



**BERKELEY PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES**

SPECIAL MEETING  
MAY 29, 2013

AGENDA  
6:30 PM

**Please Note:  
Special Location!**  
SOUTH BRANCH  
1901 RUSSELL STREET

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

**I. PRELIMINARY MATTERS**

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

**II. CONSENT CALENDAR**

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

- A. Approve minutes of April 10, 2013 Regular Meeting**  
Recommendation: Approve the minutes of the April 10, 2013 regular meeting of the Board of Library Trustees.
- B. Contract Amendment: No. 8658 Security Engineers, Inc.**  
Recommendation: Adopt a resolution authorizing the Director of Library Services to amend Contract No. 8658 with Security Engineers, Inc. to add fire service monitoring, testing, and inspections, and on-call servicing for the South and Claremont branch libraries in an incremental amount of \$53,000.00 for a contracted value not-to-exceed \$90,000.00; and to amend the Contract's date of expiration to June 13, 2011 from June 13, 2016.
- C. Contract: Universal Building Services**  
Recommendation: Adopt a resolution authorizing the Director of Library Services to execute a contract and any amendments with Universal Building Services (UBS) for janitorial services at all Berkeley Public Library locations effective July 1, 2013 through June 30, 2016 for an amount not to exceed \$210,000 annually with the option to extend for two additional consecutive 12-month periods at \$225,000 per period.
- D. Contract: Innovative Interfaces, Inc.**  
Recommendation: Adopt a resolution authorizing the Director of Library Services to execute a contract and any amendments with Innovative Interfaces, Inc. for hardware and software maintenance services and products for the library's integrated library system effective July 1, 2013 through June 20, 2016 for an amount not to exceed \$1,000,000 with the option to extend for two additional consecutive 12-month periods.
- E. FY 2014 Library Tax Rate**  
Recommendation: Adopt a resolution to recommend that the Berkeley City Council set the FY 2014 tax rate for the Library Services Tax at \$0.1806 (18.06 cents) per square foot for dwelling units and \$0.2730 (27.30 cents) per square foot for industrial, commercial, and institutional buildings, based on the per capita personal income growth factor of 5.12% for the state of California.

**III. ACTION CALENDAR**

**A. Expand Branch Library Hours**

Recommendation: Adopt a resolution authorizing the Director of Library Services to increase public services at the four branch libraries beginning in FY 2014 to 52 hours per week as a normal schedule, with one additional morning and one additional evening.

**B. Proposed FY 2014 and 2015 Berkeley Public Library Biennial Budget**

Recommendation: Adopt a resolution approving the FY 2014 and 2015 Proposed Biennial Budget as presented.

**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. May 2013 Monthly Report from Library Director**

- i. Library Development
- ii. Professional Activities
- iii. Programs, Services and Collections
- iv. Personnel

**C. FY 2013 – 3<sup>rd</sup> Quarter FYTD Update**

**D. Tool Lending Library Service Hours**

**E. 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, June 12, 2013 at the **South Branch Library, 1170 The Alameda, Berkeley.**

**VI. CLOSED SESSION**

**A. Public Employee Performance Evaluation (Pursuant to Government Code Section 54957)**

Title of position being evaluated: Director of Library Services

The Board of Library Trustees will recess into closed session to conduct a public employee performance evaluation.

**VII. ADJOURNMENT**

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



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

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

I hereby certify that the agenda for this regular meeting of the Board of Library Trustees of the City of Berkeley was posted in the display cases located at 2134 Martin Luther King, Jr. Way and in front of the Central Public Library at 2090 Kittredge Street, as well as on the Berkeley Public Library's website on May 22, 2013.

//s//

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

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

### COMMUNICATIONS

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

**MINUTES**  
**BERKELEY PUBLIC LIBRARY**  
**BOARD OF LIBRARY TRUSTEES REGULAR MEETING**  
**Wednesday, April 10, 2013, 6:30 P.M.**

NORTH BRANCH LIBRARY – 1170 THE ALAMEDA

Board of Library Trustees:

Chair Winston Burton	Darryl Moore
Vice Chair Abigail Franklin	Julie Holcomb
	Jim Novosel

**I. PRELIMINARY MATTERS**

*A copy of the agenda packet and a digital recording of the meeting is accessible at [http://www.berkeleypubliclibrary.org/about\\_the\\_library/bolt/bolt.php](http://www.berkeleypubliclibrary.org/about_the_library/bolt/bolt.php)*

**A. Call to Order: 6:38 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.

**B. Public Comments:**

1. Steve Douglas – spoke regarding budget.

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

1. Jacquelyn Morgan, Vice President of the Community Services local chapter of SEIU 1021 , asked the BOLT to balance needs of staff with desire of the patrons.

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

1. Trustee Novosel – Looking forward to South Branch opening.
2. Trustee Franklin – reported she and Trustee Holcomb have been working on a new model to evaluate the Director of the Library.
3. Chair Burton reported he had accepted a proclamation for the library from the City Council in honor of National Library Week.
4. Trustee Novosel – reported the North Branch had received an award for design excellence from the Berkeley Design Advocates.

**II. PRESENTATIONS CALENDAR**

**A. Proposed Biennial Budget FY 2014 and FY 2015**

1. Dennis Dang, Administrative and Financial Services Manager, reviewed the proposed budget. Followed by Board Discussion.

### III. CONSENT CALENDAR

Action: M/S/C (Trustee Franklin / Trustee Novosel to adopt Resolution # R13-21 to adopt the Consent Calendar as presented.

Vote: Ayes: Trustees Burton, Franklin, Holcomb, and Novosel. Noes: None. Absent: None. Abstentions: Trustee Moore abstained from item A only.

#### A. Approve minutes of March 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# R13-022 to approve minutes as amended.

#### B. Re-open the South Branch Library and Tool Lending Library

From: Director of Library Services

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.

Financial Implications: None.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution# R13-023.

#### 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

From: Director of Library Services

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.

Financial Implications: See report.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution# R13-024.

#### D. Amendment: Contract No. 8264 with Syserco, Inc.

From: Administrative and Financial Services Manager

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 for a revised contracted value not-to-exceed \$85,000.00; and to amend the Contract's date of expiration to February 28, 2018.

Financial Implications: See report.

Contact: Dennis Dang, Administrative and Financial Services Manager

Action: Adopted Resolution# R13-025.

#### E. Amendment: Contract No. 7961 with Kitchell CEM, Inc.

From: Director of Library Services

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.

Financial Implications: See report.  
Contact: Donna Corbeil, Director of Library Services  
Action: Adopted Resolution# R13-026.

**F. Amendment: Contract No. 9200 One Workplace L. Ferrari, LLC**

From: Director of Library Services

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..

Financial Implications: See report.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution# R13-019.

**IV. INFORMATION REPORTS**

**A. April 2013 Monthly Branch Improvement Project Report from Library Director**

From: Director of Library Services

Contact: Donna Corbeil, Library Director

Action: Received.

**B. April 2013 Monthly Report from Library Director**

From: Director of Library Services

Contact: Donna Corbeil, Library Director

Action: Received.

**C. Library events**

From: Director of Library Services

Contact: Donna Corbeil, Library Director

Action: None.

**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.

- Budget
- Innovative
- Contract
- Closed Session for Library Director performance evaluation

**VI. ADJOURNMENT**

Adjourned at 7:47 p.m.

**COMMUNICATIONS:**

1. Steve Douglas - 03/13/13 - Impact of Sunday branch openings.
2. Steve Douglas - 04/10/13 - Library Maintenance Overview.

**SUPPLEMENTAL COMMUNICATIONS AND REPORTS: None**



## BERKELEY PUBLIC LIBRARY

### CONSENT CALENDAR

May 29, 2013

**To:** Board of Library Trustees  
**From:** Dennis Dang, Administrative Services Manager  
**Subject:** CONTRACT AMENDMENT: NO. 8658 SECURITY ENGINEERS, INC.

#### RECOMMENDATION

Adopt a resolution authorizing the Director of Library Services to amend Contract No. 8658 with Security Engineers, Inc. to add fire service monitoring, testing, and inspections, and on-call servicing for the South and Claremont branch libraries in an incremental amount of \$53,000.00 for a contracted value not-to-exceed \$90,000.00; and to amend the Contract's date of expiration to June 13, 2011 from June 13, 2016.

#### 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 **DFI7S**.

#### BACKGROUND

The initial contract executed in June 2011 with Security Engineers, Inc. provided essential fire service monitoring, testing, and inspection, and on-call servicing solely at the Central Library. Since that time the Library has added like services at the recently renovated North Branch Library to the contract's scope of services. This was followed shortly thereafter with an amendment to add 24/7 intrusion (burglar) alarm monitoring services for the Tool Lending Library at its temporary relocation site at 2547 8<sup>th</sup> Street while the new South Branch/Tool Lending facility was being constructed.

However, excluding services provided at the temporary Tool Lending Library, the Library's contract with Security Engineers, Inc. is focused on fire system services and support. Services are based on an annual fee with damper testing and additional repair and replacement services provided on a time and material basis. Certification is provided for the required scheduled annual testings for system waterflow, smoke detectors, manual pull stations, duct detectors and dampers, as well as elevator recall and horn/strobe alarms.

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. 8658 is necessary in order to add 1) additional monies to provide for time and material services, 2) to broaden the contract's scope to include the newly constructed South Branch/Tool Lending Library and the soon-to-be-completed West Branch Library, 3) and to standardize fire services with a single vendor by transferring coverage at the Claremont Library from Sentry Alarm to Security Engineers. Additionally, with the upcoming opening of the South and West branch libraries all BPL library facility locations will be in service; and consequently, the Library seeks to place all locales on a single contract termination date. In agreement with Security Engineers the Library requests to reset the expiration date of the contract to June 13, 2016 with a provision to allow for the option to extend the contract for up to two single consecutive 12-month periods subject to negotiated pricing rates.

Services to date provided by Security Engineers at the Central Library and the North Branch Library have been exemplary and highly responsive to the Library's needs.

#### Attachments:

1. Resolution



**BERKELEY PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES**

**Attachment 1**

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

**CONTRACT AMENDMENT: NO. 8658 SECURITY ENGINEERS, INC.**

WHEREAS, on June 7, 2011 the Library entered into Contract No. 8658 with Security Engineers, Inc., to provide essential fire service monitoring, testing, and inspection, and on-call servicing solely at the Central Library at a total amount not to exceed \$23,167.00; and

WHEREAS, on December 6, 2011 the Library amended Contract No. 8658 with Security Engineers, Inc. to a total amount not to exceed \$30,000.00; and

WHEREAS, on February 6, 2012 the Library amended Contract No. 8658 with Security Engineers, Inc. to include fire service monitoring, testing, and inspection, and on-call servicing for the North Branch Library and to amend the contracted not to exceed amount to \$35,000.00; and

WHEREAS, on February 21, 2012 the Library amended Contract No. 8658 with Security Engineers, Inc. to include intrusion alarm services for the temporary Tool Lending Library at 8<sup>th</sup> Street and to amend the contracted not to exceed amount to \$37,000.00.

NOW, THEREFORE, BE IT RESOLVED that the Board of Library Trustees adopts a resolution to amend Contract No. 8658 with Security Engineers, Inc. for an incremental increase of \$53,000.00, thereby increasing the contracted total not-to-exceed amount to \$90,000.00, and to amend the Contract's date of expiration to June 13, 2016 from June 13, 2014; and

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on May 29, 2013 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTENTIONS:

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Winston Burton, Chairperson

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



## BERKELEY PUBLIC LIBRARY

### CONSENT CALENDAR

May 29, 2013

**TO:** Board of Library Trustees  
**FROM:** Dennis Dang, Administrative and Fiscal Services Manager  
**SUBJECT:** CONTRACT: JANITORIAL SERVICES FOR BERKELEY PUBLIC LIBRARY

### RECOMMENDATION

Adopt a resolution authorizing the Director of Library Services to execute a contract and any amendments with Universal Building Services (UBS) for janitorial services at all Berkeley Public Library locations effective July 1, 2013 through June 30, 2016 for an amount not to exceed \$210,000 annually with the option to extend for two additional consecutive 12-month periods at \$225,000 per period.

### FISCAL IMPACTS OF RECOMMENDATION

The Library as a party to the City-wide Request for Proposal (Specification No. 13-10735-C) will benefit from derived economies of scale savings procured by the competitive per unit labor costs delivered through a city-wide bid.

The annual cost for janitorial services has been included in the proposed FY 2014 and FY 2015 budgets at \$200,000 and \$205,000, respectively.

### CURRENT SITUATION AND ITS EFFECTS

Universal Building Services has been providing janitorial services to the Central Library and all branch locations since November 1, 2008 under the terms of a three-year contract that provided for two consecutive 12-month option periods. With the exhaustion of both option periods, the Library, similar to the City with its separate but concurrent Universal Building Services contract, is obliged to execute a new agreement for janitorial services. Consequently, as in 2008, the Library partnered with the City to issue RFP Specification No. 13-10735-C (Citywide Janitorial Services) with the intent to secure a single janitorial service provider for all city facilities over the next three to five years.

### BACKGROUND

Similar to actions taken in 2008, the Library partnered with the City to prepare the March 26, 2013 Request for Proposal release Specification No. 13-10735-C (Citywide Janitorial Services). Prior to 2008, the Library independently procured janitorial services, issuing its own RFP, selecting a vendor, and



awarding a contract. However, in 2008 beginning with the search for a new janitorial vendor the Library and City decided to join efforts to better align the delivery of like services with a common vendor. The goal was to better rationalize the list of active service providers and to gain non-realized economies of scale. Nonetheless, the Library retains control of its vendor agreements as it continues to execute contracts separate from those of the City; thus, fully preserving the Board of Library Trustees' existing oversight responsibilities.

Request for Proposal release Specification No. 13-10735-C closed for bids on Tuesday, April 23, 2013. Effective with the new contract to commence on July 1, 2013 the Library's Scope of Services section includes a Green Cleaning Policy that recognizes prior City environmental initiatives, as well as incorporates aspects of LEED Prerequisite 3, IEQ Credit 3.3, IEQ Credit 3.4, and IEQ Credit 3.5. Seven bids were tendered and all were deemed qualified. The vendors soliciting bids were ABM Services, Allan Bermudez Janitorial Service, First Building Maintenance, IMPEC Group, Pride Industries, Universal Building Maintenance, and Universal Building Services. An evaluating committee composed of City and Library staff reviewed each bid with Cost weighted at 40%, as well as scoring for Responsiveness, Experience and References, Quality Assurance, and Training and Safety. An initial cut based on Cost only was applied filtering out the four lowest respondents for further evaluation. The team considered each remaining bid based on the totality of the stated criteria followed by each team member individually ranking the bid packages. Ranking scores were added up and divided by the number of team members to come up with a single final ranking order. Based upon a determination of the weighting of the comprehensiveness of services to scope and value provided, Universal Building Services was ranked first.

#### ALTERNATIVE ACTIONS

No alternative actions were considered. A new contract is required based on the full expiration of the existing contract.

#### FUTURE ACTION

No future action is anticipated at this time.

#### Attachments:

1. Resolution



**RESOLUTION NO.: R13-0\_\_**

**CONTRACT: JANITORIAL SERVICES FOR BERKELEY PUBLIC LIBRARY**

WHEREAS, Universal Building Services has been providing janitorial services to the Central Library and all branch locations since November 1, 2008 pursuant to Contract No. 7771 that is set to expire on June 30, 2013; and

WHEREAS, the Library partnered with the City to prepare the March 26, 2013 Request for Proposal release Specification No. 13-10735-C (Citywide Janitorial Services) to better align the delivery of like services with a common vendor; thus, rationalizing the list of active service providers and gaining non-realized economies of scale; and

WHEREAS, Request for Proposal release Specification No. 13-10735-C included BOLT adopted Resolution No.: 13-011 Green Cleaning Policy for Custodial Maintenance at all Library Facilities in the Scope of Services: and

WHEREAS, Request for Proposal release Specification No. 13-10735-C generated seven qualified vendor bids that were evaluated by City and Library staff and based upon a single final ranking determination of the weighting of the comprehensiveness of services to scope and value provided, Universal Building Services was ranked first.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to authorize the Director of Library Services to enter into an agreement and any amendments with Universal Building Services for janitorial services effective July 1, 2013 through June 30, 2016 for an amount not to exceed \$210,000 annually and a total amount not to exceed \$630,000.

BE IT FURTHER RESOLVED by the Board of Library Trustees of the City of Berkeley to authorize the inclusion of the option to extend such agreement by up to two additional consecutive 12-month periods at \$225,000 per period and a total amount not to exceed \$1,080,000.

BE IT FURTHER RESOLVED by the Board of Library Trustees of the City of Berkeley to authorize the Director of Library Services to enter into an agreement and any amendments at the above stated terms with another vendor in accordance with the evaluating committee's single final ranking order for janitorial services should the Library and Universal Building Services be unable to reach an agreement.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on May 29, 2013 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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Winston Burton, Chairperson

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



## BERKELEY PUBLIC LIBRARY

### CONSENT CALENDAR

May 29, 2013

**TO:** Board of Library Trustees

**FROM:** Alicia Abramson, Library Information Systems Manager

**SUBJECT:** CONTRACT: INNOVATIVE INTERFACES, INC.

#### RECOMMENDATION

Adopt a resolution authorizing the Director of Library Services to enter into an agreement and any amendments with Innovative Interfaces, Inc. for the provision of hardware and software maintenance services and products for the Library's integrated library system for the period extending from July 1, 2013 through June 30, 2016 in an amount not to exceed \$600,000, with an option for up to two twelve-month period extensions to run consecutively for a total term up to five (5) years in an amount not to exceed \$1,000,000.

#### FISCAL IMPACT

The contracted value of the agreement at the initial three year term is \$600,000. Should the Library elect to exercise both twelve-month period options, extending the agreement's term to a maximum of five years, the total contracted amount is not anticipated to exceed \$1,000,000.

The projected costs for fiscal years 2014 and 2015 have been included in the proposed FY 2014/2015 Biennial Budget.

#### BACKGROUND

Innovative Interfaces, Inc. (III) is the sole source provider for maintenance services on the Millennium integrated library system (ILS). The Berkeley Public Library uses Millennium as its online public catalog; as well as the circulation, acquisitions, serials and cataloging modules that support patrons' access to the Library's collections. Existing additional subscriptions include: the INN-Reach (LINK+) module to expand access to collections beyond those owned by the Berkeley Public Library; the Encore Discovery module which provides faceted search and reading recommendations; and the Research Pro Select system which provides users with electronic database results directly in the online catalog.

The Fiscal Year 2014 contract will include further system additions budgeted for but not implemented in Fiscal Year 2013. The annual maintenance contract for July 1, 2013 – June 30, 2016 is anticipated to be approximately \$399,000 without the system additions.

The increase to system additions, inclusive of the Reporter and Decision Center modules, at \$18,912 annually plus a one-time \$4,500 implementation fee were approved for purchase by BOLT Resolution R12-075 on November 14, 2012. As noted at that time, "Reporter/Decision Center is a two part daily updated module that will allow the Library to access additional data when analyzing essential performance metrics such as popular titles, check-outs, check-ins, holds and renewals, location, transit,



as well as expenditure and collection statistics for a more rich overview of how, when and how frequently our collection is being used from the different parts of our diverse patron community. An included dashboard capability will allow the development of formatted, graphical statistical reports at branch or system levels using selected measures and for user-defined time periods and increments. The Decision Center component is a decision support tool with the capability to address collection development and weeding, circulation and transit, and materials budgeting.”

Additionally, in order to support the ever expanding complexity of the Library’s ILS, it is necessary to upgrade the system server which was last upgraded in 2005. Library Information Technology staff has determined that the best option to ensure that the Library possesses the server power needed to handle enhancements provided regularly to the system by III, is for the Library to participate in Innovative’s “Server Replacement Program” (\$7,500 annually). Doing so will place responsibility with the vendor to ensure that server performance and system upgrades are maintained to the most current standards as the system’s environment evolves.

Lastly, Library I.T. staff recommends subscribing to Innovative’s Cloud Backup Service at a cost of \$4,900 annually. This module will allow the Library to conduct secure, encrypted data backups of the system over the Internet and provide a more robust disaster recovery strategy, not requiring the current physical server or any backup-tapes to be available in order to make the Library’s mission-critical system available within hours of a major disaster – even one in which the Library’s facilities were impacted.

The following chart illustrates the current system components and the recommended system additions:

<b>Current Products</b>	<b>Annually</b>	<b>3 Years</b>
Annual Maintenance	\$79,000.00	\$237,000.00
Link + Subscription	24,500.00	73,500.00
Encore Discovery Subscription	23,750.00	71,250.00
Research Pro Select Subscription	5,750.00	17,250.00
Subtotal – Existing Services	\$133,000.00	\$399,000.00
<b>System Additions</b>	<b>Annually</b>	<b>3 Years</b>
Server Replacement Plan	\$7,500.00	\$22,500.00
Reporter/Decision Center	18,912.00	56,736.00
Cloud Backup	4,900.00	14,700.00
Reporter Implementation*	4,500.00	4,500.00
Subtotal – Added Products and Services	\$35,812.00	\$98,436.00
<b>Total – Products and Services</b>	<b>\$168,812.00</b>	<b>\$497,436.00</b>

\*One time fee.

**CURRENT SITUATION AND ITS EFFECTS**

The current agreement between III and the Berkeley Public Library began on July 1, 2009 and expires on June 30, 2013. Since its origination, the fiscal year 2010 agreement has been annually amended to extend the service into the subsequent fiscal year. The contract’s most recent amendment was approved by BOLT Resolution No.: R11-075 on May 9, 2012 and authorized both extending the contract’s termination date to June 30, 2013 and increasing the board’s authorized not-to-exceed value to \$550,000.



