



BERKELEY PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES

REGULAR MEETING
APRIL 10, 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. PRESENTATION CALENDAR

- A. [Proposed Biennial Budget FY 2014 and FY 2015](#)

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 March 13, 2013 Regular Meeting](#)
Recommendation: Approve the minutes of the March 13, 2013 regular meeting of the Board of Library Trustees.
- B. [Re-open the South Branch Library and Tool Lending Library](#)
Recommendation: Adopt a resolution re-opening the South Branch Library and Tool Lending Library on Saturday May 11, 2013 in order to complete Measure FF branch library authorized improvements.
- C. [Accept Gift Funds from the Berkeley Public Library Foundation in the Amount of \\$200,000 Constituting Payment toward the Foundation's Branch Library Capital Campaign Pledge.](#)
Recommendation: Adopt a resolution authorizing the acceptance and allocation of gift funds from the Berkeley Public Library Foundation constituting payment toward the Foundation's Branch Library Capital Campaign pledge.
- D. [Amendment: Contract No. 8264 with Sysserco, Inc.](#)
Recommendation: Adopt a resolution authorizing the Director of Library Services to amend Contract No. 8264 with Sysserco, Inc. for service maintenance and monitoring of the Alerton Building Management System at the Central Library and the soon to-be-reopened South Branch Library for a revised contracted value not-to-exceed \$85,000.00; and to amend the Contract's date of expiration to February 28, 2018.
- E. [Amendment: Contract No. 7961 with Kitchell CEM, Inc.](#)
Recommendation: Adopt a resolution recommending to the City Council that the City Manager be authorized to amend Contract No. 7961 with Kitchell CEM, Inc. for the provision of additional construction and project management services, and LEED commissioning agent services for the Measure FF, branch library improvement bond program for a revised contracted value not-to-exceed \$1,473,580.
- F. [Amendment: Contract No. 9200 One Workplace L. Ferrari, LLC](#)
Recommendation: Adopt a resolution authorizing the Director of Library Services to amend Contract No. 9200 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 a revised contracted value not-to-exceed \$210,000; and to amend the contract's date of expiration to March 13, 2014.

IV. INFORMATION REPORTS

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

V. AGENDA BUILDING

The next meeting will be a Regular Meeting held at 6:30 PM on Wednesday, May 8, 2013 at the **North Branch Library, 1170 The Alameda, Berkeley.**

VI. 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 April 3, 2013.

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

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

COMMUNICATIONS

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



BERKELEY PUBLIC LIBRARY

PRESENTATION

April 10, 2013

TO: Board of Library Trustees
FROM: Dennis Dang, Administrative Services Manager
SUBJECT: Proposed Biennial Budget FY 2014 and FY 2015 – Library Tax Fund

INTRODUCTION

This presentation report presents a proposed Biennial Budget for the Library Tax Fund for FY 2014 with revenue of \$15,685,220 and expenditures of \$16,059,703, and for FY 2015 with revenue of \$15,993,214 and expenditures of \$16,176,494. This Fund's Biennial Budget as proposed this evening is subject to revision and adjustment either as specifically requested or as offered by direction of the board up to the time of final approval by the board.

FISCAL IMPACT OF RECOMMENDATION

The total proposed expenditure budgets for all funding sources along with the recommendations contained herein present a budget for this biennial period of fiscal years 2014 and 2015. The implications of the proposed budgets on the various fund balances are as follows:

Library Tax Fund

As currently drafted the Library Tax Fund is projected to achieve revenues of \$15,685,220 in FY 2014, and \$15,993,214 the following fiscal year. Per the City's early guidance Fund revenues generated by library tax receipts are estimated to increase 2.0% year-over-year in each biennial period year to \$15,399,720 in FY 2014 and to \$15,707,714 in FY 2015. The actual library tax rate options as determined by either the San Francisco Bay Area Consumer Price Index or the CA Personal Income Growth Factor are released in mid-May; upon their release the 2.0% estimated rate will be replaced by the selected index rate for FY 2014. The remainder of receipts, primarily attributable to fines and fees, is forecasted in both fiscal years at \$285,500. Anticipated expenditure budgets total \$16,059,703 in FY14, a prior period increase of 1.9% over the FY13 revised budget; and \$16,176,494 in FY15, a 0.7% over FY14. Excluding estimated City pass-through expenses library expenditures for fiscal year 2014 are \$16,028,392, and for fiscal year 2015 are \$16,144,412.

The tax rate index increase is a key component to the revenue projections because it is the driver of almost 98.0% of total Library revenues. Once the index is selected, upon release of both indices, the 5-year fund analysis will be revised and the surplus/(shortfall) will change accordingly. As a general guideline based on the FY 14 revenue baseline amount, for every 0.5% increase above the City's 2.0% estimated rate the Library Tax Fund would yield about \$75,000 to \$80,000 more in tax receipts, thereby greatly reducing the Fund's reliance on the fund balance.



Library Tax Rate History

Fiscal Year	2005	2006	2007	2008	2009	2010	2011	2012	2013
%age Rate	2.3	5.26	3.96	4.42	4.29	0.08015	1.7168	2.821	3.77
Index	PIG	PIG	PIG	PIG	PIG	CPI	CPI	CPI	PIG

Budget Development

To better understand each fiscal year's operational surplus or deficit the Library separated Fund expenditures into two buckets, one for core operations defined as the status quo of current operations and deemed to be non-discretionary, and another for those items judged as material and discretionary. This was done in an attempt to better understand the resultant surplus or deficit when, 1) considering core or no changes to current library operations, and then, 2) provide a comprehensive view when including all proposed service modifications impacting expenditures along with the Fund's beginning balance and reserve set-aside. Under these scenarios the core operational outlook (Core Expenses chart) yields a deficit of \$90,062 for FY 2014 followed by a surplus of \$155,789 for FY 2015. Once modifications (Core with Discretionary Expenses chart) are included, a sizable fiscal year 2013 ending Fund balance projected at \$2,259,320 – or \$1,059,320 when taking into account the BOLT mandated reserve amount – offsets the resultant deficits such that ending Fund projections are favorable at \$684,837 for FY 2014 and \$501,557 for FY 2015.

Core Expenses

Description	FY13 Projected Mid-year	FY14 Projected	FY15 Projected
Revenue	\$15,383,264	\$15,685,220	\$15,993,214
Expenses (less)	\$15,391,912	\$15,775,282	\$15,837,425
Surplus/(Shortfall)	(\$8,648)	(\$90,062)	\$155,789

Core Expenses with Discretionary Expenses

Description	FY13 Projected Mid-year	FY14 Projected	FY15 Projected
Fund Balance (incl Rsvr)	\$2,267,968	\$2,259,320	\$1,884,837
Reserve (less)	\$1,200,000	\$1,200,000	\$1,200,000
Surplus/(Shortfall)	(\$8,648)	(\$90,062)	\$155,789
Available Fund Balance	\$1,059,320	\$969,258	\$840,626
Labor (less)		(\$28,579)	\$151,069
Discretionary (less)		\$313,000	\$188,000
Available Fund Balance	\$1,059,320	\$684,837	\$501,557

At this juncture in the budgeting process major items remain to be determined. Among outstanding issues include the selection of the FY 2014 library tax rate, from the two key indicators, which are expected for release in early May, contractual cost of living increases, and CalPERS in FY 2015.



Personnel

The proposed recommendations will not result in individual job loss, reductions in-force or lay-offs. They are directly related to short-term and long-term library interests and operations.

As reported previously, and as shown in the Core Expenses chart above, projected increases related to fringe benefits between FY13 and FY14 are \$530,925; primarily related to CalPERS contributions, and staff medical insurance. These expense items are considered nondiscretionary, as they can only be reduced by a direct decrease in FTE count.

To position the Library for the possibility of increased branch hours at some point during this biennial budget cycle, modifications to staffing are proposed. However, absent are any cost of living adjustments effective fiscal year 2014 for which negotiations are yet to settle. For both years of the budget the salary savings rate, as reflected by the practice of restraining or not backfilling vacant or vacated positions, is set at 2.0%, yielding personnel costs savings of \$253,691 in FY 2014 and \$256,243 in FY 2015.

The totality of the presented modifications are aligned with the Library's ongoing commitment to consolidate PT vacancies into FT positions, increase the number of FT positions generally, and transition Library Aide positions to PT permanent, benefitted career-track positions. Creation of full-time positions from multiple part-time positions in many instances affords savings in employee benefits costs without a decrease in FTE due to the increased benefits rates applicable to many PT positions relative to FT positions. The presence of FT employees at Library locations increases service continuity while also improving employee retention. Similarly, transitioning some Library Aide staffing from non-benefitted 15-hour positions to 20-hour benefitted career positions improves retention and parity among staff in the same classification. Position consolidations will reduce supervisory workloads. The number of Library Pages is also increased, this is a true entry-level library opportunity previously limited to the Central Library, requiring minimal qualifications and of appeal to a diversity of job seekers, including those just entering or re-entering the workforce. In FY14 the anticipated incremental cost is a increase for these proposed personnel changes \$13,917 for a decrease of 0.075 FTE. Additional costs and FTE increases in FY15 amount to an increase of \$196,117 in staffing costs and an increase of 2.3 FTE. The cumulative increase over the two-year cycle amounts to \$210,034, with an impact on FTE up 2.225. The proposed changes are detailed in the attachments, including organizational structure changes effected if the proposed changes are adopted. Additionally, a dedicated annual allocation of funding for On-call / NTE of \$25,000 would be created to allow staffing on an as-needed basis for tasks associated with library maintenance, opening the new facilities as well as ongoing maintenance related projects. The Library will be assessing needs in this area and how best to address them once the bond program is completed.

Branch Hours

This is the first fiscal year since the passage of Measure FF in November 2008 in which the bond program and related planning and construction activities have not been a central focus of the budget development process. The completion of the branch bond program, estimated for October 2013 does present the opportunity to maximize utilization of these facilities and to benefit from the increased accessibility and efficiencies gained in design. In calendar year 2013, mandates related to the bond program will be completed with the opening of the final project, the West Branch Library this Fall. Closeout of the program will continue until completed but is not anticipated to affect ongoing operations.

The proposed FTE increases at branches are directly related to an increase of 4 operating hours per week per each of the four branch library locations resulting in an overall weekly increase of 16 hours bringing branch hours to a weekly total of 52 open hours per location from the current 48 hours per week, consistent with the board's budget priorities. The Central Library hours of operation would remain at 54 per week, including Sundays. It is anticipated that the schedule changes would be effected within the two-year budget cycle. Additionally, modifications to FTE will support anticipated increases in usage of the



community rooms where available at new branches and better enable staff at all locations to conduct important programming and outreach activities.

A range of options, based on community survey results and staff input have been presented at the regular board meetings of February 13, 2013 and March 13, 2013. In addition to the previous options, some of which are outside the scope of the Library's current fiscal condition, staff has developed an additional option for board consideration: at each of the four branch libraries add one weekday morning, Wednesday or Thursday (10:00a.m. to 12:00p.m.) and one evening, Monday or Tuesday (6:00p.m. to 8:00p.m.).

In addition, the Tool Lending Library upon reopening will shift its closing time later by 30 minutes; from 5:30p.m. to 6:00p.m. on Tuesday, Friday and Saturday; and from 7:30p.m. to 8:00p.m. on Wednesday and Thursday. This increase is made possible by the new building's design which eliminates the need to haul tool bins inside for storage in order to close the facility. No costs are associated with this operating schedule increase of 2.5 hours weekly.

Non-Personnel

In core operations non-personnel costs are expected to increase in fiscal years 2014 to \$3,249,637 and 2015 to \$3,183,387 primarily due to contract costs and obligatory participation fees.

Requested discretionary (one-time) costs for the Biennial Budget period are as follows:

Non-Personnel Discretionary Expenses

Description	FY14	FY15
AMH @ Central	\$100,000	
Library Materials	\$135,000	\$135,000
Tool Library Materials	\$3,000	\$3,000
I.L.S. Enhancements	\$30,000	\$30,000
Strategic Plan	\$25,000	
PR and Materials	\$20,000	\$20,000
Total	\$313,000	\$188,000

SUMMARY

At the December 19, 2012 Board of Library Trustees meeting, the Trustees approved Resolution No. 12-084 adopting the following budget priorities to serve as guideposts for the development of fiscal years 2014 and 2015 biennial budget.

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

The proposed FY14 and FY15 budget is constructed to address these identified board priorities via a balanced approach for the responsible use of available resources focused on maximizing the delivery of library services to the Berkeley community.



Although the proposed Biennial Budget does not eliminate the structural deficit impacting the Library Tax Fund it does materially address the mismatch between revenue and expenses as previously detailed in the Library Tax Fund section of this report.

The Biennial Budget will be updated upon release of the San Francisco Bay Area Consumer Price Index or the CA Personal Income Growth Factor in mid-May. This information is critical to budget planning and decision-making.

NEXT STEPS

In May, staff will present an updated Biennial Budget including application of the selected library tax rate to the board for final adoption and will provide commentary in detail on all other Funds, consisting of the Transaction-based Reimbursement Fund, Grants Fund, Gift Funds, Foundation FF&E Fund, and the Measure FF Fund.

Once adopted, the Library will report the final budget to the City Manager's Office for inclusion in the comprehensive budget for the City.

Attachments:

1. Personnel: Proposed Expenditure Changes to the Base Budget
2. Proposed Revenues Biennial Budget by Fund
3. Proposed Expenses Biennial Budget by Fund
4. Proposed Biennial Budget Revenue Adjustments
5. Proposed Biennial Budget Personnel Expense Adjustments
6. Proposed Biennial Budget Non-Personnel Expense Adjustments
7. Library Tax Fund 5-Year Fund Analysis
8. Berkeley Public Library Organization Chart for FY2014
9. Berkeley Public Library Organization Chart for FY2105
10. Position FTE Summary by Division
11. Position FTE Summary by Classification

Personnel – Proposed Expenditure Changes to the Base Budget*

Division	Position	Hours	FY 2014		FY 2015		Remarks
			Count	\$ (w/Benefits)	Count	\$ (w/Benefits)	
Circulation (9201)	Aide	15	(2)	(\$32,051)	(2)	(\$32,051)	Eliminate
Circulation (9201)	Total			(\$32,051)		(\$32,051)	
Childrens (9202)	Librarian I/II	20	(2)	(\$146,256)	(2)	(\$146,396)	Eliminate
	Librarian II	40	1	\$137,244	1	\$139,149	Add
Childrens (9202)	Total			(\$9,012)		(\$7,247)	
Art & Music (9203)	Librarian II	20	(2)	(\$146,256)	(2)	(\$146,396)	Eliminate
	Librarian II	40	1	\$137,244	1	\$139,149	Add
	Specialist II	32	(1)	(\$79,165)	(1)	(\$80,258)	Eliminate
	Specialist II	40	1	\$107,694	1	\$108,782	Increase to FT
Art & Music (9203)	Total			\$19,517		\$21,277	
Reference (9204)	Specialist II	20	(1)	(\$65,975)	(1)	(\$66,032)	Eliminate
	Librarian I/II	32	(1)	(\$82,131)	(1)	(\$83,224)	Eliminate
	Librarian II	40	1	\$107,694	1	\$108,785	Increase to FT
Reference (9204)	Total			(\$40,412)		(\$40,471)	
North Branch (9302)	Aide	15	(2)	(\$32,051)	(2)	(\$32,051)	Eliminate
	Aide	20	1	\$39,450	1	\$39,487	Upgrade
	Specialist II	32	(1)	(\$79,165)	(1)	(\$80,258)	Eliminate
	Specialist II	40	1	\$107,694	1	\$108,782	increase to FT
	Page	14	1	\$10,429	2	\$20,858	Add
North Branch (9302)	Total			\$46,357		\$56,818	
South Branch (9303)	Aide	15	(1)	(\$16,025)	(1)	(\$16,025)	Eliminate
	Aide	20	1	\$39,450	1	\$39,487	Upgrade
	Specialist II	20			(1)	(\$59,242)	Eliminate
	Specialist II	40			1	\$108,782	Increase to FT
	Page	14			1	\$10,429	Add
South Branch (9303)	Total			\$23,425		\$83,431	
West Branch (9304)	Aide	15			(1)	(\$16,025)	Eliminate
	Aide	20			1	\$39,487	Upgrade
	Assistant	20	(2)	(\$94,228)	(2)	(\$94,370)	Eliminate
	Assistant	40	1	\$89,892	1	\$91,411	Increase to FT
	Specialist II	20			(1)	(\$59,242)	eliminated
	Specialist II	40			1	\$108,782	Increase to FT
	Page	14	1	\$10,429	1	\$10,429	Add
West Branch (9304)	Total			\$6,093		\$80,472	
Claremont Branch (9305)	Aide	15			(1)	(\$16,025)	Eliminate
	Aide	20			1	\$39,487	Upgrade
	Page	14			1	\$10,429	Add
Claremont Branch (9305)	Total					\$33,891	

*Base year is FY 2013, position changes in FY14 must carry over into FY15 due to the structure of the budget -- these are not duplicate reductions or additions.

ALL FUNDS – REVENUES BIENNIAL BUDGET FY14/15 (\$)

Ele/Obj	Account Description	Lib Dscr 301	DL/ILL 302	Grants 304	Gift 306	Fndn FFE 307	Mse FF 308	REV FY14	Lib Dscr 301	DL/ILL 302	Grants 304	Gift 306	REV FY15
01-01	Refund on Bills	2,000						2,000	2,000				2,000
13-15	Library Tax	15,399,720						15,399,720	15,707,714				15,707,714
20-07	Library Svc&Constr Act			30,000				30,000			35,000		35,000
20-11	Library Fines	223,000						223,000	223,000				223,000
20-15	Lost Book Fines	30,000						30,000	30,000				30,000
20-21	Tool Lending Fines	20,000						20,000	20,000				20,000
23-12	BPL Foundation					1,000,000		1,000,000					
23-13	Friends of BPL				90,000			90,000				90,000	90,000
30-01	Interest-Investment Pool						1,500	1,500					
61-01	Max Recycling+Composting			15,000				15,000					
65-01	Meeting Room Fees	2,000						2,000	2,000				2,000
80-99	Other Grants (1x)			30,000				30,000					
99-99	Miscellaneous Revenue	8,500	20,000					28,500	8,500	20,000			28,500
End UPD	Berkeley Public Library w/CoB	15,685,220	20,000	75,000	90,000	1,000,000	1,500	16,871,720	15,993,214	20,000	35,000	90,000	16,138,214

ALL FUNDS – EXPENSES BIENNIAL BUDGET FY14/15 (\$)

Elmnt- Object	Description	Lib Dscr 301	DL / ILL 302	Grants 304	Gift 306	FFE 307	Mse FF 308	EXP FY14	Lib Dscr 301	DL / ILL 302	Grants 304	Gift 306	FFE 307	EXP FY15
11-01	Monthly Rated Employees	7,242,170						7,242,170	7,352,670					7,352,670
11-03	Hourly and Daily Rated Empl	217,374		23,286			27,943	268,603	248,661		27,943			276,604
11-04	Monthly Rated - Part Benefitted	350,020						350,020	319,628					319,628
12-12	General Summer Youth	11,296						11,296	11,296					11,296
13-01	O/T-Monthly Rated Employee	6,771						6,771	6,771					6,771
13-05	Holiday Pay	5,081						5,081	5,081					5,081
Prsnl Svcs-Salaries and Wages		7,832,712		23,286			27,943	7,883,941	7,944,107		27,943			7,972,050
20-11	Medical Insurance	1,154,239						1,154,239	1,268,137					1,268,137
20-12	Dental Insurance	163,192						163,192	176,298					176,298
20-13	Life Insurance	7,312						7,312	7,422					7,422
20-21	Cash-in-Lieu	58,247						58,247	61,591					61,591
20-31	Pers/Misc Other	2,283,642						2,283,642	2,333,894					2,333,894
20-34	PARS (3.75%)	22,812		929			1,114	24,855	22,812		1,114			23,926
20-36	SRIP	282,381						282,381	285,667					285,667
20-40	Medicare Tax	104,005						104,005	105,732					105,732
20-63	Retremnt Med: Misc. Emp Med Tr	225,036						225,036	227,180					227,180
20-71	Workers Comp: Wrkrs Cmp Chrgs	162,917						162,917	164,996					164,996
20-82	Allowances: Shoes Allowance	1,012						1,012	1,012					1,012
20-87	Terminal Payouts-Misc.Emp	133,178						133,178	135,244					135,244
20-90	Other Employee Benefits	281,184						281,184	287,898					287,898
20-91	Commuter Check	19,224						19,224	19,696					19,696
27-20	Fringe Benefits (Budget)	19,664		786			943	21,393	19,664		943			20,607
Prsnl Svcs-Fringe Benefits		4,918,045		1,714			2,057	4,921,816	5,117,243		2,057			5,119,300
20-99	Salary Savings	(253,691)						(253,691)	(256,243)					(256,243)
Personal Services-Employee		12,497,066		25,000			30,000	12,552,066	12,805,107		30,000			12,835,107

ALL FUNDS – EXPENSES BIENNIAL BUDGET FY14/15 (\$)

Elmnt- Object	Description	Lib Dscr 301	DL / ILL 302	Grants 304	Gift 306	FFE 307	Mse FF 308	EXP FY14	Lib Dscr 301	DL / ILL 302	Grants 304	Gift 306	FFE 307	EXP FY15
30-35	Professional: Engrng & Architectural Svcs						75,000	75,000						
30-38	Professional: Misc Prof Svcs	318,600			100,000	100,000	675,000	1,193,600	293,600					293,600
30-39	Hazardous Materials Handling	2,000						2,000	2,000					2,000
30-42	Maint Svcs: Office Equip Maint Svcs	8,000						8,000	8,000					8,000
30-43	Maint Svcs: Bldg & Structures Maint Svcs	159,400						159,400	159,400					159,400
30-44	Maint Svcs: Field Equip Maint	84,450	2,500					86,950	84,450	2,500				86,950
30-46	Maint Svcs: Computer Maintenance	5,000						5,000	5,000					5,000
30-47	Maint Svcs: Software Maintenance	325,000						325,000	350,000					350,000
30-51	Bank Credit Card Fees	2,880						2,880	2,880					2,880
Purchased Prof & Tech Svcs		905,330	2,500		100,000	100,000	750,000	1,857,830	905,330	2,500				907,830
35-20	County/State/Fed Pymts.	5,000						5,000	5,000					5,000
Grants & Gvrnmntl Payments		5,000						5,000	5,000					5,000
40-10	Professional Dues and Fee	47,250						47,250	47,250					47,250
40-20	Insurance	575						575	575					575
40-31	Communications: Telephones	173,450						173,450	87,200					87,200
40-33	Communications: Cellular	14,550						14,550	14,550					14,550
40-41	Utilities: Water	28,500						28,500	28,500					28,500
40-42	Utilities: Gas/Electricity	295,000						295,000	295,000					295,000
40-43	Utilities: Refuse	34,252						34,252	34,252					34,252
40-50	Printing and Binding	27,350		500	1,750			29,600	27,350		500			27,850
40-61	Travel: Commerical Travel	2,000						2,000	2,000					2,000
40-62	Travel: Meals & Lodging	3,000						3,000	3,000					3,000
40-63	Travel: Registration/Admin Fees	12,100						12,100	12,100					12,100
40-64	Travel: Transportation	1,500						1,500	1,500					1,500
40-70	Advertising	16,044						16,044	16,044					16,044
40-80	Books and Publications	16,000						16,000	16,000					16,000
40-90	Other			35,000	90,000		50,000	175,000			10,000	90,000		100,000
Other Purchased Services		671,571		35,500	91,750		50,000	848,821	585,321		10,500	90,000		685,821

ALL FUNDS – EXPENSES BIENNIAL BUDGET FY14/15 (\$)

