



BERKELEY PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES

REGULAR MEETING
SEPTEMBER 11, 2013

AGENDA
6:30 PM

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 *
- C. Report from library employees and unions, discussion of staff issues
Comments / responses to reports and issues addressed in packet.
- D. Report from Board of Library Trustees

II. PRESENTATION CALENDAR

- A. Children's and Youth Services Report – Sarah Dentan, Library Manager

III. CONSENT CALENDAR

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

- A. [Approve minutes of July 10, 2013 Regular Meeting](#)
Recommendation: Approve the minutes of the July 10, 2013 regular meeting of the Board of Library Trustees.
- B. [California State Library FY 2014 Baseline Grant Funds from the California Library Literacy Services \(CLLS\) Program](#)
Recommendation: Adopt a resolution authorizing the Director of Library Services to apply for and accept \$10,000 of FY 2014 CLLS baseline grant funds.
- C. [FY 2013 Annual Closing Budget Report and FY 2014 Budget Amendment](#)
Recommendation: Adopt a resolution amending the FY 2014 Revised Budget for all Fund entities based upon recommended re-appropriation of committed prior year funding and other adjustments totaling \$2,245,523.
- D. [Amendment: Contract No. 9200 One Workplace L. Ferrari, LLC](#)
Recommendation: Adopt a resolution authorizing the Director of Library Services to amend Contract No. 9200 with One Workplace L. Ferrari, LLC for the procurement of furniture and associated delivery, temporary storage, and installation services for the Measure FF new West Branch Library for a revised contracted value not-to-exceed \$237,500.
- E. [Amendment: Contract No. 8159, Harley Ellis Devereaux Architects](#)
Recommendation: Adopt a resolution recommending to the City Council that the City Manager be authorized to amend Contract No. 8159 with Harley Ellis Devereaux, to provide additional services on the West Branch Improvement Project in an incremental amount of \$50,000 for a revised contracted value not-to-exceed \$838,194.
- F. [Annual Report To The Berkeley City Council](#)
Recommendation: Adopt a resolution approving the Annual Report to the Berkeley City Council from the Board of Library Trustees for the period of July 2011 through June 2012.
- G. [Accept Gift Funds from the Berkeley Public Library Foundation in the Amount of \\$200,000 Constituting Payment toward the Foundation's Branch Library Capital Campaign Pledge.](#)
Recommendation: Adopt a resolution authorizing the acceptance and allocation of gift funds from the Berkeley Public Library Foundation constituting payment toward the Foundation's Branch Library Capital Campaign pledge.

* Public Comments - speakers allowed 3 minutes each

- H. **Contract No. 7561 Amendment: Kitchell CEM, Inc.**
Recommendation: Adopt a resolution recommending City Council amend the existing Contract No. 7961 with Kitchell CEM, Inc. by increasing expenditure authority in the amount of \$50,000 for a revised total contract amount not to exceed \$1,523,580 for the provision of construction / project management services and LEED commissioning agent services for the branch library bond program.

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. **September 2013 Monthly Report from Library Director**
 - i. Library Development
 - ii. Professional Activities
 - iii. Programs, Services and Collections
 - iv. Personnel
- C. **Library events:** Calendar of events and press releases for various Library programs are posted at <http://www.berkeleypubliclibrary.org>

V. AGENDA BUILDING

The next meeting will be a Regular Meeting held at 6:30 PM on Wednesday, October 9, 2013 at the **South Branch Library, 1901 Russell Street, Berkeley.**

VI. ADJOURNMENT

* * * * *

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



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

Please refrain from wearing scented products to public programs.

I hereby certify that the agenda for this regular meeting of the Board of Library Trustees of the City of Berkeley was posted in the display cases located at 2134 Martin Luther King, Jr. Way and in front of the Central Public Library at 2090 Kittredge Street, as well as on the Berkeley Public Library's website on September 4, 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, July 10, 2013, 6:30 P.M.

SOUTH BRANCH LIBRARY – 1901 RUSSELL STREET

Board of Library Trustees:

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

I. PRELIMINARY MATTERS

A copy of the agenda packet and a digital recording of the meeting is accessible at http://www.berkeleypubliclibrary.org/about_the_library/bolt/bolt.php

A. Call to Order: 6:38 P.M.

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

Absent: Trustee Moore.

Also Present: Donna Corbeil, Director of Library Services; Douglas Smith, Deputy Director; Alicia Abramson, Manager Information Services; Megan McArdle, Manager for Collections, Adult and Teen Services; Jenifer Shurson, Assoc. Human Resources Analyst; Eve Franklin, Administrative Secretary.

B. Public Comments: None.

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

1. Andrea Mullarkey – spoke regarding Technical Services Workflow and Shelf Ready.

D. Report from Board of Library Trustees:

1. Trustee Franklin – Attended ALA Annual Conference in Chicago, the variety of programs was terrific.
2. Trustee Holcomb – Attended ALA Annual Conference. Learned that our teen librarian Jack Baur is known among librarians for his teen work. Recently used the Tool Lending Library for the first time, the staff were really helpful.

II. PRESENTATION CALENDAR

A. Technical Services Workflow / Shelf Ready

Alicia Abramson, Manager Information Services and Jenifer Shurson, Assoc HR Analyst provided a presentation (Attachment #1.)

III. CONSENT CALENDAR

Action: M/S/C (Trustee Holcomb / Trustee Franklin to to adopt Resolution # R13-041 to adopt the Consent Calendar as presented.

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

Abstentions: None.

A. Approve minutes of June 12, 2013 Regular Meeting

From: Director of Library Services

Recommendation: Approve the minutes of the June 12, 2013 regular meeting as presented.

Financial Implications: None.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution # R13-042.

B. 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 # R13-043.

C. Fiscal Year 2013 Annual Gift Report

From: Director of Library Services

Recommendation: Adopt a resolution to approve the annual report to the Berkeley City Council of gifts received in FY 2013 as required by CC Resolution No. 65,444-N.S.

Financial Implications: see report.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution # R13-044.

D. Purchase Authorization in Excess of Director of Library Services' Granted Authority for FY 14

From: Administrative and Fiscal Services Manager

Recommendation: Adopt a resolution authorizing the Director of Library Services to enter into FY 2014 purchase agreements and approve payments to the specified vendors projected to exceed the Director's delegated spending authority of \$50,000 for services and \$100,000 for goods, materials and equipment.

Financial Implications: see report.

Contact: Dennis Dang, Administrative and Fiscal Services Manager

Action: Adopted Resolution # R13-045.

E. Contract Amendment No. 8500 Bibliotheca ITC, LLC

From: Director of Library Services

Recommendation: Adopt a resolution to amend Contract No. 8500 with Bibliotheca ITG, LLC for the additional incremental amount of \$52,994 for the purchase of automated materials handling equipment and installation at the Central Library for an amount not to exceed \$900,000.

Financial Implications: see report.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution # R13-045.

F. Salary Increase for the Director of Library Services

From: Julie Holcomb and Abigail Franklin, Trustees

Recommendation: Adopt the resolution approving a \$.831 per hour merit salary increase, effective July 13, 2013, for the Director of Library Services based on the personnel evaluation conducted on May 29, 2013.

Financial Implications: see report.

Contact: Julie Holcomb and Abigail Franklin, Trustees

Action: Adopted Resolution # R13-046.

IV. ACTION CALENDAR

A. Collections Disaster Recovery Plan

Megan McArdle, Manager for Collections, Adult and Teen Services provided a presentation (attachment #2)

From: Manager for Collections, Adult and Teen Services

Recommendation: Adopt a resolution to approve the Library Disaster Plan as presented.

Financial Implications: see report.

Contact: Megan McArdle, Manager for Collections, Adult and Teen Services

Action: M/S/C (Trustee Holcomb / Franklin to adopt Resolution # R13-047.

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

Abstentions: None.

Trustee Novosel left at 7:33 P.M.

B. Library Work Plan FY 2014

From: Director of Library Services

Recommendation: Adopt a resolution to approve the Library Work Plan for the biennial budget period, FY 2014 and 2015.

Financial Implications: see report.

Contact: Donna Corbeil, Director of Library Services

Action: M/S/C (Trustee Franklin / Trustee Holcomb to adopt Resolution # R13-048.

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

Abstentions: None.

V. INFORMATION REPORTS

A. July 2013 Monthly Report from Library Director

Director Corbeil announced Deputy Director Douglas Smith's resignation.

From: Director of Library Services

Contact: Donna Corbeil, Library Director

Action: Received.

B. Strategic Plan Update

From: Deputy Director of Library Services

Contact: Douglas Smith, Deputy Director of Library Services

Action: Received.

C. Public Access Technology

From: Deputy Director of Library Services
Contact: Douglas Smith, Deputy Director of Library Services
Action: Received.

D. Communication Plan Update

From: Director of Library Services
Contact: Donna Corbeil, Library Director
Action: Received.

E. Library events

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

VI. AGENDA BUILDING

The next meeting will be a Regular Meeting held at 6:30 PM on Wednesday, September 11, 2013 at the South Branch Library, 1901 Russell Street, Berkeley.

Future agenda items:

- Children’s Services Presentation

VII. ADJOURNMENT

Adjourned at 7:53 P.M.

COMMUNICATIONS: none.

SUPPLEMENTAL COMMUNICATIONS AND REPORTS:

1. Technical Services Workflow / Shelf Ready Presentation
2. Collections Disaster Recovery Plan

LIBRARY TECHNICAL SERVICES

Making Changes to Support Public Service Priorities

Background

- Service priorities have evolved
- The budget is not unlimited
- Streamlining Technical Services has been successful for many other libraries

Library Service Priorities

- Renovated branches
- Additional hours at branches
- A focus on programming and outreach
- Public Access Computing
- Expanded collections, including downloadable books, music, databases

What does Technical Services Do?

- **Acquisitions:** Order materials, pay bills, receive materials
- **Cataloging:** Download cataloging records into Library Catalog and assign call numbers
- **Processing:** Final physical processing of books before we put them on the shelves

Vendor Provided Shelf Ready Services

Books arrive ready to put on shelf:

- Mylar covers
- Barcodes
- Property Stamps
- Spine Labels
- Cataloging Record
- RFID Tags

Outcomes

- Reduced time handling materials
- Fewer staff handling each item
- Opportunity to streamline workflow
- Staff time freed up to support other priorities

The process

- Meetings
 - TS Staff, union, vendors, other Library systems
- Trainings
- Site visits
- Questionnaires / Shadowing
- Orientation & Skills Building

Next Steps

- Continue to engage staff
- Finalize services agreement with vendor
- Work with staff & vendor to plan for implementation
- Report back to BOLT in the fall

COLLECTIONS DISASTER RECOVERY PLAN

Presented to BOLT

July 10, 2013

In California, when we think
DISASTER....

We think Earthquake...



Japan,
2011

What we should be worried
about...

is WATER.



University of Hawaii, 2004



What do we do?



Univ. of Nebraska-
Kearny, 2013

Goals of Library Collections Disaster Recovery Plan

- Collections only. Not meant to replace Emergency Handbook or General Disaster plan.
- Give staff facing a difficult and stressful situation tools to help them assess and salvage collections
 - Who should they call?
 - What should they do first?
 - Where can they find supplies?

In the event of an **EMERGENCY**, people first!

- Assess your own safety and act accordingly.
- Elicit help from a co-worker or another person in the area.
- Act to protect lives, then physical property.

In the event of any emergency involving library materials, follow these general rules:

- TIME is critical.
- Think creatively and avoid making uninformed decisions, which could cause irreversible damage.
- Stabilize collections as soon as possible.
- Provide as ideal an environment as possible for all collections exposed to the disaster.

- Protect materials which have not been affected by the disaster to prevent additional damage.
- Select the recovery method(s) best suited to the collection and type of damage.
- Take photographs of major damage before beginning recovery efforts.
- Keep track of books sent for repair

“Disasters strike every area of the country, and disasters do not spare libraries. Usually there is little or no warning, and the best defense is a plan for effective response.” American Library Association





CONSENT CALENDAR

September 11, 2013

TO: Board of Library Trustees

FROM: Donna Corbeil, Director of Library Services

SUBJECT: CALIFORNIA STATE LIBRARY FY 2014 BASELINE GRANT FUNDS FROM THE CALIFORNIA LIBRARY LITERACY SERVICES (CLLS) PROGRAM

RECOMMENDATION

Adopt a resolution authorizing the Director of Library Services to apply for and accept \$10,000 in FY 2014 CLLS baseline grant funds.

INTRODUCTION

The California Library Literacy Services (CLLS) is a program of the California State Library whose mission is to enable Californians of all ages to reach their literacy goals and use library services effectively. CLLS is an important funding source for the Library's Berkeley READS literacy service, a CLLS program participant since 1987. Statewide, over 100 CLLS libraries serve nearly 20,000 adults annually in over 800 library branches and other outlets. In FY 2013, Berkeley READS and its dedicated team of volunteer tutors instructed 218 individuals to positively change their lives through the acquisition of improved basic reading and writing skills.

FISCAL IMPACTS

The annual CLLS grant has typically been provided in three parts: 1) a baseline amount applicable to the fiscal year's approved CLLS programs, including Adult Literacy and Families for Literacy – programs reflecting both the commitment and importance to the City of Berkeley and the State of California that all Californians attain their literacy goals and possess the capability to effectively use library services, and parts 2 and 3) a CLLS formula amount based on a per capita amount per adult learner served at BPL in the previous fiscal year, and a match on local funds raised and expended for adult literacy services reflecting the commitment to a continuing state/local partnership and an incentive for increased local support for adult literacy.

In FY 2012, CLLS funding was initially placed on hold pending the outcome of the state's then unresolved Trigger Bill. Funding was subsequently suspended for the fiscal year.

In FY 2013, the Library received \$34,170 in CLLS program support.

BACKGROUND

The Berkeley READS program was seeded in 1987 with CLLS funding and has continuously received this grant following a fiscal year schedule up to fiscal year 2011. In FY 2012, CLLS funding was suspended by the CA State Library due to the state's budgetary situation. Nonetheless, during this suspended period the Berkeley Public Library in recognition of the value of Berkeley READS to the community pledged and fulfilled its commitment to support the program with other Library funds. Consequently, to date the program's Library staffing remains unchanged consisting of 1.0 FTE Library Literacy Program Coordinator, 1.0 FTE Library Specialist I (Literacy Program Assistant) and a 0.50 PT Library Assistant funded through the Library Tax Fund. Staffing is further supplemented by additional contractual or project positions (typically funded by CLLS grant support) – estimated at 1.00 FTE in FY 2013 – dedicated to adult and family literacy that may include a mix of a Family Literacy Instructor, a Computer Lab/ Drop-In Instructor, an Adult Learner-on-Staff, and a Tutor Trainer. In FY 2013, BPL's total funding support – inclusive of grant and gift spending – directed to Berkeley READS was \$328,722.

CURRENT SITUATION AND ITS EFFECTS

The Library has received a CLLS award letter dated July 18, 2013 from the CA State Library confirming a fiscal year 2014 baseline award claim of \$10,000. Other program funding attributable to a per capita amount per adult learner and the match on local funds have yet to be determined and is targeted to be forthcoming in the fall. The FY 2014 budget includes estimated revenue and expenditure amounts for a CLLS award based on the prior year's activity; and receipt of the \$10,000 baseline award would be a component of these budgeted amounts. Acceptance and appropriation of the announced baseline award is requested in order to comply with this fiscal year's program rules that 100% of the year's CLLS award be directed towards adult and family literacy programs and be expended or encumbered by June 30, 2014. With this vital funding support Berkeley READS will continue to build upon its community and local government relationships, pursue active client recruitment strategies, and offer instruction in a variety of modalities best suited to the individual client.

FUTURE ACTION

No future action is necessary.