Failure to maintain a maintenance agreement for the integrated library system, and by extension the automated circulation system, would result in serious operational difficulties and failures, and have a severely negative impact on patrons utilizing Library services.

The additional system components will be installed and available to the Library by mid-summer 2013.

FUTURE ACTION

No further action is required.

Attachments:

1. Resolution





**BERKELEY PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES**

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

**CONTRACT: INNOVATIVE INTERFACES, INC.**

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

WHEREAS, the existing agreement with Innovative Interfaces, Inc. for the provision of hardware and software maintenance services for the Library's circulation system is set to expire on June 30, 2013; and

WHEREAS, failure to enter into a new agreement would result in the termination of support for the hardware and software supporting the Library's integrated library system, and by extension the automated circulation system, seriously impacting Library operations and patrons; and

WHEREAS, the additional system components will be installed and available to the Library by mid-summer 2013 and due to enhanced analytics will assist the Library to objectively measure the demand for library resources and its composition and allow it to better understand and strategically allocate funding and staffing resources; and

WHEREAS, the projected costs of the maintenance agreement for fiscal years 2014 and 2015 have been included in the proposed FY 2014/2015 Biennial Budget.

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to authorize the Director of Library Services to enter into an agreement and any amendments with Innovative Interfaces, Inc. for the provision of hardware and software maintenance services and products for the period extending from July 1, 2013 through June 30, 2016 in an amount not to exceed \$600,000.

BE IT FURTHER RESOLVED by the Board of Library Trustees of the City of Berkeley to authorize the inclusion of the option to extend such agreement by up to two additional consecutive 12-month periods at \$200,000 per period for a total term up to five (5) years in an amount not to exceed \$1,000,000.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on May 29, 2013 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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Winston Burton, Chairperson

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



## BERKELEY PUBLIC LIBRARY

### CONSENT CALENDAR

May 29, 2013

**To:** Board of Library Trustees

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

**Subject:** RECOMMENDATION TO CITY COUNCIL ON FY 2014 LIBRARY TAX RATE

#### RECOMMENDATION

Adopt a resolution to recommend that the Berkeley City Council set the FY 2014 tax rate for the Library Services Tax at \$0.1806 (18.06 cents) per square foot for dwelling units and \$0.2730 (27.30 cents) per square foot for industrial, commercial, and institutional buildings, based on the per capita personal income growth factor of 5.12% for the state of California.

#### FISCAL IMPACT OF RECOMMENDATION

The total revenue generated by the Library Tax in FY14 is expected to be approximately \$15,870,770 (*net of Alameda County billing and collection fees*). It is estimated that the tax will cost residential taxpayers no more than the following average amounts during Fiscal Year 2014:

Size in Square Feet	Annual Tax for Dwellings	
	FY 2014	FY 2013
1,200	\$216.72	\$206.16
1,500	\$270.90	\$257.70
1,900	\$343.14	\$326.42
3,000	\$541.80	\$515.40
3,900	\$704.34	\$670.02
10,000	\$1806.00	\$1718.00

It is estimated that the cost of the tax for a 1,500 square foot commercial establishment will increase to \$409.50 in FY14 from \$389.55 in FY13.

#### BACKGROUND

The Central Library and neighborhood branch libraries will have received a little more than 99% of their 2013 fiscal year funding through a citywide special tax (referred to as the Library Relief Act of 1980) of \$0.1718 per square foot on all improvements to residential real property in the City of Berkeley, and \$0.2597 per square foot on all improvements to industrial, commercial, and institutional real property.



The purpose of this voter-approved tax is to provide a stable revenue source to assure the provision of library services at the level which permits library operations six days a week at branch libraries, seven days a week at the Central Library, and which permits the purchase of library materials at levels which are commensurate with the libraries' hours of service, staffing, and patron needs.

#### CURRENT SITUATION

Currently, Berkeley's Library Tax raises approximately \$15.4 million per year and is indexed to either the consumer price index in the immediate San Francisco Bay Area or the per capita personal income growth factor in California. The Director of Library Services recommends that the Board of Library Trustees recommend that the City Council adjust the tax rate by the 5.12% increase in the per capita personal income growth factor in California which is greater than the 2.381% increase in the April 2013 San Francisco Bay Area Consumer Price Index. This recommended action will result in a rate increase from \$0.1718 in FY13 to \$0.1806 in FY14 on residential property and from \$0.2597 in FY13 to \$0.2730 in FY14 on industrial, commercial, and institutional property.

#### ALTERNATIVE ACTIONS

The alternative action of adopting the April 2013 San Francisco Bay Area Consumer Price Index of 2.381% would be a reduction of \$413,528 in projected FY 2014 library tax receipts. This is not recommended due to increased cost factors for personnel, materials, and infrastructure maintenance in the FY 2014 Library budget. Or from another perspective, adoption of the per capita personal income growth factor in California would result in an increase to the Library Tax Fund of approximately \$511,905 over currently projected FY 2013 receipts.

#### FUTURE ACTION

The Board's recommendation will be forwarded to the City's Director of Finance for inclusion as a submittal to the City Council for action.

#### Attachments:

1. Resolution



**BERKELEY PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES**

Attachment 1

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

**RECOMMEND THAT THE BERKELEY CITY COUNCIL SET THE FY 2014 TAX RATE FOR THE LIBRARY SERVICES TAX AT \$0.1806 (18.06 CENTS) PER SQUARE FOOT FOR DWELLING UNITS AND \$0.2730 (27.30 CENTS) PER SQUARE FOOT FOR INDUSTRIAL, COMMERCIAL, AND INSTITUTIONAL BUILDINGS, BASED ON THE PER CAPITA PERSONAL INCOME GROWTH FACTOR IN CALIFORNIA OF 5.12%**

WHEREAS, each year the City Council adopts an ordinance to establish the rate for the Library Services Tax, which supports the Library's operations; and

WHEREAS, the increase is based on either the San Francisco Bay Area Consumer Price Index or the per capita Personal Income Growth in California; and

WHEREAS, the Board of Library Trustees makes a recommendation to the City Council each year on the adoption of a tax rate for Library Services, with a potential increase in the Library Services Tax rate based on either the Consumer Price Index for the San Francisco Bay Area or the per capita Personal Income Growth for the state of California; and

WHEREAS, for April 2013 the San Francisco Bay Area Consumer Price Index is 2.381% and the per capita Personal Income Growth for California is 5.12%.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to recommend that the Berkeley City Council set the FY 2014 tax rate for the Library Services Tax at \$0.1806 (18.06 cents) per square foot for dwelling units and \$0.27930 (27.30 cents) per square foot for industrial, commercial, and institutional buildings, based on the per capita Personal Income Growth for California of 5.12%.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a Regular Meeting held on May 29, 2013 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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Winston Burton, Chairperson

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



## BERKELEY PUBLIC LIBRARY

### ACTION CALENDAR

May 29, 2013

**TO:** Board of Library Trustees  
**FROM:** Douglas Smith, Deputy Director of Library Services  
**SUBJECT:** BRANCH LIBRARY SERVICE HOURS

#### RECOMMENDATION

Adopt a resolution authorizing the Director of Library Services to increase public services at the four branch libraries during FY 2014 to 52 hours per week as a normal schedule, with one additional morning and one additional evening.

#### FISCAL IMPACT

This report will have no fiscal impacts.

#### BACKGROUND

As discussed during budget presentations, workshops, and discussions at the February, March and April BOLT meetings, Library staff are proposing an increase of branch library service hours, adding an additional weekday morning and an additional weekday evening at all four neighborhood branches. The March 13, 2013 BOLT agenda contains the minutes from the February 13, 2013 meeting and the Powerpoint presentation detailing the results of a community survey conducted in January 2013, analyzing respondent's preferences. The discussion and exploration of options continued at the March 13, 2013 meeting; the April 10, 2013 board packet contains the minutes from this meeting and the Powerpoint presentation on extending branch hours; this presentation attempted to assign a cost to each of the options under review.

As stated in the April budget memo to the Board, 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.

The proposed FTE increases at branches are directly related to an increase of 4 operating hours per week at each of the four branch library locations. This will result 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 intent of 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 during FY 2014. Additionally, modifications to FTE will support anticipated increases in usage of the community rooms where available and better enable staff at all locations to conduct important programming and outreach activities.



A range of options for expanding branch library schedules, 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 these previous options, some of which are outside the scope of the Library’s current fiscal condition, staff developed an additional option for Board consideration: at each of the four branch libraries add one weekday morning, on Wednesday (10:00a.m. to 12:00p.m.) and one evening, on Tuesday (6:00p.m. to 8:00p.m.). This would result in library hours that offer access to the neighborhood branches for three consecutive mornings (Monday-Wednesday), and three consecutive evenings (Tuesday-Thursday):

Mon.	Tues.	Weds.	Thurs.	Fri.	Sat.	Sun.
10-6	10-8	10-8	12-8	10-6	10-6	Closed

This option addresses expressed staff concerns regarding numbers of evenings worked, and their desire to expand morning hours to provide additional services to school groups as well as young children and their caregivers.

The proposed FY14/15 budget as presented includes the required funding to implement this initiative. In approving this plan, the Board is authorizing staff to develop an implementation plan for expansion of branch library hours beginning in FY 2014. The details of this effort, including a final schedule, notification of the public and any additional issues that arise will be finalized prior to the actual start of new service hours.

CURRENT SITUATION AND ITS EFFECTS

Among the Board approved budget priorities for the Fiscal year 2014 is “consider options and strategies to expand hours of service at branch libraries”. The proposed changes to the branch library schedule would achieve this goal.

The opening of three of the branch libraries, following the implementation of Measure FF, has resulted in increased public interest in these renewed and new branch libraries. Extending the open hours will take advantage of the new spaces’ designs and open them to the neighborhoods they service for greater community enjoyment. The Library’s proposed budget facilitates staffing needs and will present greater opportunities for the public to take advantage of the taxpayer-funded improvements.

Attachment 1: Resolution



**BERKELEY PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES**

**Attachment 1**

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

**EXPAND BRANCH LIBRARY HOURS**

WHEREAS, Fiscal Year 2014 budget priorities approved by the Library Board include “consider options and strategies to expand hours and service at branch libraries”; and

WHEREAS, the mandate of the branch bond program will be completed during calendar year 2013, presenting the opportunity to maximize the use of branch libraries; and

WHEREAS, the Library is in possession of the resources needed to expand library hours at branches; and

WHEREAS, in January 2013 the Library conducted a public survey regarding the expansion of hours at library branches; and

WHEREAS, the resulting analysis indicated public interest in additional hours; and

WHEREAS, the Library Board discussed survey results and analysis at the February 13, 2013 BOLT meeting and directed staff to recommend options to expand hours at branch libraries; and

WHEREAS, the Library Board discussed staff recommendations for expanded hours at branch libraries at the February 13, March 13, and April 10, 2013 meetings;

NOW, THEREFORE, BE IT RESOLVED that the Board of Library Trustees adopts a resolution to increase public service hours at the four branch libraries during FY 2014 to 52 hours per week as a normal schedule, with one additional morning and one additional evening.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on May 29, 2013 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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Winston Burton, Chairperson

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



## BERKELEY PUBLIC LIBRARY

**ACTION**

May 29, 2013

**TO:** Board of Library Trustees  
**FROM:** Dennis Dang, Administrative and Fiscal Services Manager  
**SUBJECT:** Proposed Biennial Budget FY 2014 and FY 2015 – All Library Funds

**INTRODUCTION**

The proposed biennial budget presented herein is largely similar to what was presented at last month’s April 10<sup>th</sup> Board meeting with updates to reflect revenues based on the released library tax rate indices, and Board discussion and direction from that evening.

The proposed Biennial Budget for all Library Funds for FY 2014 projects revenue of \$17,304,774 and expenditures of \$21,445,748; and for FY 2015, revenue of \$16,523,685 and expenditures of \$16,847,890. The following tables reflect the change in dollar values per this update.

**Proposed Biennial Budget**

Fund	FY 2014		FY 2015	
	Revenue	Expense	Revenue	Expense
Library Tax (301)	\$16,156,270	\$16,311,135	\$16,473,685	\$16,441,890
All Other Funds(302,304)	\$65,000	\$144,645	\$50,000	\$106,000
Gift Funds (306)	\$82,004	\$260,504	\$0	\$50,000
Foundation FF&E (307)	\$1,000,000	\$1,557,694	\$0	\$250,000
Measure FF (308)	\$1,500	\$3,171,770	\$0	\$0
<b>Berkeley Public Library</b>	<b>\$17,304,774</b>	<b>\$21,445,748</b>	<b>\$16,523,685</b>	<b>\$16,847,890</b>

**FISCAL IMPACT OF RECOMMENDATION**

The total proposed expenditure budgets for all funding sources along with the recommendations contained herein present a budget for the biennial period comprising fiscal years 2014 and 2015.

*Library Tax Fund*

The Library Tax Fund is projected to achieve revenues of \$16,156,270 in FY 2014, and \$16,473,685 the following fiscal year. Fiscal year 2014 revenue is projected to increase \$773,006 over the FY 2013 mid-year estimate driven by the selection of the CA Personal Income Growth Factor (PIG) of 5.12% over the San Francisco Bay Area Consumer Price Index (CPI) which registered an April increase of 2.381% (explained





below). The following fiscal year, revenue is anticipated to rise \$317,415 when applying the City default rate or 2%. Miscellaneous receipts, primarily attributable to fines and fees, are forecasted in both fiscal years at \$285,500.

Planned expenditure budgets total \$16,311,135 in FY14, a prior period increase of 5.9% over the FY13 mid-year estimate; and at \$16,441,890 in FY15 advances a slight 0.8% over FY14. Excluding estimated City pass-through expenses library expenditures for fiscal year 2014 are \$16,279,824, and for fiscal year 2015 are \$16,409,808.

**Library Tax Rate**

The City of Berkeley imposes a citywide special tax (referred to as the Library Relief Act of 1980) on all residential and commercial property in Berkeley based on square footage. This voter-approved tax is intended to provide a stable revenue source to assure the provision of library services and may be adjusted annually based on the recommendation of the Director of Library Services to the Board of Library Trustees that the City Council adjust the tax rates (residential and commercial) by either the consumer price index in the immediate San Francisco Bay Area or the per capita personal income growth factor in California. Based on the recent release of both indices: 5.12% for the CA Personal Income Growth Factor, and 2.381% for the San Francisco Bay Area Consumer Price Index the Library is requesting to the Board in a separate agenda item the higher of the two rates in order to maintain and enhance public services on several fronts: capitalizing on a rejuvenated branch system, increased demand for digital media, and the ongoing evolution and expansion of what constitutes contemporary library services.

**Budget Development**

Consistent with earlier draft biennial budget presentations this cycle, Fund expenditures are separated into two buckets with the aim to better understand each year’s resultant surplus or deficit; as well as providing a comprehensive view when including all proposed initiatives with the Fund’s beginning balance and reserve set-aside.

- Bucket 1: **Core**, the status quo of current operations and deemed to be non-discretionary
- Bucket 2: **Discretionary**, items judged as material and discretionary.

Under these scenarios the **Core** operational outlook (Core Expenses chart) with the projected PIG library tax revenue factored in, a surplus of \$390,618 for FY 2014 is forecasted followed by another sizable surplus of \$579,640 in FY 2015. Once Discretionary items are included (Core with Discretionary expenses chart) the FY 2014 surplus plus \$154,865 of the Fund balance is absorbed by the new fiscal year’s initiative. However, in FY 2015 the projected Core surplus of \$579,640 fully covers that year’s initiatives and contributes \$31,795 of surplus monies to the Fund balance.

**Core Expenses**

Description	FY13 Projected Mid-year	FY 2014	FY 2015
Revenue	\$15,383,264	\$16,156,270	\$16,473,685
Expenses (less)	\$15,391,912	\$15,765,652	\$15,894,045
Surplus/(Shortfall)	(\$8,648)	\$390,618	\$579,640



**Core Expenses with Discretionary Expenses**

Description	FY13 Projected Mid-year	FY 2014	FY 2015
Begin: Available Fund Balance	\$1,067,968	\$1,059,320	\$904,455
<b>Surplus/(Deficit)</b>	<b>(\$8,648)</b>	<b>\$390,618</b>	<b>\$579,640</b>
Labor (less)		\$157,483	\$159,845
Discretionary (less)		\$388,000	\$388,000
End: Available Fund Balance	\$1,059,320	\$904,455	\$936,250
<i>Reserve (set-aside)</i>	<i>\$1,200,000</i>	<i>\$1,200,000</i>	<i>\$1,200,000</i>

**Personnel**

As stated in last month's April 10<sup>th</sup> Biennial Budget Report, proposed recommendations for changes to staffing will not result in any individual job loss, reductions in-force or lay-off. All staffing proposals contained in this report are directly related to short-term and long-term library interests and operations in response to the reopening of all branch libraries, and ongoing changes in the delivery of contemporary library services.

Two items of material importance in this Biennial Budget are 1) both fiscal years do not include any contractual cost of living increase, and 2) the CalPERS contribution rate for FY 2015 remains an expected unknown. Another looming issue kept in mind during this budget preparation is CalPERS adoption on April 17, 2013 of a new actuarial policy, to go into effect in FY 2016, changing its approach to establishing employer contribution rates. The new policy sets a 30-year fixed amortization period for investment gains and losses, with a five-year ramp-up of rates at the start and a five-year ramp-down at the period's end.

The salary savings rate as reflected by the practice of restraining or not backfilling vacant or vacated positions is set at 2.0% in both budget years and yields personnel costs savings of \$253,691 in FY 2014 and \$256,243 in FY 2015.

As reported previously, and as shown in the Core Expenses chart above, before any changes to staff as currently configured 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.

With the upcoming conclusion of Measure FF major construction activities and the full resumption of public services at all facilities, the Library in response to public surveying under Board direction and the evolving environment for the delivery of library services is positioning for the implementation of increased branch hours; thus, prompting the need for modifications to staffing. Additionally, an uptick in branch hours, likely to be affecting one morning and one evening, heightens the return to the citizens of Berkeley on their library investments.

The totality of the presented modifications are revised from what was presented on April 10<sup>th</sup>; in light of the recommendation to adopt the PIG rate at 5.12% the proposed Biennial Budget effects all staff modifications into the first year of the two-year cycle versus the prior two-year spread. Nonetheless, the staffing changes herein align 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 reduces supervisory workloads and moreover, 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. And, 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. The number of Library Pages is also increased. The Library Page is a true entry-level library opportunity previously limited to the Central Library; the position requires minimal qualifications and typically draws interest from a greater diversity of job seekers than that of other library vacancies, and oftentimes attracts candidates just entering or re-entering the workforce. The anticipated incremental cost to effect all of the proposed personnel changes in FY 2014 is a first year increase of \$199,979 followed by a corresponding rise of \$204,894 in FY 2015 for an total increase of 2.225 FTE. The proposed changes are detailed in the attachments, including organizational structure changes effected by adoption of the proposed changes. Additionally, a dedicated annual allocation of funding for on-call / NTE support of \$25,000 would be created to allow staffing on an as-needed basis for tasks associated with library maintenance encompassing the opening the new branch facilities as well as ongoing maintenance related projects. The Library will be reassessing needs in this area and how best to address them once the bond program is completed.

Lastly, ending budgeted labor expenses within the the Library Tax Fund are always subject to change based on labor cost calculations within the City's Fund\$ system once staffing headcount changes are entered; consequently, staffing costs may slightly vary than as presented in this report.

#### Non-Personnel

Core operations non-personnel costs are projected to increase \$62,003 in FY 2014 to \$3,628,007 and remain steady in 2015; with changes to the mix in costs between the years primarily due to contract costs and obligatory participation fees.

Discretionary cost changes from the draft budget presented on April 10<sup>th</sup> are limited to an increase in support for Library Materials from an original increase of \$135,000 in each biennial fiscal year for a FY 2014 total of \$1,152,000 and a FY 2015 total of \$1,277,000; a substantive increase of \$210,000 in FY14, and \$335,000 in FY15. Included in this support is \$27,000 annually dedicated for Tool Lending Library purchases. As well, the Library is exploring expanding use of shelf ready custom services of one of our major material suppliers, Baker and Taylor, at an estimated first year cost of \$110,000. A portion of the increased materials funding would be allocated to this purpose, offering service enhancements as reducing back-office time to get materials back to shelves and to fill holds on popular materials. An additional outcome would be the ability to reassign staff to other units, such as assisting with collection development, programming, and to staff public service stations.



Discretionary costs are as follows:

<b>Non-Personnel Discretionary Expenses</b>		
Description	FY14	FY15
AMH @ Central	\$100,000	
Library Materials	\$210,000	\$335,000
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	\$388,000	\$388,000

*Other Funds*

Other Funds revenue include a moderately reduced estimate to \$30,000 for the CLLS Grants Fund (304) award based on a letter dated April 10<sup>th</sup> from the CA State Library that the program will sustain a 4% reduction next fiscal year. One other expected grant is a \$15,000 Bay Friendly award for the Claremont Branch landscaping. Public photocopier revenue into the Transaction-based Revenue Fund (302) is projected for both budget years at \$20,000.

Other Funds expenditures are appropriated at \$33,800 for Berkeley Reads, \$15,000 for Bay-Friendly landscaping projects and maintenance, and unspent FY 2013 awards of \$2,000 for the *Berkeley Comic Arts Festival* and \$17,845 for the Incident Tool Kit project. Additionally, public photocopier expenses are paid out of the Transaction-based Revenue Fund Fund.

*Gifts Fund*

On May 15, 2013 by motion and vote the Friends of the Berkeley Public Library committed to fund an FY 2014 gift of \$82,004 dedicated to a variety of library programs scheduled to be conducted over the coming fiscal year. No projection has been included in the FY 2015 budget for a Friends gift. FY 2014 has also been budgeted for redesign and renovation of the Teen Space at the Central Library for \$125,000 to be funded from the Fund’s balance or possibly by the Foundation.

