



**BERKELEY PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES**

REGULAR MEETING  
FEBRUARY 13, 2013

AGENDA  
6:30 PM

NORTH BRANCH  
1170 THE ALAMEDA

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

**I. PRELIMINARY MATTERS**

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

**II. DISCUSSION CALENDAR**

- A. **Results of Community Survey on Library Hours – Douglas Smith and Sarah Dentan - TBD**

**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 January 9, 2013 Regular Meeting](#)**  
Recommendation: Approve the minutes of the January 9, 2013 regular meeting of the Board of Library Trustees.
- B. **[Contract: One Work Place L. Ferrari, LLC](#)**  
Recommendation: Adopt a resolution authorizing the Director of Library Services to execute a contract with One Work Place for the purchase of furniture, fixtures and equipment and services including installation, shipping and delivery for the branch library bond project at South Branch library for a contract amount not to exceed \$130,000.
- C. **[Accept grant and gifts funds in support of Berkeley Public Library programs.](#)**  
Recommendation: Adopt a resolution authorizing the acceptance of gift funds from the Berkeley Public Library Foundation constituting payment toward the Foundation's branch library capital campaign pledge and accept other miscellaneous gifts, and accept and appropriate an LSTA federal pass-through grant award from the California State Library for organizing and hosting the Berkeley Comics Arts Festival.
- D. **[2013 All Staff Meeting Schedule – Corrected](#)**  
Recommendation: Adopt a resolution authorizing the Director of Library Services to open the Central Library and all branches one hour late on ~~January 31~~, **March 29**, May 31 and August 30, 2013 in order to accommodate the all-staff meetings and allow adequate time for Library staff to open the libraries.
- E. **[Revised Library Records Retention Schedule](#)**  
Recommendation: Adopt a resolution approving the Revised Records Retention Schedule for the Library.
- F. **[FY13 – 1<sup>ST</sup>-Half Update and AAO2 Budget Amendment](#)**  
Recommendation: Adopt a resolution amending the operational FY 2013 Revised Budgets for appropriation of grant and gifts funding as described herein for a total revised expenditure budget of \$31,178,996.

**IV. ACTION CALENDAR**

- A. [Library Green Cleaning Policy](#)  
Recommendation: Adopt a resolution instituting a green cleaning policy for custodial maintenance at all library facilities.

**V. INFORMATION REPORTS**

- A. [Update on the Branch Bond Program](#)  
 Discussion of staff report on status of implementation of the Measure FF branch improvement program, to include update on Request for Proposals, schedule, and budget.
- B. [February 2013 Monthly Report from Library Director](#)
  - i. Library Development
  - ii. Professional Activities
  - iii. Programs, Services and Collections
  - iv. Personnel
- C. **Public Employee Performance Evaluation Update**
- D. **Library events:** Calendar of events and press releases for various Library programs are posted at <http://www.berkeleypubliclibrary.org>

**VI. AGENDA BUILDING**

The next meeting will be a Regular Meeting held at 6:30 PM on Wednesday, March 13, 2013 at the **North Branch Library, 1170 The Alameda, Berkeley.**

**VII. ADJOURNMENT**

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



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

**Please refrain from wearing scented products to public programs.**

I hereby certify that the agenda for this regular meeting of the Board of Library Trustees of the City of Berkeley was posted in the display cases located at 2134 Martin Luther King, Jr. Way and in front of the Central Public Library at 2090 Kittredge Street, as well as on the Berkeley Public Library's website on February 7, 2013.

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

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

**COMMUNICATIONS**

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

- 1. Carol Denney – New Rules

**MINUTES**  
**BERKELEY PUBLIC LIBRARY**  
**BOARD OF LIBRARY TRUSTEES REGULAR MEETING**  
**Wednesday, January 9, 2013, 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: 6:35 P.M.**

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

Absent: None.

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

Megan McArdle, Collection Development Manager

**B. Public Comments:** None.

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

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

1. Trustee Moore – I am looking forward to attending the ALA Conference in Seattle at the end of the month.

**II. PRESENTATIONS CALENDAR**

**A. Collection Development**

Megan McArdle provided an update on Collection Development (Attachment 1). Board Discussion followed.

**III. CONSENT CALENDAR**

Action: M/S/C (Trustee Franklin / Trustee Holcomb to adopt Resolution# R13-001 to adopt the Consent Calendar as presented.

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

**A. Approve minutes of December 19, 2012 Regular Meeting**

From: Director of Library Services

Recommendation: Approve the minutes of the December 19, 2012 regular meeting of the Board of Library Trustees.

Financial Implications: None.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution# R13-002 to approve minutes as presented.

**IV. ACTION CALENDAR**

Closed Session Item A was moved to Action Calendar.

**A. January 2013 Monthly Report from Library Director**

From: Director of Library Services

Recommendation: Appoint Trustee Franklin and Trustee Holcomb to subcommittee to prepare annual performance appraisal for Donna Corbeil as the Director of Library Services

Financial Implications: None.

Contact: Donna Corbeil, Director of Library Services

Action: M/S/C (Trustee Moore / Trustee Novosel to adopt Resolution# R13-003.

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

Abstentions: None.

**V. INFORMATION REPORTS**

**A. January 2013 Monthly Report from Library Director**

From: Director of Library Services

Contact: Donna Corbeil, Library Director

Action: Received.

**B. West Landscaping Update**

Handouts provided (Attachment 2)

From: Director of Library Services

Contact: Donna Corbeil, Library Director

Action: Received.

**C. Library events**

From: Director of Library Services

Contact: Donna Corbeil, Library Director

Action: None.

**VI. AGENDA BUILDING**

The next meeting will be a Regular Meeting held at 6:30 PM on Wednesday, February 13, 2013 at the North Branch Library, 1170 The Alameda, Berkeley.

## **VII. CLOSED SESSION**

Closed Session Item A was moved to the Action Calendar.

## **VIII. ADJOURNMENT**

Adjourned at 7:54 p.m.

**COMMUNICATIONS:** None.

### **SUPPLEMENTAL COMMUNICATIONS AND REPORTS:**

1. Collection Development Update
2. West Branch Landscape



# Collections Management and the Library Materials Budget

Buying and managing our Library Collections

## Budget Report Highlights

- How we spend the Materials Budget
- How we decide where to allocate \$\$
- Fun with statistics!
  - Pie Charts!!
  - Line Graphs!!
  - Bar Graphs!!

## Materials Budget

- FY 08 \$1,071,112
- FY 09 \$891,121
- FY 10 \$823,068
- FY 11 \$811,134
- FY 12 \$916,000
- FY 13 \$916,000 (Adjusted in 10/12 to \$996,000)

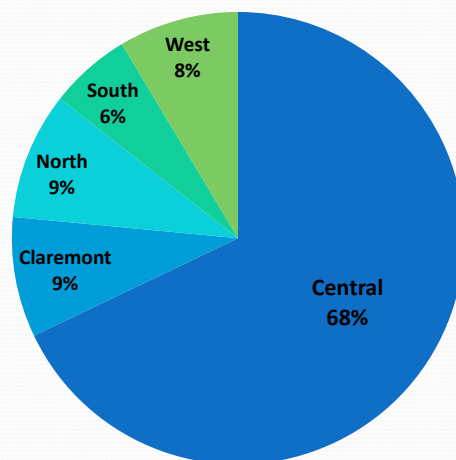
Still only 6.38% of Operating Budget

National Averages from Library Journal:

Materials as Percentage of Operating Budget: 11-12%

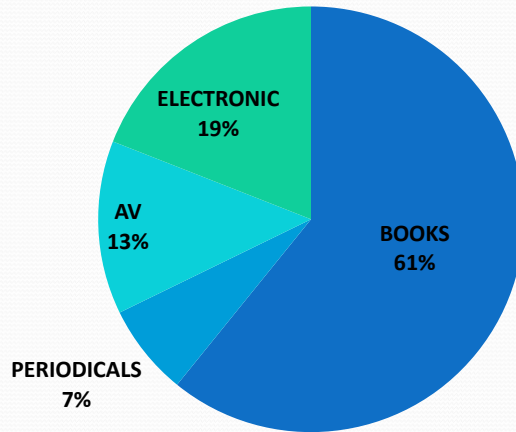
Average for Libraries serving populations 100K-499K = \$1,177,000

## Spending by location (print only) FY12

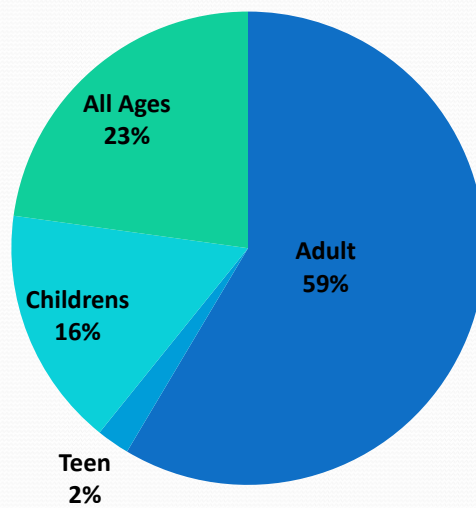




### Spending by Format FY12



### Spending by Age Level FY12



- All Ages =
- Databases
- Ebooks
- Literacy
- Processing Charges

## Spending by Vendor FY12

Vendor Name	Spent FY12	What we buy
Baker & Taylor	\$279,712.85	Books; Mostly adult/teen
BWI	\$102,451.53	Books; Mostly Childrens
Midwest Tapes	\$99,440.17	AV; Adult/Children split
Overdrive	\$67,010.76	Ebooks; 80% adult, 20% children
EBSCO	\$52,515.09	Magazines, mostly adult
Amazon	\$29,053.83	Books; Adult/Children split
Gale	\$25,662.35	Books/Ebooks/Databases
Califa	\$14,230.04	Databases
Books on Tape	\$13,881.95	Audiobooks; Adult/Children split
BALIS	\$12,839.00	Databases
Oxford	\$12,830.00	Books/Ebooks/Databases
All other vendors	\$178,638.65	
<b>TOTAL EXPENDITURES</b>	<b>\$888,266.22</b>	

## How do we decide how to spend?

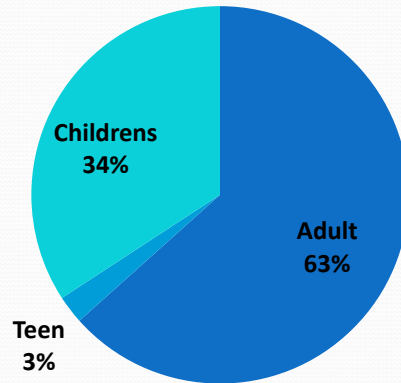
- Demographics
- Circulation Statistics
- Costs of Materials
- Percentage of Budget Spent in Previous FY
- Projected Trends

## Demographics

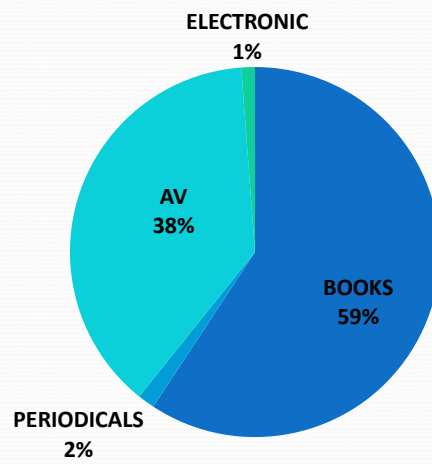
- Who lives where?
  - Age, Race, Size of Household, Own vs. Rent
  - 2010 Census data by zip or even census tract
- Who uses the library?
  - New statistical module will allow us to do more reports based on patron's zipcode

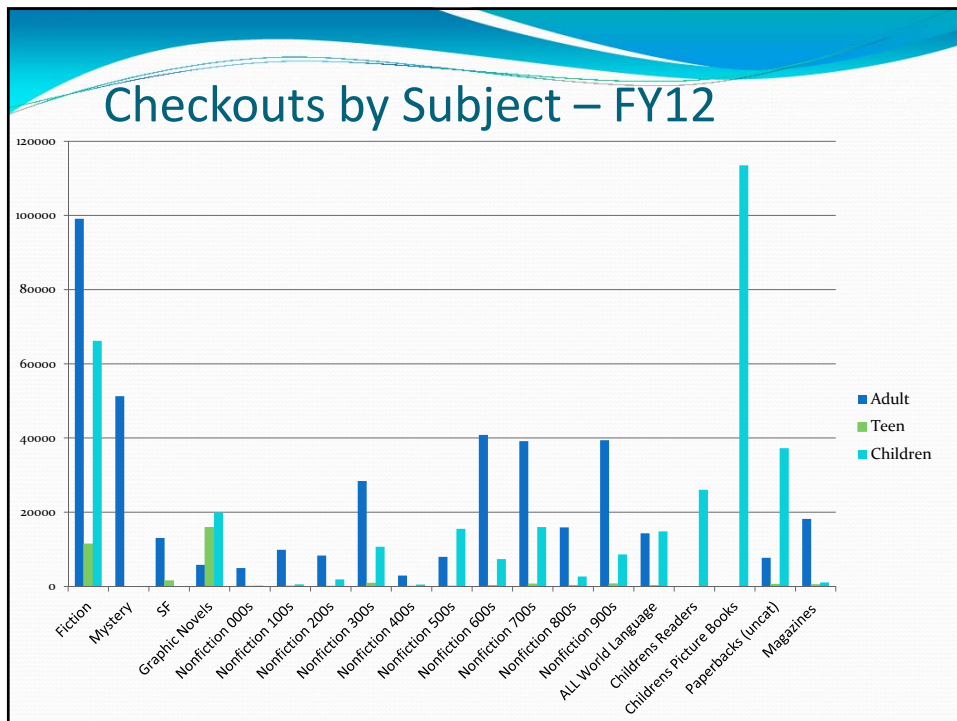
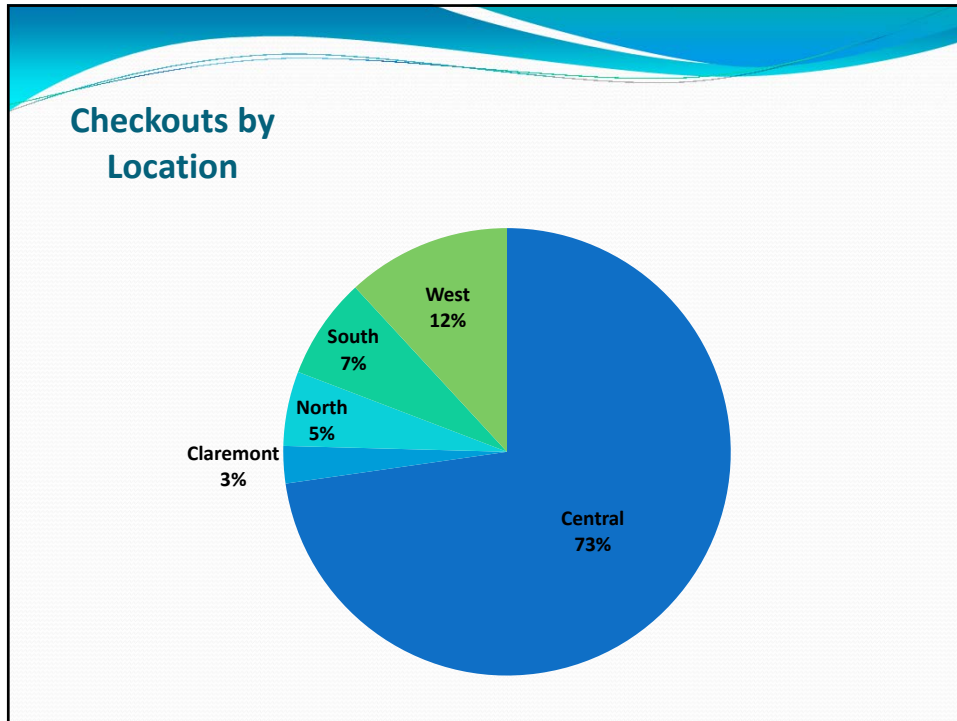
## Circulation Statistics

