



# BERKELEY PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES

SPECIAL MEETING  
September 3, 2014

AGENDA  
6:00 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. National Library Card Sign-up Month Celebration.

## 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 23, 2014 Special Meeting**  
Recommendation: Approve the minutes of the July 23, 2014 special meeting of the Board of Library Trustees.
- B. **Approve minutes of August 14, 2014 Special Meeting**  
Recommendation: Approve the minutes of the August 14, 2014 special meeting of the Board of Library Trustees.
- C. **Approve minutes of August 18, 2014 Special Meeting**  
Recommendation: Approve the minutes of the August 18, 2014 special meeting of the Board of Library Trustees.
- D. **Library Fee Schedule for FY 2015**  
Recommendation: Adopt the resolution approving the Library Fee Schedule for 2015 and approve the Director of Library Services' submission of the fee schedule to the City of Berkeley, Budget Office, for inclusion in the City of Berkeley's Master Fee Schedule.
- E. **Library Circulation Policy for FY 2015**  
Recommendation: Adopt a resolution authorizing changes to the feature film circulation period and renewal rates for ADA patrons effective October 1, 2014.
- F. **California State Library FY 2015 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 \$15,000 of FY 2015 CLLS baseline grant funds.
- G. **FY 2014 Annual Closing Budget Report and FY 2015 Budget Amendment**  
Recommendation: Adopt a resolution amending the FY 2015 Revised Budget for all Fund entities based upon recommended re-appropriation of committed prior year funding and other adjustments totaling \$398,650.
- H. **Friends of the Berkeley Public Library**  
Recommendation: Adopt a resolution acknowledging the sixty year anniversary of the Friends of the Berkeley Public Library.
- I. **Berkeley Reads**  
Recommendation: Adopt a resolution in celebration of adult literacy awareness month.

\* Public Comments - speakers allowed 3 minutes each

**IV. INFORMATION REPORTS**

**A. September 2014 Monthly Report from Library Director**

- i. Library Development
- ii. Professional Activities
- iii. Programs, Services and Collections
- iv. Personnel
- v. Branch Bond Program Update

**B. 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 6:00 PM on Wednesday, October 22, 2014 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 August 27, 2014.

*//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 SPECIAL MEETING**  
**Wednesday, July 23, 2014, 6:00 P.M.**

SOUTH BRANCH LIBRARY – 1901 RUSSELL STREET

Board of Library Trustees:

Chair Abigail Franklin	Winston Burton
Vice Chair Julie Holcomb	Darryl Moore
	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/board-library-trustees>*

**A. Call to Order: 6:03 P.M.**

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

Absent: none.

Also Present: Donna Corbeil, Director of Library Services; Suzanne Olawski, Deputy Director; Dennis Dang, Administrative and Fiscal Services Manager; Jenifer Shurson; Assoc. Human Resources Analyst; Eve Franklin, Administrative Secretary.

Andrea Mullarkey; Rachel MacNeilly; Kay Finney; Anwan Baker.

**B. Public Comments:** none.

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

1. Andrea Mullarkey, SEIU 1021 Shop Steward – internal communication progress has been noted. Thank you.

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

1. Trustee Burton – Will miss working with Donna, appreciated the efforts with Measure FF.
2. Trustee Moore – Attended ALA Annual Conference in Las Vegas. It was amazing.
3. Trustee Novosel – Thanked Donna Corbeil for article in Berkeley Times and the reports by staff who attended the ALA Annual Conference.
4. Trustee Holcomb – Acknowledged the great gifts from the Friends of the Library and the Estate of Pauline Moller Kolenda on the agenda.
5. Trustee Franklin – ALA Annual Conference was fabulous and inspiring. Thank you to Jenifer Shurson for work on the Director of Library Services recruitment.

**II. Workshop**

**A. Central Space Planning Study**

**Presentation:**

Deputy Director Suzanne Olawski provided a summary of the project.

Chris Noll and Alyson Yarus of Noll & Tam Architects provided a presentation. (Attachment 1)

**Public Comment:**

1. Andrea Mullarkey, SEIU 1021 Shop Steward reported staff concerns about the possibility of splitting fiction between two floors, the potential loss of the exhibit and community bulletin board space on the first floor.
2. Emily Gordis –member of teen focus group – Enjoyed the experience. Felt we were heard. Excited about the potential.

**Board Discussion followed.**

**III. Presentations**

**A. Director Recruitment Update**

Jenifer Shurson, Assoc. Human Resources Analyst, provided an update (Attachment 2) followed by board discussion.

**IV. CONSENT CALENDAR**

M/S/C Trustee Holcomb / Trustee Burton to adopt Resolution # R14-035 approving the Consent Calendar as presented.

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

**A. Approve minutes of June 11, 2014 Regular Meeting**

From: Director of Library Services

Recommendation: Adopt a resolution to approve the minutes of the June 11, 2014 Regular Meeting as presented.

Financial Implications: None.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution # R14-036.

**B. Fiscal Year 2014 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 2014 as required by CC Resolution No. 65,444-N.S.

Financial Implications: None.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution # R14-037.

**C. Purchase Authorization in Excess of Director of Library Services' Granted Authority for FY 15**

From: Administrative and Fiscal Services Manager

Recommendation: Adopt a resolution authorizing the Director of Library Services to enter into FY 2015 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: None.

Contact: Dennis Dang, Administrative and Fiscal Services Manager

Action: Adopted Resolution # R14-038.

**D. Approve Gift from Friends of the Library**

From: Director of Library Services

Recommendation: Adopt a resolution to approve acceptance and expenditure of the annual gift to the Library from the Friends of the Berkeley Public Library for FY2015 in the amount of \$90,400.

Financial Implications: see report.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution # R14-039.

**E. Bequest: Estate of Pauline Moller Kolenda**

From: Director of Library Services

Recommendation: Adopt a resolution accepting gift funds from the estate of Pauline Moller Kolenda in the sum of \$18,161.19 to support library material purchases in the area of audio / recorded books.

Financial Implications: see report.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution # R14-040.

**F. Revised Library Records Retention Schedule**

From: Director of Library Services

Recommendation: Adopt a resolution approving the revised Records Retention Schedule pertaining to the Library as presented, effective August 1, 2014.

Financial Implications: None.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution # R14-041.

**G. Library Internet Use Policy**

From: Director of Library Services

Recommendation: Adopt a resolution authorizing revisions to the public computer use policy to require users to agree to the library's terms of use; to reflect practice of installing privacy screens on all public computer internet use stations; and require Internet users be in good standing, defined as less than a maximum of \$100 in fines and/or fees, effective August 1, 2014.

Financial Implications: None.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution # R14-042.

**V. ACTION CALENDAR**

**A. Amend Contract No. 9563, Noll & Tam Architects**

From: Deputy Director of Library Services

Recommendation: Adopt a resolution authorizing the Director of Library Services to amend Contract No. 9563 with Noll & Tam Architects and Planners to provide for an increase of \$61,875, inclusive of a 10% contingency to execute project ASAs, to the expenditure authority, thereby, increasing the contract's allowable not-to-exceed amount to \$141,875 and to extend the term of the contract from June 30, 2015 to June 30, 2016.

Financial Implications: see report.