*Measure FF Fund*

With the opening of the newly constructed West Branch Library in fall 2013 as the final major Measure FF project bond proceeds are projected to be fully spent in fiscal year 2014.

*Library Foundation – FF&E Fund*

A final payout of \$1M from the Foundation’s *We ♥ Our Librairies* capital campaign for furniture, fixtures, and equipment to go into the new branch libraries is projected for FY 2014. All campaign proceeds are budgeted to be expended by the end of fiscal year 2015.

**CURRENT SITUATION**

At the April 10, 2013 regular Board meeting the Trustees were presented a preliminary draft biennial budget for the Library Tax Fund. This report supplements that prior proposed biennial budget package as it now contains all Library Funds. Importantly, this package includes the recommended officially released



compliant percentage rate (per capita personal income growth factor for California) for the square footage based library tax assessment.

The Board of Library Trustees by approval of Resolution No. 12-084 on December 19, 2012 adopted the biennial budget priorities as follows:

- 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 Library believes the FY14 and FY15 biennial budget contained herein directly addresses each budget priority in a balanced approach while also marking a significant milestone as the Library resumes full public service at all five points of service, and moreover, with a branch library system entirely renewed and rejuvenated due to the generosity of the citizens of Berkeley, and the deep support of the Library Foundation and the Friends of the Library. Combined with the FY 2014 revenue increase generated from the per capita personal income growth rate for California at 5.12% the Library is determined and excited to expand its services to its patrons through increased hours at the the newly updated branches, to adapt its offerings to a changing service environment, and to soon unveil a revamped website presence. These opportunities present different challenges than those experienced over the past several years; nevertheless, the Library, steadfast to its commitment of service to the Berkeley community remains mindful of its duty to always act in a manner that is fiscally prudent and responsible.

#### ALTERNATIVE ACTIONS

No alternative actions are proposed at this time.

#### FUTURE ACTION

Once adopted by the Library Board of Trustees the Library will report the final budget to the City Manager's Office for inclusion in the comprehensive budget for the City.



Attachments:

1. Resolution
2. Biennial Budget Timeline
3. Proposed Revenue Biennial Budget by Fund
4. Proposed Expense Biennial Budget by Fund
5. Proposed Biennial Budget Revenue Adjustments
6. Personnel – Proposed Expenditure Changes to the Base Budget
7. Proposed Biennial Budget Personnel Expense Adjustments
8. Proposed Biennial Budget Non-Personnel Expense Adjustments
9. Friends of the Berkeley Public Library – FY 2014 Gift Funding Requests
10. Library Tax Fund 5-Year Fund Analysis
11. Other Funds 5-Year Fund Analysis
12. Gifts Fund 5-Year Fund Analysis
13. Foundation FF&E Fund 5-Year Analysis
14. Measure FF Fund 5-Year Fund Analysis
15. Position FTE Summary by Division
16. Position FTE Summary by Classification
17. Position FTE Summary Detail
18. Organization Chart



**BERKELEY PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES**

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

**APPROVE THE PROPOSED BIENNIAL REVENUE BUDGET FOR FY 2014 OF \$17,304,774 AND FOR FY 2015 OF \$16,523,685 AND THE PROPOSED BIENNIAL EXPENDITURE BUDGET FOR FY 2014 OF \$21,445,748 AND FOR FY 2015 OF \$16,847,890**

WHEREAS, the Director of Library Services and Deputy Director of Library Services conducted a series of brainstorming sessions and discussions with all divisions and branches, and hosted a staff budget workshop to hear, identify, and incorporate needs and concerns for the FY 2014 and FY 2015 biennial budget period; and

WHEREAS, on December 19, 2012, the Board of Library Trustees by Resolution No. 12-084 adopted budget priorities for FY 2014 and FY 2015; and

WHEREAS, at the March 13, 2013 meeting of the Board of Library Trustees, the Library conducted the first of two public workshops on the Biennial Budget; and

WHEREAS, at the April 10, 2013 meeting of the Board of Library Trustees, the Library conducted the second of two public workshops on the Biennial Budget; and

WHEREAS, the Director of Library Services, the Deputy Director of Library Services, and the Administrative and Fiscal Services Manager have submitted balanced budgets for FY 2014 and FY 2014 to the Board of Library Trustees for their approval; and

WHEREAS, the Board of Library Trustees must adopt the biennial budgets no later than June 30, 2013; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to approve the Biennial Budgets for FY 2014 of revenue of \$17,304,774 and expenditures of \$21,445,748 and for FY 2015 of revenue of \$16,523,685 and expenditures of \$16,847,890 as presented.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on April 23, 2013 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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Winston Burton, Chairperson

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





**BIENNIAL BUDGET TIMELINE**

FY 2014 / FY 2015

- 10OCT12 – BOLT Biennial Budget Introduction
- NOV12/DEC12 – Director/Deputy Director Budget Meetings with Department Managers
- 30NOV12 – All-Staff Budget Update
- 19DEC12 – BOLT Adoption of Biennial Budget Priorities (Resolution No.: 12-084)
- 1MAR13 – Staff Workshop I
- 13MAR13 – BOLT Budget Workshop I
- 10APR13 – BOLT Budget Workshop II
- 10APR13 – BOLT Workshop II and Draft Budget Report
- 29MAY13 – BOLT FY2013 3Q Report, Tax Rate Recommendation, and Proposed Biennial Budget
- 25JUN13 – City Council Biennial Budget Adoption



## REVENUES BY FUND

## Berkeley Public Library w/CoB

Ele/Obj	Account Description	Lib Dscr 301	DL/ILL 302	Grants 304	Gift 306	Fndn FFE 307	Mse FF 308	FY 2014	Lib Dscr 301	DL/ILL 302	Grants 304	Gift 306	FFE 307	Mse FF 308	FY 2015
01-01	Refund on Bills	2,000						2,000	2,000						2,000
13-15	Library Tax	15,870,770						15,870,770	16,188,185						16,188,185
20-07	Library Svc&Constr Act			30,000				30,000			30,000				30,000
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				82,004			82,004							
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)														
99-99	Miscellaneous Revenue	8,500	20,000					28,500	8,500	20,000					28,500
<b>Total</b>	<b>BPL w/CoB</b>	16,156,270	20,000	45,000	82,004	1,000,000	1,500	17,304,774	16,473,685	20,000	30,000				16,523,685



## EXPENDITURES BY FUND

## BERKELEY PUBLIC LIBRARY (w/CoB)

Elmnt-Object	Description	Lib Dscr 301	DL / ILL 302	Grants 304	Gift 306	FFE 307	Mse FF 308	FY 2014	Lib Dscr 301	DL / ILL 302	Grants 304	Gift 306	FFE 307	FY 2015
11-01	Monthly Rated Employees	7,354,582						7,354,582	7,354,582					7,354,582
11-03	Hourly and Daily Rated Empl	248,661		23,286			27,943	299,890	248,661		23,286			271,947
11-04	Monthly Rated - Part Benefitted	319,628						319,628	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
	<b>Prsnl Svcs-Salaries and Wages</b>	7,946,019		23,286			27,943	7,997,248	7,946,019		23,286			7,969,305
20-11	Medical Insurance	1,174,190						1,174,190	1,279,392					1,279,392
20-12	Dental Insurance	167,125						167,125	176,213					176,213
20-13	Life Insurance	7,422						7,422	7,422					7,422
20-21	Cash-in-Lieu	58,207						58,207	61,591					61,591
20-31	Pers/Misc Other	2,317,121						2,317,121	2,332,638					2,332,638
20-34	PARS (3.75%)	22,812		929			1,114	24,855	22,812		929			23,741
20-36	SRIP	285,653						285,653	285,653					285,653
20-40	Medicare Tax	105,622						105,622	105,679					105,679
20-63	Retirement Med: Misc. Emp Medical Trusts	227,158						227,158	227,158					227,158
20-71	Workers Comp: Workers Comp Charges	164,836						164,836	164,895					164,895
20-82	Allowances: Shoes Allowance	1,012						1,012	1,012					1,012
20-87	Terminal Payouts-Misc.Emp	135,223						135,223	135,223					135,223
20-90	Other Employee Benefits	285,059						285,059	285,059					285,059
20-91	Commuter Check	19,696						19,696	19,696					19,696
27-20	Fringe Benefits (Budget)	19,664		786			943	21,393	19,664		786			20,450
	<b>Prsnl Svcs-Fringe Benefits</b>	4,990,800		1,714			2,057	4,994,571	5,124,107		1,714			5,125,821
20-99	Salary Savings	(253,691)						(253,691)	(256,243)					(256,243)
	<b>Personal Services-Employee</b>	12,683,128		25,000			30,000	12,738,128	12,813,883		25,000			12,838,883

## Attachment 4 (cont)

## EXPENDITURES BY FUND

## BERKELEY PUBLIC LIBRARY (w/CoB)

Elmnt- Object	Description	Lib Dscr 301	DL / ILL 302	Grants 304	Gift 306	FFE 307	Mse FF 308	FY 2014	Lib Dscr 301	DL / ILL 302	Grants 304	Gift 306	FFE 307	FY 2015
30-35	Professional: Engnrng & Architecural Svcs						75,000	75,000						
30-38	Professional: Misc Prof Svcs	318,600		2,000	125,000	100,000	675,000	1,220,600	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	4,500						4,500	4,500					4,500
	<b>Purchased Prof &amp; Tech Svcs</b>	906,950	2,500	2,000	125,000	100,000	750,000	1,886,450	906,950	2,500				909,450
35-20	County/State/Fed Pymts.	5,000						5,000	5,000					5,000
	<b>Grants &amp; Gvrnmntl Payments</b>	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	137,200						137,200	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			18,800	82,004		50,000	150,804						
	<b>Other Purchased Services</b>	635,321		19,300	83,849		50,000	788,375	585,321		500			585,821

Attachment 4 (cont)

EXPENDITURES BY FUND

BERKELEY PUBLIC LIBRARY (w/CoB)

Elmnt- Object	Description	Lib Dscr 301	DL / ILL 302	Grants 304	Gift 306	FFE 307	Mse FF 308	FY 2014	Lib Dscr 301	DL / ILL 302	Grants 304	Gift 306	FFE 307	FY 2015
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 Equipmt & Frntre	10,000						10,000	10,000					10,000
50-40	Rental of Software & Licenses	75						75	75					75
<b>Rentals / Leases</b>		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
<b>Mail Services</b>		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	Eq & Veh Supp: Spare Rplmnt 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	1,152,000			50,000			1,202,000	1,277,000			50,000		1,327,000
<b>Supplies</b>		1,340,330	8,500	21,846	51,750			1,422,426	1,465,330	8,500	4,000	50,000		1,527,830
60-20	Outside Janitorial Svcs	200,000						200,000	205,000					205,000
<b>Purchased Property Services</b>		200,000						200,000	205,000					205,000
65-70	Building - Existing Construction	150,000						150,000	175,000					175,000
65-75	Building - New Construction						2,334,420	2,334,420						
65-80	Other Infrastructure						7,350	7,350						
<b>Infrastructure</b>		150,000					2,341,770	2,491,770	175,000					175,000
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
<b>Property</b>		223,342				1,032,694		1,256,036	118,342					118,342

Attachment 4 (cont)

EXPENDITURES BY FUND

**BERKELEY PUBLIC LIBRARY (w/CoB)**

Elmnt- Object	Description	Lib Dscr 301	DL / ILL 302	Grants 304	Gift 306	FFE 307	Mse FF 308	FY 2014	Lib Dscr 301	DL / ILL 302	Grants 304	Gift 306	FFE 307	BSLN FY15
71-10	Small Equipment	20,500						20,500	20,500				50,000	70,500
71-43	Furniture and Fixtures	32,425				300,000		332,425	32,425				200,000	232,425
71-44	Computers & Printers	50,000				125,000		175,000	50,000					50,000
71-47	Computer Softwares & Lic	20,000						20,000	20,000					20,000
<b>Property Under Cap Limit</b>		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
<b>Internal Services</b>		10,564						10,564	10,564					10,564
<b>Other Expenses</b>		3,628,007	76,000	43,646	260,504	1,557,694	3,141,770	8,707,621	3,628,007	76,000	5,000	50,000	250,000	4,009,007
<b>Berkeley Public Library + CoB</b>		16,311,135	76,000	68,645	260,504	1,557,694	3,171,770	21,445,748	16,441,890	76,000	30,000	50,000	250,000	16,847,890





## REVENUE ADJUSTMENTS

Fund	DepDiv	Base	EleObj	Description	FY14	FY15	Comment
301	3302	311	13-15	Library Tax	471,050	480,471	Library Tax receipts
304	9101	331	20-07	Library Svc&Constr Act	30,000	30,000	CLLS estimated for Berkeley READS
304	9301	331	61-01	Max Recycling+Composting	15,000		(Claremont) Bay Friendly grant
				<b>Grants Fund (304)</b>	<b>45,000</b>	<b>30,000</b>	
306	9101	368	23-13	Friends of BPL	71,523	(10,481)	Friends Request FY 2014
306	9202	368	23-13	Friends of BPL	(26,350)	(26,350)	Friends Request FY 2014
306	9203	368	23-13	Friends of BPL	(7,300)	(7,300)	Friends Request FY 2014
306	9204	368	23-13	Friends of BPL	(6,150)	(6,150)	Friends Request FY 2014
306	9205	368	23-13	Friends of BPL	(3,386)	(3,386)	Friends Request FY 2014
306	9206	368	23-13	Friends of BPL	(6,860)	(6,860)	Friends Request FY 2014
306	9301	368	23-13	Friends of BPL	(1,500)	(1,500)	Friends Request FY 2014
306	9302	368	23-13	Friends of BPL	(4,000)		Friends Request FY 2014
306	9305	368	23-13	Friends of BPL	(1,800)	(1,800)	Friends Request FY 2014
306	9306	368	23-13	Friends of BPL	(500)	(500)	Friends Request FY 2014
306	9402	368	23-13	Friends of BPL	(20,000)	(20,000)	Friends Request FY 2014
				<b>Gifts Fund (306)</b>	<b>(6,323)</b>	<b>(84,327)</b>	
307	9301	368	23-12	BPL Foundation	(500,000)	(250,000)	Capital Campaign completed in FY 2013
308	9707	361	30-01	Interest-Investment Pool		(1,500)	Project expected completed
<b>Total</b>					<b>9,727</b>	<b>174,644</b>	



## 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
<b>Circulation (9201)</b>	<b>Total</b>			<b>(\$32,051)</b>		<b>(\$32,051)</b>	
Childrens (9202)	Librarian I/II	20	(2)	(\$146,256)	(2)	(\$146,396)	Eliminate
	Librarian II	40	1	\$137,244	1	\$139,149	Add
<b>Childrens (9202)</b>	<b>Total</b>			<b>(\$9,012)</b>		<b>(\$7,247)</b>	
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
<b>Art &amp; Music (9203)</b>	<b>Total</b>			<b>\$19,517</b>		<b>\$21,277</b>	
Reference (9204)	Specialist II	20	(1)	(\$65,975)	(1)	(\$66,032)	Eliminate
	Librarian I/II	32	(1)	(\$102,909)	(1)	(\$102,909)	Eliminate
	Librarian II	40	1	\$137,244	1	\$137,244	Increase to FT
<b>Reference (9204)</b>	<b>Total</b>			<b>(\$31,640)</b>		<b>(\$31,697)</b>	
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	2	\$20,858	2	\$20,858	Add
<b>North Branch (9302)</b>	<b>Total</b>			<b>\$56,786</b>		<b>\$56,818</b>	
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)	(1)	(\$59,242)	Eliminate
	Specialist II	40	1	\$108,782	1	\$108,782	Increase to FT
	Page	14	1	\$10,429	1	\$10,429	Add
<b>South Branch (9303)</b>	<b>Total</b>			<b>\$83,394</b>		<b>\$83,431</b>	
West Branch (9304)	Aide	15	(1)	(\$16,025)	(1)	(\$16,025)	Eliminate
	Aide	20	1	\$39,487	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)	(1)	(\$59,242)	eliminated
	Specialist II	40	1	\$108,782	1	\$108,782	Increase to FT
	Page	14	1	\$10,429	1	\$10,429	Add
<b>West Branch (9304)</b>	<b>Total</b>			<b>\$79,095</b>		<b>\$80,472</b>	
Claremont Branch (9305)	Aide	15	(1)	(\$16,025)	(1)	(\$16,025)	Eliminate
	Aide	20	1	\$39,487	1	\$39,487	Upgrade
	Page	14	1	\$10,429	1	\$10,429	Add
<b>Claremont Branch (9305)</b>	<b>Total</b>			<b>\$33,891</b>		<b>\$33,891</b>	

\*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.



## PERSONNEL EXPENDITURE ADJUSTMENTS

Fund	DepDiv	Base	EleObj	Description	FY14	FY15	Comment
301	9103	450	11-03	Hourly and Daily Rated Empl	25,000	25,000	for Maintenance call-in labor support
301	9101	450	20-99	Salary Savings	(67,498)	(70,050)	at 2% of gross payroll
301	Vari	450	Vari	Staffing Modifications	199,981	204,895	Service Adjustments
<b>Library Tax Fund (301)</b>					<b>157,483</b>	<b>159,845</b>	<b>Labor</b>
304	9205	450	11-03	Hourly and Daily Rated Empl	23,286	23,286	Funding preserved; estimate on FY13
304	9205	450	20-34	PARS (3.75%)	929	929	Funding preserved; estimate on FY13
304	9205	450	27-20	Fringe Benefits (Budget)	786	786	Funding preserved; estimate on FY13
<b>Grants Fund (304)</b>					<b>25,000</b>	<b>25,000</b>	<b>Labor</b>
305	9205	450	11-03	Hourly and Daily Rated Empl	(32,587)	(32,587)	CA State Library funding discontinued
305	9205	450	20-34	PARS (3.75%)	(1,222)	(1,222)	CA State Library funding discontinued
305	9205	450	27-20	Fringe Benefits (Budget)	(1,053)	(1,053)	CA State Library funding discontinued
<b>Public Library Fund (305)</b>					<b>(34,862)</b>	<b>(34,862)</b>	<b>Labor</b>
308	9301	450	11-03	Hourly and Daily Rated Empl	(37,388)	(65,331)	Delete Measure FF projects
308	9301	450	20-34	PARS (3.75%)	(1,336)	(2,450)	Delete Measure FF projects
308	9301	450	27-20	Fringe Benefits (Budget)	(1,167)	(2,110)	Delete Measure FF projects
<b>Measure FF Fund (308)</b>					<b>(39,891)</b>	<b>(69,891)</b>	<b>Labor</b>
<b>Labor</b>					<b>107,730</b>	<b>80,092</b>	<b>Total</b>



## NON-PERSONNEL EXPENDITURE REDUCTIONS

Fund	DepDiv	Base	EleObj	Description	FY14	FY15	Comment
301	9101	450	30-38	Prof: Misc Prof Svcs	25,000		Strategic Plan Consultant
301	9101	450	70-41	Automated Mats Hndling Sys	100,000		AMH at Central
301	9102	450	30-44	Field Equip Maint	50,000	50,000	Estimated increased equip count and pricing
301	9102	450	30-47	Software Maintenance	10,000	35,000	Estim. for Innovative ILS sys srvc subscription
301	9102	450	40-31	Telephones	10,000	10,000	Xfr from: Estimate for increase AT&T telecom
301	9102	450	70-44	Computers & Printers	(60,000)	(60,000)	Xfr to: 40-31 & 71-44 & 70-47 & 71-47
301	9102	450	70-47	Computer Softwares & Lic	20,000	20,000	Estimated purchases
301	9102	450	71-44	Computers & Printers	25,000	25,000	Xfr from: 40-31
301	9102	450	71-47	Software & Licenses	5,000	5,000	Estimated purchases
301	9103	450	30-43	Bldg & Structures Maint Svcs	35,000	35,000	General maint costs increase
301	9103	450	60-20	Outside Janitorial Svcs	20,000	25,000	Based on bidding for Central & Branch sites
301	9150	450	40-31	Communications: Telephones	(36,250)	(86,250)	Delete VoIP CoB project
301	9150	450	65-70	Building - Existing Construction	(50,000)	(25,000)	Readjust to estimated needs
301	9201	450	30-51	Bank Credit Card Fees	600	600	per CoB annual estimate for Library
301	9201	450	40-50	Printing and Binding	10,000	10,000	Read Local Publicity + Library Cards
301	9201	450	40-70	Advertising	10,000	10,000	Read Local Publicity + Library Cards
301	9202	450	70-44	Computers & Printers	5,000		2 AWE computers
301	9204	450	30-38	Professional: Misc Prof Svcs	5,000	5,000	Adult Programs: Small business seminars
301	9302	450	30-51	Bank Credit Card Fees	135	135	per CoB annual estimate for Library
301	9303	450	30-51	Bank Credit Card Fees	375	375	per CoB annual estimate for Library
301	9304	450	30-51	Bank Credit Card Fees	375	375	per CoB annual estimate for Library
301	9305	450	30-51	Bank Credit Card Fees	135	135	per CoB annual estimate for Library
301	9302	450	40-31	Telephones	(1,000)	(1,000)	Estimated at \$3K per Branch Library
301	9302	450	40-42	Utilities: Gas/Electricity	5,000	5,000	Estimated based on FY12 1st half actuals
301	9302	450	40-43	Utilities: Refuse	840	840	Estimated; charges originate from CoB
301	9303	450	40-31	Telephones	2,700	2,700	Estimated at \$3K per Branch Library
301	9303	450	40-41	Utilities: Water	4,750	4,750	Estimated between NB and CB
301	9303	450	40-42	Utilities: Gas/Electricity	23,500	23,500	Guestimated
301	9303	450	40-43	Utilities: Refuse	5,500	5,500	Estimated based on history
301	9303	450	50-10	Rental of Land/Buildings	(34,200)	(34,200)	Delete Temp TLL space rental at 8th Street
301	9304	450	40-31	Telephones	3,000	3,000	Estimated at \$3K per Branch Library
301	9304	450	40-41	Utilities: Water	4,000	4,000	Estimated between NB and CB
301	9304	450	40-42	Utilities: Gas/Electricity	20,000	20,000	Guestimated
301	9304	450	40-43	Utilities: Refuse	3,000	3,000	Estimated based on history
301	9305	450	40-31	Telephones	(500)	(500)	Estimated at \$3K per Branch Library
301	9305	450	40-41	Utilities: Water	2,200	2,200	Estimated between NB and CB
301	9305	450	40-42	Utilities: Gas/Electricity	16,000	16,000	Guestimated
301	9307	450	55-60	Library Materials	3,000	3,000	Increased support for Tools' materials
301	9402	450	55-60	Library Materials	210,000	335,000	Increased support for Collections' materials
				<b>Library Tax Fund (301)</b>	<b>453,160</b>	<b>453,160</b>	<b>Non-labor</b>