Attachments

1. Resolution

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO.: R13-###

**AUTHORIZING THE DIRECTOR OF LIBRARY SERVICES TO APPLY FOR AND ACCEPT CALIFORNIA STATE LIBRARY
FY 2014 BASELINE GRANT FUNDS FROM THE CALIFORNIA LIBRARY LITERACY SERVICES (CLLS) PROGRAM**

WHEREAS, the California State Library administers program awards for the California Library Literacy Services (CLLS) Grant Program and for the Public Library Fund appropriation; and

WHEREAS, the CLLS program is an important funding source for the Berkeley READS adult and family literacy program; and

WHEREAS, the grant amount is determined by a CLLS funding formula and is available to those libraries that sustain a commitment to a continued state/local partnership and support for adult literacy; and

WHEREAS, the California State Library has announced FY 2014 CLLS baseline awards for claim, with the per capita amount per adult learner and the match on local funds components to follow in the fall, and it is budgeted in the FY 2014 revenue and expenditure budgets; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley hereby authorizes the Director of Library Services to apply for and accept the eligible FY 2014 grant fund baseline claim amounting to \$10,000 extended by the California Library Literacy Services Grant Program to the Berkeley Public Library.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on September 11, 2013 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Winston Burton, Chairperson

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



CONSENT CALENDAR

September 11, 2013

TO: Board of Library Trustees

FROM: Dennis Dang, Administrative and Fiscal Services Manager

SUBJECT: FY 2013 CLOSING BUDGET REPORT AND FY 2014 BUDGET AMENDMENT WITH A \$100,000 INCREASE IN THE LIBRARY TAX FUND RESERVE

INTRODUCTION

Fiscal year 2013 period 13 (2nd closing) results and year-over-year percentage changes by Fund entities are:

Fund	Revenue	%age of Rev	Rev YoY	Expenditures	%age of Exp	Exp YoY
Library Tax (301)	\$15,488,692	94.7%	+3.9%	\$14,688,414	61.8%	+3.6%
Transaction Based Reimb (302)	\$19,976	0.1%	-65.7%	\$38,904	0.2%	-27.5%
Grants (304)	\$93,979	0.6%	+526.5%	\$45,515	0.2%	+45.2%
Public Library (305)	\$0	0.0%	-	\$1,110	0.0%	-15.9%
Gifts (306)	\$83,314	0.5%	-11.7%	\$130,749	0.6%	-24.1%
Foundation Branch FF&E (307)	\$650,000	4.0%	-18.8%	\$361,513	1.5%	-51.3%
Measure FF (308)	\$17,486	0.1%	+217.5%	\$8,498,926	35.8%	+1.1%
Total	\$16,353,447	100.0%	+3.0%	\$23,765,131	100.0%	+0.7%

RECOMMENDATION

Adopt a resolution amending the FY 2014 Revised Budget for all Fund entities based upon recommended re-appropriation of committed prior year funding and other adjustments totaling \$2,245,523.

FISCAL IMPACTS

Revisions to the fiscal year 2014 expenditure budget by Fund entities are:

Fund	Approved FY14 Budget (Fund\$)	Encumbered C/O	Adjustments (AAO1)	Revised FY14 Budget	Prjctd FY-End Fund Balance
Library Tax (301)	\$16,130,691	\$413,310	\$300,413	\$16,844,414	\$1,209,163**
TBR (302)	\$76,000	\$3,811		\$79,811	\$198,498
Grants (304)	\$68,646			\$68,646	
Public Library (305)	\$0			\$0	
Gifts (306)	\$260,504	\$902	\$14,800	\$276,206	\$296,761
Foundation FF&E (307)	\$1,557,694	\$173,520	(\$735,034)	\$996,180	\$0
Measure FF (308)	\$3,173,106	\$3,386,520	(\$1,312,719)	\$5,246,908	\$0
Total	\$21,266,641*	\$3,978,063	(\$1,732,540)	\$23,512,165	

* BOLT R13-035 approved FY 2014 expenditure budget = \$21,445,748. Variance to Fund\$ is due to ending benefit calculations not available at time of budget development.

**Net of \$1.3M in reserve funds.

On May 29, 2013, the Board of Library Trustees by Resolution No.: 13-035 approved the revenues and expenditure budgets for all Library Fund entities for biennial budget fiscal years 2014 and 2015. On August 16th, CoB Finance rolled over \$3,978,063 of total encumbered values for contracts from FY13 into FY14; this action, as well as reduction of \$1,732,540 of adjustments for known FY14 activities, yields an amended expenditure budget total of \$23,512,165. Approval of these adjustments to the FY 2014 budgets would be effected as part of the first amendment to the FY 2014 Annual Appropriations Ordinance to be brought before the City Council.

BACKGROUND

The Library has several revenue sources of support dedicated to its operations. By far, the largest revenue source is the library tax, a property tax special assessment based on building square footage and use code. Much less sizable in terms of dollar value, but nonetheless, of importance to the Library are annual allocations distributed by the California State Library typically through programs such as the Transaction-Based Reimbursement (TBR) program, the California Library Literacy Services (CLLS) program, and the Public Library Fund. The Transaction-Based Reimbursement (TBR) and Public Library Fund programs are currently unfunded and consequently are inactive. In addition, the Library receives donations and gifts from the Friends of the Berkeley Public Library, the Berkeley Public Library Foundation, and private organizations and individuals.

Excluding Gifts (306) and the Branch Renovation Program (307 and 308) funds, a surplus of \$828,704 was generated in FY13 as revenue at \$15,602,647 increased year-over-year by 4.1% and expenditures rose at a slower pace of 3.5% to \$14,773,943. Revenue for these Fund groups was \$620,395 higher than the previous fiscal year due to higher Fund 301 library tax receipts which increased \$646,907 year-over. On the expenditure side year-over labor and other costs rose due to higher intermittent labor and

benefits costs, infrastructure maintenance, and website and information system upgrades and enhancements.

As is typically the case, the bulk of revenue was derived from library tax receipts at 93.3% of total revenue, which was flat to last fiscal year's share of 93.0%. Of total Library expenditures, costs were primarily linked to construction of the South and West branch library facilities related to the Branch Libraries Improvement Program, and normal operating expenses generated in the Library Tax Fund.

1. Library Tax Fund

The Library Tax Fund ended the fiscal year with a surplus as revenues exceeded expenditures by \$800,277 yielding an estimated beginning fund balance of \$1,868,245 net of a reserve of \$1.2M.

The Library Tax Fund is made up of revenue from the dedicated library tax, fines and fees, and miscellaneous revenue. The largest component of revenues in the Fund is the library tax itself which is received periodically during the fiscal year – generally September, February, April and June – from the County Assessor's Office and is indexed to the higher of the increase in the California Personal Income Growth (PIG) or the San Francisco Bay Area Consumer Price Index (CPI) rates. In FY13, the library tax rate was pegged to the PIG index increase of 3.770%, generating receipts of \$15,253,044 for an incremental gain of \$646,907 over the FY 2012 CPI rate of 2.821%, and when compared to the FY13 budgeted revenue achieved a favorable 1.5% gain of \$224,606. Library fines fell \$44,001 from the prior year to \$210,984, a 17.3% fall 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; while the implementation of a standard \$0.25 fine postulated as likely to be revenue neutral due to a linking with an increase in borrowing limits likely contributed to the decline even though preliminary circulation counts indicate a rise of 8% to 1.9M items over FY 2012. Other revenues from fees and miscellaneous revenue sources declined 48.6% to \$24,664, this drop results from a one-time gain in FY 2012 from the elimination by EBMUD of a previously unknown water meter discovered during construction renovation at the Claremont Branch.

Fiscal year expenditures at \$14,688,414 increased 3.6% or \$506,515 from last fiscal year. Labor costs were up year-over-year by \$186,316 primarily due to medical insurance benefits and intermittent staffing in the Circulation, Childrens, Maintenance, and Reference areas; and fell midway in comparison to higher budget and lower mid-year projection targets. Non-labor expense was up \$320,198 year-over, an increase of 13.2%. This increase reflected several significant initiatives that included the redesign of the Library's website, a new boiler at the Central Library to meet current Bay Area Air Quality Management District emission regulations and equipment costs related to the Library's participation in the City-led VoIP telephone system project. Although, the boiler and VoIP projects were budgeted and included in the mid-year projection, the VoIP project encountered unforeseen equipment expenses to upgrade the Library's existing technology infrastructure to be able to accommodate VoIP. Favorable variances for computer and software purchases were due to postponement of expected acquisition of new Innovative Interfaces data modules and an automated materials handling system at the Central Library.

2. Gifts Fund

Expenditures of \$130,749 declined 24.1% or \$41,628 below the prior year. The bulk of spending at \$79,670 was allocated to supplies including circulating materials and subscriptions and field

supplies. Salaries and wages dropped \$1,181 year-over to \$2,021 primarily due to a decrease in Art and Music program staffing hours. Printing and Binding, under other purchased services, increased to \$3,113 from \$1,770 in FY12 due to advertising for the 3rd Quarter opening of the South. Brochures provided the community with a detailed list of the type of services and materials available at the new Tool Lending Library. Professional services saw a significant 35.2% decrease in expenditures evident primarily in the Central Children's department which focused programs in the fiscal year on music education, fine motor skills and community awareness.

3. Other Funds

The TBR Fund (302) ended FY 2013 with receipts tumbling 65.7% to \$19,976 from the prior year as revenue was derived solely from public-use photocopiers. There were no receipts from the CA State Library's transaction based reimbursement program. Ending Fund expenditures at \$38,904 fell 27.5% year-over as LINK+ delivery fees at \$10,109 registered a year-over decline of 65.8%. This was offset by an increase of \$4,776 to rental and contract fees for the Konica public copiers and change machines. Public photocopier and change machine revenue and expenses are posted to the TBR Fund due to the non-restrictive nature of the Fund's ending balance; the Fund is consequently used to partially support the Library's ability to provide public-use photocopiers.

The Grants Fund (304) received funding from the Library Services and Technology Act (LSTA) for the *Berkeley Comic Arts Festival* program in the amount of \$5,000 which focused on enhancing children and teen literacy through graphic novels. Additionally, fiscal year 2013 saw a resumption of receipts totaling \$34,170 attributable to the California Library Literacy Services (CLLS) program to support the Berkeley READS adult literacy program and a BALIS technology award of \$35,961 for creation of a streamlined incident database; in FY 2012, the CLLS program was suspended. Expenditures to the Fund were primarily due to Berkeley READS which expended \$31,683 and was required by its grant rules to spend a minimum of 80% of grant funding by fiscal year-end, a spend-down of the *Berkeley Comic Arts Festival* \$5,000 grant, as well as half of the year's BALIS grant award.

The Public Library Fund (305), a currently inactive program of the California State Library distributed funds annually to the Berkeley Public Library based on a per capita calculation and share of population. Consequently, there were no program receipts in FY 2013 as was the case in FY 2012. However, to date the Public Library Fund carries a fund balance of which \$1,110 was expended in support of Berkeley READS.

4. Measure FF Funds

The BPL Library Foundation FF&E Fund deposited three check awards in FY 2013 totaling \$650,000. Expenditures fell 51.3% year-over to \$361,513 a drop of \$554,686 as fiscal year Fund purchases were primarily directed to the South Branch Library at \$330,596 versus the bulk of FY 2012 purchases that funded interior furnishings and equipment for the North and Claremont branch libraries.

At fiscal year-end three of the four Measure FF Fund (308) renovation projects, the North, Claremont, and South branch libraries were back in public service. The South Branch Library opened to the public on May 11, 2013. The West Branch Library remained in construction and was targeted for opening before calendar year-end 2013. Fund revenue consisted of \$17,486 in interest proceeds. Expenditures totaled \$8,498,926. All costs attributable to construction since the kickoff of the Measure FF program up to June 30, 2013 by site are, North: \$4,607,112,

Claremont: \$3,105,027, South: \$4,779,533, and West: \$2,590,409. Construction costs for West in FY 2013 are understated due to pay applications that were awaiting authorization for payment.

Architectural design costs at June 30, 2013:

CC Authorized	Contracted w/ASAs	Site	Designer	Expended	Expended /CC Auth	Expended /Cntrctd
\$751,245	\$748,860	NB	Architectural Resources Group	\$728,619	97.0%	97.3%
\$637,132	\$627,145	CB	Gould Evans Baum Thornley	\$614,622	96.5%	98.0%
\$893,500	\$872,800	SB	Field Paoli	\$855,473	95.7%	98.0%
\$788,194	\$742,558	WB	Harley Ellis Devereaux	\$723,025	91.7%	97.4%
\$3,070,071	\$2,991,363	Total	Architectural Design Services	\$2,921,739	95.2%	97.7%

General Contractor construction costs at June 30, 2013:

CC Authorized	Contracted w/COs	Site	General Contractor (incl. escrow)	Expended (excl. w/h)	Expended /CC Auth	Expended /Cntrctd
\$4,760,000	\$4,508,765	NB	BHM <i>*contract closed*</i>	\$4,508,765	94.7%	100.0%
\$3,300,000	\$2,994,394	CB	Fine Line <i>*contract closed*</i>	\$2,994,394	90.7%	100.0%
\$4,963,000	\$4,658,482	SB	Gonsalves & Stronck	\$4,569,658	92.1%	98.1%
\$5,985,000	\$5,515,718	WB	West Bay Builders	\$2,420,494+	40.4%	43.9%
\$19,008,000	\$17,677,359	Total	Construction Services	\$14,493,311	76.2%	82.0%

+ Does not include \$841,882 of FY 2013 Payment Requests for work completed to be paid pending authorization.

CURRENT SITUATION AND ITS EFFECTS

Throughout the year, the Library Board takes actions that amend the fiscal year’s revised budget through the Annual Appropriations Ordinance. These may include, but are not limited to, the acceptance of new grants, revisions to existing grants, and adjustments to the adopted expenditure authority due to unanticipated needs.

The revised budget is also amended annually to reflect the re-appropriation of prior-year funds for contractual commitments (i.e. encumbrances) as well as unencumbered carryover of unexpended funds previously authorized for one-time, non-recurring purposes. These budget changes or modifications include re-appropriating FY13 spending authority to FY14 for coverage of commitments entered into in prior years. The amended FY 2014 Revised Budget will be sent to the City’s budget office for inclusion in the consolidated first amendment of the Annual Appropriations Ordinance (see table in *Fiscal Impact* section).

1. Library Tax Fund

The Library Tax Fund budget is requested to be increased by \$713,723 to \$16,844,414 due to FY13 carryover and new budget adjustments. The set-aside for reserve funds is requested to be increased by \$100,000 to \$1,300,000 to reflect approximately 8% of the Fund’s revenue; and is in line with the City’s percentage reserve target as applied to the General Fund. Incorporating these actions would yield a projected ending Uncommitted Fund Balance net of reserves of \$1,209,163. Important future events to impact the Library Tax Fund include the CalPERS contribution rate for FY 2015 – an expected unknown at this time; and a new CalPERS 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.

Carryover	\$413,310		
• Accutite	\$25	Central Underground Fuel Tank Monitoring	
• Advantel Inc.	\$41,942	VoIP Equipment	
• AMS.NET Inc.	\$59,593	I.T. Equipment	
• Atthowe Transportation	\$2,404	Art Storage and Transportation	
• Avidex, Inc.	\$20,273	A/V Systems Maintenance	
• Berg Davis	\$3,428	Communications Consultant	
• Bibliotheca ITG	\$976	Self-check and AMH Systems	
• Big Chief Tree Service	\$9,595	Tree Maintenance	
• City Mechanical	\$14,843	Facility Maintenance	
• Greg Crawford	\$6,273	Graphics/Media	
• Innovative Interfaces	\$15,182	Integrated Library System	
• I-Sys Corp	\$7,640	I.T. Systems and Facility Maintenance	
• Kray Cabling	\$9,424	I.T. Cabling	
• L.J. Kruse Co.	\$33,344	Facility Maintenance	
• Lauren Wohl	\$13,353	Graphics/Media	
• Mediatrope	\$25,000	Web Design	
• Microbiz Service Co.	\$3,270	Video Security Systems	
• New Image Landscaping	\$615	Landscaping Maintenance	
• Pacific Northwest Painters	\$3,713	Facility Maintenance	
• Security Engineers	\$5,595	Fire Alarm Monitoring Services	
• Sentry Alarm Systems	\$3,461	Intrusion Alarm Monitoring Services	
• Stuart's Clear Choice	\$12,305	Window Cleaning Services	
• Syserco	\$21,940	Building Systems	
• Thawte Inc.	\$495	Facility Maintenance	
• ThyssenKrupp Elevator	\$12,819	Elevator Maintenance	
• U.C. Glass	\$100	Facility Maintenance	
• Unique Management Services	\$23,335	Collections Agency	
• Universal Building Service	\$3,182	Janitorial Services	
• Universal Protection Service	\$58,764	Security Services	
• West Coast Property Mngmnt	\$220	Rental Services	
• Grainger	\$201	Facility Maintenance	
Adjustments	\$300,413		
• Library Materials	\$75,000	Increased Materials Purchasing	
• Central Staff Furniture	\$50,000	Replacement Furniture	
• Central Infrastructure	\$175,413	Teen Space, Deferred Maint., Limited Public Area Service Improvements	

The Library proposes adjustments for increased library materials purchases dedicated to enhancing current electronic materials collections, funds to replace staff furniture dating to the 2002 renovation of

the Central Library, and Central Library infrastructure improvements that include an enhanced Teen Space, select deferred maintenance projects, and limited public service area upgrades.