### Checkouts by Age Level

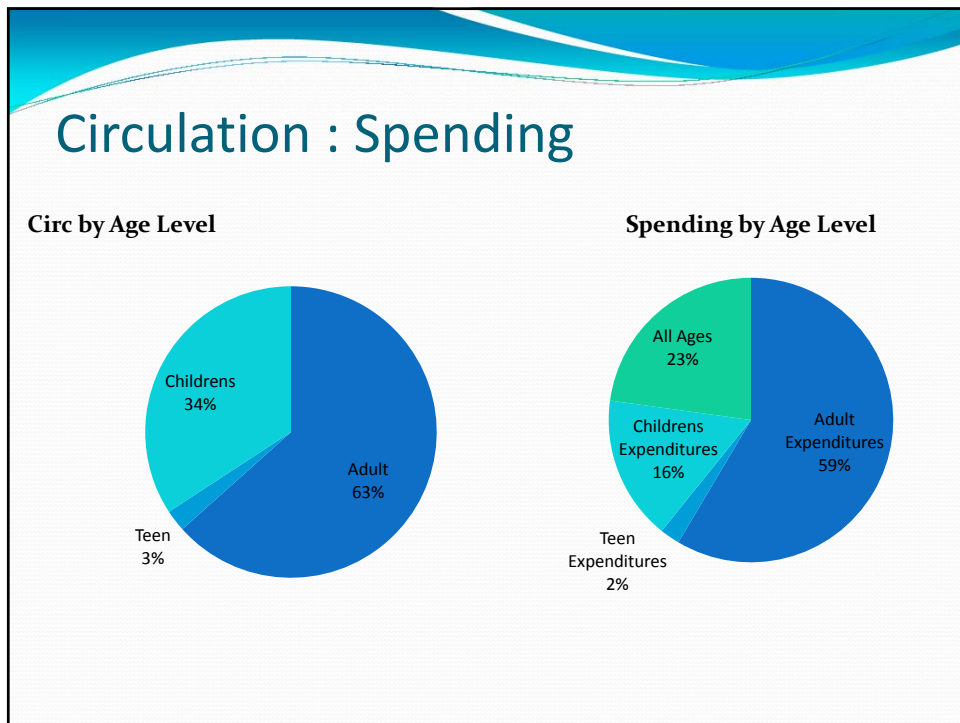
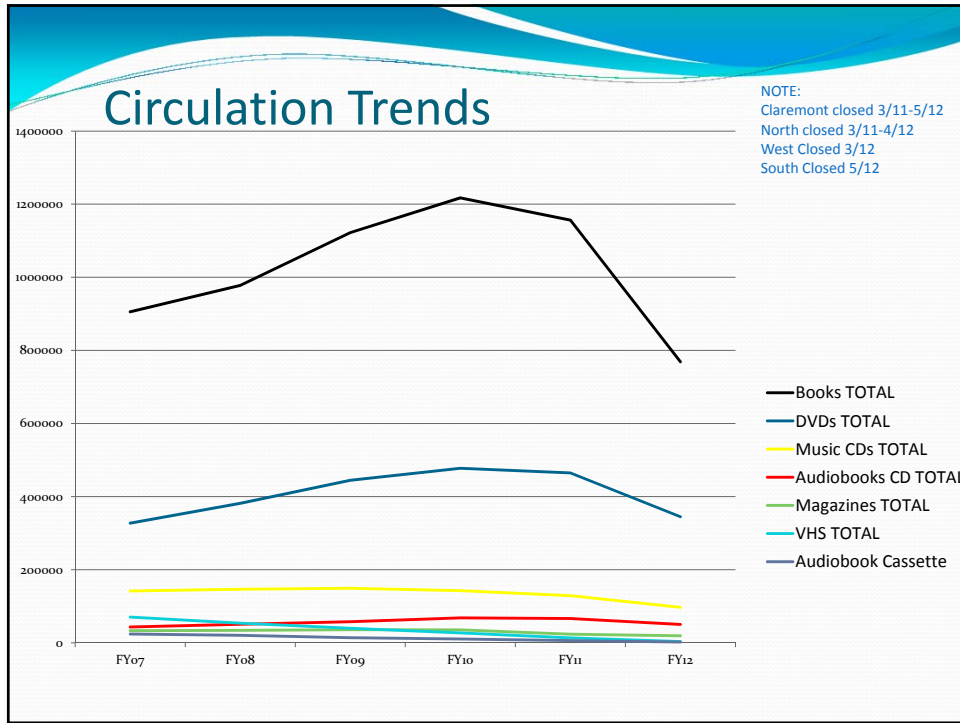


### Checkouts by Format



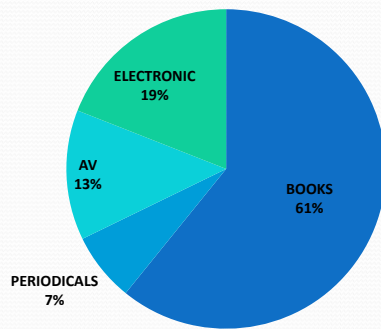




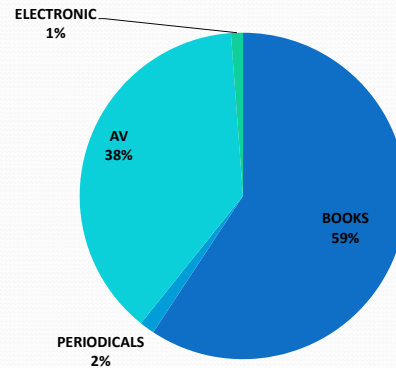


## Circulation : Spending

Spending by Format



Checkouts by Format



## Trends

- Ebooks vs Print
- Databases vs Print Reference
- DVD vs Blue Ray
- Music Streaming
- Video Streaming
- Floating Collections
- Business Models made for consumers, not libraries
- Advocacy for libraries
- Tech Literacy / Tech Support







Facing complex from university

- Corner where CMR starts



- Tree @ far right corner of CMR



- Planter @ literacy – facing hotel



- Facing parking lot - planter @ literacy office



- Facing complex, tree at corner of CMR



- Facing parking lot, transition point for fencing



- Corner hotel and apartment complex



- Facing parking lot







## BERKELEY PUBLIC LIBRARY

### CONSENT CALENDAR

February 13, 2013

**TO:** Board of Library Trustees

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

**SUBJECT:** CONTRACT: ONE WORKPLACE L. FERRARI, LLC

### RECOMMENDATION

Adopt a resolution authorizing the Director of Library Services to execute an agreement and any amendments with One Workplace L. Ferrari, LLC for the procurement of furniture and associated delivery, temporary storage, and installation services for the Measure FF renovated South Branch library for the period from February 14, 2013 through December 30, 2013 in an amount not to exceed \$130,000.

### FISCAL IMPACT

The total cost of the contract is valued at \$130,000. This expenditure is included in the Foundation FF&E Fund (307) FY 2013 Budget and will be expensed through budget code **307-9301-450.##-## 10LB25**. The Foundation FF&E Fund is a gift supported fund with proceeds sourced from the Berkeley Public Library Foundation's \$2.5M Neighborhood Libraries Campaign.

### BACKGROUND

The Branch Improvement Program, Measure FF is the funding source for improvements to the branch libraries, including project management, design and construction. The South branch architectural design team, Field Paoli Architects has interior design services as part of its contract for services. Each branch location has unique needs, regarding office landscape furniture layout and the design of public areas. All furnishings for the South Branch have been selected to enhance the contemporary design of the new facility and to complete the design and fulfill the project's intent. The South Branch will have a new community room with state-of-the art AV equipment and design flexibility to allow a variety of programs; consequently, furniture that is flexible and durable to meet a variety of needs is required. Reading areas will be furnished with comfortable lounge-style chairs, and the dedicated teen space will feature new teen friendly chairs and tables. The children's area will be complemented with furnishings that are playful, durable and appropriate for the age level in size and functionality. The selected furnishings are an essential component to the building's efficient and effective operations upon re-opening and will function to ensure that the new library facility is maximized for comfort, flexibility and sustainability while creating welcoming places.

The Berkeley Public Library Foundation has demonstrated a consistent and enduring commitment of support for the Library, particularly in raising capital funds to fund facility improvements. Today the Foundation is leading a \$2.5M capital campaign fund drive entitled the Neighborhood Libraries



Campaign targeting crucial interior elements that are prohibited from access to Measure FF bond proceeds, which by law is restricted to “the acquisition or improvement of real property.” Among the improvements to be paid for by the capital campaign are computers, furniture, lamps, bookshelves, and magazine racks.

At a regular meeting of the Board of Library Trustees held on December 9, 2009, the Board unanimously adopted BOLT Resolution No.: 10-028 accepting the March 2010 Foundation’s Board of Directors’ resolution to undertake a major capital campaign to fund furniture, fixtures, equipment and other expenses associated with the renovation or new construction of the four Berkeley Public Library Branches.

#### CURRENT SITUATION AND ITS EFFECTS

With the South Branch Library in the construction phase and it’s completion anticipated in April /May 2013 the Library on December 17, 2012 released Specification No. 13-10717 a request for proposal for branch library office and public furniture procurement and installation services specifically addressed to the South Branch Library. On January 24, written proposals were due to the City’s Purchasing Department and seven bids were accepted. Immediately thereafter, the Library assembled a panel of three staff members to review and evaluate the responses. Of this analysis, consideration was given to product and service pricing, references and performance of similar scoped project experience, the understanding of the enunciated scope and completeness of the proposal, as well as the workload and cost impacts in regards to the degree of Library oversight, culminating in a recommendation to split the award among three vendors as follows: Contract Office Group - Haworth not to exceed \$27,000, Hogue not to exceed \$35,000, and One Workplace L. Ferrari.

The value of the award recommended to One Workplace L. Ferrari at \$430,000 exceeds the spending limit of \$100,000 for the purchase of goods allowed to the Director of Library Services as stated in the Library’s Purchasing Manual. It is specifically this portion of the award that the Board is asked to approve by resolution – the award to COG - Haworth and Hogue is within the Director’s spending authority, and consequently, contracting with those two vendors does not require Board approval. Additional vendors will be engaged to provide unique products and to submit bids on other required furnishings below the limit as the work of outfitting the branch continues. One Workplace presented the most complete and comprehensive of those received encompassing a greater amount of the vendors and products specified.

The Library requests the Board’s considered consent due to the imminent Spring 2013 reopening of the South Branch Library. Much of the furniture selected for the branch entail extended ordering lead times of 12 to 16 weeks necessitating prompt action by Library Administration personnel to process and execute a contract, reconfirm furniture selections with the architect, processing time for the vendor to complete order placements, and lead time for the Library to initiate coordination of delivery and installation schedules with One Workplace L. Ferrari and the branch library’s construction contractor, as well as all other contracted service providers participating in move-in activities.

#### RATIONALE FOR RECOMMENDATION

Seven bids were received in response to a request for proposal. One Work Place presented the most complete and comprehensive of those received encompassing a greater amount of specified products among the bidding vendors.

#### ALTERNATIVE ACTIONS CONSIDERED



No alternative actions were considered due to the coordinative complexity required of the purchase presented herein and the limited administrative staffing resources within the Library.

Attachments:

1. Resolution







**RESOLUTION NO.: R13-0XX**

**AUTHORIZE THE DIRECTOR OF LIBRARY SERVICES TO EXECUTE AN AGREEMENT AND ANY AMENDMENTS WITH ONE WORKPLACE L. FERRARI, LLC FOR THE PROCUREMENT OF FURNITURE AND ASSOCIATED DELIVERY, TEMPORARY STORAGE, AND INSTALLATION SERVICES FOR THE MEASURE FF FUNDED NEW SOUTH BRANCH LIBRARY FOR THE PERIOD FROM FEBRUARY 14, 2013 THROUGH DECEMBER 30, 2013 IN AN AMOUNT NOT TO EXCEED \$130,000.**

WHEREAS, the respective design team, Field Paoli Architects have interior design services as part of their contract for services, such that the South Branch location's unique needs, regarding office space layout and the design of public areas shall be considered and result in the selection of recommended furnishings appropriate to the space and best meeting functional needs; and

WHEREAS, the Berkeley Public Library Foundation is leading capital campaign fund drive entitled the Neighborhood Libraries Campaign targeting crucial interior elements that are prohibited from access to Measure FF bond proceeds, which by law is restricted to "the acquisition or improvement of real property"; and

WHEREAS, the South Branch library is in the construction phase and its completion is anticipated in early Spring 2013; and

WHEREAS, on December 17, 2012 The Library released Specification No. 13-10717, a request for proposal for branch library public and office furniture procurement and installation services specifically addressed to the South Branch library; and

WHEREAS, Specification No. 13-10717 yielded 7 responses of which three vendors have been selected by a panel of three staff members after careful consideration of product and service pricing, references and performance of similar scoped project experience, understanding of the enunciated scope and completeness of the proposal, as well as the workload and cost impacts in regards to the degree of Library oversight; and

WHEREAS, the value of the award recommended to One Workplace L. Ferrari, LLC at \$130,000 exceeds the spending limit of \$100,000 for the purchase of goods allowed to the Director of Library Services; and

WHEREAS, in consideration of the long lead times involved for procurement of furniture and furniture systems, and the myriad activities requiring coordination to reopen the South Branch library immediate action is warranted.

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to authorize the Director of Library Services to execute an agreement and any amendments with One Workplace L. Ferrari, LLC for the procurement of furniture and associated delivery, temporary storage, and installation services for the Measure FF funded new South Branch library for the period from February 14, 2013 through December 30, 2013 in an amount not to exceed \$130,000.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on February 13, 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 of the Board of Library Trustees



**BERKELEY PUBLIC LIBRARY****CONSENT CALENDAR**

February 13, 2013

**TO:** Board of Library Trustees

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

**SUBJECT:** ACCEPT AND APPROPRIATE GRANT AND GIFTS FUNDS IN SUPPORT OF BERKELEY PUBLIC LIBRARY PROGRAMS

**RECOMMENDATION**

Adopt a resolution authorizing the acceptance of gift funds from the Berkeley Public Library Foundation constituting payment toward the Foundation's branch library capital campaign pledge and accept other miscellaneous gifts, and accept and appropriate an LSTA federal pass-through grant award from the California State Library for organizing and hosting the *Berkeley Comics Arts Festival*.

**FISCAL IMPACTS OF RECOMMENDATION**

The acceptance of this grant and gifts will have no negative impact on the Library budget. Gift funds will be allocated to cover cost of contracts and purchasing associated with the procurement of equipment, furniture, and other activities or items needed to complete the branch renovation projects, or as otherwise noted in the table below. The grant award will be used to fund the *Berkeley Comics Arts Festival*.