Elmnt- Object	Description	Lib Dscr 301	DL / ILL 302	Grants 304	Gift 306	FFE 307	Mse FF 308	EXP FY14	Lib Dscr 301	DL / ILL 302	Grants 304	Gift 306	FFE 307	EXP FY15
50-10	Rental of Land/Buildings	500						500	500					500
50-20	Rental of Equip/Vehicles	1,500	40,000					41,500	1,500	40,000				41,500
50-30	Rental of Office Equipment & Furniture	10,000						10,000	10,000					10,000
50-40	Rental of Software & Licenses	75						75	75					75
Rentals / Leases		12,075	40,000					52,075	12,075	40,000				52,075
51-10	Postage	21,500		500				22,000	21,500		500			22,000
51-20	Messenger/Deliver		25,000					25,000		25,000				25,000
Mail Services		21,500	25,000	500				47,000	21,500	25,000	500			47,000
55-11	Office Supplies	29,000		1,000				30,000	29,000		1,000			30,000
55-20	Field Supplies	146,330	8,500	20,346	1,750			176,926	146,330	8,500	2,500			157,330
55-34	Equip/Veh Supp: Spare Rplcmnt Prts	12,000						12,000	12,000					12,000
55-50	Food	1,000		500				1,500	1,000		500			1,500
55-60	Library Materials	1,077,000			50,000			1,127,000	1,077,000			50,000		1,127,000
Supplies		1,265,330	8,500	21,846	51,750			1,347,426	1,265,330	8,500	4,000	50,000		1,327,830
60-20	Outside Janitorial Svcs	225,000						225,000	225,000					225,000
Purchased Property Services		225,000						225,000	225,000					225,000
65-70	Building - Existing Construction	100,000						100,000	100,000					100,000
65-75	Building - New Construction						2,334,420	2,334,420						
65-80	Other Infrastructure						7,350	7,350						
Infrastructure		100,000					2,341,770	2,441,770	100,000					100,000
70-41	Machinery and Equipment	147,342				432,694		580,036	47,342					47,342
70-43	Furniture and Fixtures	6,000				500,000		506,000	6,000					6,000
70-44	Computers & Printers	45,000				100,000		145,000	40,000					40,000
70-47	Computer Softwares & Lic	25,000						25,000	25,000					25,000
Property		223,342				1,032,694		1,256,036	118,342					118,342

ALL FUNDS – EXPENSES BIENNIAL BUDGET FY14/15 (\$)

Elmnt- Object	Description	Lib Dscr 301	DL / ILL 302	Grants 304	Gift 306	FFE 307	Mse FF 308	EXP FY14	Lib Dscr 301	DL / ILL 302	Grants 304	Gift 306	FFE 307	EXP FY15
71-10	Small Equipment	20,500						20,500	20,500				50,000	70,500
71-43	Mach & Equip: Furn & Fixtures	32,425				300,000		332,425	32,425				200,000	232,425
71-44	Mach & Equip: Cmptrs& Pntrs	50,000				125,000		175,000	50,000					50,000
71-47	Mach & Equip: Sftwre & Licnses	20,000						20,000	20,000					20,000
Property Under Cap Limit		122,925				425,000		547,925	122,925				250,000	372,925
75-35	Mail Services	1,764						1,764	1,764					1,764
75-50	City Vehicles/Fuel & Main	7,800						7,800	7,800					7,800
75-60	City Parking Permits	500						500	500					500
75-90	Internal City Training	500						500	500					500
Internal Services		10,564						10,564	10,564					10,564
Other Expenses		3,562,637	76,000	57,846	243,500	1,557,694	3,141,770	8,639,447	3,371,387	76,000	15,000	140,000	250,000	3,852,387
Berkeley Public Library + CoB		16,059,703	76,000	82,845	243,500	1,557,694	3,171,770	21,191,512	16,176,494	76,000	45,000	140,000	250,000	16,687,494

ALL FUNDS – REVENUE ADJUSTMENTS BIENNIAL BUDGET FY14/15 (\$)

Fund	DepDiv	Base	EleObj	Description	FY14	FY15	Comment
304	9101	331	20-07	Library Svc&Constr Act	30,000	35,000	CLLS estimated for Berkeley READS
304	9101	331	80-99	Other Grants (1x)	30,000		UCB Chancellor's Community grant
304	9301	331	61-01	Max Recycling+Composting	15,000		(Claremont) Bay Friendly grant
306	9101	368	23-13	Friends of BPL	1,673	1,673	Guesstimate for Friends
307	9301	368	23-12	BPL Foundation	(500,000)	(1,500,000)	Capital Campaign completed in FY 2013
308	9707	361	30-01	Interest-Investment Pool		(1,500)	Project expected completed
Total					(423,327)	(1,464,827)	

ALL FUNDS – LABOR EXPENSE ADJUSTMENTS BIENNIAL BUDGET FY14/15 (\$)

Fund	DepDiv	Base	EleObj	Description	FY14	FY15
301	9103	450	11-03	Hourly and Daily Rated Empl	25,000	25,000
301	9101	450	20-99	Salary Savings	(67,498)	(70,050)
301	9302	450	11-01	Monthly Rated Employees	42,864	42,864
301	9302	450	11-03	Hourly and Daily Rated Empl	10,429	20,858
301	9302	450	11-04	Monthly Rated - Part Benefitted	(30,393)	(30,393)
301	9302	450	20-11	Medical Insurance	1,498	1,314
301	9302	450	20-12	Dental Insurance	1,418	1,556
301	9302	450	20-13	Life Insurance	53	53
301	9302	450	20-21	Cash-in-Lieu	(39)	(39)
301	9302	450	20-31	Pers/Misc Other	13,041	13,115
301	9302	450	20-36	SRIP	1,540	1,540
301	9302	450	20-40	Medicare Tax	636	640
301	9302	450	20-63	Retirement Med: Misc. Emp Medical Trusts	789	789
301	9302	450	20-71	Workers Comp: Workers Comp Charges	779	779
301	9302	450	20-87	Terminal Payouts-Misc.Emp	781	781
301	9302	450	20-90	Other Employee Benefits	2,730	2,730
301	9302	450	20-91	Commuter Check	232	232
301	9303	450	11-01	Monthly Rated Employees	22,180	55,250
301	9303	450	11-03	Hourly and Daily Rated Empl		10,429
301	9303	450	11-04	Monthly Rated - Part Benefitted	(15,196)	(15,196)
301	9303	450	20-11	Medical Insurance	4,833	4,440
301	9303	450	20-12	Dental Insurance	865	1,940
301	9303	450	20-13	Life Insurance	55	55
301	9303	450	20-21	Cash-in-Lieu	(20)	(20)
301	9303	450	20-31	Pers/Misc Other	6,538	17,349
301	9303	450	20-36	SRIP	1,514	1,643
301	9303	450	20-40	Medicare Tax	311	833
301	9303	450	20-63	Retirement Med: Misc. Emp Medical Trusts	410	1,072
301	9303	450	20-71	Workers Comp: Workers Comp Charges	379	1,010
301	9303	450	20-87	Terminal Payouts-Misc.Emp	404	1,033
301	9303	450	20-90	Other Employee Benefits	916	3,357
301	9303	450	20-91	Commuter Check	236	236
301	9304	450	11-01	Monthly Rated Employees	(2,539)	52,711
301	9304	450	11-03	Hourly and Daily Rated Empl	10,429	10,429
301	9304	450	11-04	Monthly Rated - Part Benefitted		(15,196)
301	9304	450	20-11	Medical Insurance	1,401	7,135
301	9304	450	20-12	Dental Insurance	45	2,123
301	9304	450	20-13	Life Insurance	(56)	(1)
301	9304	450	20-21	Cash-in-Lieu		(20)
301	9304	450	20-31	Pers/Misc Other	(1,006)	16,288
301	9304	450	20-36	SRIP	(1,518)	125

ALL FUNDS – LABOR EXPENSE ADJUSTMENTS BIENNIAL BUDGET FY14/15 (\$)

Fund	DepDiv	Base	EleObj	Description	FY14	FY15
301	9304	450	20-40	Medicare Tax	(52)	781
301	9304	450	20-63	Retirement Med: Misc. Emp Medical Trusts	(51)	1,021
301	9304	450	20-71	Workers Comp: Workers Comp Charges	(63)	947
301	9304	450	20-87	Terminal Payouts-Misc.Emp	(55)	978
301	9304	450	20-90	Other Employee Benefits	(202)	3,155
301	9304	450	20-91	Commuter Check	(240)	(4)
301	9305	450	11-01	Monthly Rated Employees		22,180
301	9305	450	11-03	Hourly and Daily Rated Empl		10,429
301	9305	450	11-04	Monthly Rated - Part Benefitted		(15,196)
301	9305	450	20-11	Medical Insurance		4,833
301	9305	450	20-12	Dental Insurance		865
301	9305	450	20-13	Life Insurance		55
301	9305	450	20-21	Cash-in-Lieu		(20)
301	9305	450	20-31	Pers/Misc Other		6,575
301	9305	450	20-36	SRIP		1,514
301	9305	450	20-40	Medicare Tax		311
301	9305	450	20-63	Retirement Med: Misc. Emp Medical Trusts		410
301	9305	450	20-71	Workers Comp: Workers Comp Charges		379
301	9305	450	20-87	Terminal Payouts-Misc.Emp		404
301	9305	450	20-90	Other Employee Benefits		916
301	9305	450	20-91	Commuter Check		236
301	9203	450	11-01	Monthly Rated Employees	19,533	19,533
301	9203	450	20-11	Medical Insurance	(8,083)	(6,626)
301	9203	450	20-12	Dental Insurance	239	504
301	9203	450	20-13	Life Insurance	(56)	(56)
301	9203	450	20-31	Pers/Misc Other	6,629	6,663
301	9203	450	20-36	SRIP	(2,092)	(2,092)
301	9203	450	20-40	Medicare Tax	276	280
301	9203	450	20-63	Retirement Med: Misc. Emp Medical Trusts	391	391
301	9203	450	20-71	Workers Comp: Workers Comp Charges	366	366
301	9203	450	20-87	Terminal Payouts-Misc.Emp	370	370
301	9203	450	20-90	Other Employee Benefits	2,184	2,184
301	9203	450	20-91	Commuter Check	(240)	(240)
301	9204	450	11-01	Monthly Rated Employees	(15,352)	(15,352)
301	9204	450	20-11	Medical Insurance	(3,151)	(3,335)
301	9204	450	20-12	Dental Insurance	(312)	(174)
301	9204	450	20-13	Life Insurance	(56)	(56)
301	9204	450	20-21	Cash-in-Lieu	(13,447)	(13,447)
301	9204	450	20-31	Pers/Misc Other	(3,769)	(3,789)
301	9204	450	20-36	SRIP	(2,089)	(2,089)
301	9204	450	20-40	Medicare Tax	(367)	(363)

ALL FUNDS – LABOR EXPENSE ADJUSTMENTS BIENNIAL BUDGET FY14/15 (\$)

Fund	DepDiv	Base	EleObj	Description	FY14	FY15
301	9204	450	20-63	Retirement Med: Misc. Emp Medical Trusts	(247)	(247)
301	9204	450	20-71	Workers Comp: Workers Comp Charges	(423)	(423)
301	9204	450	20-87	Terminal Payouts-Misc.Emp	(235)	(235)
301	9204	450	20-90	Other Employee Benefits	(964)	(964)
301	9201	450	11-04	Monthly Rated - Part Benefitted	(30,393)	(30,393)
301	9201	450	20-11	Medical Insurance	(368)	(368)
301	9201	450	20-12	Dental Insurance	(54)	(54)
301	9201	450	20-13	Life Insurance	(3)	(3)
301	9201	450	20-21	Cash-in-Lieu	(39)	(39)
301	9201	450	20-31	Pers/Misc Other	(751)	(751)
301	9201	450	20-36	SRIP	(112)	(112)
301	9201	450	20-40	Medicare Tax	(39)	(39)
301	9201	450	20-63	Retirement Med: Misc. Emp Medical Trusts	(69)	(69)
301	9201	450	20-71	Workers Comp: Workers Comp Charges	(46)	(46)
301	9201	450	20-87	Terminal Payouts-Misc.Emp	(33)	(33)
301	9201	450	20-90	Other Employee Benefits	(135)	(135)
301	9201	450	20-91	Commuter Check	(8)	(8)
301	9202	450	11-01	Monthly Rated Employees	(1,151)	(1,151)
301	9202	450	20-11	Medical Insurance	(4,932)	(3,291)
301	9202	450	20-12	Dental Insurance	(341)	(214)
301	9202	450	20-13	Life Insurance	(56)	(56)
301	9202	450	20-31	Pers/Misc Other	(250)	(253)
301	9202	450	20-36	SRIP	(2,174)	(2,174)
301	9202	450	20-40	Medicare Tax	(68)	(68)
301	9202	450	20-63	Retirement Med: Misc. Emp Medical Trusts	(23)	(23)
301	9202	450	20-71	Workers Comp: Workers Comp Charges	(57)	(57)
301	9202	450	20-87	Terminal Payouts-Misc.Emp	(23)	(23)
301	9202	450	20-90	Other Employee Benefits	303	303
301	9202	450	20-91	Commuter Check	(240)	(240)
Labor				Library Tax Fund (301)	(28,579)	151,069

ALL FUNDS – LABOR EXPENSE ADJUSTMENTS BIENNIAL BUDGET FY14/15 (\$)

Fund	DepDiv	Base	EleObj	Description	FY14	FY15
304	9205	450	11-03	Hourly and Daily Rated Empl	23,286	27,943
304	9205	450	20-34	PARS (3.75%)	929	1,114
304	9205	450	27-20	Fringe Benefits (Budget)	786	943
Labor				Grants Fund (304)	25,000	30,000
305	9205	450	11-03	Hourly and Daily Rated Empl	(32,587)	(32,587)
305	9205	450	20-34	PARS (3.75%)	(1,222)	(1,222)
305	9205	450	27-20	Fringe Benefits (Budget)	(1,053)	(1,053)
Labor				Public Library Fund (305)	(34,862)	(34,862)
308	9301	450	11-03	Hourly and Daily Rated Empl	(37,388)	(65,331)
308	9301	450	20-34	PARS (3.75%)	(1,336)	(2,450)
308	9301	450	27-20	Fringe Benefits (Budget)	(1,167)	(2,110)
Labor				Measure FF Fund (308)	(39,891)	(69,891)
Labor					(78,332)	76,316

ALL FUNDS – NON-LABOR EXPENSE ADJUSTMENTS BIENNIAL BUDGET FY14/15 (\$)

Fund	DepDiv	EleObj	Description	FY14	FY15	Comment
301	9101	30-38	Professional: Misc Prof Svcs	25,000		Strategic Plan Consultant
301	9101	70-41	Automated Materials Handling Sys	200,000		AMH at Central
301	9102	30-44	Maint Svcs: Field Equip Maint	50,000	50,000	Est. incrs equipment count & prcng
301	9102	30-47	Maint Svcs: Software Maintenance	10,000	35,000	Est. for III ILS sys srvc subscrptn
301	9102	40-31	Communications: Telephones	10,000	10,000	Xfr fr: Est. for incr. AT&T telecom
301	9102	70-44	Computers & Printers	(60,000)	(60,000)	Xfr to: 40-31 & 71-44&70-47&71-47
301	9102	70-47	Computer Softwares & Lic	20,000	20,000	Estimated purchases
301	9102	71-44	Mach & Equip: Computers & Pntrs	25,000	25,000	Xfr from: 40-31
301	9102	71-47	Mach & Equip: Software & Licenses	5,000	5,000	Estimated purchases
301	9103	30-43	Maint Svcs: Bldg & Structures	35,000	35,000	General maint costs increase
301	9103	60-20	Outside Janitorial Svcs	45,000	45,000	Est. For Central & all Branch sites
301	9150	40-31	Communications: Telephones		(86,250)	Delete VoIP CoB project
301	9150	65-70	Building - Existing Construction	(100,000)	(100,000)	Readjust to estimated needs
301	9201	40-50	Printing and Binding	10,000	10,000	Read Local Publicity + Lib. Cards
301	9201	40-70	Advertising	10,000	10,000	Read Local Publicity + Lib. Cards
301	9202	70-44	Computers & Printers	5,000		2 AWE computers
301	9204	30-38	Professional: Misc Prof Svcs	5,000	5,000	Adult Prgms: Sml biz seminars
301	9302	40-31	Communications: Telephones	(1,000)	(1,000)	Est. at \$3K per Branch Library
301	9302	40-42	Utilities: Gas/Electricity	5,000	5,000	Est. based on FY12 1st half actuals
301	9302	40-43	Utilities: Refuse	840	840	Est.; charges originate from CoB
301	9303	40-31	Communications: Telephones	2,700	2,700	Est. at \$3K per Branch Library
301	9303	40-41	Utilities: Water	4,750	4,750	Estimated between NB and CB
301	9303	40-42	Utilities: Gas/Electricity	23,500	23,500	Guestimated
301	9303	40-43	Utilities: Refuse	5,500	5,500	Estimated based on history
301	9303	50-10	Rental of Land/Buildings	(34,200)	(34,200)	Delete Tmp TLL rental at 8th Str.
301	9304	40-31	Communications: Telephones	3,000	3,000	Estimated at \$3K per Branch Lib.
301	9304	40-41	Utilities: Water	4,000	4,000	Estimated between NB and CB
301	9304	40-42	Utilities: Gas/Electricity	20,000	20,000	Guestimated
301	9304	40-43	Utilities: Refuse	3,000	3,000	Estimated based on history
301	9305	40-31	Communications: Telephones	(500)	(500)	Estimated at \$3K per Branch Lib.
301	9305	40-41	Utilities: Water	2,200	2,200	Estimated between NB and CB
301	9305	40-42	Utilities: Gas/Electricity	16,000	16,000	Guestimated
301	9307	55-60	Library Materials	3,000	3,000	Increased support for Tools' mtrls
301	9402	55-60	Library Materials	135,000	235,000	Increased support for Collections
			Library Tax Fund (301)	487,790	296,540	Non-labor
304	9101	40-90	Other	35,000	10,000	(Clrmnt) By Frndly Grnt+UCB Grnt
304	9101	55-20	Field Supplies	17,846		FY13 Incdnt Toolkit Grnt spnd-down
304	9205	40-50	Printing and Binding	500	500	Fndng prsrvd; Est. bsd on FY13 awrd
304	9205	51-10	Postage	500	500	Fndng prsrvd; Est. bsd on FY13 awrd
304	9205	55-11	Office Supplies	1,000	1,000	Fndng prsrvd; Est. bsd on FY13 awrd
304	9205	55-20	Field Supplies	2,500	2,500	Fndng prsrvd; Est. bsd on FY13 awrd

ALL FUNDS – NON-LABOR EXPENSE ADJUSTMENTS BIENNIAL BUDGET FY14/15 (\$)

Fund	DepDiv	EleObj	Description	FY14	FY15	Comment
304	9205	55-50	Food	500	500	Fndng prsrvd; Est. bsd on FY13 awrd
			Grants Fund (304)	57,846	15,000	Non-labor
306	9101	30-38	Professional: Misc Prof Svcs	100,000		Teen Space Design and Remodel
306	9101	40-90	Other	1,673	1,673	Friends, estimated increase
306	9202	55-60	Library Materials	10,000	10,000	Alice Meyers Tr., estimated increase
306	9205	40-50	Printing and Binding	1,750		Rymnd Fmly Fdn FY 2013 gift (50%)
306	9205	55-20	Field Supplies	1,750		Rymnd Fmly Fdn FY 2013 gift (50%)
			Gifts Fund (306)	115,173	11,673	Non-labor
307	9301	30-38	Professional: Misc Prof Svcs	100,000		Est., wind down of Branch projects
307	9301	70-41	Machinery and Equipment	(217,306)	(650,000)	Est., wind down of Branch projects
307	9301	70-43	Furniture and Fixtures	(100,000)	(600,000)	Est., wind down of Branch projects
307	9301	70-44	Computers & Printers	100,000		Est., wind down of Branch projects
307	9301	71-10	Small Equipment	(50,000)		Est., wind down of Branch projects
307	9301	71-44	Mach & Equip: Computers And Printers	125,000		Est., wind down of Branch projects
307	9301	71-43	Mach & Equip: Furniture And Fixtures		(100,000)	Est., wind down of Branch projects
			Foundation FF&E Fund (307)	(42,306)	(1,350,000)	Non-labor
308	9301	30-35	Professional: Engrng & Architecural Svcs	25,000	(50,000)	Delete Measure FF projects
308	9301	30-38	Professional: Misc Prof Svcs	600,000	(75,000)	Delete Measure FF projects
308	9301	40-31	Communications: Telephones	(10,000)	(10,000)	Delete Measure FF projects
308	9301	40-41	Utilities: Water	(15,000)	(15,000)	Delete Measure FF projects
308	9301	40-42	Utilities: Gas/Electricity	(59,250)	(59,250)	Delete Measure FF projects
308	9301	40-50	Printing and Binding	(25,000)	(25,000)	Delete Measure FF projects
308	9301	40-70	Advertising	(6,000)	(6,000)	Delete Measure FF projects
308	9301	40-90	Other	(285,192)	(335,192)	Delete Measure FF projects
308	9301	50-10	Rental of Land/Buildings	(57,500)	(57,500)	Delete Measure FF projects
308	9301	65-75	Building - New Construction	971,812	(1,362,608)	Delete Measure FF projects
308	9301	65-80	Other Infrastructure	(650)	(8,000)	Delete Measure FF projects
308	9301	70-42	Vehicles	(16,105)	(16,105)	Delete Measure FF projects
			Measure FF Fund (308)	1,122,115	(2,019,655)	Non-labor
			Non-Labor	1,740,618	(3,046,442)	Total

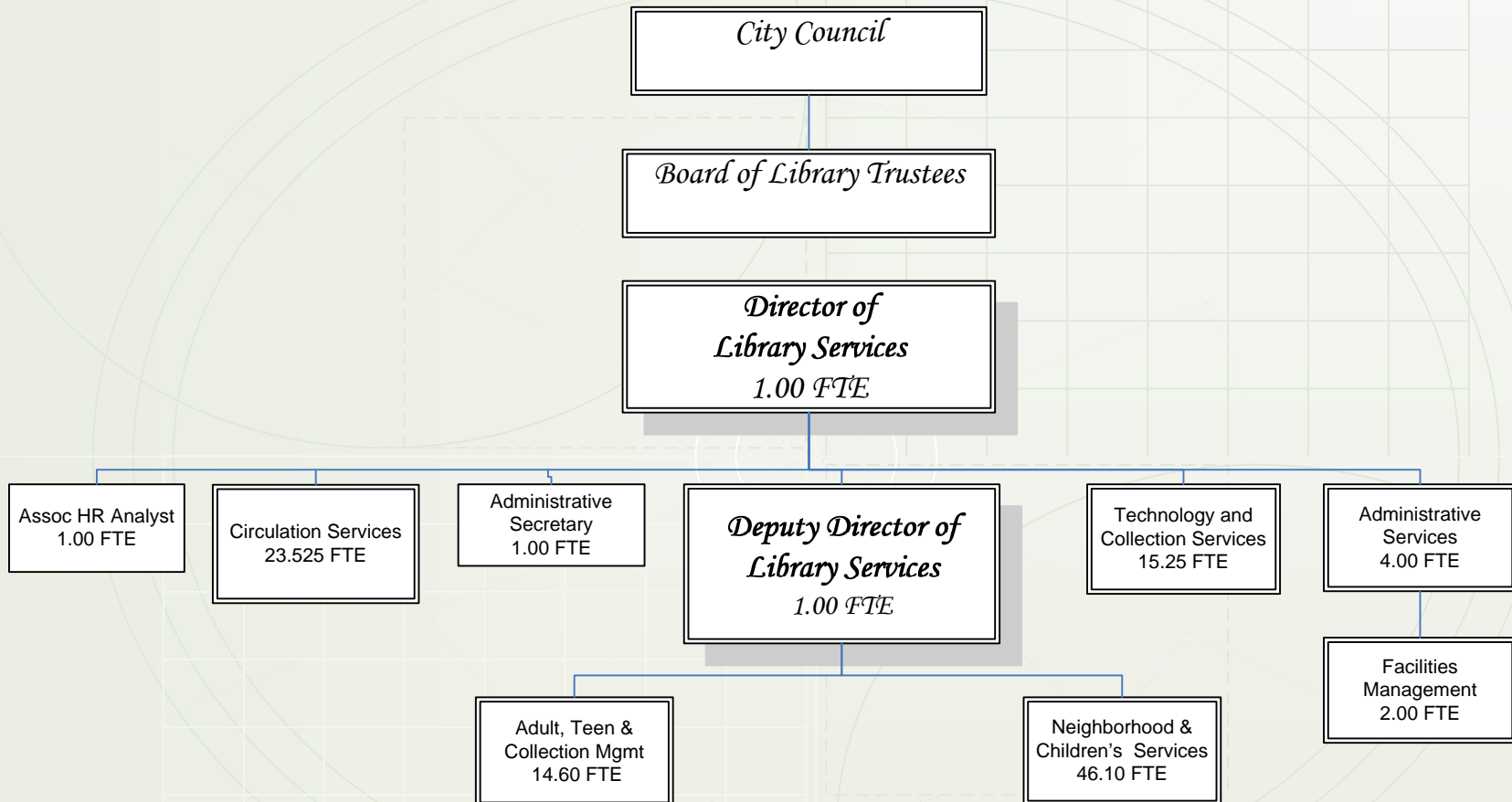
	FY 2012 FINAL	FY 2013 ADOPTED	FY 2013 REVISED	FY 2013 PROJECTED	FY 2014 PROJECTED	FY 2015 PROJECTED	FY 2016 PROJECTED
Beginning Fund Balance	\$ 1,540,808	\$ 2,267,968	\$ 2,267,968	\$ 2,267,968	\$ 2,259,320	\$ 1,884,837	\$ 1,701,557
Revenues							
Library Services Tax	\$ 14,606,137	\$ 15,028,438	\$ 15,028,438	\$ 15,097,764	\$ 15,399,720	\$15,707,714	\$16,021,868
Fines/Fees	254,985	275,000	275,000	275,000	275,000	275,000	275,000
Misc. Revenue / Interest / Refunds	47,938	10,500	10,500	10,500	10,500	10,500	12,000
TOTAL REVENUE	\$ 14,909,060	\$ 15,313,938	\$ 15,313,938	\$ 15,383,264	\$ 15,685,220	\$15,993,214	\$16,308,868
Expenditures							
Operations							
Salaries, Wages, Benefits	\$ 11,740,958	\$ 12,268,310	\$ 12,268,310	\$ 12,268,310	\$ 12,723,446	\$13,033,268	\$13,293,933
Salaries, Wages, Benefits							
less: Labor Vacancy Savings		186,193	186,193	468,310	253,691	256,243	275,000
Personnel	\$ 11,740,958	\$ 12,082,117	\$ 12,082,117	\$ 11,800,000	\$ 12,469,755	\$12,777,025	\$13,018,933
Non-Personnel	516,299	696,585	819,896	719,746	897,385	697,285	700,000
Library Materials (incl Tool Lndng)	859,099	939,000	1,058,365	1,058,365	1,077,000	1,177,000	1,200,000
Misc. Professional Services	232,389	288,600	477,771	477,771	318,600	293,600	300,000
Utilities+Telephone	329,620	446,662	541,412	541,412	545,652	459,502	470,000
Janitorial	157,763	180,000	178,907	178,907	225,000	225,000	250,000
Software Maintenance	238,126	315,000	300,303	300,303	325,000	350,000	350,000
Computer & Software Purchase >\$1K	66,121	105,000	117,500	139,500	70,000	65,000	75,000
Building/Infrastructure	20,364	200,000	146,550	150,000	100,000	100,000	100,000
Subtotal:	\$ 14,160,739	\$ 15,252,964	\$ 15,722,821	\$ 15,366,004	\$ 16,028,392	\$16,144,412	\$16,463,933
Charges From Other Depts							
Finance - Billing (3601)	\$ 12,653	\$ 12,810	\$ 12,810	\$ 12,810	\$ 18,208	\$ 18,914	\$ 20,000
Facilities - Admn (5401) +Txcs (5403)	8,508	13,098	13,098	13,098	13,103	13,168	14,000
Subtotal:	\$ 21,161	\$ 25,908	\$ 25,908	\$ 25,908	\$ 31,311	\$ 32,082	\$ 34,000
TOTAL EXPENDITURES	\$ 14,181,900	\$ 15,278,872	\$ 15,748,729	\$ 15,391,912	\$ 16,059,703	\$16,176,494	\$16,497,933
Projected Surplus/(Shortfall) {Rev - Exp}	\$ 727,160	\$ 35,066	\$ (434,791)	\$ (8,648)	\$ (374,483)	\$ (183,280)	\$ (189,065)
GROSS FUND BALANCE {Bal + Rev - Exp}	\$ 2,267,968	\$ 2,303,034	\$ 1,833,177	\$ 2,259,320	\$ 1,884,837	\$ 1,701,557	\$ 1,512,492
Annual Committed Reserve		\$ 500,000	\$ 500,000	\$ 1,200,000	\$ 1,200,000	\$ 1,200,000	\$ 1,200,000
Uncommitted Fund Balance	\$ 2,267,968	\$ 1,803,034	\$ 1,333,177	\$ 1,059,320	\$ 684,837	\$ 501,557	\$ 312,492