## NON-PERSONNEL EXPENDITURE REDUCTIONS

304	9101	450	30-38	Professional: Misc Prof Svcs	2,000		Unspent FY13 LSTA Comics Festival money
304	9101	450	40-90	Other	15,000		(Claremont) Bay Friendly Grant
304	9101	450	55-20	Field Supplies	17,846		FY13 Incident Toolkit Grant spend-down
304	9205	450	40-50	Printing and Binding	500	500	Funding preserved; estimate on FY13 award
304	9205	450	40-90	Other	3,800		Unspent FY13 CLLS money
304	9205	450	51-10	Postage	500	500	Funding preserved; estimate on FY13 award
304	9205	450	55-11	Office Supplies	1,000	1,000	Funding preserved; estimate on FY13 award
304	9205	450	55-20	Field Supplies	2,500	2,500	Funding preserved; estimate on FY13 award
304	9205	450	55-50	Food	500	500	Funding preserved; estimate on FY13 award
<b>Grants Fund (304)</b>					<b>43,646</b>	<b>5,000</b>	<b>Non-labor</b>
306	9101	450	30-38	Professional: Misc Prof Svcs	125,000		Teen Space Design and Remodel
306	9101	450	40-90	Other	(6,323)	(88,327)	Friends, estimated FY14 gift = \$82,099
306	9202	450	55-60	Library Materials	10,000	10,000	Alice Meyers Trust, estimated increase
306	9205	450	40-50	Printing and Binding	1,750		Raymond Family Foundation FY 2013 gift (50%)
306	9205	450	55-20	Field Supplies	1,750		Raymond Family Foundation FY 2013 gift (50%)
<b>Gifts Fund (306)</b>					<b>132,177</b>	<b>(78,327)</b>	<b>Non-labor</b>
307	9301	450	30-38	Professional: Misc Prof Svcs	100,000		Estimated, wind down of Branch projects
307	9301	450	70-41	Machinery and Equipment	(217,306)	(650,000)	Estimated, wind down of Branch projects
307	9301	450	70-43	Furniture and Fixtures	(100,000)	(600,000)	Estimated, wind down of Branch projects
307	9301	450	70-44	Computers & Printers	100,000		Estimated, wind down of Branch projects
307	9301	450	71-10	Small Equipment	(50,000)		Estimated, wind down of Branch projects
307	9301	450	71-44	Computers & Printers	125,000		Estimated, wind down of Branch projects
307	9301	450	71-43	Furniture & Fixtures		(100,000)	Estimated, wind down of Branch projects
<b>Foundation FF&amp;E Fund (307)</b>					<b>(42,306)</b>	<b>(1,350,000)</b>	<b>Non-labor</b>
308	9301	450	30-35	Prof: Eng & Architecural Svcs	25,000	(50,000)	Delete Measure FF projects
308	9301	450	30-38	Prof: Misc Prof Svcs	600,000	(75,000)	Delete Measure FF projects
308	9301	450	40-31	Communications: Telephones	(10,000)	(10,000)	Delete Measure FF projects
308	9301	450	40-41	Utilities: Water	(15,000)	(15,000)	Delete Measure FF projects
308	9301	450	40-42	Utilities: Gas/Electricity	(59,250)	(59,250)	Delete Measure FF projects
308	9301	450	40-50	Printing and Binding	(25,000)	(25,000)	Delete Measure FF projects
308	9301	450	40-70	Advertising	(6,000)	(6,000)	Delete Measure FF projects
308	9301	450	40-90	Other	(285,192)	(335,192)	Delete Measure FF projects
308	9301	450	50-10	Rental of Land/Buildings	(57,500)	(57,500)	Delete Measure FF projects
308	9301	450	65-75	Building - New Construction	971,812	(1,362,608)	Delete Measure FF projects
308	9301	450	65-80	Other Infrastructure	(650)	(8,000)	Delete Measure FF projects
308	9301	450	70-42	Vehicles	(16,105)	(16,105)	Delete Measure FF projects
<b>Measure FF Fund (308)</b>					<b>1,122,115</b>	<b>(2,019,655)</b>	<b>Non-labor</b>
<b>Non-Labor</b>					<b>1,708,792</b>	<b>(2,989,822)</b>	<b>Total</b>



## FRIENDS OF THE BERKELEY PUBLIC LIBRARY FY 2014 GIFT FUNDING COMMITMENT

Period: July 1, 2013 - June 30, 2014

DIVISION / PROGRAM		AMOUNT REQUESTED	EXPENDITURE CATEGORIES		
			Salaries/ Benefits	Services/ Contracts	Supplies
1	Admin - Staff Dvlpmnt/Events/Refreshments	\$11,425	\$125	\$10,500	\$800
2	Admin - Employee Wellness	1,850		300	1,550
3	A&M - Cncrts / Classes / Exhibits / Prgms	8,015	1,000	4,700	2,315
4	Berkeley READS - Literacy Program	3,400			3,400
5	Children's Services -Summer reading / Prgms	32,944		23,769	9,175
6	Teen Svcs - Prgms, Summer Rdng, Outreach	5,670	320	1,350	4,000
7	Reference - Prgms & Special Projects	6,000	200	5,400	400
8	North Branch	2,150		1,050	1,100
9	Volunteer Services celebration	400			400
10	West Branch	6,450		3,900	2,550
11	Branch FF West Branch opening	600		200	400
12	South Branch	1,500		1,300	200
13	Claremont Branch	1,600		1,100	500
<b>TOTALS</b>		<b>\$82,004</b>	<b>\$1,645</b>	<b>\$53,569</b>	<b>\$26,790</b>

Note: Funding approved by FoBPL motion and vote on May 15, 2013.



## LIBRARY TAX FUND (301): 5-YEAR FUND ANALYSIS

	FY 2012 FINAL	FY 2013 ADOPTED	FY 2013 REVISED	FY 2013 PROJECTED	FY 2014 PROJECTED	FY 2015 PROJECTED	FY 2016 PROJECTED
<b>Beginning Fund Balance</b>	<b>\$1,540,808</b>	<b>\$2,267,968</b>	<b>\$2,267,968</b>	<b>\$2,267,968</b>	<b>\$2,259,320</b>	<b>\$2,104,455</b>	<b>\$2,136,250</b>
<b>Revenues</b>							
Library Services Tax	\$14,606,137	\$15,028,438	\$15,028,438	\$15,097,764	\$15,870,770	\$16,188,185	\$16,511,949
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
<b>TOTAL REVENUE</b>	<b>\$14,909,060</b>	<b>\$15,313,938</b>	<b>\$15,313,938</b>	<b>\$15,383,264</b>	<b>\$16,156,270</b>	<b>\$16,473,685</b>	<b>\$16,798,949</b>
<b>Expenditures</b>							
<b>Operations</b>							
Salaries, Wages, Benefits	\$11,740,958	\$12,268,310	\$12,268,310	\$12,268,310	\$12,909,508	\$13,042,044	\$13,302,885
<b>Salaries, Wages, Benefits</b>							
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	\$12,655,817	\$12,785,801	\$13,027,885
Non-Personnel	516,299	696,585	819,896	719,746	899,005	799,005	700,000
Library Materials (incl Tool Lndng)	859,099	939,000	1,058,365	1,058,365	1,152,000	1,277,000	1,277,000
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	509,402	459,402	470,000
Janitorial	157,763	180,000	178,907	178,907	200,000	205,000	210,000
Software Maintenance	238,126	315,000	300,303	300,303	325,000	350,000	350,000
Computer & Software Prchse >\$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	150,000	175,000	200,000
<b>Subtotal:</b>	<b>\$14,160,739</b>	<b>\$15,252,964</b>	<b>\$15,722,821</b>	<b>\$15,366,004</b>	<b>\$16,279,824</b>	<b>\$16,409,808</b>	<b>\$16,609,885</b>
<b>Charges From Other Depts</b>							
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
<b>Subtotal:</b>	<b>\$21,161</b>	<b>\$25,908</b>	<b>\$25,908</b>	<b>\$25,908</b>	<b>\$31,311</b>	<b>\$32,082</b>	<b>\$34,000</b>
<b>TOTAL EXPENDITURES</b>	<b>\$14,181,900</b>	<b>\$15,278,872</b>	<b>\$15,748,729</b>	<b>\$15,391,912</b>	<b>\$16,311,135</b>	<b>\$16,441,890</b>	<b>\$16,643,885</b>
<b>Projected Surplus/(Shortfall) {Rev - Exp}</b>	<b>\$727,160</b>	<b>\$35,066</b>	<b>\$(434,791)</b>	<b>\$(8,648)</b>	<b>\$(154,865)</b>	<b>\$31,795</b>	<b>\$155,064</b>
<b>GROSS FUND BALANCE {Bal + Rev - Exp}</b>	<b>\$2,267,968</b>	<b>\$2,303,034</b>	<b>\$1,833,177</b>	<b>\$2,259,320</b>	<b>\$2,104,455</b>	<b>\$2,136,250</b>	<b>\$2,291,314</b>
Annual Committed Reserve		\$500,000	\$500,000	\$1,200,000	\$1,200,000	\$1,200,000	\$1,200,000
<b>Uncommitted Fund Balance</b>	<b>\$2,267,968</b>	<b>\$1,803,034</b>	<b>\$1,333,177</b>	<b>\$1,059,320</b>	<b>\$904,455</b>	<b>\$936,250</b>	<b>\$1,091,314</b>



## OTHER FUNDS (302, 304, 305): 5-YEAR FUND ANALYSIS

	FY 2012 FINAL	FY 2013 ADOPTED	FY 2013 REVISED	FY 2013 PROJECTED	FY 2014 PROJECTED	FY 2015 PROJECTED	FY 2016 PROJECTED
<b>Beginning Fund Balance</b>	<b>\$266,656</b>	<b>\$253,529</b>	<b>\$253,529</b>	<b>\$253,529</b>	<b>\$223,189</b>	<b>\$143,543</b>	<b>\$87,543</b>
Direct Loan Fund (302)	194,613	199,151	199,151	199,151			
Grants Fund (304)	13,330	(3,015)	(3,015)	(3,015)			
Public Library Fund (305)	58,713	57,393	57,393	57,393			
<b>Revenues</b>							
Direct Loan Fund	\$36,205						
Literacy Services & LSTA				34,170	30,000	30,000	
Miscellaneous Grant Revenue	15,000			50,691	15,000		
Public Library Fund (SB 358)							
Other	21,987	20,000	20,000	20,000	20,000	20,000	30,000
<b>TOTAL REVENUE</b>	<b>\$73,192</b>	<b>\$20,000</b>	<b>\$20,000</b>	<b>\$104,861</b>	<b>\$65,000</b>	<b>\$50,000</b>	<b>\$30,000</b>
<b>Expenditures</b>							
<b>Operations</b>							
Personnel	\$3,234	\$34,930	\$34,930	\$34,170	\$25,000	\$25,000	\$35,000
Non-Personnel	83,084	76,000	117,356	101,032	119,646	81,000	80,000
Library Materials							
<b>TOTAL EXPENDITURES</b>	<b>\$86,318</b>	<b>\$110,930</b>	<b>\$152,286</b>	<b>\$135,202</b>	<b>\$144,646</b>	<b>\$106,000</b>	<b>\$115,000</b>
<b>Projected Surplus/Shortfall (Rev - Exp)</b>	<b>\$(13,126)</b>	<b>\$(90,930)</b>	<b>\$(132,286)</b>	<b>\$(30,341)</b>	<b>\$(79,646)</b>	<b>\$(56,000)</b>	<b>\$(85,000)</b>
<b>GROSS FUND BALANCE (Bal + Rev - Exp)</b>	<b>\$253,529</b>	<b>\$162,599</b>	<b>\$121,243</b>	<b>\$223,189</b>	<b>\$143,543</b>	<b>\$87,543</b>	<b>\$2,543</b>





## GIFTS FUND (306): 5-YEAR FUND ANALYSIS

	FY 2012 FINAL	FY 2013 ADOPTED	FY 2013 REVISED	FY 2013 PROJECTED	FY 2014 PROJECTED	FY 2015 PROJECTED	FY 2016 PROJECTED
<b>Beginning Fund Balance</b>	<b>\$609,927</b>	<b>\$531,885</b>	<b>\$531,885</b>	<b>\$531,885</b>	<b>\$483,965</b>	<b>\$305,465</b>	<b>\$255,465</b>
<b>Revenues</b>							
Friends of BPL	\$86,810		\$88,327	\$88,327	\$82,004		
BPL Foundation	500						
Donations/Private	6,882						
Interest/Misc. Revenues	140			1,500			
<b>TOTAL REVENUE</b>	<b>\$94,332</b>	<b>\$-</b>	<b>\$88,327</b>	<b>\$89,827</b>	<b>\$82,004</b>	<b>\$-</b>	<b>\$-</b>
<b>Expenditures</b>							
<b>Operations</b>							
Personnel	\$3,202		\$2,615	\$2,615			
Non-Personnel	39,065	88,327	36,326	36,326	85,504		
Professional Services	58,946		38,206	38,206	125,000		
Library Materials	62,367	40,000	60,600	60,600	50,000	50,000	
Computer Hardware/Software	8,797						
FF&E Accommodation							
<b>Subtotal:</b>	<b>\$172,377</b>	<b>\$128,327</b>	<b>\$137,747</b>	<b>\$137,747</b>	<b>\$260,504</b>	<b>\$50,000</b>	<b>\$-</b>
<b>TOTAL EXPENDITURES</b>	<b>\$172,377</b>	<b>\$128,327</b>	<b>\$137,747</b>	<b>\$137,747</b>	<b>\$260,504</b>	<b>\$50,000</b>	<b>\$-</b>
<b>Projected Surplus / (Deficit) (Rev - Exp)</b>	<b>\$(78,045)</b>	<b>\$(128,327)</b>	<b>\$(49,420)</b>	<b>\$(47,920)</b>	<b>\$(178,500)</b>	<b>\$(50,000)</b>	<b>\$-</b>
<b>GROSS FUND BALANCE (Bal + Rev - Exp)</b>	<b>\$531,885</b>	<b>\$403,558</b>	<b>\$482,465</b>	<b>\$483,965</b>	<b>\$305,465</b>	<b>\$255,465</b>	<b>\$255,465</b>



## FOUNDATION FF&E FUND (307): 5-YEAR FUND ANALYSIS

	FY 2011 FINAL	FY 2012 FINAL	FY 2013 ADOPTED	FY 2013 REVISED	FY 2013 PROJECTED	FY 2014 PROJECTED	FY 2015 PROJECTED
<b>Beginning Fund Balance</b>	<b>\$50,000</b>	<b>\$249,745</b>	<b>\$307,694</b>	<b>\$307,694</b>	<b>\$307,694</b>	<b>\$807,694</b>	<b>\$250,000</b>
<b>Revenues</b>							
Foundation	\$200,000	\$800,000	\$1,000,000	\$1,500,000	\$1,250,000	\$1,000,000	
Misc./ Interest							
<b>TOTAL REVENUE</b>	<b>\$200,000</b>	<b>\$800,000</b>	<b>\$1,000,000</b>	<b>\$1,500,000</b>	<b>\$1,250,000</b>	<b>\$1,000,000</b>	<b>\$-</b>
<b>Expenditures</b>							
Personnel							
Consultants	255	37,952			5,460	100,000	
Furniture and Fixtures		383,846	500,000	900,000	400,000	800,000	200,000
Equipment		314,932	500,000	700,000	344,540	657,694	50,000
Miscellaneous/Other		5,320					
<b>TOTAL EXPENDITURES</b>	<b>\$255</b>	<b>\$742,050</b>	<b>\$1,000,000</b>	<b>\$1,600,000</b>	<b>\$750,000</b>	<b>\$1,557,694</b>	<b>\$250,000</b>
<b>Projected Surplus/Shortfall (Rev - Exp)</b>	<b>\$199,745</b>	<b>\$57,950</b>	<b>\$-</b>	<b>\$(100,000)</b>	<b>\$500,000</b>	<b>\$(557,694)</b>	<b>\$(250,000)</b>
<b>GROSS FUND BALANCE (Bal + Rev - Exp)</b>	<b>\$249,745</b>	<b>\$307,694</b>	<b>\$307,694</b>	<b>\$207,694</b>	<b>\$807,694</b>	<b>\$250,000</b>	<b>\$-</b>



## MEASURE FF FUND (308): 5-YEAR FUND ANALYSIS

	FY 2009 FINAL	FY 2010 FINAL	FY 2011 FINAL	FY 2012 FINAL	FY 2013 ADOPTED	FY 2013 REVISED	FY 2013 PROJECTED	FY 2014 PROJECTED	FY 2015 PROJECTED
<b>Beginning Fund Balance</b>		\$9,955,299	\$8,510,959	\$22,130,714	\$13,726,851	\$13,726,851	\$13,726,851	\$3,170,270	\$-
<b>Revenues</b>									
Bond Proceeds	\$10,000,000		\$16,428,536						
Misc./ Interest		13,641	28,477	5,508	1,500	1,500	18,229	1,500	
<b>TTL REVENUE</b>	<b>\$10,000,000</b>	<b>\$13,641</b>	<b>\$16,457,013</b>	<b>\$5,508</b>	<b>\$1,500</b>	<b>\$1,500</b>	<b>\$18,229</b>	<b>\$1,500</b>	<b>\$-</b>
<b>Expenditures</b>									
Bond Issuance	35,425		310,207						
<b>Operations</b>									
Personnel		\$6,126	\$35,234	\$100,760	\$70,099	\$70,099	\$74,810	\$30,000	
Consultants	9,277	1,324,942	1,337,742	1,321,658	125,000	1,028,373	1,100,000	750,000	
Building		112,704	1,023,319	6,770,851	1,370,608	11,682,568	6,500,000	2,334,420	
Misc./Utilities/Other		14,209	111,169	135,316	445,190	468,905	2,847,563	50,000	
Othr Infrastr/Public Art			19,587	80,790	78,857	78,857	52,437	7,350	
<b>TTL EXPENDITURES</b>	<b>\$44,702</b>	<b>\$1,457,981</b>	<b>\$2,837,258</b>	<b>\$8,409,375</b>	<b>\$2,089,754</b>	<b>\$13,328,802</b>	<b>\$10,574,810</b>	<b>\$3,171,770</b>	<b>\$-</b>
<b>Projected Surplus/Shortfall (Rev - Exp)</b>	\$9,955,299	\$(1,444,340)	\$13,619,755	\$(8,403,867)	\$(2,088,254)	\$(13,327,302)	\$(10,556,581)	\$(3,170,270)	\$-
<b>GROSS FUND BALANCE (Bal + Rev - Exp)</b>	<b>\$9,955,299</b>	<b>\$8,510,959</b>	<b>\$22,130,714</b>	<b>\$13,726,851</b>	<b>\$11,638,597</b>	<b>\$399,549</b>	<b>\$3,170,270</b>	<b>\$-</b>	<b>\$-</b>



BERKELEY PUBLIC LIBRARY  
 FY: 2013 / 2014 / 2015 - LABOR PAYROLL

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DepDiv	Position		FTE		
	Title	No.	FY2013	FY 2014	FY 2015
9101	ACCOUNTING OFF SPEC III	4240	1.000	1.000	1.000
	ACCOUNTING OFF SPEC III	4240	1.000	1.000	1.000
	ADMIN & FISCAL SVS MGR	1463	1.000	1.000	1.000
	ADMINISTRATIVE SECRETARY	4613	1.000	1.000	1.000
	ASSOCIATE HUMAN RESOURCES	2703	1.000	1.000	1.000
	DEPUTY DIRECTOR OF LIBRAR	1211	1.000	1.000	1.000
	DIRECTOR OF LIBRARY SERVI	1115	1.000	1.000	1.000
	LIBRARY SERVICES MANAGER	1468	1.000	1.000	1.000
	OFFICE SPECIALIST II	4703	1.000	1.000	1.000
		<b>Administration</b>		<b>9.000</b>	<b>9.000</b>
9102	INFORMATION SYSTEMS SPECI	2830	1.000	1.000	1.000
	INFORMATION SYSTEMS SPECI	2830	1.000	1.000	1.000
	INFORMATION SYSTEMS SUPPO	3605	1.000	1.000	1.000
	LIBRARIAN II	2604	1.000	1.000	1.000
	LIBRARY INFO SYS ADMINIST	1464	1.000	1.000	1.000
		<b>Information Systems</b>		<b>5.000</b>	<b>5.000</b>
9103	BUILDING MAINTENANCE MECH	5106	1.000	1.000	1.000
	BUILDING MAINTENANCE SUPE	5117	1.000	1.000	1.000
		<b>Facilities Maintenance</b>		<b>2.000</b>	<b>2.000</b>

