTEES FOR A SECOND FOUR-YEAR  
TERM ENDING ON MARCH 23, 2017**

WHEREAS, Trustee Winston Burton's first four-year term will end on March 23, 2013; and

WHEREAS, Trustee Burton is eligible for a second four-year term, which will end on March 23, 2017; and

WHEREAS, Trustee Burton is currently serving as Chair of the Board of Library Trustees.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to recommend that the City Council of the City of Berkeley reappoint Trustee Winston Burton for a second four-year term beginning on March 23, 2013 and ending on March 23, 2017.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on December 19, 2013 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

December 19, 2012

**TO:** Board of Library Trustees  
**FROM:** Donna Corbeil, Director of Library Services  
**SUBJECT:** NEW YEAR'S EVE SCHEDULE FOR THE BERKELEY PUBLIC LIBRARY

#### RECOMMENDATION

Adopt the resolution approving the revised 2012 Holiday Schedule for the Berkeley Public Library, which includes the schedule for New Year's Eve, December 31, 2012.

#### FISCAL IMPACT

This report will have no fiscal impacts.

#### BACKGROUND

The Board of Library Trustees approved the Library's 2012 holiday schedule at its regular meeting in November 9, 2011. This schedule, approved annually, results in the closure of all libraries, including the branches, on designated dates. Union contracts specify recognized holidays for employees in the various Units of the City of Berkeley. The Board sets the operating schedule for the Library. For the most part the Library follows the City of Berkeley practice when it comes to closing services for holidays.

#### CURRENT SITUATION AND ITS EFFECTS

Historically, the Library has altered its schedule to a daytime schedule on both the day before Thanksgiving Day and New Year's Eve. Through an omission, the schedule approved did not include an altered daytime schedule on New Year's Eve, December 31, 2012. 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 revised draft 2012 Library Schedule of Holiday and Early Closures, reflecting the day schedule on December 31, 2012, is attached (Attachment 2) for approval.

#### FUTURE ACTION

No future action is required.

#### Attachments:

1. Resolution
2. 2012 Berkeley Public Library Revised Proposed Schedule of Holidays and Closings





**RESOLUTION NO.: 12-XXX**

**APPROVAL OF THE REVISED 2012 HOLIDAY SCHEDULE FOR THE BERKELEY PUBLIC LIBRARY**

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

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

WHEREAS, the Central Library and the Branches observe a day schedule, 10 AM to 6 PM on Thanksgiving Eve and New Year's Eve; and

WHEREAS, the Board of Library Trustees approved the Library's holiday schedule for 2012 at its regular meeting on November 9, 2011; and

WHEREAS, through an omission, the schedule approved did not include an altered daytime schedule on New Year's Eve, December 31, 2012.

NOW, THEREFORE, BE IT RESOLVED that the board of Library Trustees of the City of Berkeley approves the attached 2012 revised schedule of holiday closures for the Berkeley Public Library, reflecting a daytime schedule on December 31, 2012.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on December 19, 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**  
**2012 Schedule of Holidays & Early Closings (revised)**

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

\* Library closed on Sunday, January 1, 2012. New Year’s Day (2012) holiday observed on Monday, January 2, 2012.







## BERKELEY PUBLIC LIBRARY

### CONSENT CALENDAR

December 19, 2012

**To:** Board of Library Trustees

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

**Subject:** CONTRACT AMENDMENT: L.J. KRUSE COMPANY

### RECOMMENDATION

Adopt a resolution authorizing the Director of Library Services to amend Contract No. 9004 with LJ Kruse Company to a **total not-to-exceed amount of \$175,000** for the inclusion of the purchase of equipment, and service and installation work for a replacement outside condensing heating boiler at the Central Library.

### BACKGROUND

The Library has in place two contracts for HVAC system servicing, one with City Mechanical and another with L.J. Kruse Company. The City Mechanical contract is the more comprehensive agreement in that it includes preventative maintenance (PM) servicing in addition to on-call servicing, while the L.J. Kruse contract excludes the PM servicing component. Having both contracts in place addresses the critical nature to Library operations of a properly functioning HVAC system, providing the ability and flexibility to procure vendor response on a timely and cost effective basis.

The existing BTU boiler at the Central Library dates to the facility's renovation and expansion undertaken in the late 1990's that culminated in the library's reopening in 2002. Since that time the boiler as well as much of the facility's other physical plant equipment have remained relatively unchanged, not having required major repair and/or replacement. However, as much of the equipment has now been in heavy use for ten years the Library is expecting to experience a ramp up in major physical plant maintenance and replacement expenditures. In regards to the boiler specifically, the Library is compelled to replace the current unit due to a ruling (Regulation 9, Rule 7) by the Bay Area Air Quality Management District regarding inorganic pollutants: nitrogen oxides and carbon monoxide that imposes emission limits on units with a rated heat input greater than 2million BTU/hour. The boiler at the Central Library measures 2,800,000 BTUs. Consequently, to satisfy the emission limits imposed by Regulation 9, Rule 7, effective January 1, 2013, the Library is mandated to replace the existing boiler with a compliant unit by December 31, 2013.

### CURRENT SITUATION

The Library is compelled to replace the current unit due to a ruling (Regulation 9, Rule 7) by the Bay Area Air Quality Management District regarding inorganic pollutants: nitrogen oxides and carbon monoxide



that imposes emission limits on units with a rated heat input greater than 2million BTU/hour. The boiler at the Central Library measures 2,800,000 BTUs. Consequently, to satisfy the emission limits imposed by Regulation 9, Rule 7, the Library is mandated to replace the existing boiler with a compliant unit by December 31, 2013.

The Library has applied for, and been accepted to participate in the *Commercial Industrial Boiler Efficiency Program* administered by Enovity, a rebate program offered in conjunction with PG&E. Simultaneously, the Library solicited bids for boiler equipment and installation from three vendors and has received a response from two, the third vendor (Marina Mechanical) elected not to pursue this work. L. J. Kruse Company offered a bid with two pricing options dependent on the boiler model selected, and City Mechanical proposed a standard bid. All three bid proposals were evaluated by Enovity for program and regulatory compliance and the Library's Maintenance staff researched and evaluated the three proposed boiler units for quality, durability, and efficiency. Based on all units being judged quality units capable of meeting the loads imposed by the Library, while also complying with current regulatory standards, the Library recommends the lowest cost proposal valued at \$103,412 presented by L. J. Kruse. The Library proposes a boiler replacement project value of \$135,000 in the contract in consideration of any incurred standard-practice non-included items specified as: permits, overtime, system pump, engineering seismic calculations, shop drawings, electrical, and connections to the building management system.

#### FISCAL IMPACT

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

#### FUTURE ACTION

No future action is necessary.

#### ATTACHMENTS:

1. Resolution



**RESOLUTION NO.: R12-0##**

**AUTHORIZE THE DIRECTOR OF LIBRARY SERVICES TO AMEND CONTRACT NO. 9004 WITH L. J. KRUSE COMPANY FOR THE INCLUSION OF A PURCHASE OF A CONDENSING OUTSIDE BOILER AND INSTALLATION SERVICES AT THE CENTRAL LIBRARY AT A NOT-TO-EXCEED AMOUNT OF \$175,000.**

WHEREAS, the Berkeley Public Library currently contracts with L. J. Kruse Company to provide on-call HVAC maintenance services for the Central Library and four branch libraries; and

WHEREAS, the contract with L. J. Kruse Company was amended on August 6, 2012 to a not-to-exceed value of \$40,000; and

WHEREAS, the Bay Area Air Quality Management District (BAAQMD) as the governing public agency entrusted with regulating stationary sources of air pollution the BAAQMP has established Regulation 9, Rule 7 limiting nitrogen oxides and carbon monoxide from industrial, institutional, and commercial boilers, steam generators and process heaters; and

WHEREAS, the boiler at the Central Library is non-compliant with Regulation 9, Rule 7 which goes into effect on January 1, 2013 and of which work must be completed by December 31, 2013; and

WHEREAS, the Library has solicited bids from three vendors, two of whom have tendered proposals, and of which a bid by L. J. Kruse Company is recommended based on the proposed boiler unit's status as regulation compliant and its satisfactory evaluation for quality; 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. 9004 and approve payments with L. J. Kruse Company for the inclusion of the purchase of a condensing outside boiler and installation services at the Central Library to a total contract amount not to exceed \$175,000 from June 1, 2012 through December 31, 2014.

ADOPTED by the Board of Library Trustees of the City of Berkeley during a regular meeting held on December 19, 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

### ACTION CALENDAR

December 19, 2012

**TO:** Board of Library Trustees

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

**SUBJECT:** BIENNIAL BUDGET DEVELOPMENT FY 2014 & 2015

### RECOMMENDATION

Adopt a resolution adopting budget priorities for the Library for the Fiscal period FY 2014 and FY 2015.

### INTRODUCTION

The purpose of this report is to provide background relevant to setting library budget priorities for the coming two-year Library FY 2014 / 2015 budget, beginning July 1, 2013.

### FISCAL IMPACT

There is no direct fiscal impact from this report.

### BACKGROUND

At the April 9, 2008 meeting, the board adopted the following priorities for FY 2008/09:

1. Complete two studies for services and facilities, including community engagement, and integrate into an action plan.
2. Research ways to maximize the effectiveness of providing public hours at all the Branches and the Tool Library.
3. Continue to identify and explore the needs of underserved communities in Berkeley for library services and pursue opportunities for extending library services beyond the Library's physical facilities.
4. Address the needs of the Branches for repairs and capital improvements, pursuing creative alternatives for financing

At the December 8, 2010 meeting, the board adopted the following priorities for FY 2010/2011:

1. Confirm stability of operating budget and plan for future operational needs -- including establishing / maintaining a balanced budget
2. Implement renovation program (Measure FF)
3. Implement strategic plan – maximize effectiveness of services



4. Research and report on evolving self-check technologies
5. Pursue establishment of a reserve fund

At the January 12, 2011 meeting, the board adopted the following priorities for FY 2012/13:

1. Confirm stability of operating budget and plan for future operational needs -- including establishing / maintaining a balanced budget.
2. Monitor and manage bond funds (Measure FF)
3. Maximize effectiveness of services
4. Pursue establishment of a reserve fund

Among the board's accomplishments in the last budget cycle is the creation of a reserve fund of 8% (\$1.2 M) in September 2012 to address deferred maintenance and provide short-term relief in case of an emergency, in a manner similar to the city general fund reserve. At the November 2012 board meeting staff provided an initial survey of capital needs. Regarding Measure FF, two projects were completed and the remaining two are expected to be completed in 2013, thereby completing the mandate of Measure FF. The Library Strategic Plan, covering three years begun in FY 2007/08 and extended an additional two years through calendar 2013 is nearing completion, with the majority of initiatives completed or nearing completion (a status update is included under Information Reports). A new planning effort would strategically get under way in late 2013 for 2014 through 2017.

The City Council has begun their budget review as well.

*Council's fiscal policies provide the fundamental framework for the city's budget development and include:*

- *Focusing on the long-term fiscal health of the city by adopting a two-year budget and conducting multi-year planning;*
- *Building a prudent reserve;*
- *Developing long-term strategies to reduce unfunded liabilities;*
- *Controlling labor costs while minimizing layoffs;*
- *Allocating one-time revenue for one-time expenditures (e.g. capital investments and deferred maintenance)*
- *Requiring enterprise and grant funds to balance and new programs to pay for themselves; and*
- *Any new expenditure requires new revenue or expenditure reductions.*

#### *Library Work Plan*

The model the board has used is similar to one undertaken by the City as part of the budget planning process. Similar to the City Council process in which the City Manager assigns a designation to city projects, we began to use the designations of critical initiative (CI), special project (SP), and department project (DP); those projects most directly related to Board priorities have a critical initiative (CI) designation. Staff provides periodic status reports on projects as part of the budget process or as informational items. The projects included are a reflection of board priorities but also initiatives included in the Strategic Plan. One of the underlying assumptions is that the vast majority of work in the department or at the Library can be described as baseline service delivery. The 90% baseline, 10% special projects composition used by the City accurately reflects library operations in most years. Baseline work represents what we consider as basic services, such as opening the library the prescribed



hours per week, providing reference services, purchasing materials for use by the public, children's programming, etc.