Berkeley Public Library

All Divisions

109.475 Total FTE

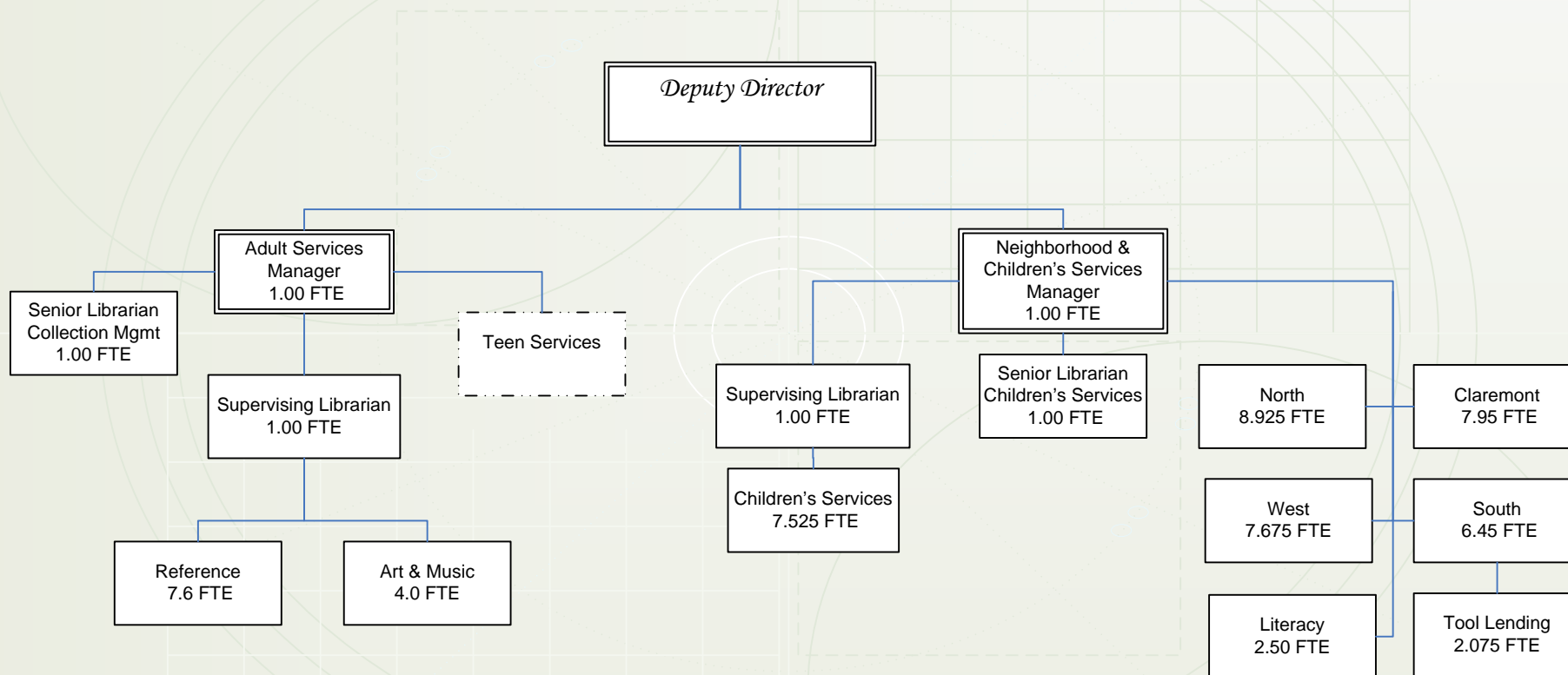
Proposed FY14



Berkeley Public Library

Public Services Divisions

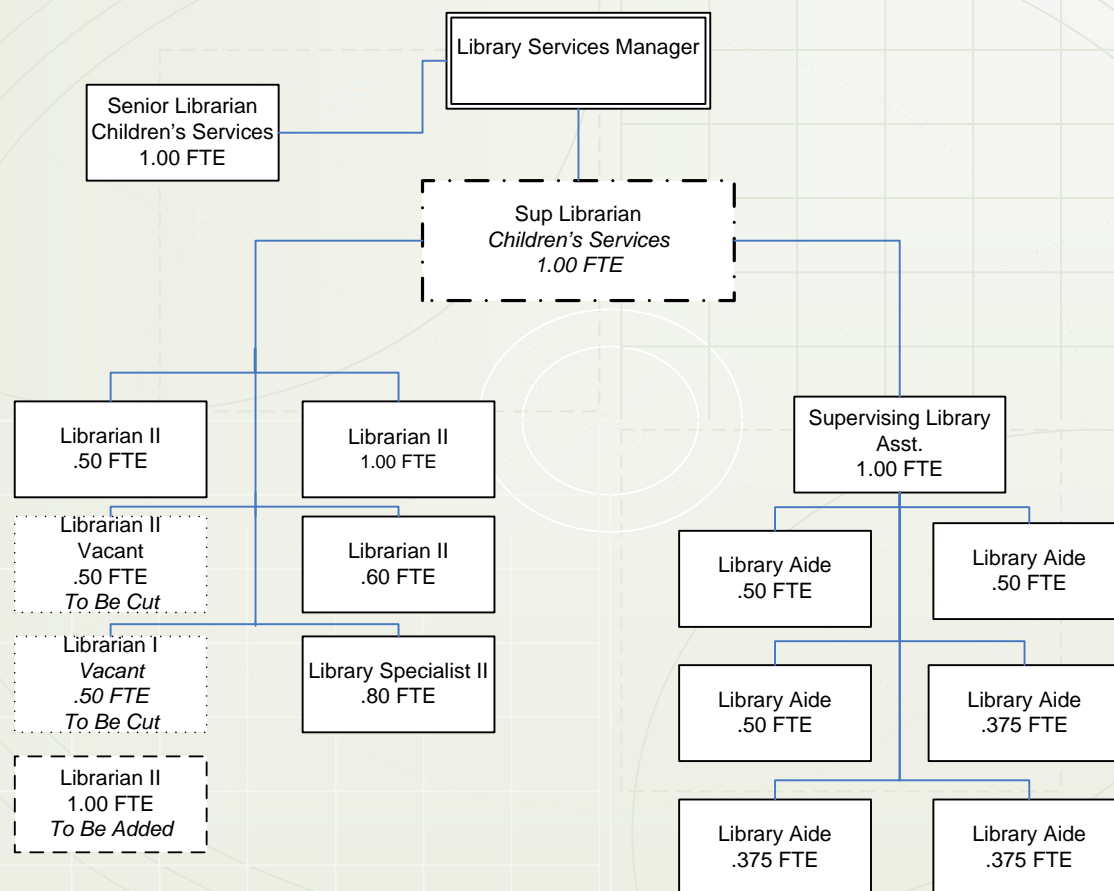
Total FTE 60.70



Berkeley Public Library

Children's Services Division

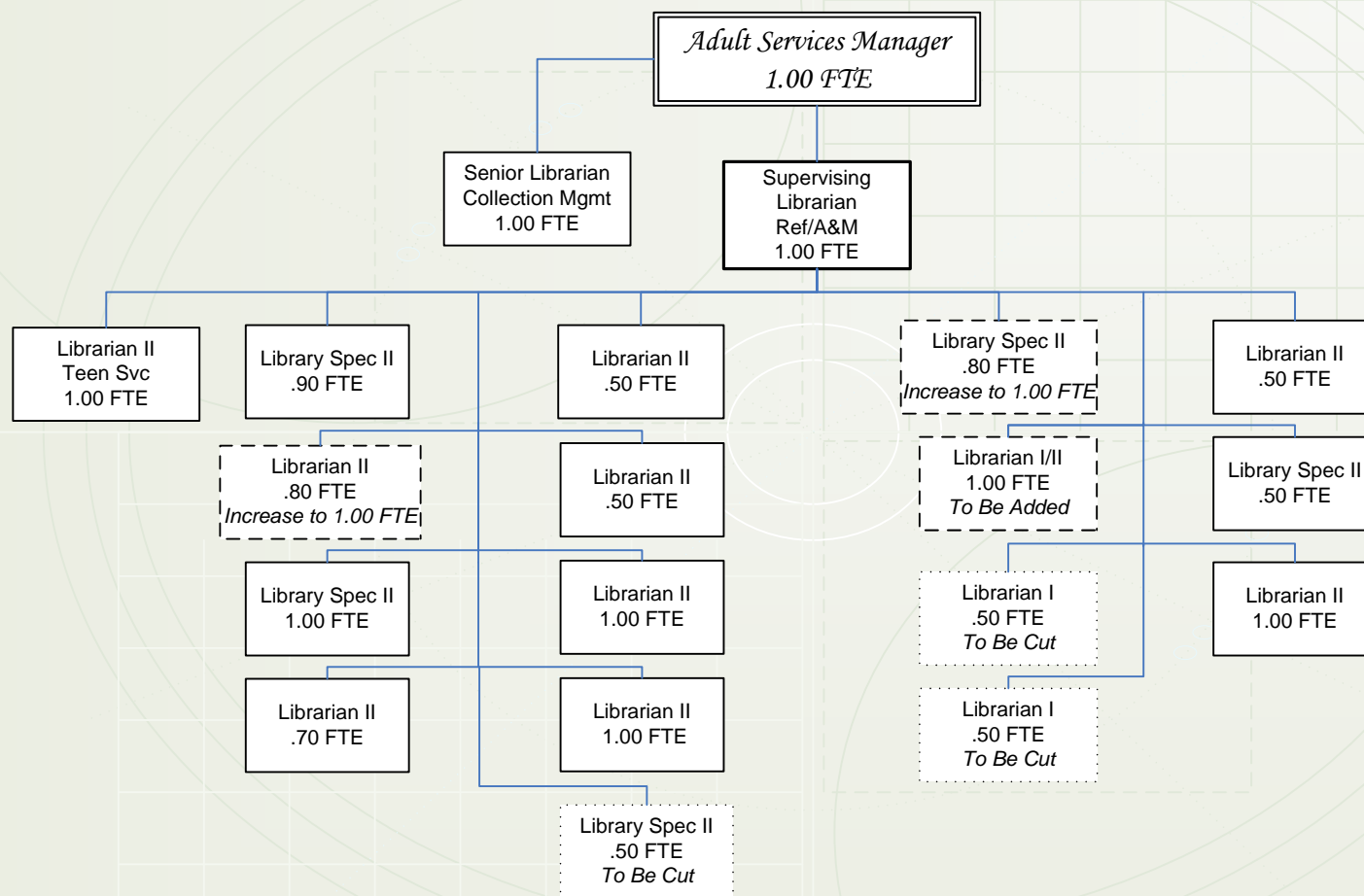
Total FTE 9.525



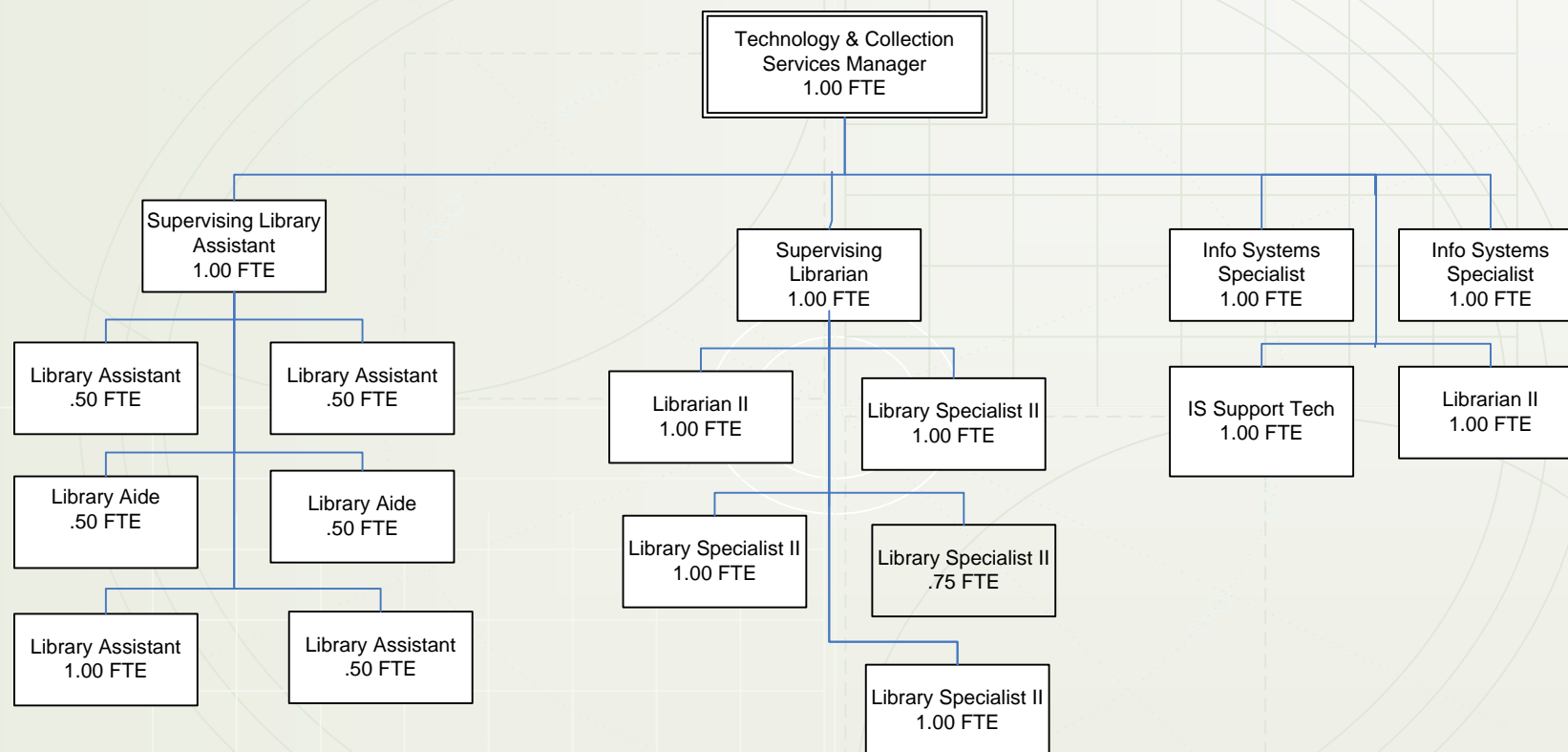
Berkeley Public Library

Adult Services Divisions

Total FTE 14.6



Berkeley Public Library
Technology & Collection Services
15.25 FTE



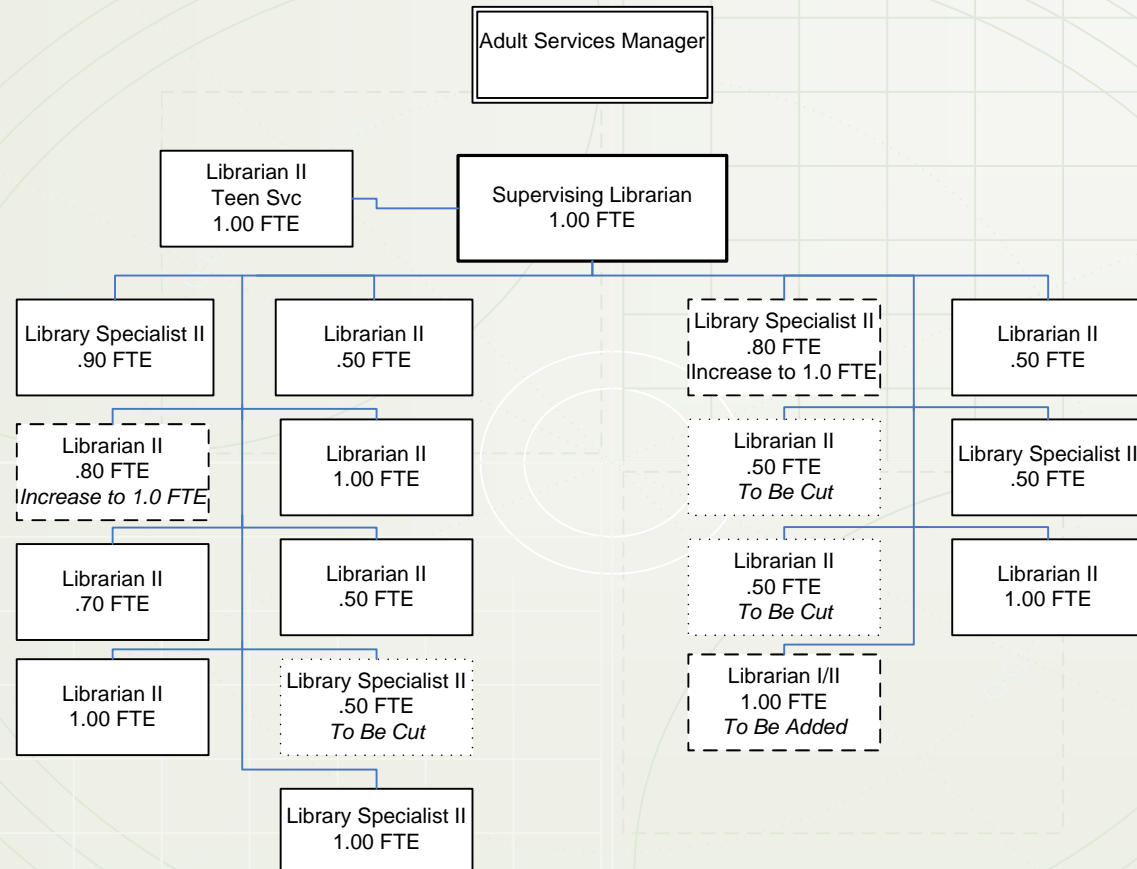
Berkeley Public Library

Proposed FY14

Central Services

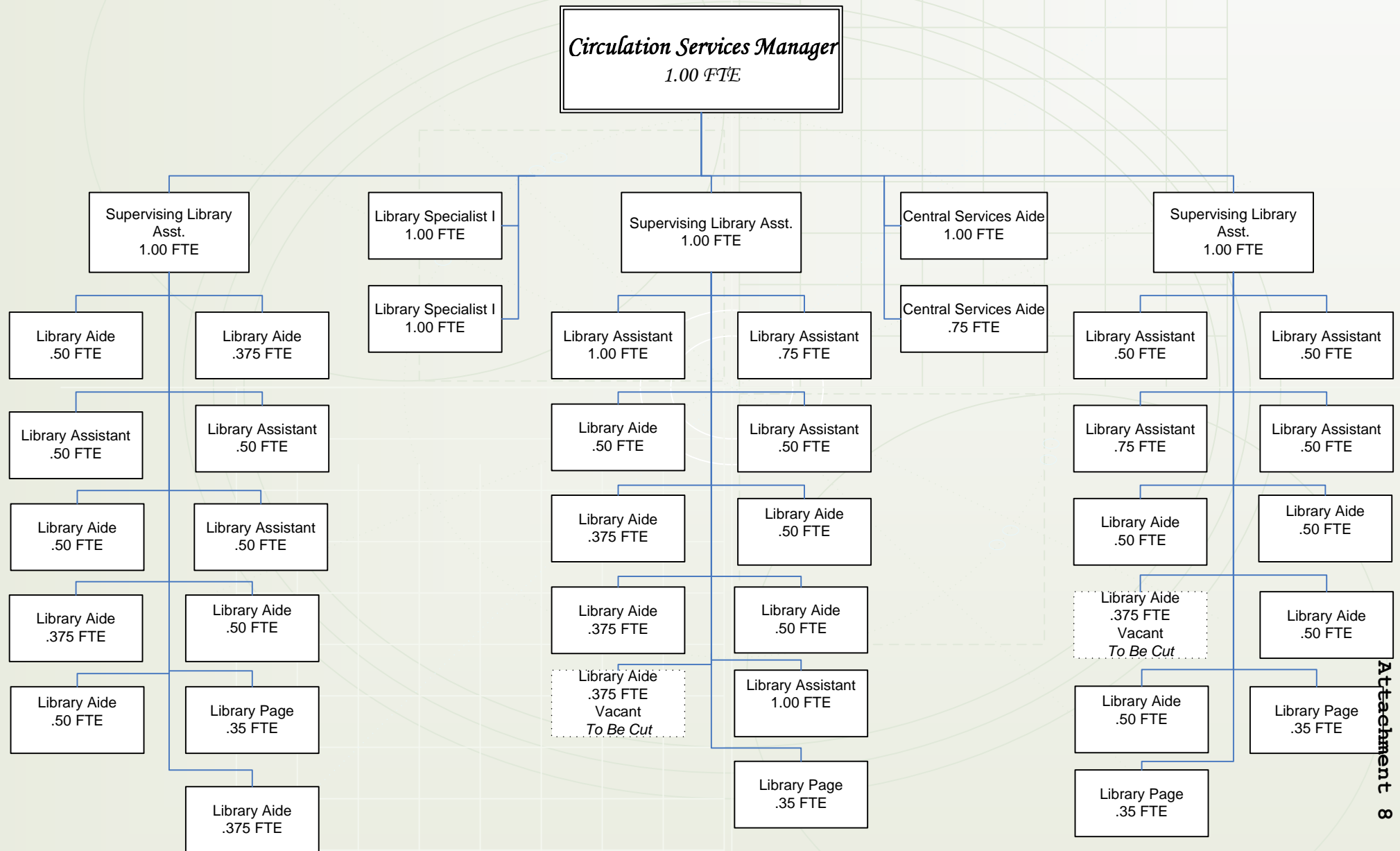
Reference & Art Music

Total FTE 12.6



Berkeley Public Library
Circulation Services Division
