



**BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

Amended Agenda
IV Consent Calendar, Item G.
Change to agenda only.

REGULAR MEETING
MARCH 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. WORKSHOP

- A. Library Budget FY14/15 Workshop**
 - 1. Budget Workshop led by Dennis Dang, Administrative and Financial Services Manager
 - 2. Public Comment (on this item only)
(Proposed 10 minute time limit, with speakers allowed 2 minutes each)
 - 3. Board Discussion

III. PRESENTATION CALENDAR

- A. Kitchell CEM Quarterly Update – Steve Dewan**

IV. 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 29, 2013 Special Closed Joint Session Meeting with City Council](#)**
Recommendation: Approve the minutes of the January 29, 2013 Special Closed Joint Session Meeting with City Council.
- B. [Approve minutes of February 13, 2013 Regular Meeting](#)**
Recommendation: Approve the minutes of the February 13, 2013 regular meeting of the Board of Library Trustees.
- C. [Library Fine and Fee Schedule 2013](#)**
Recommendation: Adopt the resolution approving the Library Fine and Fee Schedule for 2013 and approve the Director of Library Services' submission of the fee schedule to the City of Berkeley, Budget Office, for inclusion in the City of Berkeley's Master Fee Schedule.
- D. [Bay-Friendly Landscaping Grant](#)**
Recommendation: Adopt a resolution accepting and appropriating Stopwaste.org managed Bay-Friendly grant funds for the Claremont Branch Improvement Project in an amount not to exceed \$15,000.
- E. [Accept LSTA Grant funds](#)**
Recommendation: Adopt a resolution accepting and appropriating the LSTA Literacy Initiatives - Literacy Material Funds Reimbursement Program in the amount of \$4,500 for FY13.

- F. **[Accept and Appropriate Chancellor’s Community Partnership Grant Funds for a Library Environmental Sustainability Study in an Amount not to Exceed \\$30,000 In FY 2013/14 and FY14/15.](#)**
Recommendation: Adopt a resolution authorizing the Director of Library Services to apply for, accept and appropriate to FY 2013/14 a UC Berkeley Chancellor’s Community Partnership Fund Grant for the “CAL Berkeley Library Environmental Sustainability Team” project in an amount not to exceed \$30,000.

- G. **[Contract No. 8657 Amendment: Avidex](#)**
Recommendation: Adopt a resolution authorizing the Director of Library Services to amend Contract No. 8657 with Avidex Industries, LLC in an incremental amount of \$19,911.00 for a total revised contract value not-to-exceed \$85,000.00; and to amend the Contract’s date of expiration to September 30, 2015 from December 31, 2012.

- H. **[Gratitude to Berkeley Public Library Foundation on Successful Completion of it Capital Campaign](#)**
Recommendation: Adopt the resolution to express deep gratitude and congratulations to the Berkeley Public Library Foundation on the successful completion of its capital campaign.

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. **[March 2013 Monthly Report from Library Director](#)**
 - i. Library Development
 - ii. Professional Activities
 - iii. Programs, Services and Collections
 - iv. Personnel

- C. **[Citywide Community Emergency Exercise on April 27, 2013](#)**

- 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, April 10, 2013 at the **North Branch Library, 1170 The Alameda, Berkeley.**

VII. ADJOURNMENT

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



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

Please refrain from wearing scented products to public programs.

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

MINUTES
SPECIAL JOINT MEETING OF THE
BERKELEY CITY COUNCIL AND BOARD OF LIBRARY TRUSTEES
TUESDAY, JANUARY 29, 2013, 6:00 P.M.

CITY COUNCIL CHAMBERS – 2134 Martin Luther King, Jr. Way

I. PRELIMINARY MATTERS

A copy of the agenda packet is accessible

at http://www.berkeleypubliclibrary.org/about_the_library/bolt/bolt.php

Call to Order: 6:00 p.m.

Present: Councilmembers Capitelli, Maio, Moore, Wengraf, Worthington, Wozniak and Mayor Bates.

Trustees Holcomb, Moore (Councilmember) and Novosel.

Donna Corbeil, Director of Library Services

Absent: Councilmembers Anderson, Arreguin.

Trustee Burton & Franklin

Councilmember Anderson present at 6:01 p.m. Councilmember Arreguin present at 6:09 p.m.

Public Comments: Limited to items on this agenda only: 0 speakers.

II. CLOSED SESSION

Joint session with Board of Library Trustees and City Council

1. Conference With Legal Counsel – Existing Litigation Pursuant To Government Code Section 54956.9(a):

- a. Rollie French v Arntz Builders, City of Berkeley, et al. (Alameda County Superior Court No. 2002-043461)

consolidated with:

- i. Helix Electric v. Arntz Builders, et al. (Alameda County Superior Court No. 2002-061480);
- ii. Thyssenkrupp Elevator Corp. v. Arntz Builders, et al. (Alameda County Superior Court No.2002-071479);
- iii. F.W. Spencer & Son, Inc. v. Arntz Builders, et al. (Alameda County Superior Court No. RG03082302);
- iv. Bay Systems Integrators, Inc. v. Helix Electric, Inc., et al. (Alameda County Superior Court No. RG03089440); and
- v. Arntz Builders, Inc. v. City of Berkeley, et al. (Alameda County Superior Court No. RG 03095394.)

Action: M/S/C (Bates/Moore) to seek a rehearing in the Court of Appeal and then seek review in the Supreme Court if necessary.

Vote: All Ayes.

MINUTES

Special Joint Meeting of the Berkeley City Council and Board of Library Trustees

III. OPEN SESSION

Public Reports of actions taken pursuant to Government Code section 54957.1.

IV. ADJOURNMENT

Adjourn: Joint Meeting with City Council and Board of Library Trustees – 6:57 p.m.

This is to certify that the foregoing is a true and correct copy of the minutes of the special closed meeting of January 29, 2013.

//s//_____

Donna Corbeil, Director of Library Services, serving as Secretary to BOLT

COMMUNICATIONS

None.

SUPPLEMENTAL COMMUNICATIONS AND REPORTS

None.

MINUTES
BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES REGULAR MEETING
Wednesday, February 13, 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

A. Call to Order: 6:40 P.M.

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

Absent: None.

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

B. Public Comments:

1. David Snyder – spoke regarding Consent Calendar Item C and acknowledged the work of the BOLT, Library Foundation, Friends of the Library and Library Staff to raise FF&E Funds.
2. Chaim & Nell Mahgel-Friedman – spoke about West Branch Project. Expressed concerns about the windows on the back of the library, fence replacement, privacy concerns and the proposed replacement for redwood.

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

D. Report from Board of Library Trustees:

1. Trustee Franklin – reported on ALA Conference attendance.
2. Trustee Moore – reported on ALA Conference attendance.
3. Trustee Franklin – Thanks to the Foundation for the Authors Dinner. It was a wonderful event.
4. Trustee Novosel – Attended Author's Dinner. Asked to have an overview of the Arntz lawsuit.
5. Trustee Burton – Apologized for missing Author's Dinner.

II. PRESENTATIONS CALENDAR

A. Results of Community Survey on Library Hours

Douglas Smith, Deputy Director and Sarah Dentan, Children's and Neighborhood Services Manager gave a presentation on the results of the library hours survey (Attachment 1). Board Discussion followed.

III. CONSENT CALENDAR

Action Calendar, Item A (Library Green Cleaning Policy) moved to Consent Calendar.

Action: M/S/C (Trustee Moore / Trustee Novosel to adopt Resolution# R13-004 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 January 9, 2013 Regular Meeting

A revised version of the minutes was distributed.

From: Director of Library Services

Recommendation: Approve the minutes of the January 9, 2013 regular meeting of the Board of Library Trustees.

Financial Implications: None.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution# R13-005 to approve minutes as amended.

B. Contract: One Work Place L. Ferrari, LLC

From: Director of Library Services

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.

Financial Implications: See report.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution# R13-006 to approve minutes as presented.

C. Accept grant and gifts funds in support of Berkeley Public Library programs.

From: Director of Library Services

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.

Financial Implications: See report.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution# R13-007 to approve minutes as presented.

D. 2013 All Staff Meeting Schedule – Corrected

From: Director of Library Services

Recommendation: Adopt a resolution authorizing the Director of Library Services to open the Central Library and all branches one hour late on 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.

Financial Implications: None.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution# R13-008 to approve minutes as presented.

E. Revised Library Records Retention Schedule

From: Director of Library Services

Recommendation: Adopt a resolution approving the Revised Records Retention Schedule for the Library.

Financial Implications: None.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution# R13-009 to approve minutes as presented.