The City's work plan focuses on high priority, time-specific projects that accomplish specific goals through concentrated efforts. The Library will use the same definition as the City does to categorize activities as a "project": *Projects have a desired objective, take concentrated resources and effort to achieve, and have a beginning and end.* Throughout the year as projects arise, staff will address the need by planning and budgeting allocated funds within the current year's budget or recommend the initiative be deferred and incorporated into a future fiscal cycle, for example capital or facility repairs. Regardless, all projects require resources; these may be within the scope of the budget and staff capacity or not, in which case additional resources may be needed to complete them.

Attached is an updated summary spreadsheet of the FY12/13 Library Work Plan last updated in June 2012 (Attachment 2).

#### CURRENT SITUATION AND ITS EFFECTS

The FY 2014/2015 Biennial Budget process is underway. The board, as part of this process will designate new, revised or carryover budget priorities.

Proposed Priorities for FY14/15:

1. Identify and prioritize strategic capital improvements, including infrastructure and Central Library repairs and improvements for possible action
2. Maintain the stability of operating budget and plan for future operational needs – including establishing / maintaining a balanced budget
3. Undertake a Strategic Planning process for the period beginning January 2014
4. Consider options / strategies to increase branch library hours of service

A draft of possible projects for the FY 14/15 budget cycle is included as a draft (Attachment 3). Following the adoption of budget priorities the staff will be in a better position to develop more fully a summary of projects, as we have in previous years. These will be brought to the board for consideration prior to budget approval and any resulting fiscal implications will be identified.

#### FUTURE ACTION

None.

Attachments:

1. Resolution
2. Library Projects, FY 2012 & 2013 (updated 12/2012)
3. Library Projects, FY 2014 & 2015 (draft)







**RESOLUTION NO.: 12-XX**

**BIENNIAL BUDGET DEVELOPMENT FY 2014 & 2015**

WHEREAS, on a biennial basis the Board of Library Trustees undertakes a Library budget development process, including a review of priorities;

WHEREAS, at their April 9, 2008 regular meeting, the Board of Library Trustees adopted priorities for FY 2008/09;

WHEREAS, at their December 8, 2010 regular meeting, the Board of Library Trustees adopted priorities for FY 2010/11;

WHEREAS, at the January 12, 2011 regular meeting, the Board of Library Trustees adopted priorities for FY 2012/13;

WHEREAS, since the FY2014/15 Biennial Budget process is underway, a review of the priorities is recommended to ensure proposed budget changes and Board priorities are coordinated.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley approves for the Biennial library budget planning purposes Library Budget Priorities as follows:

Proposed Priorities for FY14/15:

1. Identify and prioritize strategic capital improvements, including infrastructure and Central Library repairs and improvements for possible action
2. Maintain the stability of operating budget and plan for future operational needs – including establishing / maintaining a balanced budget
3. Undertake a Strategic Planning process for the period beginning January 2014
4. Consider options / strategies to increase branch library hours of service

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on December 19, 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



**LIBRARY PROJECTS**  
**FY 2012 & 2013 (UPDATED 12/2012)**

	Project Title	Priority	Lead	Budget	Timeline
1	Library Strategic Plan (2009-2012)	CI	D. Smith	N/A	Approved Dec 2011; implementation through 2013
2	Implement branch library improvement program	CI	D. Corbeil, S. Dentan, D. Dang	\$26M / Mse FF	Ongoing 2008, completion in 2013
3	Consider establishing a library reserve fund	SP	D. Dang, D. Corbeil	\$1.2M / 8%	FY2013 mid-biennial budget
4	Facility maintenance lifecycle equipment replacement plan	SP	D. Dang, D. Corbeil S. Douglas	N/A	identify physical plant needs for the next 5-10 yr cycle @ 11/12 bd Mtg
5	Library Website Functionality	DP	A. Abramson	\$80K allocated Nov. 2012	Web developer engaged, expect to complete in 2013
6	Voice over IP Phone System Conversion	DP	A. Abramson	Included in FY12 Budget	Vendor selected, planning underway
7	Enhance Central teen room space / services	DP	D. Smith M. McArdle	\$30-\$50,000 design related consultant services	Strategic plan goal 4e; RFP 12/12; implementation delayed

CI = Critical Initiative

SP = Special (Board initiated) Project

DP = Department (staff initiated) Project



**LIBRARY PROJECTS  
FY 2014 & 2015 (DRAFT)**

	<b>Project Title</b>	<b>Priority</b>	<b>Lead</b>	<b>Budget</b>	<b>Timeline</b>
1.	<b>Library Strategic Plan (2014-2017)</b>	CI	D. Smith & Management Team	?	Begin process late 2013
2.	<b>Facility Maintenance Lifecycle Equipment Replacement Plan</b>	SP	D. Dang & Management Team	Library Reserve	
3.	<b>Voice Over IP Phone System Conversion</b>	DP	A. Abramson	?	Continuation of project from FY13 if needed
4.	<b>Enhance Central Teen Room Space / Services</b>	DP	D. Smith M. McArdle		
5.	<b>Expand Branch Service Hours</b>	SP			

CI = Critical Initiative

SP = Special (Board initiated) Project

DP = Department (staff initiated) Project





## BERKELEY PUBLIC LIBRARY

### ACTION CALENDAR

December 19, 2012

**TO:** Board of Library Trustees

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

**SUBJECT:** REVISED BOND PROGRAM BUDGET

### RECOMMENDATION

Adopt a resolution adopting a revised program budget for the branch library improvement program, Measure FF for FY 12 and FY13.

### FISCAL IMPACT

No fiscal impact from this report.

### BACKGROUND

At the June 13, 2012 regular meeting, the Board of Library Trustees adopted resolution R12-040 approving a revised program budget and schedule for the branch library improvement program, Measure FF for FY 12 and 13. No revisions to the master schedule adopted with revisions at that time are recommended.

On a regular quarterly schedule, Kitchell CEM has presented detailed updates on the branch bond program, including progress on individual projects, overall schedule and budget related information. In addition, staff presents fiscal updates and actions as part of regular budget reporting and recommended approval to City Council for all related construction and architectural design related contracts.

### CURRENT SITUATION AND ITS EFFECTS

In addition to the major contracts, for A&E services, project management and construction, there have been other consultants needed to fulfill the programmatic goals of the bond, perform testing or other related functions. These have included the four artists selected through the City of Berkeley Civic Arts Program. On the revenue side the board has approved as needed authorization to apply for grants, such as Bay Friendly Landscaping; and the acceptance of gift funds from the Berkeley Public Library Foundation's, Branch Library Capital Campaign, as approved by City Council, for the purposes of securing the furniture, fixtures and equipment related to the branch improvements.



## Project Budget Review

### *Program Budget Update*

Funds allocated for completed projects may be reassigned to the program budget, while leaving adequate funds for any remaining work such as the completion of LEED certification and miscellaneous purchase orders related to the final closeout of the North and Claremont projects.

### *Recommended Revisions*

1. Transfer \$167,600 from North Branch Project Contingency to Program Contingency
2. Transfer \$358,266 from Claremont Branch Project Contingency to Program Contingency
3. Transfer \$200,000 from Program budget revenues back to the source (Fund 307) Library Foundation contribution previously allocated to South Branch hard costs
4. Transfer \$200,000 from Program Contingency to the South Branch Library Project

Staff is recommending the transfer of \$200,000 in additional revenues allocated to construction of the South Branch Project to MSE FF Gift Fund 307. Adequate funds are available in the Measure FF funds to complete the remaining two projects. The individual project budgets for each the completed projects have fund balances available, therefore transfer of the balance of these project contingency moneys not encumbered plus a small reserve for miscellaneous purchase orders can be assigned to the Program Contingency. This will ensure that any unbudgeted expenses related to the remaining two construction projects will have adequate funding.

On February 28, 2012 upon board recommendation the City Council by adopted Resolution No. 65,610-N.S. to award the general contract for the construction of the South Branch Library to Gonsalves and Stronck Construction, which included the reallocation of \$200,000 from the Library Foundation FF&E Fund, funding code 307-9301-450.70-43 to CMS number GVNHA.

Given current projected expenditures and committed costs, staff recommends that the \$200,000 of allocated gift funds be transferred to the Library Measure FF FF&E Gift Fund (307). The South Branch project is projected to be completed in Summer 2013, in order to prepare for the reopening of the library staff will need to begin to procure the necessary furnishings immediately. These released funds will be available for allocation to procure furniture, equipment, computers and other related materials for the South and West Branch projects, fulfilling the intended purpose of the Library Foundation's Capital Campaign to support Measure FF. The Board's recommendation to expend these gift funds on bond program hard costs was approved by City Council and hence they will be likewise requested to approve a transfer of the funds accepted as additional revenue to the Library FF Gift Fund (307) for the purposes of supporting the costs associated with furnishing the South branch library.

Removing the restriction on \$200,000 of Foundation FF&E Fund monies, reserved to support construction of the South Branch Library, will allow those funds to be used for other qualified use at the South branch project site. This action is within the original intent of the donor parties.

### FUTURE ACTION

No future action is required at this time.





Attachments:

1. Resolution
2. Bond Cost Control Report (Rev.)





**BERKELEY PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES**

**Resolution No.: 12XXX**

**ADOPT A RESOLUTION ADOPTING A REVISED PROGRAM BUDGET FOR THE BRANCH LIBRARY  
IMPROVEMENT PROGRAM, MEASURE FF**

WHEREAS, the Board of Library Trustees is responsible for managing the Library building program funded by voters, Measure FF, a \$26M bond program and is responsible for making annual reports on the fiscal status of the projects to the Council; and

WHEREAS, the Branch Library Master Facility Plan included recommendations for specific next steps, a Project Schedule, cost estimates and information relevant to the scope of each project; and

WHEREAS, since November 2008 and the passage of Measure FF, the board has approved the initiation of key activities related to implementing and managing the program including the selection of architectural design firms, Construction Management consultant, public artists, and assignment of a general contractor for each site resulting in the Revised Master Schedule; and

WHEREAS, Gift funds were accepted as additional revenue to support the South Branch Library Project (Fund 308); and

WHEREAS, upon completion of first two projects the program budget is adequate to complete the final two projects with the use of FF funds staff recommends the board approve transfer of previously committed MSE FF Gift Fund (307) monies in the amount of \$200,000 to support the procurement of furnishings for the South Branch library project; and

WHEREAS, the North Branch Library Project is completed, staff recommends that \$167,600 in Project Contingency funds be re-allocated to Program Contingency; and

WHEREAS, the Claremont Branch Library Project is completed, staff recommends that \$358,266 in Project contingency funds be re-allocated to Program Contingency; and

WHEREAS, there is adequate Measure FF revenue (Fund 308) available in the Program Contingency budget, staff recommends that \$200,000 be re-allocated from this budget to the South Branch Library Project to cover construction costs.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to approve revisions within the Branch Library Improvement Program Budget / Measure FF as recommended, and that \$200,000 in additional revenue accepted as gift funds to support the South Branch Library Project be transferred to Library MSE FF Gift Fund (307) in order to fulfill the intend of the capital campaign.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on December 19, 2012.