2. Gifts Fund

The Gifts Fund revised budget increases \$15,702 to \$276,206 due to FY13 carryover.

Carryover	\$902	
• Dean's Signs	\$370	South Opening Signage
• International Contact Inc.	\$282	Translation Services (Summer Reading)
• Patricia Bruning Design	\$250	Signage Design
Adjustment	\$14,800	
• Misc. (Literacy)	\$3,800	FY13 Unspent Private Donations to BKY Reads
• Miscellaneous	\$1,000	Events Hosting from Fund's Balance
• West Branch Collection	\$10,000	FY13 Friends for WB Opening Day Collection

The adjustments appropriation includes an assemblage of private gifts given in FY 2013 to the Berkeley READS literacy program and is intended to cover program expenses not covered by actual committed FY 2014 CLLS receipts that at fiscal year-end have yet to be announced, general hosting costs for special events as opening and closing festivities and recognition ceremonies, and a carryover of FY 2013 monies gifted by the Friends of the Library to enhance the opening day collection for the new West Branch Library.

3. Other Funds

The TBR Fund revised budget increases \$3,811 to \$79,811 due to FY13 carryover.

Carryover	\$3,811	
• Konica Minolta	\$3,811	Public Copier Services

The Grants Fund is unchanged.

Adjustment	none proposed
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4. Foundation FF&E Fund

The Foundation FF&E Gift Fund revised budget decreases \$561,514 to \$996,180 due to FY13 carryover and estimated adjustments to close out the Fund's supported program.

Carryover	\$173,520	
• Avidex, Inc.	\$5,002	Digital Signage Equipment and Installation
• Bibliotheca ITG	\$88,157	Self-check and AMH Systems
• Contract Office Group	\$1,854	FF&E
• Field Paoli Architects	\$365	Donor Signage
• Harley Ellis Devereaux	\$5,000	Donor Signage

- Hogue & Associates \$3,206 FF&E
- McMaster-Carr Supply \$220 Hardware Supply
- One Workplace \$66,719 FF&E
- Ross McDonald Company \$2,999 FF&E
- Grand Total 173,520

Adjustment (\$735,034)

- Professional Services (\$35,034) Estimated
- Furniture, Fixtures, Equipment (\$700,000) Estimated

The Library anticipates a fiscal year 2014 completion of the Foundation’s capital campaign dedicated to the acquisition of furniture, fixtures and equipment for the branch libraries at a support level of \$2.1M. The estimated expense reductions are taken to match total Fund proceeds.

5. Measure FF Fund

The Measure FF Fund has \$3,386,520 of requested FY13 carryover offset by an adjustment to decrease expenditures by \$1,312,719 to close out the Fund’s supported program.

Carryover \$3,386,520

- Architectural Resources Group \$20,241 Architect – North Branch
- ARC-NC \$8,894 Document Reproduction
- Bank of Marin \$154,761 Retention – West Branch
- Construction Testing Services \$15,737 Testing and Inspection Analysis
- Consulting Residential Design \$3,340 Consultant
- Field Paoli Architects \$17,327 Architect – South Branch
- Fugro Consultants Inc. \$10,458 Geotechnical – West Branch
- Gonsalves & Stronck \$84,383 Construction – South Branch
- Gould Evans Baum Thornley \$12,823 Architect – Claremont Branch
- Harley Ellis Devereaux \$19,533 Architect – West Branch
- I-Sys Corp \$3,013 Electronic Building Access System
- Kitchell CEM \$51,070 Project Management
- Moovers Inc \$6,936 Moving Services
- RGA Environmental Inc \$6,619 Engineering Analysis
- Sentry Alarm Systems \$476 Intrusion Alarm Equipment
- Smith, Fause & McDonald \$7,006 A/V Consultant
- United American Bank \$4,441 Retention – South Branch
- West Bay Builders Inc \$2,940,463 Construction – West Branch
- Wowhaus \$19,000 Public Art – West Branch

Adjustment (\$1,312,719)

- Professional Services (\$443,104) Estimated
- Building (\$869,615) Estimated

The Library anticipates completion of the Measure FF supported Branch Libraries Improvement Program in FY 2014. The estimated expense reductions are taken to match total Fund proceeds.

FUTURE ACTION

The Library will report the amended revised budget to the City Manager's Office for inclusion in the amendment to the FY 2014 Annual Appropriations Ordinance to be brought before the City Council at an upcoming meeting in October/November.

Attachments:

- A. Resolution
 - 1. FY 2013 Revenue by Fund: Close II
 - 2. FY 2013 Expenditure by Fund: Close II
 - 3. FY 2013 Vendor Expenditures
 - 4. Library Tax Fund: 5-Year Fund Analysis
 - 5. Gifts Fund: 5-Year Fund Analysis
 - 6. Other Funds: 5-Year Fund Analysis
 - 7. BPL Foundation FF&E Fund: 5-Year Fund Analysis
 - 8. Measure FF Fund: 5-Year Fund Analysis

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO.: R13-###

AMEND THE FISCAL YEAR 2014 BUDGETS TO \$16,711,068 OF REVENUES AND \$23,512,165 OF EXPENDITURES AND INCREASE THE LIBRARY TAX FUND RESERVE TO \$1,300,000

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

WHEREAS, the Board of Library Trustees by approval of BOLT Resolution No.: 13-035 on May 29, 2013 adopted the FY 2013 and FY 2014 biennial revenue and expenditure budgets; and

WHEREAS, the Board of Library Trustees is vested with the authority to amend the fiscal year budget for encumbrances and adjustments throughout the fiscal year as it deems prudent and necessary as pertains to the operations of the Library; and,

WHEREAS, the FY 2014 revised revenue budget is requested to be amended to include fiscal year 2013 encumbrances of \$3,978,063; and

WHEREAS, the FY 2014 revised expenditure budget is requested to be amended to include fiscal year 2013 encumbrances of \$3,978,063; and

WHEREAS, the FY 2014 revised expenditure budget is requested to be amended to include projected fiscal year 2014 adjustments of (\$1,732,540); and

WHEREAS, the Library Tax Fund reserve is requested to be increased \$100,000 to a maximum value of \$1,300,000 to reflect approximately 8% of the Fund's revenue in line with the City's percentage reserve target as applied to the General Fund; and

WHEREAS, the Board is committed to achieving a balanced budget that correlates expenditures with available funds.

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley that the FY 2014 Budget is amended based upon recommended values \$16,711,068 of revenues and \$23,512,165 of expenditures.

BE IT FURTHER RESOLVED by the Board of Library Trustees of the City of Berkeley to adopt an increase of \$100,000 to the Library Tax Fund reserve increasing the reserve to a maximum value of \$1,300,000.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on September 11, 2013 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Winston Burton, Chairperson

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

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Attachment 1

FY 2013 REVENUE BY FUND

Ele/Obj	Account Description	Lib Dscr 301	DL/ILL 302	Grants 304	Pub Lib 305	Gift 306	FF&E 307	Mse FF 308	Rfse Coll 820	Revenue FY13
01-01	Refund on Bills	2,000								2,000
05-01	Over and Shorts									
10-01	Collection by City									
13-15	Library Tax	15,028,438								15,028,438
20-07	Library Svc&Constr Act									
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 Library Svcs Board									
20-21	Tool Lending Fines	20,000								20,000
23-12	BPL Foundation						1,500,000			1,500,000
23-13	Friends of BPL					88,327				88,327
30-01	Interest-Investment Pool							1,500		1,500
50-02	Inter-Library Book Loan									
50-03	Direct Book Loan									
61-01	Max Recycling and Composting									
65-01	Meeting Room Fees	2,000								2,000
80-99	1-Time Grant /w Proj Code									
99-01	Appropriations Ord #1									
99-03	Donations									
99-99	Miscellaneous Revenue	8,500	20,000							28,500
Adopted	Berkeley Public Library	15,313,938	20,000			88,327	1,500,000	1,500		16,923,765
01-01	Refund on Bills	2,000								2,000
05-01	Over and Shorts									
10-01	Collection by City									
13-15	Library Tax	15,028,438								15,028,438
20-07	Library Svc&Constr Act			34,170						34,170
20-11	Library Fines	223,000								223,000
20-12	Link + Fines									
20-15	Lost Book Fines	30,000								30,000
20-17	Lib/Fin Act/S.B. 358									
20-18	Calif Library Svcs Board									
20-21	Tool Lending Fines	20,000								20,000
23-12	BPL Foundation						1,500,000			1,500,000
23-13	Friends of BPL					88,327				88,327
30-01	Interest-Investment Pool							1,500		1,500
50-02	Inter-Library Book Loan									
50-03	Direct Book Loan									
61-01	Max Recycling and Composting									
65-01	Meeting Room Fees	2,000								2,000
80-99	1-Time Grant /w Proj Code									
99-01	Appropriations Ord #1									
99-03	Donations									
99-99	Miscellaneous Revenue	8,500	20,000							28,500
Adjusted	Berkeley Public Library	15,313,938	20,000	34,170		88,327	1,500,000	1,500		16,957,935
01-01	Refund on Bills	444								444
05-01	Over and Shorts	124								124
10-01	Collection by City	5,000						7,750		12,750
13-15	Library Tax	15,253,044								15,253,044
20-07	Library Svc&Constr Act			43,288						43,288
20-11	Library Fines	180,118								180,118
20-12	Link + Fines	1,154								1,154
20-15	Lost Book Fines	22,143								22,143
20-17	Lib/Fin Act/S.B. 358									
20-18	Calif Library Svcs Board									
20-21	Tool Lending Fines	7,569								7,569
23-12	BPL Foundation					500	650,000			650,500
23-13	Friends of BPL					76,028				76,028
30-01	Interest-Investment Pool					858		17,486		18,344
50-02	Inter-Library Book Loan									
50-03	Direct Book Loan									
61-01	Max Recycling and Composting			15,000						15,000
65-01	Meeting Room Fees									
80-99	1-Time Grant /w Proj Code			35,691						35,691
99-01	Appropriations Ord #1	2,267,978	199,151	(3,015)	57,393	531,885	307,694	13,726,851		17,087,937
99-03	Donations					5,928				5,928
99-99	Miscellaneous Revenue	19,096	19,976							39,072
Actual	Berkeley Public Library	17,756,670	219,127	90,964	57,393	615,199	957,694	13,744,337	7,750	33,449,134

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Attachment 2
FY 2013 EXPENDITURE BY FUND (1 of 4)

BERKELEY PUBLIC LIBRARY : EXPENDITURES JUN FY13 (CLOSE #2 / PERIOD 13)											12	100.0%
Berkeley Public Library + CoB			Actuals W/O Encumbrances								YTD JUN	
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	% REV Spent
11-01	Monthly Rated Employees	7,246,031	7,246,031	6,800,150				44		30,573	6,830,767	94.3%
11-02	Wage Continuation Payment			211							211	
11-03	Hourly and Daily Rated Empl	269,434	269,434	196,439		21,691	1,039			36,771	255,940	95.0%
11-04	Monthly Rated - Part Benefitted	426,002	426,002	327,742							327,742	76.9%
11-30	Temporary Disability Payments			716							716	
11-59	Reg Retro Gross Adjust.			1,757							1,757	
11-60	Excess Hours Pay		2,615	165,780		46		1,260			167,086	6389.5%
12-12	General Summer Youth	11,296	11,296	6,464							6,464	57.2%
13-01	O/T-Monthly Rated Employee	6,771	6,771	162							162	2.4%
13-05	Holiday Pay	5,081	5,081									
Prsnl Svcs-Salaries and Wages		7,964,615	7,967,230	7,499,421		21,737	1,039	1,304		67,344	7,590,845	95.3%
20-11	Medical Insurance	1,013,122	1,013,122	1,052,335				88		4,999	1,057,422	104.4%
20-12	Dental Insurance	152,522	152,522	147,734				13		515	148,262	97.2%
20-13	Life Insurance	6,451	6,451	8,080						20	8,100	125.6%
20-21	Cash-in-Lieu	88,660	88,660	80,028				35			80,063	90.3%
20-31	Pers/Misc Other	2,015,844	2,015,844	2,047,757				401		8,744	2,056,902	102.0%
20-34	PARS (3.75%)	26,512	26,512	17,613		815	39				18,467	69.7%
20-36	SRIP	282,329	282,329	284,020				44		869	284,933	100.9%
20-40	Medicare Tax	104,089	104,089	104,425		304	15	16		980	105,740	101.6%
20-63	Retirement Med: Misc. Emp Medical Trusts	192,425	192,425	185,012				32		755	185,799	96.6%
20-71	Workers Comp: Workers Comp Charges	151,936	151,936	161,303		364	17	23		1,990	163,697	107.7%
20-82	Allowances: Shoes Allowance	1,012	1,012	1,012						69	1,081	106.8%
20-87	Terminal Payouts-Misc.Emp	90,052	90,052	86,196		1		16		366	86,579	96.1%
20-90	Other Employee Benefits	261,504	261,504	251,809				45		1,063	252,917	96.7%
20-91	Commuter Check	19,244	19,244	21,452				4		69	21,525	111.9%
27-20	Fringe Benefits (Budget)	24,930	24,930									
Prsnl Svcs-Fringe Benefits		4,430,632	4,430,632	4,448,776		1,484	71	717		20,439	4,471,487	100.9%
20-99	Salary Savings	(186,193)	(186,193)									
Personal Services-Employee		12,209,054	12,211,669	11,948,197		23,221	1,110	2,021		87,783	12,062,332	98.8%

**Attachment 2
FY 2013 EXPENDITURE BY FUND (2 of 4)**

BERKELEY PUBLIC LIBRARY : EXPENDITURES JUN FY13 (CLOSE #2 / PERIOD 13)											12	100.0%
Berkeley Public Library + CoB			Actuals W/O Encumbrances								YTD JUN	
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	% REV Spent
30-35	Professional: Engnrng & Architecural Svcs	50,000	489,732							344,457	344,457	70.3%
30-38	Professional: Misc Prof Svcs	363,600	1,227,580	250,408		3,781		38,196	6,544	583,024	881,953	71.8%
30-39	Hazardous Materials Handling	2,000	1,656									
30-42	Maint Svcs: Office Equip Maint Svcs	8,000	8,000	4,360							4,360	54.5%
30-43	Maint Svcs: Bldg & Structures Maint Svcs	124,400	236,482	129,297							129,297	54.7%
30-44	Maint Svcs: Field Equip Maint	36,950	53,606	5,470							5,470	10.2%
30-46	Maint Svcs: Computer Maintenance	5,000	9,258	9,257							9,257	100.0%
30-47	Maint Svcs: Software Maintenance	315,000	271,596	154,770					491		155,261	57.2%
30-51	Bank Credit Card Fees	2,880	2,880	3,608							3,608	125.3%
Purchased Prof & Tech Svcs		907,830	2,300,790	557,170		3,781		38,196	7,035	927,481	1,533,663	66.7%
35-20	County/State/Fed Pymts.	5,000	5,000	2,787							2,787	55.7%
Grants & Gvrnmntl Payments		5,000	5,000	2,787							2,787	55.7%
40-10	Professional Dues and Fee	47,250	46,756	19,388						1,015	20,403	43.6%
40-20	Insurance	575	575									
40-31	Communications: Telephones	169,250	212,456	(1,111)							(1,111)	-0.5%
40-33	Communications: Cellular	14,550	14,550	4,198							4,198	28.9%
40-41	Utilities: Water	32,550	265,052	21,337						174,995	196,332	74.1%
40-42	Utilities: Gas/Electricity	289,750	314,383	245,581						64,602	310,183	98.7%
40-43	Utilities: Refuse	24,912	24,212	14,108							14,108	58.3%
40-50	Printing and Binding	42,350	64,762	8,146				3,113		6,350	17,609	27.2%
40-61	Travel: Commerical Travel	2,000	2,000	1,709		891		2,960			5,560	278.0%
40-62	Travel: Meals & Lodging	3,000	3,000	4,021		2,256		2,568			8,845	294.8%
40-63	Travel: Registration/Admin Fees	12,100	14,732	8,554		665		1,795			11,014	74.8%
40-64	Travel: Transportation	1,500	1,514	1,076		47		126			1,249	82.5%
40-70	Advertising	12,044	22,280	1,068				300	96	183	1,647	7.4%
40-80	Books and Publications	16,000	29,792	29,792							29,792	100.0%
40-90	Other	423,519	369,362									
Other Purchased Services		1,091,350	1,385,426	357,867		3,859		10,862	96	247,145	619,829	44.7%
50-10	Rental of Land/Buildings	92,200	76,818	10,098						28,950	39,048	50.8%
50-20	Rental of Equip/Vehicles	41,500	45,606		28,795						28,795	63.1%
50-30	Rental of Office Equipment & Furniture	10,000	10,539	6,361							6,361	60.4%
50-40	Rental of Software & Licenses	75	47									
Rentals / Leases		143,775	133,010	16,459	28,795					28,950	74,204	55.8%