F. FY13 – 1ST-Half Update and AAO2 Budget Amendment

From: Director of Library Services

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.

Financial Implications: See report.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution# R13-010 to approve minutes as presented.

G. Library Green Cleaning Policy

From: Director of Library Services

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

Financial Implications: None.

Contact: Donna Corbeil, Director of Library Services

Action: M/S/C (Trustee Moore / Trustee Novosel to adopt Resolution# R13-011.

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

Abstentions: None.

IV. ACTION CALENDAR

Action Calendar, Item A was moved to Consent Calendar, Item G.

V. INFORMATION REPORTS

A. February 2013 Monthly Branch Improvement Project Report from Library Director

From: Director of Library Services

Contact: Donna Corbeil, Library Director

Action: Received.

B. February 2013 Monthly Report from Library Director

From: Director of Library Services

Contact: Donna Corbeil, Library Director

Action: Received.

C. Public Employee Performance Evaluation Update

Handouts provided (Attachment 2)

From: Director of Library Services

Contact: Abigail Franklin, Vice Chair, Board of Library Trustees

Action: Discussion.

D. Library events

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

VI. AGENDA BUILDING

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

- Budget

VII. ADJOURNMENT

Adjourned at 7:55 p.m.

COMMUNICATIONS:

1. Carol Denney – New Rules

None.

SUPPLEMENTAL COMMUNICATIONS AND REPORTS:

1. Community Survey on Library Hours Presentation

Berkeley Public Library Service Hours Survey

Key findings

Board of Library Trustees,
regular meeting
February 13, 2013

Berkeley Public Library

Tonight's Presentation

- Summarize data collected from public survey about the Library's public hours of operation
- Discuss options for possible expansion of public service hours

Survey Background

- One of four budget priorities established by BOLT in Dec. 2012: *Consider options & strategies to increase branch library hours of service*

- Purpose: to obtain community feedback on current Library hours and options to increase them

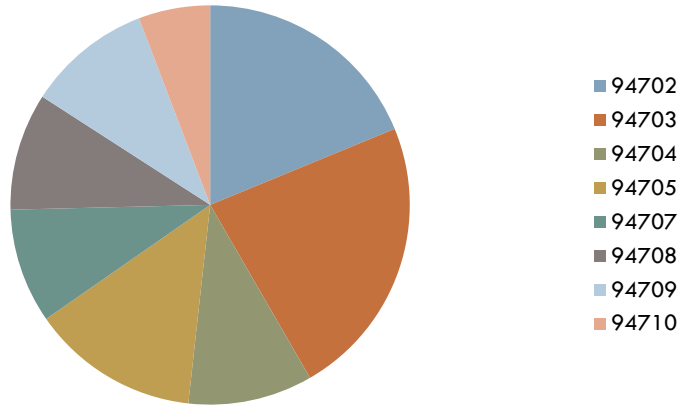
Summary of Survey

- Survey data collected: Jan. 11-31, 2013
- Posted prominently on web site
- Posted to BPL Facebook newsfeed
- Paper survey at all 4 current locations, BranchVan
- Survey sent to BUSD PTA e-trees
- Spanish version available

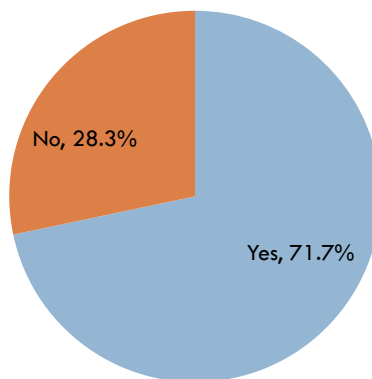
- Total responses = 482

Respondents by Berkeley zip code

What is your zip code?

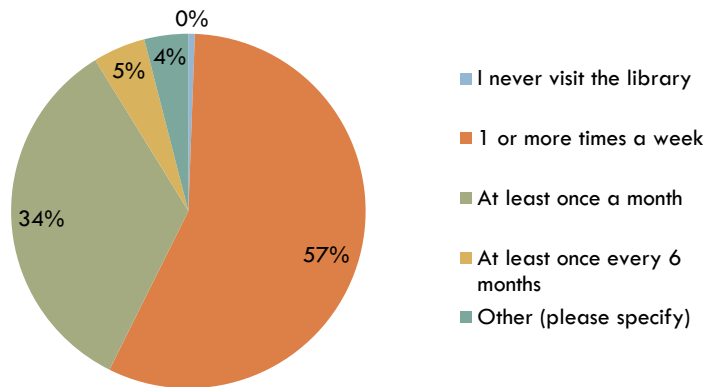


Are the Library's current hours of service convenient?



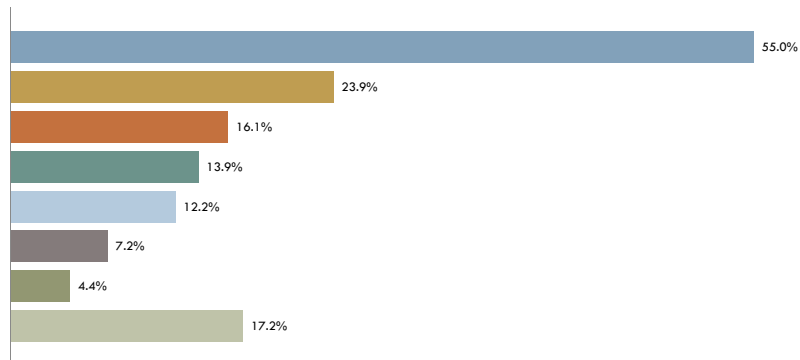
Frequency of Visits to BPL

How often do you use the Berkeley Public Library?

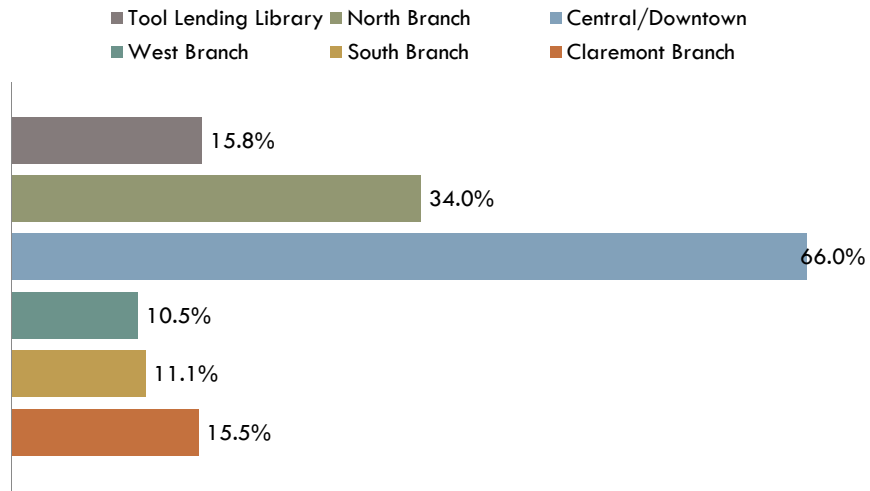


Reasons for not visiting?

- I visit as much and often as I need
- Hours are inconvenient
- Not enough time
- I use my computer at home
- Difficult to park/no transportation available
- I buy my own books/music/movies
- Doesn't have what I need
- Other (please specify)

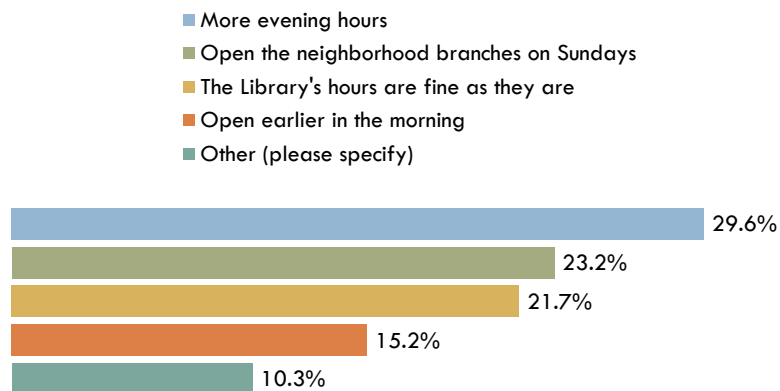


Which BPL locations visited most often?



Which one change to Library hours would help you the most?

Which one change to library hours would help you the most?



Some selected comments...

- ▣ Consistent from day to day, it's hard to know when you're open
- ▣ Convenience is efficiency in this world, the more hours the better

- ▣ Open neighborhood branches on Sunday
- ▣ Evening and Sunday Hours would will help me

Some selected comments...