Total FTE 23.525

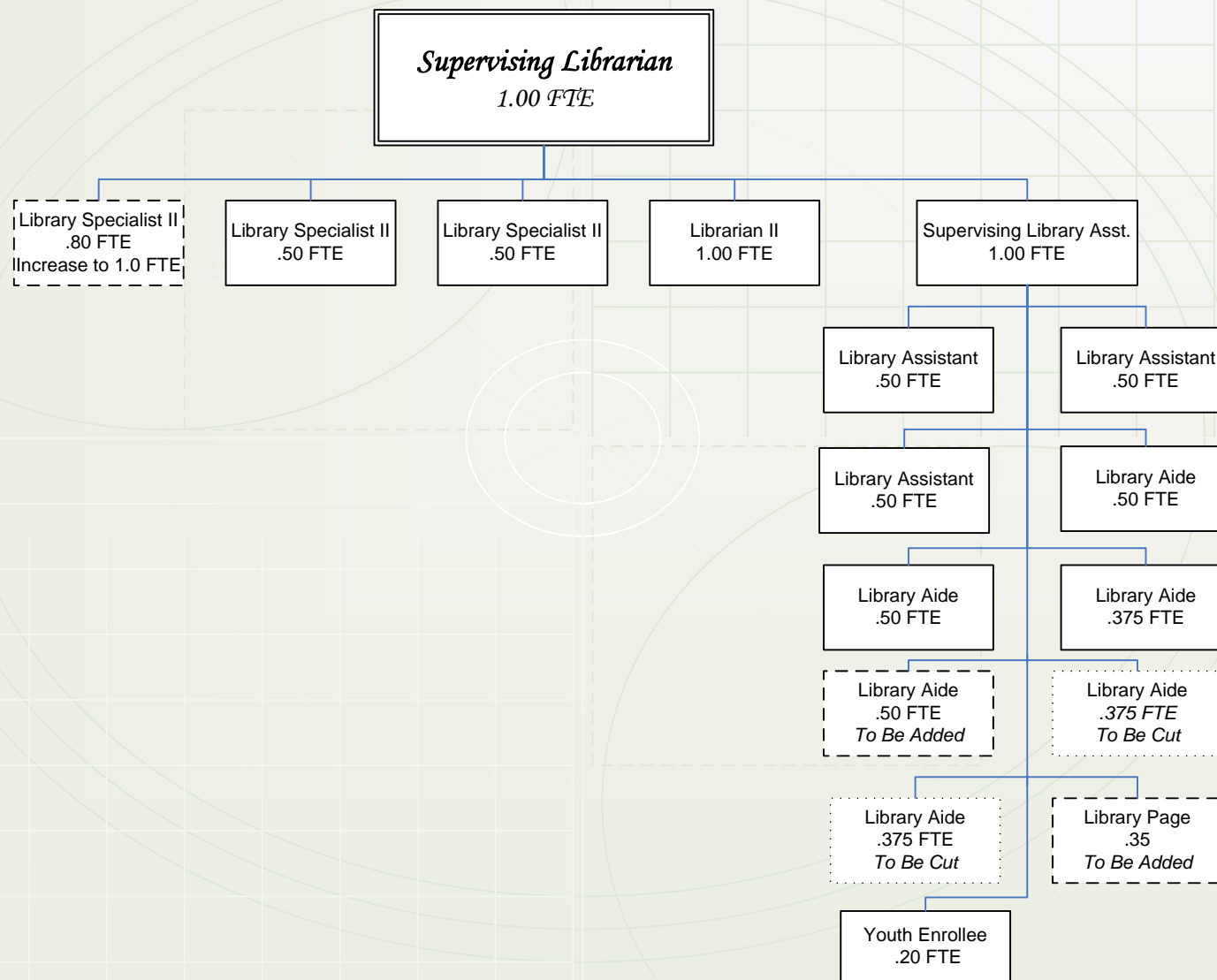
Proposed FY14



Berkeley Public Library

North Branch

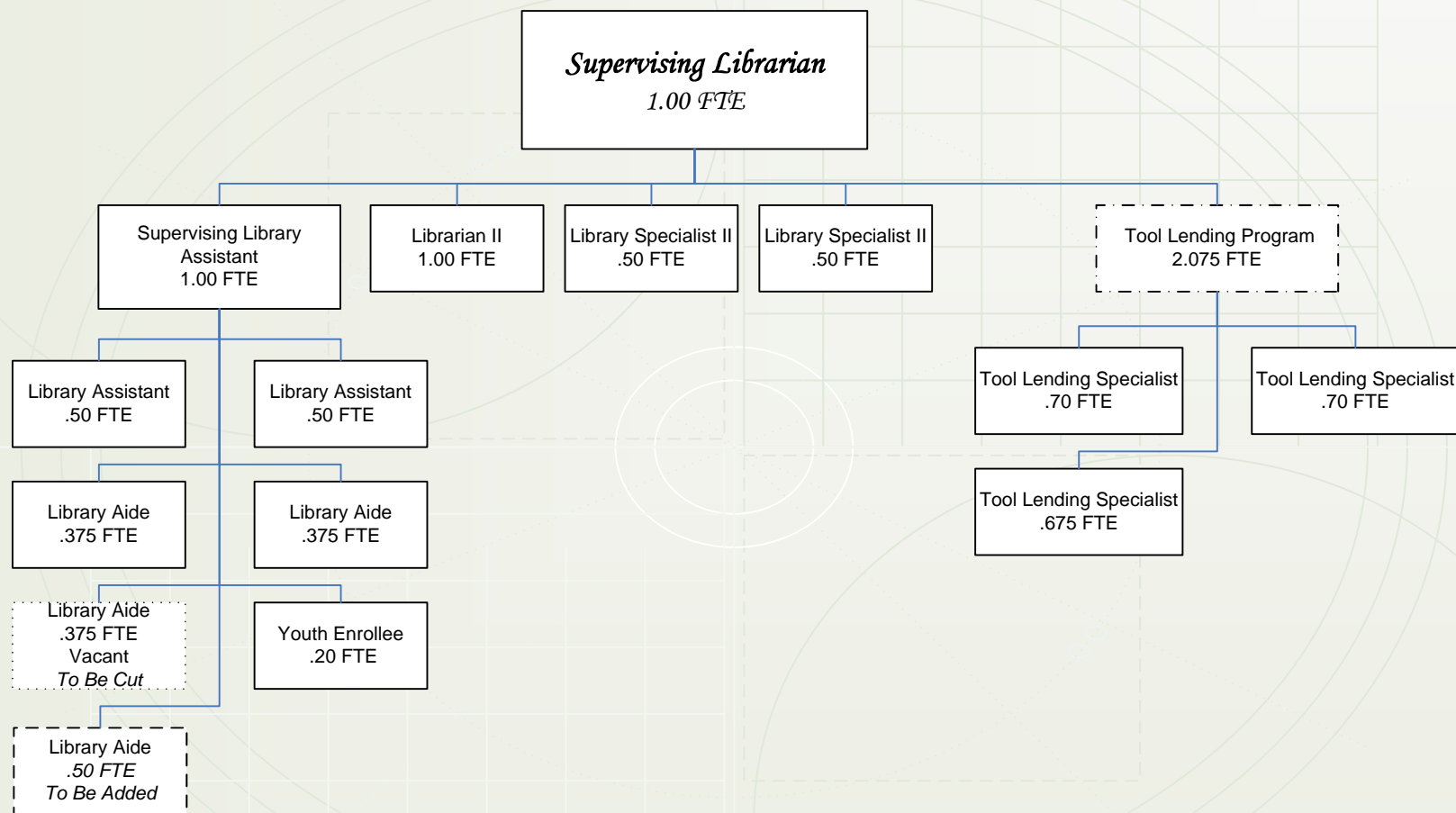
8.925 Total FTE



Berkeley Public Library

South Branch / Tool Lending

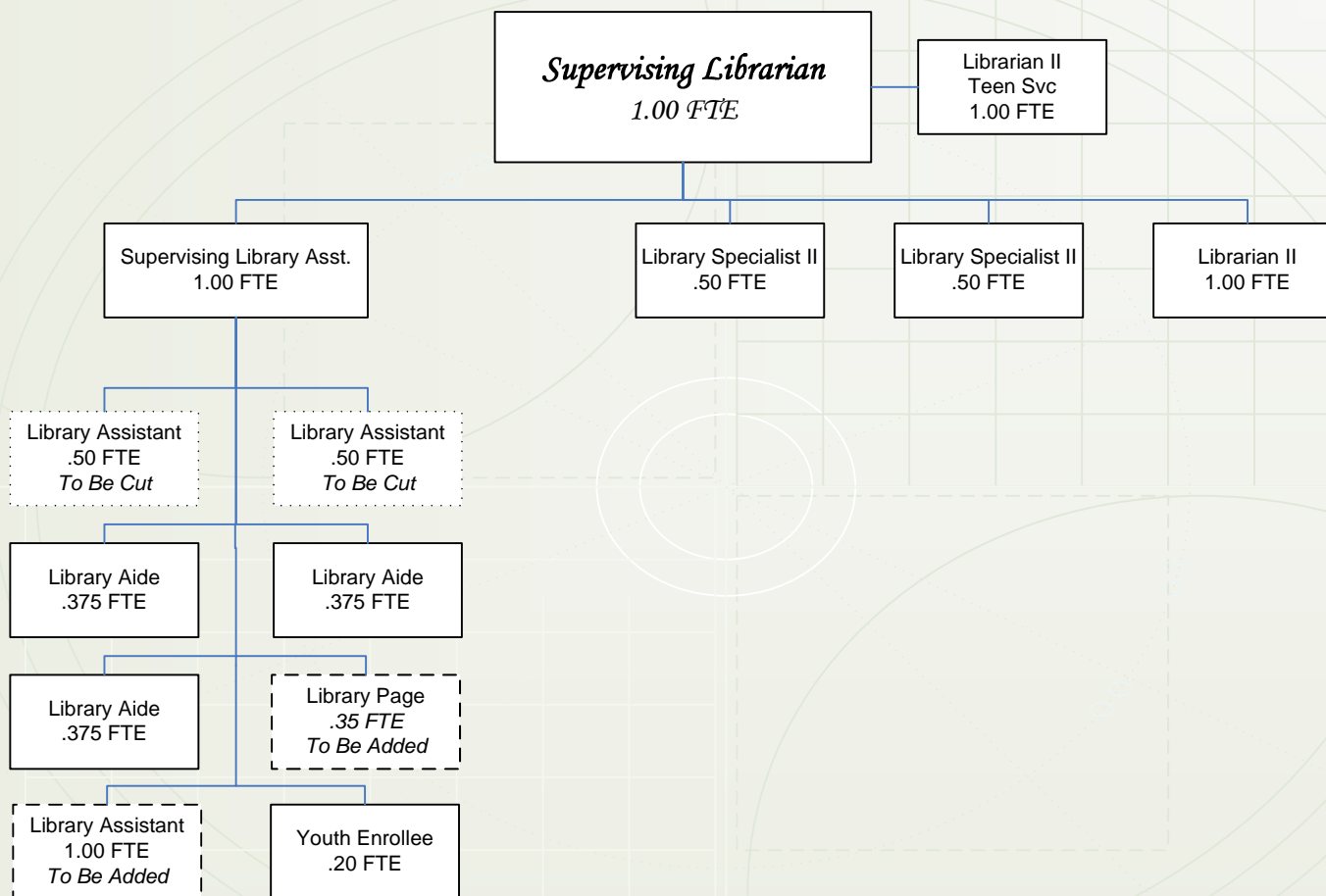
8.525 Total FTE



Berkeley Public Library

West Branch

7.675 Total FTE



Berkeley Public Library

Berkeley Reads

2.50 Total FTE

*Library Literacy
Program Coordinator*

1.00 FTE

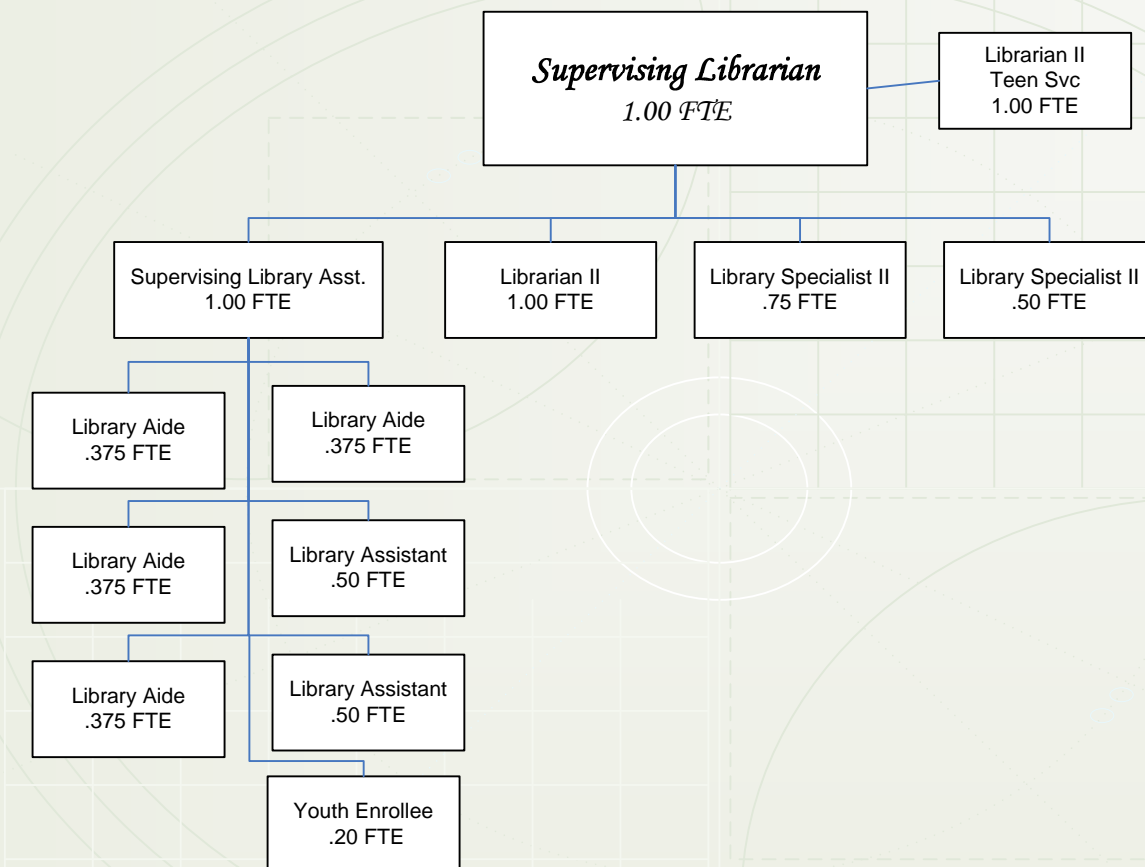
Library Specialist I
1.00 FTE

Library Assistant
.50 FTE

Berkeley Public Library

Claremont Branch

7.95 Total FTE



Berkeley Public Library
Facilities Management Division
2.00 Total FTE

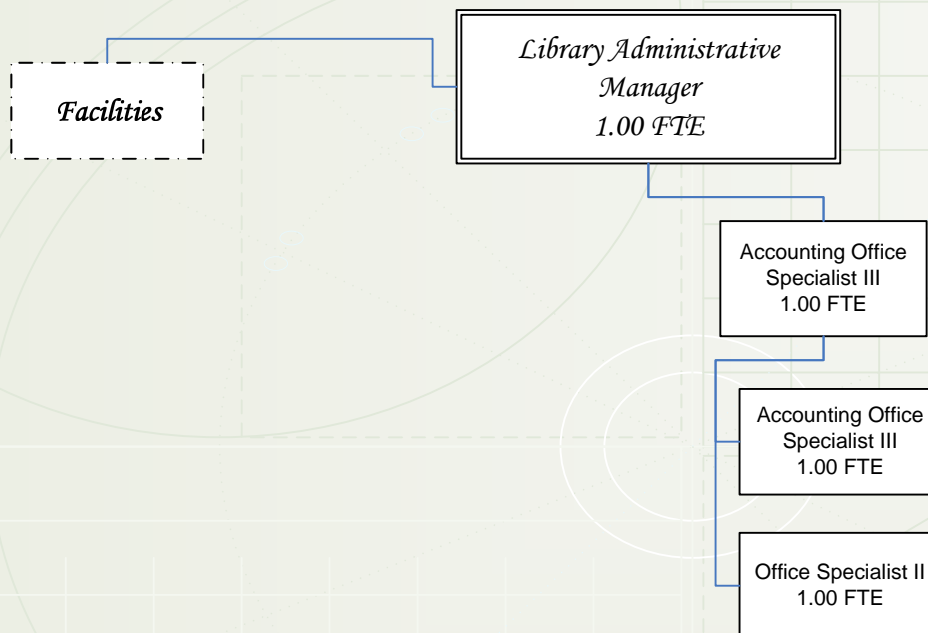
*Building Maintenance
Supervisor*
1.00 FTE