**Attachment 2
FY 2013 EXPENDITURE BY FUND (3 of 4)**

BERKELEY PUBLIC LIBRARY : EXPENDITURES JUN FY13 (CLOSE #2 / PERIOD 13)											12	100.0%
Berkeley Public Library + CoB			Actuals W/O Encumbrances								YTD JUN	
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	% REV Spent
51-10	Postage	21,500	21,500	8,761							8,761	40.7%
51-20	Messenger/Deliver	25,000	25,000		10,109						10,109	40.4%
Mail Services		46,500	46,500	8,761	10,109						18,870	40.6%
55-11	Office Supplies	29,000	29,020	21,066							21,066	72.6%
55-20	Field Supplies	154,830	192,395	99,492				23,066	5,095		127,653	66.3%
55-34	Equip & Veh Supp: Spare Replacement Par	12,000	25,974	21,349							21,349	82.2%
55-50	Food	1,000	6,263	39				4,654			4,693	74.9%
55-60	Library Materials	979,000	1,105,448	990,423		4,654		51,950			1,047,027	94.7%
Supplies		1,175,830	1,359,100	1,132,369		4,654		79,670	5,095		1,221,788	89.9%
60-20	Outside Janitorial Svcs	180,000	172,267	161,230							161,230	93.6%
Purchased Property Services		180,000	172,267	161,230							161,230	93.6%
65-70	Building - Existing Construction	200,000	462,810	129,172						291,810	420,982	91.0%
65-75	Building - New Construction	1,362,608	10,900,043							6,883,397	6,883,397	63.2%
65-80	Other Infrastructure	8,000	8,000									
65-85	Improvements		65,030	65,029							65,029	100.0%
65-90	Machinery and Equipment		55,700	131,058							131,058	235.3%
Infrastructure		1,570,608	11,491,583	325,259						7,175,207	7,500,466	65.3%
70-41	Machinery and Equipment	697,342	832,503	17,989				69,143			87,132	10.5%
70-42	Vehicles	16,105	39,555	23,438							23,438	59.3%
70-43	Furniture and Fixtures	606,000	617,859	14,152				127,568	16,596		158,316	25.6%
70-44	Computers & Printers	100,000	89,974	22,278				40,465			62,743	69.7%
70-47	Computer Softwares & Lic	5,000	43,751	14,736		10,000		455			25,191	57.6%
Property		1,424,447	1,623,642	92,593		10,000		237,631	16,596		356,820	22.0%
71-10	Small Equipment	70,500	65,344	5,756				200			5,956	9.1%
71-41	Mach & Equip: Machinery And Equipment		5,550	1,075					3,275		4,350	78.4%
71-43	Mach & Equip: Furniture And Fixtures	332,425	295,995	6,514				97,141	12,489		116,144	39.2%
71-44	Mach & Equip: Computers And Printers	25,000	65,157	44,383				13,367			57,750	88.6%
71-47	Mach & Equip: Software & Licenses	15,000	11,905	8,551				948			9,499	79.8%
Property Under Cap Limit		442,925	443,951	66,279				111,656	15,764		193,699	43.6%

Attachment 2
FY 2013 EXPENDITURE BY FUND (4 of 4)

BERKELEY PUBLIC LIBRARY : EXPENDITURES JUN FY13 (CLOSE #2 / PERIOD 13)											12	100.0%
Berkeley Public Library + CoB			Actuals W/O Encumbrances								YTD JUN	
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	% REV Spent
75-35	Mail Services	1,764	1,764	1,764							1,764	100.0%
75-50	City Vehicles/Fuel & Main	7,800	7,800	17,179							17,179	220.2%
75-60	City Parking Permits	500	500	500							500	100.0%
75-90	Internal City Training	500	500									
Internal Services		10,564	10,564	19,443							19,443	184.0%
99-01	Appropriations Ord #1		(512,511)									
99-02	Appropriations Ord #2		(45,766)									
99-11	Appropriations Ord #1 Offset Acct		512,511									
99-12	Appropriations Ord #2 Offset Acct		45,766									
Balance Sheet Accounts												
Other Expenses		6,998,829	18,971,833	2,740,217	38,904	22,294		128,728	361,513	8,411,143	11,702,799	61.7%
Berkeley Public Library + CoB		19,207,883	31,183,502	14,688,414	38,904	45,515	1,110	130,749	361,513	8,498,926	23,765,131	76.2%

Attachment 3
FY 2013 VENDOR EXPENDITURES (1 of 7)

BERKELEY PUBLIC LIBRARY			
FY13 - VENDOR EXPENDITURES @ 11JUN13 (ALL FUNDS)			
Type	Description	Vendor Name	Amount
Prof. and Tech. Svcs.	Professional Services	KITCHELL	442,884
	Engineering & Architectural	FIELD PAOLI ARCHITECTS	164,628
	Software Maintenance	INNOVATIVE INTERFACES INC	128,746
	Professional Services	UNIVERSAL PROTECTION SERVI	98,952
	Engineering & Architectural	HARLEY ELLIS DEVEREAUX	98,729
	Professional Services	MEDIATROPE LLC	35,000
	Facilities Maintenance	BELFOR USA GROUP	28,115
	Facilities Maintenance	CITY MECHANICAL, INC.	25,253
	Professional Services	Other*	23,908
	Professional Services	SMITH, FAUSE & MCDONALD, I	23,884
	Engineering & Architectural	GOULD EVANS BAUM THORNLEY	22,103
	Professional Services	SNAPSHOT MOSAICS INC.	20,221
	Engineering & Architectural	CONSTRUCTION TESTING SERVI	19,189
	Facilities Maintenance	THYSSEN KRUPP ELEVATOR - 04	17,681
	Professional Services	WOWHAUS	17,500
	Professional Services	NEW IMAGE LANDSCAPE COMPAN	17,125
	Facilities Maintenance	YSERCO, INC.	14,850
	Software Maintenance	BIBLIOTHECA	13,177
	Professional Services	I-SYS CORPORATION	11,347
	Professional Services	CRAWFORD, GREG	10,647
	Facilities Maintenance	PACIFIC NORTHWEST PAINTERS	10,287
	Facilities Maintenance	SECURITY ENGINEERS	10,162
	Professional Services	UNIQUE MANAGEMENT SERVICES	10,012
	Equipment Maintenance	DELL MARKETING LP	8,512
	Professional Services	URBAIN DESIGN, INC	8,450
	Professional Services	RGA ENVIRONMENTAL INC	7,989
	Engineering & Architectural	ROCKRIDGE GEOTECHNICAL INC	7,678
	Professional Services	BERGDAVIS PUBLIC AFFAIRS,	6,572
	Professional Services	KRAY CABLING, INC.	5,576
	Software Maintenance	NETWORK CONSULTING SERVICE	5,283
	Professional Services	PATRICIA BRUNING DESIGN	5,200
	Professional Services	LAUREN WOHL DESIGN	4,555
	Engineering & Architectural	FUGRO CONSULTANTS INC	4,542
	Professional Services	IRON MOUNTAIN RECORDS	3,731
	Facilities Maintenance	L.J. KRUSE CO.	3,539
	Professional Services	VALLEY POWER SYSTEMS NORTH	3,487
	Equipment Maintenance	SHARP ELECTRONICS CORPORAT	3,380
	Equipment Maintenance	AMS.NET, INC	3,287
	Software Maintenance	NLE	3,229
	Professional Services	CONSULTING RESIDENTIAL DES	3,185

Attachment 3
FY 2013 VENDOR EXPENDITURES (2 of 7)

BERKELEY PUBLIC LIBRARY			
FY13 - VENDOR EXPENDITURES @ 11JUN13 (ALL FUNDS)			
Type	Description	Vendor Name	Amount
	Professional Services	HUMBOLDT STATE UNIVERSITY	3,000
	Professional Services	AVIDEX,INC	2,985
	Software Maintenance	MTM TECHNOLOGIES	2,960
	Professional Services	ALLY ELECTRIC & SOLAR INC	2,933
	Professional Services	OAKLAND METROPOLITAN CHAMB	2,650
	Facilities Maintenance	Other*	2,370
	Professional Services	MOOVERS INC	2,232
	Equipment Maintenance	SENTRY ALARM SYSTEMS	2,183
	Professional Services	ALAMEDACOUNTY TRAINING OF	2,130
	Professional Services	LEFKOWITZ, FRANCES	2,000
	Professional Services	PENINSULA LIBRARY SYSTEM	1,800
	Facilities Maintenance	STUART'S CLEAR CHOICE	1,700
	Facilities Maintenance	AUTOMATIC DOOR SYSTEMS, IN	1,698
	Software Maintenance	CITRIX SYSTEMS, INC.	1,575
	Professional Services	GOLDSMITH, FRANCISCA	1,500
	Professional Services	ALICE PRUSSIN LIGHTING DES	1,444
	Professional Services	ELLIS & ELLIS SIGN SYSTEMS	1,287
	Professional Services	SENTRY ALARM SYSTEMS	1,203
	Professional Services	A-TOTAL FIRE PROTECTION CO	1,195
	Professional Services	ACCUTITE ENVIROMENTAL ENGI	1,125
	Professional Services	ATTHOWE TRANSPORTATION COM	1,090
	Professional Services	SANABRIA, ALVARO	1,050
	Equipment Maintenance	Other*	745
	Equipment Maintenance	Other*	620
	Software Maintenance	Other*	291
Prof. and Tech. Svcs.		Subtotal	1,396,359
Other Purch. Svcs.	Gas & Electricity	PACIFIC GAS & ELECTRIC CO	219,879
	Water	EBMUD	192,179
	Telephones	ADVANTEL INC.	130,058
	Gas & Electricity	PACIFIC GAS & ELECTRIC	64,602
	Telephones	AT&T	44,423
	Books & Subscriptions	SKYRIVER TECHNOLOGY SOLUTI	29,792
	Professional Dues & Fees	PACIFIC LIBRARY PARTNERSHI	17,084
	Telephones	AT&T INTERNET SERVICES	12,045
	Printing	DAVID WAKELY PHOTOGRAPY	5,625
	Conference/Seminar Registrati	Other*	4,858
	Conference/Seminar Registrati	WELLS FARGO BANK,N.A.	4,013
	Printing	Other*	3,309
	Travel	Other*	3,291
	Telephones	NEXTEL COMMUNICATIONS--AIR	2,469

Attachment 3
FY 2013 VENDOR EXPENDITURES (3 of 7)

BERKELEY PUBLIC LIBRARY			
FY13 - VENDOR EXPENDITURES @ 11JUN13 (ALL FUNDS)			
Type	Description	Vendor Name	Amount
	Printing	COPY CENTRAL - SHATTUCK	2,167
	Professional Dues & Fees	AMERICAN LIBRARY ASSN	1,825
	Travel	Other*	1,737
	Printing	ROGER DUNN PRINTING INC.	1,635
	Printing	ADMAC DIGITAL IMAGING	1,427
	Telephones	AT&T MOBILITY	1,367
	Advertising	Other*	1,347
	Travel	SAKAMOTO-JAHNKE, LINDA	1,253
	Professional Dues & Fees	GREEN BUILDING CERTIFICATI	1,000
	Travel	Other*	941
	Telephones	Other*	711
	Professional Dues & Fees	Other*	444
	Water	Other*	336
	Telephones	Other*	13
Other Purch. Svcs.		Subtotal	749,827
Rentals & Leases	Rental Equipment	KONICA MINOLTA BUSINESS SO	25,765
	Rental	WEST COAST PROPERTY MANAGE	9,880
	Rental Office Equipment	NEOPOST/MAILFINANCE INC	4,824
	Rental	BERKELEY UNIFIED SCHOOL DI	1,656
	Rental	Other*	400
Rentals & Leases		Subtotal	42,525
Mail Services	Postage	UNITED STATES POSTAL SERVI	8,500
	Delivery Services	TRICOR AMERICA INC.	4,730
	Delivery Services	ACCURATE COURIER SERVICES	4,131
	Postage	Other*	217
Mail Services		Subtotal	17,579
Supplies	Library Materials	BAKER & TAYLOR, INC.	285,395
	Library Materials	MIDWEST TAPE	97,404
	Library Materials	OVERDRIVE, INC	68,982
	Library Materials	STATE BOARD OF EQUALIZATIO	45,335
	Library Materials	EBSCO INFORMATION SERVICES	42,596
	Library Materials	CALIFA GROUP	41,610
	Library Materials	BWI/BOOK WHOLESALERS, INC.	39,556
	Library Materials	AMAZON.COM-LIBRARY	28,351
	Library Materials	Other*	26,122
	Field Supplies	UNIVERSAL BUILDING SERVICE	24,781
	Office Supplies	INDEPENDENT STATIONERS, IN	16,653
	Field Supplies	Other*	16,519
	Library Materials	GALE GROUP	15,150
	Field Supplies	SAN LEANDRO ELECTRIC	10,156

Attachment 3
FY 2013 VENDOR EXPENDITURES (4 of 7)

BERKELEY PUBLIC LIBRARY			
FY13 - VENDOR EXPENDITURES @ 11JUN13 (ALL FUNDS)			
Type	Description	Vendor Name	Amount
	Library Materials	WELLS FARGO BANK,N.A.	8,927
	Library Materials	NEWSBANK, INC.	8,210
	Library Materials	LEARNING EXPRESS, LLC	7,395
	Library Materials	RANDOM HOUSE INC.	6,827
	Library Materials	RECORDED BOOKS, LLC.	6,783
	Library Materials	PROQUEST LLC	6,173
	Field Supplies	SSI TECHNOLOGIES INC	5,779
	Field Supplies	MCMASTER-CARR SUPPLY	5,750
	Field Supplies	INDEPENDENT STATIONERS, IN	5,667
	Library Materials	ORCHARD SUPPLY HARDWARE	5,345
	Library Materials	RR BOWKERLLC	4,780
	Field Supplies	DEMCO	4,622
	Library Materials	VALUE LINE PUBLISHING INC	4,490
	Library Materials	EASTWIND BOOKS & ARTS, INC	4,165
	Field Supplies	GRAINGER INDUSTRIAL SUPPLY	4,115
	Library Materials	ASHBY LUMBER CO	4,025
	Food	Other*	3,894
	Library Materials	WORLD BOOK, INC.	3,845
	Library Materials	ARKIV MUSIC	3,493
	Library Materials	NEW YORK TIMES, THE	3,306
	Field Supplies	JANWAY COMPANY USA, INC.	3,219
	Field Supplies	BRODART CO	3,194
	Library Materials	MCGRAW-HILL COMPANIES, THE	2,969
	Library Materials	BILINGUAL PUBLICATIONS CO	2,944
	Field Supplies	GAYLORD BROS INC.	2,928
	Library Materials	WORLDWIDE BOOKS	2,855
	Library Materials	CAREER COMMUNICATIONS, INC	2,834
	Library Materials	VALLEY LIBRARY BINDERY	2,806
	Field Supplies	CLEAR SOLUTIONS INC	2,571
	Library Materials	SAN FRANCISCO CHRONICLE	2,496
	Field Supplies	REX KEY & SECURITY	2,463
	Library Materials	WHITE CAP INDUSTRIES	2,390
	Library Materials	TEACHING COMPANY, THE	2,274
	Library Materials	ENCYCLOPAEDIA BRITANNICA,	2,250
	Library Materials	MORAN SUPPLY	2,232
	Field Supplies	LATIN AMERICAN BOOKSOURCE	2,122
	Field Supplies	STATE BOARD OF EQUALIZATIO	2,107
	Library Materials	INGRAM LIBRARY SERVICES	2,090
	Library Materials	HOMDA TRADING INC	2,040
	Library Materials	UNITED STATES STAMP CO	2,014