- ▣ Open later in the evening because by the time I get off work and pick up my children the library is usually closed
- ▣ Open later, I work 9-5
- ▣ I would visit more if you were open later, 9pm weekdays
- ▣ It is closed when I'm off work

Some selected comments...

- ▣ I understand having limited weekend hours, but I wish the library would open every day at 10 am
- ▣ More mornings would help
- ▣ Open much earlier some days, say 8 am
- ▣ Opening earlier will help families with small children
- ▣ I am 88, later afternoon and evening hours are impossible, more morning hours will help

Some selected comments...

- ▣ I am retired, as long as you have afternoon and evening hours, I am OK
- ▣ More hours for all locations
- ▣ I'm happy with the current hours

Some selected comments...

- 24 hours daily would suit me, I am an ardent fan!

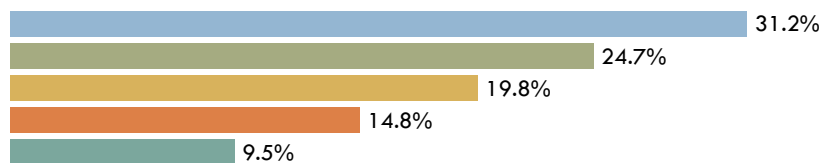
A closer look, filtering the data:

- What did ***frequent library users*** say about library hours?
- What did ***users of branch libraries*** say about library hours?
- What did ***those who said library hours are inconvenient*** say about library hours?

Frequent users (1 or more times/week)

Which one change to library hours would help you the most?

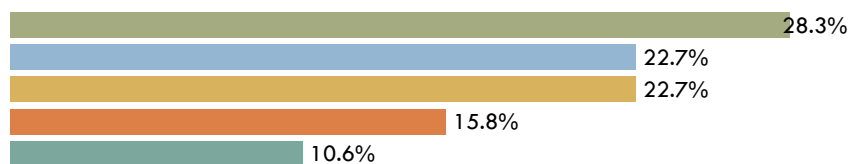
- More evening hours
- Open the neighborhood branches on Sundays
- The Library's hours are fine as they are
- Open earlier in the morning
- Other (please specify)



Branch library users

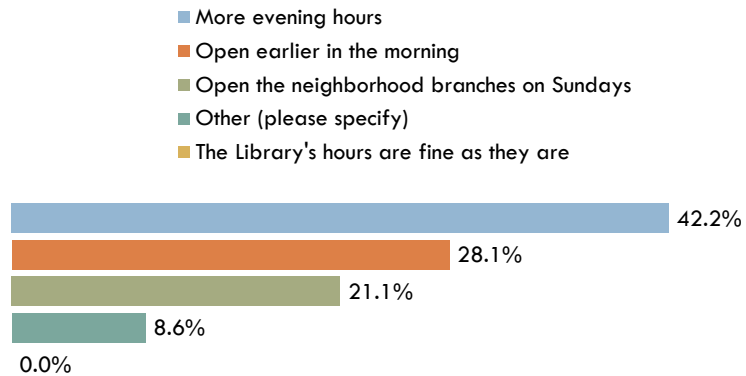
Which one change to library hours would help you the most?

- Open the neighborhood branches on Sundays
- More evening hours
- The Library's hours are fine as they are
- Open earlier in the morning
- Other (please specify)



“The Library hours are inconvenient”

Which one change to library hours would help you the most?



Options

1. Keep the current schedule
2. Extend hours on weekday evenings
3. Add hours on Sundays
4. Extend hours on weekday mornings

The Current BPL Schedule: Central

- 54 hours/week
 - ▣ Monday 12 noon – 8 pm
 - ▣ Tuesday 10 am – 8 pm
 - ▣ Weds - Fri 10 am – 6 pm
 - ▣ Saturday 10 am – 6 pm
 - ▣ Sunday 1 pm – 5 pm

The Current BPL Schedule: Branches

- 48 hrs/week
 - ▣ Mon & Tues 10am – 6pm
 - ▣ Weds & Thurs 12 noon – 8pm
 - ▣ Fri & Sat 10am – 6pm

Option 1: Keep current branch library schedules

- 48 hrs/week
 - ▣ Mon & Tues 10 am – 6 pm
 - ▣ Weds & Thurs 12 noon – 8pm
 - ▣ Fri & Sat 10 am – 6 pm

Option 2: Expand weekday evenings

- 52 hrs/week
 - ▣ **Mon & Tues** **10 am – 8 pm**
 - ▣ Weds & Thurs 12 noon – 8pm
 - ▣ Fri & Sat 10 am – 6 pm

Option 3: Expand to Sunday afternoons

- 52 hrs/week
 - ▣ Mon & Tues 10 am – 6 pm
 - ▣ Weds & Thurs 12 noon – 8pm
 - ▣ Fri & Sat 10 am – 6 pm
 - ▣ **Sunday 1 pm – 5 pm**

Option 4: Expand weekday mornings

- 52 hrs/week
 - ▣ Mon & Tues 10 am – 6 pm
 - ▣ **Weds & Thurs 10 am – 8 pm**
 - ▣ Fri & Sat 10 am – 6 pm

Current BPL Schedule : Tool Library

- 35.5 hrs/week
 - Tuesday 10am – 5:30pm
 - Weds & Thurs 12 noon – 7:30 pm
 - Friday 1 pm – 5:30 pm
 - Saturday 10am – 5:30pm

Selected comments about the Tool Lending Library

- More Tool Lending Library hours
- More Tool Library hours on Friday
- Open Tool on Monday and Friday
- 10-5:30 Friday at the Tool Library

Branch Options Discussion

1. Keep current schedule
2. Expand evening hours
3. Expand to Sundays
4. Expand morning hours

Tool Library schedule options

1. Adjust closing time to match South Branch closing
2. Add Friday a.m. hours (10 am opening)?
3. Add Monday afternoon hours?

Next steps:

- Board discussion of options
- Board to provide direction to staff on 1-2 priorities to explore further
- Staff to provide additional information as needed for continued discussion at March 13 Board meeting

THANK YOU!



BERKELEY PUBLIC LIBRARY

CONSENT CALENDAR

March 13, 2013

TO: Board of Library Trustees

FROM: Jay Dickinson, Circulation Services Manager

SUBJECT: LIBRARY FEE SCHEDULE FOR 2013

RECOMMENDATION

Adopt the resolution approving the Library Fee Schedule for 2013 and approve the Director of Library Services' submission of the fee schedule to the City of Berkeley, Budget Office, for inclusion in the City of Berkeley's Master Fee Schedule.

FISCAL IMPACT

Fiscal impacts are uncertain but likely minimal, resulting from the change to the Library Card Replacement Fee when replacing a damaged card, or when renewing a patron account, and from the reduction of some daily tool fines—all of which are from \$1 to \$3 per day.

BACKGROUND

The Berkeley Public Library has historically charged fines and fees for various purposes, including the late return of materials, lost materials, replacement of library cards, photocopies, etc. Periodically, these charges are reviewed and may be raised, reduced or discontinued; all changes are brought as agenda items to the Board of Library Trustees for consideration and approval. The Board of Library Trustees last reviewed and approved changes to this schedule on September 12, 2012.

CURRENT SITUATION AND ITS EFFECTS

Staff recommend the following changes:

- No longer charge a fee for a Library Card that must be replaced owing to normal wear and tear, or for patrons who wish to replace their cards at the time of renewal. The \$2 fee for lost cards will remain.
- Various changes to Tool fines, as well as addition of new tools to schedule, and removal of tools no longer in collection (see Attachment 3).



RATIONALE FOR RECOMMENDATION

While reviewing the fines and fees this year, special attention was paid to the Tool fines schedule. Practices at Tool libraries in other cities, including Oakland, were used as comparison, and it was determined that with some exceptions the Berkeley Public Library has tool fines that closely align with these libraries. Both the fine schedule, and circulation periods were found to be very similar.

The Tool fines schedule was also discussed with the staff of the Tool Lending Library, some of whom have made recommendations over the years that have helped to shape the current schedule. It was found that the current fines are based largely on (1) the demand level for the items, and (2) the individual value of the tool. With these considerations in mind, some minor changes are suggested. It is recommended that some fine reductions be applied, as well as one increase. Some Tools not currently represented on the list are being added, as well as those no longer in the collection being removed (see Attachment 4.)