Type	Source	Amount	Program
Gift	BPL Foundation	\$200,000	Branch Measure FF, funds for FF&E related expenses
Gift	Friends of the BPL	\$38,028	Installment #1 of \$88,327 FY 2013 Commitment
Gift	Organization (1 count - FDN Pass-thru)	\$3,500	for Berkeley READS
Gift	Individuals (2 count)	\$275	for Library Collections
Gift	Individuals (1 count)	\$100	for Berkeley READS
Gift	Business (2 count)	\$200	for Berkeley READS
Grant	CA State Library (LSTA)	\$5,000	For Berkeley Comics Arts Festival

**BACKGROUND**

The Berkeley Public Library Foundation has demonstrated a strong history of support for the Library, particularly raising capital funds to support facility improvements. With the passage of Measure FF, the Foundation kicked off a major fund raising campaign in support of the four branch libraries. At the December 9, 2009, regular meeting, the board adopted Resolution No. R09-120 recognizing the establishment of the Foundation's Branch Library Capital Campaign for purchasing of furnishings,



fixtures, equipment, and materials associated with the Branch Library Improvement Program and authorized a donor recognition plan.

At the April 14, 2010 BOLT meeting, Resolution No. 10-028 was approved, accepting the Berkeley Public Library Foundation Board of Directors' resolution to undertake a major multi-year capital campaign for the Measure FF bond program to fund the furniture, fixtures, equipment, and other expenses associated with the Branch Library Improvement Program. As of January 2013 – this referenced \$200,000 gift pledge excluded – the Foundation has made payments totaling \$1,300,000 for FF&E purposes to Fund 307.

The Library makes an active effort to locate grant program funding that is consistent with the Library's mission and objectives to support the "cultural, informational, recreational, and educational needs" of the Berkeley community. The Children's and Teen collections have experienced consistent and heavy demand for graphic novels, which circulate at a significantly higher rate than that of the respective fiction collections. In response, staff has explored ways to exploit this popularity to further foster literacy skills among a diverse readership population that includes ESL students, reluctant "traditional book form" readers, and those with learning impediments and special needs. Staff was able to locate and apply for a fiscal year 2013 federally funded (LSTA) California State Library pass-through grant, presenting a proposal for a community events-based graphics novel festival to be offered with the support of local businesses and organizations, and authors.

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

#### CURRENT SITUATION AND ITS EFFECTS

The Berkeley Public Library Foundation periodically extends funding to the Library realized through the capital campaign; the current gift pledge of \$200,000 constitutes such funding and is intended to contribute to the Measure FF renovations.

This recommendation to accept the pledge of \$200,000 in gift funds is consistent with passage of a resolution by the City Council on September 20, 2011 accepting the recommendation of the Board of Library Trustees' Resolution No. 11-051, delegating to the board the authority to accept any non-duly restrictive gift of funds, goods, or services to the Library up to \$200,000 or gifts of any amount assignable to the Berkeley Public Library Foundation FF&E Capital Campaign Fund, and the annual reporting to the City Council of any gift in excess of \$1,000.

Other monetary gifts include a \$38,028 first installment payment by the Friends of the Library's to their FY 2013 commitment of \$88,327 to fund a variety of Library programs, a gift of \$3,500 from the Raymond Family Foundation for Berkeley READS, and individual and corporate donations of \$300 to Berkeley READS and \$275 to library collections.

The California State Library has notified the Library that its grant application for developing and hosting a series of events focused around six weeks in April and May to be tentatively designated as the *Berkeley Comics Arts Festival* has been awarded \$5,000 in funding support. Staff has already completed much of the preliminary work while developing the grant request and now with this funding support looks forward to further working with event partners to make this event reality.



RATIONALE FOR RECOMMENDATION

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

Attachments

1. Resolution





**RESOLUTION NO.: R13-\_\_\_**

**ACCEPT AND APPROPRIATE GRANT AND GIFT FUNDS IN  
SUPPORT OF BERKELEY PUBLIC LIBRARY PROGRAMS**

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

WHEREAS, at the regular BOLT meeting of April 14, 2010, by a vote of five ayes and no nays, Resolution 10-028 was approved accepting the Foundation's commitment to raise funds associated with the branch library bond projects (Measure FF) for furniture, fixtures, and equipment; and

WHEREAS, the Foundation has donated to date a total of \$1,300,000 toward the Branch Library FF&E Campaign; and

WHEREAS, gift funds received from the Foundation for the purpose of the Branch Library FF&E Campaign, and once accepted by the board will be allocated towards the procurement of furniture, computers, equipment, and services from vendors as appropriate to the outfitting of the renovated branch libraries, and in accordance with the Library's purchasing policy; and

WHEREAS, following passage of the Open Government Ordinance by the City Council, the City Council by passage of Resolution No. 65,444-N.S. delegated to the Library Board of Trustees the authority to accept any gifts of funds, goods, or services made to the Library up to \$200,000 that do not include unduly restrictive conditions on their use, and all gifts from the Library Foundation constituting payments toward the Foundation's Branch Library FF&E Campaign; and

WHEREAS, the Library makes an active effort to locate grant program funding that is consistent with the Library's mission and objectives to support the "cultural, informational, recreational, and educational needs" of the Berkeley community; and

WHEREAS, Children's and Teen staff have explored ways to exploit the popularity of graphic novels to further foster literacy skills among a diverse readership population that includes ESL students, reluctant "traditional book form" readers, and those with learning impediments and special needs; and

WHEREAS, the California State Library has notified the Library that its grant application for developing and hosting a series of graphic novel events to be tentatively designated as the *Berkeley Comics Arts Festival* has been awarded \$5,000 in funding support;

NOW, THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley hereby authorizes the acceptance of \$200,000 from the Berkeley Public Library Foundation and the allocation of these funds to procure needed furniture, fixtures, and equipment for the branch library Measure FF projects; and

BE IT FURTHER RESOLVED that the Board of Library Trustees of the City of Berkeley hereby authorizes the acceptance of \$38,028 from the Friends of the Berkeley Public Library as the first installment payment of their FY 2013 commitment, a gift of \$3,500 from the Raymond Family Foundation for Berkeley READS, and individual and corporate donations of \$300 to Berkeley READS and \$275 to library collections; and

BE IT FURTHER RESOLVED that the Board of Library Trustees of the City of Berkeley hereby authorizes the acceptance and appropriation of \$5,000 from the California State Library LSTA federal grant pass-through program for developing and hosting a series of graphic novel events to be tentatively designated as the *Berkeley Comics Arts Festival*.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on February 13, 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  
BOARD OF LIBRARY TRUSTEES**

**RESOLUTION NO.: R13-\_\_**

**APPROVAL FOR REVISED 2013 ALL STAFF MEETING SCHEDULE**

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

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

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

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

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

WHEREAS, the Board of Library Trustees approved the Library's 2013 All Staff Meeting schedule at its regular meeting on November 14, 2012; and

WHEREAS, through an error, the schedule approved included January 31, 2013 incorrectly and omitted March 29, 2013.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to authorize the Director of Library Services to open the Central Library and all branches one hour late on ~~January 31~~, **March 29**, May 31 and August 30, 2013 in order to accommodate the all-staff meetings and allow adequate time for Library staff to open the libraries.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on February 13, 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

February 13, 2013

**TO:** Board of Library Trustees

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

**SUBJECT:** REVISED LIBRARY RECORDS RETENTION SCHEDULE

#### RECOMMENDATION

Adopt a resolution approving the revised Records Retention Schedule pertaining to the Library as detailed below.

#### FISCAL IMPACT

This report will have no fiscal impacts.

#### BACKGROUND

The Board of Library Trustees last reviewed and approved the Library's Records Retention Schedule with passage of BOLT Resolution No.: 11-049 at the regular meeting of July 13, 2011. Since that date the City Council of the City of Berkeley on November 27, 2012 has updated the city-wide Records Retention Schedule – in compliance with the City's Records Management Program – by rescindment of Resolution No. 64,546-N.S. and adoption of Resolution No. 65,943-N.S. The Records Retention Schedule-General details the management and storage of administrative records applicable to all departments, boards and commissions, inclusive of the Library. The Records Retention Schedule is a listing of all record types produced or maintained by a unique delegated authority and the necessary actions regarding the disposition of those records; and of which, the Library adheres to such a schedule appropriate to its operations. On those occasions when the Library determines it to be necessary to revise items included in the Library's Records Retention Schedule, those requests are forwarded to the City for review and approval prior to presentation for adoption by the board.

#### CURRENT SITUATION AND ITS EFFECTS

The Library currently follows the record retention policy for financial and general records as set forth by the Records Management Program of the Office of the City Clerk, including the Records Management Manual and Records Retention Schedule. The record management guidelines and schedule covers administrative records; budget documents; citizen complaints; contracts and leases; correspondence and memos regarding policies, programs and services; financial reports; grant related documents; publications and reports; manuals; personnel records; and organizational charts. Included in the general schedule are the retention requirements for city-wide boards and commissions, including agendas, resolutions, minutes, attendance records and tapes.



The City Council adopted Records Retention Schedule (Council consent calendar item 07, Retention Schedule, November 27, 2012) consists of the Records Retention Schedule-General – Exhibit A (Attachment 2) and Record Retention Schedule applicable to specific departments – Exhibit B (Attachment 3). The items in the Records Retention Schedule-General, including section GRS200 which applies to boards and commissions, are relevant to the Library. The Library follows, and will continue to follow, with board approval the records retention policies and procedures for general and financial records as approved by the city council during their November 27, 2012 regular meeting and as administered by the Office of the City Clerk.

#### FUTURE ACTION

None.

#### Attachments:

1. Resolution
2. City of Berkeley, Records Retention Schedule – General (Rev 10/2012)
3. City of Berkeley, City Clerk Department, Records Retention Schedules: Policy, Objectives, & Responsibilities (October 2012)
4. Library Records Retention Schedule (Revised)



**RESOLUTION NO.: 13-0XX**

**APPROVAL OF THE REVISED RECORDS SCHEDULE ITEMS PERTAINING TO THE LIBRARY**

WHEREAS, the City of Berkeley's Records Retention Schedule-General details the management and storage of administrative records applicable to all departments, and boards and commissions; and

WHEREAS, the City of Berkeley's Records Retention Schedule is a listing of all records produced or maintained by a unique delegated authority and the necessary actions regarding the disposition of those records and to which the Library adheres to such a schedule appropriate to its operations; and

WHEREAS, when the Library determines it to be necessary to revise items included in the Library's Records Retention Schedule those requests are forwarded to the City for review and approval prior to presentation for adoption by the board; and

WHEREAS, Library staff has reviewed the adopted schedule and compiled a list of items specific to the Library for submission to the Office of the City Clerk; and

WHEREAS, the Library abides by the Records Retention Schedules: Policy, Objectives and Responsibilities approved by the City Council and as administered by the Office of the City Clerk; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to approve the revised Records Retention Schedule adopted by the City Council of the City of Berkeley on November 27, 2012 for items pertaining to the Library; and the Library Records Retention Schedule as presented.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on February 13, 2013 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

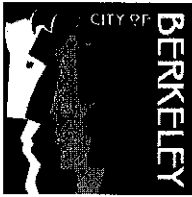
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Winston Burton, Chairperson

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





City of Berkeley  
 Records Management Program  
 2180 Milvia Street  
 Berkeley, CA 94704

**RECORDS RETENTION SCHEDULE – GENERAL**

<b>CITY ATTORNEY</b>	<b>CITY CLERK</b>
<i>Michael Woo</i>	<i>Mark Numainville</i>
Michael Woo	Mark Numainville

R/S ITEM NO.	RECORD SERIES TITLE/SUBTITLE AND DESCRIPTION (IF APPLICABLE)	RETAIN IN OFFICE	STORAGE	DESTROY	STATUTORY REFERENCE
<b>GRS100</b>	<b>ADMINISTRATION</b>				
GRS101	<b>ACCIDENT/INCIDENT REPORTS</b> Reports of accidents to persons on City property or in any other situation in which the City could be a party to a lawsuit	5	None	5	GC 34090
GRS102	<b>AUTO ALLOWANCE</b>	2	None	2	GC 34090
GRS103	<b>BUDGET DOCUMENTATION - DEPARTMENT WORK PAPERS</b> Records used exclusively for the preparation of budgets, including budget requests, justification statements, and similar documents	FYE+2	None	FYE+2	GC 34090
GRS104	<b>BUDGET DOCUMENTATION</b> Fund encumbrance and expenditure reports. Status report showing expenditures and encumbrances against a budget, i.e., Budget Performance Report	FYE+2	None	FYE+2	GC 34090
GRS105	<b>CERTIFICATES AND LICENSES</b> Certificates, licenses, or permits required for employees to qualify for or remain eligible to hold a position requiring certification or licensing <b>*Retention Note:</b> Unless specified otherwise on a specific department schedule	*US+5	None	*US+5	GC 34090
GRS106	<b>CITIZEN COMPLAINTS</b> Complaints received from the public by a governing body or any officer or employee relating to City policy <b>Retention Note:</b> 2-year retention applies to complaints of a general nature that do not fall into another complaint category noted in this or another schedule.	AS+2	None	AS+2	GC 34090

R/S ITEM NO.	RECORD SERIES TITLE/SUBTITLE AND DESCRIPTION (IF APPLICABLE)	RETAIN IN OFFICE	STORAGE	DESTROY	STATUTORY REFERENCE
GRS107	<b>CONTRACTS, LEASES, MOU'S, AND AGREEMENTS</b> Includes contracts for services, equipment, supplies, contracts which could result in future City liability, contracts with County, State, or Federal government funding sources, contracts for the sale or purchase of real property ( <u>Department Copy</u> – Record Copy is filed with City Clerk and retained PERM)	AE+5	None	AE+5	GC 34090
GRS109	<b>CORRESPONDENCE AND INTERNAL MEMORANDA - POLICY AND PROGRAM DEVELOPMENT</b> Records pertaining to the formulation, research, planning, modification, implementation, or redefinition of City policies, programs, services, or projects. <b>*Retention Note:</b> Review carefully; some records may merit permanent retention for historical reasons.	US+5	None	*US+5	Dept. Policy
GRS110	<b>CORRESPONDENCE AND INTERNAL MEMORANDA - ADMINISTRATIVE</b> Documents pertaining to or arising from routine administration or operation of City policies, programs, services, and projects (includes both incoming and outgoing documents)	CYE+2	None	CYE+2	Dept. Policy
GRS112	<b>CORRESPONDENCE AND INTERNAL MEMORANDA - CHRONOLOGICAL FILES (A.K.A. "CHRON" OR "CHRONO" FILES)</b> Copies of correspondence and/or reports arranged in chronological order (by date issued) for quick reference	AV	None	MAX=5	Dept. Policy
GRS113	<b>FINANCIAL REPORTS - PERIODIC</b> Monthly, bimonthly, quarterly, or semi-annual financial reporting on accounts, funds, or projects of the City created either for internal use or submission to State agencies, except specific reports of similar types noted in this or other schedules	FYE+2	None	FYE+2	GC 34090
GRS114	<b>GOALS AND OBJECTIVES</b> Department performance measures, goals, and objectives	CYE+2	None	CYE+2	GC 34090
GRS115	<b>MINUTES (STAFF)</b> Minutes of internal staff meetings	AV	None	MAX=2	Dept. Policy
GRS116	<b>NEWS RELEASES, NEWSLETTERS, AND PRESS RELEASES</b> <b>*Retention Note:</b> Review carefully; some records may merit permanent retention for historical reasons.	CYE+2	None	*CYE+2	Dept. Policy