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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Winston Burton, Chairperson

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



**PROGRAM COST CONTROL REPORT**

<b>BERKELEY PUBLIC LIBRARY Branch Library Improvement Program</b>		Revised Budget - September 13, 2012	<b>Revised Budget - December 19, 2012</b>	Current Committed Costs	Notes - Since 01/01/12
<b>NORTH BRANCH</b>					
	<i>Branch Total</i>	\$ 5,779,470	\$ 5,611,869	\$ 5,611,869	3, 9, 11
<b>SOUTH BRANCH / TOOL LENDING</b>					
	<i>Branch Total</i>	\$ 6,529,520	\$ 6,529,520	\$ 6,529,520	1, 12, 13
<b>WEST BRANCH</b>					
	<i>Branch Total</i>	\$ 7,514,455	\$ 7,514,455	\$ 7,514,455	4
<b>CLAREMONT BRANCH</b>					
	<i>Branch Total</i>	\$ 4,394,240	\$ 4,035,974	\$ 4,035,974	14
<b>TOTAL SITE COSTS</b>		\$ 24,217,685	\$ 23,691,818	\$ 23,691,819	
<b>GENERAL PROGRAM SOFT COSTS</b>					
	Programming Consultant	\$ 60,000	\$ 60,000	\$ 60,000	
	IT Consultant	\$ 125,000	\$ 125,000	\$ 125,000	
	Bond Consultant	\$ 100,000	\$ 100,000	\$ 100,000	
	City Consultant	\$ 200,000	\$ 200,000	\$ 200,000	
	Construction Management	\$ 996,990	\$ 996,990	\$ 1,202,735	6
	Accessibility Consultant	\$ 1,000	\$ 1,000	\$ -	5
	Legal Fees	\$ 100,000	\$ 100,000	\$ -	7
	Bond Fees	\$ 95,000	\$ 95,000	\$ 37,825	10
	Public Relations	\$ 30,000	\$ 30,000	\$ 30,000	
	Tool Library Rental / Moving	\$ 50,000	\$ 50,000	\$ 50,000	
	Contract Authorized Contingencies	\$ 108,962	\$ 108,962	\$ 78,217	8
	Bookmobile	\$ -	\$ -	\$ -	2
<b>TOTAL GENERAL PROGRAM COSTS</b>		\$ 1,866,952	\$ 1,866,952	\$ 1,883,777	
<b>TOTAL PROGRAM &amp; SITE COSTS</b>		\$ 26,084,637	\$ 25,558,770	\$ 25,575,595	
<b>PROGRAM CONTINGENCY</b>		\$ 130,363	\$ 456,230	\$ 439,405	12, 13, 14
<b>TOTAL PROGRAM BUDGET</b>		\$ 26,215,000	\$ 26,015,000	\$ 26,015,000	*, 1, 3, 9, 11

**Notes - Since 01/01/12**

**Attachment 2**

- \* Total less Bond Fees for comparison to BPL report ->
- 1 Additional Funding Confirmed by BPL (01/18/12) - \$200,000
- 2 BranchVan Costs Reallocated to Fund 301 by BOLT (03/14/12)
- 3 Add'l Funding - Public Works & PG&E - North - See Revenue Summary (BPL 04/26/12) - \$15,000
- 4 \$375,000 of Progam Contingency transferred to General Contract Budget (04/26/12)
- 5 Budget Line Item Commitment Revised to Partially or Fully Reconcile Expenses to Date (BPL, 05/31/12)
- 6 Kitchell - Executed ASAs #1-2 (as of 08/01/12)
- 7 Budget Line Item Commitment Removed - Legal Fees (Program Team, 05/31/12)
- 8 Increase to Authorized Allowance - Resolution #65,814 (City Council 07/10/12) - \$175,000
- 9 Reduction to Anticipated Revenue from Foundation - North (City Council, 09/11/12) - \$200,000
- 10 Budget Line Item Commitment Revised to Fully Reconcile Expenses to Date (BPL Program Team, 09/13/12)
- 11 **Project Contingency from North Re-Allocated to Program Contingency (BOLT, 12/19/12) - \$167,600**
- 12 **Reduction to Anticipated Revenue from Foundation - South (BOLT, 12/19/12) - \$200,000**
- 13 **Program Contingency Re-Allocated to South Branch Construction Budget (BOLT, 12/19/12) - \$200,000**
- 14 **Project Contingency from Claremont Re-Allocated to Program Contingency (BOLT, 12/19/12) - \$358,266**

**PROGRAM COST CONTROL REPORT - REVENUE**

<b>BERKELEY PUBLIC LIBRARY</b> <b>Branch Library Improvement Program</b>		<b>September 13, 2012</b>	<b>December 19, 2012</b>	<b>Notes</b>
<b>REVENUE</b>				
	Measure FF - 1st Bond Sale	\$ 10,000,000	\$ 10,000,000	
	Measure FF - 2nd Bond Sale	\$ 16,000,000	\$ 16,000,000	
	<i>Subtotal</i>	\$ 26,000,000	\$ 26,000,000	
<b>ALTERNATIVE FUNDING</b>				
	NORTH - FF&E Funding (stacks, service desk, etc.)	\$ -	\$ -	1, 5
	SOUTH - FF&E Funding (stacks, service desk, etc.)	\$ 200,000	\$ -	2, 6
	NORTH - Public Works Funding for Sidewalk ADA	\$ 14,000	\$ 14,000	3
	NORTH - PG&E Claim Payment for Damage	\$ 1,000	\$ 1,000	4
	<i>Subtotal</i>	\$ 215,000	\$ 15,000	
<b>TOTAL PROGRAM REVENUE</b>		<b>\$ 26,215,000</b>	<b>\$ 26,015,000</b>	

**Notes**

- 1 FF&E funding from Foundation (04/01/11)
- 2 FF&E funding from Foundation (01/18/12)
- 3 Public Works Funding for Sidewalk ADA Upgrades (04/26/12)
- 4 PG&E Claim Payment for Landscaping Damage During Gas Install (04/26/12)
- 5 Reduction to Anticipated Revenue from Foundation - North (City Council, 09/11/12)
- 6 **Reduction to Anticipated Revenue from Foundation - South (City Council, 12/19/12)**

## PROJECT COST CONTROL REPORT

North Branch Renovation and Expansion		Revised Budget - September 13, 2012	* Revised Budget December 19, 2012	Current Committed Costs	Notes - Since 01/01/12
<b>SITE HARD COSTS</b>					
<b>General Contractor</b>					
	Contract / Estimate	\$ 3,922,000	\$ 4,360,000	\$ 4,360,000	1, 5, 6, 10
	Approved Change Order Requests	\$ -	\$ 148,765	\$ 148,765	3
	Pending Change Order Requests	\$ -	\$ -	\$ -	
	Change Order Contingency	\$ 380,000	\$ -	\$ -	9
<b>Other Project Hard Costs</b>					
	Public Art	\$ 57,000	\$ 43,202	\$ 43,202	9
	Miscellaneous Purchase Orders	\$ 45,000	\$ 13,850	\$ 13,850	8, 9
	- Berkeley Shade - Rotunda Film		\$ 350	\$ 350	
	- i-Sys - Door Re-Wiring		\$ 3,474	\$ 3,474	
	- Johnson Controls - Rain Detector		\$ 3,275	\$ 3,275	
	- Urbain Design - BFL Signage		\$ 5,150	\$ 5,150	
<b>TOTAL SITE HARD COSTS</b>		\$ 4,404,000	\$ 4,578,065	\$ 4,578,065	
<b>SITE SOFT COSTS</b>					
	Architectural and Engineering Fees	\$ 682,950	\$ 682,950	\$ 682,950	
	Executed ASAs	\$ -	\$ 65,910	\$ 65,910	2
	LEED Commissioning	\$ 31,236	\$ 31,236	\$ 31,236	
	LEED Fees	\$ 5,000	\$ 3,400	\$ 3,400	
	Special Inspections & Testing	\$ 25,000	\$ 13,586	\$ 13,586	7, 9
	Miscellaneous Consultants	\$ 15,000	\$ 7,613	\$ 7,613	4, 7, 11
	City Fees (Planning Studies, etc.)	\$ 20,000	\$ 8,505	\$ 8,505	7
	Building Permit	\$ 100,530	\$ 97,917	\$ 97,917	7
	Inspections	\$ 100,000	\$ 12,565	\$ 12,565	7, 9
	Environmental Consultants & Studies (CEQA)	\$ 10,000	\$ 50	\$ 50	
	Utility Fees - PG&E	\$ 37,500	\$ 22,815	\$ 22,815	7
	Utility Fees - AT&T	\$ 12,500	\$ 7,989	\$ 7,989	7
	Utility Fees - EBMUD	\$ 10,000	\$ 17,463	\$ 17,463	7
	Geotechnical Survey & Report	\$ 15,000	\$ 14,406	\$ 14,406	7, 9
	Survey Fees	\$ 10,000	\$ 8,200	\$ 8,200	7
	Hazmat Monitoring/Testing Services	\$ 45,000	\$ 10,280	\$ 10,280	7, 9
	Temporary Storage Costs	\$ 37,500	\$ 6,000	\$ 6,000	7
	Printing/Plan Reproduction	\$ 20,000	\$ 10,775	\$ 10,775	7, 9
	Bid Advertising	\$ 1,500	\$ -	\$ -	
	Moving Costs	\$ 16,520	\$ 12,145	\$ 12,145	7
	Contract Authorized Contingencies	\$ 68,295	\$ -	\$ -	
<b>TOTAL SITE SOFT COSTS</b>		\$ 1,263,531	\$ 1,033,804	\$ 1,033,804	
<b>TOTAL SITE COSTS</b>		\$ 5,667,531	\$ 5,611,869	\$ 5,611,869	
<b>PROJECT CONTINGENCY</b>		\$ 111,939	\$ -	\$ -	12
<b>TOTAL SITE BUDGET</b>		\$ 5,779,470	\$ 5,611,869	\$ 5,611,869	1, 6, 10, 13



**Notes - Since 01/01/12**

- 1 Additional revenue (per BPL, 04/01/11) - \$200,000
- 2 ARG - Executed ASAs #1-6 (as of 01/01/12)
- 3 BHM - Executed Change Orders #1-70 (issued as of 05/31/12 - FINAL)
- 4 Purchase Order #89505 issued to Charles Salter (not to exceed \$2,000)
- 5 \$14,000 Portion of BHM payment made from fund 610 (03/15/12)
- 6 Add'l Funding - Public Works & PG&E - North - See Revenue Summary (BPL 04/26/12) - \$15,000
- 7 Budget Line Item Commitment Revised to Partially or Fully Reconcile Expenses to Date (BPL, 05/31/12)
- 8 Budget Line Item Commitment Increased for Misc. Items (BPL, 05/31/12)
- 9 Budget Line Item Commitment Revised to Fully Reconcile Expenses to Date (BPL Program Team, 09/13/12)
- 10 Reduction to Anticipated Revenue from Foundation - North (City Council, 09/11/12) - \$200,000
- 11 Purchase Order issued to David Wakely Photography, Budget Line Item Commitment Reconciled (09/30/12)
- \* **Partial Reconciliation of Budget to Actual Costs, Commitments & Anticipated Expenses (12/19/12)**
- 12 **Project Contingency Re-Allocated to Program Contingency (BOLT, 12/19/12) - \$167,600**
- 13 **Total Site Budget Reduced by Project Contingency Re-Allocation - Note #12 (BOLT, 12/19/12)**