Many long time patrons of the Berkeley Public Library have used their cards to the point where they are unreadable by a barcode scanner, or are generally falling apart and delicate. In the past all replacement cards have had a \$2 fee associated with them. Staff recommends that this fee should no longer apply to those cases where the card has become damaged by normal wear and tear over a long period of time. This would act as a small reward for those patrons who have been long time users and supporters of the Berkeley Public Library. Replacement of items worn out through repetitive use are reasonably considered the, 'cost of doing business,' and the relatively few instances that apply would result in only the most minor fiscal impact. Staff also suggests that this, 'practice,' be extended to those patron's whose cards have expired. Many patrons prefer to keep their current cards, but with new and multiple designs being offered at the library every few years, some patrons have requested new cards at renewal. Similar to those patrons whose cards simply wear out, a new library card would be a nice, "thank you," from the library for those who choose to continue their patronage with use.

The \$2 fee will still apply to replacement cards that have been lost, or that are being purchased for other, less needs-based reason, out of the renewal cycle.

FUTURE ACTION

None

Attachments:

1. Resolution
2. BPL Fines and Fees
3. Tool Library Fines and Fees
4. Suggested Tool Fine Schedule Changes



**BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

RESOLUTION NO.: 13-__

**APPROVAL OF THE LIBRARY FEE SCHEDULE FOR 2013 AND AUTHORIZATION FOR THE
DIRECTOR OF LIBRARY SERVICES TO SUBMIT THE FEE SCHEDULE TO THE CITY OF BERKELEY,
BUDGET OFFICE, FOR INCLUSION IN THE CITY OF BERKELEY'S MASTER FEE SCHEDULE**

WHEREAS, the Berkeley Public Library has historically charged fines and fees for various purposes, including the late return of materials, lost materials, and replacement of library cards; and

WHEREAS, periodically these are brought before the Board of Library Trustees for review and may be raised, reduced, or discontinued; and

WHEREAS, the City periodically gathers all proposed fee and tax increases to create a City of Berkeley Master Fee Schedule; and

WHEREAS, the staff recommends no longer charging the \$2 replacement fee for cards damaged through normal wear and tear, and various changes to overdue fines for tools returned late; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to approve the Library Fee Schedule for 2013, to take effect March 13, 2013 and approve the Director of Library Services' submission of the fee schedule to the City of Berkeley, Budget Office, for inclusion in the City of Berkeley's Master Fee Schedule.

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

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Winston Burton, Chairperson

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

BPL Fines and Fees

Materials	Fines Per day	Maximum Fine
Books (Adult)	\$0.25	\$5.00
Books (Children's)	No Fines	
Magazines (Adult)	\$0.25	\$5.00
Magazines (Children's)	No Fines	
Videos (VHS/DVD/VCD)	\$.25	\$10.00
Music Cassettes/CDs (Adult)	\$0.25	\$5.00
Music Cassettes/CDs (Children's)	No Fines	
Audio books (Cassettes/CDs/Adult)	\$0.25	\$5.00
Audio Books (Cassettes/CDs/Children's)	No Fines	
Phonorecords	\$0.25	\$5.00
Link+	\$1.00	\$15.00
Kits	\$0.25	\$5.00
Slides	\$1.00	\$10.00
Tool Lending Library	See separate schedule	
Other Fees	Fee	
Lost Library Card	\$2.00	
Black and White Copies	\$0.25	
Prints from Public PC's	\$0.15	
Scans on multifunctional device photocopier/printers	\$0.10	
Returned Check Fee	\$20.00	
Recovery of Delinquent Accounts (Collection Agency)	\$20.00	

Patrons who are seniors pay \$0.10 a day for materials which are normally \$0.25 a day.

Replacement of Circulating Materials

All BPL materials = Purchase price of item + \$10.00 Processing fee + \$5.00 billing fee where applicable.

Link+ - Flat fee of \$115, dependent on loaning institution, which will often times merely ask for the cost of the book plus local processing fees.

Fine limits and their effect on available services

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

All patron types are blocked from the use of Internet Access computers in the library when fines exceed \$100.00.

All patron types are blocked from circulating items when the patron account has a billed, lost, or damaged item.

All patrons are subject to replacement, lost, and damaged bills, and fees associated with them.

Carpentry and Woodworking

\$1 Awl
\$1 Butt Hinge Marker
\$1 Cabinet Scraper
\$1 Chalk Line
	Drills (see pwr tools)
\$1 Draw Knife
\$1 Flat Bar
\$2 Hammers, Various
\$1 Level, Various Sizes
\$2 Mallet, rubber
\$1 Miter Box
\$1 Nail Puller
\$1 Nail Set
\$2 Planes, Various
\$1 Plumb Bob
\$1 Prybars, various
\$1 Rasp, Wood
\$5 Router, (w/o bits)
	Saws, (see pwr tools)
\$1 Saw, Dovetail
\$1 Saw, hand, Crosscut
\$1 Saw, Coping
\$1 Saw, Keyhole
\$2 Saw Horses (set of 2)
\$1 Scribing Tools
\$1 Shavehook
\$1 Speed Square
\$1 Spokeshave
\$1 Squares, various
\$1 Stud Sensor
\$1 Surform Plane
\$1 T-Bevel, Sliding
\$1 Tack Claw
\$1 Tack Hammer
\$1 Tape Measure, Various
\$1 Utility Knife
\$1 Wood Chisels, Various

Concrete and Masonry

\$1 Drywall Pole Sander
\$1 Drywall Mud Pan
\$5 Drywall Screwgun
\$2 Drywall T-Square
\$2 Floor, Roof Scraper
\$5 Heat Gun
\$1 Paint Scraper
\$1 Plaster Darby
\$1 Plaster Hawk
\$2 Plasterer's Rod
\$2 Tile Cutter, Ceramic & Vinyl
\$1 Tile Nipper

Gardening & Digging

\$2 Bow Saw
\$2 Broad Fork
\$2 Cultivator
\$2 Digging Bar, Various
\$2 Fence Post Driver
\$1 Garden Trowel
\$1 Grass Hook (sickle)
\$2 Hedge Shear, Manual
\$10 Hedge Trimmer, Electric
\$2 Hoe, Planter's
\$5 Lawn Mower
\$2 Lopping Shear
\$2 Picks, Railroad
\$2 Picks, Mattock
\$1 Pick, Hand
\$2 Pitchfork
\$2 Pole Pruner
\$1 Pole Pruner Ext Handle
\$2 Pole Saw
\$5 Post Hole Digger
\$2 Pruning Saw
\$2 Pruning Shear, Hand
\$2 Rake (leaf, bow, grading)
\$2 Shovel, Round or Square Pt.
\$2 Soil Tamper, 8", 10"
\$2 Spade, Garden
\$2 Spading Fork
\$2 Slate Bar
\$2 Street Broom
\$6 String Trimmer (WeedEater)
\$2 Swing Sickle
\$2 Telegraph Bar
\$1 Trowels, Cultivators (hand)

Electrical

\$2 Bx Cable Cutter
\$1 Circuit Tester
\$2 Conduit Bender, Various
\$1 Extension Cords, <50'
\$1 Fish Tape, Various
\$2 Knock-Out Punch Set
\$2 Soldering Irons
\$1 Trouble Light
\$1 Wire Stripper

Floor and Wall

\$1 Caulking Gun
\$1 Carpet Cutter
\$1 Carpet Edge Trimmer
\$5 Carpet Knee Kicker
\$15 Carpet Power Stretcher
\$5 Carpet Seam Iron
\$1 Carpet Seam Roller
\$1 Carpet Shear
\$1 Carpet Stair Tool
\$1 Drywall Mudknives, Various
\$1 Drywall Corner Knife
\$1 Drywall Hand Sander

Ladders

\$10 Extension, 16',
\$15 Extension, 24', 28'
\$5 Ladder Jacks
\$5 Orchard Ladder (8')
\$2 Step, 2', 4'
\$5 Step, 6', 8', 10'
\$1 Roof Jacks

Material Handling

\$5 Piano dolly
\$5 Hand Trucks (Refrig, Delivery)
\$5 Wheelbarrow, Contractor's

Mechanical Tools

\$2 Bolt Cutter, 24"
\$1 Bolt Cutter, Mini
\$1 Cable Cutters, Various
\$1 Channellocks, Various
\$1 Crimpers, Various
\$1 Cutters (side & end)
\$2 Impact Screwdriver
	Grinder (see pwr tools)
\$1 Grommet Kit
\$1 Files, Various
\$2 Hammer, Sledge (3,4,8,10 lb)
\$1 Hacksaw
\$1 Hex / Torx Key Set
\$1 Nut Drivers, Various
\$1 Punches, Various
\$1 Pliers, Various
\$2 Pop Riveter
\$15 Saw, Abrasive Cut-Off
\$1 Screwdrivers, Various
\$1 Tin Snips, Various
\$2 Staple Gun, Various
\$2 Swaging Tool
\$1 Vise Grips, Various
\$1 Wrenches, Allen
\$1 Wrench, Crescent
\$1-2 Wrenches, Metric & Std.