DepDiv	Position		FTE		
	Title	No.	FY 2013	FY 2014	FY 2015
9201	CENTRAL SERVICES AIDE	4401	0.750	0.750	0.750
	CENTRAL SERVICES AIDE	4401	1.000	1.000	1.000
	CIRCULATION SERVICES MANA	1469	1.000	1.000	1.000
	LIBRARY AIDE	4245	0.500	0.500	0.500
	LIBRARY AIDE	4245	0.500	0.500	0.500
	LIBRARY AIDE	4245	0.500	0.500	0.500
	LIBRARY AIDE	4245	0.500	0.500	0.500
	LIBRARY AIDE	4245	0.500	0.500	0.500
	LIBRARY AIDE	4245	0.500	0.500	0.500
	LIBRARY AIDE	4245	0.500	0.500	0.500
	LIBRARY AIDE	4245	0.500	0.500	0.500
	LIBRARY AIDE	4245	0.500	0.500	0.500
	LIBRARY AIDE	4245	0.500	0.500	0.500
	LIBRARY AIDE	4245	0.500	0.500	0.500
	LIBRARY ASSISTANT	4213	0.500	0.500	0.500
	LIBRARY ASSISTANT	4213	0.750	0.750	0.750
	LIBRARY ASSISTANT	4213	0.500	0.500	0.500
	LIBRARY ASSISTANT	4213	1.000	1.000	1.000
	LIBRARY ASSISTANT	4213	0.500	0.500	0.500
	LIBRARY ASSISTANT	4213	0.500	0.500	0.500
	LIBRARY ASSISTANT	4213	0.750	0.750	0.750
	LIBRARY ASSISTANT	4213	0.500	0.500	0.500
	LIBRARY ASSISTANT	4213	0.500	0.500	0.500
	LIBRARY ASSISTANT	4213	1.000	1.000	1.000
	LIBRARY ASSISTANT	4213	0.500	0.500	0.500
	LIBRARY SPECIALIST I	4250	1.000	1.000	1.000
	LIBRARY SPECIALIST I	4250	1.000	1.000	1.000
	SUPERVISING LIBRARY ASSIS	9609	1.000	1.000	1.000
	SUPERVISING LIBRARY ASSIS	9609	1.000	1.000	1.000
	SUPERVISING LIBRARY ASSIS	9609	1.000	1.000	1.000
	LIBRARY PAGE	4246	0.350	0.350	0.350
	LIBRARY PAGE	4246	0.350	0.350	0.350
	LIBRARY PAGE	4246	0.350	0.350	0.350
	LIBRARY PAGE	4246	0.350	0.350	0.350
	LIBRARY AIDE	4245	0.375	0.375	0.375
	LIBRARY AIDE	4245	0.375	0.375	0.375
	LIBRARY AIDE	4245	0.375	0.375	0.375
	LIBRARY AIDE	4245	0.375	0.375	0.375
	LIBRARY AIDE	4245	0.375	0.000	0.000
	LIBRARY AIDE	4245	0.375	0.000	0.000
LIBRARY AIDE	4245	0.375	0.375	0.375	
<b>Circulation Services</b>		<b>24.275</b>	<b>23.525</b>	<b>23.525</b>	



DepDiv	Position		FTE			
	Title	No.	FY 2013	FY 2014	FY 2015	
9202	LIBRARIAN I	2605	0.500	0.000	0.000	
	LIBRARIAN II	2604	1.000	1.000	1.000	
	LIBRARIAN II	2604	0.500	0.500	0.500	
	LIBRARIAN II	2604	0.600	0.600	0.600	
	LIBRARIAN II	2604	0.500	0.000	0.000	
	LIBRARIAN II	2604		1.000	1.000	
	LIBRARY AIDE	4245	0.500	0.500	0.500	
	LIBRARY AIDE	4245	0.500	0.500	0.500	
	LIBRARY AIDE	4245	0.500	0.500	0.500	
	LIBRARY SPECIALIST II	9610	0.800	0.800	0.800	
	SENIOR LIBRARIAN	2606	1.000	1.000	1.000	
	SUPERVISING LIBRARIAN	2603	1.000	1.000	1.000	
	SUPERVISING LIBRARY ASSIS	9609	1.000	1.000	1.000	
	LIBRARY AIDE	4245	0.375	0.375	0.375	
	LIBRARY AIDE	4245	0.375	0.375	0.375	
	LIBRARY AIDE	4245	0.375	0.375	0.375	
		<b>Childrens Services</b>		<b>9.525</b>	<b>9.525</b>	<b>9.525</b>
	9203	LIBRARIAN II	2604	0.500	0.000	0.000
LIBRARIAN II		2604	1.000	1.000	1.000	
LIBRARIAN II		2604	0.500	0.500	0.500	
LIBRARIAN II		2604	0.500	0.000	0.000	
LIBRARIAN II		2604		1.000	1.000	
LIBRARY SPECIALIST II		9610	0.500	0.500	0.500	
LIBRARY SPECIALIST II		9610	0.800	1.000	1.000	
		<b>Art+Music</b>		<b>3.800</b>	<b>4.000</b>	<b>4.000</b>
9204	LIBRARIAN II	2604	0.500	0.500	0.500	
	LIBRARIAN II	2604	1.000	1.000	1.000	
	LIBRARIAN II	2604	0.500	0.500	0.500	
	LIBRARIAN II	2604	0.700	0.700	0.700	
	LIBRARIAN II	2604	0.800	1.000	1.000	
	LIBRARIAN II	2604	1.000	1.000	1.000	
	LIBRARIAN II	2604	1.000	1.000	1.000	
	LIBRARY SPECIALIST II	9610	1.000	1.000	1.000	
	LIBRARY SPECIALIST II	9610	0.900	0.900	0.900	
	LIBRARY SPECIALIST II	9610	0.500	0.000	0.000	
	SUPERVISING LIBRARIAN	2603	1.000	1.000	1.000	
		<b>Reference</b>		<b>8.900</b>	<b>8.600</b>	<b>8.600</b>

DepDiv	Position		FTE		
	Title	No.	FY 2013	FY 2014	FY 2015
9205	LIBRARY ASSISTANT	4213	0.500	0.500	0.500
	LIBRARY LITERACY PROGRAM	2615	1.000	1.000	1.000
	LIBRARY SPECIALIST I	4250	1.000	1.000	1.000
	<b>Literacy Programs</b>		<b>2.500</b>	<b>2.500</b>	<b>2.500</b>
9302	LIBRARIAN II	2604	1.000	1.000	1.000
	LIBRARY AIDE	4245	0.500	0.500	0.500
	LIBRARY AIDE	4245	0.500	0.500	0.500
	LIBRARY ASSISTANT	4213	0.500	0.500	0.500
	LIBRARY ASSISTANT	4213	0.500	0.500	0.500
	LIBRARY ASSISTANT	4213	0.500	0.500	0.500
	LIBRARY SPECIALIST II	9610	0.500	0.500	0.500
	LIBRARY SPECIALIST II	9610	0.500	0.500	0.500
	LIBRARY SPECIALIST II	9610	0.800	1.000	1.000
	SUPERVISING LIBRARIAN	2603	1.000	1.000	1.000
	SUPERVISING LIBRARY ASSIS	9609	1.000	1.000	1.000
	LIBRARY AIDE	4245	0.375	0.375	0.375
	LIBRARY AIDE	4245	0.375	0.000	0.000
	LIBRARY AIDE	4245	0.375	0.000	0.000
	LIBRARY AIDE	4245		0.500	0.500
	LIBRARY PAGE	4246		0.350	0.350
	LIBRARY PAGE	4246		0.350	0.350
	YOUTH ENROLLEE INTERN	6718	0.200	0.200	0.200
	<b>North Branch</b>		<b>8.625</b>	<b>9.275</b>	<b>9.275</b>
	9303	LIBRARIAN II	2604	1.000	1.000
LIBRARY ASSISTANT		4213	0.500	0.500	0.500
LIBRARY ASSISTANT		4213	0.500	0.500	0.500
LIBRARY SPECIALIST II		9610	0.500	0.500	0.500
LIBRARY SPECIALIST II		9610	0.500	1.000	1.000
SUPERVISING LIBRARIAN		2603	1.000	1.000	1.000
SUPERVISING LIBRARY ASSIS		9609	1.000	1.000	1.000
LIBRARY AIDE		4245	0.375	0.375	0.375
LIBRARY AIDE		4245	0.375	0.375	0.375
LIBRARY AIDE		4245	0.375	0.000	0.000
LIBRARY AIDE		4245		0.500	0.500
LIBRARY PAGE		4246		0.350	0.350
YOUTH ENROLLEE INTERN		6718	0.200	0.200	0.200
<b>South Branch</b>			<b>6.325</b>	<b>7.300</b>	<b>7.300</b>

DepDiv	Position		FTE			
	Title	No.	FY 2013	FY 2014	FY 2015	
9304	LIBRARIAN II	2604	1.000	1.000	1.000	
	LIBRARIAN II	2604	1.000	1.000	1.000	
	LIBRARY ASSISTANT	4213	0.500	0.000	0.000	
	LIBRARY ASSISTANT	4213	0.500	0.000	0.000	
	LIBRARY ASSISTANT	4213		1.000	1.000	
	LIBRARY SPECIALIST II	9610	0.500	0.500	0.500	
	LIBRARY SPECIALIST II	9610	0.500	0.000	0.000	
	LIBRARY SPECIALIST II	9610		1.000	1.000	
	SUPERVISING LIBRARIAN	2603	1.000	1.000	1.000	
	SUPERVISING LIBRARY ASSIS	9609	1.000	1.000	1.000	
	LIBRARY AIDE	4245	0.375	0.000	0.000	
	LIBRARY AIDE	4245	0.375	0.375	0.375	
	LIBRARY AIDE	4245	0.375	0.375	0.375	
	LIBRARY AIDE	4245		0.500	0.500	
	LIBRARY PAGE	4246		0.350	0.350	
	YOUTH ENROLLEE INTERN	6718	0.200	0.200	0.200	
		<b>West Branch</b>		<b>7.325</b>	<b>8.300</b>	<b>8.300</b>
	9305	LIBRARIAN II	2604	1.000	1.000	1.000
LIBRARIAN II		2604	1.000	1.000	1.000	
LIBRARY ASSISTANT		4213	0.500	0.500	0.500	
LIBRARY ASSISTANT		4213	0.500	0.500	0.500	
LIBRARY SPECIALIST II		9610	0.500	0.500	0.500	
LIBRARY SPECIALIST II		9610	0.750	0.750	0.750	
SUPERVISING LIBRARIAN		2603	1.000	1.000	1.000	
SUPERVISING LIBRARY ASSIS		9609	1.000	1.000	1.000	
LIBRARY AIDE		4245	0.375	0.000	0.000	
LIBRARY AIDE		4245	0.375	0.375	0.375	
LIBRARY AIDE		4245	0.375	0.375	0.375	
LIBRARY AIDE		4245	0.375	0.375	0.375	
LIBRARY AIDE		4245		0.500	0.500	
LIBRARY PAGE		4246		0.350	0.350	
YOUTH ENROLLEE INTERN		6718	0.200	0.200	0.200	
		<b>Claremont Branch</b>		<b>7.950</b>	<b>8.425</b>	<b>8.425</b>
9307		TOOL LENDING SPECIALIST	6301	0.700	0.700	0.700
		TOOL LENDING SPECIALIST	6301	0.700	0.700	0.700
	TOOL LENDING SPECIALIST	6301	0.675	0.675	0.675	
		<b>Tool Lending Library</b>		<b>2.075</b>	<b>2.075</b>	<b>2.075</b>

DepDiv	Position		FTE		
	Title	No.	FY 2013	FY 2014	FY 2015
9401	LIBRARIAN II	2604	1.000	1.000	1.000
	LIBRARY AIDE	4245	0.500	0.500	0.500
	LIBRARY AIDE	4245	0.500	0.500	0.500
	LIBRARY ASSISTANT	4213	0.500	0.500	0.500
	LIBRARY ASSISTANT	4213	0.500	0.500	0.500
	LIBRARY ASSISTANT	4213	0.500	0.500	0.500
	LIBRARY ASSISTANT	4213	1.000	1.000	1.000
	LIBRARY SPECIALIST II	9610	1.000	1.000	1.000
	LIBRARY SPECIALIST II	9610	1.000	1.000	1.000
	LIBRARY SPECIALIST II	9610	0.750	0.750	0.750
	LIBRARY SPECIALIST II	9610	1.000	1.000	1.000
	SUPERVISING LIBRARIAN	2603	1.000	1.000	1.000
	SUPERVISING LIBRARY ASSIS	9609	1.000	1.000	1.000
	<b>Collections Management</b>		<b>10.250</b>	<b>10.250</b>	<b>10.250</b>
9402	SENIOR LIBRARIAN	2606	1.000	1.000	1.000
	LIBRARY SERVICES MANAGER	1468	1.000	1.000	1.000
	<b>Technical Services</b>		<b>2.000</b>	<b>2.000</b>	<b>2.000</b>
<b>All</b>	<b>Total</b>		<b>109.550</b>	<b>111.775</b>	<b>111.775</b>



BERKELEY PUBLIC LIBRARY  
 FY: 2013 / 2014 / 2015 - LABOR PAYROLL BY CLASSIFICATION

Position		FTE		
Title	No.	FY 2013	FY 2014	FY 2015
ACCOUNTING OFF SPEC III	4240	2.000	2.000	2.000
ADMIN & FISCAL SVS MGR	1463	1.000	1.000	1.000
ADMINISTRATIVE SECRETARY	4613	1.000	1.000	1.000
ASSOCIATE HUMAN RESOURCES	2703	1.000	1.000	1.000
BUILDING MAINTENANCE MECH	5106	1.000	1.000	1.000
BUILDING MAINTENANCE SUPE	5117	1.000	1.000	1.000
CENTRAL SERVICES AIDE	4401	1.750	1.750	1.750
CIRCULATION SERVICES MANA	1469	1.000	1.000	1.000
DEPUTY DIRECTOR OF LIBRAR	1211	1.000	1.000	1.000
DIRECTOR OF LIBRARY SERVI	1115	1.000	1.000	1.000
INFORMATION SYSTEMS SPECI	2830	2.000	2.000	2.000
INFORMATION SYSTEMS SUPPO	3605	1.000	1.000	1.000
LIBRARIAN I	2605	0.500	0.000	0.000
LIBRARIAN II	2604	18.600	19.300	19.300
LIBRARY AIDE	4245	17.625	17.000	17.000
LIBRARY ASSISTANT	4213	14.500	14.500	14.500
LIBRARY INFO SYS ADMINIST	1464	1.000	1.000	1.000
LIBRARY LITERACY PROGRAM	2615	1.000	1.000	1.000
LIBRARY PAGE	4246	1.400	3.150	3.150
LIBRARY SERVICES MANAGER	1468	2.000	2.000	2.000
LIBRARY SPECIALIST I	4250	3.000	3.000	3.000
LIBRARY SPECIALIST II	9610	13.300	14.200	14.200
OFFICE SPECIALIST II	4703	1.000	1.000	1.000
SENIOR LIBRARIAN	2606	2.000	2.000	2.000
SUPERVISING LIBRARIAN	2603	7.000	7.000	7.000
SUPERVISING LIBRARY ASSIS	9609	9.000	9.000	9.000
TOOL LENDING SPECIALIST	6301	2.075	2.075	2.075
YOUTH ENROLLEE INTERN	6718	0.800	0.800	0.800
<b>BERKELEY PUBLIC LIBRARY</b>	<b>Total</b>	<b>109.550</b>	<b>111.775</b>	<b>111.775</b>



## BERKELEY PUBLIC LIBRARY

## FY: 2013 / 2014 / 2015 - LABOR PAYROLL BY DEP/DIV

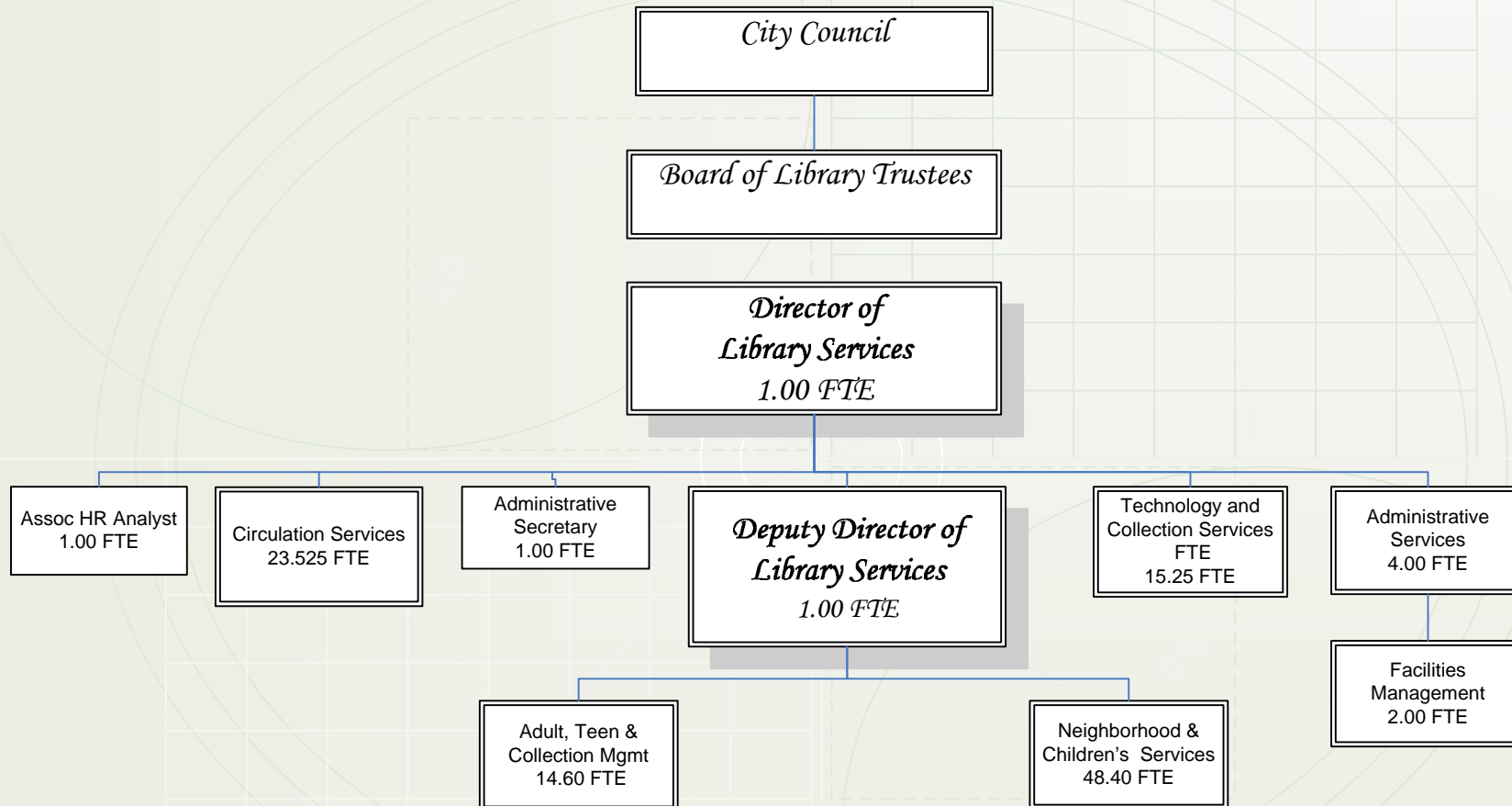
DepDiv	Name	FTE		
		FY 2013	FY 2014	FY 2015
9101	Administration	9.000	9.000	9.000
9102	Information Systems	5.000	5.000	5.000
9103	Facilities Maintenance	2.000	2.000	2.000
9201	Circulation Services	24.275	23.525	23.525
9202	Childrens Services	9.525	9.525	9.525
9203	Art+Music	3.800	4.000	4.000
9204	Reference	8.900	8.600	8.600
9205	Literacy Programs	2.500	2.500	2.500
9302	North Branch	8.625	9.275	9.275
9303	South Branch	6.325	7.300	7.300
9304	West Branch	7.325	8.300	8.300
9305	Claremont Branch	7.950	8.425	8.425
9307	Tool Lending Library	2.075	2.075	2.075
9401	Collections Management	10.250	10.250	10.250
9402	Technical Services	2.000	2.000	2.000
<b>All</b>	<b>Total</b>	<b>109.550</b>	<b>111.775</b>	<b>111.775</b>