Building Maint.
Mechanic
1.00 FTE

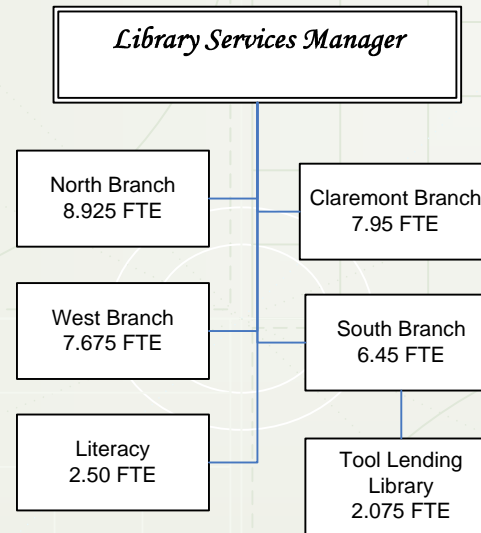
Berkeley Public Library

Administration Division

4.00 Total FTE



Berkeley Public Library
Neighborhood Services Division
Total FTE 35.575

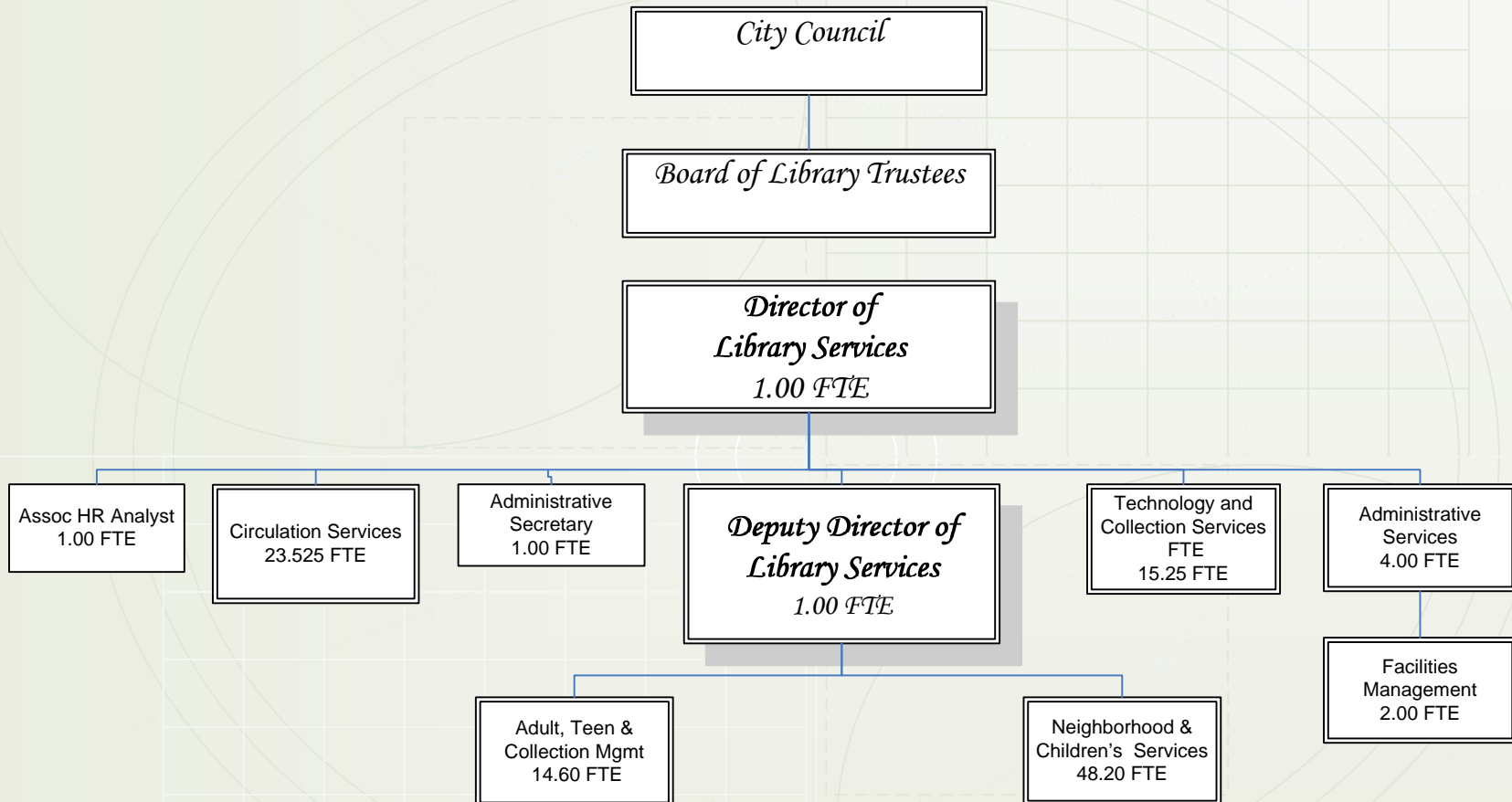


Berkeley Public Library

All Divisions

111.575 Total FTE

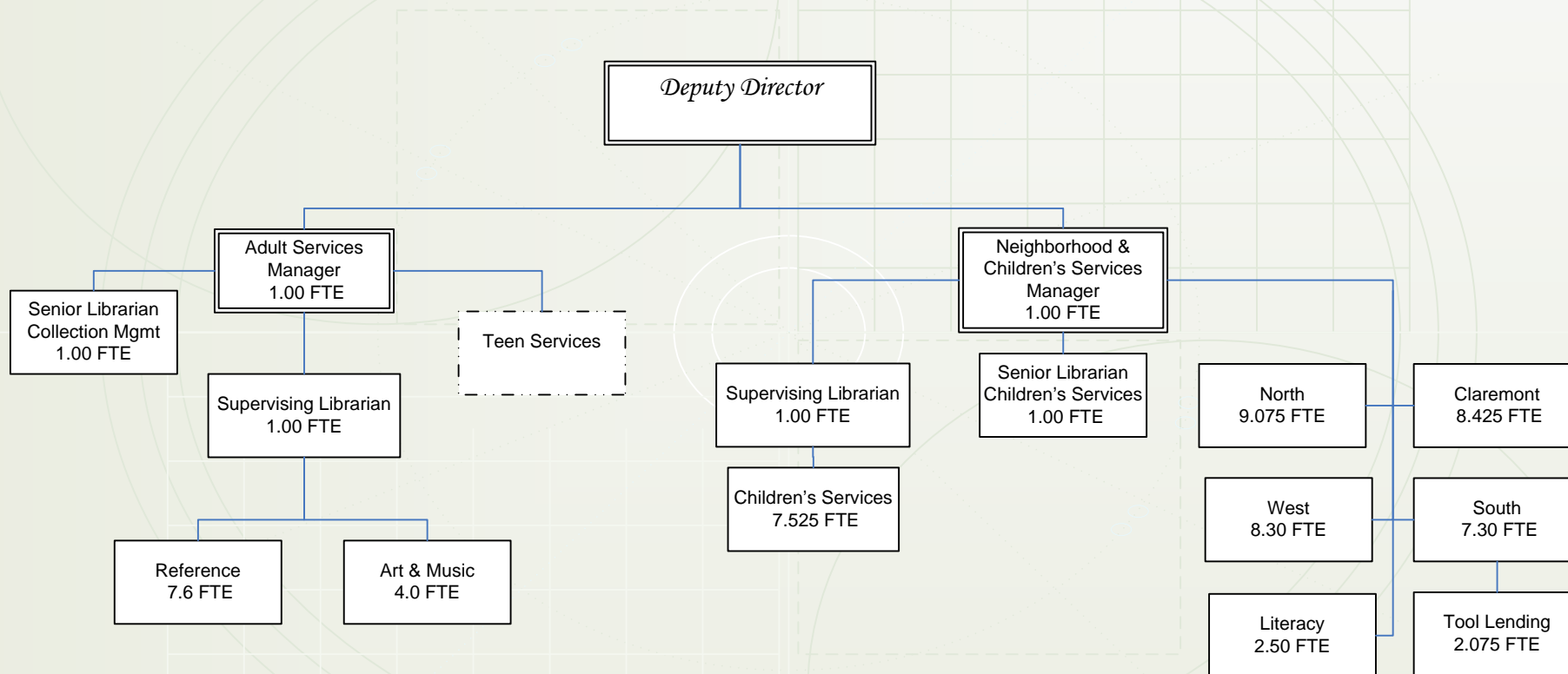
Proposed FY15



Berkeley Public Library

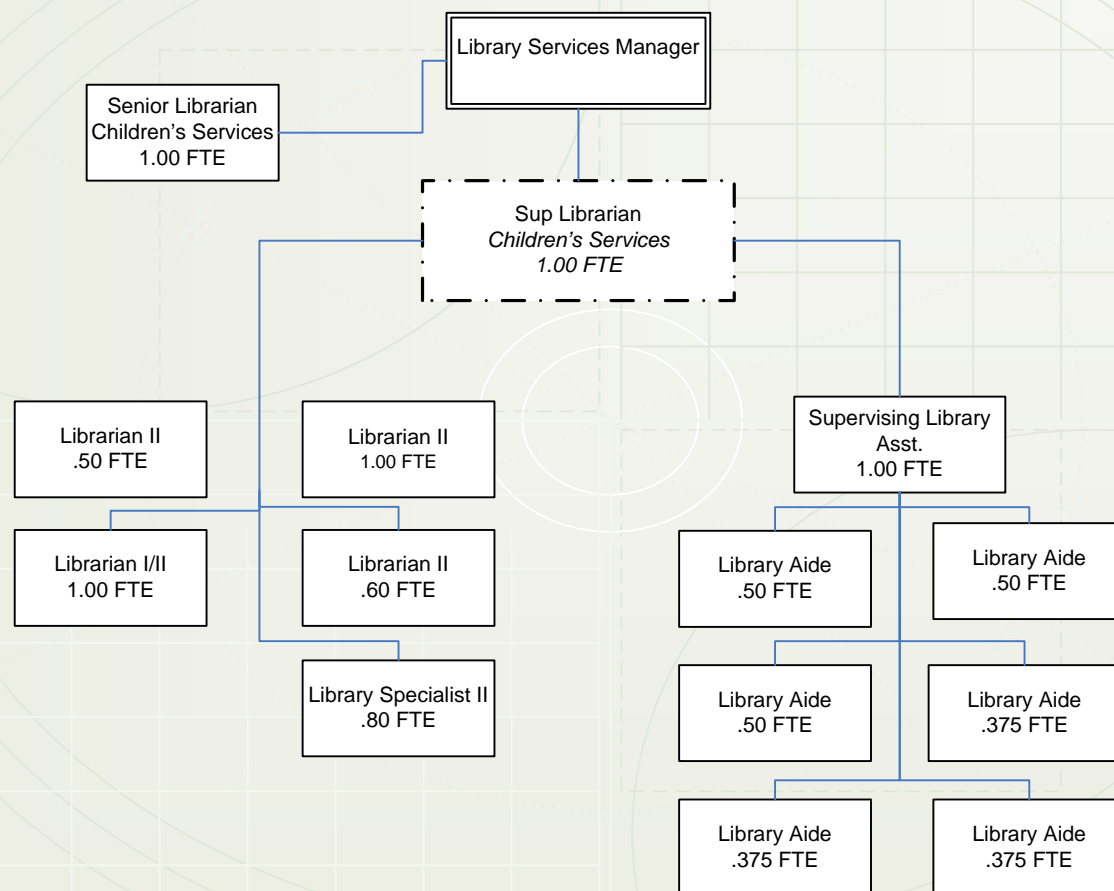
Public Services Divisions

Total FTE 62.80



Berkeley Public Library Children's Services Division

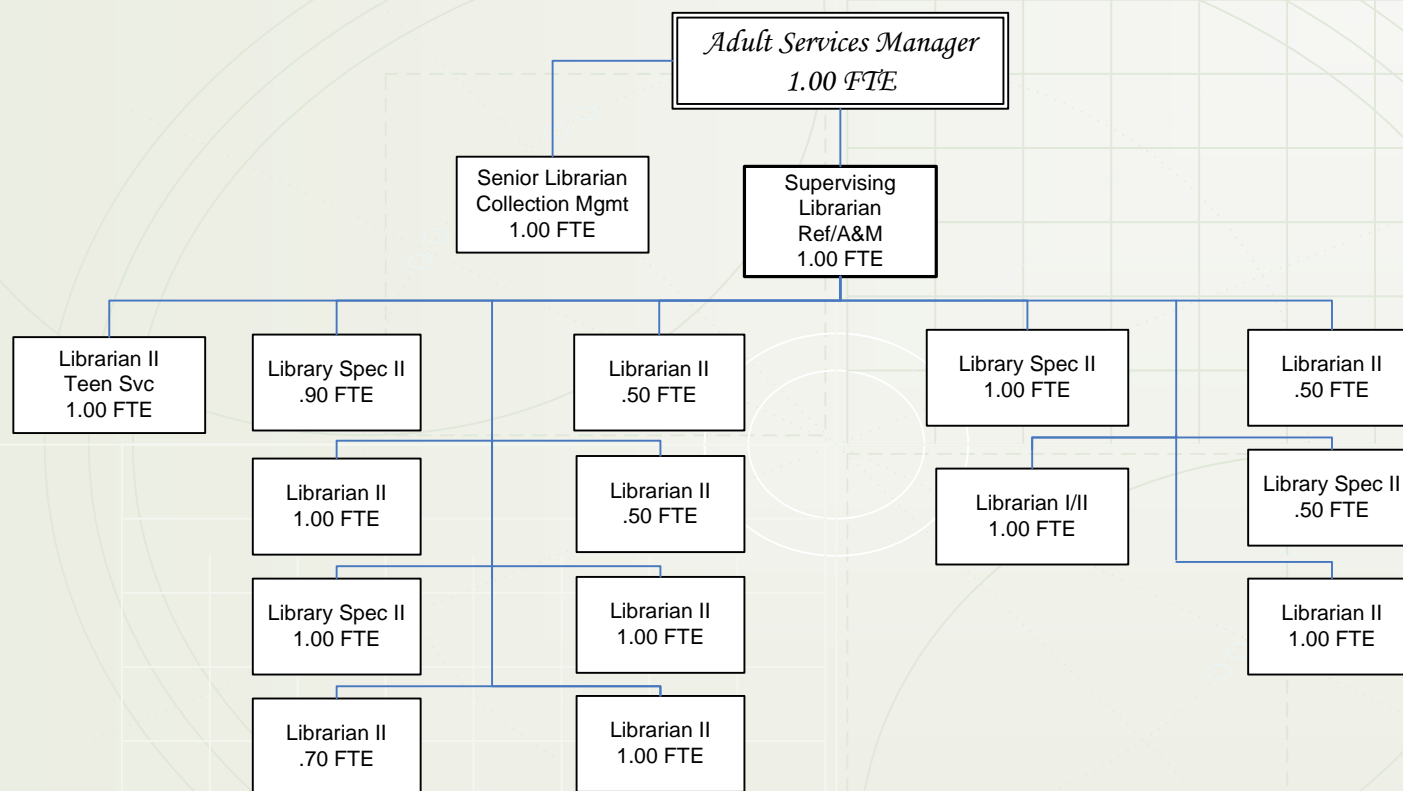
Total FTE 9.525



Berkeley Public Library

Adult Services Divisions

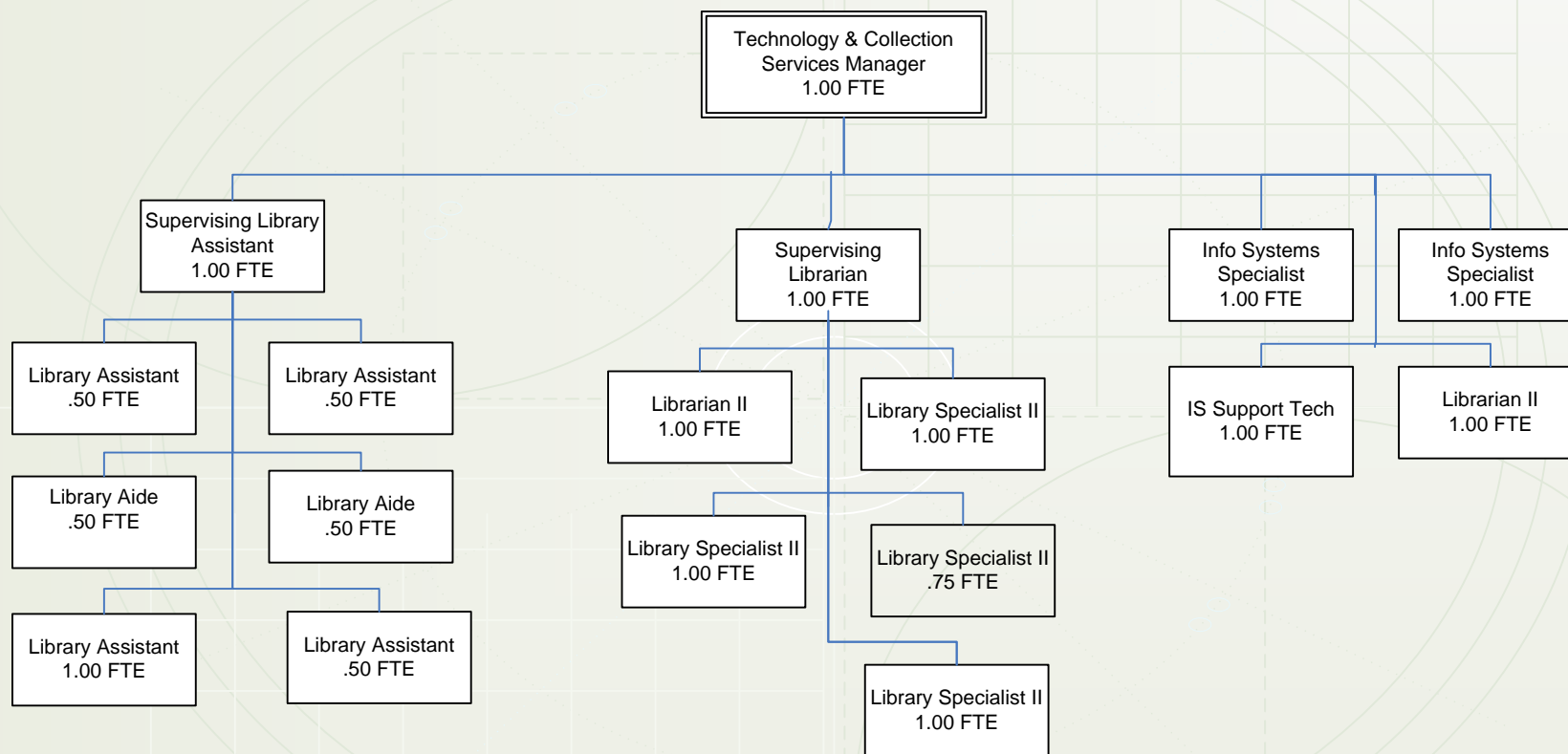
Total FTE 14.6



Berkeley Public Library

Technology & Collection Services

15.25 FTE



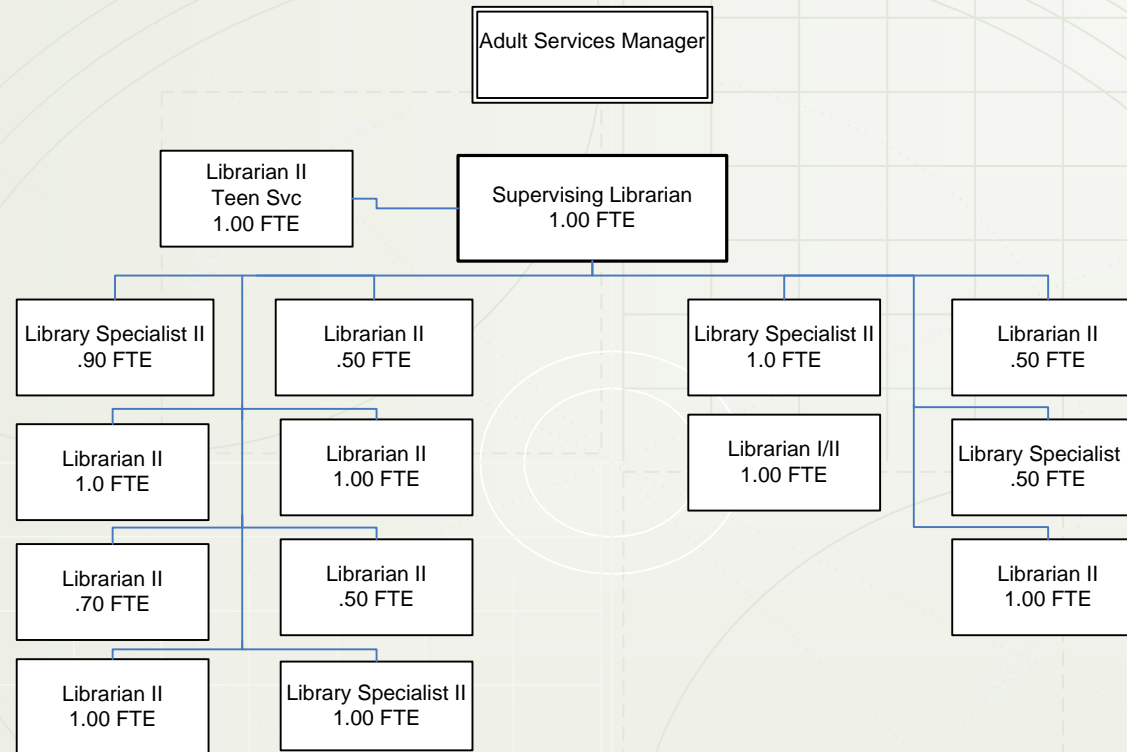
Berkeley Public Library

Proposed FY15

Central Services

Reference & Art Music

Total FTE 12.6

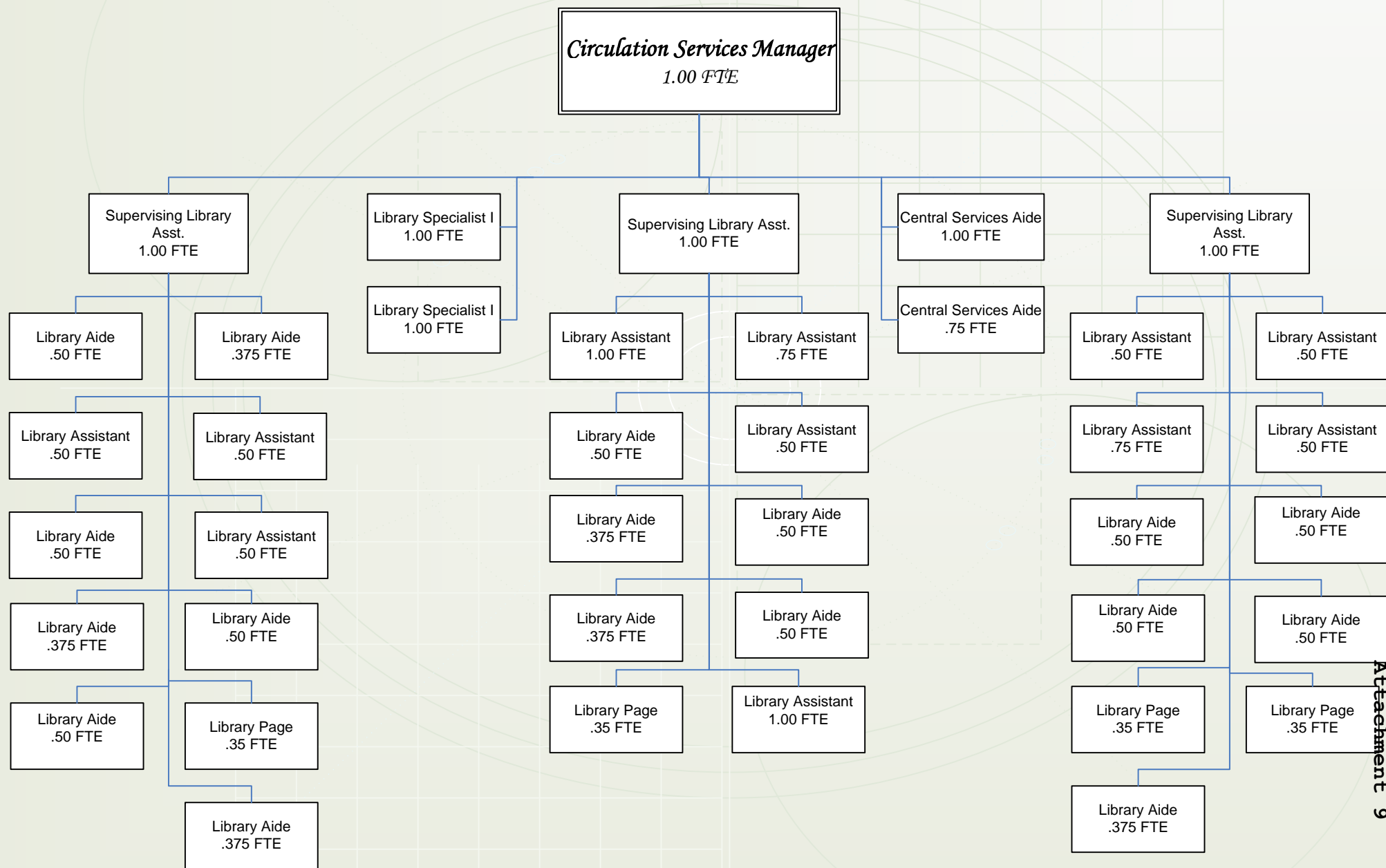


Berkeley Public Library

Circulation Services Division

Total FTE 23.525

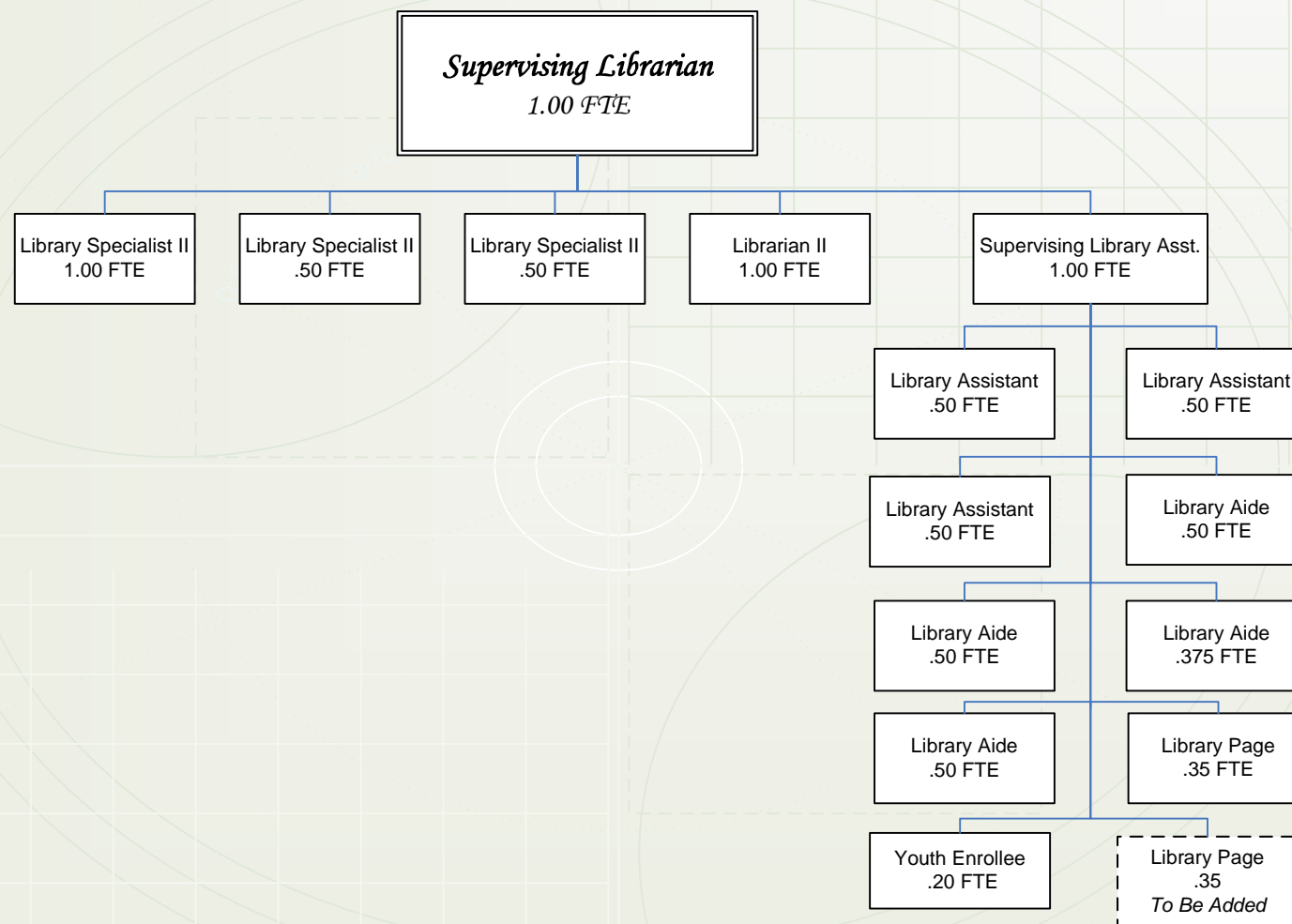
Proposed FY15



Berkeley Public Library

North Branch

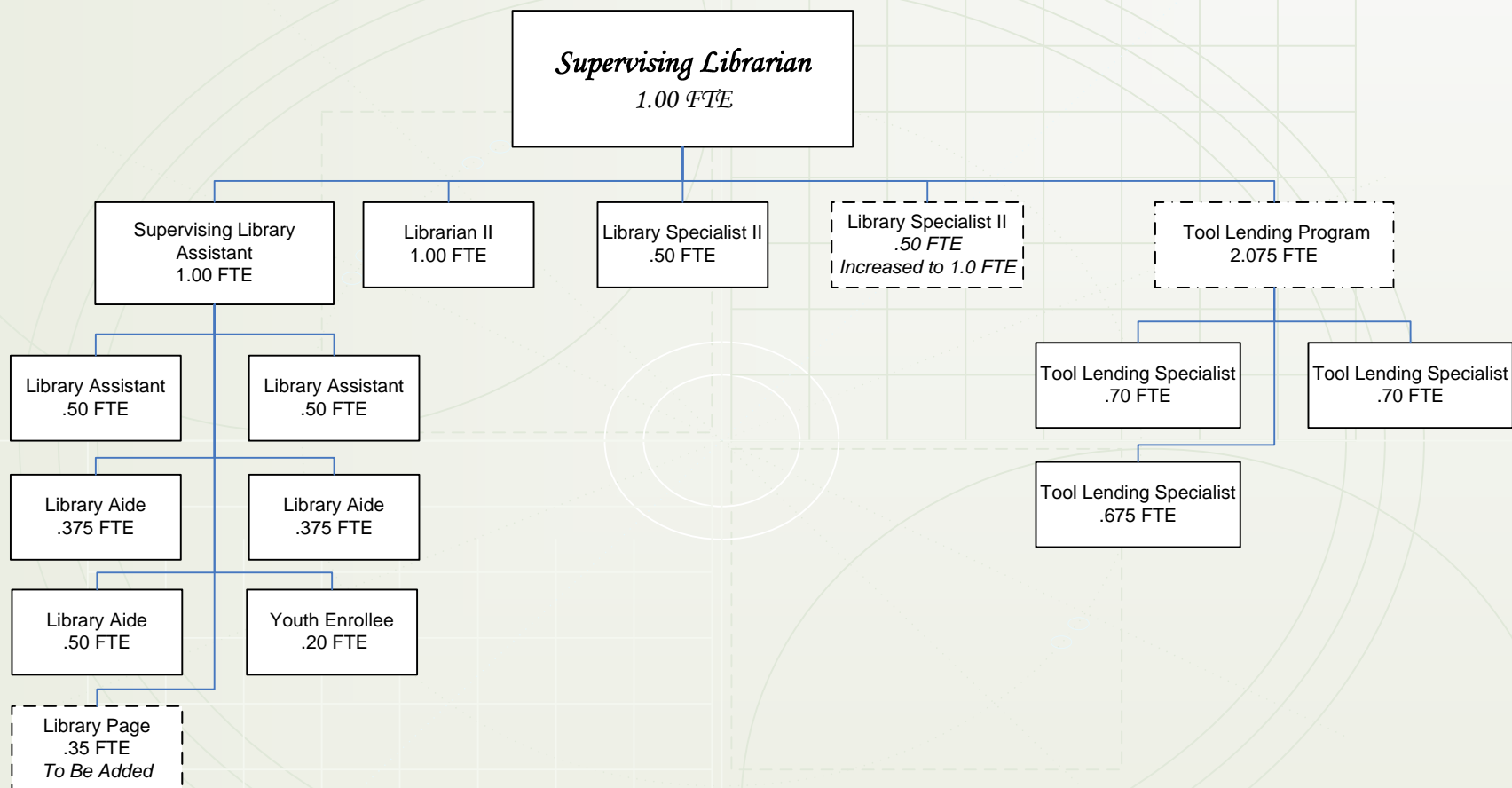
9.075 Total FTE



Berkeley Public Library

South Branch / Tool Lending

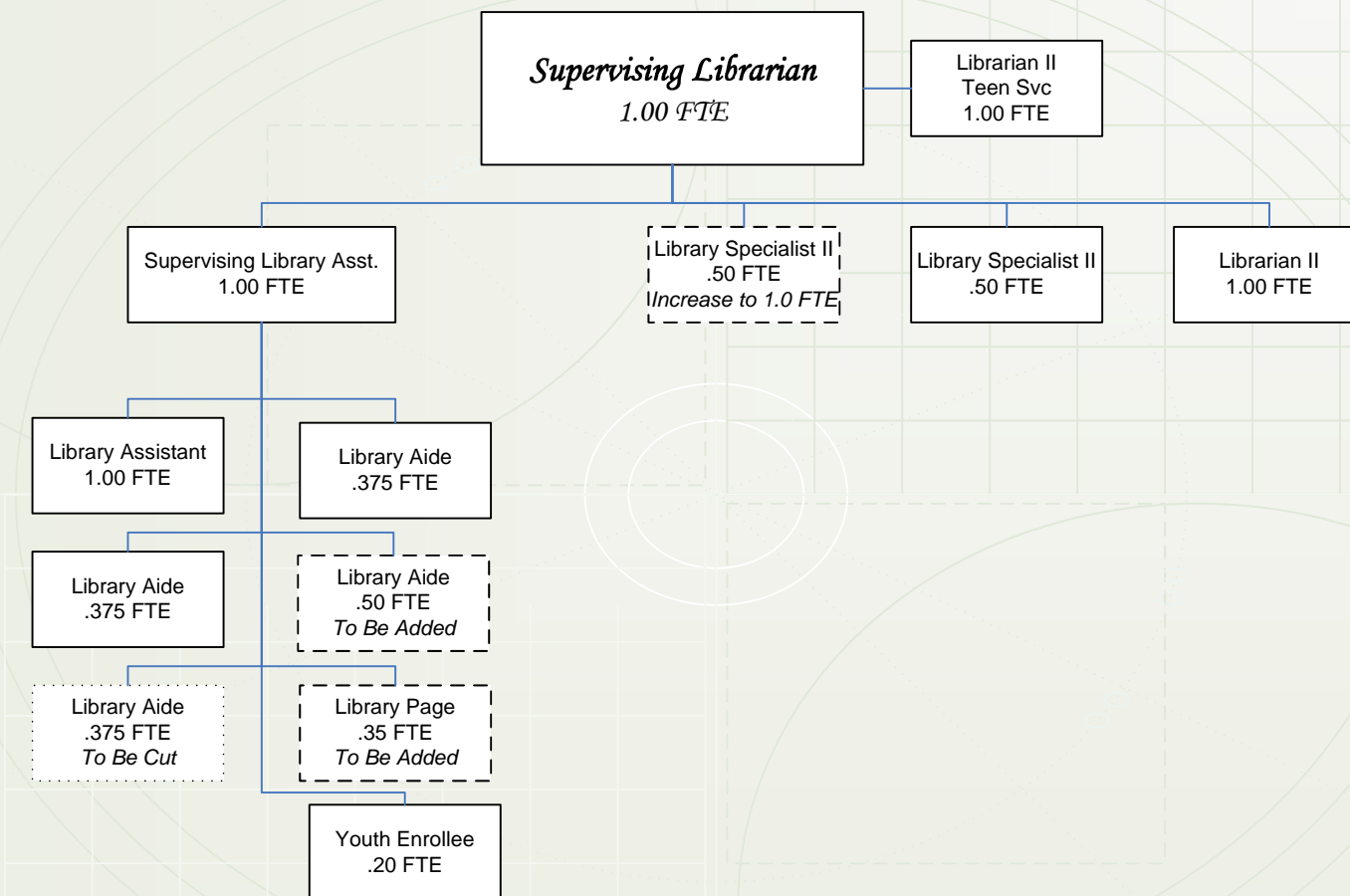
9.375 Total FTE



Berkeley Public Library

West Branch

8.3 Total FTE



Berkeley Public Library

Berkeley Reads

2.50 Total FTE

Library Literacy
Program Coordinator
1.00 FTE

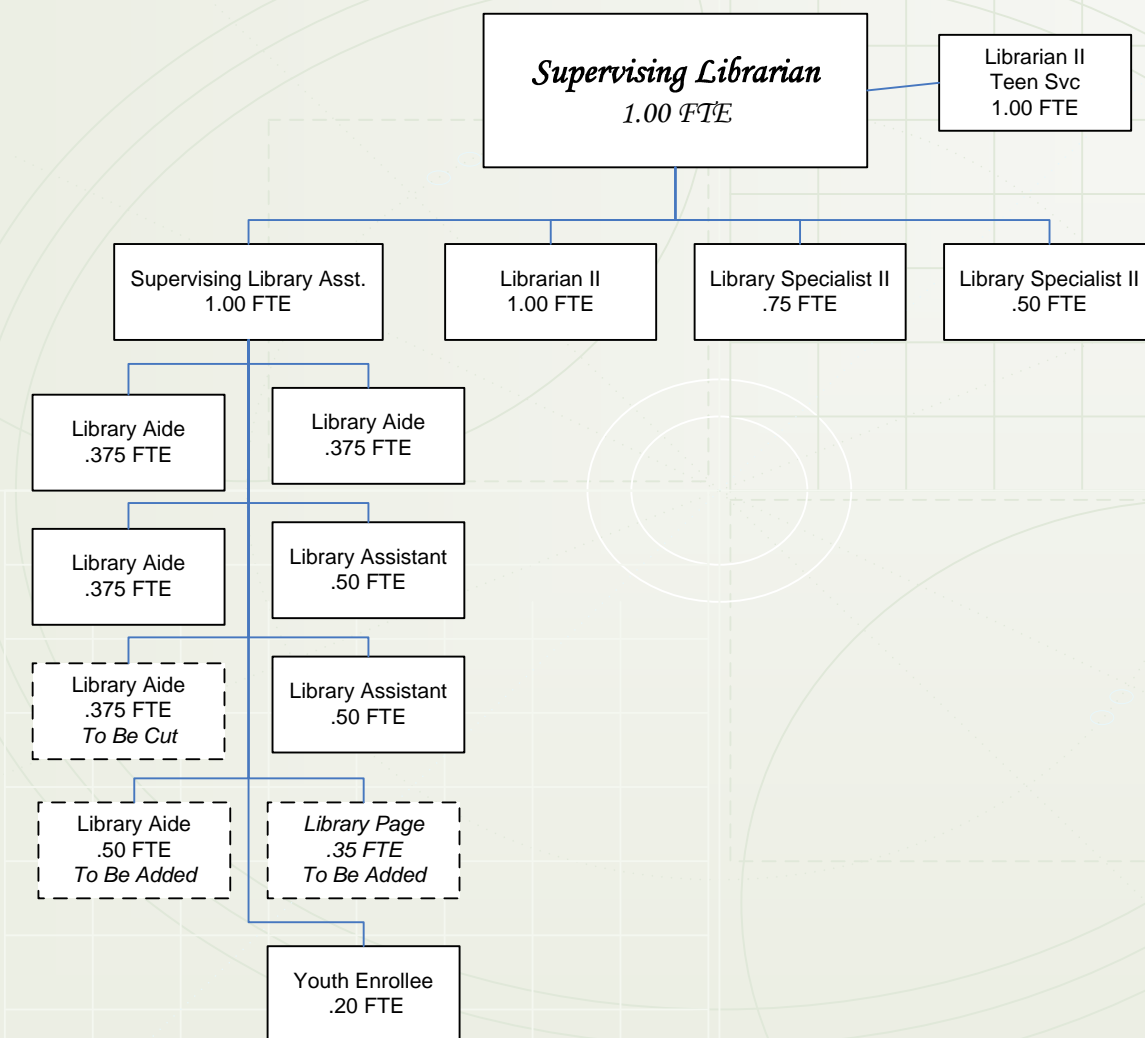
Library Specialist I
1.00 FTE

Library Assistant
.50 FTE

Berkeley Public Library

Claremont Branch

8.425 Total FTE



Berkeley Public Library
Facilities Management Division
2.00 Total FTE

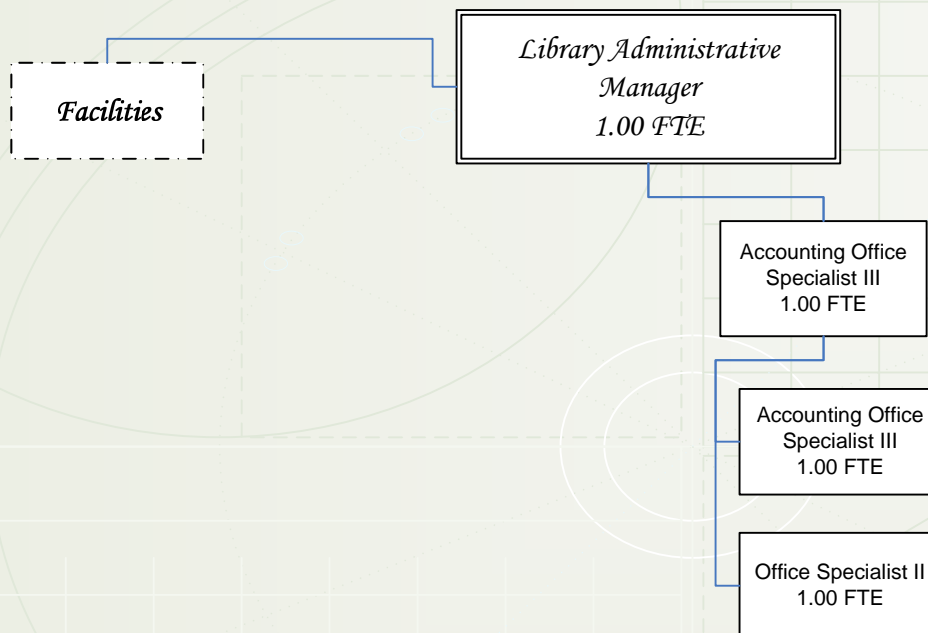
*Building Maintenance
Supervisor*
1.00 FTE

Building Maint.
Mechanic
1.00 FTE

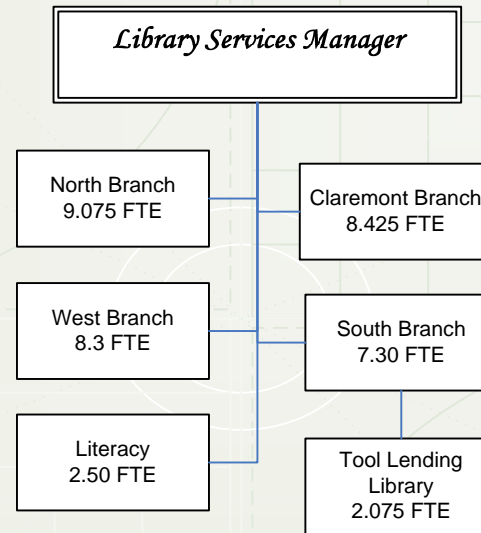
Berkeley Public Library

Administration Division

4.00 Total FTE



Berkeley Public Library
Neighborhood Services Division
Total FTE 37.675



POSITIONS FTE SUMMARY BY DIVISION
FY14

Division Name	TOTAL FTE FY14
Administration	9.00
Maintenance	2.00
Art & Music	4.00
Reference	8.60
Central Children's	9.525
IT & Technical Services	15.25
Circulation	23.525
Collection Management	2.00
Claremont Branch	7.95
North Branch	8.925
South Branch	6.45
Tool Lending	2.075
West Branch	7.675
Literacy	2.50
<i>BPL Total FTE</i>	109.475

POSITIONS FTE SUMMARY BY DIVISION
FY15

Division Name	TOTAL FTE FY15
Administration	9.00
Maintenance	2.00
Art & Music	4.00
Reference	8.60
Central Children's	9.525
IT & Technical Services	15.25
Circulation	23.525
Collection Management	2.00
Claremont Branch	8.425
North Branch	9.075
South Branch	7.30
Tool Lending	2.075
West Branch	8.30
Literacy	2.50
<i>BPL Total FTE</i>	111.575

POSITIONS FTE BY CLASSIFICATION
FY14

Position Name	TOTAL FTE FY14
Accounting Office Spec III	2.0
Admin Secretary	1.0
Assoc HR Analyst	1.0
Bldg Maintenance Mechanic	1.0
Bldg Maintenance Supervisor	1.0
Central Services Aide	1.75
Info Systems Specialist	2.0
Info Systems Support Tech	1.0
Librarian I/II	19.3
Library Aide	16.75
Library Assistant	14.5
Library Manager	7.0
Library Page	2.1
Library Specialist I	3.0
Library Specialist II	13.2
Literacy Coordinator	1.0
Office Specialist II	1.0
Senior Librarian	2.0
Supervising Librarian	7.0
Supervising Library Assistant	9.0
Tool Lending Specialist	2.075
Youth Enrollee Intern	.80
<i>BPL Total FTE</i>	109.475

POSITIONS FTE BY CLASSIFICATION
FY15

Position Name	TOTAL FTE FY15
Accounting Office Spec III	2.0
Admin Secretary	1.0
Assoc HR Analyst	1.0
Bldg Maintenance Mechanic	1.0
Bldg Maintenance Supervisor	1.0
Central Services Aide	1.75
Info Systems Specialist	2.0
Info Systems Support Tech	1.0
Librarian I/II	19.3
Library Aide	17.0
Library Assistant	14.5
Library Manager	7.0
Library Page	3.15
Library Specialist I	3.0
Library Specialist II	14.0
Literacy Coordinator	1.0
Office Specialist II	1.0
Senior Librarian	2.0
Supervising Librarian	7.0
Supervising Library Assistant	9.0
Tool Lending Specialist	2.075
Youth Enrollee Intern	.80
<i>BPL Total FTE</i>	111.575

MINUTES
BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES REGULAR MEETING
Wednesday, March 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: 6:38 P.M.

Present: Trustees Burton, Franklin, Holcomb and Novosel.

Absent: Trustee Moore.

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

Trustee Franklin asked to revise the agenda as follows: Move Consent Calendar item H to Action Calendar and make it the first item following Preliminary Matters. Move Kitchell CEM Quarterly Update before Library Budget FY14/15 Workshop

B. Public Comments:

1. Armin Arethna – Claremont Branch employee spoke on branch library hour discussion.
2. Karin Soe-Lai – Claremont Branch employee spoke on branch library hour discussion.
3. Dawn Swanson – intermittent, resident, former librarian at Claremont branch library spoke on branch library hour discussion.
4. Steve Douglas – employee, lead maintenance person, resident, spoke on branch library hour discussion and ongoing facility issues.

C. Report from library employees and unions, discussion of staff issues:

1. Diane Hayes, President of the Community Services local chapter of SEIU 1021 spoke on branch library hour's discussion
2. Andrea Mullarkey, Employee and Shop Steward at library spoke on branch library hour's discussion and possible changes to other staff assignments.

D. Report from Board of Library Trustees:

1. Trustee Franklin – reported that Jenifer Shurson, HR Analyst has provided a template for doing the Directors performance evaluation.
2. Trustee Novosel – reported on the February 25 article about the library on the Berkeleyside website.

II. ACTION CALENDAR

Consent Calendar item H was moved to Action Calendar item A

A. Gratitude to Berkeley Public Library Foundation on Successful Completion of its Capital Campaign

From: Director of Library Services

Recommendation: BOLT expresses its deep gratitude and congratulations to the Berkeley Public Library Foundation on the successful completion of its capital campaign.

Financial Implications: None.

Contact: Donna Corbeil, Director of Library Services

Action: M/S/C (Trustee Franklin / Trustee Holcomb to adopt Resolution# R13-020.

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

Abstentions: None.

III. PRESENTATIONS CALENDAR

A. Kitchell CEM Quarterly Update

Steve Dewan provided an update on the Branch Library Improvement Project (Attachment 1). Board Discussion followed.

IV. WORKSHOP

A. Library Budget FY14/15 Workshop

1. Presentation by Dennis Dang, Administrative and Financial Services Manager (Attachment 2)
2. Public Comment