R/S ITEM NO.	RECORD SERIES TITLE/SUBTITLE AND DESCRIPTION (IF APPLICABLE)	RETAIN IN OFFICE	STORAGE	DESTROY	STATUTORY REFERENCE
GRS117	<b>ORGANIZATIONAL CHARTS</b> See Bi-Annual Budget for official organization charts.	US	None	US	Dept. Policy
GRS118	<b>PHOTOGRAPHS, RECORDINGS, AND NON-TEXTUAL MEDIA</b> Photographs, scrapbooks, slides, sound recordings, videotapes, posters, and other non-textual media that document the history and activities of the City or any of its departments, programs, or projects except such records noted elsewhere in this or other schedules. <b>*Retention Note:</b> Most media of this type must be retained for historical reasons, but latitude is allowed record-keepers in determining to what extent an item documents the history and activities of the City. If it is determined that it does not, it need be kept only as long as administratively valuable.	*PERM	None	*PERM	Dept. Policy
GRS119	<b>POLICY AND PROCEDURE DOCUMENTATION</b> Executive orders, directives, manuals, and similar documents that establish and define the policies, procedures, rules, and regulations governing the operations or activities of the City as a whole or any of its departments, programs, services, or projects. <b>*Retention Note:</b> One copy retained permanently by issuing department for historical reference.	*US+5	None	*US+5	Dept. Policy
GRS120	<b>PUBLICATIONS - PROMOTIONAL AND MARKETING MATERIALS</b> Pamphlets, reports, studies, proposals, and similar material printed by or for the City or any department, division, or program and distributed, or intended for distribution on request to City staff or to the public. <b>Retention Note:</b> Retain one copy permanently for historical reference.	CYE+7	None	CYE+7	Dept. Policy
GRS121	<b>PURCHASING RECORDS</b> Departmental requisitions, purchase orders, requests for encumbrance (FN-024), warehouse requisitions	FYE+2	None	FYE+2	GC 34090
GRS122	<b>INCOMING PAYMENTS</b> <b>*Retention Note:</b> Length of time kept is dependent on requirement of the receipt.	AV	None	*AV	Dept. Policy

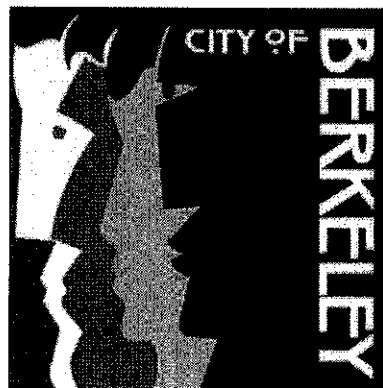
R/S ITEM NO.	RECORD SERIES TITLE/SUBTITLE AND DESCRIPTION (IF APPLICABLE)	RETAIN IN OFFICE	STORAGE	DESTROY	STATUTORY REFERENCE
GRS123	<b>PUBLIC RECORDS REQUESTS</b> Department and public requests for records. Includes original request, correspondence and other documentation relating to the request, complex research compilations prepared for administrative requests, audits and litigation support, and public record requests	CL+2	None	CL+2	GC 34090
GRS125	<b>REPORTS AND STUDIES (NON-FISCAL) - ANNUAL REPORTS</b> Reports, performance audits, or planning studies submitted to the Council, City Manager, Mayor, or State agency, on the performance of a department, program, or project, or for planning purposes. Includes those prepared by consultants under contract with the City	PERM	None	PERM	Dept. Policy
GRS126	<b>REPORTS AND STUDIES (NON-FISCAL)</b> Reports or studies prepared by order or request of a governing body (as reflected in its minutes), or ordered or requested by a Federal or State agency or court	PERM	None	PERM	Dept. Policy
GRS127	<b>REPORTS AND STUDIES (NON-FISCAL)</b> Special reports or studies prepared by order or request of the City Manager	5	None	5	Dept. Policy
GRS128	<b>REPORTS AND STUDIES (NON-FISCAL)</b> Routine monthly, bimonthly, quarterly or semi-annual reports	CYE+2	None	CYE+2	GC 34090
GRS130	<b>TRAVEL RECORDS</b>	CYE+2	None	CYE+2	GC 34090
GRS131	<b>CITY OWNED FACILITY RENTAL RECORDS</b> Records associated with rental of City-owned facilities, including parks, senior centers, and recreation rooms. Record types include applications, special event permits, deposits, receipts, and associated documentation.	5	5	10	Dept. Policy
<b>GRS200</b>	<b>BOARDS AND COMMISSIONS</b>				
GRS201	<b>AGENDAS - BOARDS AND COMMISSIONS</b> Published meeting agendas and/or notices	CYE+3	5	CYE+8	GC 34090
GRS202	<b>AGENDAS - BOARDS AND COMMISSIONS</b> <b>AGENDA PACKETS AND SUPPORTING DOCUMENTATION</b> Retain one copy of each document submitted to a meeting of a governing body for consideration, approval, or action, if such action is reflected in minutes of the meeting. Includes appeals	CYE+3	5	CYE+8	GC 34090
GRS204	<b>MINUTES - BOARDS AND COMMISSIONS</b> Official written minutes	1	PERM	PERM	Dept. Policy

R/S ITEM NO.	RECORD SERIES TITLE/SUBTITLE AND DESCRIPTION (IF APPLICABLE)	RETAIN IN OFFICE	STORAGE	DESTROY	STATUTORY REFERENCE
GRS205	<b>MINUTES - BOARDS AND COMMISSIONS</b> Audio and/or video tapes of meetings for which written minutes are prepared. <b>*Retention Note:</b> Recycle tapes 90 days after minutes are approved unless maintained for public reference.	*90 days	None	*90 days	Dept. Policy
GRS206	<b>COMMISSIONER ATTENDANCE RECORDS</b>	10	None	10	GC 34090
<b>GRS300</b>	<b>GRANTS</b>				
GRS301	<b>GRANT DEVELOPMENT AND ADMINISTRATIVE RECORDS</b> Successful grant applications and proposals, and any documentation that modifies the terms of a grant. Reports, planning memoranda, studies, correspondence, and similar records created for and used in the development of successful grant proposals. Financial, performance, and compliance reports submitted to grantor or sub-grantor agencies. <b>*Retention Note:</b> Unless the grant requires a longer retention period.	CL+5	None	*CL+5	GC 34090
GRS302	<b>GRANT DEVELOPMENT AND ADMINISTRATIVE RECORDS</b> Records relating to unsuccessful grant proposals	CYE+2	None	CYE+2	GC 34090
<b>GRS400</b>	<b>PERSONNEL AND PAYROLL</b>				
GRS402	<b>EMPLOYEE TIME SHEETS/CARDS - DEPARTMENT COPIES</b> Includes application for leave of absence – leave requests. Retain for grant fund audit and FEMA reports.	2	AA+4	AA+6	GC 34090, 29CFR516.2, 26CFR31.6001(e)(2)
GRS403	<b>EMPLOYEE PERSONNEL FILES</b> Department copy of personnel documents, including performance evaluations and goals. Human Resources retains official record copy of all personnel records.	AT+2	None	AT+2	GC 34090, GC 06250
GRS404	<b>EMPLOYEE SECURITY RECORDS - IDENTIFICATION AND ACCESS</b> Records created to control and monitor the issuance of keys, ID cards, passes, or similar instruments of identification and access to controlled spaces	AE+2	None	AE+2	GC 34090
GRS405	<b>EMPLOYEE SECURITY RECORDS - PARKING</b> Records relating to issuance of parking permits	US	None	US	GC 34090
GRS406	<b>PAYROLL REPORTS AND RELATED RECORDS</b>	FYE+2	None	FYE+2	GC 34090

Retention Codes	
AA	After Audit
ACT	Active
AE	After Expiration
APO	After Payoff
AS	After Settlement
AT	After Termination
AV	Administrative Value
CL	Close/Completion
CYE	Current Year End
EL	Election
FYE	Fiscal Year End
MAX	Maximum
PERM	Permanent
US	Until Superseded

# CITY CLERK DEPARTMENT RECORDS RETENTION SCHEDULES

## POLICY, OBJECTIVES, & RESPONSIBILITIES



CITY CLERK  
2180 MILVIA STREET  
BERKELEY, CALIFORNIA 94704  
(510) 981-6905  
[RECORDS@CITYOFBERKELEY.INFO](mailto:RECORDS@CITYOFBERKELEY.INFO)

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## **I. Program Authority**

The Records Management Program for the City of Berkeley is based on state and federal laws and agency guidelines governing public records.

## **II. Mission**

The City of Berkeley Records Management Program exists to protect the City's information assets and manage them more efficiently by employing systematic methods for creation, maintenance, disposition, and retrieval of official City records. Through application of sound records management practices, the program ensures the availability of records and information when needed by City staff and members of the public. These practices also ensure the elimination of unnecessary, redundant records, the preservation of records of continuing value for historical, legal and administrative research, and the destruction of obsolete records in accordance with established guidelines once they reach their approved disposition date.

By controlling the life cycle of records from creation to final disposition, our City will better manage its information assets, facilitate efficient access to information when needed, provide documentation of compliance to state and federal courts and agencies, and preserve a valuable history of the organization. The City Clerk Department coordinates the Records Management Program in cooperation with designated department liaisons. The City Clerk is also responsible for preserving the City's legislative history.

## **III. Program Objectives**

### **A. *What are "records"***

Records include, but are not limited to, letters, papers, maps, exhibits, magnetic tapes, compact-disks, microfilm, photographic film and prints, audio and video recordings, and any other information, regardless of its physical form or characteristics, that is received, created or used by a City department or official in the normal course of City business.

### **B. *Records Retention Schedules***

The Records Retention Schedules provide the foundation for the Records Management Program and play a pivotal role in its implementation. The City Clerk maintains retention schedules for each department of the City and updates these schedules on a periodic basis. These schedules establish mandatory minimum retention periods for all City records. If a federal or state law, court ruling, or regulation establishes the retention period for a record, a citation to the relevant provision is given; if no citation is present, authority for the retention period is based on departmental, legal, and management recommendations. No

department, division, board, or commission may dispose of an official City record prior to the expiration of its approved retention period.

Actual disposal of such records by a City office is subject to the policies and procedures outlined in the records management manual.

### **1. General Records Retention Schedule**

The general Records Retention Schedule sets mandatory minimum retention periods for those record series that are common to all departments and divisions.

The retention period applies to a record regardless of the medium in which it is maintained. Some records listed in the Retention Schedules are maintained electronically. To ensure access to these records in the future, data used to create the records must be retained, along with all hardware and software necessary to access that data, for the full retention period assigned to the records. The only exception to this rule is where copies of the data are retained in paper or on microfilm and designated as the "record copy" for retention purposes. The electronic version then becomes a convenience copy and may be disposed of when no longer needed.

### **2. Department Retention Schedules**

The department Retention Schedules covers specific records maintained relative to the functions performed by that department. The schedules set the mandatory minimum retention periods for the record copy of these documents. Convenience copies of these records found in other departments have administrative value only and should not be kept longer than the official record copy maintained by the designated department of record.

### **3. Disposition Dates**

Unless otherwise stated, the retention period for a record is in calendar years from the date of its creation. The retention period applies to the official record as distinct from convenience or working copies created for informational purposes. Where several copies are maintained, the office shown as the department of record shall retain the official record. Duplicate or convenience copies are kept only as long as administratively valuable and should not be kept longer than the official record.

If a record described in a schedule is maintained in a bound volume of a type in which pages are not easily removed, the retention period, unless otherwise stated, is calculated based on the date of last entry.

If two or more records listed in this schedule are maintained together by a department and are not severable, the combined record must be retained for the length of time of the component with the longest retention period.



#### 4. Retention Event Codes

Event codes are used to clarify retention periods where disposition is based on a controlling event rather than a period of time. For example, the final disposition date of an employee's personnel file is determined by their individual termination or retirement date.

These types of retention periods were previously noted on the Retention Schedules by an asterisk (\*) and referred to in a note in the Records Series Description field that explained how to determine the disposition date.

Certain records listed in the schedules may be assigned the retention period of AV (as long as administratively valuable). This retention period is more discretionary and affords departments' flexibility in determining how long a record is needed. Administrative Value (AV) means that the record has no fiscal or legal value to the City, and the record may be destroyed when no longer referenced. Although "AV" may be used as a retention period on a department retention schedule, it is in the best interest of any records management program that fixed retention periods be determined based on actual usage for each official records series. "AV" records tend to accumulate and go unmanaged.

#### C. *Final Disposition*

Disposition is the final phase in the information life cycle and normally involves two possibilities: destruction or transfer to a records facility for permanent preservation. On some occasions, disposition may also involve transfer of records to a state or federal agency or a local historical society or university for historical reference. The final disposition of a records series is noted on the Records Retention Schedule.

**NOTE:** It is the department's responsibility to obtain proper authorization prior to proceeding with disposition, i.e., having an approved Records Retention Schedule. Records Management staff cannot provide verbal approval for the disposition of records not inventoried and included on the approved Records Retention Schedules.

Disposition of records should occur routinely in accordance with the provisions of the Retention Schedule. If the Schedule states that certain records are to be retained for three years and then destroyed, records review and disposal should occur promptly at the conclusion of the three-year retention. This ensures that file space is used efficiently and prevents active records needed for day-to-day operations from becoming interfiled with records that have outlived their administrative usefulness.

**Exception for litigation and records subject to audit:** If a request for information has been filed on the records under the Public Records Act, or the records are involved in current or pending litigation, or are subject to an audit; physical destruction may **NOT** be carried out until all legal action has concluded.

When records maintained in your office become eligible for destruction, it is appropriate to place the material in your building's recycling containers, unless they require confidential shredding. While the approved Retention Schedule is your indication of when a record is eligible for destruction, you should send a Destruction Authorization Memo to the Records Management Unit for processing to ensure no outstanding legal or fiscal issues require maintaining the records for an extended period. You should also maintain a Department Destruction Log and file index showing those record series, file names/numbers/titles, dates of records, date destroyed, and who destroyed them. You should also contact your Department Records Liaison prior to any destruction and work with them to ensure that proper documentation is completed. See the Records Management Manual for additional details.

#### **D. Off-Site Records Center**

The City Clerk Department stores City records in an off-site records center maintained specifically for high-density storage of inactive and permanent records. When records have completed their active office life but the Retention Schedules show a need to retain them for legal, fiscal, or historical reference, the records should be packed in approved storage boxes, inventoried on a Records Transfer List, and sent to the Records Unit for transfer to off-site storage for the remainder of this retention period.

Contact your Department Records Coordinator or Records Management staff in the City Clerk Department for complete instructions on how to prepare and transfer files, including procurement of boxes and transmittal forms.

All inactive City records must be stored within either the City Clerk's offsite Records Center or by an approved commercial storage vendor. Closets, basements, attics, vacant office space, and self-service storage facilities may not be used for record storage.

#### **E. Vital Records Protection**

Vital Records are defined as those essential department records needed to meet operational responsibilities under national or regional emergency or disaster conditions. (For Vital Statistic Records, i.e., birth and death certificates, see the Health & Human Services Retention Schedule.)

Disaster means an unexpected occurrence inflicting *widespread* destruction and distress, having *long-term* adverse affects on operations, e.g., the 1989 Loma Prieta earthquake and the 1991 Berkeley-Oakland Hills firestorm.

Emergency means a situation or an occurrence of a serious nature, developing suddenly and unexpectedly, and demanding immediate action. This is generally of short duration, for example, an interruption of normal City operations for a week or less due to an electrical transformer failure or minor flooding caused by broken pipes.