# Berkeley Public Library

## All Divisions

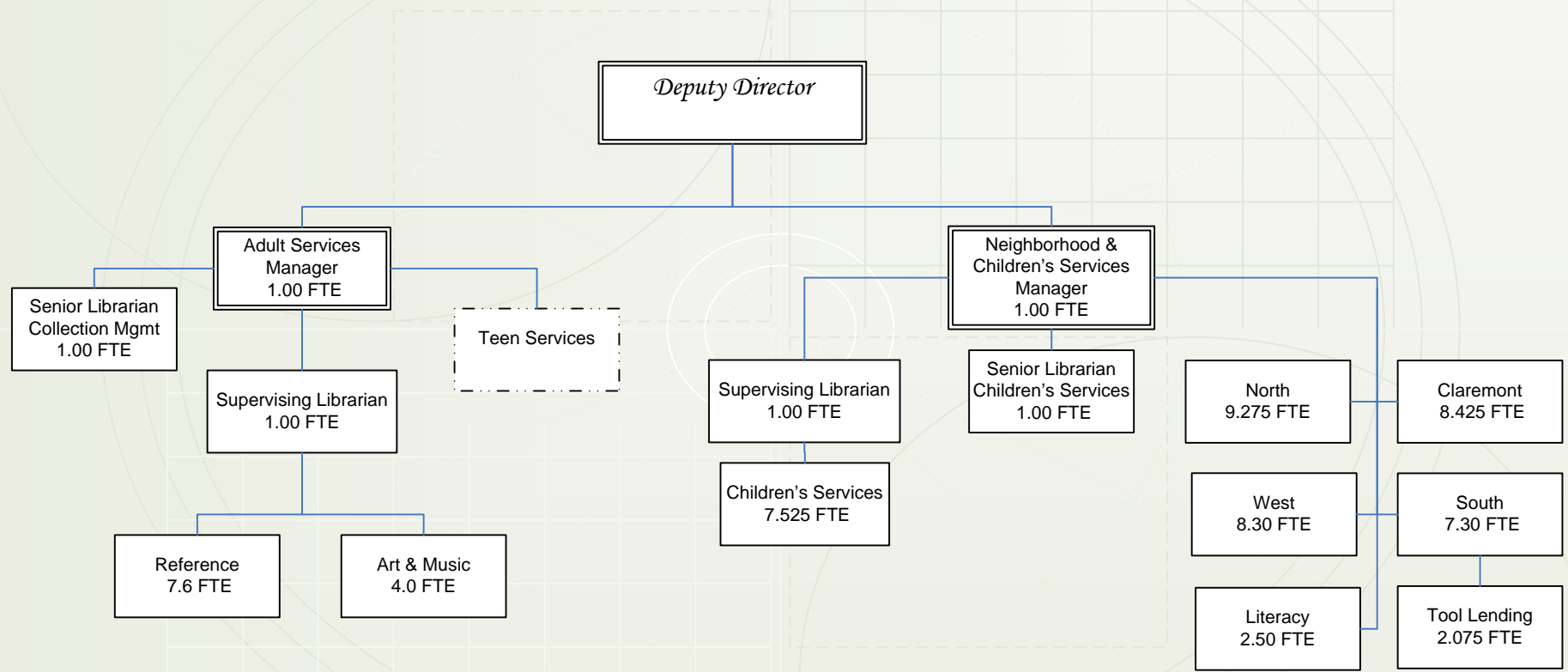
111.775 Total FTE



# Berkeley Public Library

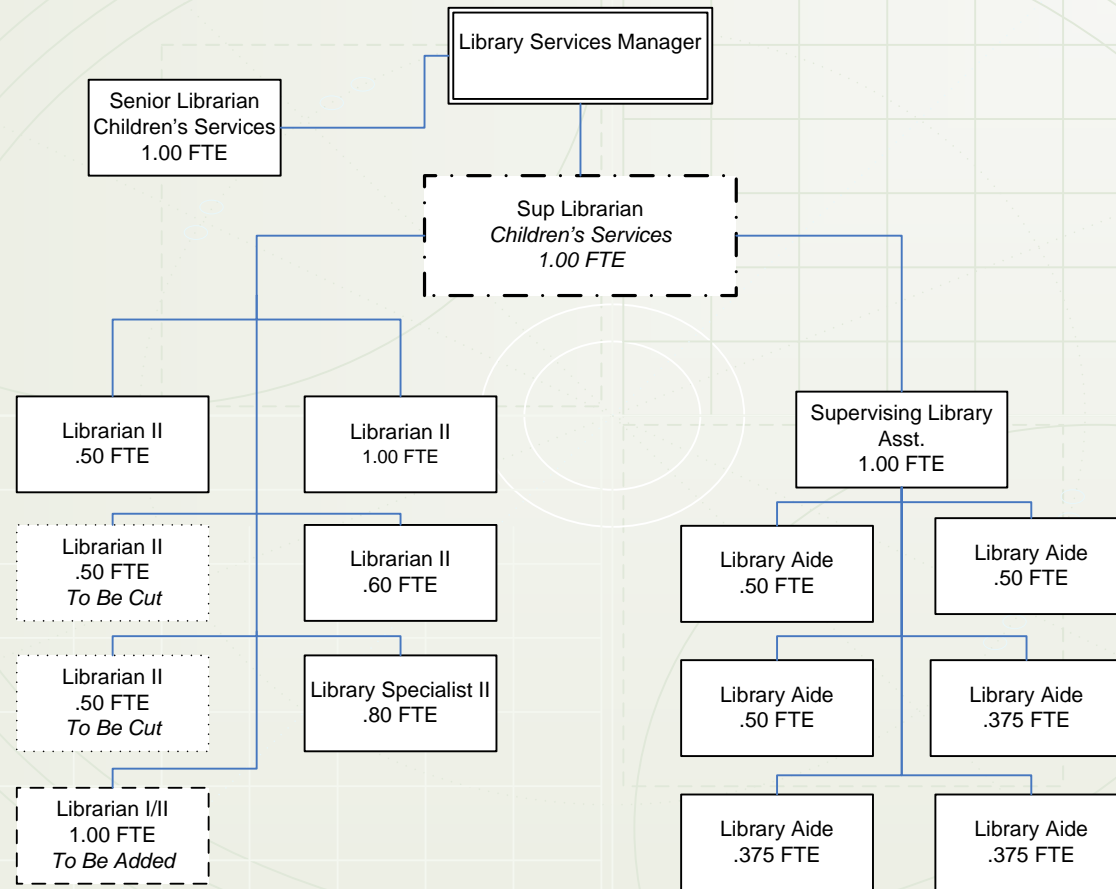
## Public Services Divisions

Total FTE 63.00



# Berkeley Public Library Children's Services Division

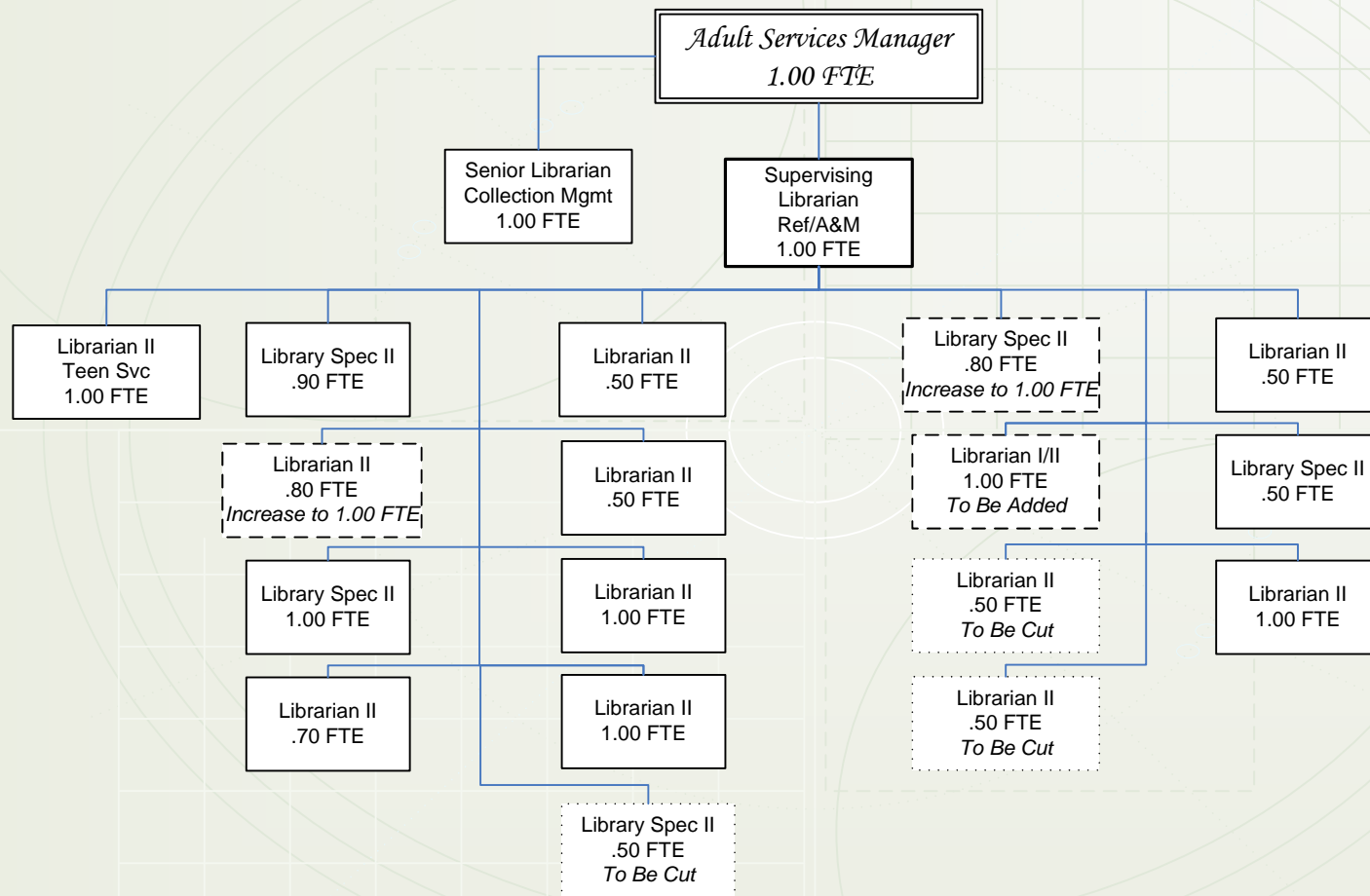
Total FTE 9.525



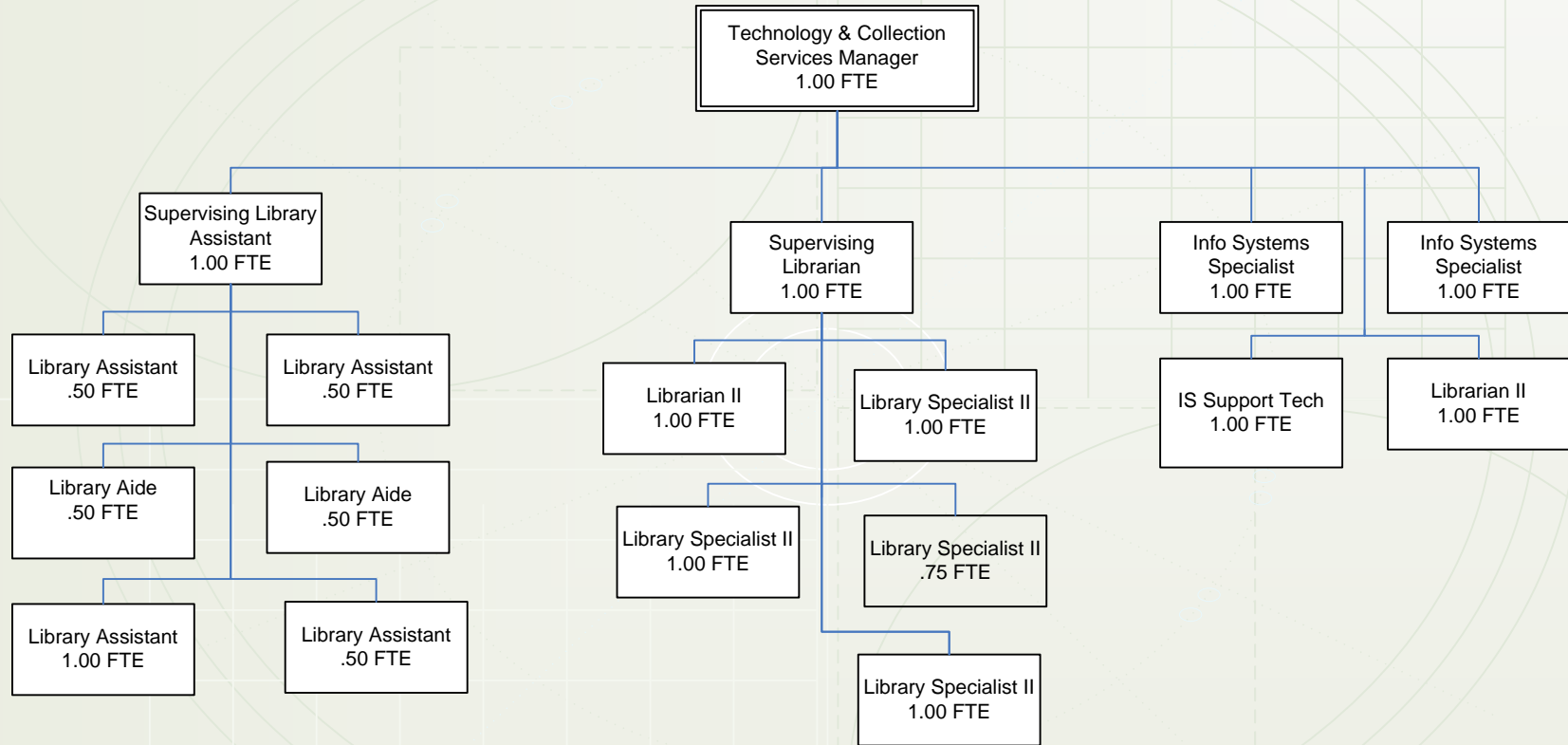
# Berkeley Public Library

## Adult Services Divisions

Total FTE 14.6



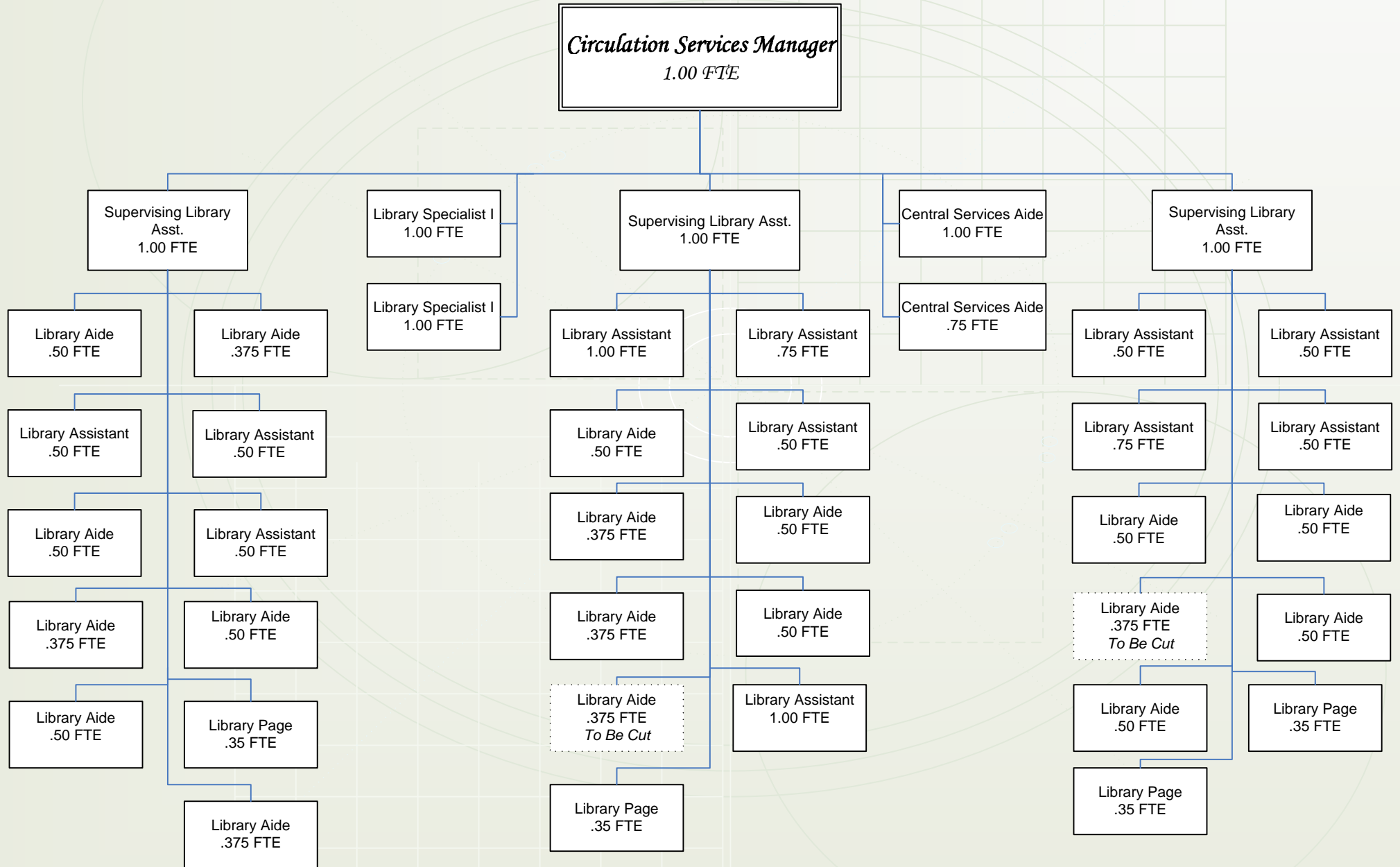
# Berkeley Public Library Technology & Collection Services 15.25 FTE