 - i. Dawn Swanson – We should wait to expand hours, see how things shake out.
3. Followed by Board Discussion.

V. CONSENT CALENDAR

Action: M/S/C (Trustee Holcomb / Trustee Novosel to adopt Resolution# R13-012 to adopt the Consent Calendar as presented.

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

Abstentions: Trustee Franklin abstained from item A.

A. Approve minutes of January 29, 2013 Special Closed Session Joint Session Meeting with City Council

From: Director of Library Services

Recommendation: Approve the minutes of the January 29, 2013 special closed session joint session meeting with City Council.

Financial Implications: None.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution# R13-013 to approve minutes as amended.

B. Approve minutes of February 13, 2013 Regular Meeting

From: Director of Library Services

Recommendation: Approve the minutes of the March 13, 2013 regular meeting.

Financial Implications: None.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution# R13-014 to approve minutes as amended.

C. Library Fine and Fee Schedule 2013

From: Director of Library Services

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.

Financial Implications: See report.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution# R13-015.

D. Bay-Friendly Landscaping Grant

From: Director of Library Services

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.

Financial Implications: See report.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution# R13-016.

E. Accept LSTA Grant funds

From: Director of Library Services

Recommendation: Adopt a resolution accepting and appropriating the LSTA Literacy Initiatives - Literacy Material Funds Reimbursement Program in the amount of \$4,500 for FY13.

Financial Implications: See report.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution# R13-017.

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.

From: Director of Library Services

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.

Financial Implications: See report.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution# R13-018.

G. Contract No. 8657 Amendment: Avidex

From: Library Information Systems Administrator

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.

Financial Implications: See report.

Contact: Alicia Abramson, Library Information Systems Administrator

Action: Adopted Resolution# R13-019.

H. Gratitude to Berkeley Public Library Foundation on Successful Completion of its Capital Campaign

Item H moved to Action Calendar.

VI. INFORMATION REPORTS

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

From: Director of Library Services

Contact: Donna Corbeil, Library Director

Action: Received.

B. March 2013 Monthly Report from Library Director

From: Director of Library Services

Contact: Donna Corbeil, Library Director

Action: Received.

C. Citywide Community Emergency Exercise on April 27, 2013

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.

VII. 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.

- Budget

VIII. ADJOURNMENT

Adjourned at 8:36 p.m.

COMMUNICATIONS: None.

SUPPLEMENTAL COMMUNICATIONS AND REPORTS:

1. Library Budget FY14/15 Presentation
2. Kitchell CEM Quarterly Update Presentation



Agenda

BOLT Progress Report
Branch Library Improvement Project

- **General Program Update**
 - Progress Since 12/19/12
 - Construction Milestones
- **Schedule Update**
- **Budget & Cost Control Update**

General Program Update – Progress Since 12/19/12

BOLT Progress Report
Branch Library Improvement Project

- **SOUTH CONSTRUCTION - MILESTONES**

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



March 13, 2013

General Program Update – Progress Since 12/19/12

BOLT Progress Report
Branch Library Improvement Project

- **SOUTH CONSTRUCTION ACTIVITIES**

- PG&E connection this week
- Cabinetry installation
- Floor tile installation
- Painting
- Completing exterior finishes
- Site work



March 13, 2013

General Program Update – Progress Since 12/19/12

BOLT Progress Report
Branch Library Improvement Project

- **SOUTH SUMMARY**

- As of February 28, 2013:
 - Contract Duration: 91% complete
 - Current Billing: 72%
- Current Change Order Value: \$31,637 (0.7% of original Contract Value)



March 13, 2013



South Branch Improvement Project



WEEKLY CONSTRUCTION UPDATE

Work scheduled to be performed the week of March 11, 2013:

- Site utility connections (continued)
- PG&E power connections
- Fine grading of site
- Work at bioretention areas
- Demolition and formwork at site flatwork (walkways)
- Interior painting
- Casework installation
- MEP trim work (continued)

Work scheduled to be performed the week of March 18, 2013:

- Work at bioretention areas
- Irrigation installation
- Installation of balance of retaining walls
- Paver installation
- Casework installation (continued)
- MEP trim work (continued)
- Plumbing fixture installation
- Doors and hardware installation
- Ceiling installation
- Flooring installation



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











General Program Update – Progress Since 12/19/12

BOLT Progress Report
Branch Library Improvement Project

- **WEST CONSTRUCTION - MILESTONES**

- Construction Start: June 18, 2012
- Contractual Substantial Completion: May 19, 2013
- **Projected** Substantial Completion: July 27, 2013
 - Delays attributed by West Bay Builders to soil issues (contamination) and inclement weather
- Contractual Final Completion: June 18, 2013
- **Projected** Final Completion: August 26, 2013



March 13, 2013

General Program Update – Progress Since 12/19/12

BOLT Progress Report
Branch Library Improvement Project

- **WEST CONSTRUCTION ACTIVITIES**

- Glu-lam installation
- Wall framing
- Skylight framing
- Electrical rough-in
- Work starting soon:
 - Fire sprinkler & plumbing rough-in
 - Scaffolding
 - Roofing



March 13, 2013

General Program Update – Progress Since 12/19/12

BOLT Progress Report
Branch Library Improvement Project

- **WEST SUMMARY**
 - As of January 31, 2013:
 - Contract Duration: 62% complete
 - Current Billing: 27%
 - Current Change Order Value: \$17,531 (0.3% of original Contract Value)



March 13, 2013



**West Branch
Improvement Project**



WEEKLY CONSTRUCTION UPDATE

Work scheduled to be performed the week of March 11, 2013:

- Rough-in electrical conduit (continued)
- Roof & wall framing (continued)
- Skylight framing (continued)
- Install exterior wall & roof sheathing (continued)

Work scheduled to be performed the week of March 18, 2013:

- Rough-in electrical conduit (continued)
- Roof & wall framing (continued)
- Install exterior wall & roof sheathing (continued)
- Fire sprinkler piping installation