Attachment 3
FY 2013 VENDOR EXPENDITURES (5 of 7)

BERKELEY PUBLIC LIBRARY			
FY13 - VENDOR EXPENDITURES @ 11JUN13 (ALL FUNDS)			
Type	Description	Vendor Name	Amount
	Field Supplies	ORCHARD SUPPLY HARDWARE	1,905
	Library Materials	KINOKUNIYA BOOK STORES	1,749
	Library Materials	AUDIOGO	1,717
	Field Supplies	LAKESHORE LEARNING MATERIA	1,679
	Library Materials	WORLD JOURNAL	1,673
	Field Supplies	TRUITT & WHITE LUMBER	1,672
	Library Materials	MERGENT, INC.	1,652
	Field Supplies	SCHOLASTIC LIBRARY PUBLISH	1,627
	Library Materials	ADARO ENGINE & EQUIPMENT I	1,585
	Library Materials	STANDARD & POOR'S	1,563
	Field Supplies	KELLY-MOORE PAINT CO	1,550
	Library Materials	CENTER POINT LARGEPRINT	1,390
	Library Materials	BERNAN PRESS	1,376
	Library Materials	WALL STREET JOURNAL, THE	1,349
	Library Materials	MCMMASTER-CARR SUPPLY	1,347
	Field Supplies	WEST LITE SUPPLY CO	1,318
	Field Supplies	ASHBY PLUMBING & HEATING	1,310
	Field Supplies	WELLS FARGO BANK,N.A.	1,290
	Office Supplies	Other*	1,195
	Field Supplies	ULINE	1,169
	Library Materials	TOMO BOOKS USA	1,104
	Library Materials	SPRINGSHARE, LLC	1,098
	Library Materials	ALEXANDER STREET PRESS	1,077
	Library Materials	EUROPEAN BOOKS & MEDIA LLC	1,073
	Library Materials	INFORMATION TODAY,INC.	1,061
	Field Supplies	WILCO SUPPLY	1,040
	Library Materials	BRODART CO	1,005
	Library Materials	WASHINGTON POST, THE	1,004
	Field Supplies	Other*	515
Supplies		Subtotal	956,090
Purch. Property Svcs.	Outside Janitorial Services	UNIVERSAL BUILDING SERVICE	134,683
Purch. Property Svcs.		Subtotal	134,683
Construction	Building-New	GONSALVES & STRONCK CONSTR	4,158,125
	Building-New	WEST BAY BUILDERS INC	2,299,469
	Building-Existing	FINE LINE CONSTRUCTION	259,796
	Building-New	UNITED AMERICAN BANK	218,849
	Building-New	BANK OF MARIN	121,025
	Building-New	EBMUD	34,733
	Building-Existing	YSERCO, INC.	24,914
	Building-Existing	L.J. KRUSE CO.	18,779

Attachment 3
FY 2013 VENDOR EXPENDITURES (6 of 7)

BERKELEY PUBLIC LIBRARY			
FY13 - VENDOR EXPENDITURES @ 11JUN13 (ALL FUNDS)			
Type	Description	Vendor Name	Amount
	Building-Existing	CAL COAST TELECOM	16,950
	Building-Existing	BHM CONSTRUCTION, INC	10,000
	Building-New	SENTRY ALARM SYSTEMS	3,274
	Building-Existing	CONSTRUCTION SPECIALTIES	2,447
	Building-Existing	ELISCHER CONSTRUCTION	1,500
	Building-Existing	Other*	1,116
Construction		Subtotal	7,170,978
Property Purchases	Equipment > \$1000	BIBLIOTHECA	81,761
	Furniture & Fixtures > \$1000	ONE WORKPLACE	71,010
	Computer > \$1000	DELL MARKETING LP	28,662
	Vehicle	ALBANY FORD INC	23,438
	Furniture & Fixtures > \$1000	HOGUE & ASSOCIATES	20,015
	Computer > \$1000	CDW-GOVERNMENT	15,570
	Furniture & Fixtures > \$1000	URBAIN DESIGN, INC	14,125
	Computer > \$1000	AVIDEX,INC	11,207
	Software > \$1000	QUIPU GROUP LLC	10,000
	Software > \$1000	CDW-GOVERNMENT	9,691
	Furniture & Fixtures > \$1000	AWE	7,678
	Furniture & Fixtures > \$1000	BURGEON GROUP LLC	6,601
	Furniture & Fixtures > \$1000	HOPLEY COMPANY INC., THE	6,464
	Software > \$1000	INNOVATIVE INTERFACES INC	5,000
	Furniture & Fixtures > \$1000	VIKING TRADER LLC	4,815
	Equipment > \$1000	RESEARCH TECHNOLOGY INTL	4,750
	Furniture & Fixtures > \$1000	SWERVE CO OF CALIFORNIA	4,666
	Furniture & Fixtures > \$1000	AGNITSCH ELECTRIC, INC	4,132
	Computer > \$1000	STATE BOARD OF EQUALIZATIO	2,456
	Furniture & Fixtures > \$1000	AIRPORT APPLIANCE INC	1,706
	Furniture & Fixtures > \$1000	Other*	691
	Software > \$1000	Other*	500
	Equipment > \$1000	Other*	416
	Furniture & Fixtures < \$1000	ONE WORKPLACE	57,923
	Computer < \$1000	DELL MARKETING LP	29,539
	Computer < \$1000	NLE	12,213
	Furniture & Fixtures < \$1000	HOGUE & ASSOCIATES	11,780
	Computer < \$1000	CDW-GOVERNMENT	9,295
	Furniture & Fixtures < \$1000	HOPLEY COMPANY INC., THE	7,529
	Furniture & Fixtures < \$1000	BERKELEY SHADE COMPANY	6,560
	Furniture & Fixtures < \$1000	DEMCO	5,270
	Furniture & Fixtures < \$1000	Other*	4,681
	Software < \$1000	NLE	4,350

Attachment 3
FY 2013 VENDOR EXPENDITURES (7 of 7)

BERKELEY PUBLIC LIBRARY			
FY13 - VENDOR EXPENDITURES @ 11JUN13 (ALL FUNDS)			
Type	Description	Vendor Name	Amount
	Computer < \$1000	STATE BOARD OF EQUALIZATIO	3,699
	Furniture & Fixtures < \$1000	PIVOT INTERIORS	3,575
	Equipment < \$1000	CDW-GOVERNMENT	3,412
	Equipment < \$1000	JOHNSONCONTROLS, INC.	3,275
	Computer < \$1000	PRIMEX WIRELESS, INC	2,394
	Furniture & Fixtures < \$1000	AFC INDUSTRIES INC	2,016
	Software < \$1000	Other*	1,580
	Software < \$1000	ECHOSPAN, INC	1,490
	Software < \$1000	FREEDOM SCIENTIFIC BLIND/L	1,381
	Equipment < \$1000	Other*	1,336
	Equipment < \$1000	WELLS FARGO BANK,N.A.	1,209
	Equipment < \$1000	J & S EQUIPMENT	1,075
	Furniture & Fixtures < \$1000	DIETRICH, MARK	1,000
	Computer < \$1000	Other*	125
Property Purchases	Subtotal		512,060
BPL - ALL FUNDS	Total		10,980,100

Other*: An aggregation of low value expenditures by "Vendor Name" based on "Description" type.

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Attachment 4 LIBRARY TAX FUND (301): 5-YEAR FUND ANALYSIS

	FY 2012 FINAL	FY 2013 FINAL	FY 2014 ADOPTED	FY 2014 REVISED	FY 2014 PROJECTED	FY 2015 ADOPTED	FY 2015 REVISED	FY 2015 PROJECTED	FY 2016 PROJECTED
Beginning Fund Balance	\$ 1,540,808	\$ 2,267,968	\$ 3,068,245	\$ 3,068,245	\$ 3,068,245	\$ 3,093,824	\$ 2,680,512	\$ 2,509,163	\$ 2,653,707
Revenues									
Library Services Tax	\$ 14,606,137	\$ 15,253,044	\$ 15,870,770	\$ 15,870,770	\$ 15,999,834	\$ 16,188,185	\$ 16,188,185	\$ 16,188,185	\$ 16,511,949
Fines/Fees	254,985	210,984	275,000	275,000	275,000	275,000	275,000	275,000	275,000
Misc. Revenue / Interest / Refunds	47,938	24,664	10,500	10,500	10,500	10,500	10,500	10,500	12,000
TOTAL REVENUE	\$ 14,909,060	\$ 15,488,692	\$ 16,156,270	\$ 16,156,270	\$ 16,285,334	\$ 16,473,685	\$ 16,473,685	\$ 16,473,685	\$ 16,798,949
Expenditures									
Operations									
Salaries, Wages, Benefits	\$ 11,740,958	\$ 11,928,221	\$ 12,729,231	\$ 12,729,231	\$ 12,729,231	\$ 12,854,469	\$ 12,854,469	\$ 12,854,469	\$ 13,240,103
Salaries, Wages, Benefits									
less: Labor Vacancy Savings			253,691	253,691	253,691	256,243	256,243	256,243	275,000
Personnel	\$ 11,740,958	\$ 11,928,221	\$ 12,475,540	\$ 12,475,540	\$ 12,475,540	\$ 12,598,226	\$ 12,598,226	\$ 12,598,226	\$ 12,965,103
Non-Personnel	516,299	536,892	904,005	1,003,058	1,053,058	799,005	799,005	799,005	800,000
Library Materials (incl Tool Lndng)	859,099	990,423	1,152,000	1,152,000	1,227,000	1,277,000	1,277,000	1,277,000	1,500,000
Misc. Professional Services	232,389	249,284	318,600	472,042	472,042	293,600	293,600	293,600	300,000
Utilities+ Telephone	329,620	284,052	509,402	551,344	551,344	459,402	459,402	459,402	450,000
Janitorial	157,763	161,230	200,000	203,182	203,182	205,000	205,000	205,000	210,000
Software Maintenance	238,126	154,770	325,000	340,182	340,182	350,000	350,000	350,000	350,000
Computer & Software Purchase >\$1K	66,121	37,014	65,000	90,924	90,924	65,000	65,000	65,000	75,000
Building/Infrastructure	20,364	325,259	150,000	224,587	400,000	175,000	175,000	250,000	250,000
Subtotal:	\$ 14,160,739	\$ 14,667,145	\$ 16,099,547	\$ 16,512,859	\$ 16,813,272	\$ 16,222,233	\$ 16,222,233	\$ 16,297,233	\$ 16,900,103
Charges From Other Depts									
Finance - Billing (3601)	\$ 12,653	\$ 11,719	\$ 18,110	\$ 18,110	\$ 18,110	\$ 18,812	\$ 18,812	\$ 18,812	\$ 20,000
Facilities - Admn (5401) +Txcs (5403)	8,508	9,551	13,034	13,034	13,034	13,096	13,096	13,096	14,000
Subtotal:	\$ 21,161	\$ 21,270	\$ 31,144	\$ 31,144	\$ 31,144	\$ 31,908	\$ 31,908	\$ 31,908	\$ 34,000
TOTAL EXPENDITURES	\$ 14,181,900	\$ 14,688,415	\$ 16,130,691	\$ 16,544,003	\$ 16,844,416	\$ 16,254,141	\$ 16,254,141	\$ 16,329,141	\$ 16,934,103
Projected Surplus/(Shortfall) {Rev - Exp}	\$ 727,160	\$ 800,277	\$ 25,579	\$ (387,733)	\$ (559,082)	\$ 219,544	\$ 219,544	\$ 144,544	\$ (135,154)
GROSS FUND BALANCE {Bal + Rev - Exp}	\$ 2,267,968	\$ 3,068,245	\$ 3,093,824	\$ 2,680,512	\$ 2,509,163	\$ 3,313,368	\$ 2,900,056	\$ 2,653,707	\$ 2,518,553
Annual Committed Reserve		\$ 1,200,000	\$ 1,200,000	\$ 1,200,000	\$ 1,300,000	\$ 1,200,000	\$ 1,200,000	\$ 1,300,000	\$ 1,300,000
Uncommitted Fund Balance	\$ 2,267,968	\$ 1,868,245	\$ 1,893,824	\$ 1,480,512	\$ 1,209,163	\$ 2,113,368	\$ 1,700,056	\$ 1,353,707	\$ 1,218,553

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

	FY 2012 FINAL	FY 2013 FINAL	FY 2014 ADOPTED	FY 2014 REVISED	FY 2014 PROJECTED	FY 2015 ADOPTED	FY 2015 REVISED	FY 2015 PROJECTED	FY 2016 PROJECTED
Beginning Fund Balance	\$ 609,927	\$ 531,885	\$ 490,963	\$ 490,963	\$ 490,963	\$ 312,463	\$ 311,561	\$ 296,761	\$ 246,761
Revenues									
Friends of BPL	\$ 86,810	\$ 88,327	\$ 82,004	\$ 82,004	\$ 82,004				
BPL Foundation	500								
Donations/Private	6,882								
Interest/Misc. Revenues	140	1,500							
TOTAL REVENUE	\$ 94,332	\$ 89,827	\$ 82,004	\$ 82,004	\$ 82,004	\$ -	\$ -	\$ -	\$ -
Expenditures									
Operations									
Personnel	\$ 3,202	\$ 2,021							
Non-Personnel	39,065	38,582	85,504	85,874	90,674				
Professional Services	58,946	38,196	125,000	125,532	125,532				
Library Materials	62,367	51,950	50,000	50,000	60,000	50,000	50,000	50,000	30,000
TOTAL EXPENDITURES	\$ 172,377	\$ 130,749	\$ 260,504	\$ 261,406	\$ 276,206	\$ 50,000	\$ 50,000	\$ 50,000	\$ 30,000
Projected Surplus / (Deficit) (Rev - Exp)	\$ (78,045)	\$ (40,922)	\$ (178,500)	\$ (179,402)	\$ (194,202)	\$ (50,000)	\$ (50,000)	\$ (50,000)	\$ (30,000)
GROSS FUND BALANCE (Bal + Rev - Exp)	\$ 531,885	\$ 490,963	\$ 312,463	\$ 311,561	\$ 296,761	\$ 262,463	\$ 261,561	\$ 246,761	\$ 216,761

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Attachment 6
OTHER FUNDS (302, 304, 305): 5-YEAR FUND ANALYSIS

	FY 2012 FINAL	FY 2013 FINAL	FY 2014 ADOPTED	FY 2014 REVISED	FY 2014 PROJECTED	FY 2015 ADOPTED	FY 2015 REVISED	FY 2015 PROJECTED	FY 2016 PROJECTED
Beginning Fund Balance	\$ 266,656	\$ 253,529	\$ 281,955	\$ 281,955	\$ 281,955	\$ 202,309	\$ 198,498	\$ 198,498	\$ 142,498
Direct Loan Fund (302)	194,613	199,151							
Grants Fund (304)	13,330	(3,015)							
Public Library Fund (305)	58,713	57,393							
Revenues									
Direct Loan Fund	\$ 36,205								
Literacy Services & LSTA		43,288	30,000	30,000	30,000	30,000	30,000	30,000	
Miscellaneous Grant Revenue	15,000	50,691	15,000	15,000	15,000				
Public Library Fund (SB 358)									
Other	21,987	19,976	20,000	20,000	20,000	20,000	20,000	20,000	30,000
TOTAL REVENUE	\$ 73,192	\$ 113,955	\$ 65,000	\$ 65,000	\$ 65,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 30,000
Expenditures									
Operations									
Personnel	\$ 3,234	\$ 24,331	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 35,000
Non-Personnel	83,084	56,544	119,646	123,457	123,457	81,000	81,000	81,000	80,000
Library Materials		4,654							
TOTAL EXPENDITURES	\$ 86,318	\$ 85,529	\$ 144,646	\$ 148,457	\$ 148,457	\$ 106,000	\$ 106,000	\$ 106,000	\$ 115,000
Projected Surplus/Shortfall (Rev - Exp)	\$ (13,126)	\$ 28,426	\$ (79,646)	\$ (83,457)	\$ (83,457)	\$ (56,000)	\$ (56,000)	\$ (56,000)	\$ (85,000)
GROSS FUND BALANCE (Bal + Rev - Exp)	\$ 253,529	\$ 281,955	\$ 202,309	\$ 198,498	\$ 198,498	\$ 146,309	\$ 142,498	\$ 142,498	\$ 57,498