Contact: Suzanne Olawski, Deputy Director of Library Services

Action: M/S/C Trustee Novosel / Trustee Moore to adopt Resolution # R14-043.

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

## **VI. INFORMATION REPORTS**

### **A. July 2014 Monthly Report from Library Director**

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

### **B. Library events**

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

## **VII. AGENDA BUILDING**

The next meeting will be a Special Meeting held at 6:00 PM on Wednesday, September 3, 2014 at the South Branch Library, 1901 Russell Street, Berkeley.

Future agenda items:

- Annual Report to City Council

## **VIII. ADJOURNMENT**

Adjourned at 8:11 P.M.

**COMMUNICATIONS:** none

## **SUPPLEMENTAL COMMUNICATIONS AND REPORTS:**

1. Central Space Planning Presentation by Noll & Tam
2. Director Recruitment Update presentation

# Berkeley Central Library Improvements

23 July 2014

Chris Noll  
Alyson Yarus

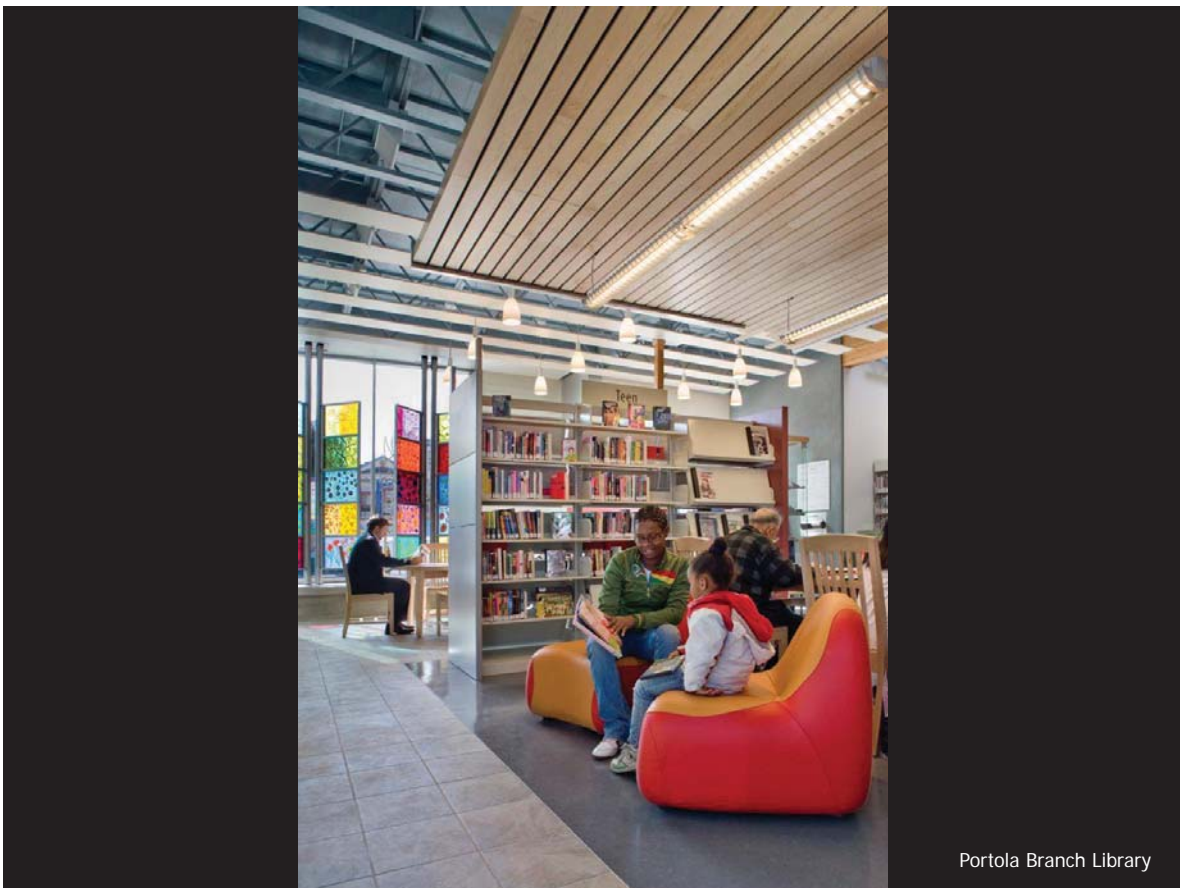
noll&tam  
architects and planners



Noll & Tam  
Library  
Projects

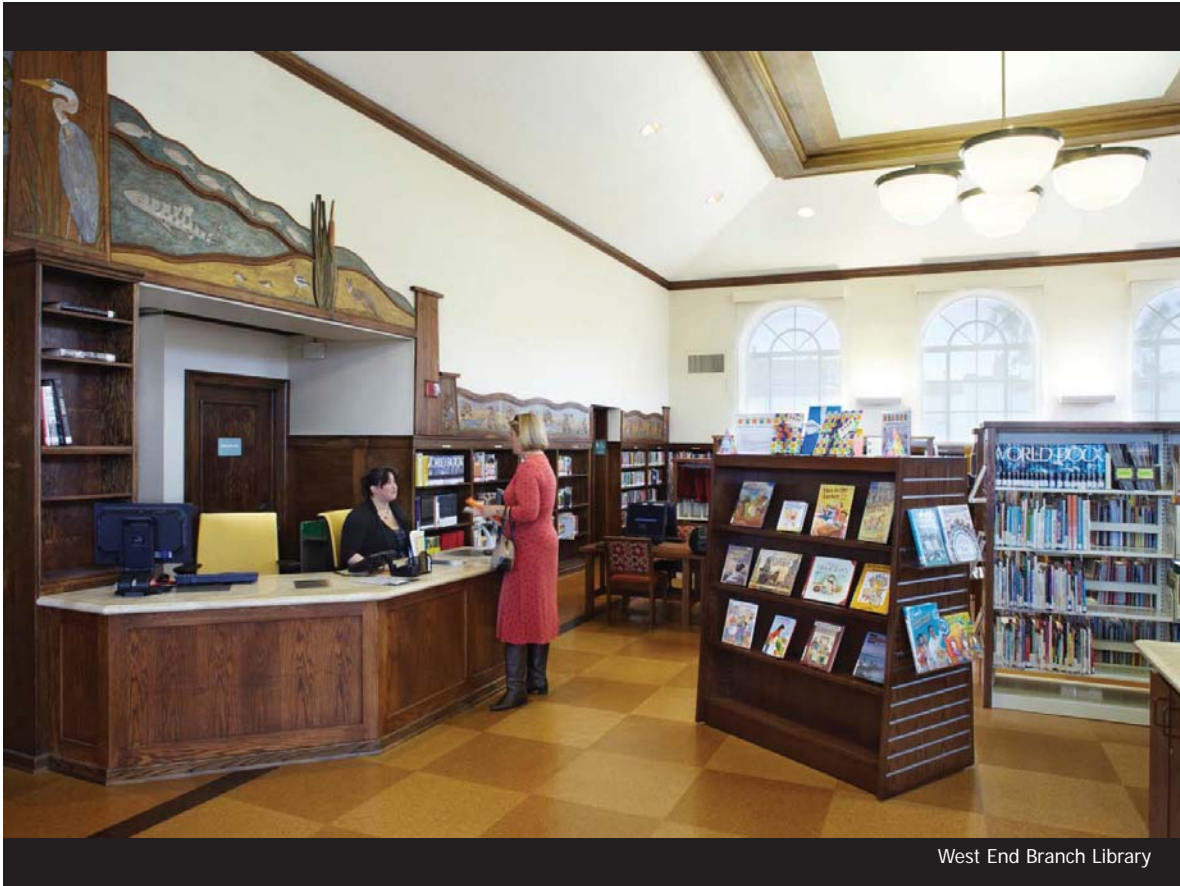


Portola Branch Library

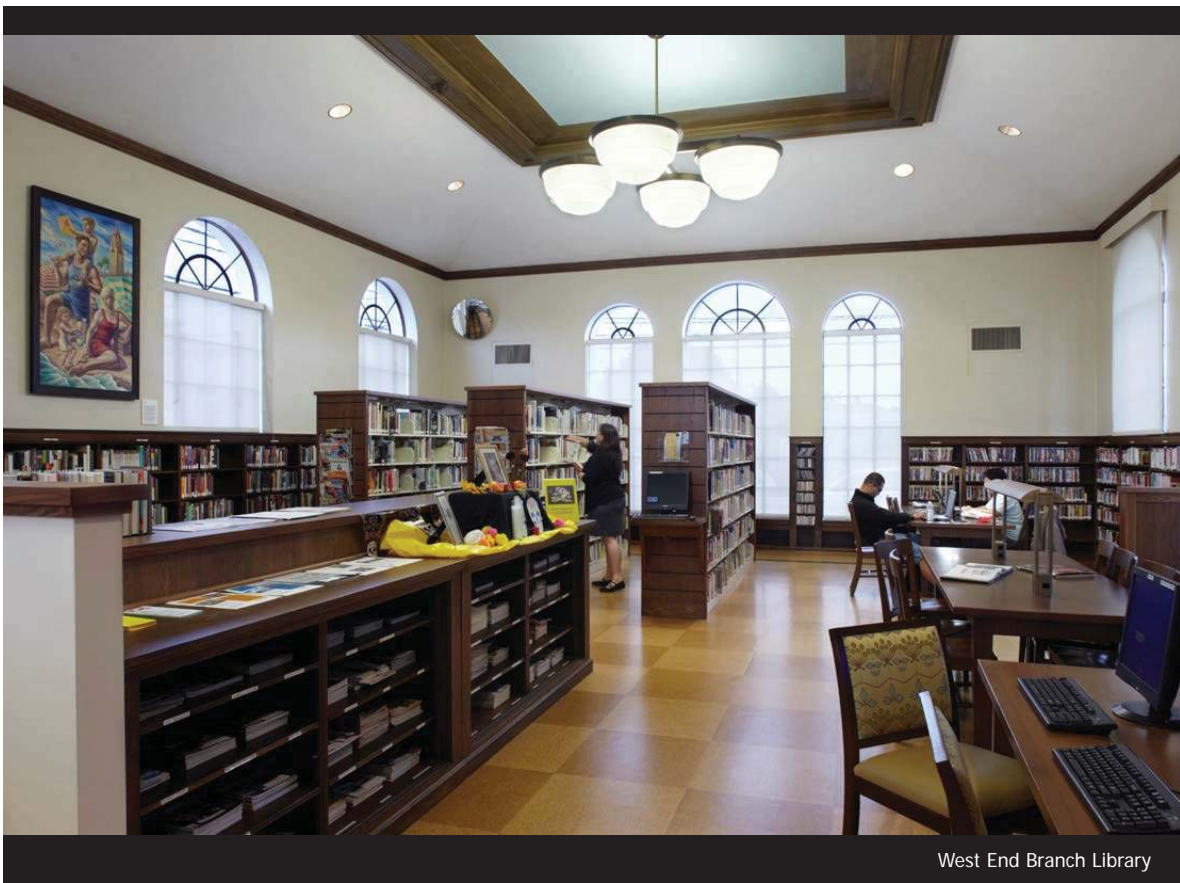