# Berkeley Public Library

## Circulation Services Division

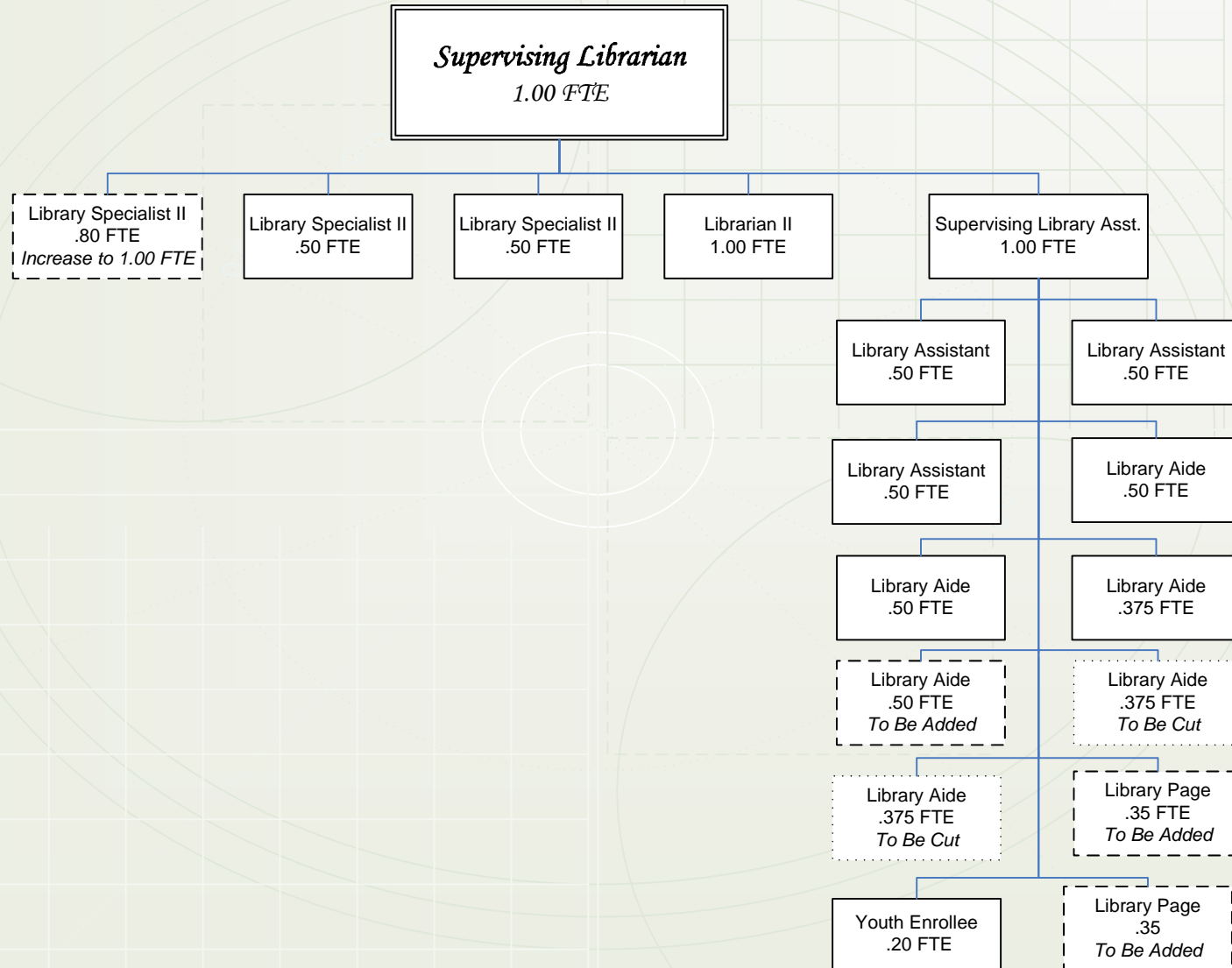
Total FTE 23.525



# Berkeley Public Library

## North Branch

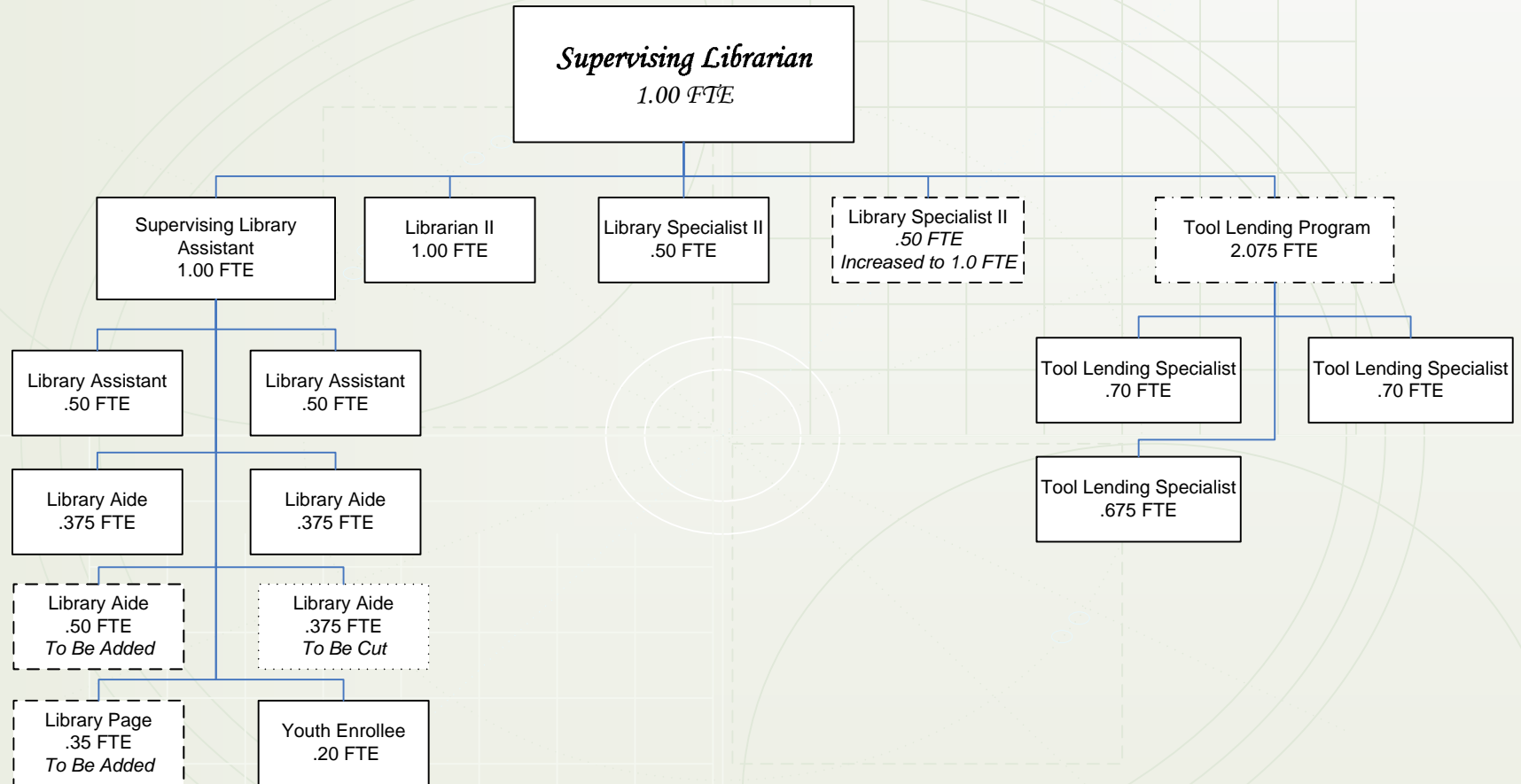
9.275 Total FTE



# Berkeley Public Library

## South Branch / Tool Lending

9.375 Total FTE

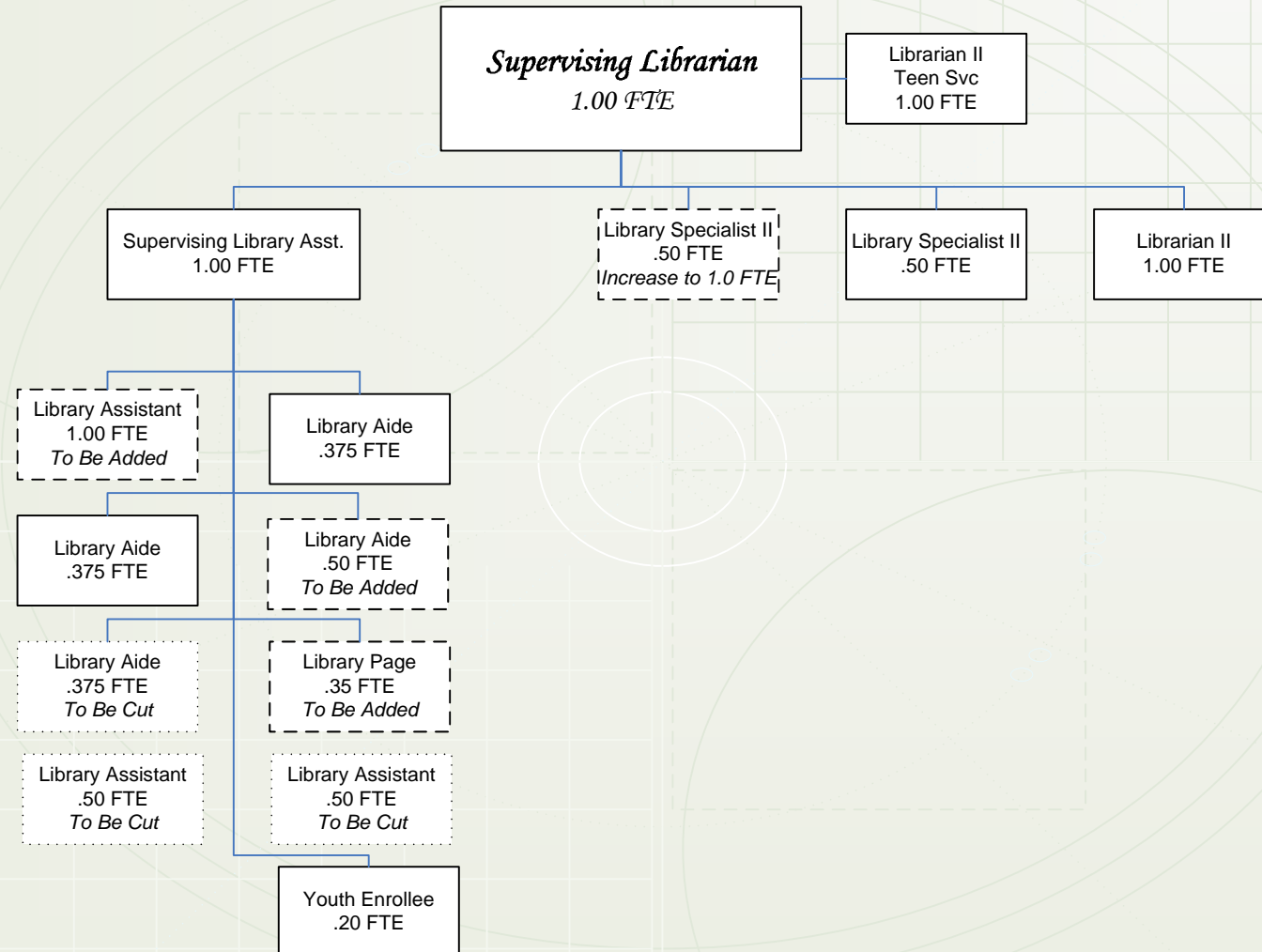




# Berkeley Public Library

## West Branch

8.3 Total FTE



# Berkeley Public Library

## Berkeley Reads

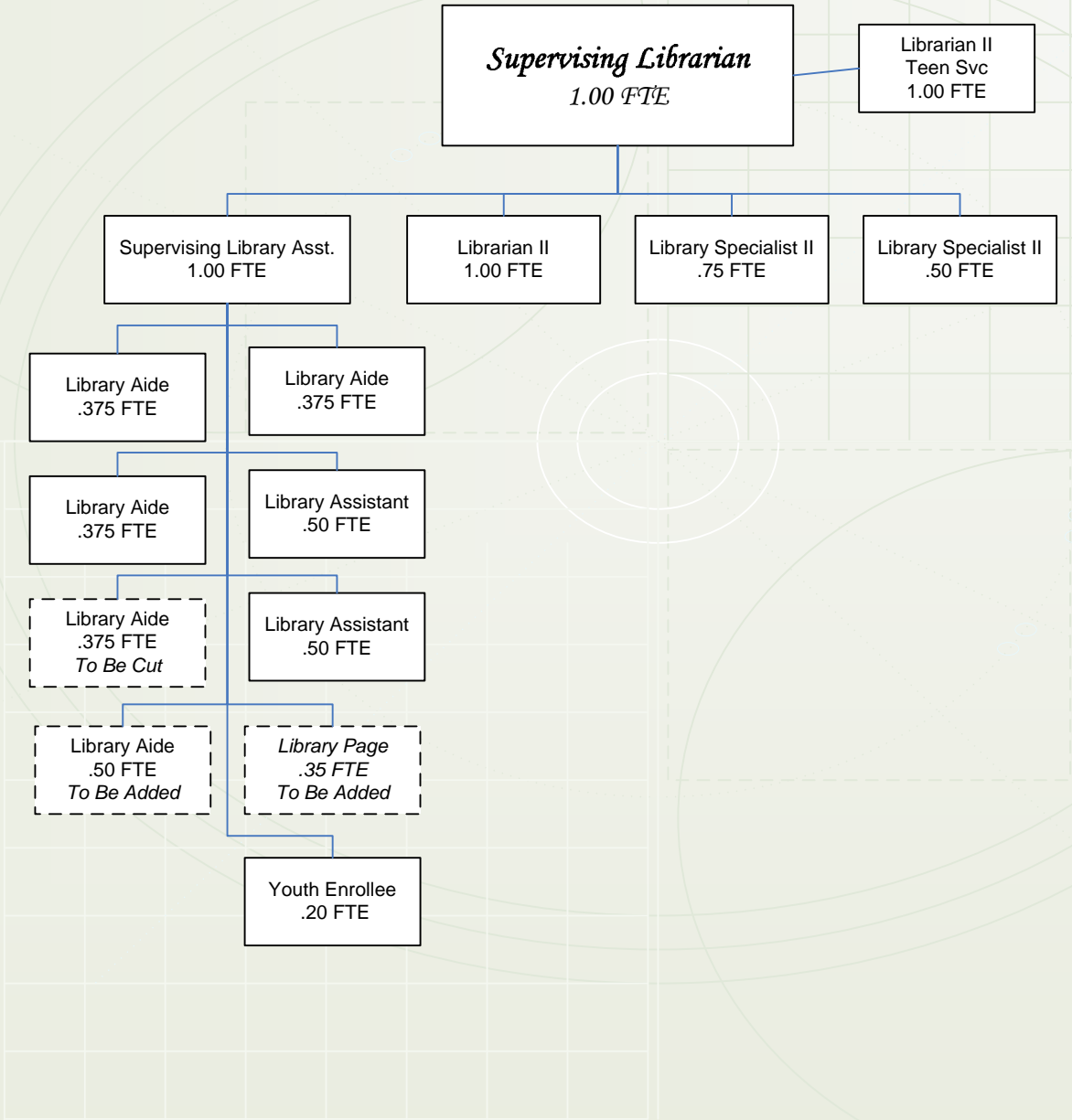
2.50 Total FTE

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

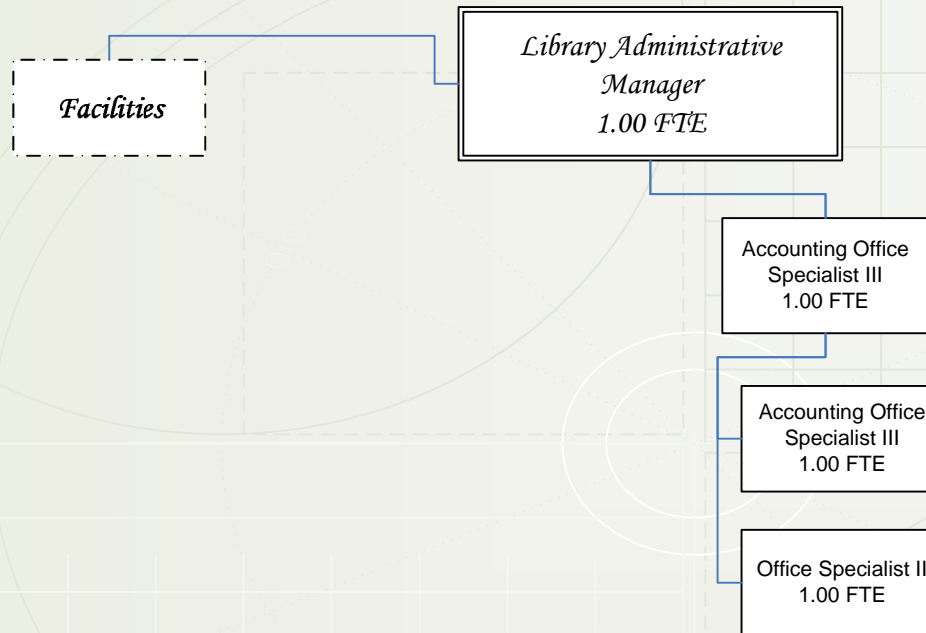


*Berkeley Public Library*  
*Facilities Management Division*  
*2.00 Total FTE*

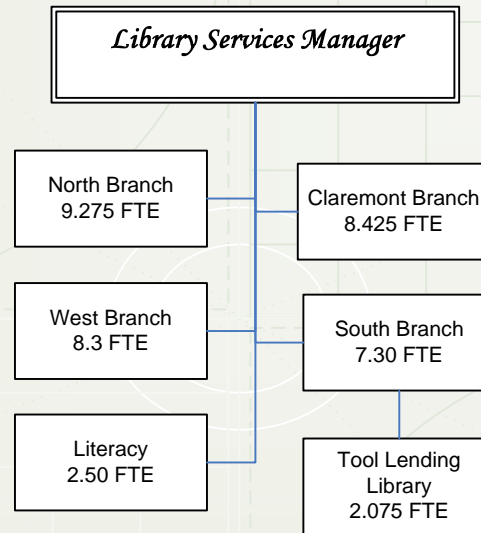
*Building Maintenance  
Supervisor*  
*1.00 FTE*

Building Maint.  
Mechanic  
1.00 FTE

*Berkeley Public Library*  
*Administration Division*  
4.00 Total FTE



*Berkeley Public Library  
Neighborhood Services Division  
Total FTE 37.875*





## BERKELEY PUBLIC LIBRARY

### INFORMATION CALENDAR

May 29, 2013

**TO:** Board of Library Trustees

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

**SUBJECT:** MAY 2013 MONTHLY BRANCH IMPROVEMENT PROJECT REPORT FROM THE DIRECTOR OF LIBRARY SERVICES

#### INTRODUCTION

Every month the Director of Library Services gives the Board a report on branch improvement activities and updates from the previous month.

#### FISCAL IMPACT

This report will have no fiscal impacts.

#### COMMUNICATION

Staff has added a heading, Schedule Update, to the library construction webpage and to the BLOG so patrons can check for updates. [http://www.berkeleypubliclibrary.org/about\\_the\\_library/b-renovation.php](http://www.berkeleypubliclibrary.org/about_the_library/b-renovation.php). This is in addition to the weekly project updates which are posted for the locations under construction.

The BLOG, also accessible from the Library's website is updated regularly with pictures and project information, such as the narrative on our green features, for both construction projects at: <http://www.bplbranches.blogspot.com/>

#### PROJECT UPDATES

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

The new South Branch and Tool Lending Library opened on Saturday, May 11, 2013. The celebration was a success, with a large number of community members joining us for the festivities. A special thanks to all those that helped us make it a special day; the staff, performers and special guests. The event and opening would not have been as joyous as it was without the Friends of the Library which contributed funds for the opening day collection and support of the party. The Library Foundation has completed their multi-year fund raising campaign; the successful completion of the Neighborhood Libraries Campaign resulted in the beautiful furnishings, computers and extras that the bond funds did not cover. South is extra special and gorgeous as a result.



The library suspended *BranchVan* services to South Berkeley at 1730 Oregon Street effective the end of the day, Saturday April 27, 2013. Library Branch Van services to West Berkeley will continue while the West Branch Library is under construction

***West***

The current anticipated Final Completion date is Fall 2013.

***North***

None.

***Claremont***

None.

ATTACHMENTS:

None.





## BERKELEY PUBLIC LIBRARY

### INFORMATION CALENDAR

May 29, 2013

**TO:** Board of Library Trustees

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

**SUBJECT:** MAY 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 2<sup>nd</sup>, 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>.

#### PROGRAMS

##### *Berkeley Comic Arts Festival*

Staff has planned a series of events that will be held at the Library throughout the summer to celebrate comic books and graphic novels, and their creators. The aim of these events is to explore the breadth of stories told through the comics form, and to promote comics and graphic novels as diverse, high-quality reading material for readers of all ages. The events that the library will be hosting will include author visits, workshops, and educational events. All of these events are free and open to all-ages, and will be



held at the Central Library unless otherwise noted. This program is partially funded by a CA State Library through an LSTA grant.

Two staff members were interviewed for the documentary *Free For All*, which is devoted to the important role public libraries play in our society, and is including footage of the recent Central Library art installation of flying books, "Flights of Mind". More information on this project is available at: <http://www.freeforalldocumentary.com/>  
<http://www.sfgate.com/default/article/Free-for-All-explores-libraries-value-4301986.php>

#### OPERATIONS & FACILITIES

The Library had submitted an application for a Chancellor's Community Partnership Grant to fund a Library Environmental Sustainability Study at the Central Library. The proposed "CAL Berkeley Library Environmental Sustainability Team" project was unfortunately not funded this coming fiscal year.

#### OTHER

*City Council April 30, 2013 –*

#### **Preliminary Matters -Ceremonial Matters:**

1. Berkeley Library Foundation Recognition
2. Honoring Cecelia Hurwich

*City Council May 21, 2013 – Consent Calendar*

#### **Contract No. 7961B Amendment: Kitchell CEM, Inc. for Project Management for Branch Library Renovation**

**Recommendation:** Adopt a Resolution authorizing the City Manager to amend Contract No. 7961B with Kitchell CEM, Inc. for the provision of construction/project management and LEED commissioning agent services for the branch library bond program, Measure FF, by increasing the expenditure authority \$100,000 for a revised contracted total amount not to exceed \$1,473,580.

Attachments: none

**BERKELEY PUBLIC LIBRARY****INFORMATION CALENDAR**

May 29, 2013

**TO:** Board of Library Trustees  
**FROM:** Dennis Dang, Administrative Services Manager  
**SUBJECT:** FY 2013 – 3<sup>rd</sup> Quarter FYTD Update

**INTRODUCTION**

The purpose of this report is to summarize 3<sup>rd</sup> quarter FY 2013 year-to-date financial performance.

**FISCAL IMPACT**

There is no fiscal impact from this report.

**BACKGROUND**

All Library Fund group revenues totaled \$10,637,247 of which the bulk of revenues were derived from the Library Tax Fund and the Foundation FF&E Fund. All Fund group expenditures, net of encumbrances, totaled \$17,066,894.

Fund	Revenue		Expenditures (xcl Encmb)	
	Actual 3Q	YoY	Actual 3Q	YoY
Library Tax (301)	\$10,023,390	26.9%	\$10,285,373	1.6%
Transaction Based Reimb (302)	\$15,063	-59.3%	\$31,234	-16.3%
Grants (304)	\$89,861	499.0%	\$18,905	30.2%
Public Library (305)			\$797	517.8%
Gifts (306)	\$43,264	-36.3%	\$53,425	-69.8%
Foundation Branch FF&E (307)	\$450,000	-35.7%	\$58,268	-54.4%
Measure FF (308)	\$15,669	281.8%	\$6,618,892	-5.7%
Total	\$10,637,247	21.9%	\$17,066,894	-2.5%

On an operational Funds' basis, Library and related City of Berkeley accounts actual 3<sup>rd</sup> quarter year-to-date revenues excluding gifts (Gifts Fund 306), and the Branch Libraries Improvement Program Funds (FF&E Fund 307 and Measure FF Fund 308) were \$10,128,314; with expenditures of \$10,336,309 net of



encumbrances. Expenditures exceeded revenues by \$207,995 or 2.1%; however, looking at total spending at the end of the 3<sup>rd</sup> quarter, expenditures at 69.9%, are trending below the 75% benchmark.

#### CURRENT SITUATION AND ITS EFFECTS

##### *Library Tax Fund*

At the end of the 3<sup>rd</sup> quarter, year-to-date Library Tax Fund revenue consisting of the dedicated library tax, fines and fees, and miscellaneous sources totaled \$10,023,390. The library tax component generated \$9,848,101 representing 98.3% of to-date Fund receipts and is expected to bring in a further \$5,180,337 to reach an expected total of \$15,028,438 based on the City's Revenue Collection Division most recent tax roll billings to the County. Tax receipts to-date at 65.5% of what is projected is tracking above last year's actual; at the end of the third quarter in FY 2012 only 52.5% of tax revenues had then been received. Fines and fees revenues at \$158,143 are down \$30,400 a decline of 16.1%. This drop, attributable to fines, is likely due to a combination of two factors, 1) last year's November goodwill amnesty program, and 2) the lowering of overdue fines for library materials (not inclusive of Tool Lending materials) to a standard \$0.25 per day that went into effect on October 1, 2012. The amnesty program waived \$28,139.34 in fines, and the implementation of a standard \$0.25 fine was postulated as likely to be revenue neutral due to a linking with an increase in borrowing limits. An exact determination of the weighting of each of these two factors is unknown. Other miscellaneous revenue trended down falling to \$17,146 from the prior year's receipts of \$38,603 which included a one-time \$33,400 refund from EBMUD for a terminated unknown meter. Material one-time income in FY 2013 included a \$5,000 cork floor settlement for improper sealing at the Claremont Branch and \$3,883 for PG&E energy program savings.

YTD actual Fund expenditures, excluding encumbrances, at \$10,285,373 represented 65.3% of the full-year adjusted total budget, and were 9.7% favorable to the 75% third quarter benchmark. Including encumbrances of \$741,193, expenditures remained favorable to the adjusted budgeted, at 70.0%. Labor costs, 5.4% below the period benchmark at \$8,497,372 was favorable primarily due to position vacancy savings in account 11-01 career staff, and to a lesser but still material extent, in 11-04 part-time staffing. These savings were partially offset by increased costs in 11-60 additional hours pay. Non-labor spending without encumbrances was \$1,859,837 or 51.0% of the adjusted budget, and 71.4% when including encumbrances. Expenditures are running below last year's same period rate of 60.1% of budget without encumbrances, and 80.3% with encumbrances. To date encumbrances are primarily monies set-aside for the Library's webpage redesign, the Central boiler replacement project scheduled to occur in mid-June, and utility, security, and janitorial costs.