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



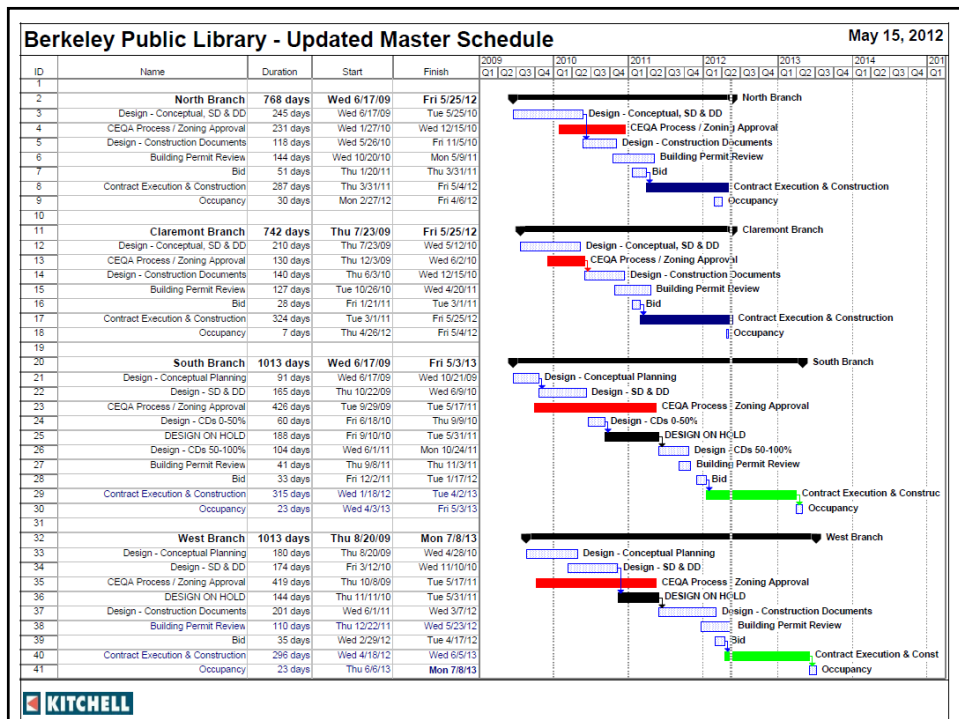
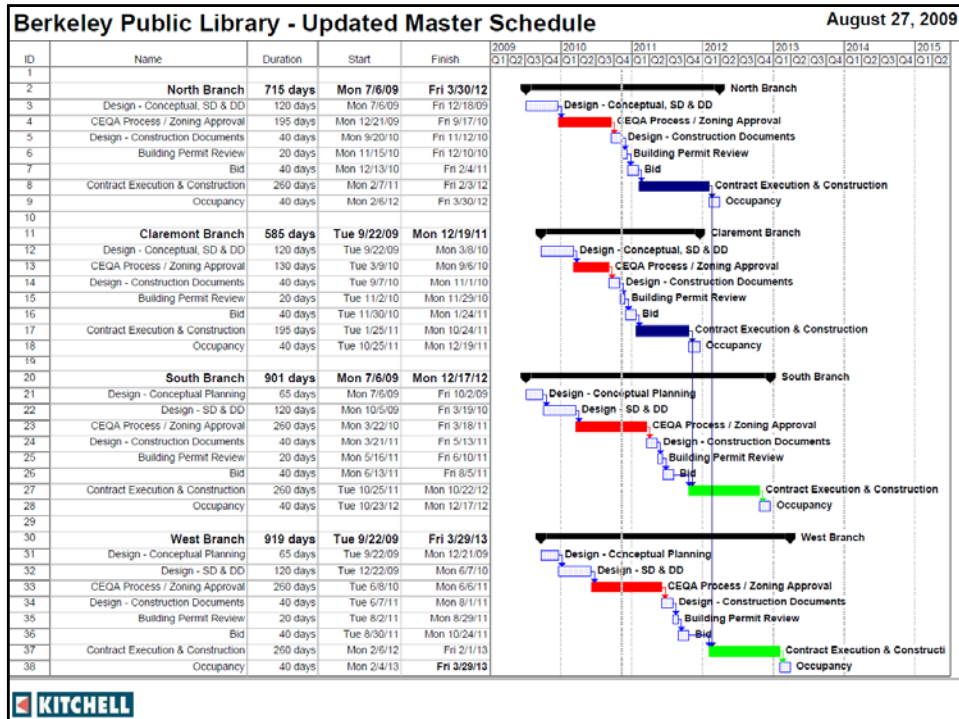












Schedule Update

BOLT Progress Report
Branch Library Improvement Project

- Current anticipated Program Final Completion (based on current West schedule) – September 2013
- Unanticipated delays experienced to date:
 - Bid protest for Claremont project
 - Re-bid of North project
 - Extended EIR process & lawsuit, Suspension of design activities
 - Delays on Claremont project
 - Delays to completion of West design
 - Soil issues at South and West
 - **West contractor delays**



March 13, 2013

Budget & Cost Control Update

BOLT Progress Report
Branch Library Improvement Project

- **As of 02/28/13 - \$17,718,872 of the \$26,015,000 Bond Fund Expended – 68.1%**
- Current major expenses – Construction billing & Utility fees



March 13, 2013



PROGRAM COST CONTROL REPORT


BERKELEY PUBLIC LIBRARY Branch Library Improvement Program	Revised Budget - December 19, 2012	Current Committed Costs	Expended to Date (As of 02/28/13)
NORTH BRANCH			
<i>Branch Total</i>	\$ 5,611,869	\$ 5,611,869	\$ 5,580,758
SOUTH BRANCH / TOOL LENDING			
<i>Branch Total</i>	\$ 6,529,520	\$ 6,529,520	\$ 3,975,476
WEST BRANCH			
<i>Branch Total</i>	\$ 7,514,455	\$ 7,514,455	\$ 2,569,197
CLAREMONT BRANCH			
<i>Branch Total</i>	\$ 4,035,974	\$ 4,035,974	\$ 4,002,956
TOTAL SITE COSTS	\$ 23,691,818	\$ 23,691,819	\$ 16,128,387
GENERAL PROGRAM SOFT COSTS			
Consultants	\$ 486,000	\$ 487,910	\$ 385,847
Construction Management	\$ 996,990	\$ 1,275,535	\$ 1,109,853
Fees & Miscellaneous	\$ 383,962	\$ 123,242	\$ 94,457
TOTAL GENERAL PROGRAM COSTS	\$ 1,866,952	\$ 1,886,687	\$ 1,590,157
TOTAL PROGRAM & SITE COSTS	\$ 25,558,770	\$ 25,578,505	\$ 17,718,543
PROGRAM CONTINGENCY	\$ 456,230	\$ 436,495	\$ -
TOTAL PROGRAM BUDGET	\$ 26,015,000	\$ 26,015,000	\$ 17,718,543

QUESTIONS?

BOLT Progress Report
Branch Library Improvement Project




March 13, 2013



Berkeley Public Library

FY Biennial Budget 2014 & 2015
BOLT Workshop I

March 13, 2013



Board of Library Trustees
Budget Priorities for FY 2014-2015 (BOLT# 12-084, 19DEC12)

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

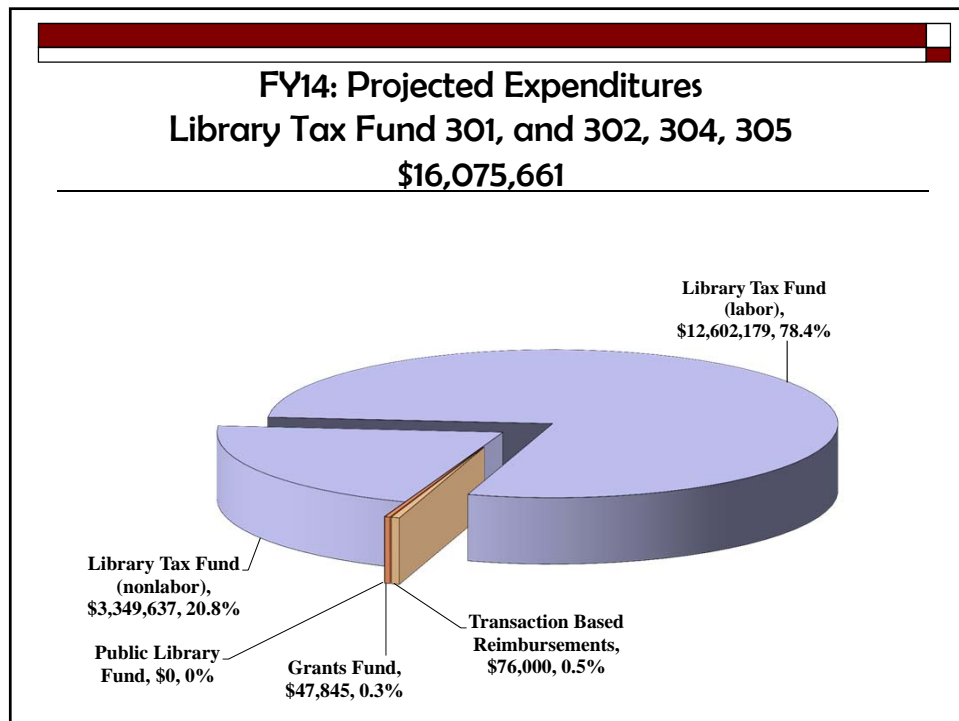
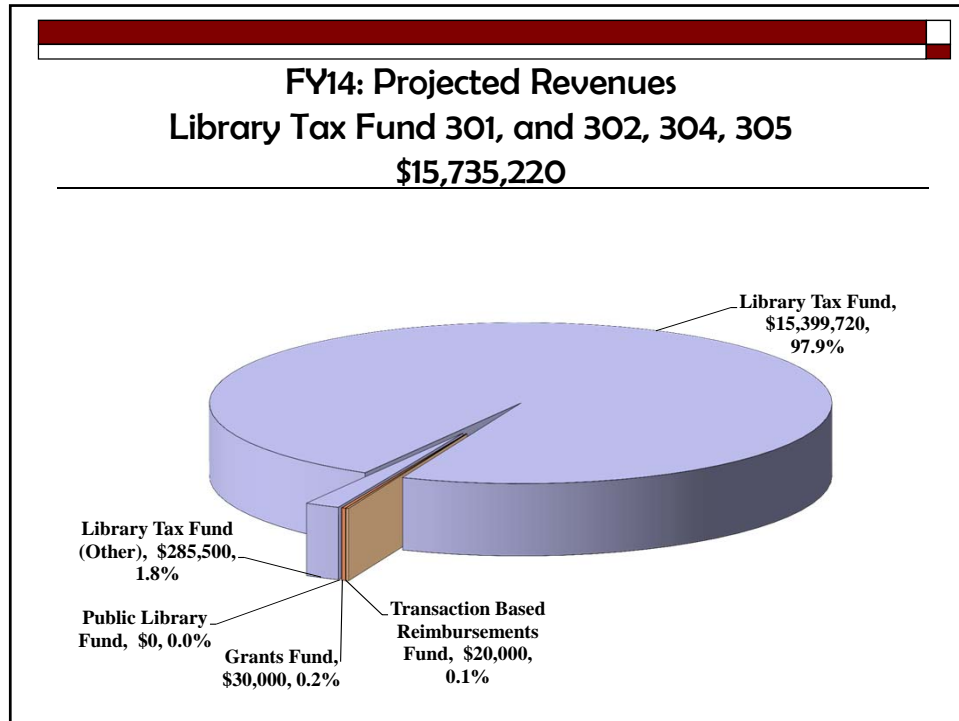
Budget Strategies for FY 2014-2015

Maximize Delivery of Core Library Services with Available Resources

- Modify Position Hours
- Strategically Deploy Staff for Operational Efficiencies
- Infrastructure Improvements
- Leveraging Technology (AMH, self-check)
- Strategic Plan Update
- Extended Hours at Branches
- Pursue grants and gifts funding
- Monitor CA State Library funding

Projected Revenue and Fund Balance

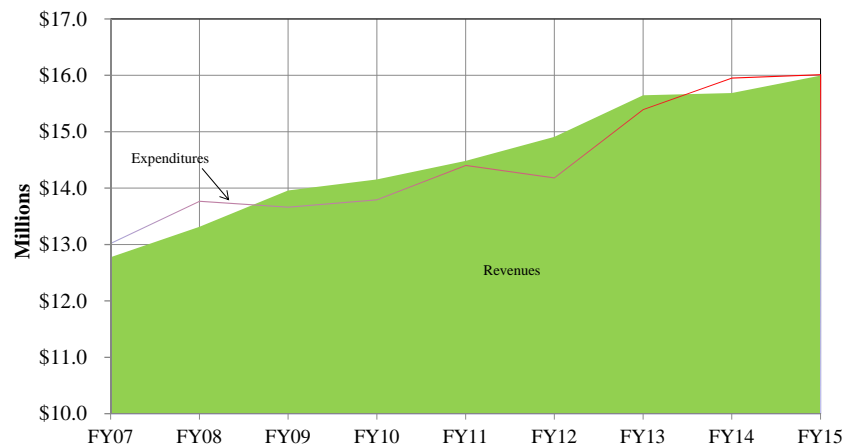
Fund	FY14	Fund Balance (begin FY14)	FY15	Fund Balance (begin FY15)
Library Tax <i>(begin balances net reserve)</i>	\$15,685,220	\$1,320,421	\$15,993,214	\$590,825
Transactions Based Reimbursements	\$20,000	\$135,965	\$20,000	\$79,965
Grants	\$30,000	\$30,627	\$35,000	\$12,782
Public Library	Discontinued	\$56,596	Discontinued	\$56,596
Gifts	\$90,000	\$483,965	\$90,000	\$430,465
Foundation FF&E	\$1,000,000	\$807,694		\$250,000
Measure FF	\$1,500	\$3,170,270		



Library Tax Fund (301) FY11 – FY15 (\$)

	FY15 Projected	FY14 Projected	FY13 Projected	FY12 Final	FY11 Final
Revenue	15,993,214	15,685,220	15,644,365	14,909,060	14,482,269
Library Tax	15,707,714	15,399,720	15,358,865	14,606,137	14,187,090
Other	285,500	285,500	285,500	302,923	295,179
Expenses	16,011,407	15,951,816	15,391,912	14,181,900	14,403,344
Personnel	12,699,938	12,574,868	11,800,000	11,740,958	11,914,558
Non-Personnel	3,279,387	3,345,637	3,566,004	2,419,781	2,470,790
CoB	32,082	31,311	25,908	21,161	17,996
Surplus / Shortfall	(18,193)	(266,596)	252,453	727,160	78,925

Library Tax Fund (301) Revenues vs Expenditures FY07 – FY11



Budget Highlights

FY 2014 Incremental Increase in Dollars

Non-Discretionary

- CalPERS: \$271,861
- Medical Insurance: \$151,409
- South and West Branches' Operations: \$66,450

Discretionary

- *Automated Materials Handling: \$200,000 (1x)*
- *General Library Materials: \$135,000*
- *Central Library Teen Space Remodel: \$100,000 (1x)*
- ILS System Reporting Enhancements: \$30,000
- *Strategic Plan Update: \$25,000 (1x)*
- Promotional Programs: \$20,000
- *Tool Lending Library Materials: \$3,000*
- Adult Programs: \$5,000

Library Tax Fund (301)

Fund Balance FY11 – FY15 (\$)

	FY15 Projected	FY14 Projected	FY13 Projected	FY12 Final	FY11 Final
Begin Fund Balance	\$1,790,825	\$2,520,421	\$2,267,968	\$1,540,808	\$1,461,883
Surplus / Shortfall	(18,193)	(266,596)	252,453	727,160	78,925
Reserve (fixed \$ value)	(1,200,000)	(1,200,000)	(1,200,000)		
End Fund Balance	\$572,632	\$1,053,825	\$1,320,421	\$2,267,968	\$1,540,808
Discretionary	(288,000)	(513,000)			
Adjusted Fund Balance	\$284,632	\$540,825	\$1,320,421	\$2,267,968	\$1,540,808

Personnel: Estimated Cost of Proposed Staff Changes (excludes Extended Branch Hours)

Position	Department	Prior	Proposed	Hours Change	FY14 FY15
Library Page	Branches	None	Four 14-hr	+56	\$39,370
Librarian II	Reference	One 30-hr	One 40-hr	+10	\$35,079
Building Maintenance Mechanic	Facilities	Unbudgeted	On-call / NTE		\$25,000
Library Specialist	Art+Music	One 32-hr	One 40-hr	+8	\$18,150
Library Specialist	North	One 32-hr	One 40-hr	+8	\$18,150
Librarian II	Childrens	Two 20-hr	One 40-hr	+0	\$7,406
Library Aide	North	Two 15-hr	One 20-hr	-10	\$3,814
Library Tax Fund	Total			+72	\$146,969

Branch Hours Discussion: Extended hours – evenings

Extend evening hours @ all four Branches

- Four hour increase:
Monday & Tuesday, 6-8
pm (all branches open til
8pm, Mon-Thurs.)
- [est. personnel cost =
\$180,000]

Add Monday and Friday hours @ Tool Lending

- Seven hour increase:
Monday 1-6 pm
Friday 10 am - 12 noon
- [est. personnel cost =
\$65,000]

Extended hours – Sundays

Add Sunday hours @ all four Branches and Tool Lending

- Four hour increase: Sunday 1-5 pm
- [est. personnel cost = \$950,000]

Extended hours – Sundays

Add Sunday hours at one branch

- West: [est. personnel cost = \$135,000]
- South/TLL: [est. personnel cost = \$225,000]
- North: [est. personnel cost = \$125,000]
- TLL: [est. personnel cost = \$65,000]

Extended hours – Sunday Options

West Branch

- New, landmark building
- Easy transit access, parking
- Possible Literacy programming
- Furthest from Central

North Branch

- Newly renovated building
- Easy parking
- Busiest Branch Library

South Branch and Tool

- New, landmark building
- Easy transit access
- Tool Library access
- Closest to Central

Other possibilities:

- Two branches open on Sundays [est. \$50,000 on top of combined branch costs]
- West + Tool open on Sundays
- North + Tool open on Sundays

Summary: Budget for FY 2014-2015

Budget Unknowns:

- CalPERS Contribution Rate for 2015
- COLAs for FY 2014 and FY 2015
- Extended Branch Hours
- Library Tax Index Rate for FY 2014

Address priorities & service commitments:

- Utilize, fund balance prudently
- Make incremental changes
- Maintain libraries fiscal health

FY 14/15 Biennial Budget Presentation Calendar

~~10OCT12 – BOLT Biennial Budget Introduction~~
~~NOV12 – Director/Deputy Director Budget Meetings with Department Managers~~
~~30NOV12 – All-Staff Budget Update~~
~~DEC12 – Director/Deputy Director Budget Meetings with Department Managers~~
~~49DEC12 – BOLT Adoption of Biennial Budget Priorities~~
~~4MAR13 – Staff Workshop I~~
13MAR13 – BOLT Workshop I
##APR13 – Staff Workshop II
10APR13 – BOLT Workshop II and Budget Report
8MAY13 – BOLT Draft Biennial Budget and Possible Adoption
12JUN13 – BOLT Biennial Budget Adoption
25JUN13 – City Council Biennial Budget Adoption

FY 14/15 Biennial Budget Presentation Conclusion

- Public Comments
and
- Board Discussion



**BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

RESOLUTION NO.: R13-__

THE BOARD OF LIBRARY TRUSTEES APPROVES RE-OPENING THE SOUTH BRANCH LIBRARY AND TOOL LENDING LIBRARY

WHEREAS, In November 2008, voters approved the sale of \$26M in bonds to renovate, expand, and make seismic and access improvements at the four neighborhood branch libraries; and

WHEREAS, at the February 8, 2012 regular meeting of the board a resolution was adopted authorizing the temporary closure of the South Branch Library effective March 18, 2012 for new construction for a term of approximately 15 months and relocation of the Tool Lending Library operation off-site prior to this closure; and,

WHEREAS, the Tool Lending Library has been temporarily operating out of a rented storefront at 2525 8th Street, at Dwight Way; and the Branch Library Van has been providing services to the South Branch community at 1730 Oregon Street; and

WHEREAS, both of these temporary services will be suspended so that staff may return to operate the South Branch facility; therefore the Tool Library temporary location will close at 5:30 PM, Saturday, April 20 and the Branch Van will discontinue service at the end of day, Saturday, April 27; and

WHEREAS, the new South Branch Library designed by the architectural design firm of Field Paoli Architects and constructed by Gonsalves & Stronck Construction Company, with a public art installation by Gina Dominguez of Snapshot Mosaics is nearing completion; and

WHEREAS, the Library will be outfitted the space with new interior furniture, fixtures and equipment purchased with funds provided by the Berkeley Public Library Foundation's Neighborhood Libraries Campaign; and

WHEREAS, previously the occasions of closing for construction and re-openings of renovated bond funded projects have been marked by a community celebration, so should the special occasion of the completion of the South Branch Library project.

NOW, THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley adopts a resolution authorizing the Director of Library Services to re-open the South Branch Library and Tool Lending Library on Saturday May 11, 2013 in order to complete Measure FF branch library authorized improvements.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on April 10, 2013 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Winston Burton, Chairperson

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



BERKELEY PUBLIC LIBRARY

CONSENT CALENDAR

April 10, 2013

TO: Board of Library Trustees

FROM: Donna Corbeil, Director of Library Services

SUBJECT: ACCEPT GIFT FUNDS FROM THE BERKELEY PUBLIC LIBRARY FOUNDATION IN THE AMOUNT OF \$200,000 CONSTITUTING PAYMENT TOWARD THE FOUNDATION'S BRANCH LIBRARY CAPITAL CAMPAIGN PLEDGE

RECOMMENDATION

Adopt a resolution authorizing the acceptance and allocation of gift funds from the Berkeley Public Library Foundation constituting payment toward the Foundation's branch library capital campaign pledge.

FISCAL IMPACTS OF RECOMMENDATION

The acceptance of these 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.

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 our 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 the 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 in the amount of \$2.5 million to fund the furniture, fixtures, equipment, and other expenses associated with the Branch Library Improvement Program. As of April 2013 inclusive of this gift the Foundation has made payments totaling \$1,700,000 for this purpose to Fund 307.

The Board of Library Trustees has in the past managed the acceptance and appropriation of all gifts, including substantial gifts, donations, and monetary awards designated for use by the Library. These practices are part of the regular budget management process, including quarterly budget reports, the



annual budget appropriation, and are consistent with the Library's gift policy and the directives that the Board of Library Trustees approves the disposition of Library funds.

CURRENT SITUATION AND ITS EFFECTS

The Berkeley Public Library Foundation has indicated that they are prepared to make regular gifts to the Library through the fiscal year; the current gift of \$200,000 is intended to contribute to the Measure FF renovations.

This recommendation to accept the latest installment of 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.

Following board approval the funds will be appropriated to fund procurement of furniture, computers, equipment, and services from vendors in accordance with the Library's purchasing policy.

RATIONALE FOR RECOMMENDATION

By accepting and appropriating the gift funds, the Library will be able to honor the intent and wishes of the grantor/donor and fulfill identified community needs. The City Council's delegation of authority to the Board of Library Trustees 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



**BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

Attachment 1

RESOLUTION NO.: R13-__

**ACCEPT GIFT FUNDS FROM THE BERKELEY PUBLIC LIBRARY FOUNDATION
IN THE AMOUNT OF \$200,000 CONSTITUTING PAYMENT TOWARD THE FOUNDATION'S
BRANCH LIBRARY CAPITAL CAMPAIGN PLEDGE**

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

WHEREAS, at the regular BOLT meeting of April 14, 2010, by a vote of five ayes and no nays, Resolution 10-028 was approved accepting the Foundation's commitment to raise \$2.5 Million to fund expenses associated with the branch library bond projects (Measure FF); and

WHEREAS, the Foundation has donated to date a total of \$1,700,000 inclusive of this donation 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.

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 furnishings and equipment for the branch library Measure FF projects.

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

April 10, 2013

To: Board of Library Trustees

From: Dennis Dang, Administrative Services Manager

Subject: CONTRACT AMENDMENT: NO. 8264 SYSERCO, INC.

RECOMMENDATION

Adopt a resolution authorizing the Director of Library Services to amend Contract No. 8264 with Syserco, Inc. for service maintenance and monitoring of the Alerton Building Management System at the Central Library and the soon to-be-reopened South Branch Library in an incremental amount of \$41,500.00 for a contracted value not-to-exceed \$85,000.00; and to amend the Contract's date of expiration to February 28, 2018 from February 28, 2015.

FISCAL IMPACT

Funding for this contract 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 **PR5ZP**.

BACKGROUND

As the exclusive manufacturer's dealer for Northern California, Syserco, Inc. has been the sole service supplier of the installed Alerton manufactured Building Management System (BMS) since the 2002 reopening of the then enlarged and renovated Central Library. The BMS system controls the Central Library's mechanical systems encompassing the HVAC, electrical, and lighting systems. The continuous proper functioning of these systems is essential to the daily operations of the Central Library. Syserco as the original designer, installer, and to date sole BPL service provider for the BMS is the exclusive local area manufacturer's representative and so uniquely trained and qualified to render the necessary system maintenance monitoring and servicing.

The Library's contract with Syserco provides mechanical systems support on an annual subscription basis with additional repair and replacement services on a time and material basis. Subscription services include: disaster recovery, preventative maintenance reports and recommendations, annual preventative maintenance performed routines, remote customer support services, and a limited menu of emergency coverage.



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. This request for contracted services exceeds the Directors authority.

CURRENT SITUATION AND ITS EFFECTS

Amending Contract No. 8264 is necessary for several reasons: to add additional monies to provide for non-covered service calls, to encompass the South Branch Library, and to provide for subscription fee coverage. The contract is set to expire on February 28, 2015, but to date has only \$11,854 remaining of which \$7,951 is owed for the current contract year. The \$41,500 requested incremental increase to the contract would cover subscription fees through February 28, 2018 and provide \$10,193 for non-covered service calls.

Since the 2002 reopening of the enlarged and renovated Central Library the Library has had a recurring service agreement with Syserco to monitor and perform preventative maintenance routines related to the BMS system. In addition, the Library's contract with Syserco typically includes additional funds for time and material (T&M) services falling outside of the subscription service package. Used T&M services most frequently involve repair and replacement service calls (non-covered service calls); however, T&M charges may also be incurred for system modifications and emergency response outside of normal business hours.