## PROJECT COST CONTROL REPORT

South & Tool Lending Branch Renovation and Expansion		Revised Budget - September 13, 2012	Revised Budget - December 19, 2012	Current Committed Costs	Notes - Since 01/01/12
<b>SITE HARD COSTS</b>					
<b>General Contractor</b>					
	Contract / Estimate	\$ 4,450,000	\$ 4,500,000	\$ 4,613,000	1, 3, 15, 16, 18
	Approved Change Order Requests	\$ -	\$ -	\$ 25,200	8
	Pending Change Order Requests	\$ -	\$ -	\$ -	
	Change Order Contingency	\$ 430,000	\$ 430,000	\$ 324,800	4
<b>Other Project Hard Costs</b>					
	Public Art	\$ 64,500	\$ 64,500	\$ 64,500	
	Miscellaneous Purchase Orders	\$ 50,000	\$ 50,000	\$ 5,000	4
<b>TOTAL SITE HARD COSTS</b>		\$ 5,044,500	\$ 5,044,500	\$ 5,032,500	
<b>SITE SOFT COSTS</b>					
	Architectural and Engineering Fees	\$ 785,000	\$ 785,000	\$ 785,000	
	Executed ASAs	\$ -	\$ -	\$ 84,058	5
	LEED Commissioning	\$ 31,156	\$ 31,156	\$ 31,156	
	LEED Fees	\$ 5,000	\$ 5,000	\$ 5,000	
	Special Inspections & Testing	\$ 30,000	\$ 30,000	\$ 23,973	11, 13
	Miscellaneous Consultants	\$ 15,000	\$ 15,000	\$ 10,000	
	City Fees (Planning Studies, etc.)	\$ 20,000	\$ 20,000	\$ 26,952	
	Building Permit	\$ 150,000	\$ 150,000	\$ 150,000	2
	Inspections	\$ 75,000	\$ 75,000	\$ 75,000	2
	Environmental Consultants & Studies (CEQA)	\$ 50,000	\$ 50,000	\$ 45,758	6
	Utility Fees - PG&E	\$ 37,500	\$ 37,500	\$ 37,500	9
	Utility Fees - AT&T	\$ 12,500	\$ 12,500	\$ 12,500	
	Utility Fees - EBMUD	\$ 10,000	\$ 10,000	\$ 96,430	12
	Geotechnical Survey & Report	\$ 15,000	\$ 15,000	\$ 15,000	
	Survey Fees	\$ 10,000	\$ 10,000	\$ 6,200	14
	Hazmat Monitoring/Testing Services	\$ 35,000	\$ 35,000	\$ 11,767	13
	Temporary Storage Costs	\$ 37,500	\$ 37,500	\$ 20,000	7, 13
	Printing/Plan Reproduction	\$ 20,000	\$ 20,000	\$ 15,000	4
	Bid Advertising	\$ 1,500	\$ 1,500	\$ 1,500	
	Moving Costs	\$ 16,520	\$ 16,520	\$ 17,638	17
	Contract Authorized Contingencies	\$ 78,500	\$ 78,500	\$ 24,443	10
<b>TOTAL SITE SOFT COSTS</b>		\$ 1,435,176	\$ 1,435,176	\$ 1,494,874	
<b>TOTAL SITE COSTS</b>		\$ 6,479,676	\$ 6,479,676	\$ 6,527,374	
<b>PROJECT CONTINGENCY</b>		\$ 49,844	\$ 49,844	\$ 2,146	
<b>TOTAL SITE BUDGET</b>		\$ 6,529,520	\$ 6,529,520	\$ 6,529,520	1

**Notes - Since 01/01/12**

**Attachment 2**

- 1 Additional revenue (per BPL, 01/18/12) - \$200,000
- 2 Inspections separated from "Building Permit, Inspection" line item (01/31/12)
- 3 Budget line item commitment revised to value of Gonsalves & Stronck contract (03/31/12)
- 4 Budget line item commitments reduced to offset increase in contractor contract value (01/31/12)
- 5 Field Paoli - Executed ASAs #1-10 (as of 08/01/12)
- 6 Budget Line Item Commitment Revised to Partially or Fully Reconcile Expenses to Date (BPL, 05/31/12)
- 7 Budget Line Item Commitment Reduced for Storage (BPL, 05/31/12)
- 8 G&S Change Order #1-2 (as of 09/30/12)
- 9 PG&E Contract - \$14,114.59 (06/25/12)
- 10 Increase to Authorized Allowance - Resolution #65,815 (City Council 07/10/12) - \$30,000
- 11 Contract Issued to CTS - \$23,973 (06/05/12)
- 12 Budget line item commitment increased per final EBMUD costs (11/30/12)
- 13 Budget line item commitment partially reconciled to offset other increases (10/31/12)
- 14 Budget line item commitment reconciled to offset other increases (11/30/12)
- 15 **Reduction to Anticipated Revenue from Foundation - South (BOLT, 12/19/12) - \$200,000**
- 16 **Program Contingency Re-Allocated to South Branch Construction Budget (BOLT, 12/19/12) - \$200,000**
- 17 **Portion of Moover's Contract re-assigned from Claremont to South (BPL, 12/07/12) - \$1,118**
- 18 **Budget line item for demolition eliminated, moved to construction cost (BPL, 12/10/12)**

## PROJECT COST CONTROL REPORT

West Branch Renovation and Expansion		Revised Budget - September 13, 2012	Revised Budget - December 19, 2012	Current Committed Costs	Notes - Since 01/01/12
<b>SITE HARD COSTS</b>					
<b>General Contractor</b>					
	Contract / Estimate	\$ 5,205,000	\$ 5,265,000	\$ 5,495,000	2, 8, 13
	Approved Change Order Requests	\$ -	\$ -	\$ 7,490	10
	Pending Change Order Requests	\$ -	\$ -	\$ -	
	Change Order Contingency	\$ 490,000	\$ 490,000	\$ 482,510	
<b>Other Project Hard Costs</b>					
	Public Art	\$ 73,500	\$ 73,500	\$ 73,500	6
	Miscellaneous Purchase Orders	\$ 55,000	\$ 55,000	\$ 15,000	
<b>TOTAL SITE HARD COSTS</b>		\$ 5,883,500	\$ 5,883,500	\$ 6,073,500	
<b>SITE SOFT COSTS</b>					
	Architectural and Engineering Fees	\$ 716,540	\$ 716,540	\$ 716,540	
	Executed ASAs	\$ -	\$ -	\$ 22,858	1, 12
	LEED Fees	\$ 5,000	\$ 5,000	\$ 5,000	
	Special Inspections & Testing	\$ 35,000	\$ 35,000	\$ 35,000	9
	Miscellaneous Consultants	\$ 15,000	\$ 15,000	\$ 5,000	
	Administration Costs	\$ -	\$ -	\$ -	
	City Fees (Planning Studies, etc.)	\$ 20,000	\$ 20,000	\$ 39,933	
	Building Permit	\$ 158,478	\$ 158,478	\$ 158,478	3
	Inspections	\$ 100,000	\$ 100,000	\$ 100,000	3
	Environmental Consultants & Studies (CEQA)	\$ 50,000	\$ 50,000	\$ 65,000	
	Utility Fees - PG&E	\$ 37,500	\$ 37,500	\$ 37,500	
	Utility Fees - AT&T	\$ 12,500	\$ 12,500	\$ 12,500	
	Utility Fees - EBMUD	\$ 10,000	\$ 10,000	\$ 70,000	
	Geotechnical Survey & Report	\$ 10,000	\$ 10,000	\$ 14,000	7
	Survey Fees	\$ 4,000	\$ 4,000	\$ 4,000	
	Hazmat Monitoring/Testing Services	\$ 50,000	\$ 50,000	\$ 25,000	
	Temporary Storage Costs	\$ 37,500	\$ 37,500	\$ 30,000	5
	Printing/Plan Reproduction	\$ 20,000	\$ 20,000	\$ 20,000	
	Bid Advertising	\$ 1,500	\$ 1,500	\$ -	4
	Moving Costs	\$ 16,520	\$ 16,520	\$ 17,606	11
	Contract Authorized Contingencies	\$ 71,645	\$ 71,645	\$ 48,796	
<b>TOTAL SITE SOFT COSTS</b>		\$ 1,371,183	\$ 1,371,183	\$ 1,427,211	
<b>TOTAL SITE COSTS</b>		\$ 7,254,683	\$ 7,254,683	\$ 7,500,711	
<b>PROJECT CONTINGENCY</b>		\$ 259,772	\$ 259,772	\$ 13,744	
<b>TOTAL SITE BUDGET</b>		\$ 7,514,455	\$ 7,514,455	\$ 7,514,455	2

**Notes - Since 01/01/12**

**Attachment 2**

- 1 HED - Executed ASAs #1-9 (as of 11/30/12)
- 2 \$375,000 of Progam Contingency transferred to General Contract Budget (04/26/12)
- 3 Inspections separated from "Building Permit, Inspection" line item (04/26/12)
- 4 Budget Line Item Commitment Eliminated (BPL, 05/31/12)
- 5 Budget Line Item Commitment Reduced for Storage (BPL, 05/31/12)
- 6 Wowhaus Contract - \$49,000 (05/25/12)
- 7 Fugro Contract - \$14,000 (06/11/12)
- 8 West Bay Builders Contract - \$5,495,000 (City Council 05/15/12)
- 9 Contract Issued to CTS - \$24,986 (08/17/12)
- 10 WBB Change Order #1-4 (as of 11/30/12)
- 11 **Portion of Moover's Contract re-assigned from North to West (BPL, 12/07/12) - \$1,086**
- 12 **ASA total accounts for PG&E contribution of \$48,245 (12/19/12)**
- 13 **Budget line item for demolition eliminated, moved to construction cost (BPL, 12/10/12)**

## PROJECT COST CONTROL REPORT

Claremont Branch Renovation and Expansion		Revised Budget - September 13, 2012	* Revised Budget - December 19, 2012	Current Committed Costs	Notes - Since 01/01/12
<b>SITE HARD COSTS</b>					
<b>General Contractor</b>					
	Contract / Estimate	\$ 2,900,000	\$ 2,970,000	\$ 2,970,000	
	Approved Change Order Requests	\$ -	\$ 24,394	\$ 24,394	2
	Pending Change Order Requests	\$ -	\$ -	\$ -	
	Change Order Contingency	\$ 290,000	\$ -	\$ -	6
<b>Other Project Hard Costs</b>					
	Public Art	\$ 43,500	\$ 34,570	\$ 34,570	6
	Miscellaneous Purchase Orders	\$ 35,000	\$ 42,714	\$ 42,714	4, 7
	- <i>Agnitsch Electric - Lighting Revisions</i>		\$ 4,722	\$ 4,722	
	- <i>Berkeley Shade - Additional Shades</i>		\$ 4,355	\$ 4,355	
<b>TOTAL SITE HARD COSTS</b>		\$ 3,268,500	\$ 3,080,755	\$ 3,080,755	
<b>SITE SOFT COSTS</b>					
	Architectural and Engineering Fees	\$ 577,075	\$ 577,075	\$ 577,075	
	Executed ASAs	\$ -	\$ 50,070	\$ 50,070	1
	LEED Commissioning	\$ 30,156	\$ 30,156	\$ 30,156	
	LEED Fees	\$ 5,000	\$ 3,400	\$ 3,400	6
	Special Inspections & Testing	\$ 20,000	\$ 16,548	\$ 16,548	3, 6
	Miscellaneous Consultants	\$ 10,000	\$ 396	\$ 396	3
	City Fees (Planning Studies, etc.)	\$ 20,000	\$ 8,211	\$ 8,211	3, 6
	Building Permit	\$ 103,118	\$ 75,089	\$ 75,089	3
	Inspections	\$ 50,000	\$ 20,840	\$ 20,840	3, 6
	Environmental Consultants & Studies (CEQA)	\$ 10,000	\$ 50	\$ 50	
	Utility Fees - PG&E	\$ 20,000	\$ 5,797	\$ 5,797	3
	Utility Fees - AT&T	\$ 10,000	\$ 8,650	\$ 8,650	3
	Utility Fees - EBMUD	\$ 10,000	\$ 107,953	\$ 107,953	3
	Geotechnical Survey & Report	\$ 10,000	\$ -	\$ -	
	Survey Fees	\$ 10,000	\$ 10,190	\$ 10,190	
	Hazmat Monitoring/Testing Services	\$ 25,000	\$ 10,868	\$ 10,868	3, 6
	Temporary Storage Costs	\$ 37,500	\$ 6,000	\$ 6,000	3
	Printing/Plan Reproduction	\$ 15,000	\$ 7,501	\$ 7,501	3, 6
	Bid Advertising	\$ 1,500	\$ -	\$ -	
	Moving Costs	\$ 16,520	\$ 16,426	\$ 16,426	
	Contract Authorized Contingencies	\$ 57,708	\$ -	\$ -	5, 6
<b>TOTAL SITE SOFT COSTS</b>		\$ 1,038,577	\$ 955,219	\$ 955,219	
<b>TOTAL SITE COSTS</b>		\$ 4,307,077	\$ 4,035,974	\$ 4,035,974	
<b>PROJECT CONTINGENCY</b>		\$ 87,163	\$ -	\$ -	8
<b>TOTAL SITE BUDGET</b>		\$ 4,394,240	\$ 4,035,974	\$ 4,035,974	9