Vital records are divided into two categories:

1. Emergency operating records are those vital records essential to the continued functioning or reconstitution of the organization during and after an emergency. Examples include emergency plans and directives, orders of succession, delegations of authority, staffing assignments, selected program records needed to continue the most critical City operations, as well as related policy or procedural records that assist City staff in conducting operations under emergency conditions and for resuming normal operations after an emergency.
2. Legal and financial rights records are those vital records which are essential to the protection of the legal and financial rights of the City and of the individuals directly affected by its activities. Examples of these records include records containing proof of ownership, financial interest (social security, payroll, retirement, insurance, accounts receivable), legal proceeding decisions, contractual obligations, and similar records.

**Policy.** All departments and offices will work with the Office of Emergency Services and Records Management staff to identify and safeguard those emergency operating, legal and financial rights records necessary for their own essential emergency and recovery functions. Vital records are noted on the Records Retention Schedule.

#### ***F. Archival Preservation***

Records identified as **permanent** or historically significant on the Records Retention Schedule, require special handling and preservation techniques to ensure continued accessibility for reference and research. The City Clerk Department regularly evaluates the volume and types of records in this category and makes recommendations for archival storage media, as well as practices and procedures that need to be followed to ensure access to these materials in perpetuity.

### **IV. Responsibilities**

#### ***A. Departments***

Each department shall:

1. Appoint a Records Coordinator to work with Records Management staff in implementing the Records Management Program. This should be someone who is familiar with the nature and purpose of department records, has some authority to ensure adherence to records policies and procedures, and can recommend retention periods based on actual usage and legal requirements.
2. Assist Records Management staff in conducting and maintaining an inventory of all records created and maintained within the department.

3. Review their Retention Schedule bi-annually, submitting to the City Clerk any suggested revisions to retention periods, and additions or deletions of record series as department functions change.
4. At regular intervals but no less often than once per year, transfer inactive department records to the Records Center in accordance with established procedures and using the Retention Schedule as a guide.
5. Review destruction authorizations for stored records prepared by the Records Management Staff. Records Coordinators and Department Directors should review the list of records eligible for destruction to ensure that none of the records are the subject of an audit or pending litigation.
6. Educate other department staff in proper recordkeeping policies and procedures.

**B. City Clerk – Records Management Unit**

The City Clerk, as director and administrator of the Records Management Program, shall:

1. Direct the preparation of a citywide records inventory of all departments.
2. Prepare and maintain Records Retention Schedules based on the findings of the records inventory and discussions with City staff.
3. Assist department Records Coordinators in reviewing and updating the Records Retention Schedules on a periodic basis. Revise policy and procedures as necessary to ensure interdepartmental coordination and cooperation in the creation, maintenance, protection, retention, and disposition of all City records.
4. Approve Retention Schedule and policy revisions that affect transfer of records to the off-site records center.
5. Provide off-site records center storage containers and identification procedures for each box submitted for storage.
6. Submit Records Destruction Authorization Memos to each Department Director for approval to destroy records stored in the off-site records center. Carry out such destruction in accordance with established procedures.
7. Maintain accurate logs and databases of all records stored in the off-site records center. Keep records secure, and provide access to information to researchers upon request.
8. Maintain documentation of all records destroyed in accordance with the Records Retention Schedule, including those records destroyed directly by departments.

9. Educate City staff on principles of records management and industry best practices through regular training meetings for department liaisons. Provide guidance, consultation, and advice as needed.

**C. City Attorney**

The City Attorney shall review the Records Retention Schedule and all proposed amendments to assure compliance with local, state, and federal legal requirements. The City Attorney shall also review and approve all Records Destruction Authorization Memos to ensure that listed records are not the subject of current or pending litigation.

**D. City Council**

The City Council shall provide final authority for amendments to the Records Retention Schedule.

**V. Records Management Manuals**

An updated City Records Retention Manual and Records Transfer Procedures Manual will be issued detailing specific procedures to be followed by all departments concerning records management policies and practices.

## VI. Glossary

TERM	DEFINITION
<b>Active Records</b>	Current records needed to carry out a department's day-to-day business; records subject to frequent use (at least once per month).
<b>Archival Preservation</b>	The preservation and continued survival of permanent records (or at least of the information they contain). Basic approaches to preservation include providing a climate controlled storage environment, selective copying, microfilming, and conservation and restoration work on particularly important items.
<b>Case File</b>	One or more recurring official files relating to a specific function, activity, person, organization, location, or project. Examples: contracts, projects, investigations, and personnel files.
<b>Electronic Record</b>	A record created, generated, sent, communicated, received, or stored by electronic means. Electronic record generally refers to data that requires both hardware <u>and</u> software to read, making it more complex than other machine-readable records.
<b>File Code</b>	A series of alpha and/or numeric characters assigned to a record to identify its file classification in a concise manner. Also called series code.
<b>Records Center</b>	A facility for storage and servicing of inactive records pending disposal or permanent retention.
<b>Imaging</b>	Technology that involves digital creation or capture of a picture of a document rather than merely capturing its text; terminology may include "imaging system" as well as optical disk and scanning technology.
<b>Inactive Records</b>	Records used less than once a month yet which must still be retained to meet legal, fiscal, or historical requirements. These records may be transferred from the office work area to off-site storage until disposal is appropriate.
<b>Media</b>	Various physical recording materials such as paper, film, tape, or disk. (See Official Record.)
<b>Non-Records</b>	Material is considered a non-record when it is of short-term interest with no documentary or evidentiary value to the organization. Examples include: stocks of publications, reference material, catalogs, duplicate copies of official records, informal notes, telephone messages, and routing slips.
<b>Office Clean-up</b>	The regular, routine practice of reviewing records and other office material for the purpose of eliminating unneeded, outdated material. Records are reviewed for storage or purging according to established retention periods during this annual clean-up process.
<b>Office of Record</b>	The City department that, by definition of its mission or function, has legal responsibility for an official record.
<b>Official Record</b>	An official record, also called a record or official file, has informational or evidentiary value. It is <u>not</u> defined by physical form. It is created or received in connection with the transaction of City business and is preserved as evidence of its organization, functions, policies, decisions, procedures, operations, and other activities. Data may be recorded in various ways and on various media (for example, paper, cd, microfilm, and so forth).
<b>Off-Site Storage</b>	An approved depository for inactive records.

TERM	DEFINITION
<b>Permanent Record</b>	Any record that has been determined to have sufficient historical or other value to warrant its continued preservation by the City.
<b>Personal Papers</b>	Records of a private or unofficial character that pertain only to an employee's personal affairs and which are kept in the individual's office space. Personal papers must be clearly marked by the employee as such and must at all times be filed separately from official department records.  Questions about the separation of personal papers from official documents should be directed to Records Management staff in the City Clerk Department.
<b>Reading File</b>	An unofficial, working file of <u>copies</u> of official records in chronological order; used for quick reference.
<b>Record</b>	See Official Record.
<b>Records Management</b>	The systematic planning, controlling, directing, organizing, training, promoting, and other managerial activities involved with records creation, maintenance, use, and disposition.
<b>Records Series</b>	A group of different records filed together in a unified arrangement that results from, or relates to, the same function or activity and permits evaluation as a unit, e.g., personnel files.
<b>Reference File</b>	An organized collection of material accumulated and used strictly for convenience. Reference files are normally unofficial records.
<b>Retention</b>	The practice of keeping a record or records series for a period prescribed by law, regulation, or executive decision.
<b>Retention Schedule</b>	A comprehensive list of records series indicating for each series the length of time it is to be maintained in office areas and in storage, and when, and if, such series may be destroyed.  A retention schedule summarizes the results of the appraisal of records and makes possible an orderly, efficient retention and disposition of such records.
<b>Subject File</b>	Documents filed by subject matter rather than alphabetically by title or chronologically by date.
<b>Transitory File</b>	Unofficial papers of short-term interest, which have no informational or evidentiary value. Examples include publications, letters of transmittal that add no additional information, and quasi-official notices of events such as holidays or charity fund appeals.
<b>Unscheduled Record</b>	Any record that has not been appraised by Records Management staff of the City Clerk Department. A record that has neither been approved for disposal nor designated as permanent on an approved Records Retention Schedule.

TERM	DEFINITION
<b>Vital Records</b>	<p>Essential department records needed to meet operational responsibilities under emergencies or disaster conditions, or to protect the legal and financial rights of the City and those affected by City activities. Records that contain information essential to re-establish or continue operations in the event of a disaster. Also, those records necessary to preserve the rights and assets of the City, its employees, and its customers. Vital records are stored off-site and/or duplicated due to their importance.</p> <p>Legal and financial rights records are those essential to protect the legal and financial rights of the City and of the individuals directly affected by its activities. Examples include accounts receivable, payroll, retirement, and insurance.</p> <p>Emergency operating records are those essential to continued functioning or reconstitution of City organization during and after an emergency or disaster. Included are emergency plans and directives, delegations of authority, staffing assignments, selected program records needed to continue critical agency operations, and related policy or procedural records that assist staff in conducting operations under emergency conditions and for resuming normal operations after an emergency.</p>
<b>Working File</b>	<p>Unofficial documents retained at the discretion of the individual employee; portions of working files may become official records.</p>



## VII. Abbreviations

### Event Code Abbreviations Used in the Retention Schedules:

AA	After Audit	Retain until an audit of the records has been completed.
ACT	Active	Retain as long as files are open and in active use.
AE	After Expiration	Retain until the agreement created by the record expires, e.g., contracts, leases, agreements
AS	After Settlement	Retain until the issue addressed by the records has been resolved and settled, e.g., lawsuit, complaint, investigation.
AT	After Termination	Retain records as long as active, e.g., personnel files.
AV	Administrative Value Only	Retain as long as needed for administrative use; there is no legal, fiscal, or historical retention value for this record.
CL	Close/Completion	Retain until project or activity is completed or file is closed.
CYE	Current Year End	Retain all interim records until the end of the current calendar year; purge only on an annual basis.
EL	Election	Retain based on the date of an election.
FYE	Fiscal Year End	Retain all interim records until the end of the current fiscal year; purge only on an annual basis. CoB fiscal year is currently July 1 <sup>st</sup> thru June 30 <sup>th</sup> .
PERM	Permanent	Retain records "forever"; special archival preservation of the record is required to ensure accessibility and legibility.
US	Until Superseded	Retain record until replaced by an updated or revised version.

### Statutory Citation Abbreviation Codes Used in the Retention Schedules

B&P	Business and Professions
CAC	California Administrative Code
CA Opinion	Written Opinion by the City Attorney
CCP	Code of Civil Procedure
CEQA	California Environmental Quality Act
CFC	California Fire Code
CFR	Code of Federal Regulations
EC	Election Code
FEMA	Federal Emergency Management Agency
FMLA	Family & Medical Leave Act of 1993
GC	Government Code
H&S	Health & Safety Code
HUD	Housing and Urban Development
OSHA	Occupational Safety & Health Act
PC	Penal Code
POST	Police Officers Standard Training
USC	United States Code
WIC	Welfare & Institutions Code



**Berkeley Public Library**  
**Records Retention Schedule**

Attachment 4

Shaded items are new

RS/ITEM NO.	RECORD SERIES TITLE/SUBTITLE AND DESCRIPTION (IF APPLICABLE)	RETAIN IN OFFICE	STORAGE	DESTROY	STATUTORY REFERENCE
LIBR101	<b>Borrower Registration Records</b> Records documenting the registration of authorized borrowers	AE+2	-	US	Dept. Policy
LIBR102	<b>Cash Receipts</b> Daily deposit of monies from Library	2	5	7	Dept. Policy
LIBR103	<b>Circulation Records</b> Records documenting the circulation of library materials to individual borrowers	US	-	US	Dept. Policy
LIBR104	<b>Circulation Statistical Reports</b> Refers to California state Library annual public library survey	PERM	-	PERM	Dept. Policy
LIBR105	<b>Library Catalog</b>	US	-	US	Dept. Policy
LIBR106	<b>Overdue Records</b> Library fines information for accounts unsettled <i>over \$50</i>	5	-	5	Dept. Policy
LIBR107	<b>Overdue Records</b> Library fines information for accounts unsettled <i>under \$50</i>	3	-	3	Dept. Policy
LIBR108	<b>Employee Personnel Files</b> Includes personnel Action/Information forms used to create / change information in the personnel records of individual employees regarding hiring, termination, transfer, performance evaluations, pay grade, position/job title, leaves of absence, name changes and similar actions.	AT+5	-	AT+5	GC 34090 GC6250, Dept. Policy [seeHR704- library retains its own personnel records]
LIBR109	<b>Capital Improvements - Project Files</b> Library construction projects, etc.	CL+2	-	PERM	Dept. Policy

**Berkeley Public Library**  
**Records Retention Schedule**

Attachment 4

Shaded items are new

RS/ITEM NO.	RECORD SERIES TITLE/SUBTITLE AND DESCRIPTION (IF APPLICABLE)	RETAIN IN OFFICE	STORAGE	DESTROY	STATUTORY REFERENCE
LIBR110	<p><b>EMPLOYEE SERVICE RECORD</b>  “Employee Cardex File” -  Employment history summary for each employee. Contains: name; date of birth; social security number; positions held, with dates of hire, promotion, transfer, or demotion; dates of leaves of absence or suspension that affect computation of length of service; wage or salary rate for each position held, including step or merit increases within grades; and date of separation.  Access is restricted to the Director of Human Resources, Deputy Director of Human Resources, Employee Relations Officer, and Employee Transaction Unit staff. Director of Human Resources may designate other staff access.</p>	PERM	None	PERM	Dept. Policy [see HR701- library retains employee service records]
LIBR111	<p><b>MEDICAL LEAVE RECORDS</b>  May include family leave records, certifications</p>	CL+5	25	CL+30	FMLA 1993, 29 CFR 1910.20, 29 CFR 1602.30, 29 CFR 1602.32 [see HR702- Library retains employee medical files]

**Retention Codes**

- AE After Expiration
- AT After Termination
- CL Close/Completion
- US Until Superseded
- PERM Permanent



# BERKELEY PUBLIC LIBRARY

## CONSENT CALENDAR

February 13, 2013

**TO:** Board of Library Trustees

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

**SUBJECT:** FY13 – 1<sup>ST</sup>-HALF UPDATE AND AAO2 BUDGET AMENDMENT

### RECOMMENDATION

Adopt a resolution amending the operational FY 2013 Revised Budgets for appropriation of grant and gifts funding as described herein for a total revised expenditure budget of \$31,178,996.

### INTRODUCTION

Library fiscal year 2013 results at the end of the 2<sup>nd</sup> quarter by Fund are as follows:

Fund	Revenue		Expenditures (xcl Encmb)	
	Actual 1Q	YoY	Actual 1Q	YoY
Library Tax (301)	\$8,010,952	2.4%	\$6,792,868	5.4%
Transaction Based Reimb (302)	\$10,715	-71.0%	\$22,249	-6.5%
Grants (304)	\$84,861		\$890	-89.2%
Public Library (305)			\$797	
Gifts (306)	\$1,201	-98.1%	\$35,210	-1.3%
Foundation Branch FF&E (307)	\$250,000	-16.7%	\$7,183	-80.1%
Measure FF (308)	\$11,856	220.4%	\$3,829,926	-9.9%

### BACKGROUND

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



occurred during the first quarter of FY 2013 as the first of the fiscal year's Annual Appropriations Ordinance actions were authorized by the board with the approval of BOLT Resolution No.: R12-057 on September 12, 2012. In the second quarter the board approved additional budget adjustments, 1) by BOLT Resolution No.: R12-063 appropriating anticipated BALIS grant funding up to \$40,000 – subsequently awarded at \$35,691, and 2) by BOLT Resolution No.: R12-076 retroactively accepting rolling over the FY 2012 Library Tax Fund encumbrance for the City-led VoIP system installation project.