Power Tools**Drills and Bits**

\$5 Drill Motor, VSR, 1/2"
\$15 Drill, Right Angle, 1/2"
\$2 Drill Bit, Bellhanger
\$2 Drill Bit, Ship Auger
\$2 Drill Bit, Self-Feed
\$1 Drill Bit, Extension
\$5 Drill Press, Stationary
\$2 Hand Drill
\$1 Hole Saw, Various Sizes
\$1 Hole Saw Mandrel

Sanders and Grinders

\$5 Angle Grinder, 4-1/2"
\$5 Angle Grinder, 7", 9"
\$5 Belt Sander, 3x21, 4x24
\$5 Disc Sander, 7"
\$5 Random Orbit Sander, 5" & 6"
\$5 Vibrating, 1/4, 1/2 Sheet

Saws

\$6 Saw, Circular (Skilsaw)
\$15 Saw, Power Miter (Chop)
\$5 Saw, Reciprocating (Sawzall)
\$5 Saw, Saber (Jigsaw)
\$15 Saw, Table, 8"

Suggested Tool Fine Schedule Changes

Reduce fine from \$2 a day to \$1 a day:

- Nail Set
- Plumb Bob
- Stud Sensor
- Tack Hammer
- Wood Chisels (various)
- Darby, Trowels, Edgers, Groovers
- Fish Tape (various)
- Carpet Cutter
- Carpet Edge Trimmer
- Tile Nipper
- Drywall Mud Pan
- Pick, Hand
- Cutters (Side & End)
- Grommet Kit
- Hacksaw

Reduce fine from \$5 a day to \$2 a day:

- Drywall T-Square
- Pipe Reamer (various)

Reduce fine from \$6 a day to \$5 a day:

- Drill Motor, VSR, 1/2 "
- Angle Grinder, 4 – 1/2"
- Disc Sander, 7"
- Saw, Reciprocating (Sawzall)

Reduce fine from \$18 a day:

- Carpet Power Stretcher (Reduce to \$15 a day)
- Rotary Hammer Drills
 - SDS (Reduce to \$10 a day)
 - Spline Drive (Reduce to \$15 a day)

Increase fine from \$1 a day to \$2 a day:

- Planes (various)

Add to Schedule:

- Broad Fork (3 day circulation, \$2 a day late fine)
- Cultivator (7 day circulation, \$2 a day late fine)
- Ladder, 16' (3 day circulation period, \$10 a day late fine)
- Ladder, 2', 4' (3 day circulation period, \$2 a day late fine)

Remove from Schedule:

Brace, Brace Bit, Screwdriver (Yankee), Workbench (Portable), Concrete Tamper (Jitterbug), Star Drill, Extension Cords > 50', Knee Pads, Rototiller, Caulking Iron, Drill Bit (HSS twist), Push Drill, Benchtop Grinder, Saw (Tile, Wet Saw)



BERKELEY PUBLIC LIBRARY

CONSENT CALENDAR

March 13, 2013

TO: Board of Library Trustees

FROM: Donna Corbeil, Director of Library Services

SUBJECT: ACCEPT AND APPROPRIATE BAY-FRIENDLY LANDSCAPING GRANT FUNDS FOR THE CLAREMONT IMPROVEMENT PROJECT IN AN AMOUNT NOT TO EXCEED \$15,000 IN FY 2013/14.

RECOMMENDATION

Adopt a resolution authorizing the Director of Library Services to apply for, accept and appropriate to FY 2013/14 Stopwaste.org issued Bay-Friendly landscaping grant funds for the Claremont Branch Improvement Project in an amount not to exceed \$15,000.

FISCAL IMPACTS OF RECOMMENDATION

The Claremont Branch Improvement project is designed to achieve a City mandated Silver LEED rating. The project also provides a valuable opportunity to incorporate Bay-Friendly landscaping principles into the site renovations. The funding to cover these improvements is provided by Measure FF project funds and included in the executed construction contract. The grant award will supplement and / or offset the cost of several key features planned if received. Given the timing of the grant application and award cycle the design is fully funded by FF.

CURRENT SITUATION AND ITS EFFECTS

The project's landscape architect, Gates + Associates under the direction of the primary design team of Gould Evans Architects has completed a Bay-Friendly grant application on behalf of the library. The landscape portion of the project includes features such as permeable pavers, reuse of on-site recycled materials, replacement of small lawns with drought-tolerant natives and bio-filtration planters. In addition, some of the landscape / site related elements contribute to the general LEED checklist. Installation of the landscape and other site changes will be, according to Bay-Friendly requirements monitored as part of the construction administration phase of the project. The City is committed to the concepts and principles outlined by Bay-Friendly Landscaping Practices and is committed to implementing sustainable practices whenever possible.

The Bay-Friendly Scorecard for Commercial & Civic Landscapes for the Claremont Branch has been completed. A completed application was submitted to Stopwaste.org for consideration and is pending the installation of the BFL approved exterior signage.



BACKGROUND

The Claremont project team met early in the design phase with staff representing Stopwaste (the Alameda County Waste Management Authority) and staff from the City of Berkeley Planning Department, Sustainability Coordinator and the Office of Energy & Sustainability Development to review the City's Green Building policies (Council Resolution NO. 62,284).

The Bay-Friendly landscaping grants program is open to local and regional governmental agencies with facilities in Alameda County and each year allocates funding for this grant program. The program is intended to assist local and regional governmental organizations and non-profits located in the county to incorporate sustainable or "green" landscape measures and materials in to public landscapes and public-benefit projects. The branch projects are excellent candidates for these grant funds, given the early involvement of the agency in providing design assistance; the implementation of the principals in the final design; the comprehensive approach; high level of points on the checklist; public accessibility to the landscape proposed; and the inclusion of a Bay-Friendly qualified landscape professional on the design team.

These grant funds are restricted to a specific use per the terms of the application and agreement upon acceptance. In order for the Library to access these funds the board 1) authorizes acceptance of these monies, and 2) approves the appropriation of these monies to the budget before any portion thereof can be expended.

RATIONAL FOR RECOMMENDATION

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

Attachments

1. Resolution



RESOLUTION NO.: R13-___

**AUTHORIZING THE LIBRARY SERVICES DIRECTOR TO ACCEPT AND APPROPRIATE
BAY-FRIENDLY LANDSCAPING GRANT FUNDS FOR FY 2013/14.**

WHEREAS, the Berkeley Public Library actively seeks and welcomes government and private funding support for its myriad of services; and

WHEREAS, the Claremont Branch Library Improvement project is funded by Measure FF and a component of the project is to improve the landscaping and make site improvements in a manner consistent with Silver LEED rating; and

WHEREAS, the project's architectural design team Gould Evans architects has engaged a landscape architect well versed in the principals of Bay-Friendly Landscaping and that this firm, Gates + Associates has completed the application; and

WHEREAS, the Bay-Friendly Landscaping Grant program, administered by the Alameda County Waste Management Authority, Stopwaste.org Office has determined that the Claremont Branch Library project may be eligible for a grant in an amount up to or equal to \$15,000; and

WHEREAS, for the Library to access these funds the board 1) authorizes acceptance of these monies, and 2) approves the appropriation of these monies to the budget before any portion thereof can be expended; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley hereby authorizes the Director of Library Services to accept and appropriate to FY 2013/14 a Bay-Friendly Landscaping grant award from Stopwaste.org in an amount not to exceed \$15,000.

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

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Winston Burton, Chairperson

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



BERKELEY PUBLIC LIBRARY

CONSENT CALENDAR

March 13, 2013

TO: Board of Library Trustees

FROM: Donna Corbeil, Director of Library Services

SUBJECT: ACCEPT AND APPROPRIATE A CALIFORNIA STATE LIBRARY CLLS GRANT AWARD FOR LIBRARY MATERIALS UP TO \$4,500 FOR THE BERKELEY READS ADULT LITERACY PROGRAM

RECOMMENDATION

Adopt a resolution authorizing the Director of Library Services to accept a grant award not to exceed \$4,500 for materials dedicated to library literacy programs from the California State Library program, *Library Materials Funds*.

FISCAL IMPACTS OF RECOMMENDATION

The acceptance of the *Library Materials Funds* grant award will supplement current materials expenditures directed towards the Library's adult literacy program Berkeley READS. The BPL does not intend this grant funding to replace currently budgeted and planned expenditures; consequently, grant spending would be additive in nature.