**Notes - Since 01/01/12**

**Attachment 2**

- 1 GEBT - Executed ASAs #1-5 (as of 08/31/12)
- 2 Fine Line Change Orders #1 - 50 (as of 08/31/12 - FINAL)
- 3 Budget Line Item Commitment Revised to Partially or Fully Reconcile Expenses to Date (BPL, 05/31/12)
- 4 Budget Line Item Commitment Increased for Misc. Items (BPL, 05/31/12)
- 5 Increase to Authorized Allowance - Resolution #65,816 (City Council 07/10/12) - \$15,000
- 6 Budget Line Item Commitment Revised to Fully Reconcile Expenses to Date (BPL Program Team, 09/13/12)
- 7 Budget Line Item Commitment Revised to Fully Reconcile Expenses & Commitments to Date (BPL, 09/13/12)
- \* **Partial Reconciliation of Budget to Actual Costs, Commitments & Anticipated Expense (12/19/12)**
- 8 **Project Contingency Re-Allocated to Program Contingency (BOLT, 12/19/12) - \$358,266**
- 9 **Total Site Budget Reduced by Project Contingency Re-Allocation - Note #8 (BOLT, 12/19/12)**







## BERKELEY PUBLIC LIBRARY

### INFORMATION CALENDAR

December 19, 2012

**TO:** Board of Library Trustees

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

**SUBJECT:** DECEMBER 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.

#### 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

##### ***South***

The branch is currently closed to the public, construction activities began on April 2, 2012. Weekly updates are provided on the library's website. The current anticipated Final Completion date is summer 2013. Some significant activities will be occurring in December, the lower level glazing and clerestory windows will be installed, the exterior cedar siding will be installed and the building will be made watertight so interior work, including sheet rocking can begin. The rough-in for plumbing, electrical and mechanical systems on the interior are underway.



Staff has begun to put together the RFP for the furnishings so we have the furniture ordered in time for the projected opening, especially those items with a long lead time.

### **West**

The branch is currently closed to the public, construction activities began on June 4, 2012. Weekly updates are provided on the library's website. The current anticipated Final Completion date is early autumn 2013.

### **North**

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

### **Publicity**

In November of each year the trade publication Library Journal features library building and construction projects, we submitted North and Claremont for inclusion in the Annual Special Issue - 2012 Year in Architecture - it is available to view online at:

<http://lj.libraryjournal.com/2012/11/buildings/year-in-architecture-2012-waves-of-the-future/>

North Branch photos on this page:

<http://lj.libraryjournal.com/2012/11/buildings/year-in-architecture-2012-multifaceted-gems/>

### **Claremont:**

The branch is complete; the warranty period is in effect. Bay Friendly Landscaping certification is pending.

### **EIR Mitigation**

As part of planning the projects identified in the Measure FF branch bond program passed in November 2008, the city undertook a CEQA process. The resulting Draft Environmental Impact Report (EIR) played an important role in the approvals and decision-making associated with the South and West Branch Library projects and a Zoning Ordinance Amendment (ZOA) under consideration at that time by the Berkeley City Council. The Draft EIR report was released on December 14, 2010. The subsequent Final EIR/Response to comments document for the Berkeley Public Libraries Program was published on March 31, 2011. Since that time both the North Branch and Claremont Branch renovations have been completed. The West and South Branch library construction projects are currently underway, with completion projected to occur in 2013. Within this final EIR report are mitigation measures related to the documenting of the branch libraries history in Berkeley. The Library is pleased to announce a major portion of the work, which related to documentation related activities, has been completed and is available for viewing by the public at the Central Library.

The Library has designed and installed a new historical exhibit, *The Branches of Our Community: Berkeley's Neighborhood Libraries*, which is now on view in the Reading Room of the Central Library, 2090 Kittredge Street. The exhibit contains historic images from the four branch libraries that, since the



1890s, have formed the network of vibrant community centers that for generations have been well used and much loved by Berkeley's citizens. Berkeleyans have long viewed their libraries as an essential part of their community's continuum of learning, and the tradition of smaller libraries serving Berkeley's local neighborhoods has ensured ceaseless library service for everyone for well over a century. The Berkeley Public Library has been there all along--from the horse-and-buggy era to today's world of eBooks and free wireless networks--helping to nourish the hearts and minds of local citizens.

The exhibit outlines how the current North Berkeley Branch Library was originally built in 1936, but due to budget shortfalls a planned rear wing was never built. This was remedied by the renovation and expansion that culminated in the branch's reopening in April of this year. Similarly, the Claremont Branch Library, built originally in 1923 and expanded in the 1970s, was until this year in need of seismic strengthening and upgrades to full compliance with the Americans with Disabilities Act. The renovated Claremont Library reopened last May. West and South Berkeley were home to the first two branch libraries in the city of Berkeley, with small facilities originally established in 1896. Later buildings housing the West and South Berkeley Branches are now being completely rebuilt as new and larger libraries slated to open in 2013. The new exhibit now on display at the Central Library commemorates the history of these four neighborhood libraries and the roles they have played within their respective communities.

In addition, as required by the EIR mitigations, for the South Branch Library and the West Branch Library distinct reports were commissioned, both include HABS level drawings, including floor plans; photographs of the exterior and interior spaces; and a written history and description of the branch and its place in Berkeley Public Library's history as a library system.

ATTACHMENTS: None





## BERKELEY PUBLIC LIBRARY

### INFORMATION CALENDAR

December 19, 2012

**TO:** Board of Library Trustees

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

**SUBJECT:** DECEMBER 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

##### *All Staff meeting*

An all staff meeting was held on November 30, 2012; as has been our practice the library opened one-hour later to allow all staff to attend. Topics discussed included an update on the library bond program, the budget process, a recent communications survey, and other activities relevant to operations and programs offered by the library.

##### *CLA*

As reported in November, a good number of staff attended the annual California Library Association conference in San Jose, these final staff reports are attached (Attachment 1).

##### *Legislation*

Senator Wolk has introduced legislation which would allow special taxes for public libraries to pass with 55% vs the current 2/3rds, it is expected to come up for a vote in the Spring. Senator Wolk is a long time library supporter and Chair of the Senate Governance and Finance Committee. She has committed to make libraries a priority for her and her office in the coming year by introducing this measure that is of critical importance for libraries across California. The California Library Association has stated it will be working closely with Senator Wolk in the coming months to pursue the passage of this important library measure.

For more information: [http://www.leginfo.ca.gov/pub/13-14/bill/sen/sb\\_0001-0050/sca\\_7\\_bill\\_20121203\\_introduced.pdf](http://www.leginfo.ca.gov/pub/13-14/bill/sen/sb_0001-0050/sca_7_bill_20121203_introduced.pdf)



## PROGRAMS, SERVICES AND COLLECTIONS

### *Programs*

On Sunday, December 9<sup>th</sup> at the Central Library, staff held a program in collaboration with artists from Volta Press to explore the art of bookbinding. Participants learned how to make hand-bound books that could be a personalized holiday gift or for themselves.

### *Services*

The library launched a new laptop loan program at the Central Library the first week of December; it is now in place at Central, Claremont and North branches. Patrons with valid library cards in good standing can now checkout a laptop for use *in the library*. Laptops contain all the same programs as our public Internet computers, and work on the Library's wireless system. This program will be added to the available services at West and South branches when they reopen.

### *Library Amnesty*

The Library's Amnesty period began on November 5<sup>th</sup> and continued through November 17<sup>th</sup>. Library staff carefully considered each patrons situation, forgiving overdue fines as patrons from far and wide returned long overdue library materials and once again become borrowers in good stead. This effort was launched in order to encourage the return of long overdue materials and to allow patrons that may not be using the library because of an outstanding fine, but whom were otherwise in good standing, to begin using the library again. Information on the program was provided on the library's website and via handouts. Staff also conducted outreach to teens and others to be sure they were aware of the event.

#### Summary:

Waived - \$28,139.34

Fees collected (total) - \$4,312.38 [Overdue paid - \$1,411.90; Replacement paid - \$1760.55; Manual paid - \$1393.93]

Manual fines are those not predefined by the system, and include damaged fees, collection agency, etc. So, that number tells us that more than likely a fair amount of patrons came in to clear their names. Most likely they returned items, and paid off those fees that were not subject to the amnesty.

## OPERATIONS & FACILITIES

### *Council*

Items related to the library on City Council meeting agendas:

At the November 27, 2012 Council meeting the Mayor reappointed Council Member Moore to the Board of Library Trustees for the period ending January 31, 2014.

On the December 12, 2012 Council meeting, Consent Calendar is the approval of the Results of the November 6, 2012 General Municipal Election. This included: Measure P – Gann Limit Override, which encompasses the library tax. As a result of continued community support the tax was renewed for four-years ensuring a stable funding source for the library.

Also, on the December 12 Council meeting agenda:

The Berkeley Public Library Foundation 11th Annual Authors Dinner: Relinquishment of Council Office Budget Funds to General Fund and Grant of Such Funds  
From: Councilmembers Wengraf, Capitelli and Wozniak



Recommendation: Adopt a Resolution approving the expenditure of an amount not to exceed \$500 per Councilmember including \$500 from Councilmembers Capitelli, Wengraf and Wozniak to the Berkeley Public Library Foundation's 11th Annual Authors Dinner with funds relinquished to the City's General Fund for this purpose from the discretionary Council Office Budgets of Councilmembers Capitelli, Wengraf, Wozniak and any other Councilmembers who would like to contribute.

Financial Implications: No General Fund impact; \$500 is available from Councilmembers Capitelli, Wengraf, and Wozniak's Council Office Budget discretionary accounts.

#### *Facilities*

Over the stormy weekend of December 2nd, flooding occurred in the lower level of the North Branch library. The Library is investigating what may have caused this but the incident occurred during the heaviest downpour period of the storm on Sunday. Water from the lower level plaza seeped under the door into the building. We have contacted the city's insurer and recovery work was undertaken to dry the affected areas; repairs will follow as needed. The Library remained open during this period. Additionally, some minor water intrusion occurred at the Central library, this was addressed in-house.

#### ATTACHMENTS:

- 1) CLA Reports





## **Staff Reports on the California Library Association Conference, November 2012**

### **Dayna Holz -Librarian, Art & Music Department**

I would like to thank the library for making it possible for me to attend the California Library Association conference in San Jose by providing support with paid time away from work and conference registration fees. I find that professional conferences often inspire me to explore new ideas in my work and give me a renewed sense of purpose in librarianship.

I attended several panel sessions and talked with several of the poster session presenters about their projects. Two of the poster sessions centered on professional leadership and recruitment by offering fellowships to new librarians. The Los Angeles Public Library has recently been experimenting with 6-month to 2-year librarian “residencies” organized and funded by their Foundation, giving librarians an introduction to different aspects of public librarianship, while simultaneously providing meaningful training to make them more qualified for LAPL jobs as they become available. With a library school so close by, it would be great to try out a program like that at BPL.

One of the more practical and immediately applicable sessions I attended was about incorporating “market analysis” into the planning for programs and services at the library. Contra Costa County Library has devoted enormous staff resources to researching their community’s needs in order to make the most of their limited programming resources. Several librarians conducted in-depth investigations into the needs and wants of target audiences, planning a series of programs around the results. In the end, they produced a thorough and useful toolkit that was distributed at the session. I have already been able to use some of the marketing suggestions in planning the promotion of an upcoming program.

Book clubs and libraries seem to be a natural fit and the State Library is promoting a new model: Book to Action. After participants read and discuss a book, the group then goes on to join in a community service project related to the theme of the book. Think Novella Carpenter’s *Farm City* followed by a day of urban farm volunteering, or discussions of Karen Armstrong’s *Twelve Steps to a Compassionate Life* culminating in a program to match mentors with community members to work their way out of poverty. A toolkit for replicating the program was produced, along with book and activity suggestions. With our socially conscious community in Berkeley, Book to Action may be a program to explore in the future.