#### CURRENT SITUATION AND ITS EFFECTS

##### *LIBRARY TAX FUND*

The Library Tax Fund includes revenue derived from the dedicated library tax, fines and fees, and miscellaneous revenue. At the end of the first half, revenues stood at \$8,010,952 increasing YoY by 2.4%. This favorable variance, amounting to \$184,414, was primarily due to increased library tax receipts – the library tax rate this fiscal year is indexed to the PIG rate at 3.77% versus last fiscal year's CPI peg of 2.821%. Conversely, revenue from fines and fees dropped 13.6% to \$106,591 from \$123,302 during the same period last fiscal year. This fiscal year there exist a general trend seen monthly of lower fines and fees receipts than last year; notably, the bulk, or almost 70% of this shortfall has occurred in November, the month in which the Library conducted a goodwill amnesty program from the 5<sup>th</sup> through 17<sup>th</sup> cancelling outstanding fines and fees upon patron request. Further pressuring the revenue stream is the across-the-board \$0.25 fines and fees that went into effect on October 1, 2012 – excludes Link + and Childrens always-fines-free programs (BOLT Resolution No.: 12-051 on September 12, 2012).

Total Library Tax Fund expenditures excluding encumbrances at \$6,792,868 were 5.4% above the prior year period, an increase of \$348,969 driven by \$187,554 in labor expenditures and \$161,415 in non-labor expenses. In addition to increases in wage expenditures, YoY labor was hit by higher medical and pension contribution costs. The period increase for non-labor costs was marked by higher spending for library materials, the purchase of the new Ford Escape vehicle, completion of the HVAC actuator replacement project at the Central Library, and self-check equipment for the Central Library.

##### *GIFTS FUND*

The Gifts Fund includes monies received through donations from the Berkeley Public Library Foundation, the Friends of the Berkeley Public Library, the generosity of many individuals and organizations, and trusts such as the Alice Meyer Trust Fund, The Raymond Family Foundation, and the DuPree Family Foundation. The Fund's first half revenue at \$1,201 was significantly below that of the same period last year due to a delay in receipt of the Friends FY 2013 gift award. To date, gifts are made up of donations from 5 individual parties with a total value of \$575, interest received of \$469, and miscellaneous small change donations.

Period expenditures at \$35,211 remained essentially unchanged from the prior year's level, with a drop of only \$459. The Friends of the Library gift funding continued to support targeted programs throughout the Library with larger expenditures occurring in Children's and Café Literario programs, and the effort to upgrade signage in selected areas of the Central Library. Library material acquisitions funded through the Alice Meyer Trust stood at \$11,402 versus a budgeted amount of \$40,000, and yielded a remaining trust balance of \$162,958.



*ALL OTHER FUNDS*

All Other Funds is typically composed of funding from California State Library administered programs such as the Public Library Fund, the California Library Literacy Services (CLLS) program, the Library Services and Technology Act, and the Direct Book Loan Transaction Based Reimbursements (TBR) program. Among these suspended state supported programs only the CLLS program has resumed, of which the Library has received an FY 2013 award of \$34,170. During this period, the Library also accepted grant awards of \$35,691 from BALIS for development of an incident toolkit protocol, and \$15,000 from the Alameda County Waste Management Authority for bay friendly landscaping at the North Branch Library. Lastly, public-use photocopier revenue which is included as part of this Funds grouping to match with associated expenditures totaled \$10,648. The 71.0% decline in YoY revenue in the TBR Fund (see above table) is due to lagging fiscal year 2011 state support received in FY 2012.

All Other Funds expenditures at \$23,936 represented 15.7% of the revised budget (before AAO2 acceptance of the BALIS grant). Expenses were composed of \$15,429 for public-use copier rental expense, \$6,820 due to TBR delivery services, and \$1,687 in Berkeley READS literacy compensation for tutoring services.

*MEASURE FF FUNDS*

Two Funds service the Branch Libraries Improvement Program initiated by passage of Measure FF in November 2008. The primary program Fund, the Measure FF Fund, is dedicated to the actual design, engineering, and construction needs for each of the four branches and is the repository for the bond sale proceeds (completed and undertaken in two tranches). The second Fund, the Foundation FF&E Fund, is a Berkeley Public Library Foundation funded account directed to support the furnishing, fixtures, and equipment needs of the finished facilities through a capital campaign effort. During the period the Library received \$250,000 in proceeds from the Foundation’s FF&E capital campaign fund drive; while revenue into the Measure FF Fund consisted of \$11,856 in interest.

At the end of the first half, the Measure FF Fund expended \$3,829,926, and held \$7,660,665 of encumbrances. Major Measure FF Fund period expenditures were attributable to project management fees of \$248,263, architectural and engineering fees of \$170,025, and contractor construction costs (see table below) that included final close-out payments on the North and Claremont branch libraries and initiation of payments for West.

Architectural design costs at December 31, 2012:

<b>CC Authorized</b>	<b>Contracted w/ASAs</b>	<b>Site</b>	<b>Designer</b>	<b>FY13-1<sup>st</sup> Half</b>	<b>Expended to Date</b>	<b>Expended /CC Auth</b>
\$751,245	\$748,860	NB	Architectural Resources Group	\$0	\$728,619	97.0%
\$637,132	\$627,145	CB	Gould Evans Baum Thornley	\$22,103	\$614,322	96.4%
\$893,500	\$869,058	SB	Field Paoli	\$83,863	\$756,436	84.7%
\$788,194	\$739,398	WB	Harley Ellis Devereaux	\$48,740	\$663,855	84.2%
\$3,070,071	\$2,984,461	Total	Architectural Design Services	\$154,706	\$2,763,232	90.0%



General Contractor construction costs at December 31, 2012:

CC Authorized	Contracted w/COs	Site	General Contractor (incl. escrow)	FY13-1 <sup>st</sup> Half	Expended to Date	Expended /CC Auth
\$4,760,000	\$4,508,765	NB	BHM <i>*contract closed*</i>	\$10,000	\$4,508,765	94.5%
\$3,300,000	\$2,994,394	CB	Fine Line <i>*contract closed*</i>	\$260,413	\$2,994,394	90.7%
\$4,963,000	\$4,638,200	SB	Gonsalves & Stronck	\$1,965,247	\$2,110,809	42.5%
\$5,985,000	\$5,512,531	WB	West Bay Builders	\$942,190	\$942,190	15.7%
\$19,008,000	\$17,653,890	Total	Construction Services	\$3,177,850	\$10,556,158	55.5%

Actual expenditures from the Foundation FF&E Fund totaled \$7,183 and had an encumbered amount of \$188,487. Of the encumbrances, \$153,000 was for self-check /AMH equipment to be placed at the South and West branch libraries.

**REVISIONS TO EXPENDITURE BUDGETS**

The Library requests the authorization to appropriate \$575 in received gift checks to Berkeley READS and for library materials as requested by the gifting parties, and to accept and appropriate a California State Library LSTA federal pass-through grant award of \$5,000 for the Berkeley Comics Arts Festival to be held in April/May this fiscal year.

Fund	Approved FY13 Budget (Fund\$)	Encumbered C/O (revised)	Adjustments (AAO1)	Adjustments (AAO2)	Revised FY13 Budget
Library Tax (301)	\$15,278,872	\$141,606	\$328,250		\$15,748,728
TBR (302)	\$76,000	\$7,186			\$83,186
Grants (304)			\$34,170	\$40,691	\$74,861
Public Library (305)	\$34,930				\$34,930
Gifts (306)	\$128,327	\$5,450	\$3,970	\$575	\$138,322
Fndtn FF&E (307)	\$1,600,000	\$20,170	\$150,000		\$1,770,170
Measure FF (308)	\$2,089,754	\$11,239,045			\$13,328,799
Total	\$19,207,883	\$11,413,457	\$516,390	\$41,266	\$31,178,996

**SUMMARY OF OPERATIONS EXPENSES**

Actual expenses in operating Funds after the first six months of the fiscal year are decidedly favorable to the revised budget at 42.7%. As in the first quarter, much of the favorability is due to labor vacancy savings, timing of programs and major projects such as the CoB VoIP system installation and the Central Library boiler replacement, and ongoing overall cost saving efforts.

Attachments:

1. Resolution
2. 1<sup>st</sup> Half-FY 2013 Revenues by Fund
3. 1<sup>st</sup> Half-FY 2013 Expenditures by Fund





**RESOLUTION NO.: 13-0##**

**AMEND THE FISCAL YEAR 2013 EXPENDITURE BUDGET FOR A TOTAL FISCAL YEAR REVISED  
BUDGET OF \$31,178,996**

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

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

WHEREAS, the Board of Library Trustees by approval of BOLT Resolution No.: 12-039 on June 13, 2012 adopted revised FY 2013 revenue and expenditure budgets incorporating the higher rate of the personal income growth rate of 3.77%; and

WHEREAS, to appropriate encumbrances and adjustments the Board of Library Trustees by approval of BOLT Resolution No.: 12-057 on September 12, 2012 adopted revised FY 2013 revenue and expenditure budgets; and

WHEREAS, to appropriate anticipated BALIS grant funding the Board of Library Trustees by approval of BOLT Resolution No.: 12-063 on October 10, 2012 authorized a revision to the FY 2013 revised Grants Funds expenditure budget; and

WHEREAS, to appropriate encumbered FY 2012 VoIP system installation funding the Board of Library Trustees by approval of BOLT Resolution No.: 12-076 on November 14, 2012 authorized a revision to the FY 2013 revised Library Tax Fund expenditure budget; and

WHEREAS, to appropriate received gifts the FY 2013 revised Gifts Funds expenditure budget must be amended to include donations of \$575; and

WHEREAS, to accept and appropriate awarded California State Library LSTA federal pass-through grant funding for the Berkeley Comics Arts Festival, the FY 2013 revised Grants Funds expenditure budget must be increased \$5,000; and

WHEREAS, the Board is committed to a balanced FY 2013 Revised Budget that ensures that expenditures are funded from the appropriate budgeted funding group.

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley that the FY 2013 Expenditure Budgets are amended based upon recommended appropriation of received grant and gifts funding and shall total \$31,178,996.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on February 13, 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



## Attachment 2

### 1<sup>st</sup> Half-FY 2013 REVENUES BY FUND

#### BERKELEY PUBLIC LIBRARY + CoB

Ele/Obj	Account Description	Lib Dscr 301	DL/ILL 302	Grants 304	Pub Lib 305	Gift 306	FF&E 307	Mse FF 308	Rfse Coll 820	Revenue FY13
01-01	Refund on Bills	2,000								2,000
05-01	Over and Shorts									
10-01	Collection by City									
13-15	Library Tax	15,028,438								15,028,438
20-07	Library Svc&Constr Act			34,170						34,170
20-11	Library Fines	223,000								223,000
20-15	Lost Book Fines	30,000								30,000
20-17	Lib/Fin Act/S.B. 358									
20-18	Calif Library Svcs Board									
20-21	Tool Lending Fines	20,000								20,000
23-12	BPL Foundation						1,500,000			1,500,000
23-13	Friends of BPL					88,327				88,327
30-01	Interest-Investment Pool							1,500		1,500
50-02	Inter-Library Book Loan									
50-03	Direct Book Loan									
61-01	Max Rcycling & Cmpstng									
65-01	Meeting Room Fees	2,000								2,000
80-99	1-Time Grant /w Proj Code									
99-01	Appropriations Ord #1									
99-03	Donations									
99-99	Miscellaneous Revenue	8,500	20,000							28,500
<b>Adjusted</b>	<b>Berkeley Public Library</b>	<b>15,313,938</b>	<b>20,000</b>	<b>34,170</b>		<b>88,327</b>	<b>1,500,000</b>	<b>1,500</b>		<b>16,957,935</b>

01-01	Refund on Bills	444								444
05-01	Over and Shorts	125								125
10-01	Collection by City								4,735	4,735
13-15	Library Tax	7,889,564								7,889,564
20-07	Library Svc&Constr Act			34,170						34,170
20-11	Library Fines	91,613								91,613
20-15	Lost Book Fines	10,353								10,353
20-17	Lib/Fin Act/S.B. 358									
20-18	Calif Library Svcs Board									
20-21	Tool Lending Fines	4,255								4,255
23-12	BPL Foundation						250,000			250,000
23-13	Friends of BPL									
30-01	Interest-Investment Pool					469		11,856		12,325
50-02	Inter-Library Book Loan									
50-03	Direct Book Loan									
61-01	Max Rcycling & Cmpstng			15,000						15,000
65-01	Meeting Room Fees									
80-99	1-Time Grant /w Proj Code			35,691						35,691
99-01	Appropriations Ord #1	2,267,978	199,151	(3,015)	57,393	531,885	307,694	13,726,851		17,087,937
99-03	Donations					732				732
99-99	Miscellaneous Revenue	14,228	10,715							24,943
<b>Act+Upstd</b>	<b>Berkeley Public Library</b>	<b>10,278,930</b>	<b>209,866</b>	<b>81,846</b>	<b>57,393</b>	<b>533,086</b>	<b>557,694</b>	<b>13,738,707</b>	<b>4,735</b>	<b>25,462,257</b>

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BERKELEY PUBLIC LIBRARY : EXPENDITURES DEC FY13											6
Berkeley Public Library + CoB			Actuals+Encumbrances								YTD DEC
Elmnt-Object	Description	Bdgt ORG FY13	Bdgt REV FY13	Lib Dscr 301	DL / ILL 302	Grants 304	PLF 305	Gift 306	FFE 307	Mse FF 308	Actual FY13
11-01	Monthly Rated Employees	7,246,031	7,246,031	3,245,488						13,009	3,258,497
11-02	Wage Continuation Payment			188							188
11-03	Hourly and Daily Rated Empl	269,434	269,434	84,755		833	747			15,893	102,228
11-04	Monthly Rated - Part Benefitted	426,002	426,002	168,139							168,139
11-30	Temporary Disability Payments			701							701
11-60	Excess Hours Pay		2,615	89,107				797			89,904
12-12	General Summer Youth	11,296	11,296	3,614							3,614
13-01	O/T-Monthly Rated Employee	6,771	6,771	162							162
13-05	Holiday Pay	5,081	5,081								
<b>Prsnl Svcs-Salaries and Wages</b>		<b>7,964,615</b>	<b>7,967,230</b>	<b>3,592,154</b>		<b>833</b>	<b>747</b>	<b>797</b>		<b>28,902</b>	<b>3,623,433</b>
20-11	Medical Insurance	1,013,122	1,013,122	475,977				88		2,174	478,239
20-12	Dental Insurance	152,522	152,522	66,814				13		227	67,054
20-13	Life Insurance	6,451	6,451	4,587						12	4,599
20-21	Cash-in-Lieu	88,660	88,660	35,339							35,339
20-31	Pers/Misc Other	2,015,844	2,015,844	979,714				242		3,735	983,691
20-34	PARS (3.75%)	26,512	26,512	8,498		31	28				8,557
20-36	SRIP	282,329	282,329	68,860				8		47	68,915
20-40	Medicare Tax	104,089	104,089	50,050		12	10	8		421	50,501
20-63	Retirement Med: Misc. Emp Medical Trusts	192,425	192,425	88,920				19		323	89,262
20-71	Workers Comp: Workers Comp Charges	151,936	151,936	76,800		14	12	14		855	77,695
20-82	Allowances: Shoes Allowance	1,012	1,012	1,012						69	1,081
20-87	Terminal Payouts-Misc.Emp	90,052	90,052	40,933				10		156	41,099
20-90	Other Employee Benefits	261,504	261,504	120,337				28		454	120,819
20-91	Commuter Check	19,244	19,244	9,634				2		30	9,666
27-20	Fringe Benefits (Budget)	24,930	24,930								
<b>Prsnl Svcs-Fringe Benefits</b>		<b>4,430,632</b>	<b>4,430,632</b>	<b>2,027,475</b>		<b>57</b>	<b>50</b>	<b>432</b>		<b>8,503</b>	<b>2,036,517</b>
20-99	Salary Savings	(186,193)	(186,193)								
<b>Personal Services-Employee</b>		<b>12,209,054</b>	<b>12,211,669</b>	<b>5,619,629</b>		<b>890</b>	<b>797</b>	<b>1,229</b>		<b>37,405</b>	<b>5,659,950</b>