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Attachment 7
BPL FOUNDATION FF&E FUND (307): 5-YEAR FUND ANALYSIS

	FY 2011 FINAL	FY 2012 FINAL	FY 2013 FINAL	FY 2014 ADOPTED	FY 2014 REVISED	FY 2014 PROJECTED	FY 2015 ADOPTED	FY 2015 REVISED	FY 2015 PROJECTED
Beginning Fund Balance	\$ 50,000	\$ 249,745	\$ 307,694	\$ 596,181	\$ 596,181	\$ 596,181	\$ 38,487	\$ (135,034)	\$ -
Revenues									
Foundation	\$ 200,000	\$ 800,000	\$ 650,000	\$ 1,000,000	\$ 1,000,000	\$ 400,000			
Misc./ Interest									
TOTAL REVENUE	\$ 200,000	\$ 800,000	\$ 650,000	\$ 1,000,000	\$ 1,000,000	\$ 400,000	\$ -	\$ -	\$ -
Expenditures									
Personnel									
Consultants	255	37,952	6,544	100,000	105,365	70,331			
Furniture and Fixtures		383,846	224,709	800,000	874,997	349,997	200,000	200,000	
Equipment		314,932	124,578	657,694	750,853	575,853	50,000	50,000	
Miscellaneous/Other		5,320	5,682						
TOTAL EXPENDITURES	\$ 255	\$ 742,050	\$ 361,513	\$ 1,557,694	\$ 1,731,215	\$ 996,181	\$ 250,000	\$ 250,000	\$ -
Projected Surplus/Shortfall (Rev - Exp)	\$ 199,745	\$ 57,950	\$ 288,487	\$ (557,694)	\$ (731,215)	\$ (596,181)	\$ (250,000)	\$ (250,000)	\$ -
GROSS FUND BALANCE (Bal + Rev - Exp)	\$ 249,745	\$ 307,694	\$ 596,181	\$ 38,487	\$ (135,034)	\$ -	\$ (211,513)	\$ (385,034)	\$ -

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Attachment 8
MEASURE FF FUND (308): 5-YEAR FUND ANALYSIS

	FY 2009 FINAL	FY 2010 FINAL	FY 2011 FINAL	FY 2012 FINAL	FY 2013 FINAL	FY 2014 ADOPTED	FY 2014 REVISED	FY 2014 PROJECTED
Beginning Fund Balance		\$ 9,955,299	\$ 8,510,959	\$ 22,130,714	\$ 13,726,851	\$ 5,245,411	\$ 5,245,411	\$ 5,245,411
Revenues								
Bond Proceeds	\$ 10,000,000		\$ 16,428,536					
Misc./ Interest		13,641	28,477	5,508	17,486	1,500	1,500	1,500
TOTAL REVENUE	\$ 10,000,000	\$ 13,641	\$ 16,457,013	\$ 5,508	\$ 17,486	\$ 1,500	\$ 1,500	\$ 1,500
Expenditures								
Bond Issuance: Costs/Premiums	35,425		310,207					
Operations								
Personnel		\$ 6,126	\$ 35,234	\$ 100,760	\$ 87,783	\$ 31,336	\$ 31,336	\$ 31,336
Consultants	9,277	1,324,942	1,337,742	1,321,658	883,464	750,000	943,104	500,000
Building		112,704	1,023,319	6,770,851	7,175,207	2,334,420	5,518,944	4,649,330
Misc./Utilities/Other		14,209	111,169	135,316	308,455	50,000	58,895	58,895
Other Infrastructure/Public Art			19,587	80,790	44,017	7,350	7,350	7,350
TOTAL EXPENDITURES	\$ 44,702	\$ 1,457,981	\$ 2,837,258	\$ 8,409,375	\$ 8,498,926	\$ 3,173,106	\$ 6,559,629	\$ 5,246,911
Projected Surplus/Shortfall (Rev - Exp)	\$ 9,955,299	\$ (1,444,340)	\$ 13,619,755	\$ (8,403,867)	\$ (8,481,440)	\$ (3,171,606)	\$ (6,558,129)	\$ (5,245,411)
GROSS FUND BALANCE (Bal + Rev - Exp)	\$ 9,955,299	\$ 8,510,959	\$ 22,130,714	\$ 13,726,851	\$ 5,245,411	\$ 2,073,805	\$ (1,312,719)	\$ -

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CONSENT CALENDAR

September 11, 2013

TO: Board of Library Trustees

FROM: Donna Corbeil, Director of Library Services

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

RECOMMENDATION

Adopt a resolution authorizing the Director of Library Services to amend Contract No. 9200 with One Workplace L. Ferrari, LLC in an incremental amount of \$27,500 for the procurement of furniture and associated delivery, temporary storage, and installation services for the Measure FF renovated West Branch Library for the period projected from February 18, 2013 through March 31, 2014 for an amended not-to-exceed value of \$237,500.

FISCAL IMPACT

The total cost of the revised contract is valued at \$237,500. This expenditure is included in the Foundation FF&E Fund (307) FY 2014 Budget and will be expensed through budget code **307-9301-450.##-## 10LB26**. The Foundation FF&E Fund is a gift supported fund with proceeds sourced from the Berkeley Public Library Foundation's \$2.5M Neighborhood Libraries Campaign.

BACKGROUND

The Branch Improvement Program, similarly referred to as Measure FF, is the funding source for facility improvements to the branch libraries and encompasses the areas of project management, and design and construction. The West Branch Library architectural design team, Harley Ellis Devereaux Corporation, has interior design services as part of its contract for project design services. Due to the uniqueness of each branch location, the interior design including furnishings, for each particular location has been distinctly selected to respond to and complement that facility's architectural design and expressed community wishes. All of the chosen furnishings are an essential component to the efficient and effective operation of the new building and were selected to maximize patron and staff comfort in an open and welcoming space.

The Berkeley Public Library Foundation has demonstrated a consistent and enduring commitment of support for the Library, particularly in raising capital funds to fund facility improvements. Today the Foundation is leading a \$2.5M capital campaign fund drive entitled the Neighborhood Libraries Campaign for the provision of essential interior furniture, fixtures, and equipment that are prohibited from purchase using Measure FF bond proceeds, which by law is restricted to "the acquisition or

improvement of real property.” Among the improvements to be paid for by the capital campaign are computers, furniture, AMH, display units, and other equipment.

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

CURRENT SITUATION AND ITS EFFECTS

Consequent to the Board of Library Trustees unanimously adopting BOLT Resolution No.: 13-027 on April 10, 2013, granting the authority to the Director of Library Services to execute Contract No. 9200 with One Workplace for \$210,000, the Library seeks to amend the existing agreement to include the procurement of furniture and associated delivery, temporary storage, and installation services for the newly constructed West Branch Library expected to be open this year..

On July 12, 2013 the Library released Specification No. 14-10770, a request for proposal for branch library furniture procurement and installation services specifically addressed to the West Branch Library. One Workplace was selected in the an earlier request for proposals (Specification No. 11-10601) for the North and Claremont Branch libraries, and was selected to provide the West Branch Library office furniture to ensure consistency between locations. As a result of the later the Library requested and received board approval at the April 10, 2013 regular meeting to increase the existing contract to an amount not to exceed \$210,000, thereby extending the existing office furniture for the West Branch library. We now request that this contract be amended such as to increase the not-to-exceed amount to include furniture, fixtures, and equipment for the West Branch Library in an incremental value of \$26,500, yielding an amended not-to-exceed value of \$237,500. The value of this requested amendment exceeds the spending limit of \$100,000 for the purchase of goods allowed to the Director of Library Services as stated in the Library’s Purchasing Manual.

The Library requests the Board’s considered consent due to the imminent reopening of the new West Branch Library. Much of the furniture selected for the branch entails extended ordering lead times of 10 to 12 weeks necessitating prompt action by Library Administration personnel to process front-end tasks including contract amendment, reconfirming furniture selections with the architect, placing the order with the vendor, and for the Library to coordinate delivery and installation schedules with One Workplace L. Ferrari and the branch library’s construction contractor, as well as all other contracted service providers participating in move-in activities.

RATIONALE FOR RECOMMENDATION

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

ALTERNATIVE ACTIONS CONSIDERED

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

Attachments:

1. Resolution

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO.: R13-###

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

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

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

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

WHEREAS, One Workplace having been the selected vendor in three request for proposals (Specification No. 14-10770, Specification No. 13-10717 and Specification No. 11-10606) has demonstrated its ability to offer the most cost-effective and expedient furniture purchasing program for the range of purchases required by the Library; and

WHEREAS, the value of Contract No. 9200 with One Workplace L. Ferrari, LLC exceeds the spending limit of \$100,000 for the purchase of goods allowed to the Director of Library Services; and

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

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to grant the Director of Library Services the authority to amend Contract No. 9200 with One Workplace L. Ferrari, LLC in an incremental amount of \$27,500 for the procurement of furniture and associated delivery, temporary storage, and installation services for the Measure FF renovated West Branch Library for the period projected from February 18, 2013 through March 31, 2014 for an amended not-to-exceed value of \$237,500.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on September 11, 2013 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Winston Burton, Chairperson

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



CONSENT CALENDAR

September 11, 2013

To: Board of Library Trustees
From: Donna Corbeil, Director of Library Services
Subject: CONTRACT AMENDMENT NO. 8159, Harley Ellis Devereaux Architects

RECOMMENDATION

Adopt a resolution recommending to the City Council that the City Manager be authorized to amend Contract No. 8159 with Harley Ellis Devereaux, to provide additional services on the West Branch Improvement Project in an incremental amount of \$50,000 for a revised contracted value not-to-exceed \$838,194.

FISCAL IMPACT

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

The CMS number for this amendment request is **UF4VD**.

BACKGROUND

On July 22, 2009 the board by Resolution R09-70 approved a recommendation to the City Council to approve a contract with Harley Ellis Devereaux. On September 22, 2009 the City Council under Resolution No. 64,621-N.S. authorized the City Manager to execute Contract No. 8159 with Harley Ellis Devereaux Architects for architectural and engineering services for the West Branch Library improvement project with funding provided by Bond Measure FF. The contract terms were for an amount not to exceed \$788,194 for all services and reimbursable expenses for the period from September 25, 2009 through December 30, 2013.

CURRENT SITUATION AND ITS EFFECTS

Harley Ellis Devereux is providing architectural services for the West Branch Library improvement project. The project is currently in the construction phase following the completion of an extensive design and review period. The design team provided assistance during this period that was unanticipated during the initial awarding of the design contract. The design firm has consistently met their contractual agreement and been available for meetings and consultation as needed.

An amendment is needed as the extended construction period resulted in unanticipated costs leaving an inadequate contingency to cover the final phase of the project. As reported to the board at the regular

board meeting of June 12, 2013, Final Completion is projected at October 31, 2013 and at risk of further slippage. This date is later than the date shown in the previous project schedule developed by West Bay Builders which targets October 8, 2013. Construction for this project was delayed due to permitting and contract execution issues that took place shortly after release of the May 15, 2012 Master Schedule, moving the completion date out by an equal amount of time; and it appears to be further impacted by contractor in-house business delays originating outside of, yet possibly impacting, this contract.

The draft schedule indicates completion of occupancy on December 3, 2013 versus the May 15, 2012 Master Schedule date of July 8, 2013. Consequently, the project appears to be delayed by about 5 months from the May 2012 projection; and over 8 months behind the March 28, 2013 occupancy date predicted in the original 2009 Master Schedule.

An amendment is needed as the extended construction period resulted in unanticipated costs leaving an inadequate contingency to cover the final phase of the project. Consequently, as currently contracted, all architectural service funds have been fully allocated. Staff recommends an additional \$50,000 contingency be added to the Contract's amount resulting in a revised amount not to exceed \$838,194. The current situation of a contingency shortfall poses potential extended program delays in the event of an unanticipated event that requires additional funds for resolution. In response, and moreover as a precautionary measure of good practice for a project of this scope and duration, staff recommends the additional requested funds be allocated to the Contract.

FUTURE ACTION

No future action is required at this time.

Attachments:

1. Resolution

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO.: R13-###

CONTRACT NO. 8159 AMENDMENT: HARLEY ELLIS DEVEREAUX

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

WHEREAS, the Board of Library Trustees at a special meeting on July 22, 2009 by Resolution R09-70 recommended to the City Council approval for execution of a contract and any amendments with Harley Ellis Devereaux / Green Works Studio for architectural and engineering services for the West Branch Library improvement project in an amount not to exceed \$788,194 through December 31, 2013.

WHEREAS, the City Council on September 22, 2009 by Resolution No. 64,621-N.S. authorized the City Manager to execute Contract No. 8159 with Harley Ellis Devereaux / Green Works Studio for architectural and engineering services for the West Branch Library improvement project pursuant to the recommendation of the Board of Library Trustees; and

WHEREAS, as reported to the board at the regular board meeting of June 12, 2013, the West Branch Library project is approximately five months behind schedule; and

WHEREAS, due to delays in the completion of the construction phase of the project staff recommends an increase of \$50,000 to the contract's not-to-exceed value to provide for continuing architectural and engineering services and to allow for contingency during the prolonged construction phase; and

WHEREAS, funds are available in the Measure FF Fund in budget code 308-9301-450.30-38; and the CMS number is UF4VD; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley adopt a resolution to recommend to the City Council that the City Manager be authorized to amend Contract No. 8159 with Harley Ellis Devereaux to amend the contract to increase by \$50,000 the expenditure authority; thereby, increasing the contract total not-to-exceed amount to \$838,194.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on September 11, 2013 by the following vote:

- AYES:
- NOES:
- ABSENT:
- ABSTENTIONS:

Winston Burton, Chairperson

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



CONSENT CALENDAR

September 11, 2013

TO: Board of Library Trustees
FROM: Donna Corbeil, Director of Library Services
SUBJECT: ANNUAL REPORT TO THE BERKELEY CITY COUNCIL

RECOMMENDATION

Adopt a resolution approving the Annual Report to the Berkeley City Council from the Board of Library Trustees for the period of July 2011 through June 2012.

BACKGROUND

Each year staff prepares a draft annual report to the Berkeley City Council for Board discussion. Following any revisions staff submits the Report to the City Clerk for inclusion on the City Council's agenda as an informational report.

FISCAL IMPACTS

This report will have no fiscal impacts.

CURRENT SITUATION AND ITS EFFECTS

As proscribed by the City of Berkeley's Charter, the Board of Library Trustees should make an annual report to City Council giving the condition of the Library with a summary of their proceedings. In addition, reports and information, as requested on specific topics, are shared with the Council. In the past these reports have been both written and oral. The current document also includes the third annual report on significant branch library improvement activities and the use of Measure FF bond funds.

FUTURE ACTION

Once the draft annual report is approved by the Board, it will be submitted to the City Clerk as an informational item for the Berkeley City Council's agenda.

Attachments:

1. Resolution
2. Berkeley Public Library Annual Report to the Berkeley City Council

BOARD OF LIBRARY TRUSTEES
RESOLUTION NO.: R13-###

Attachment 1

**THE BOARD OF LIBRARY TRUSTEES APROVES AND AUTHORIZES THE DRAFT ANNUAL REPORT TO THE
BERKELEY CITY COUNCIL FOR THE JULY 2011 – JUNE 2012 FISCAL YEAR.**

WHEREAS, as proscribed by the City of Berkeley's Charter, the Board of Library Trustees should make an annual report to City Council giving the condition of the Library with a summary of their proceedings; and

WHEREAS, each year staff prepares a draft annual report to the Berkeley City Council for Board discussion; and

WHEREAS, the Annual Report includes information about programs, services, and major activities and decisions of Library staff and Board of Library Trustees during the previous year; and

WHEREAS, the Annual Report is presented to the Berkeley City Council and the community to provide current information about the status and activities of the Public Library; and

WHEREAS, the current document also includes the third annual report on significant branch library renovation activities and the use of Measure FF bond funds, approved in November 2008.