I also was able to use this opportunity to meet in person with the vendor who will be building the computer program for the BALIS Innovation Grant we just received. The vendor is from Colorado and it was great to be able to talk with them about the project face to face without either of us making a special trip. Thank you again for supporting the professional development of librarians at BPL;

conference attendance is an enormous benefit to me in my work and in what I can contribute to the institution.

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### **Ann Hotta, Central Children's Library**

#### Rethinking Your Beliefs about Teens

This session was presented by Beth Wrenn-Estes and the irrepressible Joni Bodart. The teen brain is in a period of growth and pruning, and its ability to learn is the greatest that it has been since preschool years. The frontal cortex is gradually developing during the teen years but is not fully developed yet, so the teen brain is mostly using the amygdala. This is why they still have such strong emotions. The speakers believe that adult culture has abandoned and rejected adolescents. Adolescents have created their own culture because of this. Research indicates that today's average teen spends less time with adults than teens did in the past. Teens have fewer and fewer adults to show them how to be adults. Librarians are encouraged not to look at all teen behavior as bad, but rather to distinguish between behavior which is merely annoying, but normal, and behavior that is truly dangerous, abnormal, harmful, or illegal.

#### Beatty Award

I attended the luncheon for the Beatty Award, which is given to the best book in a given year with a California setting. This year's winner is Joanne Rocklin for *One Morning and One Amazing Afternoon on Orange Street*. She is a great speaker, and we have Joanne Rocklin lined up to do a Skype visit with our BPL 4<sup>th</sup> and 5<sup>th</sup> Grade Book Club kids in March.

#### How to Do a California Young Reader Medal (CYRM) Program

The California Young Reader Medal (CYRM) is a "reader's choice" award, in which kids select the winners. Libraries collect votes from kids and submit them to the committee. Central Children's Library decided to plan a CYRM-related program for this coming December and get kids to cast votes for this year's books.

#### Learning Everywhere: The Transformative Power of Hyperlinked Libraries

Michael Stephens is a professor at SJSU SLIS and regular columnist in *Library Journal*. His basic premise is that people are now learning everywhere, whenever and wherever they want. The library can serve as a "community hub" for this kind of learning. This isn't really a new idea, but it is interesting to think of it in terms of modern, hyper-connected society. He was a big advocate for "makerspaces;" that is, spaces in libraries for creative, even hands-on activities for everyone [my thought: not just kids]. He drew a figurative line from play to imagination to creation, thereby arriving at makerspaces, and I liked thinking about that projection, given our own increased emphasis here in CCR on play.

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## **Isobel Schneider -Reference Librarian**

The 2012 CLA Annual Conference in San Jose, held November 2-4, truly reflected its title: Defying Gravity – Libraries Without Limits. Many of the sessions and programs exemplified the ever-widening range of subjects and issues that public libraries are addressing. They took the exciting trends in information science, both technological and social, and projected them to the next level, through new information and applications.

### Keynote Speaker

*Brewster Kahle, Founder of the Internet Archive*

The conference theme was powerfully and impressively personified by the keynote speaker, Brewster Kahle, who founded the Digital Archive in 1996. With a formidable list of achievements in electronic publishing behind him, Mr. Kahle's mission was to create a digital library which would preserve the contents of all books and printed materials and make them freely and easily accessible. One of the Archives projects, the Open Library, now holds over 23 million catalog records of books, and over 1,600,000 books in the public domain. His vision has expanded to include massive numbers of internet webpages, moving images including cinema, television programs including news footage, music and other media.

What I found particularly amazing is that not only are most materials open and accessible to the public, but that many projects are interactive. Libraries and others can have their own collections digitized and accessible for management. This remarkable service is especially pertinent to libraries with dwindling storage space, but print material worth preserving. The Digital Archive is not only collecting all public domain videos such as those in YouTube, but welcomes the general public to send their own family videos to be included in the archive as a permanent cultural and historical record of our society.

Mr. Kahle's impassioned talk revealed his motivating wish that records of all human culture be freely accessible and preserved in perpetuity. To this end and in a nod to the classic tragedy indelibly preserved in the minds of librarians, the entire archive is duplicated and contained in the new, modern library in Alexandria, Egypt.

### Beyond your Website: Social Media Best Practices

*Elizabeth Chavarin, San Jose Public Library; Mana Tominaga, San Jose Public Library*

Track: Technology & Innovation

The intention of the presenters of this very practical session, was to take libraries beyond merely having a presence on social networking sites such as FaceBook, Twitter and Pinterest. They succeeded by sharing precise and practicable organizational and procedural steps to make a library's networking presence more timely, viable, and meaningful for both the library and its users. Their numerous suggestions included having an editorial calendar for those responsible for the library's network site upkeep. The calendar should coordinate, mandate and assign the regular creation of engaging content (80% entertaining and informative, 20% library services), and timely responses to user's postings in order to create a reassuring and responsive, and thus, respected and popular library presence.

### California Mystery Authors: California Writers Panel

Track: Author & Literary

It is always a joy for bibliophiles to attend an authors' panel. The California Mystery Writers panel offered such an opportunity with authors, Laurie King, Cara Black and Denise Hamilton. I was quite familiar with the first two, being a devoted fan of Mary Russell, the fascinating protagonist of King's Sherlock Holmes spinoff, and Black's Aimee Leduc, the quirky and hip detective whose cases whirl

through the arrondissements of Paris. New to me was the work of Denise Hamilton, a native of Los Angeles and a journalist for the Los Angeles Times for ten years, covering both global political events and local crime in all the various communities of Los Angeles. Hamilton is creating a body of work firmly grounded in the diversity of the city and true to her experiences as a crime reporter. I treated myself to an autographed copy of *Damage Control*, her newest work.

#### Beatty & CYRM Luncheon

I also attended the Beatty and California Young Reader Medal Awards Luncheon at which the winning authors were presented. This year's Beatty Award Winner was Joanne Rocklin for her new book, *One Day and One Amazing Morning on Orange Street*. Ms. Rocklin gave a poignant and heartfelt talk on the background of the book's creation, inspired by her own childhood experiences in Los Angeles, and an early memory of a wonderful orange tree. The tree became the centerpiece of her story around which all the characters' stories unfold. Two young Elementary School students spoke eloquently about the two books whose authors received the California Young Readers' Medal: *Henry's Freedom Box* by Ellen Levine and Kadir Nelson, and *Every Soul a Star* by Wendy Mass.

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#### Jack Baur, Teen Services Librarian

As usual, CLA was a valuable experience to network and share knowledge with other California librarians.

This year had a particularly strong set of poster sessions. In addition to **\*my\*** poster about the best Graphic Novels of 2012, I gained a lot from posters about the benefits of tween programming for maintaining peace in the library (which included some great resources for easy programs) and a beautiful display highlighting best practices of library flyer design. Both of these programs offered lots of food for thought. Other program sessions I attended included information on a national library branding campaign; a spotlight on a very successful school/public library collaboration which allowed the public librarian to develop research exercises and act like a research advisor in a freshman classroom; and an inspiring session about teen development and teen's social needs at different stages of that development from Joni Bodart and Beth Wrenn-Estes from San Jose State University.

In addition to attending session, I took this conference as an opportunity to deepen my own association with CLA. I networked with a number of up-and-coming CLA leaders, attended the Membership meeting to learn about the organization's future plans, and attended a meeting to join the 2013 Conference Planning Committee. Especially coming off of the Eureka! program which I attended back in September and will continue working on into 2013, the CLA conference was a great time to keep my eye on the future of librarianship in the state. I thank the Library, the Friends, and the Board for their support of my attendance.



## BERKELEY PUBLIC LIBRARY

### INFORMATION CALENDAR

December 19, 2012

**TO:** Board of Library Trustees

**FROM:** Douglas Smith, Deputy Director of Library Services

**SUBJECT:** UPDATE ON THE BERKELEY PUBLIC LIBRARY STRATEGIC PLAN

#### FISCAL IMPACT

Fiscal impacts is dependent on individual activities and services developed by staff. Any impact will be included in appropriate budget discussions, presentations, and workshops.

#### BACKGROUND

The Berkeley Public Library Strategic Plan was developed in 2007-2008 when a staff task force undertook a process of extensive community outreach and engagement involving nearly 2000 Berkeley citizens, staff workshops, and data analysis. This project coincided with the development of the Branch Library Facilities Master Plan, which also had galvanized community interest in the future of the Library. The planning process was given structure by the Public Library Association's *Public Library Service Responses* framework, and after a Board workshop in July 2008 was approved by the Board in September 2008. This was the first formal Strategic Plan the Library had adopted.

The Plan highlighted six service responses that were demonstrated as important to the Berkeley community, and specific strategic goals that are responsive to these areas of service. In turn, the Plan contained initiatives, or specific staff activities, which support and fulfill the Library's strategic goals.

As the Strategic Plan's original timeframe approached its end, staff updated the Board in July 2011 on achievements to date, and proposed an amendment which would extend plan timelines for two additional years, through 2013.

In 2011, Library staff met and conducted workshops to assess the completion of the plan's initiatives and propose new activities that conform to the Strategic Plan goals and structure. Additionally, a public and Board workshop took place at a Board meeting.

#### CURRENT SITUATION AND ITS EFFECTS

Information and data from these forums was incorporated into a Strategic Plan Amendment (Attachment 1) containing 33 new staff initiatives that have been the focus of staff through 2012, and will continue through the 2013 calendar year. A new strategic planning process will begin during fiscal year 2014. The full Strategic Plan and its subsequent Amendment are available on the Library's web site:



[http://www.berkeleypubliclibrary.org/about\\_the\\_library/documents/Strategic\\_Plan\\_Final.pdf](http://www.berkeleypubliclibrary.org/about_the_library/documents/Strategic_Plan_Final.pdf)

[http://berkeleypubliclibrary.org/about\\_the\\_library/2011\\_12\\_14%20Strategic%20Plan%20Amendment.pdf](http://berkeleypubliclibrary.org/about_the_library/2011_12_14%20Strategic%20Plan%20Amendment.pdf)

After December 2011 BOLT approval of the Plan Amendment, oversight of the initiatives was assigned to relevant managers and other senior Library staff and a phasing matrix created for implementation. Progress was tracked and discussed at Library management team and other staff meetings. A summary of this implementation plan is attached. (Attachment 2).

Attachments:

1. Berkeley Public Library Strategic Plan 2011-2013 Amendment.
2. Berkeley Public Library Strategic Plan: Implementation Outline and Summary.

**Berkeley Public Library Strategic Plan: 2011-2013 Amendment**

Initiatives, December 2011

***Executive summary:***

The Berkeley Public Library Strategic Plan was developed in 2007-2008 for a three-year period ending this year, 2011. The plan defined specific strategic goals and initiatives which guided Library staff in the decisions around how to allocate resources in order to deliver the highest possible quality library services to the community. The planning process took place within the Public Library Association's (PLA) "Library Service Responses", which are defined as the services that public libraries do for, or offer to the public in an effort to meet a set of well-defined community needs.

At the conclusion of the three-year Strategic Plan period, the Library staff and Board of Trustees have elected to amend the existing plan within the PLA service response framework for an additional two years, roughly equivalent to the period in which BPL will be renovating, expanding and re-building its four neighborhood branch libraries. Staff workshops, focus groups, and a public workshop have taken place to develop the 33 new staff initiatives listed under the five service responses below. These activities will be a primary focus of Library staff during 2012 and 2013.