##### *All Other Funds*

All Other Funds is comprised primarily of funding from California State Library administered programs such as the Direct Loan Program (Transaction Based Reimbursements Fund 302), the California Library Literacy Services program (Grants Fund 304), the Library Services and Technology Act (Grants Fund 304), and the dormant Public Library Fund (Public Library Fund 305).

On a consolidated basis All Other Funds ended the period with year-to-date revenues of \$104,924 versus an adjusted budget projection of \$54,170. The higher revenues are generally attributable to two awards from grant programs that had yet to be announced at the time of budget development. Expenditures at only 53.0% of the revised budget was also impacted by a relatively fluid budgeting environment as the CA State Library's CLLS Literacy funding remained on suspension at that time; and so, the Library budgeted funding for Berkeley READS from the fund balance of the Public Library Fund.



Receipts to the Transaction Based Reimbursements Fund (302) were limited to public photocopier revenues of \$15,063. Public photocopier expenditures hit \$32,605 – copier costs exceeding receipts is covered by the TBR Fund's balance. Payments from the CA State Library's transaction based reimbursement programs remain suspended; however the Library continues to participate in these programs, such as Link+, and has incurred \$8,123 of unreimbursed expense to date for delivery services.

YTD receipts to the Grants Fund (304) which supports all grant revenue posted higher due to unannounced grants at the time of budget development: a resumption of CA State Library CLLS program disbursements, a BALIS Technology award of \$35,691 for developing an online database for reporting and managing problematic situations, and a \$5,000 LSTA grant to support the creation and hosting of a *Berkeley Comics Arts Festival*. An additional boost was provided by the receipt of a \$15,000 Bay Friendly award from the Alameda County Waste Management Authority for greenscape landscaping at the renovated North Branch Library; an award originally expected to be received in FY 2012. Actual Grants Fund spending excluding encumbrances totaled \$18,905, with Berkeley READS paying out \$8,905 for grant-funded tutors, and \$10,000 being expended from the BALIS Technology award.

The revenue dormant Public Library Fund (305) began the fiscal year with a fund balance of \$57,393 and was budgeted to fund Berkeley READS had not the CA State Library reinstated CLLS program funding. Prior to the restoration of CLLS grant funding, \$797 in Berkeley READS tutorial expense was charged to the Public Library Fund. Upon the announcement of the resumption of CLLS funding the Library directed all subsequent Berkeley READS spending to the Grants Fund.

#### *Gift Fund*

The Gift Fund includes monies accumulated through the donations from the Berkeley Public Library Foundation, the Friends of the Berkeley Public Library, the Alice Meyer Trust Fund, as well as individuals and other organizations who support the mission of the Berkeley Public Library.

Fund revenues to date total \$43,264, lagging the revised budget by a shortfall of \$45,063 primarily due to having received only the first installment for \$38,028 of the Friends \$88,327 FY 2013 commitment. Meanwhile, private donations exhibited a 250.3% increase over the prior year due to a generous \$3,500 donation from the Raymond Family Foundation to Berkeley READS. Expenditures, net of encumbrances, were \$53,425 and for the most part were comprised of programs supported by the Friends and Children's library materials funded by the Alice Meyer Trust.

#### *Measure FF Funds*

At the end of March, Measure FF Fund revenue consisted of \$15,669 in earned interest. FY 2013 3<sup>rd</sup> quarter to date expenditures net of encumbrances topped \$6,618,892, an increase of \$1,316,209 from the 2<sup>nd</sup> quarter. Fiscal year spending to date is concentrated in construction costs for the South and West branch buildings.



Architectural design costs at March 30, 2013:

CC Authorized	Contracted w/ASAs	Site	Designer	YTD FY13-3Q	Expended to Date	Expended/CC Auth
\$751,245	\$748,860	NB	Architectural Resources Group	\$0	\$728,619	97.0%
\$637,132	\$627,145	CB	Gould Evans Baum Thornley	\$22,103	\$614,322	96.4%
\$893,500	\$872,800	SB	Field Paoli	\$146,709	\$819,282	91.7%
\$788,194	\$742,558	WB	Harley Ellis Devereaux	\$71,185	\$686,300	87.1%
\$3,070,071	\$2,991,363	Total	Architectural Design Services	\$239,997	\$2,848,523	92.8%

General Contractor construction costs at March 30, 2013:

CC Authorized	Contracted w/COs	Site	General Contractor (incl. escrow)	YTD FY13-3Q	Expended to Date	Expended/CC Auth
\$4,760,000	\$4,508,765	NB	BHM <i>*contract closed*</i>	\$10,000	\$4,508,765	94.7%
\$3,300,000	\$2,994,394	CB	Fine Line <i>*contract closed*</i>	\$260,413	\$2,994,394	90.7%
\$4,963,000	\$4,649,872	SB	Gonsalves & Stronck	\$3,193,331	\$3,338,893	67.3%
\$5,985,000	\$5,512,531	WB	West Bay Builders	\$1,492,252	\$1,492,897	24.9%
\$19,008,000	\$17,665,562	Total	Construction Services	\$4,955,996	\$12,334,949	64.9%

The FF&E Fund received \$450,000 from the Foundation; while actual expenditures were \$58,268. Encumbrances stood at \$383,738 as the Library set aside monies for furniture, fixtures, and equipment purchases for the South Branch Library and began ramping up goods orders for the fall opening of the West Branch Library.

**FUTURE ACTION**

The Library’s performance to budgets at the end of the 3<sup>rd</sup> quarter is favorable. Major projects and programs such as the Central Library boiler replacement, the webpage redesign, the Foundation funded branches’ furnishment, to the Measure FF branch renovation program, plus others, continue to be executed and are expected to moderate some of the current favorability in the 4<sup>th</sup> quarter. Nonetheless, Library projects and programs are distinctly and holistically monitored and adjusted on a continual basis; and the Library is committed to ensuring that the board be informed and engaged of the development and progression of such projects and programs through regular reporting and presentations.

At the year-end close of FY 2013 results a report summarizing the fiscal year will be presented to the board.

Attachments:

- 1) Revenues by Fund: FYTD 2013-3Q
- 2) Expenditures by Fund: FYTD 2013-3Q



## REVENUES BY FUND: FYTD 2013 3-Q

## Berkeley Public Library

Ele/ Obj	Account Description	Lib Dscr 301	TBR 302	Grants 304	PLF 305	Gift 306	FF&E 307	Mse FF 308	Revenue FY13
01-01	Refund on Bills	2,000							2,000
05-01	Over and Shorts								
10-01	Collection by City								
13-15	Library Tax	15,028,438							15,028,438
20-07	Lib Svc & Cnstr Act			34,170					34,170
20-11	Library Fines	223,000							223,000
20-12	Link + Fines								
20-15	Lost Book Fines	30,000							30,000
20-17	Lib/Fin Act/S.B. 358								
20-18	Calif Lib Svcs Brd								
20-21	Tool Lending Fines	20,000							20,000
23-12	BPL Foundation						1,500,000		1,500,000
23-13	Friends of BPL					88,327			88,327
30-01	Interest-Investmnt Pool							1,500	1,500
50-02	Inter-Lib Book Loan								
50-03	Direct Book Loan								
61-01	Rcyclng & Composting								
65-01	Meeting Room Fees	2,000							2,000
80-99	1x Grant /w PRJ								
99-03	Donations								
99-99	Misc. Revenue	8,500	20,000						28,500
<b>Revised</b>	<b>BPL</b>	<b>15,313,938</b>	<b>20,000</b>	<b>34,170</b>		<b>88,327</b>	<b>1,500,000</b>	<b>1,500</b>	<b>16,957,935</b>

01-01	Refund on Bills	444							444
05-01	Over and Shorts	131							131
10-01	Collection by City								
13-15	Library Tax	9,848,101							9,848,101
20-07	Lib Svc & Cnstr Act			39,170					39,170
20-11	Library Fines	135,398							135,398
20-12	Link + Fines	754							754
20-15	Lost Book Fines	16,214							16,214
20-17	Lib/Fin Act/S.B. 358								
20-18	Calif Lib Svcs Brd								
20-21	Tool Lending Fines	5,777							5,777
23-12	BPL Foundation						450,000		450,000
23-13	Friends of BPL					38,028			38,028
30-01	Interest-Investmnt Pool					689		15,669	16,358
50-02	Inter-Lib Book Loan								
50-03	Direct Book Loan								
61-01	Rcyclng & Composting			15,000					15,000
65-01	Meeting Room Fees								
80-99	1x Grant /w PRJ			35,691					35,691
99-03	Donations					4,547			4,547
99-99	Misc. Revenue	16,571	15,063						31,634
<b>Actual</b>	<b>BPL</b>	<b>10,023,390</b>	<b>15,063</b>	<b>89,861</b>		<b>43,264</b>	<b>450,000</b>	<b>15,669</b>	<b>10,637,247</b>





## EXPENDITURES BY FUND: FYTD 2013 3-Q

Berkeley Public Library + CoB		Actuals+Encumbrances									
Elmnt-Object	Description	Bdgt ORG FY13	Bdgt REV FY13	Lib Dscr 301	DL / ILL 302	Grants 304	PLF 305	Gift 306	FFE 307	Mse FF 308	Actual FY13
11-01	Monthly Rated Employees	7,246,031	7,246,031	4,810,900				44		21,920	4,832,864
11-02	Wage Continuation Payment			211							211
11-03	Hourly and Daily Rated Empl	269,434	269,434	127,152		8,337	747			23,920	160,156
11-04	Monthly Rated - Part Benefitted	426,002	426,002	240,287							240,287
11-30	Temporary Disability Payments			716							716
11-59	Reg Retro Gross Adjust.			440							440
11-60	Excess Hours Pay		2,615	120,233				921			121,154
12-12	General Summer Youth	11,296	11,296	4,429							4,429
13-01	O/T-Monthly Rated Employee	6,771	6,771	162							162
13-05	Holiday Pay	5,081	5,081								
<b>Prsnl Svcs-Salaries and Wages</b>		<b>7,964,615</b>	<b>7,967,230</b>	<b>5,304,530</b>		<b>8,337</b>	<b>747</b>	<b>965</b>		<b>45,840</b>	<b>5,360,419</b>
20-11	Medical Insurance	1,013,122	1,013,122	742,092				88		3,733	745,913
20-12	Dental Insurance	152,522	152,522	103,835				13		386	104,234
20-13	Life Insurance	6,451	6,451	6,345						17	6,362
20-21	Cash-in-Lieu	88,660	88,660	54,606				14			54,620
20-31	Pers/Misc Other	2,015,844	2,015,844	1,448,758				292		6,259	1,455,309
20-34	PARS (3.75%)	26,512	26,512	12,279		313	28				12,620
20-36	SRIP	282,329	282,329	180,358				20		668	181,046
20-40	Medicare Tax	104,089	104,089	73,834		116	10	11		667	74,638
20-63	Retirement Med: Misc. Emp Medical Trusts	192,425	192,425	131,488				23		541	132,052
20-71	Workers Comp: Workers Comp Charges	151,936	151,936	113,417		139	12	17		1,388	114,973
20-82	Allowances: Shoes Allowance	1,012	1,012	1,012						69	1,081
20-87	Terminal Payouts-Misc.Emp	90,052	90,052	59,929				12		262	60,203
20-90	Other Employee Benefits	261,504	261,504	178,029				33		761	178,823
20-91	Commuter Check	19,244	19,244	15,024				3		52	15,079
27-20	Fringe Benefits (Budget)	24,930	24,930								
<b>Prsnl Svcs-Fringe Benefits</b>		<b>4,430,632</b>	<b>4,430,632</b>	<b>3,121,006</b>		<b>568</b>	<b>50</b>	<b>526</b>		<b>14,803</b>	<b>3,136,953</b>
20-99	Salary Savings	(186,193)	(186,193)								
<b>Personal Services-Employee</b>		<b>12,209,054</b>	<b>12,211,669</b>	<b>8,425,536</b>		<b>8,905</b>	<b>797</b>	<b>1,491</b>		<b>60,643</b>	<b>8,497,372</b>

## EXPENDITURES BY FUND: FYTD 2013 3-Q

Berkeley Public Library + CoB		Actuals+Encumbrances									
Elmnt-Object	Description	Bdgt ORG FY13	Bdgt REV FY13	Lib Dscr 301	DL / ILL 302	Grants 304	PLF 305	Gift 306	FFE 307	Mse FF 308	Actual FY13
30-35	Professional: Engrng & Architecural Svcs	50,000	489,732							440,999	440,999
30-38	Professional: Misc Prof Svcs	363,600	1,138,344	398,098				22,228	5,965	636,806	1,063,097
30-39	Hazardous Materials Handling	2,000	2,000								
30-42	Maint Svcs: Office Equip Maint Svcs	8,000	8,000	4,620							4,620
30-43	Maint Svcs: Bldg & Structures Maint Svcs	124,400	227,894	219,472							219,472
30-44	Maint Svcs: Field Equip Maint	36,950	51,738	15,038							15,038
30-46	Maint Svcs: Computer Maintenance	5,000	9,258	9,257							9,257
30-47	Maint Svcs: Software Maintenance	315,000	285,096	171,776					491		172,267
30-51	Bank Credit Card Fees	2,880	2,880	2,731							2,731
<b>Purchased Prof &amp; Tech Svcs</b>		<b>907,830</b>	<b>2,214,942</b>	<b>820,992</b>				<b>22,228</b>	<b>6,456</b>	<b>1,077,805</b>	<b>1,927,481</b>
35-20	County/State/Fed Pymts.	5,000	5,000	2,787							2,787
<b>Grants &amp; Governmental Payments</b>		<b>5,000</b>	<b>5,000</b>	<b>2,787</b>							<b>2,787</b>
40-10	Professional Dues and Fee	47,250	48,364	22,737						1,015	23,752
40-20	Insurance	575	575								
40-31	Communications: Telephones	169,250	255,500	240,700							240,700
40-33	Communications: Cellular	14,550	14,550	9,268							9,268
40-41	Utilities: Water	32,550	261,395	16,571						174,995	191,566
40-42	Utilities: Gas/Electricity	289,750	312,150	246,000						5,000	251,000
40-43	Utilities: Refuse	24,912	24,212	10,099							10,099
40-50	Printing and Binding	42,350	64,062	8,294				228		15,635	24,157
40-61	Travel: Commerical Travel	2,000	2,000	1,230							1,230
40-62	Travel: Meals & Lodging	3,000	3,000	3,096							3,096
40-63	Travel: Registration/Admin Fees	12,100	14,136	7,966				150			8,116
40-64	Travel: Transportation	1,500	1,514	921							921
40-70	Advertising	12,044	22,684	1,700						200	1,900
40-80	Books and Publications	16,000	29,792	14,829							14,829
40-90	Other	423,519	369,362								
<b>Other Purchased Services</b>		<b>1,091,350</b>	<b>1,423,296</b>	<b>583,411</b>				<b>378</b>		<b>196,845</b>	<b>780,634</b>

## EXPENDITURES BY FUND: FYTD 2013 3-Q

Berkeley Public Library + CoB		Actuals+Encumbrances									
Elmnt-Object	Description	Bdgt ORG FY13	Bdgt REV FY13	Lib Dscr 301	DL / ILL 302	Grants 304	PLF 305	Gift 306	FFE 307	Mse FF 308	Actual FY13
50-10	Rental of Land/Buildings	92,200	75,806	11,756						19,950	31,706
50-20	Rental of Equip/Vehicles	41,500	45,606		32,605						32,605
50-30	Rental of Office Equipment & Furniture	10,000	10,000	4,857							4,857
50-40	Rental of Software & Licenses	75	75								
<b>Rentals / Leases</b>		<b>143,775</b>	<b>131,487</b>	<b>16,613</b>	<b>32,605</b>					<b>19,950</b>	<b>69,168</b>
51-10	Postage	21,500	21,500	8,857							8,857
51-20	Messenger/Deliver	25,000	25,000		10,000						10,000
<b>Mail Services</b>		<b>46,500</b>	<b>46,500</b>	<b>8,857</b>	<b>10,000</b>						<b>18,857</b>
55-11	Office Supplies	29,000	28,479	19,727							19,727
55-20	Field Supplies	154,830	183,109	105,491				15,772			121,263
55-34	Equip & Veh Supp: Spare Replacement Parts	12,000	6,390	515							515
55-50	Food	1,000	5,500	39				2,433			2,472
55-60	Library Materials	979,000	1,105,448	579,658				12,727			592,385
<b>Supplies</b>		<b>1,175,830</b>	<b>1,328,926</b>	<b>705,430</b>				<b>30,932</b>			<b>736,362</b>
60-20	Outside Janitorial Svcs	180,000	172,407	135,412							135,412
<b>Purchased Property Services</b>		<b>180,000</b>	<b>172,407</b>	<b>135,412</b>							<b>135,412</b>
65-70	Building - Existing Construction	200,000	587,044	165,000						288,363	453,363
65-75	Building - New Construction	1,362,608	10,900,043							10,046,499	10,046,499
65-80	Other Infrastructure	8,000	8,000								
<b>Infrastructure</b>		<b>1,570,608</b>	<b>11,495,087</b>	<b>165,000</b>						<b>10,334,862</b>	<b>10,499,862</b>
70-41	Machinery and Equipment	697,342	857,821	18,965					153,000		171,965
70-42	Vehicles	16,105	39,555	23,438							23,438
70-43	Furniture and Fixtures	606,000	631,609	14,152					116,349	18,421	148,922
70-44	Computers & Printers	100,000	139,360	22,798					43,601		66,399
70-47	Computer Softwares & Lic	5,000	36,326	5,896		28,500					34,396
<b>Property</b>		<b>1,424,447</b>	<b>1,704,671</b>	<b>85,249</b>		<b>28,500</b>			<b>312,950</b>	<b>18,421</b>	<b>445,120</b>

## EXPENDITURES BY FUND: FYTD 2013 3-Q

Berkeley Public Library + CoB		Actuals+Encumbrances									
Elmnt-Object	Description	Bdgt ORG FY13	Bdgt REV FY13	Lib Dscr 301	DL / ILL 302	Grants 304	PLF 305	Gift 306	FFE 307	Mse FF 308	Actual FY13
71-10	Small Equipment	70,500	65,819	5,525					200		5,725
71-41	Mach & Equip: Machinery And Equipment		5,550	1,075						3,275	4,350
71-43	Mach & Equip: Furniture And Fixtures	332,425	294,497	5,921					108,592	8,469	122,982
71-44	Mach & Equip: Computers And Printers	25,000	57,157	41,346					12,860		54,206
71-47	Mach & Equip: Software & Licenses	15,000	15,930	7,884					948		8,832
<b>Property Under Cap Limit</b>		<b>442,925</b>	<b>438,953</b>	<b>61,751</b>					<b>122,600</b>	<b>11,744</b>	<b>196,095</b>
75-35	Mail Services	1,764	1,764	1,323							1,323
75-50	City Vehicles/Fuel & Main	7,800	7,800	14,205							14,205
75-60	City Parking Permits	500	500								
75-90	Internal City Training	500	500								
<b>Internal Services</b>		<b>10,564</b>	<b>10,564</b>	<b>15,528</b>							<b>15,528</b>
99-01	Appropriations Ord #1		(512,511)								
99-02	Appropriations Ord #2		(45,766)								
99-11	Appropriations Ord #1 Offset Acct		512,511								
<b>Balance Sheet Accounts</b>			<b>(45,766)</b>								
<b>Other Expenses</b>		<b>6,998,829</b>	<b>18,926,067</b>	<b>2,601,030</b>	<b>42,605</b>	<b>28,500</b>		<b>53,538</b>	<b>442,006</b>	<b>11,659,627</b>	<b>14,827,306</b>
<b>Berkeley Public Library + CoB</b>		<b>19,207,883</b>	<b>31,137,736</b>	<b>11,026,566</b>	<b>42,605</b>	<b>37,405</b>	<b>797</b>	<b>55,029</b>	<b>442,006</b>	<b>11,720,270</b>	<b>23,324,678</b>



## BERKELEY PUBLIC LIBRARY

### INFORMATION CALENDAR

May 29, 2013

**TO:** Board of Library Trustees

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

**SUBJECT:** TOOL LENDING LIBRARY SERVICE HOURS

#### INTRODUCTION

The reopening of the South Branch Library, with a newly designed and expanded Tool Lending Library (TLL) space, will permit a modest expansion of the TLL public service hours due to streamlined closing procedures.

#### FISCAL IMPACT

This report will have no fiscal impacts.

#### BACKGROUND

The Tool Lending Library (TLL) has, until the temporary closure and demolition of the South Branch in 2012, been co-located with that branch library for the duration of its existence since it was established in 1978. The former TLL was contained within a relatively small space adjacent to the former branch facility's community meeting room, and due to its small size many of the tools in the collection were stored outside the building during the hours the TLL was open to the public, necessitating a closing process involving returning these outdoor tools to secure areas, and thus in turn requiring the TLL staff to close the TLL 30 minutes before the closing time of the adjacent South Branch. For example on Tuesdays when South Branch remained open to the public from 10 am until 6pm, the TLL's hours were from 10am until 5:30pm.

#### CURRENT SITUATION AND ITS EFFECTS

The opening of the new South Branch and new TLL at 1901 Russell Street will feature not only a larger Branch Library but also a new TLL with expanded space for storing and displaying the tool collection within the building. This will result in much more streamlined closing procedures, and permit the staff to keep the Tool Library portion of the South Branch facility open to the public until the same hour that the entire branch library also closes. Staff will be developing new closing procedures to accommodate the new closing time.