NOW, THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley approves and authorizes the draft annual report for the July 2011 – June 2012 fiscal year.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on September 11, 2013.

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Winston Burton, Chairperson

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

Annual Report to City Council for period July 2012 through June 2013

This Berkeley Public Library annual report for Fiscal Year 2012 is presented to the City Council and to the community, in order to provide current information about the activities of the public library and its commitment to creating lasting public value for the City of Berkeley.

I. Library Operations, Services & Activities

Part of the Community

The Berkeley Public Library is one of the most heavily used libraries in California among public libraries of a similar population, when compared visit to visit and checkout to checkout we are in the category of extremely popular with over 1.9 million items circulated. The last year saw an increase of over 10%, or 145,000 more items checked out with two branches still closed for improvements. In addition, the Central and two open branches welcomed 1,044 million visitors, slightly down from the 1.1 million in FY 11. Informational inquiries are up this year, approximately 193,000 of them, including all of the branches, online, in-person and telephone.

While we are pleased with our successes, we remain committed to reaching everyone in Berkeley that may not be taking full advantage of their public library. This past fiscal year communication planning efforts were initiated to find out how and why people use the library and our website; how aware they are of our many programs and services; what they would like to know more about; and finally, what we can do to more effectively communicate with our community. This valuable information will be used in planning future publicity campaigns and assist us in how we do our day-to-day work.

The community assisted the Library in another important area this past year as we considered increasing the hours of operation at the branch libraries. Again, a survey was conducted online and in paper at all open libraries. After much discussion, consideration of the survey results and budget analysis, this valuable community feedback supported an increase in branch library hours. In FY14 the branch hours will be increased, adding one morning and one evening to the current schedule, for an additional 4 hours per week at each of the four locations. The new and improved branch libraries will be even more available than previously.

Services and Programs

Our commitment to service includes a rich variety of events and programs for all ages, offered for free at a branch or the Central Library. With over 1,900 programs last fiscal year and 40,000 attendees staff was busy arranging performers, booking authors and putting the finishing touches on a children's story time or a special event. Our annual Summer Reading Program, and all of the programs held for children and their families are extremely popular, cumulatively accounting for over half of the number of total library wide programs and 70 percent of attendees annually.

Adult focused programs range from the practical, including Resume Writing Workshops and Drop in Job Counseling to feeding all of the senses, with rotating art exhibits and artist receptions held at the Central Library. Among the highlights of this last year's amazing list of artists was a special exhibit by Berkeley-based artist Vita Wells, with a large installation of some two hundred altered books spanning three levels of the atrium of the Berkeley Public Library's Central Branch titled "Flights of Mind", this was such a hit

it was extended by several weeks. More than books and art, the library is a regular participant in the Bay area's eclectic music scene and a venue for downtown festivals, along with our own programs featuring opera, blues and jazz musicians. The library is a place to experience the intimate setting of a lap sit with your baby with one of our mesmerizing children's librarians, and for adults a place to hear author Michael Lewis in conversation with Linda Schacht Gage, talk about shadowing President Obama during his first term in office.

Workshops & Series

Staff organized several series this past year, these require much planning and coordination but are often poignant in topic and touch on themes and issues of particular interest to Berkeleyans. In January, a two-part film discussion series called "Our Stories, Our Voices" explored the wartime experience of Japanese Americans in California during World War II. Each session included a film screening followed by discussion and Q&A moderated by a range of special guests, including local filmmaker Ken Kokka, noted cultural historian Donna Graves, Academy and Emmy award winning director John Korty, and author of the memoir *Farewell to Manzanar*, Jeanne Wakatsuki Houston. Beginning in May, staff launched the Berkeley Comic Arts Festival, a series of events for teens and others interested in this dynamic medium to celebrate comic books and graphic novels, and their creators. Over several months, these events explored the breadth of stories told through the comics form, and explored the full impact and popularity of comics and graphic novels as diverse, high-quality reading material for readers of all ages. This series of author visits, workshops, and educational events were funded by a State Library grant and the Friends of the Library.

Engaging the Community

In addition to presentations, the library makes an effort to include participative programs; several that we are particularly proud of include the annual celebration of peace day in June with origami crane folding which has become a tradition for many Berkeley families. An extra special program of six-sessions, a hand-on Memoir-Writing Workshop was led by Frances Lefkowitz. In this workshop for people of all ages and backgrounds, students wrote personal essays, or true stories, about the events, people, and places in their lives. The process of writing and reflection brings added layers of reflection and context which turn the telling into literature; they also help the writers see with fresh understanding the stories they've heard or told their whole lives.

And last but not least, the North Branch opened its doors to a special group of visitors, achieving maximum occupancy by their young admirers – the popular Paws to Read program. Children in grades kindergarten through five signed up for a twenty minute session where they read aloud to a gentle dog provided by TherapyPets, a nonprofit all volunteer organization. Paws to Read is a great way for children to practice oral fluency, spend time with a friendly dog, and have fun while helping to boost their self-esteem and confidence, as well as foster a fondness for reading.

Building Minds – Early Literacy

Research continues to show that early exposure to language and print support literacy and school performance throughout a child's life. Children's services staff here at the library have responded to the growing awareness of Early Literacy's importance with a full suite of library programs. In addition to our weekly storytimes, in March, staff worked with local community resource specialist to offer our second five-week series of "play-shops", combining developmentally appropriate play with information about child development. Also in March, we completed successful session of "Read-to-Me", our at-home reading challenge for parents of preschoolers and younger children. Other programs designed for families

of young children included “Amazing Elephants”, which uses elephants to introduce STEM (science, technology, engineering and math) concepts to kindergarteners. In April, staff participated in Preschool Family Literacy Nights at all Berkeley Unified School District preschools, reaching 368 kids and caretakers with stories, early literacy tips, and a book of rhymes (in English and Spanish) to take home.

School Age Children

Programming doesn't stop once children start school, and with activities ranging from the well-facilitated 4th and 5th Grade Book Group to our monthly Games Galore, library staff found fresh ways to connect children to the written word. The arts and sciences feature strongly in our offerings for children, and with the generous support of the Friends, we were able to present programs at Central and the branches ranging from shadow puppets to beekeepers, from magicians to the uncategorizable Dave the Horn Guy. Highlights from this year included a visit from well-known children's musician Jose-Luis Orosco, who packed the South Branch Meeting Room with families enjoying his energetic sounds. Also this summer, Claremont hosted Cooking with Chef Tracie, giving kids the chance to sample tastes of the world they cooked themselves. Finally, in June, we hosted our inaugural Author's Tea, featuring local favorite Annie Barrows, creator of the Ivy & Bean series of books.

Literacy for All

Berkeley's adult and family literacy program works with those that may not have the reading and writing level proficiency they need to thrive. Over 100 tutors volunteer their time to work one-on-one and in small groups with 220 adult learners and 38 families. Among the programs the literacy office conducted in FY12 is a bi-annual book distribution to nine area pre-school programs, resulting in 761 books being given away; regular visits to early learning sites is part of the programs family component. The literacy program partners with many local organizations and non-profits in the community to reach new clients and identify tutors. In addition the program has a technology component, using the Central Library computer lab regular trainings and practice sessions are held with tutors and learners to access specialty software and practice new skills.

Diverse Collections

We've noted that circulation, the checkout of library materials has increased, but what are people checking out? The answer is books, movies, music, audio recordings, tools, downloadable electronic books and audio-books and magazines. As in the past the traditional book continues to be the most popular format - of the 1.9 million circulations, 1.1 million were books. For several years now the library has offered downloadable books and audiobooks, our collection of titles is up to 4,500, with checkout at 50,000; a small but growing collection. Movies and music and other media account for 36% of the items checked out. Children and their caregivers are dedicated library users and ravenous readers, with approximately 36% of the total checkouts from our children's collections; with children's picture books representing the category with the highest number of checkouts among all collections, over 100,000 in FY12.

At 45,000 checkouts, those that use the library's tool lending library know that every tool they bring home contributes to a repair completed, tree house built, garden tended and money-saved, satisfying the DIY gene in all of us. If you haven't been to the new South Branch and tool library it is open and well stocked for your project and hobby needs.

In the FY12 budget the library expended almost \$1 million on purchasing a vast array of materials, distributed throughout the Central and branch libraries and available online from our website. Again, books are the largest category but we also have invested in electronic resources to support a robust online library of resources available to library card holders 24/7. This ongoing commitment is essential to ensure the collection remains robust, current and relevant to the community's needs and interests.

Digital Literacy & Access

The public library has a key role in providing access to online and electronic resources. As businesses, government, community groups and publishing evolves and the Internet becomes the central access point, as well as a tool for doing business - libraries are responding. In FY 12, staff at the Central library held 16 basic computer classes with over 1,100 attendees. More informal learning and assistance takes place every day at all library locations, with 74 public access computers, 28 laptops and 10 Apple I-pads available in-house, staff is there to help. In addition the library offers WiFi at all branches. Library computers were reserved for over 150,000 sessions throughout the fiscal year, with the most popular application Internet Explorer, with users taking advantage of Microsoft Word, Excel, Powerpoint and Access. The library offers, generous time limits, high speed internet access, Microsoft suite of software, headphones for audio capacity and printing, for many surpassing the capacity they have at home or work to connect. People apply for jobs, listen to music, watch a movie, converse with a relative or friend far away, research medical information and a wide-variety of other purposes, there are as many different reasons as there are people, with the commonality they all have access to the world from their neighborhood library.

A recent Pew Research Center's Internet & American Life project found that, "many library patrons are eager to see libraries' digital services expand, yet also feel that print books remain important in the digital age". In addition to being an access point the library is also a portal, providing access via our website to the library's catalog, online fee-based databases, full-text articles, e-books and downloadable magazines, music and more. Staff has created easy to use guides on researching popular topics, organized databases, including one of local organizations arranged by subject and posted up-to-date information about library programs and events. In the coming year the library's redesigned website will be launched offering improved access and easier to find information on our services and collections.

DIY Anytime, Managing your Library Account

Individual library accounts accessed online through the library's website allow patrons to place a hold on a title (including Link+), download an e-book, pay fines, change their contact information, renew their checked out material, access their reading lists, reserve a computer and much more, while the library is closed. The use of technology has not only facilitated increased privacy by allowing you to manage your own account but improved library operations and internal efficiency, allowing staff to focus on in-person and one-on-one assistance, provide more programs and explore new innovations. In FY12 library patrons made excellent use of self-service functions in the library and online, 83% of checkouts and renewals were done either online, through the automated phone renewal system or at a self-check station in the library. The use of the public access computers are one of the library's most popular services, because of this patrons often book a computer in advance. This is another opportunity to manage your own account; patrons can access the computer reservation system and book a computer via an automated telephone reservation system or through the library's website. Often regular users will book their next session while they are at the library or do this remotely, 86% of bookings were made using self-service options in FY12.

Building Community Support

The Friends of the Library continued their tradition of support in FY12, donating over \$88,000 to fund special programs, such as the annual children's summer reading program and opening day events and programs at the South and West branch libraries. In addition, they continue to manage two book stores, have become a player in the online book selling world and expanded the use of special Saturday book sales, an old idea refreshed to meet the demand for low-cost slightly used books.

Library Foundation Milestones

The Berkeley Public Library Foundation concluded their successful three-year Neighborhood Libraries Campaign – We Love Our Libraries, in February, contributing a total of \$1.9 million to the library. By the end of FY 12 the Library Foundation was well on its way to contributing \$2.1 million to the library, these funds were used to purchase computers, equipment and furnishings for the Claremont, North and South branches, with just the West branch project outstanding. The Foundation has been an important community partner throughout the bond program, contributing funding for needed items not allowable under bond financing rules but also rallying community support and participation. The opening events are a testament to their community spirit and connections. The recent South opening was a major event, thanks to all those who joined us and the Foundation and Friends for the fiscal support for this special library Occasion. Also in February, the Foundation held its 11th annual Authors Dinner, in the historic reading room of the downtown Central Library. Celebrated local authors Michael Chabon and Ayelet Waldman were honorary co-chairs of the event, joining 30 acclaimed authors and several hundred guests for an evening of cultural celebration that raises funds for the ongoing work of the Foundation.

II. Board of Library Trustee Proceedings & Activities

Trustee Appointments

The Chair and Vice-Chair elections occurred in October 2012; Winston Burton was elected Chair and Abigail Franklin as Vice-Chair. Trustee Burton was recommended by the Board for a second 4-year term by R12-08, to commence March 2013. At the November 27, 2012 Council meeting the Mayor reappointed Council Member Moore to the Board of Library Trustees for the period ending January 31, 2014.

Meetings

The Board set on November 14, 2012 the regular BOLT meeting time as the second Wednesday of the month, excepting the summer recess taken in August.

The Board held regular meetings on: July 11, 2012; September 12, 2012; October 10, 2012, November 14, 2012; December 19, 2012; January 9, 2013; February 13, 2013; March 13, 2013; April 10, 2013; and June 12, 2013.

The Board held one Special Session on May 29, 2012; and two Special Joint Closed Session with the Board and City Council were held on January 29, 2013 and May 14, 2013.

Activities and Significant Decisions

Services

The Board set the 2013 Holiday Schedule for the library by Resolution R12-067 at the November meeting with a slight revision approved in December by Resolution R12-082.

The Board received an update on the status of new initiatives added the previous fiscal year to the Berkeley Public Library Strategic Plan (2008-2013), at the July 2012 meeting, the regular December 2012 meeting, and again at the July 2013 regular meeting.

As part of Strategic Plan and Biennial Budget discussions the board explored options related to increasing the open hours of the four branch libraries. At the regular February 2013 meeting staff reported on the results of a community survey and options. After considering various service scenarios the board approved at the regular board meeting in May a new operating schedule to take effect in FY 2014; resulting in an increase in branch hours to 52 hours per week at each of the facilities with one additional morning and one additional evening added to the permanent schedule.

Fiscal

The Board began the FY 14/15 Biennial Budget development process at the December 2012 regular meeting by approving library budget priorities by Resolution R12-084. A budget workshop was held at the March 13, 2013 regular meeting; a Proposed Biennial FY 2014/15 Library Budget was presented for discussion at the April 10, 2013 regular meeting. The board adopted the Biennial Library Budget, for FY 2014 projected revenues of \$17,304,774 and expenditures of \$21,445,748; and for FY 2015 revenues of \$16,523,685 and expenditures of \$16,847,890, exclusive of Measure FF bond funds at the regular meeting of May 29, 2013 by Resolution R13-035. At the December 19, 2012 regular meeting the board approved the Measure FF Library Bond Program budget revisions by Resolution R12-085, to substantially close out the North Branch Library and Claremont Branch Library projects and to fully fund the South Branch library project. The revised December bond budget and revised program schedule were approved at the June 12, 2013 meeting to complete fiscal year budget development activities.

The Board made a recommendation to Council to set the Library Services Tax rate for FY 2014 with a growth factor of 5.12% based on the California Personal Income Growth factor for the San Francisco Bay area.

The General election ballot included a local Gann Override Measure reauthorizing the Library Tax approved in 1988 by the voters (Library Relief Act). At the December 12, 2012 regular meeting Council approved the Results of the November 6, 2012 General Municipal Election. This included: Measure P – Gann Limit Override, which encompasses the library tax. As a result of continued community support the tax was renewed for four-years ensuring a stable funding source for the library.

The Library applies for and accepts grant awards throughout the year directly related to supporting library operations and services, during the reporting period these included:

- Bay Friendly Landscaping Grant for the Claremont Branch Library NTE \$15,000 by Resolution R13-016
- State of California - California Library Literacy Services (CLLS) Program NTE \$34,140 by Resolution R12-056 and \$4,500 in LSTA funds for the Library's Literacy program by Resolution R13-017
- Grant from BALIS (Bay Area Library Information System) for a special project related to implementing an incident tool kit for use by staff

- The Library Foundation made multiple gifts through the year related to the Branch Neighborhood Libraries Campaign, Measure FF Initiative

FY 2013 Gift Report to Council was approved by the board at the regular meeting in July 2013.