**Service Response: Reading, Viewing, Listening for Pleasure**

**Strategic Goal #1: Berkeley residents find materials they need in or through BPL**

Initiative 1a: Prepare collections at South and West Branch Libraries prior to closing and storage

- *Timeline: Year 1*

Initiative 1b: Implement opening day collections at Claremont, North, South and West Branches

- *Timeline: Year 1*

Initiative 1c: Audit Circulation and access-related policies

- *Timeline: Years 1 and 2*

Initiative 1d: Update classifications of selected collections to current edition of Dewey Decimal Classification

- *Timeline: Year 2*

Initiative 1e: Create and implement a Collection Disaster Plan to ensure continuity of mission

- *Timeline: Year 2*

**Strategic Goal #2: Berkeley residents have quick and easy access to materials from the entire BPL system**

Initiative 2a: Purchase and implement automated sorting systems at newly-opened branch libraries

- *Timeline: Years 1 and 2*

Initiative 2b: Increase the number and promote the use of self-checkout stations

- *Timeline: Years 1 and 2*

Initiative 2c: Continuation of Tool Library service during South Branch closure period

- *Timeline: Years 1 and 2*

Initiative 2d: Review and streamline holds fulfillment procedures

- *Timeline: Year 1*

Initiative 2e: Review, revise, and unify materials processing procedures

- *Timeline: Years 1 and 2*



***Service Response: Early Literacy- Create Young Readers***

**Strategic Goal #3: Early elementary children build their reading skills and their enjoyment of reading**

Initiative 3a: Identify and develop programs and services supportive of the 2020 Vision for Youth goals: kindergarten readiness and 3rd grade reading proficiency

- *Timeline: Year 1*

Initiative 3b: Promote and expand youth and family programming in new branch community rooms

- *Timeline: Year 1*

Initiative 3c: Increase outreach to Berkeley's pre-schools

- *Timeline: Years 1 and 2*

***Service Response: Providing a Welcoming, Safe, Comfortable Environment***

**Strategic Goal #4: Berkeley residents enjoy libraries with welcoming, safe, functional and comfortable environments**

Initiative 4a: Reopen renovated and expanded Claremont and North Branch Libraries

- *Timeline: Year 1*

Initiative 4b: Close South and West Branch Libraries for construction and replacement

- *Timeline: Year 1*

Initiative 4c: Temporary relocation of Tool Lending Library

- *Timeline: Year 1*

Initiative 4d: Establish a Family Place Program space in the Central Children's Room

- *Timeline: Year 1*

Initiative 4e: Identify physical enhancements to make the Central Teen Room more welcoming to teen patrons

- *Timeline: Year 2*

Initiative 4f: Enhance career pathways and staff development by implementing a Leadership Development Program & orientation program for Youth Workers

- *Timeline: Year 1*

Initiative 4g: Enhance safety by developing Difficult Situations Manual for Supervisors, automating Incident Reports

- *Timeline: Year 1*

### ***Service Response: Lifelong Learning – Satisfying Curiosity***

#### **Strategic Goal #5: A broader base of Berkeley residents are habitual library users**

Initiative 5a: Adopt a mobile app for easier access to BPL's digital content

- *Timeline: Year 1*

Initiative 5b: Nurture and grow outreach to YMCA Teen Center & partnership with Berkeley High School students, faculty and staff to expand awareness of BPL services among Berkeley youth

- *Timeline: Years 1 and 2*

Initiative 5c: Develop a museum partnership program to expand patron access to and awareness of local cultural organizations

- *Timeline: Year 1*

Initiative 5d: Establish a comprehensive social media strategy to clarify objectives and identify new audiences

- *Timeline: Year 1*

Initiative 5e: Redesign BPL web sites for easier navigation

- *Timeline: Year 1*

Initiative 5f: Develop and implement a Communications Plan for internal and external communications

- *Timeline: Years 1 and 2*

#### **Strategic Goal #6: Adults frequent Berkeley libraries for their high quality programs**

Initiative 6a: Build and sustain partnerships with local cultural and other community organizations through co-sponsored, collaborative events

- *Timeline: Year 1*

***Service Response: Public Access Computers***

**Strategic Goal #7: Patrons use with ease BPL's content-rich and accessible electronic resources**

Initiative 7a: Establish laptop cart program at newly opened branch libraries to make notebook PCs available for checkout

- *Timeline: Year 1*

Initiative 7b: Develop mobile app to expand access to BPL digital content.

- *Timeline: Year 1*

Initiative 7c: Provide iPads with accessible apps for patrons with technology access challenges

- *Timeline: Year 1*

Initiative 7d: Establish viable e-book and e-audiobook collections

- *Timeline: Year 1*

Initiative 7e: Enable public computer reservations via telephone

- *Timeline: Year 1*

Initiative 7f: Review and unify system-wide computer use procedures

- *Timeline: Year 1*



**I. Service Response: *Reading, Viewing, Listening for Pleasure*****Strategic Goal #1: Berkeley residents find the materials they need in or through BPL****Initiative 1b: Implement opening day collections at Claremont, North, South and West Branches**

<b><u>Status</u></b>	<b><u>Achieved</u></b>	<b><u>Next</u></b>
Completed & ongoing	<ul style="list-style-type: none"> <li>• Additional funds allocated from Library budget and Friends' grants</li> <li>• Collections ordered 60-90 days prior to scheduled opening of North and Claremont</li> <li>• Hold extra copies and donations to fill anticipated collection needs after North and Claremont opening.</li> <li>• Branch supervisor hired to assist with purchasing</li> </ul>	<ul style="list-style-type: none"> <li>• Repeat process for South and West Branch Libraries</li> <li>• Purchase opening day tool collection for the Tool Lending Library</li> </ul>

**Initiative 1c: Audit Circulation and access-related policies**

<b><u>Status</u></b>	<b><u>Achieved</u></b>	<b><u>Next</u></b>
Ongoing	<ul style="list-style-type: none"> <li>• Expanded access to Children's patron type for ages &lt;5 years</li> <li>• Reviewed fines &amp; fees schedule, borrowing limits</li> <li>• Board-approved reductions to some fines and adjustments to borrowing limits</li> <li>• Amnesty period completed to reduce outstanding fines.</li> </ul>	<ul style="list-style-type: none"> <li>• Conduct policy audit of system-wide Circulation policies and procedures</li> <li>• Edit, review, &amp; public Circulation Policies and Procedures Manual</li> </ul>

**Initiative 1d: Update classifications of selected collections to current edition of Dewey Decimal Classification**

<b><u>Status</u></b>	<b><u>Achieved</u></b>	<b><u>Next</u></b>
Ongoing	<ul style="list-style-type: none"> <li>• Classification and labeling of Graphic Novel collections changed</li> <li>• Dewey Decimal 700s areas identified which need updating to current edition of Dewey</li> </ul>	<ul style="list-style-type: none"> <li>• Updating of selected areas in the Dewey Decimal System 700s to conform with current edition (23<sup>rd</sup>)</li> </ul>

**Initiative 1e: Create and implement a Collection Disaster Plan to ensure continuity of mission**

<b><u>Status</u></b>	<b><u>Achieved</u></b>	<b><u>Next</u></b>
Ongoing	<ul style="list-style-type: none"> <li>• Developed access to disaster recovery supply inventory on and off site.</li> <li>• Identified areas of the collection that are high priority for disaster salvage</li> <li>• Identified responsibilities for collections disaster response and recovery efforts</li> </ul>	<ul style="list-style-type: none"> <li>• Draft collection disaster plan for Management team review, BOLT approval</li> </ul>

**Strategic Goal #2: Berkeley residents have quick and easy access to materials from the entire BPL system**

**Initiative 2a: Purchase and implement automated sorting systems at newly-opened branch libraries**

<u>Status</u>	<u>Achieved</u>	<u>Next</u>
Completed & ongoing	<ul style="list-style-type: none"> <li>Automated sorting systems ordered and purchased for North and Claremont Branch Libraries</li> <li>Staff trained in use of sorting systems and new sorting procedures</li> <li>Develop publicity, signage highlighting the systems' advantages to users</li> </ul>	<ul style="list-style-type: none"> <li>Repeat process for South and West Branch Libraries prior to re-openings.</li> </ul>

**Initiative 2b: Increase the number and promote the use of self-checkout stations**

<u>Status</u>	<u>Achieved</u>	<u>Next</u>
Ongoing	<ul style="list-style-type: none"> <li>Increased number of self-check stations at Central by two</li> <li>Self-check stations installed at newly opened North and Claremont Branch Libraries (increase of 2 checkout stations @ ea. library)</li> <li>Circulation settings reviewed which may block patron usage of self-check stations; implement selected changes to these to increase access</li> <li>Installed signage at Central Library self-check stations</li> <li>Increased self-check percentage to 82% of all checkouts</li> </ul>	<ul style="list-style-type: none"> <li>Install increased number of self-check stations at South and West Branch Libraries</li> <li>Re-start self-check docent volunteer program</li> <li>Monitor self-check usage, develop targeted publicity to increase use</li> <li></li> </ul>

**Initiative 2c: Continuation of Tool Library service during South Branch closure period**

<u>Status</u>	<u>Achieved</u>	<u>Next</u>
Completed & ongoing	<ul style="list-style-type: none"> <li>Tool collection and Tool Library equipment prepared prior to move</li> <li>Temporary site for occupancy prepared</li> <li>Tool collection relocated to temporary site</li> <li>Staff trained in new procedures related to new site</li> <li>New site location publicized</li> </ul>	<ul style="list-style-type: none"> <li>Reverse process of collection &amp; equipment prep 60-90 days prior to move-in to permanent location</li> </ul>

**Initiative 2d: Review and streamline holds fulfillment procedures**

<u>Status</u>	<u>Achieved</u>	<u>Next</u>
Ongoing	<ul style="list-style-type: none"> <li>Review holds fulfillment procedures for consistency at all locations</li> <li>Streamlined delivery flow of new reserved items from Cataloging/technical Services</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>

**Initiative 2e: Review, revise, and unify materials processing procedures**

<u>Status</u>	<u>Achieved</u>	<u>Next</u>
Ongoing	<ul style="list-style-type: none"><li>• Changed font on all children’s labels to standardize, improve legibility/visibility</li><li>• Simplified and standardized labels on Children’s non-fiction and foreign language, reducing processing time and repetitive motion</li><li>• Piloted simplified processing of picture books in branches to increase unity of appearance</li><li>• Streamlined delivery flow from Technical Services section, reducing delays in new materials availability</li><li>• Initiated uniform procedures and workflow for handling of damaged print materials</li></ul>	<ul style="list-style-type: none"><li>• Expand uniform procedures for processing &amp; labeling picture books</li></ul>

**Strategic Goal #3: Early elementary-age children build their reading skills and their enjoyment of reading**

**Initiative 3a: Identify and develop programs and services supportive of the 2020 Vision for Youth goals: kindergarten readiness and 3rd grade reading proficiency**

<u>Status</u>	<u>Achieved</u>	<u>Next</u>
Ongoing	<ul style="list-style-type: none"> <li>• Teamed with BUSD reading coaches to bring their students to the Library</li> <li>• Established the Library's Family Place as an formal element of 2020 Vision</li> <li>• Distributed &amp; promoted kindergarten enrollment information at the Library</li> <li>• Initiated Library staff participation in "Power Play" parent workshops at the Berkeley's recreation centers</li> <li>• Incorporated Vision 2020 goals and concepts into collection development and community outreach planning</li> <li>• Promoted Library's electronic databases to classroom teachers.</li> <li>• Promoted Discover &amp; Go museum passes to local preschools, Head Starts, &amp; BUSD elementary schools</li> </ul>	<ul style="list-style-type: none"> <li>• Continue to collaborate with 2020 Vision staff</li> <li>• Implement "PAWS TO READ" reading program at North and Central to promote school-age reading</li> </ul>

**Initiative 3b: Promote and expand youth and family programming in new branch community rooms**

<u>Status</u>	<u>Achieved</u>	<u>Next</u>
Ongoing	<ul style="list-style-type: none"> <li>• Develop and implement a needs assessment at branches within one year of opening new or refurbished facilities</li> </ul>	<ul style="list-style-type: none"> <li>• Incorporate satisfaction survey to 50% of programs at all locations</li> <li>• Implement Family Place 5 week program at South and West within one year of opening</li> <li>• Implement senior-friendly programming at North Branch</li> <li>• Implement crafting program series at North Branch</li> </ul>