BACKGROUND

The California State Library is disbursing federal pass-through LSTA monies designated for the purchase of needed materials for library literacy programs through a grant program entitled *Library Materials Funds*. Under the program's guidelines Berkeley READS is a qualifying entity and has been awarded an allowance for reimbursement of purchases up to \$4,500. The grant program's rules stipulate that monetary awards are disbursed by reimbursement not to exceed the awarded amount for materials purchased no later than June 30, 2013.

CURRENT SITUATION AND ITS EFFECTS

The Berkeley READS program, the Berkeley Public Library's hosted adult literacy learning program, is funded for programs and materials in part by an annual CLLS grant award disbursed by the California State Library – funding for Library staff support is paid from Library operations monies. The annual CLLS award was suspended in fiscal year 2012 due to state budgeting issues, yet with the use of other non-restricted-use funds the Library maintained program services with barely any visible modifications. Upon resumption of the CLLS program in fiscal year 2013, Berkeley READS was awarded \$34,170.



Recently, the California State Library announced the release of authorized federal LSTA pass-through monies designated for material purchases for library literacy programs to be apportioned to a program as determined by the number of adult learners that program served in fiscal year 2012. On that basis Berkeley READS was awarded up to \$4,500 of reimbursable expenses. This latest award is in addition to the already received annual CLLS award of \$34,170 and will be used to supplement current program material expenditures. In accordance with the *Library Materials Funds* grant rules, staff has set a self-imposed target to initiate all orders in April and to complete all purchases by May.

Board authorization to accept and appropriate the *Library Materials Funds* grant program reimbursements up to the awarded amount of \$4,500 will permit Library staff to proceed with Berkeley READS materials purchases and fully comply with the grant program's rules.

RATIONAL FOR RECOMMENDATION

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

Attachments

1. Resolution



**BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

RESOLUTION NO.: R13-___

AUTHORIZING THE DIRECTOR OF LIBRARY SERVICES TO ACCEPT AND APPROPRIATE A CALIFORNIA STATE LIBRARY CLLS GRANT AWARD FOR LIBRARY MATERIALS UP TO \$4,500 FOR THE BERKELEY READS ADULT LITERACY PROGRAM.

WHEREAS, The California State Library's CLLS program is disbursing federal pass-through LSTA monies designated for the purchase of needed materials for library literacy programs through a program entitled *Library Materials Funds*; and

WHEREAS, Under the *Library Materials Funds* program guidelines Berkeley READS is a qualifying entity and has been awarded an allowance for reimbursement of purchases up to \$4,500; and

WHEREAS, The grant program's rules stipulate that monetary awards are disbursed by reimbursement not to exceed the awarded amount for materials purchased no later than June 30, 2013; and

WHEREAS, staff will use the awarded reimbursement funds to supplement Berkeley READS material expenditures and has set a target to initiate all orders in April and to complete all purchases by May.

NOW, THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley hereby authorizes the Director of Library Services to accept and appropriate the *Library Materials Funds* grant program reimbursements up to the awarded amount of \$4,500 for materials purchases for Berkeley READS.

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

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Winston Burton, Chairperson

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



BERKELEY PUBLIC LIBRARY

CONSENT CALENDAR

March 13, 2013

TO: Board of Library Trustees

FROM: Donna Corbeil, Director of Library Services

SUBJECT: ACCEPT AND APPROPRIATE CHANCELLOR'S COMMUNITY PARTNERSHIP FUND GRANT FOR A LIBRARY ENVIRONMENTAL SUSTAINABILITY STUDY IN AN AMOUNT NOT TO EXCEED \$30,000 IN FY 2013/14 AND FY14/15.

RECOMMENDATION

Adopt a resolution authorizing the Director of Library Services to apply for, accept and appropriate to FY 2013/14 a UC Berkeley Chancellor's Community Partnership Fund Grant for the "CAL Berkeley Library Environmental Sustainability Team" project in an amount not to exceed \$30,000.

FISCAL IMPACTS OF RECOMMENDATION

The Central Library expansion and renovation project was designed and completed prior to current sustainability standards in building and operations established by the City. The measure FF branch library improvement program has as a requirement that all projects strive to achieve LEED silver certification at a minimum and these four projects are on track to meet this goal. Post construction the challenge remains of continuing green and sustainable operations in the new and remodeled facilities, including the Central Library. Through this grant opportunity, the library would benefit from institutionalizing sustainable operations, continuing an effort already begun. Minimal fiscal investment is required to achieve the goals of the grant which benefit the library directly with the majority of our contribution as in-kind support. The project also provides a valuable opportunity to collaborate with other city departments, the University and student body as well as the community and a previous partner Stopwaste.org.

CURRENT SITUATION AND ITS EFFECTS

The Library has made a commitment to sustainability in accordance with the city council's directions in the area of green building policies (Council Resolution NO. 62,284). All four of the branch projects will meet a minimum LEED Silver rating, two will achieve Bay Friendly Landscaping certification (North and Claremont) and the new facilities (South and West) will take advantage of solar technologies; all four will meet current Title 24 energy usage standards or greater. On June 23, 2009, the City Council approved Resolution No. 64,750-N.S. establishing a Bay-Friendly landscaping policy for City projects:

http://www.ci.berkeley.ca.us/uploadedFiles/Clerk/Level_3_-_City_Council/2009/06Jun/2009-06-23_Item_21_Establishing_a_Bay-Friendly_Landscaping_Policy_for_City_Projects.pdf. The Library board



in 2011 approved the inclusion of these principals into the Library landscape vendor's contract. Most recently the board approved a Library Green Cleaning Policy (Resolution# R13-011).

While the library continues to monitor the best practices in the field and strives to achieve a progressive approach to sustainability practices, we do not have the internal expertise or resources to complete a comprehensive effort of review.

BACKGROUND

The Library project team met early in the design phase of Measure FF projects with staff representing Stopwaste (the Alameda County Waste Management Authority) and staff from the City of Berkeley Planning Department, Sustainability Coordinator and the Office of Energy & Sustainability Development to review the City's Green Building policies and has continued to consult with these two offices throughout the design and build process, as well as on matters relevant to the Central Library's operations.

The proposed project takes a phased, two-year approach in which Cal students from the "Building Sustainability @Cal" program work with library staff to help implement and institutionalize sustainable practices for the Berkeley Public Library. Phase 1 will assess the library's readiness for achieving green certification using LEED Existing Building Operations and Maintenance. Phase 2 would conduct the certification process through the US Green Building Council, which includes auditing performance, preparing and submitting documentation, and conducting outreach and education activities. Grant funds will be used primarily for student salaries, supplies, technical training and support, USGBC fees, and outreach materials.

The student service-learning program "Building Sustainability @ Cal" is uniquely positioned to assist the library and the library-going public in developing and maintaining green operations. The BS@C program has a proven record of success on the Berkeley campus and seeks to expand its impact to benefit the local community. For the past 4 years, this program involved over 50 students a year in shaping Berkeley campus operations by developing sustainability projects and programs for campus buildings, and supporting LEED building project certification.

Public input and participation was critical during planning and design for the library building program. The educational and outreach component of this project would similarly engage all segments of the community. Working with diverse partners outside the university leverages the students' expertise and expands opportunities for service learning. At the same time, the students will gain detailed knowledge of and experience with the LEED EBOM system, developing skill and expertise as credentialed environmental specialists.

RATIONAL FOR RECOMMENDATION

By accepting and appropriating the funds received the Library will be able to receive the expertise and assistance it does not have in-house to achieve ongoing Library and City sustainability goals. This grant maybe leveraged to obtain additional related funding in the future related to achieving the city's and library's sustainability goals.

Attachments



1. Resolution



RESOLUTION NO.: R13-___

**AUTHORIZING THE LIBRARY SERVICES DIRECTOR TO ACCEPT AND APPROPRIATE
CHANCELLOR'S COMMUNITY PARTNERSHIP FUND GRANT FUNDS FOR FY 2013/14.**

WHEREAS, the Berkeley Public Library actively seeks and welcomes government and private funding support for its myriad of services; and

WHEREAS, the Branch Library Improvement program is funded by Measure FF and must therefore conform to the city council's directions in the area of green building polices; and

WHEREAS, a component of the program is to improve the landscaping and make site improvements in a manner consistent with LEED rating certification and to apply Bay Friendly Landscaping standards; and

WHEREAS, the library bond program team has established effective working relationships with Stopwaste.org and the City's Office of Energy and Sustainable Development and:

WHEREAS, extending this interdepartmental cooperation to include the UC Berkeley Building Sustainability @ Cal Office will enhance both city and university goals related to green building and operational practices and will serve students, city staff and the community by further institutionalizing sustainable practices at five city facilities; and

WHEREAS, the grant will undertake over a two-year period a study and processes related to achieving LEED Existing Operations and Maintenance (EBOM) certification, utilizing grant funds to engage students and the community in the process; and

WHEREAS, for the Library to access these funds the board 1) authorizes acceptance of these monies, and 2) approves the appropriation of these monies to the budget before any portion thereof can be expended.