Policy

Approval of:

- Circulation Policy and Fees Revised
- Media Checkout Limits and Fines Revised
- Library Fee Schedule 2013
- General Records Schedule (GRS) amendments related to the library
- Library Community Meeting Room Use Policy and Guidelines Revised
- Charging Electronic Equipment Policy Repealed
- Library Rules of Conduct Revised
- Green Cleaning Policy for Library Facilities
- Fine Amnesty Campaign

III. Significant Branch Renovation Program Activities, Measure FF

Since Berkeley's voters approved Measure FF in November 2008, the Berkeley Public Library has embarked on its building program to enhance library services and to improve accessibility, code compliance, and seismic safety in all the neighborhood branches to serve the neighborhood communities into the future. Information, current plans and project information, links to make a comment, and links to notices of past meetings are available at http://www.berkeleypubliclibrary.org/about_the_library/b-renovation.php.

The Project management firm, Kitchell CEM Inc. made bond program presentations to the board at regular meetings on September 12, 2012, December 19, 2012 and March 13, 2013 and June 12, 2013. At the December 19, 2012 regular meeting of the board a revised bond program budget and schedule were adopted by Resolution R12-085 and confirmed again by Resolution R13-039 at the regular meeting of June 2013 meeting.

As needed the Board has recommended to Council for approval contracts and contract amendments related to the implementation of the branch library bond measure and submitted informational reports on the status of related activities:

- July 2012 Status Report on Civic Art component for Measure FF Projects.

SOUTH BRANCH

In FY 2013 the South Branch Library reopened, a community celebration was held on May 11, 2013. The Branch Library has been well received, with previous patrons returning. New library visitors and residents are finding their way to the new facility and the tool lending library situated prominently on the corner of MLK JR Way and Russell Street, a thoroughfare for those traveling across town but also adjacent to a popular bike path and the South Berkeley recreation center program.

WEST BRANCH

The branch is currently closed to the public, construction activities began in June 2012. The current anticipated Final Completion date is last quarter of calendar year 2013.



CONSENT CALENDAR

September 11, 2013

TO: Board of Library Trustees

FROM: Donna Corbeil, Director of Library Services

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

RECOMMENDATION

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

FISCAL IMPACTS OF RECOMMENDATION

The acceptance of these gifts will have no negative impact on the Library budget. Gift funds will be allocated to cover cost of contracts and purchasing associated with the procurement of equipment, furniture, and other activities or items needed to complete the branch renovation projects.

BACKGROUND

The Berkeley Public Library Foundation has demonstrated a strong history of support for the Library, particularly raising capital funds to support facility improvements. With the passage of Measure FF, the Foundation kicked off a major fund raising campaign in support of our branch libraries. At the December 9, 2009, regular meeting, the board adopted Resolution No. R09-120 recognizing the establishment of the Foundation's Branch Library FF&E Capital Campaign for purchasing the furnishings, fixtures, equipment, and materials associated with the Branch Library Improvement Program and authorized a donor recognition plan.

At the April 14, 2010, BOLT meeting Resolution No. 10-028 was approved, accepting the Berkeley Public Library Foundation Board of Directors' resolution to undertake a major multi-year capital campaign for the Measure FF bond program in the amount of \$2.5 million to fund the furniture, fixtures, equipment, and other expenses associated with the Branch Library Improvement Program. As of September 2013, inclusive of this gift, the Foundation has made payments totaling \$2,100,000 for this purpose to Fund 307.

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

CURRENT SITUATION AND ITS EFFECTS

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

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

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

RATIONALE FOR RECOMMENDATION

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

Attachments

1. Resolution

BOARD OF LIBRARY TRUSTEES
RESOLUTION NO.: R13-0XX

Attachment 1

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

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

WHEREAS, at the regular BOLT meeting of April 14, 2010, by a vote of five ayes and zero nays, Resolution 10-028 was approved accepting the Foundation's commitment to raise \$2.5 Million to fund furniture, fixtures & equipment expenses associated with the branch library bond projects (Measure FF); and

WHEREAS, the Foundation has donated to date a total of \$2,100,000, inclusive of this donation, toward the Branch Library FF&E Capital Campaign; and

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

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

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

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on September 11, 2013 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Winston Burton, Chairperson

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



BERKELEY PUBLIC LIBRARY

CONSENT CALENDAR

April 10, 2013

To: Board of Library Trustees

From: Donna Corbeil, Director of Library Services

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

RECOMMENDATION

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

FISCAL IMPACT

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

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

CURRENT SITUATION AND ITS EFFECT

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

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

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



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

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

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

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

CURRENT SITUATION AND ITS EFFECT

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

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

Attachments:

1. Resolution



**BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

RESOLUTION NO.: R13-026

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

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

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

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

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

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

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

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

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

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

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

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

AYES:	Trustees Burton, Franklin, Holcomb, Moore and Novosel.
NOES:	None.
ABSENT:	None.
ABSTENTIONS:	None.

Winston Burton, Chairperson

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



INFORMATION CALENDAR

September 11, 2013

TO: Board of Library Trustees

FROM: Donna Corbeil, Director of Library Services

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

INTRODUCTION

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

FISCAL IMPACT

This report will have no fiscal impacts.

COMMUNICATION

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

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

PROJECT UPDATES

South

The Library reopened on May 11, 2013. The contractor, continues to work with PG&E on our application for the solar program, the library has applied to include reverse metering, such that excess energy generated would be contributed to the grid for a set rate. Gonzalez and Stronck, the contractor and the design team, Field Paoli continues to work on the punch list process in an effort to close out the project. Since opening, the custom wood and steel bench designed by Field Paoli and crafted locally has been installed on the Russell Street entrance. The Commissioning, to be done by Kitchell CEM will follow and the LEED certification process is pending.

Branch Photographs

On August 21, David Wakely took professional photographs of the completed South Branch Library, these will be used in the Library's annual report and other marketing and publicity purposes as well as be added to the permanent record of the bond program.

North

In August we were informed that the North Branch project won a distinguished project award from the Western Council of Construction Consumers, in the Owners' project Excellence Awards program. Congratulations to the Kitchell CEM team and BHM Construction on this industry honor, the library project was one of four winners, more information is available at:
<http://wccc.org/awards/winning-projects-2013.html>

Claremont

The Library received our official Bay Friendly Certification in August for the Claremont Branch Library project. We are very pleased the library received 121 points, 60 are required to achieve Bay Friendly certification, a paper certificate will be framed and hung at the branch and prominent signage placed in the green space (Attachment 1).

West

The current anticipated Final Completion date is Fall 2013. The original Substantial Completion date for the project is May 19, 2013, and the original Final Completion date is June 18, 2013. To date, West Bay Builders has submitted no formal and complete time extension requests, but per their latest schedule update are currently not estimating the Substantial Completion date being achieved before October 31, 2013 and the Final Completion date before December 3, 2013. As a result of delays and since the contractor is unable at this time to provide justification for extending the current dates, potential liquidated damages would be due. The City is currently incurring additional costs for both the Architect and the Construction Manager (included as consent items on the agenda of 9/11/13) as well as internal staffing costs and rental costs for temporary facilities. In the future the contractor may provide justifiable reason(s) for granting time extensions under the contract.

RFPs/ Purchasing

Over the summer the Library released two RFP's related to the bond program efforts. Specification No. 14-10771 Branch Libraries Donor Signage will cover the individual donor signage at South and West and donor wall plaques at the four branch locations. Proposals for this were due August 6, 2013, two responses were received. The selected vendor will design and fabricate the remaining donor signage.

The second RFP, Specification No.14-10770 for West Branch Library Furnishings was released and will cover the public area furniture needed to complete the West Branch Library. Proposals were due August 6, 2013. After a thorough review and evaluation of the bids received, four vendors were selected to receive portions of the specified furniture. The award to One Work Place is included as a separate agenda item for approval, the remaining three bid awards are all within the Director of Library Services spending limits.

Donor Signage in Branches

Over the summer the Library released two RFP's related to the bond program efforts. Specification No. 14-10771 Branch Libraries Donor Signage will cover the individual donor signage at South and West and donor wall plaques at the four branch locations. Proposals for this were due August 6, 2013, two responses were received. The selected vendor will design and fabricate the remaining donor signage. The Foundation's branch library capital campaign funds will cover all costs associated with this signage.

ATTACHMENTS:

- 1: Claremont Bay Friendly certification letter and certificate

Certificate of Recognition

This certificate, presented by the Bay-Friendly Landscaping & Gardening Coalition,
officially recognizes

Claremont Branch Library

as a Bay-Friendly Rated Landscape,
designed and built to reduce waste and pollution, protect water quality and wildlife habitat, and
contribute to a healthier community.



PROJECT TEAM

Owner/Developer: Berkeley Public Library - Donna Corbeil
Landscape Architect: Gates and Associates - Samantha Haimovitch
Landscape Contractor: Greer Clean Landscape - Mark Modeste
General Contractor: Fine Line Construction
Architect: Gould Evans Baum Thornley - Lauren MacColl Maass
Civil Engineer: BKF Engineers - Robert Stevens
Bay-Friendly Rater: The Planning Center / DC&E - Cynthia Greenberg
Other Contact: Preservation Architecture - Mark Hulbert

Thank you for your leadership, stewardship,
and commitment to Bay-Friendly practices.

Presented this 7th day of August 2013

Aaron Majors, Chair of the Board



BAY-FRIENDLY COALITION

8 August 2013

Donna Corbeil
Berkeley Public Library
2090 Kittredge Street
Berkeley, CA 94704

Dear Donna,

Congratulations! Claremont Branch Library is officially recognized as a Bay-Friendly Rated Landscape.

The Bay-Friendly Rated Landscape designation indicates that this project has exceeded conventional landscape practices in the areas of waste prevention and recycling, resource conservation, pollution prevention, water and energy conservation, and wildlife habitat. Thank you for your commitment to environmental stewardship and your leadership in contributing to a healthier community.

As part of the rating process, Cynthia Greenberg, an independent, third-party Bay-Friendly Landscape Rater, verified that Claremont Branch Library completed all required practices and earned 121 points on the Bay-Friendly Landscape Scorecard. At least 60 points are required to earn the Bay-Friendly Rated Landscape designation.

Specifically, Claremont Branch Library earned the following points in the seven categories of Bay-Friendly Landscaping:

16	Landscape Locally	8	Conserve Energy
21	Landscape for Less to the Landfill	25	Protect Water & Air Quality
12	Nurture the Soil	11	Create & Protect Wildlife Habitat
28	Conserve Water	121	Total

Based on the information provided in your project Scorecard, we estimate that your Bay-Friendly landscape will save **21,380 gallons of water** per year and reduce greenhouse gas emissions by between **1.64 - 4.24 tons of CO₂e** over the life of the project compared to a similar, conventionally landscaped property.

To continue to reap the benefits of Bay-Friendly Landscaping, including reduced costs for labor, water and landscape chemicals, I encourage you to adopt Bay-Friendly practices for the day-to-day management of your property. If your landscape maintenance staff or contractor is unfamiliar with these practices, the Coalition offers a Bay-Friendly Training & Qualification Program specifically for landscape maintenance professionals.

Enclosed is the final copy of your Scorecard, and a Bay-Friendly Rated Landscape certificate suitable for framing. A Bay-Friendly Landscape outdoor sign recognizing your organization's achievement will soon arrive in a separate package.

I hope you will install the sign in a visible area of your landscape to publicly demonstrate your leadership and encourage others to follow your example. Should you wish to obtain additional copies of the sign or Scorecard, please contact our Rated Landscapes Program Manager, Maureen Decombe, at maureen@bayfriendlycoalition.org.

Sincerely,



Aaron Majors
Chair of the Board
Bay-Friendly Landscaping & Gardening Coalition

c: Cynthia Greenberg, Bay-Friendly Rater



INFORMATION CALENDAR

September 11, 2013

TO: Board of Library Trustees
FROM: Donna Corbeil, Director of Library Services
SUBJECT: SEPTEMBER 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.

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LIBRARY DEVELOPMENT

Conferences / Staff Development

The 2014 annual American Library Association conference is scheduled for June 26 through July 1, to be held in Las Vegas this year: <http://ala14.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 will be held March 11 through 13, 2014 in Indianapolis. For more information go to: <http://www.placonference.org>.

PROGRAMS

Over the summer the children's summer reading program and the teen summer reading program was held, these were both very successful as they have been in previous years. A report is attached (Attachment 1).

OPERATIONS & FACILITIES

Branch Hours Update

Planning is underway to launch extended branch service hours, as the board approved:

Monday 10AM - 6 PM; Tuesday & Wednesday 10AM – 8 PM; Thursday 12 AM – 8 PM and Friday and Saturday 10AM – 6 PM. The extended hours will add four open hours per week to each branch's operating hours effective Monday, December 2, 2013. No changes will be made to the hours at the Central Library. This timeline will allow staff time to adjust employee schedules, fill vacancies and revise promotional materials accordingly.

Technology Survey

Library participated in a California State Library statewide survey in August. The survey on Public Library Broadband Needs is part of an effort to assess the library resources in this area. CENIC has made a proposal that would allow- all California libraries the ability to join CalREN, the high-capacity Internet network to which all of the state's K-20 educational institutions are connected. This is a critical area of need; following the assessment a more detailed case for inclusion will be made. More at: www.library.ca.gov/lds/broadband.html.

PERSONNEL

MOU

Community Services & PTRLA Chapter of SEIU Local 1021, inclusive of represented library employees, ratified by vote in mid-July an agreement, effective June 24, 2012 through June 20, 2015. The MOU will be presented for consideration and consent to City Council at their September 10, 2013 meeting.

[Memorandum Agreement: Service Employees International Union, Local 1021 Community Services & Part-Time Recreation Leaders Association](#)

From: City Manager

Recommendation: Adopt a Resolution approving a new three (3) year Memorandum Agreement with the Service Employees International Union, Local 1021 Community Services & Part-Time Recreation Leaders Association with a term of June 24, 2012 through June 20, 2015 and authorizing the City Manager to execute and implement the terms and conditions of employment set forth in the new Agreement.

Financial Implications: See report

Contact: David Abel, Human Resources, 981-6800

Recruitments

The Deputy Director of Library Services position occupied by Douglas Smith was opened for recruitment effective August 12, 2013, to be open until filled. Interviews are planned for mid-September. In addition, the library has opened recruitment for the Supervising Librarian eligibility list, opening September 2

through the 23rd. One vacancy that will be filled with this is the position left by the retirement on September 6, 2013 of Jeri Ewart, the South Branch Library supervisor.

All Staff Meeting

The Library held its quarterly all staff meeting in August, as a result all locations opened late on Friday, August 30. Topics discussed at the meeting included, bond program update, new and revised policies, webpage design progress and branch hours changes.

OTHER

Attachments:

1: summer reading program report 2013

Summer Reading Program Report

We had a successful summer reading program this year, with a lot of excitement generated by our visits to BUSD classrooms to promote the program. Children's Librarians visited every BUSD elementary and middle school to talk about Summer Reading and our volunteer program for middle schoolers, Student Friends.

This year, amongst the four locations that were open, we had 1,840 kids who enrolled in the summer reading program, with 956 kids who completed the requirements of reading either 10 books, for 10 hours, or 1,000 pages. Our Student Friends program, which helps relations between middle school students and library staff, had 79% percent completion rate, with 30 out of 38 kids completing all four hours of volunteer work, such as writing thank you letters to businesses that donated prizes, and writing book reviews to promote books to their peers.

We also had an exciting line up of programs. Our theme was Reading is So Delicious, and, in keeping with that theme, had several food themed programs, from an educational program about honeybees, to a hugely popular Children's Author Tea with Annie Barrows, the Author of *Ivy and Bean*, to a children's cooking program with a local chef. We also were honored to have the award-winning musician and author Jose-Luis Orozco come to our South Branch to perform a bilingual family concert that drew 110 people. We also were the beneficiary of 4 programs developed and facilitated by Jack Baur as part of his Berkeley Comic Arts Festival, including a visit from Jennifer Holm, the author of the popular series *Babymouse*.

Also in keeping with the food theme, our library, along with several libraries throughout California, participated in the Acquire a Taste for Giving Food Drive run by the California Library Association. As part of this drive, patrons and staff donated 295 pounds of food to the Alameda County Community Food Bank.

Last, but not least, the reason why we do what we do. One parent whose son attends our popular Games Galore program, thanked us for the Summer Reading program, saying: "You all turned a non-reader into a reader."

-Erica Dean Glenn
Senior Librarian, Children's Department