Portola Branch Library





West End Branch Library



West End Branch Library



Temescal Branch Library



Golden Gate Branch Library



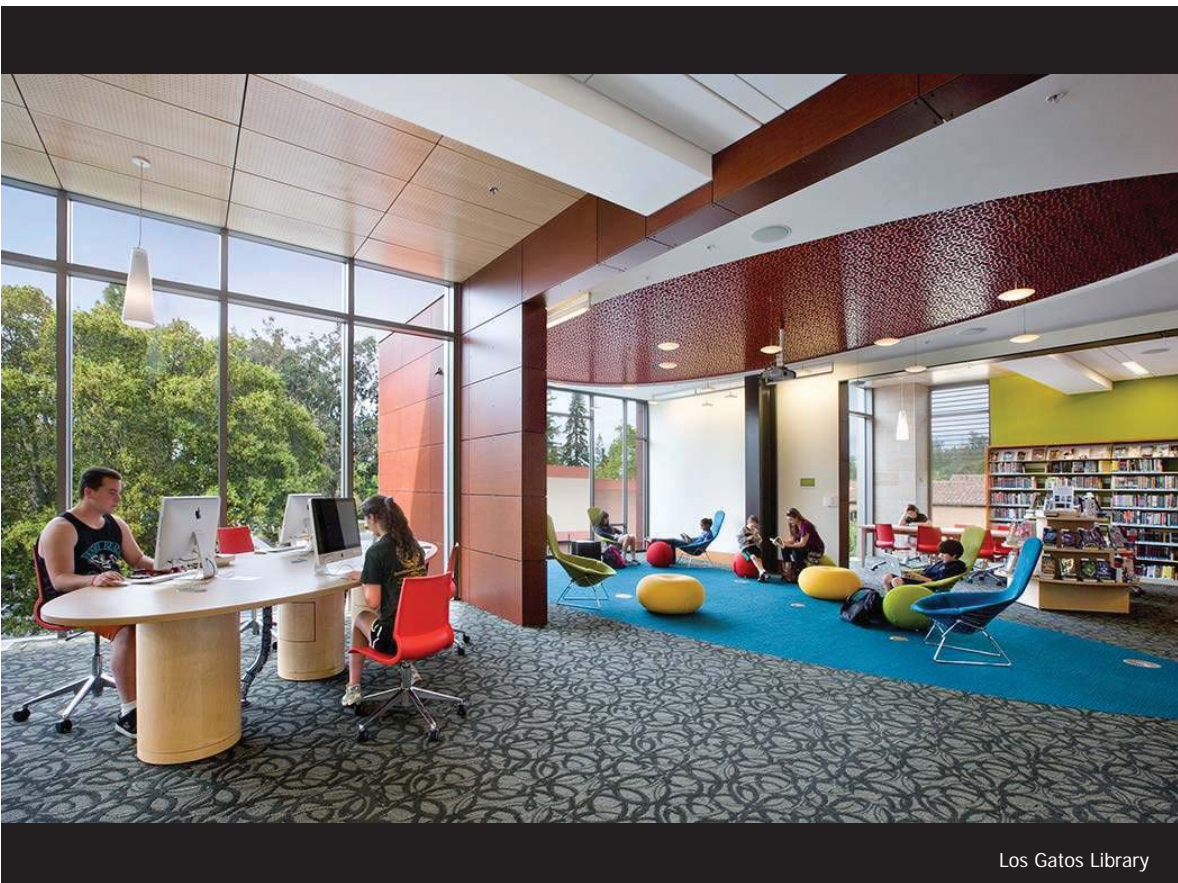
American Canyon Library



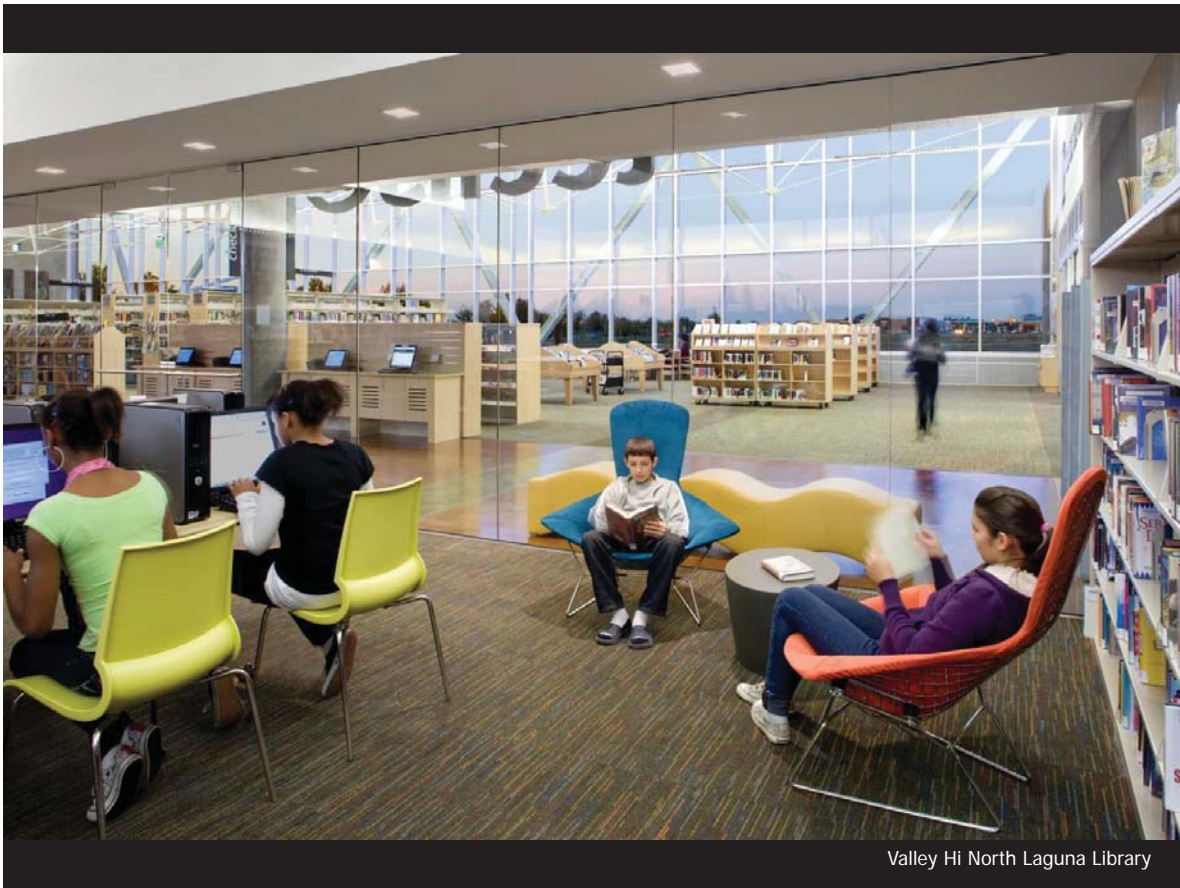
Los Gatos Library



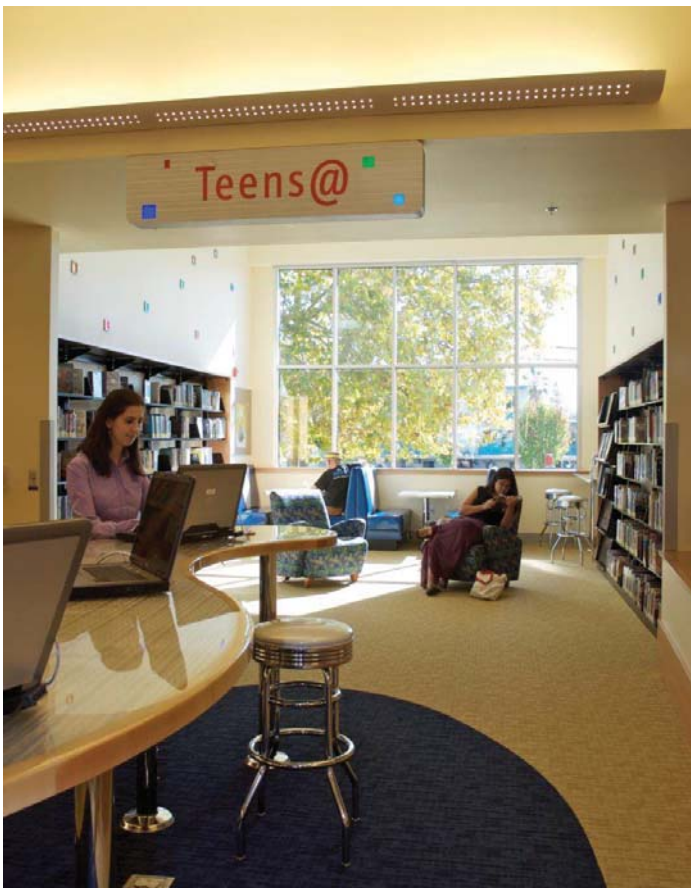
Los Gatos Library



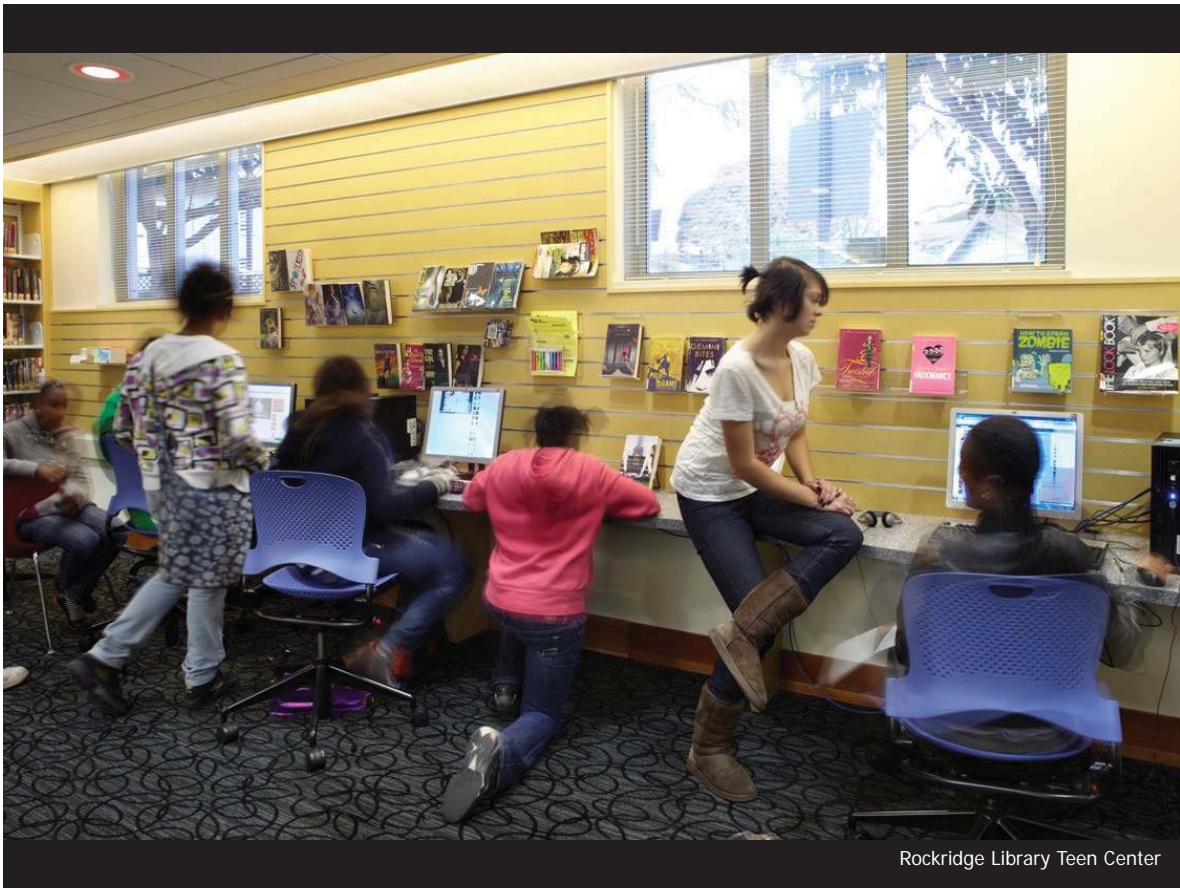
Los Gatos Library