**Attachment 3**  
**1<sup>st</sup> Half-FY 2013 EXPENDITURES BY FUND**

Elmnt- Object	Description	Bdgt ORG	Bdgt REV	Lib Dscr	DL / ILL	Grants	PLF	Gift	FFE	Mse FF	Actual
		FY13	FY13	301	302	304	305	306	307	308	FY13
30-35	Professional: Engng & Architectural Svcs	50,000	489,732							434,097	434,097
30-38	Professional: Misc Prof Svcs	363,600	1,089,060	395,869				15,623	5,365	560,655	977,512
30-39	Hazardous Materials Handling	2,000	2,000								
30-42	Maint Svcs: Office Equip Maint Svcs	8,000	8,000	4,620							4,620
30-43	Maint Svcs: Bldg & Structures Maint Svcs	124,400	204,778	193,358							193,358
30-44	Maint Svcs: Field Equip Maint	36,950	36,738	15,038							15,038
30-46	Maint Svcs: Computer Maintenance	5,000	8,700	9,257							9,257
30-47	Maint Svcs: Software Maintenance	315,000	300,303	168,747							168,747
30-51	Bank Credit Card Fees	2,880	2,880	1,944							1,944
<b>Purchased Prof &amp; Tech Svcs</b>		<b>907,830</b>	<b>2,142,191</b>	<b>788,833</b>				<b>15,623</b>	<b>5,365</b>	<b>994,752</b>	<b>1,804,573</b>
35-20	County/State/Fed Pymts.	5,000	5,000	2,787							2,787
<b>Grants &amp; Gvrnmntl Payments</b>		<b>5,000</b>	<b>5,000</b>	<b>2,787</b>							<b>2,787</b>
40-10	Professional Dues and Fee	47,250	48,265	22,737						515	23,252
40-20	Insurance	575	575								
40-31	Communications: Telephones	169,250	255,500	240,700							240,700
40-33	Communications: Cellular	14,550	14,550	9,254							9,254
40-41	Utilities: Water	32,550	115,503	14,571						96,448	111,019
40-42	Utilities: Gas/Electricity	289,750	296,750	236,000						5,000	241,000
40-43	Utilities: Refuse	24,912	24,912	6,662							6,662
40-50	Printing and Binding	42,350	64,062	7,293						15,139	22,432
40-61	Travel: Commerical Travel	2,000	2,000	400							400
40-62	Travel: Meals & Lodging	3,000	3,000	576							576
40-63	Travel: Registration/Admin Fees	12,100	15,827	4,902							4,902
40-64	Travel: Transportation	1,500	1,514	512							512
40-70	Advertising	12,044	22,044	1,450						200	1,650
40-80	Books and Publications	16,000	16,000	14,829							14,829
40-90	Other	423,519	369,362								
<b>Other Purchased Services</b>		<b>1,091,350</b>	<b>1,249,864</b>	<b>559,886</b>						<b>117,302</b>	<b>677,188</b>
50-10	Rental of Land/Buildings	92,200	93,856	552						19,950	20,502
50-20	Rental of Equip/Vehicles	41,500	45,606		32,606						32,606
50-30	Rental of Office Equipment & Furniture	10,000	10,000	4,248							4,248
50-40	Rental of Software & Licenses	75	75								
<b>Rentals / Leases</b>		<b>143,775</b>	<b>149,537</b>	<b>4,800</b>	<b>32,606</b>					<b>19,950</b>	<b>57,356</b>

**Attachment 3**  
**1<sup>st</sup> Half-FY 2013 EXPENDITURES BY FUND**

Elmnt-Object	Description	Bdgt ORG FY13	Bdgt REV FY13	Lib Dscr 301	DL / ILL 302	Grants 304	PLF 305	Gift 306	FFE 307	Mse FF 308	Actual FY13
51-10	Postage	21,500	21,500	4,850							4,850
51-20	Messenger/Deliver	25,000	25,000		10,000						10,000
	<b>Mail Services</b>	<b>46,500</b>	<b>46,500</b>	<b>4,850</b>	<b>10,000</b>						<b>14,850</b>
55-11	Office Supplies	29,000	28,628	16,618							16,618
55-20	Field Supplies	154,830	176,269	94,347				10,661			105,008
55-34	Equip & Veh Supp: Spare Replacement Par	12,000	6,390	516							516
55-50	Food	1,000	5,500	27				2,096			2,123
55-60	Library Materials	979,000	1,118,965	403,537				11,402			414,939
	<b>Supplies</b>	<b>1,175,830</b>	<b>1,335,752</b>	<b>515,045</b>				<b>24,159</b>			<b>539,204</b>
60-20	Outside Janitorial Svcs	180,000	172,407	135,412							135,412
	<b>Purchased Property Services</b>	<b>180,000</b>	<b>172,407</b>	<b>135,412</b>							<b>135,412</b>
65-70	Building - Existing Construction	200,000	794,986	30,000						288,363	318,363
65-75	Building - New Construction	1,362,608	10,908,168							10,005,329	10,005,329
65-80	Other Infrastructure	8,000	8,000								
	<b>Infrastructure</b>	<b>1,570,608</b>	<b>11,711,154</b>	<b>30,000</b>						<b>10,293,692</b>	<b>10,323,692</b>
70-41	Machinery and Equipment	697,342	859,821	18,965				153,000			171,965
70-42	Vehicles	16,105	39,555	23,438							23,438
70-43	Furniture and Fixtures	606,000	639,234	14,127					6,621	15,746	36,494
70-44	Computers & Printers	100,000	122,695	14,636					13,599		28,235
70-47	Computer Softwares & Lic	5,000	34,600	5,896		28,500					34,396
	<b>Property</b>	<b>1,424,447</b>	<b>1,695,905</b>	<b>77,062</b>		<b>28,500</b>		<b>173,220</b>	<b>15,746</b>		<b>294,528</b>
71-10	Small Equipment	70,500	65,799	4,447				200			4,647
71-41	Mach & Equip: Machinery And Equipment		3,550							3,275	3,275
71-43	Mach & Equip: Furniture And Fixtures	332,425	331,598	6,123				16,885		8,469	31,477
71-44	Mach & Equip: Computers And Printers	25,000	28,037	12,056							12,056
71-47	Mach & Equip: Software & Licenses	15,000	13,900	772							772
	<b>Property Under Cap Limit</b>	<b>442,925</b>	<b>442,884</b>	<b>23,398</b>				<b>17,085</b>	<b>11,744</b>		<b>52,227</b>
75-35	Mail Services	1,764	1,764	882							882
75-50	City Vehicles/Fuel & Main	7,800	7,800	9,907							9,907
75-60	City Parking Permits	500	500								
75-90	Internal City Training	500	500								
	<b>Internal Services</b>	<b>10,564</b>	<b>10,564</b>	<b>10,789</b>							<b>10,789</b>
99-01	Appropriations Ord #1		(512,511)								
99-02	Appropriations Ord #2		(35,691)								
99-11	Appropriations Ord #1 Offset Acct		512,511								
	<b>Balance Sheet Accounts</b>		<b>(35,691)</b>								
	<b>Other Expenses</b>	<b>6,998,829</b>	<b>18,926,067</b>	<b>2,152,862</b>	<b>42,606</b>	<b>28,500</b>		<b>39,782</b>	<b>195,670</b>	<b>11,453,186</b>	<b>13,912,606</b>
	<b>Berkeley Public Library + CoB</b>	<b>19,207,883</b>	<b>31,137,736</b>	<b>7,772,491</b>	<b>42,606</b>	<b>29,390</b>	<b>797</b>	<b>41,011</b>	<b>195,670</b>	<b>11,490,591</b>	<b>19,572,556</b>

**Attachment 3**  
**1<sup>st</sup> Half-FY 2013 EXPENDITURES BY FUND**







## BERKELEY PUBLIC LIBRARY

### ACTION CALENDAR

February 13, 2013

**TO:** Board of Library Trustees

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

**SUBJECT:** GREEN CLEANING POLICY

### RECOMMENDATION

Adopt a resolution instituting a green cleaning policy for custodial maintenance at all library facilities.

### FISCAL IMPACT

No fiscal impact from this report.

### BACKGROUND

The City Council of the City of Berkeley has passed a number of resolutions promoting green practices in the city's operations. Among those resolutions are Resolution No. 62,284-N.S. dated November 18, 2003 and Resolution No. 62,693-N.S. dated October 19, 2004, both directing the adoption of Green Building practices for design, construction, and operation as described in the LEED Rating System. More specifically, subject to certain conditions all City sponsored building projects designed and constructed after January 1, 2006 are assigned a minimum threshold goal of LEED "Silver." The Measure FF Branch Library Improvement Program is committed to achieving LEED "Silver" on all four branch projects; and has had each branch's architectural design contract written with the attainment of the "Silver" rating as a project objective.

### CURRENT SITUATION AND ITS EFFECTS

To date, the Library has received the preliminary review report for the North Branch Library's LEED certification application from the Green Building Certification Institute (GBCI) – the administrator for the LEED certification program. In their review, under the rubric of *Innovation in Design*, item IDc1.2, the Library is notified of a "Pending" status due to the non-demonstration of a Green Cleaning Policy. In the initial application submittal a narrative was provided that cited City of Berkeley ordinances, policies, and procedures that the Library is subject to and has integrated into its operational practices. However, the preliminary review states, "A Green Cleaning Policy has not been provided as required." Achieving this innovation point is an important aspect of attaining LEED "Silver" for the North Branch project. Additionally, this innovation point will be sought for the South and West branches, so there too having



an instituted Green Cleaning Policy would be an important component of the LEED application. Furthermore the board's approval will allow the Library to extend, with more specificity, green practices in the performance of custodial services to the Central Library, in effect making this a system-wide policy.

#### FUTURE ACTION

Upon submittal of the Green Cleaning Policy to the Green Building Certification Institute in support of the LEED application for the North Branch Library the GBCI may request revisions to the policy document. Should revisions be requested, the Director of the Library would determine whether to modify the policy as may be suggested.

#### Attachments:

1. Resolution
2. Green Cleaning Policy
3. LEED 2009: IEQ Prerequisite 3: Green Cleaning Policy



**Resolution No.: 13-0##**

**ADOPT A RESOLUTION ADOPTING A GREEN CLEANING POLICY FOR  
CUSTODIAL MAINTENANCE AT ALL LIBRARY FACILITIES**

WHEREAS, City of Berkeley Resolution No. 62,284-N.S. dated November 18, 2003 and Resolution No. 62,693-N.S. dated October 19, 2004 direct the adoption of Green Building practices for design, construction, and operation as described in the LEED Rating System and state that subject to certain conditions all City sponsored building projects designed and constructed after January 1, 2006 are assigned a minimum threshold goal of LEED “Silver.”; and

WHEREAS, the Measure FF Branch Library Improvement Program is committed to achieving LEED “Silver” on all four branch projects and each branch project’s architectural design contract was written with the attainment of the “Silver” rating as a project objective; and

WHEREAS, the Library has received the preliminary review report for the North Branch Library’s LEED certification application from the Green Building Certification Institute – the administrator for the LEED certification program – with a notice of “Pending” for Innovation in Design, item IDc1.2 due to the non-demonstration of a Green Cleaning Policy; and

WHEREAS, upon submittal of the Green Cleaning Policy to the Green Building Certification Institute (GBCI) in support of the LEED application for the North Branch Library the GBCI may request revisions to the document; and

WHEREAS, achieving this innovation point is an important aspect of attaining LEED “Silver” for the North Branch project and will furthermore allow the Library to extend, with more specificity, green operational practices in the performance of custodial services at all Library locations; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to approve adoption of the Green Cleaning Policy as presented to be applicable at all Library facilities and to authorize the Director of the Library to accept or reject suggested policy modifications as may be requested by the Green Building Certification Institute.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on February 13, 2013.

AYES:                         None  
NOES:                         None  
ABSENT:                     None  
ABSTENTIONS:             None

\_\_\_\_\_  
Winston Burton, Chairperson

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



**BERKELEY PUBLIC LIBRARY  
POLICIES**

<b>ORIGINAL DATE:</b>	<b>02/13/2013</b>
BOLT Resolution #:	R13-__
REVISED DATE:	
PAGE:	1

SUBJECT: **Green Cleaning Policy**

**Berkeley Public Library  
GREEN CLEANING POLICY**

The Berkeley Public Library (BPL) is committed to providing a healthy and safe environment to the community, all building occupants, and building maintenance and custodial personnel at all of its facilities. As part of the City of Berkeley, the Library embraces its obligation pursuant to Berkeley Municipal Code Chapter 12.29 “... to promote the health, safety, and general welfare for the community by minimizing health risks, improving air quality, protecting the quality of ground and surface water, minimizing consumption of resources, and minimizing the City’s contribution to global climate change by implementing in a phased manner, as provided in this chapter, the City’s use of a precautionary principle approach in its decisions.”

It is the intent of this policy to outline specific cleaning practices to be employed at all BPL facilities that will ensure and maintain good indoor air quality, protect the health and comfort of all building occupants, maintain clean buildings, and provide a safe working environment for maintenance staff and custodial personnel.

1. **Cleaning Products:** Cleaning products must meet the sustainability criteria as outlined in LEED EB: O&M IEQ Credit 3.3 as well as with the following standards:
  - 1.1. As adopted by City Council Resolution No. 62,693-N.S. the *Environmentally Preferable Purchasing Policy* all cleaning or disinfecting products shall at a minimum meet Green Seal Standards for environmental preferability and performance and shall use products with the lowest amount of volatile organic compounds (VOCs).
  - 1.2. In the event of the non-availability of Green Seal products, cleaning products must comply with the California Code of Regulation for maximum allowable VOC levels. BPL will work with the custodial provider to determine the more environmentally preferable product in lieu of a conventional version of the cleaning agent.
  - 1.3. All cleaning products to the fullest extent practicable shall not contain, emit, or create the following:
    - Carcinogens and reproductive toxins
    - Persistent bioaccumulative toxicants
    - Compounds toxic to humans or aquatic life, corrosive to the skin or eyes, or that are skin sensitizers
    - Substances that contribute to photochemical smog, tropospheric ozone production, or poor indoor air quality
  - 1.4. All cleaning products must be approved by the BPL and the Library Building Maintenance Supervisor must have in his/her possession an accompanying “Material Safety Data Sheet” detailing a product’s chemical composition prior to any use of such product on Library premises.