Pertinent to this amendment request is an expansion beyond the Library's past agreements to include services for a branch library. The new South Branch Library will be equipped with a Syserco installed Alerton BMS. Although, the South Branch system would include a standard one-year warranty, modifications or repairs to the system may be required that fall outside of the warranty's scope; as well, including the South Branch Library in the amendment's scope would allow immediate coverage once the warranty period expires.

Attachments:

1. Resolution



**BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

Attachment 1

RESOLUTION NO.: R13-__

CONTRACT AMENDMENT: NO. 8264 SYSERCO, INC.

WHEREAS, on February 22, 2010 the Library entered into Contract No. 8264 with Syserco, Inc., to provide monitoring and preventative maintenance routines, and time and material services related to the building management system at the Central Library to a total amount not to exceed \$22,275.00; and

WHEREAS, on August 6, 2012 the Library amended Contract No. 8264 with Syserco, Inc. to a total amount not to exceed \$43,500.00, and to extend the ending term date to no later than February 28, 2015; and

WHEREAS, since the 2002 reopening of the enlarged and renovated Central Library the Library has had a recurring service agreement with Syserco to monitor and perform preventative maintenance routines related to the building management system including additional funds for time and material (T&M) services falling outside of the subscription service package; and

WHEREAS, amending Contract No. 8264 provides funding for non-covered service calls, subscription fee coverage up to February 28, 2018, and extends the scope of services to the new South Branch Library.

NOW, THEREFORE, BE IT RESOLVED that the Board of Library Trustees adopts a resolution to amend Contract No. 8264 with Syserco, Inc. for an incremental increase of \$41,500.00, thereby increasing the contracted total not-to-exceed amount to \$85,000.00, and to amend the Contract's date of expiration to February 28, 2018 from February 28, 2015; and

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

CONSENT CALENDAR

April 10, 2013

To: Board of Library Trustees

From: Donna Corbeil, Director of Library Services

Subject: CONTRACT AMENDMENT: NO. 7961, KITCHELL CEM, INC.

RECOMMENDATION

Adopt a resolution recommending to the City Council that the City Manager be authorized to amend Contract No. 7961 with Kitchell CEM, Inc. for the provision of additional construction and project management services, and LEED commissioning agent services for the Measure FF, branch library improvement bond program in an incremental amount of \$100,000 for a revised contracted value not-to-exceed \$1,473,580.

FISCAL IMPACT

Funding for this amendment is to be provided by the Measure FF Fund (308). No negative impact on other Funds or the bond fund is anticipated.

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

CURRENT SITUATION AND ITS EFFECT

Kitchell is providing project management and construction administration services for the Branch Libraries Improvement Program. In November 2009 the board added responsibilities to develop and provide implementation and oversight of a LEED commissioning plan that would consist of documented confirmation that the energy related systems of a facility fulfills the functional and performance requirements of the building owner, occupants, and operators.

The Claremont and North Branch Improvement Projects were completed in 2012. In June 2012 the board approved an increase of \$175,000 to be added to the contract for a revised total contract of \$1,373,580 to allow for construction project management related services beyond the original timeline.

The West Branch Library Project, the final project in the Measure FF bond program, will be delayed from the original schedule in part due to delays in going out to bid; as well as soil removal after demolition having taken longer than anticipated. The most recent anticipated completion date is August / September 2013; it was originally scheduled for completion in June 2013. The Library is in contract with Kitchell for project management responsibilities for all branch library projects. This extension of the West Branch's construction phase was unanticipated and will result in added costs directly related to the assignment of additional personnel. Additionally, the Branch Library Improvement Program



closeout will extend beyond the initially scheduled program end date resulting in increased program management related costs. As all contingency funds have been allocated, staff recommends an increase of \$100,000 be added to the contract for a revised total contract of \$1,473,580. To account for delays, time-wise, staff recommends the contract term be extended three month from September 30, 2013 to December 30, 2013.

On May 5, 2009 under Resolution No. 64,430-N.S. the City Council authorized the City Manager to execute Contract No. 7961 with Kitchell for project management and contract administration services with funding provided from Measure FF for the renovation of the Berkeley Public Library branch libraries.

On January 26, 2010 under Resolution No. 64,756-N.S. the City Council authorized the City Manager to amend Contract No. 7961 in the amount of \$201,590 to perform the specialized services required to execute and achieve LEED certification and to add a 10% contingency fee, for a revised total contract of \$1,198,580.

And on February 26, 2013, pursuant to Section 2 of the Contract, the contracted termination date was amended to June 30, 2014 to accommodate the South and West branch project delays.

CURRENT SITUATION AND ITS EFFECT

Kitchell CEM, Inc. has been contracted to provide project management related services for the Measure FF Branch Library Improvement Program. The program has achieved a significant milestone with the completion of two projects – the North Branch and Claremont Branch – and with the final two projects under construction – the South Branch and West Branch projects. Kitchell has consistently met their contractual agreement.

Continued project management services are recommended for the duration of the program. Staff has identified a need for additional services related to the West Branch construction phase and the completion of the bond program closeout process beyond the originally anticipated end-date of the bond program. The City does not have the internal resources or staff expertise necessary to perform the specialized services required. [To incorporate the costs of an additional three months of construction and project management services estimated to be necessary to complete the construction of the West Branch, staff recommends an increase of \\$100,000 be added to the contract for a revised total contract amount of \\$1,473,580.](#)

Attachments:

1. Resolution



**BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

Attachment 1

RESOLUTION NO.: R13-__

AMENDMENT: CONTRACT NO. 7961, KITCHELL CEM, INC.

WHEREAS, the Branch Library Improvement Program is funded by Measure FF bond funds approved by the voters on November 4, 2008 to finance the renovation, expansion, and make seismic and access improvements at the four neighborhood branch libraries; and

WHEREAS, on May 5, 2009 the City Council authorized the City Manager to execute Contract No. 7961 with Kitchell CEM, Inc. for project management and contract administration services with funding provided from Measure FF for the renovation of the Berkeley Public Library's branch libraries under Resolution No. 64,430-N.S.; and

WHEREAS, on January 26, 2010 the City Council authorized the City Manager to amend contract No. 7961 in the amount of \$201,590 to perform the specialized services required to execute and achieve LEED certification and to add a 10% contingency fee, for a revised total contract of \$1,198,580 under Resolution No. 64,756-N.S.; and

WHEREAS, the Measure FF bond program has reached significant milestones, including the completion of the North and Claremont branch improvement projects, with the remaining two projects under construction; and

WHEREAS, the Claremont and North Branch Library Branch Improvement project schedule was extended by approximately three months requiring additional project management related services; and

WHEREAS, the final two projects will extend beyond the original March 2013 anticipated end-date of completion for the bond program; and

WHEREAS, Kitchell has performed all services to-date in a manner that meets their contract obligations and the expectations of staff; and

WHEREAS, staff recommends a contract amendment in the amount of \$100,000 to accommodate the projected three months necessary to complete the construction of the West Branch, yielding a revised authorized contract amount not to exceed \$1,473,580; and

WHEREAS, funds are available in the Measure FF Fund in budget code 308-9301-450.30-38; and the CMS number is CAWSN.

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to recommend to the City Council execution of an amendment to Contract No. 7961 with Kitchell CEM, Inc. to authorize an amended contract value not to exceed \$1,473,580.00.

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

CONSENT CALENDAR

April 10, 2013

TO: Board of Library Trustees

FROM: Donna Corbeil, Director of Library Services

SUBJECT: AMENDMENT: CONTRACT NO. 9200, ONE WORKPLACE L. FERRARI, LLC

RECOMMENDATION

Adopt a resolution authorizing the Director of Library Services to amend Contract No. 9200 with One Workplace L. Ferrari, LLC in an incremental amount of \$80,000 for the procurement of furniture and associated delivery, temporary storage, and installation services for the Measure FF renovated West Branch Library for the period projected from February 18, 2013 through March 31, 2014 for an amended not-to-exceed value of \$210,000.

FISCAL IMPACT

The total cost of the revised contract is valued at \$210,000. This expenditure is included in the Foundation FF&E Fund (307) FY 2013 Budget and will be expensed through budget code **307-9301-450.##-## 10LB26**. 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, similarly referred to as Measure FF, is the funding source for facility improvements to the branch libraries and encompasses the areas of project management, and design and construction. The West Branch Library architectural design team, Harley Ellis Devereaux Corporation, has interior design services as part of its contract for project design services. Due to the uniqueness of each branch location, the interior design including furnishings, for each particular location has been distinctly selected to respond to and complement that facility's architectural design and expressed community wishes. However, in back-office staff areas, particularly in regards to office cubicle furniture systems, which are a material proportion of the selected furniture, the Library has been able to standardize furniture selection yielding purchasing cost savings due to manufacturer and authorized sales channel relationships without compromising design intent. Consequent to this choice, One Workplace as the provider for the bulk of furniture purchases at the other three branch libraries is the most cost-effective vendor to act as the primary sourcing agent for the West Branch Library.

The West Branch will have a new community room with state-of-the art A/V equipment. The room is designed for flexibility to allow for a variety of programs and will be furnished with easily maneuverable and durable furniture that can serve multiple needs. Adult reading areas will be furnished for comfort



with lounge-style chairs. The dedicated teen space will feature new contemporary teen friendly chairs and tables. And, the children's area will be complemented with furnishings that are colorful, playful, durable, and appropriate in size and functionality. All of the chosen furnishings are an essential component to the efficient and effective operation of the new building and were selected to maximize patron and staff comfort in an open and welcoming space.

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 for the provision of essential interior furniture, fixtures, and equipment that are prohibited from purchase using 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, AMH, display units, and other equipment.

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

Consequent to the Board of Library Trustees unanimously adopting BOLT Resolution No.: 13-006 on February 14, 2013, granting the authority to the Director of Library Services to execute Contract No. 9200 with One Workplace for \$130,000, the Library seeks to amend the existing agreement to include the procurement of furniture and associated delivery, temporary storage, and installation services for the newly constructed West Branch Library expected to be open fall 2013.

On December 17, 2012 the Library 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. After a thorough review and evaluation of the bids received One Workplace was awarded Contract No. 9200 for \$130,000 to provide the bulk of the South Branch Library's office and public furnishings. With One Workplace also having successfully been selected in the earlier request for proposal (Specification No. 11-10601) for the North and Claremont Branch libraries the Library requests that the existing contract be amended to include furniture, fixtures, and equipment for the West Branch Library in an incremental value of \$80,000, yielding an amended not-to-exceed value of \$210,000, and to extend the duration of the contract from December 30, 2013 to a projected end date of March 31, 2014. The value of this requested amendment 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.

The Library requests the Board's considered consent due to the imminent Fall 2013 reopening of the West Branch Library. Much of the furniture selected for the branch entails extended ordering lead times of 12 to 16 weeks necessitating prompt action by Library Administration personnel to process front-end tasks including contract amendment, reconfirming furniture selections with the architect, placing the order with the vendor, and for the Library to coordinate 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

One Work Place was the selected vendor in separate Request for Proposals conducted for the Claremont, North and South Branch Libraries, and offers the most cost-effective and expedient furniture purchasing program for the range of purchases required by the Library.

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



**BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

Attachment 1

RESOLUTION NO.: R13-0XX

AMENDMENT: CONTRACT NO. 9200, ONE WORKPLACE L. FERRARI, LLC

WHEREAS, the West Branch Library architectural design team, Harley Ellis Devereaux Corporation, is contracted to perform interior design services that encompass design and layout of office space and public areas including the selection of furniture, fixtures, and equipment appropriate to the space and functional needs pertinent to staff and library patrons; and

WHEREAS, the Berkeley Public Library Foundation is conducting a capital campaign fund drive entitled the Neighborhood Libraries Campaign for the provision of essential interior furniture, fixtures, and equipment that are prohibited from purchase with Measure FF bond proceeds, which by law is restricted to "the acquisition or improvement of real property"; and

WHEREAS, the West Branch Library is in the construction phase and its completion is anticipated in fall 2013; and

WHEREAS, One Workplace having been the selected vendor in two request for proposals (Specification No. 13-10717 and Specification No. 11-10606) has demonstrated its ability to offer the most cost-effective and expedient furniture purchasing program for the range of purchases required by the Library; and

WHEREAS, the value of Contract No. 9200 with One Workplace L. Ferrari, LLC 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 West Branch library immediate action is warranted.

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to grant the Director of Library Services the authority to amend Contract No. 9200 with One Workplace L. Ferrari, LLC in an incremental amount of \$80,000 for the procurement of furniture and associated delivery, temporary storage, and installation services for the Measure FF renovated West Branch Library for the period projected from February 18, 2013 through March 31, 2014 for an amended not-to-exceed value of \$210,000.

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

INFORMATION CALENDAR

April 10, 2013

TO: Board of Library Trustees

FROM: Donna Corbeil, Director of Library Services

SUBJECT: APRIL 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 transition the temporary tool library to the new facility and for staff to move back in and set-up for opening. Opening related activities are underway, including initiation of the process for a Certificate of Occupancy, which is required for all new structures.

West

A recent article in a building trade journal discusses the unique aspects of the West Branch Library design:



[Small but mighty: Berkeley public library's net-zero gem](#)

The Building Team for Berkeley, Calif.'s new 9500-sf West Branch library aims to achieve net-zero—and possibly net-positive—energy performance with the ...

www.bdcnetwork.com/small-mighty-berkeley-public-library's...

The public art pieces are under construction and will be installed prior to opening. The current anticipated Final Completion date is Fall 2013.

North

On March 28, 2013 the Berkeley Design Advocates, Biennial Awards for Design Excellence presentation was held. The North Branch Library renovation was honored as a recipient of the award, one among 9 honorees. Projects considered for the award were completed in Berkeley between November 2010 and December 2012, the award is meant to highlight the best in design and to recognize the best local architectural efforts during this period and encourage excellence. The branch library was one among four public projects, the others were UCB buildings. To accept the award for the North Branch library were myself, Cathleen Malmstrom, Architectural Resources Group (designer); Doug Tom, Tom Elliot Fisch (interiors); and Alice Prussin (Lighting design), a copy of the certificate is attached (A).

Claremont

The branch is complete; the warranty period is in effect. The 11-month post substantial completion warranty walkthrough by the commissioning agents occurred in mid-March at the branch. Bay Friendly Landscaping certification is approved and a BFL sign was designed and installed in the planting area on the exterior of the library, completing the certification process (Attachment B).

ATTACHMENTS:

1. Berkeley Design Advocates Award 2013
2. Claremont Branch BFL signage picture

2013

BERKELEY DESIGN ADVOCATES

Award for Design Excellence



NORTH BRANCH BERKELEY LIBRARY 1170 THE ALAMEDA

Project Team:

Owners: City of Berkeley

Architects: Architectural Resources Group

Tom Elliot Fisch

Structural Engineering: Tuan and Robinson

MEP: Timmons Design Engineers

Civil Engineers: Oberkamper and Associates

Landscape Architect: PGA Design Inc.

Lighting: Alice Prussin Associates

Graphic Design: Urbain Design

Builder / Contractor: BHM Construction Inc.

Tony Bruzzone, BDA President







BERKELEY PUBLIC LIBRARY

INFORMATION CALENDAR

April 10, 2013

TO: Board of Library Trustees

FROM: Donna Corbeil, Director of Library Services

SUBJECT: APRIL 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

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 (Report attached as Attachment 1).

PROGRAMS

While only April the children's Services staff have begun to plan summer reading related activities. A preview is included (Attachment 2).

OPERATIONS & FACILITIES

In compliance with the California Public Utilities Commission's (CPUC) Commercial Industrial Boiler Efficiency Program, the Library has contracted with the L.J. Kruse Company of Berkeley to replace the existing boiler at the Central Library with two new high efficiency condensing boilers. The CPUC's



program encourages installation of energy-efficient equipment to reduce energy consumption, and will pay to the Library a rebate to be determined by the type of energy-efficient measure taken. The boiler installation is scheduled to take place during the week of June 17, 2013 and the duration of the work will last for several days. The installation will require temporary closure of Kittredge Street to accommodate the operation of a crane to lift and retrieve equipment from the roof of the Central Library Kittredge Street building, and will also have impacts on the availability of heating and cooling to the interior spaces of the building. Because of this, this project was scheduled to happen when cold or warm weather conditions would be least likely to affect the comfort levels of the users and staff of the Library.

OTHER

City Council Consent Calendar of February April 2, 2013 –

At the regular meeting of the City Council a proclamation honoring National Library Week was read and presented. (Attachment 3)

ATTACHMENTS:

1. Director's Forum summary
2. Summer reading 2013
3. National Library Week council proclamation
4. Memo from City Clerk: Rules Regarding Commission Subcommittees

Directors Forum Report by Donna Corbeil

On March 6 and 7 I 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.

Every two years or less the State Library organizes a forum around topics of interest to library director's throughout the state, this one was no exception. The brochure / handout piece, "The emerging story of California Public libraries", was discussed in a few different contexts. The piece itself came about from a previous forum and the assistance of a consultant working with a task force over about a year's time. One of the themes was promoting your library to decision-makers, working with the community to pass a bond measure or sustain fiscal support in difficult economic times. The State library staff discussed in depth their roles and what they can offer in the way of programs and assistance to libraries throughout California; federal and state funding; and major projects throughout the state and nationally. The State Library recently commissioned two interesting studies, one on the organization of public libraries throughout the state, including funding, populations served and comparative data. The second was a Recession Impact Study, the effect of the recession on libraries, including key indicators such as hours open, number of staff, visitors etc. Since funding has eroded for some municipalities they have had to get even more creative to continue to provide the services needed but it has taken its toll.

Overall, a useful event, with key speakers on topics of great relevance and an opportunity to first hand engage with the state library staff.

Summer reading at BPL – Report by Sarah Denton, Neighborhood and Children's Services Manager

Summer Reading will run from June 14th through August 17th, 2013. The Children's theme for this year is "Reading is So Delicious", and a number of our programs are centered on food – its production (Uncle Jer's Honeybees, Claremont), preparation (Chef Traci's Cooking Program, Claremont) and its enjoyment (Movies for Junior Foodies, North; Annie Barrows Author Tea, Central). Additionally, the library will be participating in the statewide, CLA sponsored "Acquire a Taste for Giving: a Reading is So Delicious Food Drive".

In addition to our themed programs, a full line up of actors, puppeteers and even performing dogs are scheduled for the summer. Finally, local favorite Jose Luis Orozco is making a special trip back to Berkeley to perform at South Branch in July!

Summer's Line Up –so far

Summer Reading Program runs from Friday, June 14-Saturday, August 17

Student Friends sign ups begin June 24 – program ends (August 9?)

June

19 – Uncle Jer's Honeybees, 3:30pm – Claremont

20 – Children's Author Tea with Annie Barrows, 2:00pm – Central (36 spaces, ages 5-8)

24 – Magical Moonshine Theater, Puppylocks 3:30pm – North

28 – Magical Moonshine Theater, 10:30am – South (preschool)

July

3 – (in-house program) Surprise Garden, 1:30pm – Central

9 – Kenn Adams Adventure Theater, 4:00pm – South

11 – Games Galore July Blitz! (3 weeks in July, 1 week in August), 4:00pm – Central

16 – Busy Bee Dogs, 2:00pm – Central

17 – Chef Traci's Cooking Program (discussing ages. 3 week program 7/17-7/31) – 6:00pm

20 – Jose Luis Orozco, 10:30am – South

25 – Movies for Junior Foodies , 3:30pm – North (3 weeks 7/25 – 8/8 - How to Eat Fried Worms, Willy Wonka, Ratatouille)



CELEBRATING NATIONAL LIBRARY WEEK

- WHEREAS,** libraries everywhere play a vital role in supporting the quality of life in their communities; and
- WHEREAS,** more than ever, in the current economic downturn our nation's public libraries make a difference in the lives of millions of Americans; and
- WHEREAS,** library employees are trained to help people of all ages and backgrounds find and interpret the information they need to live, learn and work in a challenging economy; and
- WHEREAS,** libraries serve as crucial technology hubs for people in need of free Web access, computer training, and assistance finding job resources; and
- WHEREAS,** libraries are part of the American Dream – places for opportunity, education, self-help and lifelong learning; and
- WHEREAS,** library use is up nationwide among all types of library users, continuing a decade-long trend; and
- WHEREAS,** libraries, librarians, library workers and supporters across America are celebrating National Library Week; and
- WHEREAS,** Berkeley has demonstrated its strong support for public libraries, demonstrated by the opening of two renovated branch libraries, the North Branch Library and Claremont Branch Library, in Spring 2012 and will see the opening of new South and West Branch libraries in 2013.

NOW THEREFORE, BE IT RESOLVED that I, Mayor Tom Bates, on behalf of the City of Berkeley proclaim
National Library Week

April 14 through April 20, 2013 and encourage all residents to visit the library this week to take advantage of the wonderful library resources available at their library, because communities thrive at their library.



Tom Bates
Mayor




April 2, 2013



City Clerk Department

March 26, 2013

To: Commission Secretaries

From:  Mark Numainville, City Clerk

Subject: Rules Regarding Commission Subcommittees

Recently, several questions have been raised regarding the structure of Berkeley commission subcommittees and the Brown Act. Previous advice regarding the participation of non-subcommittee members was based on an incorrect interpretation of the Brown Act and its relation to City policy on commission subcommittees.

While the Brown Act describes two types of subcommittees (*ad hoc* and standing), under City policy, boards and commissions are limited to creating *ad hoc* subcommittees.

Although the Brown Act does not include *ad hoc* subcommittees in its definition of a legislative body, under City policy, *ad hoc* subcommittees are required to comply with the public meeting requirements of the Brown Act that apply to legislative bodies. However this requirement does *not* confer all the rights of a standing subcommittee on Berkeley *ad hoc* subcommittees.

Specifically, members of the parent commission may not attend meetings of an *ad hoc* subcommittee of that commission, even as observers, if their attendance would result in a quorum of the parent commission being present. Also, they may not participate via proxy by submitting a written communication to the subcommittee.

The purpose of the subcommittee is to study a specific issue and to make a recommendation to the full commission. The full commission has adequate opportunity for input when the subcommittee reports its findings and makes its recommendation. The full commission has final decision making authority on the disposition of the subcommittee's work.

Please see the attached summary for clarification. If you or your commissioners have any questions regarding this policy, please contact Mark Numainville or Rose Thomsen in the City Clerk Department.

cc: City Manager
City Attorney

**REVISED OPEN MEETING RULES
FOR SUBCOMMITTEES OF BERKELEY COMMISSIONS**

Attachment 4

1. Definition

The Brown Act definitions for legislative bodies relevant to City commissions are described below.

1. The governing body of the local agency, such as the City Council, is a legislative body. (Government Code section 54952(a).)
2. All commissions, committees, boards or other bodies of a local agency, whether advisory or decision-making, temporary or permanent, created by charter, ordinance, resolution or formal action of the legislative body, are themselves legislative bodies. (Section 54952(b).) Thus, every task force, committee or other advisory group, however denominated, is likewise a “legislative body,” if it was created by formal action of the council or commission, such as by motion.
3. All committees of a quorum of the legislative body are legislative bodies. (Section 54952(b)). In addition, attendance of a subcommittee meeting by an alternate, even as an observer, would result in a meeting of the legislative body if his or her presence would make a quorum of the commission.

While the Brown Act describes two types of subcommittees (*ad hoc* and standing), under City policy, boards and commissions are limited to creating *ad hoc* subcommittees.

An *ad hoc* subcommittee is one that is composed solely of less than a quorum of the parent body (no citizens, members of other commissions, Council members or other persons may be included), has a finite charge, no meeting schedule established by the parent body, and a duration of no more than one year.

Although the Brown Act does not include *ad hoc* subcommittees in its definition of a legislative body, under City policy, *ad hoc* subcommittees are required to comply with the public meeting requirements of the Brown Act that apply to legislative bodies. However this requirement does not confer all the rights of a standing subcommittee on Berkeley *ad hoc* subcommittees.

2. Exceptions

In the Commissioners’ Manual, under Chapter IV.B. **4. Exceptions - Gatherings That Are Not “Meetings,”** exception **b. Attendance at a Meeting of a Standing Subcommittee, As Observers** does not apply to *ad hoc* subcommittees.

3. Additional Subcommittee Rules

These rules are listed to ensure compliance with the Brown Act in the decision making process.

1. Members of the parent commission may not attend meetings of an *ad hoc* subcommittee of that commission, even as observers, if their attendance would result in a quorum of the parent commission being present. Also, they may not participate via proxy by submitting a written communication to the subcommittee.
2. A commissioner appointed to be an alternate member of the subcommittee may not attend a subcommittee meeting as an observer if their attendance would result in a quorum of the parent commission being present.