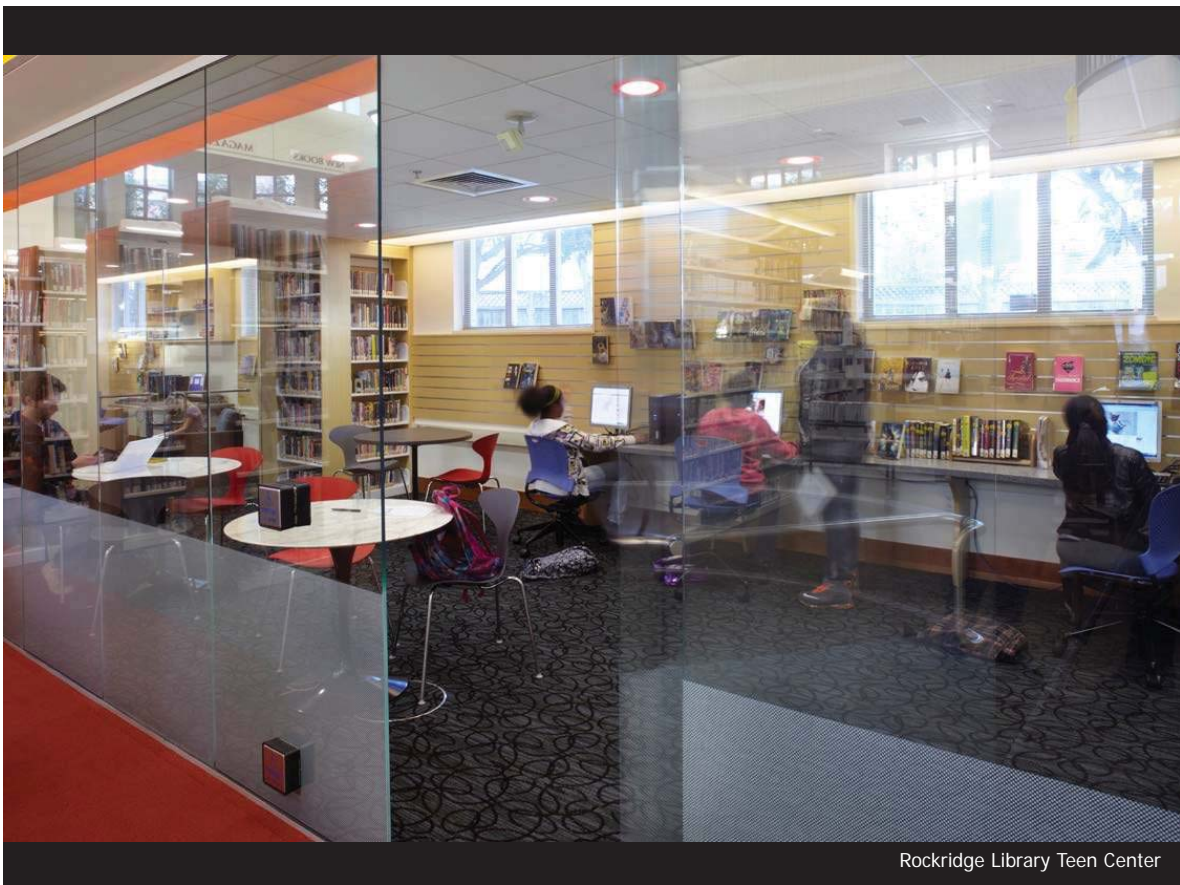
Valley Hi North Laguna Library



Carmichael Branch Library



Rockridge Library Teen Center



Rockridge Library Teen Center

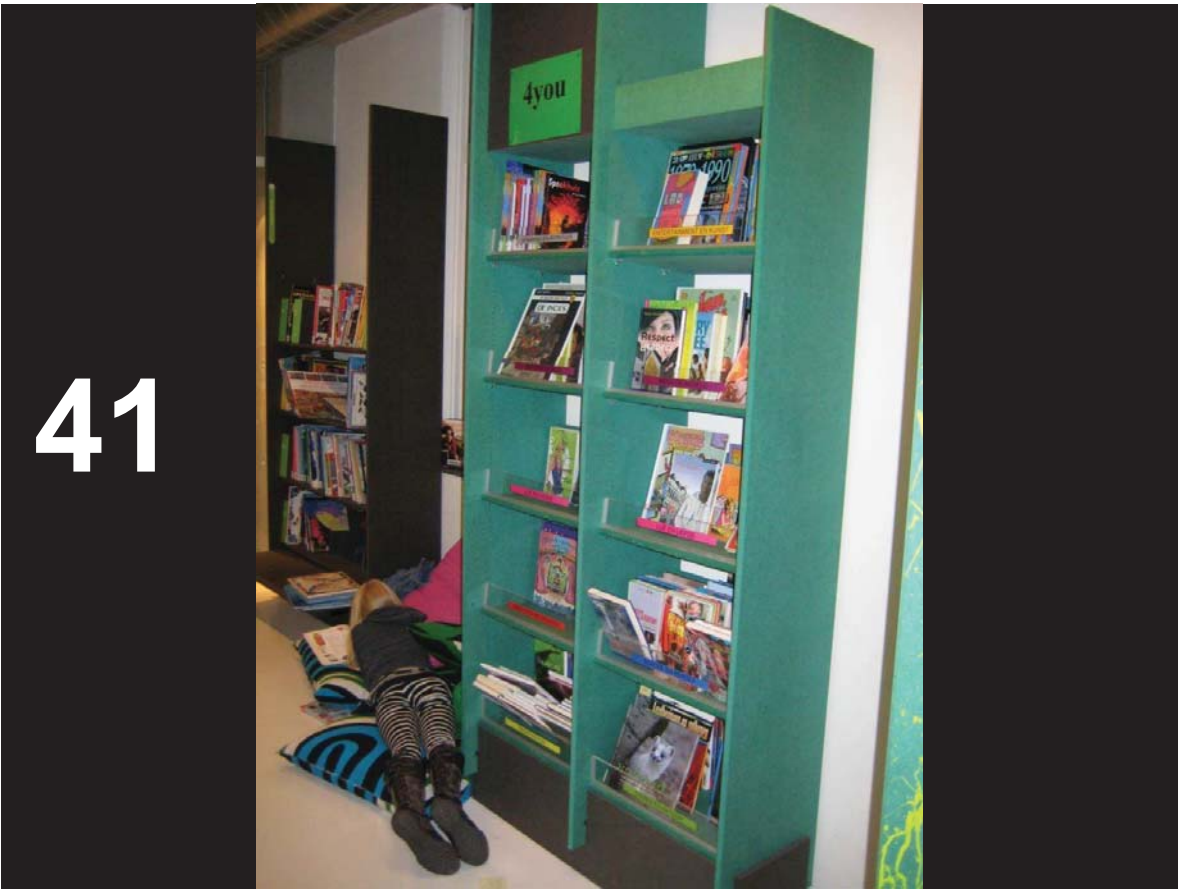
Information  
Gathering  
Process

Teen Focus  
Group



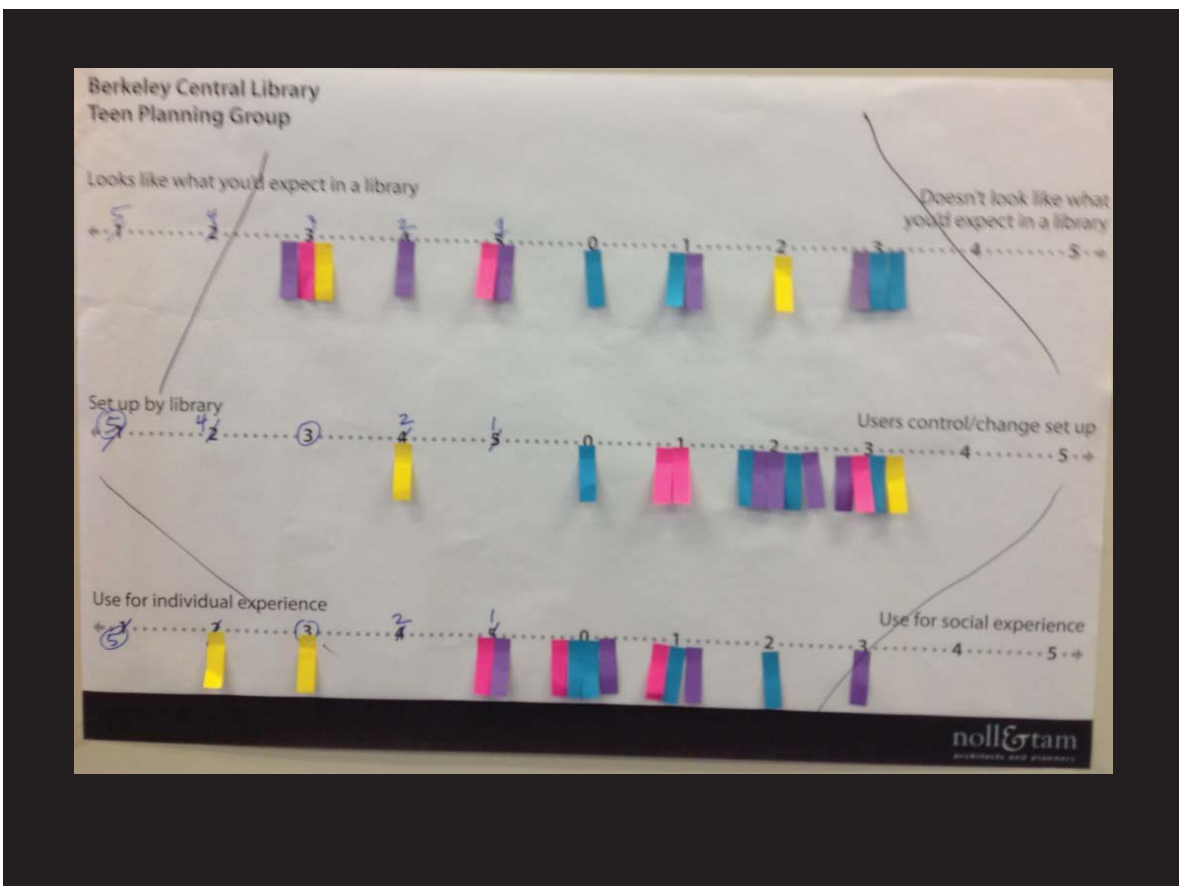


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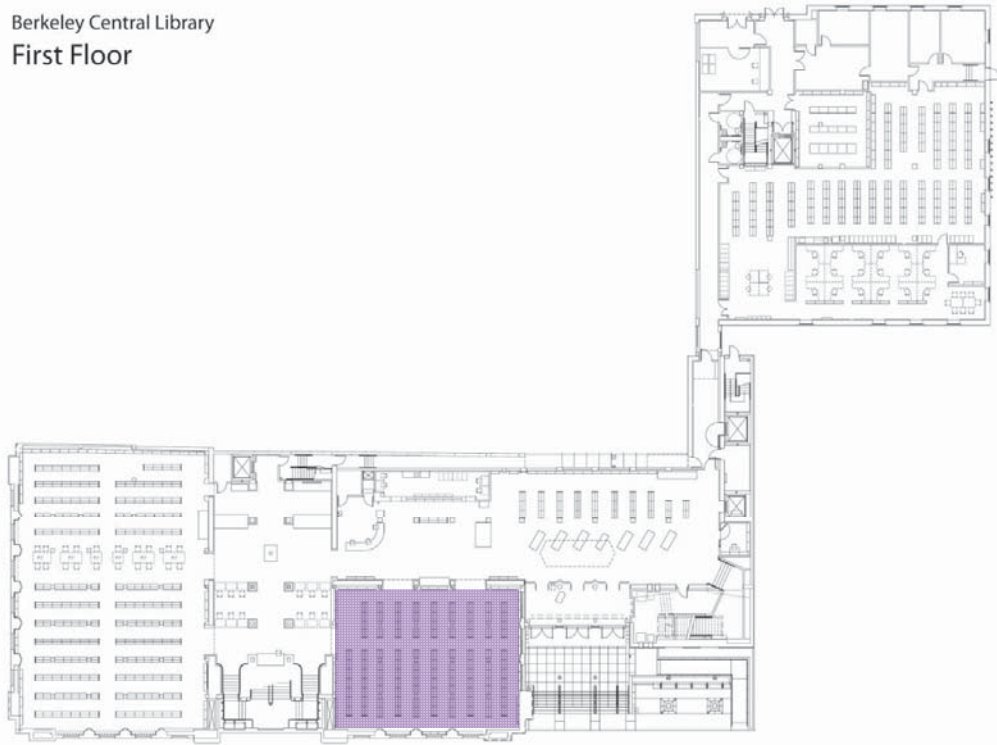