2. **Cleaning Supplies:** Cleaning supplies must meet the sustainability criteria as outlined in LEED EB: O&M IEQ Credit 3.3 as well as with the following standards:
  - 2.1. Handsoaps in all restrooms may not contain antimicrobial agents, except where required by health codes and other regulations.
  - 2.2. Dispensed hand sanitizer in staff and public areas is waterless alcohol-based.
  - 2.3. Paper dispensers must be Library standard.
  - 2.4. Paper products and janitorial paper products are to be unbleached or are processed without chorine or chlorine derivatives, whenever possible.
  - 2.5. Paper towels and tissues must be 100% post consumer content.
  - 2.6. Toilet paper must be 100% post consumer content.
  - 2.7. Microfiber products must be used for dust mops, wet mops, high dusters, and hand dust cloths to eliminate the use of disposable and chemically treated cleaning tools.
  - 2.8. U.S. EPA Comprehensive Procurement Guidelines for Janitorial Paper and Trash Can Liners.
  - 2.9. Janitorial paper products derived from rapidly renewable resources or made from tree-free fibers.
  
3. **Cleaning Equipment:** Cleaning equipment must meet the sustainability criteria as outlined in LEED EB: O&M IEQ Credit 3.4 as well as with the following standards:
  - 3.1. All powered maintenance equipment including floor buffers, burnishers, and automatic scrubbers must be equipped with vacuums, guards and/or other devices for capturing fine particulates.
  - 3.2. All hot water extraction equipment for deep cleaning carpet must be capable of removing sufficient moisture such that carpets will dry in less than 24 hours.
  - 3.3. All floor equipment must have rubber bumpers in order to reduce damage to building surfaces.
  - 3.4. Equipment is ergonomically designed and takes into consideration factors such as weight, dimensions, and adjustability for sizing.
  - 3.5. The service vendor shall maintain a daily log for each BPL location providing date, personnel name, times, and activity items of note including use of equipment.
  
4. **Handling and Storage of Cleaning Materials:** Maintenance staff and custodial personnel must abide with the following safety procedures:
  - 4.1. Only cleaning products and supplies approved by the BPL may be brought onto and used at Library facilities.
  - 4.2. Mop heads, dusting cloths, and sponges will be changed on a regular basis that shall not be less than once per week or whenever visible dirt or odors are present.
  - 4.3. Storage areas that contain cleaning products will be secured at all times.
  - 4.4. Containers will be securely closed when not in use and clearly labeled displaying chemical content.
  - 4.5. Custodial storage areas and closets will be kept clean and free of standing water.

- 4.6. Quarterly facility inspections will be conducted by the City of Berkeley to verify compliance with the City's health and safety program to identify, evaluate, and prevent occupational hazards or unsafe acts before they occur and result in illness or injury.
  - 4.7. In the event of a hazardous material emergency, including chemical spills, staff and servicing personnel are instructed by to immediately contact the Public Safety Dispatch desk at 981-5900 and to implement procedures as detailed in the Library's Employee Emergency Action Plan manual – response procedures are posted on staff bulletin boards and included in procedures manuals located at service desks.
5. **Hand Hygiene:** The BPL encourages and promotes healthy hand hygiene practices.
- 5.1. Hand sanitizer dispensers with alcohol-based waterless sanitizer are placed in staff and public areas and are designated with prominently placed wall signage.
  - 5.2. Handsoap should meet the criteria set forth in Section 2.1.
6. **Custodial Training:** The BPL requires that its custodial service vendor provide initial and ongoing training for their employees as to standard operating procedures and practices that protects the health and well-being of all facility occupants and includes the following areas:
- Safe handling, use, storage, and disposal of cleaning materials, dispensing equipment, and packaging
  - Ergonomic training including safe lifting practices and proper equipment handling
  - Proper mixing and dilution of concentrated chemicals
  - Effective recycling, i.e., the proper handling, sorting, and disposal of recycling, compost and trash
  - Hazardous and blood borne pathogens training
  - Harassment training
7. **Maintenance Staff Training:** BPL maintenance staff receive ongoing City of Berkeley hosted training covering areas of:
- Annual Designated Operator Training
  - Electrical Safety
  - Environmental Management
  - Ergonomics
  - Fire Safety
  - Hazardous Materials
  - Industrial Hygiene
  - Safety and Health
  - Treated Wood Waste
  - Universal Waste
  - Sexual Harassment
8. **Performance Metrics:**
- 8.1. Documentation of chemicals: type, volume, and concentration must be maintained in the Library's maintenance facility office.

- 8.2. The custodial service vendor must maintain a daily documentation log of services performed. See Section 3.5.
- 8.3. Maintenance staff will maintain a report record of completed training courses.
- 8.4. Quarterly facility inspections will be conducted by the City of Berkeley to verify compliance with the City’s health and safety program to identify, evaluate, and prevent occupational hazards or unsafe acts before they occur and result in illness or injury. See Section 4.5

**9. Building Occupant and Custodial Feedback:**

- 9.1. The BPL solicits through an active write-in and electronic public comment program user feedback and response regarding any topic that impacts the experience in using the library.
- 9.2. BPL staff is encouraged to provide their comments and evaluations either directly to Library management, via staff committees such as the safety committee, or for physical plant topics directly via email at the “Library Maintenance” address.

**GREEN CLEANING POLICY – GOALS**

*Goal: Green Cleaning Policy – applicable at all open and upcoming newly constructed branch facilities – would be extended to the Central Library upon the expiration on June 30, 2013 of the existing service agreement and a new service agreement effective July 1, 2013. The BPL contracts out custodial services for all of its five facilities. Currently there are two open branch facilities (North and Claremont), two branch facilities in construction (South and West), and the main Central Library facility. Upon phase-in of the Green Cleaning Policy as contained herein to be applicable to the Central Library the GCP will become a contractual requirement system-wide.*

*Goal: Hand sanitizer dispensers with alcohol-based waterless sanitizer to be placed in staff and public areas at the North and Claremont branch libraries by December 2013, and the West and South Branch Libraries by June 2014.*

*Goal: BPL in partnership with its custodial service vendor and the City of Berkeley will continue its efforts to identify and procure green products that exhibit lower environmental impacts than those currently in use at BPL facilities.*

*Goal: BPL will install green floor mats inside and/or outside – where conditions allow – at all facilities to reduce contaminant load from people entering its facilities, prevent injury due to slippage, and to reduce exposure of building occupants to hazardous contaminants affecting indoor air quality, human health, and building systems and finishes. Interior mats will be of 100% recycled material.*

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



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## IEQ Prerequisite 3: Green Cleaning Policy

### Required

#### Intent

To reduce the exposure of building occupants and maintenance personnel to potentially hazardous chemical, biological and particulate contaminants, which adversely affect air quality, human health, building finishes, building systems and the environment.

#### Requirements

Have in place a green cleaning policy for the building and site addressing the following green cleaning credits and other requirements:

- Purchase sustainable cleaning and hard floor and carpet care products meeting the sustainability criteria outlined in IEQ Credit 3.3: Green Cleaning—Purchase of Sustainable Cleaning Products and Materials.
- Purchase cleaning equipment meeting the sustainability criteria outlined in IEQ Credit 3.4: Green Cleaning—Sustainable Cleaning Equipment.
- Establish standard operating procedures addressing how an effective cleaning and hard floor and carpet maintenance system will be consistently utilized, managed and audited. Specifically address cleaning to protect vulnerable building occupants.
- Develop strategies for promoting and improving hand hygiene, including both hand washing and the use of alcohol-based waterless hand sanitizers.
- Develop guidelines addressing the safe handling and storage of cleaning chemicals used in the building, including a plan for managing hazardous spills or mishandling incidents.
- Develop requirements for staffing and training of maintenance personnel appropriate to the needs of the building. Specifically address the training of maintenance personnel in the hazards of use, disposal and recycling of cleaning chemicals, dispensing equipment and packaging.
- Provide for collecting occupant feedback and continuous improvement to evaluate new technologies, procedures and processes.

This policy must adhere to the LEED 2009 for Existing Buildings: Operations & Maintenance policy model (see Introduction). At a minimum, the policy must cover the green cleaning procedures and materials that are within the building and site management's control.

#### Potential Technologies & Strategies

During the performance period, establish a written green cleaning policy addressing SOPs, sustainable products and equipment, chemical handling and storage, and staff training.





## BERKELEY PUBLIC LIBRARY

### INFORMATION CALENDAR

February 13, 2013

**TO:** Board of Library Trustees

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

**SUBJECT:** FEBRUARY 2013 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

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.

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/>

#### PROJECT UPDATES

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

The Library conducted a request for Proposals (RFP) process to solicit bids for the south Branch furnishings, in December 2012. It recently concluded the process with the selection of three vendors to provide the major furnishings for the new South Branch Library. Internal planning is underway to initiate the transition of the temporary tool library to the new facility and for staff to move back in and set-up for re-opening. At present a May / June 2013 date is anticipated but no firm opening date has been set. LEED certification is pending.



### **West**

The wall framing and columns were constructed throughout December. All of the planter walls are in place with the concrete work complete for now. February will see the framing of the skylight structures and roof sheathing; exterior wall sheathing; and framing of the low and high roof, clerestory and roof parapets. The building is starting to take shape with the volumes and layout becoming more distinct to passersby. The mechanical electrical and plumbing (MEP) rough-in work will begin soon and extend through March. The current anticipated Final Completion date is early autumn 2013.

In January design documents for the replacement of the redwood tree (removed due to damage) were issued to the contractor. The design includes revisions to the contractual scope of work (including species for plants beneath the tree and irrigation). The new tree is specified as a *Quercus suber* (common name: cork oak) of a minimum height of 22 feet; a canopy spread of a minimum 14 feet; and a trunk diameter of a minimum 10 inches. I will continue to report on the status of this issue.

### **North**

The branch is complete; the warranty period is in effect. The 11-month post substantial completion warranty walkthrough by the commissioning agents (Kitchell CEM) took place on February 5th at the branch. LEED certification is pending. Bay Friendly Landscape approved signage has been designed and will be installed in the next month or so around the exterior of the building; the signage will note the BFL features that contributed to its certification. Donor signage (individual signs only) will be installed in the branch in the next few months. The services of Kim Urbain were secured to design and oversee the fabrication; staff for the Library Foundation will be assisting with the verbiage and coordinating with donors. The large donor sign will not be installed until the Foundation's capital campaign is completed.

### **Claremont**

The branch is complete; the warranty period is in effect. The 11-month post substantial completion warranty walkthrough by the commissioning agents is scheduled for mid-March at the branch. Bay Friendly Landscaping certification is approved and a BFL sign for the branch has been ordered; this will be placed in the planting area on the exterior of the library in the next month.

ATTACHMENTS: None



## BERKELEY PUBLIC LIBRARY

### INFORMATION CALENDAR

February 13, 2013

**TO:** Board of Library Trustees

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

**SUBJECT:** FEBRUARY 2013 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.

### PROGRAMS

#### *Exhibit at Central Library*

Berkeley-based artist Vita Wells has created a large installation of some two hundred altered books spanning three levels of the atrium of the Berkeley Public Library's Central Branch, 2090 Kittredge at Shattuck, downtown Berkeley, that will be on display from February 11 to February 24. Ms Wells will discuss the art installation and her work during a FREE artist talk and on Sunday afternoon, February 24<sup>th</sup> at 2:00pm in the Central Library's 3<sup>rd</sup> floor Community Meeting Room. Her installation features many dozens of altered, sculpted books suspended and airborne, as if flying in a spectacular natural formation, throughout a large portion of the Central Library building. "This installation," the artist says, "is about possibility and community across space and time, and it celebrates how public libraries enrich who we are as individuals and as a community." Wells, who has created art objects since she was old enough to wield an *Exacto* knife, makes use of the medium of printed books as the raw material of her art, which is powerfully evident in *Flights of Mind*. In response to the frequent question, "Why books?", she says, "As physical objects, books are unlike any of the other material objects with which we surround ourselves in our day-to-day lives. They are singular in the power their mere physical presence possesses, the promise and possibility they embody." The artist lives and makes art in Berkeley. *Flights of Mind* was created for the Berkeley Public Library Foundation's 11<sup>th</sup> annual Authors Dinner and will remain on display for two weeks. Information about the artist and her work can be found at <http://www.vitawells.net/flightsBPL.html>.



## LIBRARY DEVELOPMENT

### *Communications Plan*

One of the goals of the Berkeley Public Library Board-approved *Library Strategic Plan: 2011-2013* is to cultivate a broader base of Berkeley residents into regular library users. One of the initiatives of this goal is the development of a Communications Plan. The San Francisco-based public relations firm BergDavis Public Affairs has been engaged to assist the library with gathering valuable feedback from the community and stakeholders through a detailed, user-oriented survey.

On January 23, 2013 the Library sent out a press release announcing the launch of a community survey for improved library services. Over the next few months the Library will use the survey results to develop a comprehensive public information and communications program to promote the use and support of the Library and increase public awareness of the Library's services, programs, special events and facilities. The final plan will recommend communication strategies to increase awareness of what the Library does and offers the community.

From January 23 through February 19, 2013 we will be seeking community input on how to improve Library services and communications. The community is being asked to help with their feedback but filling out the short survey online at <http://tinyurl.com/BPLCOMM>; [www.berkeleypubliclibrary.org](http://www.berkeleypubliclibrary.org) or; at all library locations in paper format. In addition, key stakeholders and community leaders will be targeted via email to complete the survey. The next steps will be for the consultant to organize focus groups and in-depth interviews with a sampling of survey participants to gather more detailed information.

### *Annual Report*

The Library's Annual report for 2012 is complete. Unlike previous years, this one will be all digital and accessible from the library's website. The advantages to the electronic version over paper are the green aspects of course but we were also able to add more pictures, create it in a format with a table of context and used a format that will make it easy to read. A limited number of mail-able postcards were designed and printed to help us advertise the new format and announce the report is now available for viewing at: Explore our year in review. Go to [www.tinyurl.com/BPL-report-2012](http://www.tinyurl.com/BPL-report-2012) to view Berkeley Public Library's user-friendly, photo-rich, all-digital Annual Report for 2012.

## OPERATIONS & FACILITIES

### *Chancellors Grant*

In partnership with the University of California, Berkeley, Building Sustainability Unit, the City of Berkeley, Office of Energy & Sustainability Development and Stopwaste – Alameda County Waste Management a pre-application form was prepared and submitted to the Chancellor's Community Partnership fund for consideration. The proposed project titled: *CalBlest – UC Berkeley Berkeley Library Environmental Sustainability Team*, would directly benefit the Library. The proposed program seeks to have Cal students help implement and institutionalize sustainable practices for the Library. The initial phase of the project would entail a readiness assessment by students from the Building sustainability @ Cal program (including building audits) to determine the Library is able to achieve green certification with LEED Existing Building Operations and Maintenance (EBOM). Based on these findings a second



phase to the project would ensue. The next phase would entail preparing and submitting documentation, as well as conducting outreach and education activities. Grant funds of \$65,000 was requested, these would be used for student salaries and technical training, supplies, minor technical consulting, USGC fees, as well as education and outreach materials.

The pre-application was submitted in October 2012, the Library and our partners were notified on January 22, 2013 that we are invited to complete a full application for consideration, this is due March 5, 2013.

#### **OTHER**

*City Council Consent Calendar of February 5, 2013 –*

From: Councilmember Moore

Recommendation: Adopt a Resolution supporting SCA 7 for local library funding, which enables local governments to pass special taxes and bonds to support the operations of their public libraries by lowering the voter threshold for these measures from two-thirds to 55 percent.

Financial Implications: Unknown

Contact: Darryl Moore, Councilmember, District 2, 981-7120

ATTACHMENTS:

None