NOW, THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley hereby authorizes the Director of Library Services to apply for, accept and appropriate to FY 2013/14 a UC Berkeley Chancellor's Community Partnership Fund Grant for the "CAL Berkeley Library Environmental Sustainability Team" project in an amount not to exceed \$30,000.

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

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Winston Burton, Chairperson

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



BERKELEY PUBLIC LIBRARY

CONSENT CALENDAR

March 13, 2013

To: Board of Library Trustees
From: Alicia Abramson, Library Information Systems Administrator
Subject: Contract Amendment: No. 8657 Avidex Industries, LLC

RECOMMENDATION

Adopt a resolution authorizing the Director of Library Services to amend Contract No. 8657 with Avidex Industries, LLC for routine maintenance and on-call repair services to A/V and data systems at all Library locations in an incremental amount of \$19,911.00 for a total revised contract value not-to-exceed \$85,000.00; and to amend the Contract's date of expiration to September 30, 2015 from December 31, 2012.

FISCAL IMPACT

Funding for work related to this request is budgeted in the FY 2013 Library Tax Fund, and will be included in the FY 2014 and FY 2015 budgets.

The CMS number for this amendment request is **K2VM2**.

BACKGROUND

The Library initiated a contract with Avidex Industries, LLC in June 2011 to provide multimedia equipment and system services at the Central Library. In January 2012, the Library amended the contract for an incremental value of \$18,563.09 to a not-to-exceed value of \$51,489.09 to provide digital signage and installation services for the North & Claremont branch improvement projects. This was followed by a subsequent amendment in October 2012 valued at an NTE of \$65,089.00 to include digital signage for the South and West branch libraries.

To date, services and equipment provided by Avidex at the Central Library has been funded by the Library Tax Fund; while equipment and installation work done at the branch locations is funded by the Berkeley Public Library Foundation's FF&E capital campaign proceeds.

The Director of Library Services is granted authority by the Board of Library Trustees for expenditures up to \$100,000.00 for goods, materials, and equipment pursuant to BOLT Resolution R09-94, and up to \$50,000.00 for services pursuant to BOLT Resolution R08-56. Nonetheless, the Library oftentimes through either an informational report or the consent calendar will bring before the board contracts the



Library believes to be of material interest to the board and the public – although, such action may not be specifically required by established ordinance or policy.

CURRENT SITUATION AND ITS EFFECTS

In December 2012, the North Branch Library suffered an extraordinary flooding event that impacted the building's entire lower level. Consequent to that event it was determined that the floor data cable junction boxes in the Community Meeting Room, having been submerged in water, were irreparably damaged and now require replacement for the room's A/V and data systems to fully work as designed. Since the flooding the Library has been notified by the City that the flood damages were judged as **not** an insurable event. Upon initial knowledge that the meeting room's data system was adversely affected by the flooding the Library immediately undertook an effort to diagnose the issue and explore the most effective solution for repair. The Library considered including data system repair work with the work performed by the vendor contracted for the general flood repair dry-out and remediation, as well as explored having the work performed by either of two other specialized cabling vendors. Among the three vendors, Avidex was selected as it was the only vendor able to assure the Library that it would warrant its work.

Furthermore, due to the likelihood of future unforeseen events, such as December's flooding, that must be generally paid from the Library Tax Fund, the Library additionally requests that an amended Avidex agreement include funding for on-call A/V and data systems servicing and maintenance.

To date, the Library accepts the work completed by Avidex at the Central, North, and Claremont libraries and wishes to maintain platform and service uniformity across all Library sites.

Attachments:

1. Resolution



**BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

RESOLUTION NO.: R13-__

CONTRACT AMENDMENT: NO. 8657 AVIDEX INDUSTRIES, LLC

WHEREAS, on June 1, 2011 the Library implemented Contract No. 8657 with Avidex Industries, LLC to provide digital signage, and A/V and data systems installation at the Central Library for a contracted value not to exceed \$30,472.20; and

WHEREAS, on July 20, 2011 the Library amended Contract No. 8657 with Avidex to provide for additional services and equipment for a contracted value not to exceed \$32,962.09; and

WHEREAS, on December 7, 2011 the Director of Library Services extended Contract No. 8657 with Avidex to June 30, 2012 from December 31, 2011; and

WHEREAS, on January 31, 2012 the Library amended Contract No. 8657 with Avidex to provide digital signage and A/V systems equipment and services at the newly renovated North and Claremont branch libraries for a contracted value not to exceed \$51,489.09 and to extend the termination date to December 31, 2012 from June 30, 2012; and

WHEREAS, on December 6, 2012 the Director of Library Services extended Contract No. 8657 with Avidex to December 31, 2013 from December 31, 2012; and

WHEREAS, on October 24, 2012 the Library amended Contract No. 8657 with Avidex to provide digital signage and A/V systems work at the under construction South and West branch libraries for a contracted value not to exceed \$65,089.00.

NOW, THEREFORE, BE IT RESOLVED that the Board of Library Trustees adopts a resolution to amend Contract No. 8657 with Avidex for an incremental increase of \$19,911.00, thereby increasing the contracted total not-to-exceed amount to \$85,000.00, and to amend the Contract's date of expiration to September 30, 2015 from December 31, 2012; and

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

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Winston Burton, Chairperson

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



**BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

RESOLUTION NO.: 13-___

THE BOARD OF LIBRARY TRUSTEES EXPRESSES ITS DEEP GRATITUDE AND CONGRATULATIONS TO THE BERKELEY PUBLIC LIBRARY FOUNDATION ON THE OCCASION OF THE SUCCESSFUL COMPLETION OF ITS CAPITAL CAMPAIGN DEVOTED TO THE FURNISHINGS AND EQUIPMENT FOR THE BRANCH LIBRARIES.

WHEREAS, the Branch Library Improvement Program that began in 2009 is the result of the passage of Measure FF in the historic November 2008 general election, a \$26 Million bond measure to fund the rebuilding, structural renovation, and improvements to the accessibility at Berkeley's four neighborhood branch libraries: Claremont, North, South (home of the Tool Lending Library) and West (home of the Adult Literacy Program); and

WHEREAS, as a construction bond issue, Measure FF bonds funds could not be used to finance the acquisition of the interior appointments of the new library facilities such as furniture, computers, and staff workstations; and

WHEREAS, as a result of the restrictions on use of the voter-approved bond financing, the Berkeley Public Library Foundation assertively stepped in and launched its Neighborhood Libraries Campaign to raise the funds needed to complete the branch libraries and make them not only fully ready for operation but also state-of-the-art public libraries about which the Berkeley community could take immeasurable pride; and

WHEREAS, working closely with the Library staff and branch project architects, the Foundation leadership determined that the task of furnishing and fitting out the new libraries would require a sum exceeding \$3 million; and

WHEREAS, over the course of four years the Foundation's staff and a determined cadre of volunteers devoted countless hours working tirelessly to raise sums large and small—the largest donation being \$250,000, the smallest a modest but heartfelt 52 cents—from a variety of generous donors to ensure the branch libraries would meet the needs of all Berkeley residents; and

WHEREAS, the ambitious goal of raising over \$3,000,000 for the Neighborhood Libraries Campaign was successfully achieved amid the challenges of a historic economic downturn which inevitably made fundraising even more difficult than usual; and

WHEREAS, materials purchased with dollars raised by the Berkeley Public Library Foundation were consistently loyal to the historical and/or architectural fabric of the buildings they inhabit, including custom display and casework, innovative seating, and replicas of treasured but long-lost fixtures; and

WHEREAS, the Neighborhood Libraries Campaign volunteer chair Linda Schacht Gage warrants special recognition and thanks due to her spirited leadership and steadfast commitment to the fundamental role public libraries play in the Berkeley community and in our society at large; and

WHEREAS, on February 9, 2013 at the 11th annual Authors Dinner, the Foundation announced and celebrated the great accomplishment, through the efforts of so many, of the successful completion of the Neighborhood Libraries Campaign on behalf of the Berkeley's branch libraries and the community they serve.

NOW, THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley expresses its deep gratitude and congratulations to the Berkeley Public Library Foundation on the successful completion of its capital campaign.