**Initiative 3c: Increase outreach to Berkeley's pre-schools**

<u>Status</u>	<u>Achieved</u>	<u>Next</u>
Ongoing	<ul style="list-style-type: none"> <li>• Established regular, monthly library visits to all BUSD preschool classes.</li> </ul>	<ul style="list-style-type: none"> <li>• Develop partnership with Early Education/Childcare partners, with a focus on in-home child care providers</li> <li>• Explore possibility of storytimes designed for multiple small daycare groups</li> </ul>



**III. Service Response: Providing a Welcoming, Safe, Comfortable Environment**

**Strategic Goal #4: Berkeley residents enjoy libraries with welcoming, safe, functional and comfortable environments**

**Initiative 4c: Temporary relocation of Tool Lending Library**

<u>Status</u>	<u>Achieved</u>	<u>Next</u>
Completed	<ul style="list-style-type: none"> <li>• Tool collection and Tool Library equipment prepared prior to move</li> <li>• Temporary site for occupancy prepared</li> <li>• Tool collection relocated to temporary site</li> <li>• Staff trained in new procedures related to new site</li> <li>• New site location publicized</li> </ul>	<ul style="list-style-type: none"> <li>• Initiative completed</li> </ul>

**Initiative 4d: Establish a Family Place Program space in the Central Children’s Room**

<u>Status</u>	<u>Achieved</u>	<u>Next</u>
Ongoing	<ul style="list-style-type: none"> <li>• Materials and furnishings ordered</li> <li>• New furnishings &amp; child-friendly equipment installed</li> <li>• Family Place materials collection established</li> <li>• Five-session parent-child workshop held</li> <li>• Program introduced at all-staff and supervisory meetings</li> <li>• Staff at large oriented to Family Place program, goals</li> </ul>	<ul style="list-style-type: none"> <li>• Explore options to expand program space, furnishings, materials at Central Library</li> <li>• Extend Family Place program to South and West within one year of opening</li> </ul>

**Initiative 4e: Identify physical enhancements to make the Central Teen Room more welcoming to teen patrons**

<u>Status</u>	<u>Achieved</u>	<u>Next</u>
Pending	<ul style="list-style-type: none"> <li>•</li> <li>• Project deferred to next budget and planning cycle</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

**Initiative 4f: Enhance career pathways and staff development by implementing a Leadership Development Program, & an orientation program for Youth Workers**

<b><u>Status</u></b>	<b><u>Achieved</u></b>	<b><u>Next</u></b>
Ongoing	<ul style="list-style-type: none"><li>• Management Team defines org culture, develops leadership competencies and Leadership Development Program (LDP) curriculum</li><li>• 2-day Youth Worker orientation and training developed and implemented. Prevention Policies as well as timecard completion etc. Supervised practice continued..</li></ul>	<ul style="list-style-type: none"><li>• Call for LDP staff participants, Jan 2013. Applications to be vetted and candidates selected based on pre-established criteria</li><li>• LDP participants to complete coursework, exercises and group project w/ mentors.</li><li>• Following program completion, mgrs and staff participants to complete program evaluations</li></ul>

**Initiative 4g: Enhance safety by developing Difficult Situations Manual for Supervisors, automating Incident Reports**

<b><u>Status</u></b>	<b><u>Achieved</u></b>	<b><u>Next</u></b>
Ongoing	<ul style="list-style-type: none"><li>• Awarded BALIS Innovations Grant to develop electronic, interactive incident reports on the staff Intranet</li><li>• Obtained quotes from vendors for electronic incident reporting system</li><li>• Difficult Situations Manual for Supervisors drafted, reviewed by Management Team and Library Council</li></ul>	<ul style="list-style-type: none"><li>• Development of electronic incident reporting system.</li><li>• Testing of incident reporting system with partner libraries within the Pacific Library Partnership.</li></ul>

**IV. Service Response: Lifelong Learning – Satisfying Curiosity**

**Strategic Goal #5: A broader base of Berkeley residents are habitual library users**

**Initiative 5b: Nurture and grow outreach to YMCA Teen Center & partnership with Berkeley High School students, faculty and staff to expand awareness of BPL services among Berkeley youth**

<u>Status</u>	<u>Achieved</u>	<u>Next</u>
Ongoing	<ul style="list-style-type: none"> <li>• Teen specialist librarians met with BHS librarians, to explore &amp; develop partnering opportunities, co-sponsored activities.</li> <li>• Teen specialists established presence at BHS activity table events</li> </ul>	<ul style="list-style-type: none"> <li>• Collaborate with BHS on cross-promotion of ebooks.</li> <li>• Apply for LSTA grant funding for series of comics artist/author appearances, workshops</li> </ul>

**Initiative 5c: Develop a museum partnership program to expand patron access to and awareness of local cultural organizations**

<u>Status</u>	<u>Achieved</u>	<u>Next</u>
Completed and ongoing	<ul style="list-style-type: none"> <li>• Meet with cooperating library systems</li> <li>• Complete technical and administrative support training</li> <li>• Establish “opening day collection” of museum passes for initial launch</li> <li>• Publicize new program</li> <li>• Identify target populations (Berkeley READS learners, local pre-schools, teen parents, English language learners, etc.) and encourage their use of the program</li> </ul>	<ul style="list-style-type: none"> <li>• Continue publicity and outreach to Berkeley-based cultural organizations for inclusion in program</li> </ul>

**Initiative 5d: Establish a comprehensive social media strategy to clarify objectives and identify new audiences**

<u>Status</u>	<u>Achieved</u>	<u>Next</u>
Completed, Ongoing	<ul style="list-style-type: none"> <li>• Convened task force to review policy and assess best practices in public libraries</li> <li>• Draft social media strategy document</li> <li>• Conduct staff trainings in social media procedures and principles</li> <li>• Implement standards for postings to Library Facebook site</li> </ul>	<ul style="list-style-type: none"> <li>• Continue trainings in relevant social media channels and review best practices among public libraries</li> <li>• Assess all current social media presences and evaluate for usefulness; delete accounts where appropriate</li> </ul>

**Initiative 5e: Redesign BPL web sites for easier navigation**

<u>Status</u>	<u>Achieved</u>	<u>Next</u>
Ongoing	<ul style="list-style-type: none"> <li>• Convene staff web team to work with web designer</li> <li>• Survey public for feedback on current web content</li> <li>• Issued RFP and awarded contract for web design services (Mediatrope)</li> </ul>	<ul style="list-style-type: none"> <li>• Discovery and needs assessment process with vendor;</li> <li>• outreach to key user groups;</li> <li>• web team &amp; staff review of draft designs</li> <li>• Usability testing &amp; launch of new web sites</li> </ul>

**Initiative 5f: Develop and implement a Communications Plan for internal and external communications**

<u>Status</u>	<u>Achieved</u>	<u>Next</u>
Pending	<ul style="list-style-type: none"><li>• Documented current methods &amp; effectiveness of internal communications practices via staff survey.</li><li>• Engaged consultant to assist in assessing library's external communication processes and methods, including program announcements, reports and online presence - in progress</li><li>• Document current publicity practices – collect and analyze program announcements, flyers, etc – in progress</li></ul>	<ul style="list-style-type: none"><li>• Document current practices: external assessment</li><li>• solicit ideas to address insufficiencies and implement changes to improve internal communication</li><li>• Develop a plan with goals to make any identified improvements</li><li>• Report to the Board and staff on process and outcomes</li></ul>

**Strategic Goal #6: Adults frequent Berkeley libraries for their high quality programs**

**Initiative 6a: Build and sustain partnerships with local cultural and other community organizations through co-sponsored, collaborative events**

<u>Status</u>	<u>Achieved</u>	<u>Next</u>
Ongoing	<ul style="list-style-type: none"><li>• Promoted/continued existing partnerships through extended event and program planning</li><li>• Identified and partnered with new cultural institutions as participants in Discover &amp; Go museum pass program</li><li>• Established new partnership with Berkeley JazzSchool Institute</li></ul>	<ul style="list-style-type: none"><li>• Convene staff groups to identify community organizations with shared goals and visions as the Library</li><li>•</li></ul>

**V. Service Response: Public Access Technology**

**Strategic Goal #7: Patrons use with ease BPL's content-rich and accessible electronic resources**

**Initiative 7a: Establish laptop cart program at newly opened branch libraries to make notebook PCs available for checkout**

<u>Status</u>	<u>Achieved</u>	<u>Next</u>
Ongoing	<ul style="list-style-type: none"><li>• Ordered equipment (carts) &amp; laptops</li><li>• Develop and review policies and procedures</li><li>• Train staff in procedures</li><li>• Launch program at North Branch</li><li>• Launch program at Claremont Branch</li><li>• Launched program at Central Library</li></ul>	<ul style="list-style-type: none"><li>• Launch at South and West Branch Libraries (2013)</li></ul>

**Initiative 7b: Develop mobile app to expand access to BPL digital content**

<u>Status</u>	<u>Achieved</u>	<u>Next</u>
Completed	<ul style="list-style-type: none"><li>• Boopsie app developed specifically for BPL web content &amp; BPL online catalog</li><li>• New app implemented &amp; publicized</li></ul>	<ul style="list-style-type: none"><li>• Initiative completed</li></ul>

**Initiative 7c: Provide iPads with accessible apps for patrons with technology access challenges**

<b><u>Status</u></b>	<b><u>Achieved</u></b>	<b><u>Next</u></b>
Completed & ongoing	<ul style="list-style-type: none"><li>• Partnered with the Center for Accessible Technology (CforAT) to apply for &amp; receive grant to purchase iPads, apps, and training support</li><li>• Recruited/selected program participants via staff referrals, Literacy program, public computing classes, CforAT clients</li><li>• Conducted three community participant training sessions focusing on iPad's accessibility features and Library resources</li><li>• Loaned iPads to program participants for continued exploration between sessions.</li><li>• Issued iPads to service desks to promote Library resources to patrons facing accessibility challenges.</li><li>•</li><li>• iPads accessorized with apps optimal to library services.</li><li>• Accessorized iPads distributed to Reference Desks</li><li>• 10 iPads made available to staff for public programs.</li></ul>	<ul style="list-style-type: none"><li>• Research and implement best practices with use of mobile devices in public library setting</li><li>• Distribute accessorized iPads to branch library reference desks</li><li>• Rollout of iPads available to lend to public.</li></ul>

**Initiative 7d: Establish viable e-book and e-audiobook collections**

<b><u>Status</u></b>	<b><u>Achieved</u></b>	<b><u>Next</u></b>
	<ul style="list-style-type: none"><li>• Downloadable collection currently available from Overdrive expanded, using statistical usage reports to make sure collection is responsive to patron demand</li><li>• Allocated additional funds to satisfy need for new titles and extra copies</li><li>• Provided public training and office hours for Overdrive</li><li>• Provided staff training on use of various e-readers</li></ul>	<ul style="list-style-type: none"><li>• Participate in BALIS/PLP-sponsored California Open Source eBook Network to further expand access to digital content</li></ul>



**Initiative 7e: Enable public computer reservations via telephone**

<b><u>Status</u></b>	<b><u>Achieved</u></b>	<b><u>Next</u></b>
Completed and ongoing	<ul style="list-style-type: none"><li>• Purchased library-specific software</li><li>• Customized to BPL's deployment of computers and policies</li><li>• Launched and publicized program</li></ul>	<ul style="list-style-type: none"><li>• Measure usage, assess means to increase/ease access</li></ul>

**Initiative 7f: Review and unify system-wide computer use procedures**

<b><u>Status</u></b>	<b><u>Achieved</u></b>	<b><u>Next</u></b>
Ongoing	<ul style="list-style-type: none"><li>• Aligned permitted time-allotments on public PCs at all locations</li><li>• Established uniform laptop lending procedures</li></ul>	<ul style="list-style-type: none"><li>• Conduct an audit of computer reservation procedures at all locations</li><li>• Review procedures for consistency, usage levels</li></ul>