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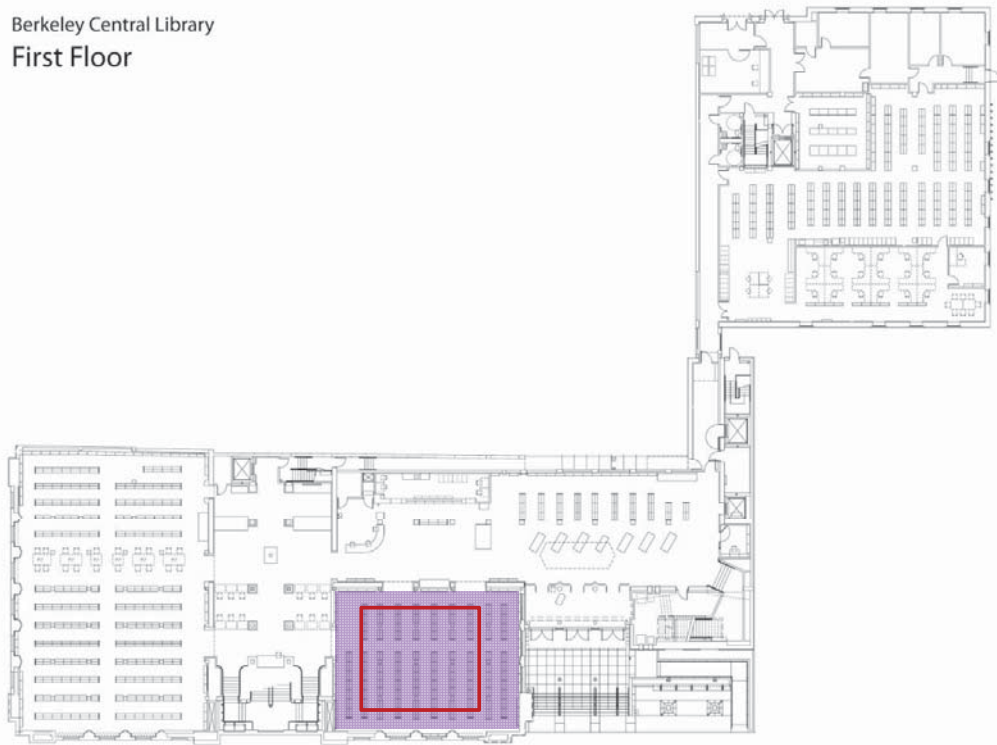


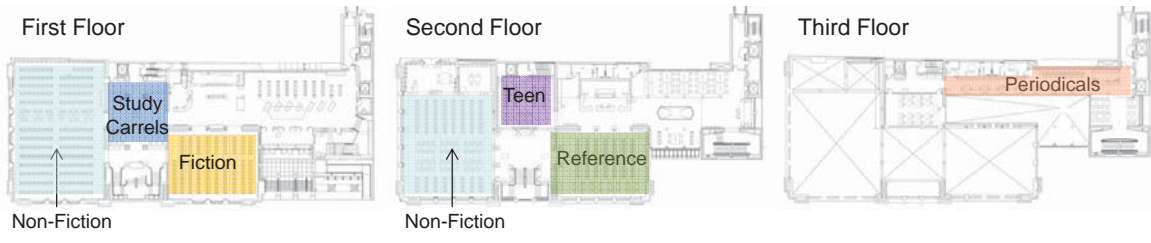


Berkeley Central Library  
First Floor

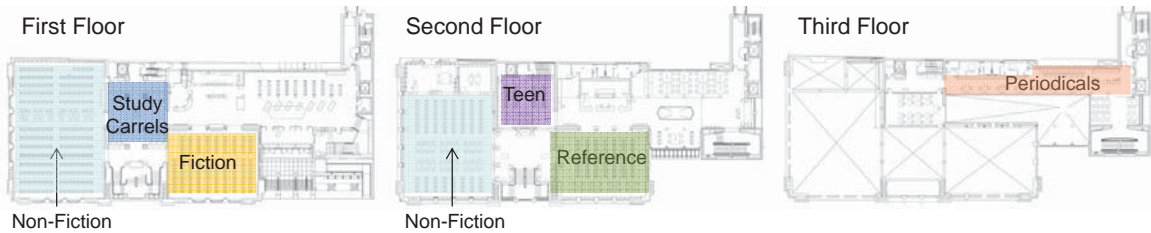
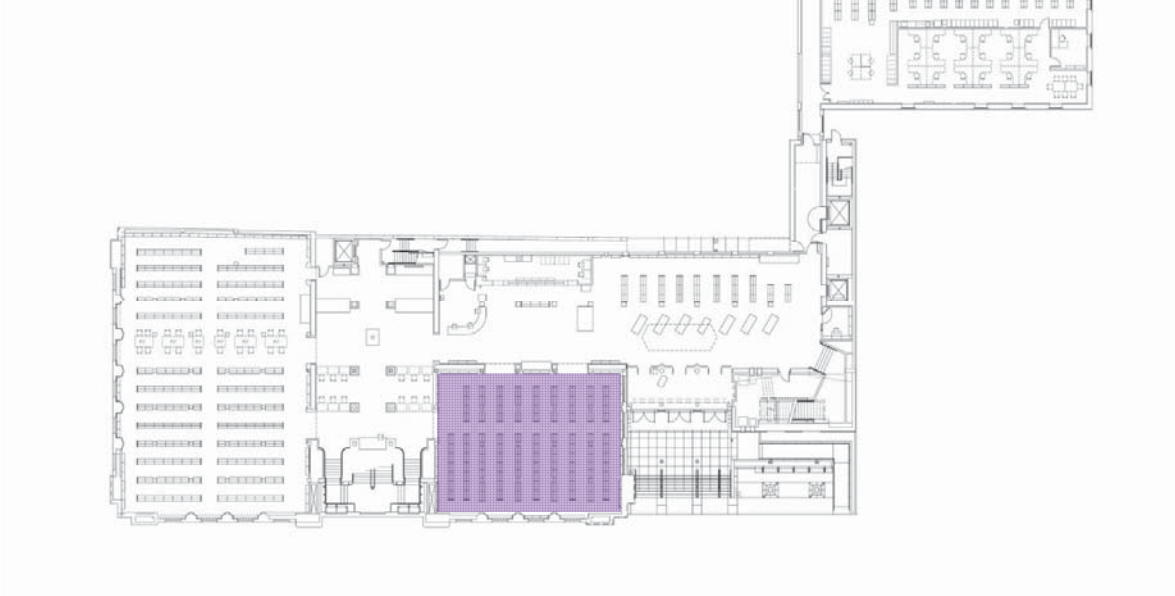