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

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Winston Burton, Chairperson

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



BERKELEY PUBLIC LIBRARY

INFORMATION CALENDAR

March 13, 2013

TO: Board of Library Trustees

FROM: Donna Corbeil, Director of Library Services

SUBJECT: MARCH 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. 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 public art pieces are under construction and will be installed prior to opening. 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 public art pieces are under construction and will be installed prior to opening. The current anticipated Final Completion date is early autumn 2013.

North

No activity this period.

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

March 13, 2013

TO: Board of Library Trustees

FROM: Donna Corbeil, Director of Library Services

SUBJECT: MARCH 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.

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.

The public survey ran from January 23 through February 19, 2013 seeking community input on how to improve Library services and communications. Over 650 surveys were completed. The next steps, for the consultant to organize focus groups and in-depth interviews with a sampling of survey participants to gather more detailed information, begun in February with focus groups held at the Central Library. This part of the study will continue through early March.

Conferences / Staff Development

The 2013 annual American Library Association conference is scheduled for June 27 through July 2nd, to be held in Chicago this year: <http://ala13.ala.org/>. A number of library staff will be attending.

In addition, the annual California Library Association Conference will be held in Long Beach, November 3-5, 2013: <http://conference.cla-net.org/>.



The bi-Annual Public Library Association conference dates have been announced, the event will be held March 11 through 13, 2014 in Indianapolis. For more information go to: <http://www.placonference.org>.

On March 6 and 7 the director attended the California Public Library Director Forum in Sacramento. This event was hosted by the California State Library: it included speakers and discussions on topics including projects affecting California’s libraries; budgetary and fiscal conditions – predictions and impacts on libraries; and state library services. All expenses were covered by the state.

OPERATIONS & FACILITIES

11th Annual Authors Dinner

On Saturday February 9th, the Central Library was host to the Berkeley Public Library Foundation’s 11th Annual Authors Dinner, the BPLF’s signature fundraising event. Honorary Chair Michael Chabon joined by 30 other eminent local authors—including Nancy Boas, Nafisa Haji, The Grateful Dead’s Mickey Hart, Alica LaPlante, Leon Litwack, and Gail Tsukiyama, —and over 300 guests for a gala reception and dinner. The 1st and 2nd floors of Central were transformed from its beautiful “library self” into a gorgeous setting for an elegant evening event. Although it is an event that is planned and coordinated by the Library Foundation, numerous Library staff get involved each year by volunteering their own time before and during the night of the Dinner. Thanks are due to these staff volunteers for their support, and to those employees working at Central on Feb. 9th for their assistance with helping Library patrons adapt to the shorter schedule and reduced services on floors one and two. The Foundation’s Authors Dinner Committee again worked extremely hard this year to produce a very successful event and they stayed in close communication with the Deputy Library Director during the several months of planning the Dinner. A special acknowledgement to Deputy Director Doug Smith for his efforts, ensuring the public is minimally impacted and that the event receives the support it needs.

South Branch FF&E

As reported in the gift acceptance item of February 13, 2013, the Berkeley Public Library Foundation has made payments totally \$1,500,000 toward the FF&E for the branch improvement program. Additional gift payments are expected prior to the completion of the South and West Branch Project.

South Branch FF&E (4/1/13)- Encumbered

Vendor	Items	Cost
Burgeon Group	Children’s table & cube	5,070
Swerve Co.	Sorting room worktable	4,655.63
One Work Place	Office furniture, public furn. etc	114,539
Contract Office Group	Mtg rm and children’s room furn	22,101
Hogue & Assoc.	Staff rm & meeting room furn	31,794.36
Bibliotheca	AMH, return carts & installation	68,938.25
Awe	early literacy computers	7,678
Demco	booktrucks	3,904.20
Dell	Computers & software – staff/public (3 invoices)	24,796.86
CDWG	Coputer mounting hardware	1,774
CDW-G	Laptop cart	1,689.17
CDWG	Printers, scanners, recp’t printers	7,098
NLE	Wireless access points	4,182



Primex	Wireless clocks	2,204.89
Subttl		300,425.36

Additional items have been identified for purchase; the amount above represents encumbrances to date only.

Downtown Berkeley Development

A recent lunchtime talk at the Chamber featured an overview of projects in the conceptual, design and planning phase or approved with construction expected soon. Among these is one that if approved will be directly across from the Central library, a multi-unit rental development (Attachment A).

OTHER

City Council Consent Calendar of February 19, 2013, items of interest to the Board approved on consent –

Board of Library Trustees Reappointment: Winston Burton
 From: Board of Library Trustees
 Recommendation: Adopt a Resolution approving the reappointing of Winston Burton to the Board of Library Trustees ("BOLT") for a second term of four years commencing March 23, 2013. (Attachment B)
 Financial Implications: None
 Contact: Donna Corbeil, Commission Secretary, 981-6195

Ms Chandler held numerous positions of honor in the community, including that of Library Trustee - Naming Berkeley's Public Health Clinic for Ann Chandler
 From: Councilmembers Maio, Arreguin, Wozniak, and Mayor Bates
 Recommendation: Refer the attached request to the Public Works Commission to name the Public Health Clinic at University/San Pablo for former Councilmember Ann Chandler and convey Council's support.
 Financial Implications: Minimal
 Contact: Linda Maio, Councilmember, District 1, 981-7110

ATTACHMENTS:

- 1) Flyer for new Residences
- 2) BOLT Reappointment Resolution

The Residences at Berkeley Plaza – Neighborhood Meeting

February 7, 2013 – 4pm - 5pm

Hotel Shattuck Plaza Conference Room

You are invited to an open house to hear about the exciting new project, The Residences at Berkeley Plaza. We look forward to meeting you. Some of the project's features include:

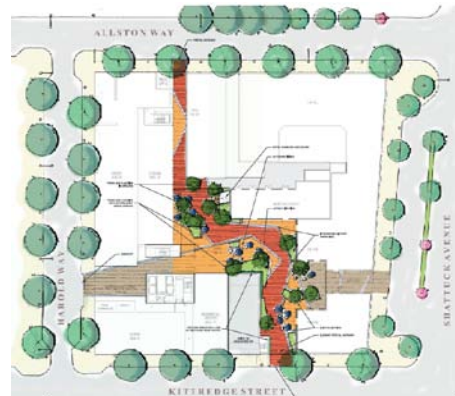
- Large public plaza
- Green building design
- Ground floor retail
- Building height transition
- Transit oriented
- Underground parking

Below is a sneak peek of the project design concepts



Harold Way looking north

Existing conditions



Rendering of Harold Way Frontage

Plaza Design

If you have any questions about the project please call Rhoades Planning Group
510.545.4341

RESOLUTION NO. 66,011-N.S.

RE-APPOINTMENT OF WINSTON BURTON AS A MEMBER OF THE LIBRARY BOARD OF TRUSTEES

WHEREAS, membership of the Board of Library Trustees is composed of five appointments by the City Council, including one appointment of a current council member; and

WHEREAS, Winston Burton was appointed to a first term as a 'Trustee' on March 10, 2009 for a four-year term for the period March 23, 2009 through March 23, 2013; and

WHEREAS, at its December 19, 2012 meeting, the Board of Library Trustees recommended that Winston Burton be reappointed to a second term on the Library Board by Resolution No. 12-081.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that Winston Burton be reappointed to the Board of Library trustees for a second term beginning March 23, 2013 and ending March 23, 2017.

The foregoing Resolution was adopted by the Berkeley City Council on February 19, 2013 by the following vote:

Ayes: Arreguin, Capitelli, Maio, Wengraf, Worthington, Wozniak and Bates.

Noes: None.

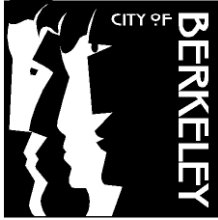
Absent: Anderson and Moore.



Tom Bates, Mayor

Attest: 

Mark Numainville, CMC, Acting City Clerk



Disaster and Fire Safety Commission

Memorandum

February 27, 2013

To: All Berkeley Commissions
From: Disaster & Fire Safety Commission
Subject: Citywide Community Emergency Exercise on April 27, 2013

The Disaster and Fire Safety Commission (D&FSC) strongly endorses the City's plan for a city-wide earthquake disaster exercise scheduled for April 27, 2013. The D&FSC urges other commissions in Berkeley to make their constituencies aware of the event and encourages citizens of Berkeley to participate.

Detailed information about the April 27 exercise is up on the City's website at www.cityofberkeley.info/quake. Promotional materials (flyers, posters and banners) are available from the Office of Emergency Services. Point of Contact is Khin Chin, in the Fire Department. He can be reached by email at oes@ci.berkeley.ca.us.