Berkeley Central Library  
First Floor

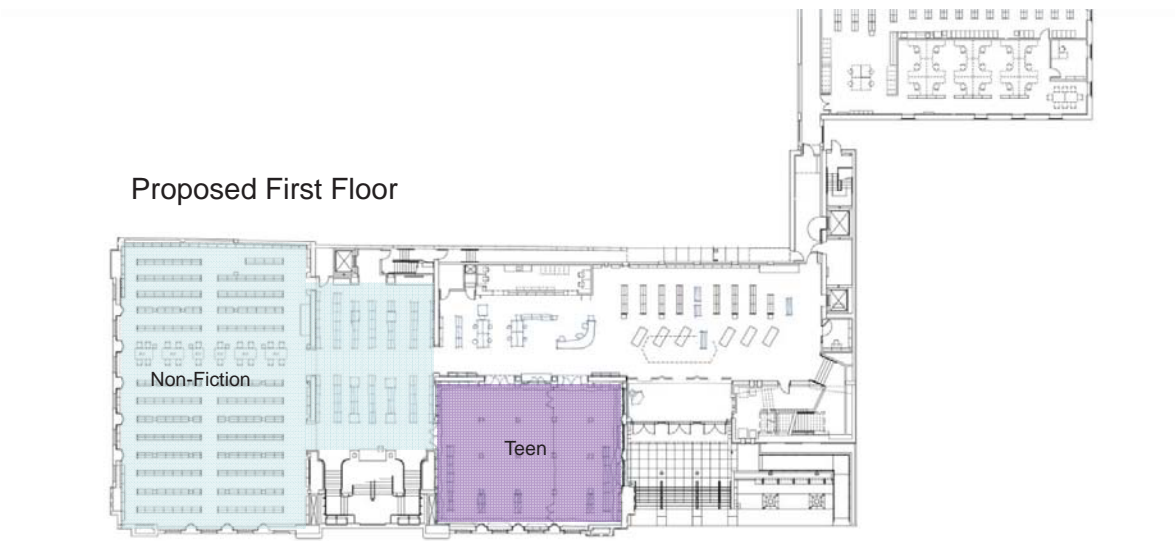


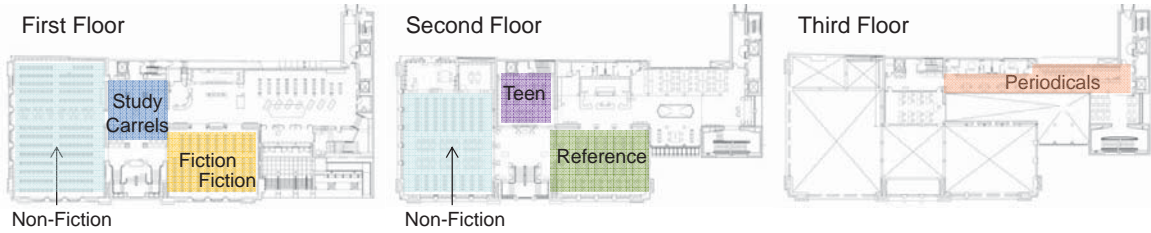


Existing Plans

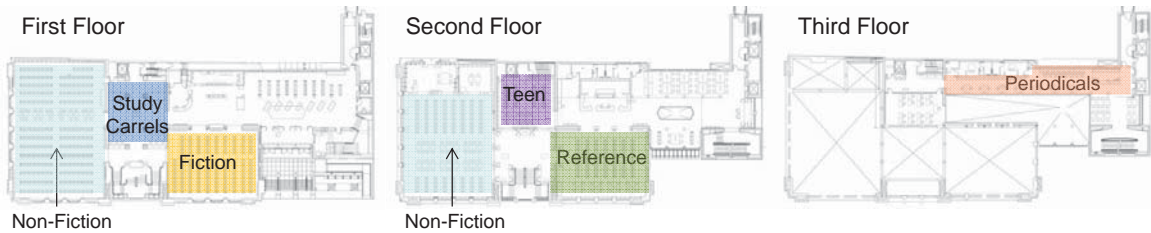
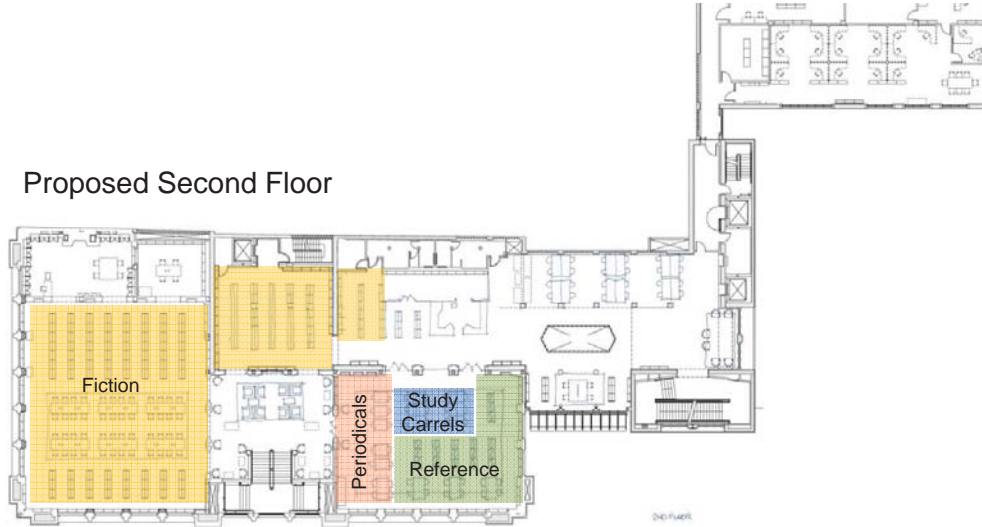


Existing Plans

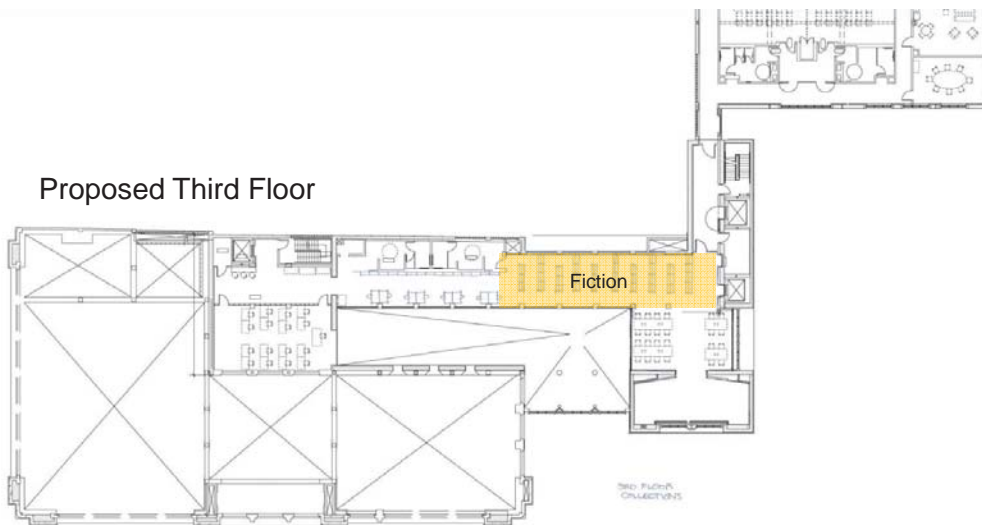




Proposed Second Floor

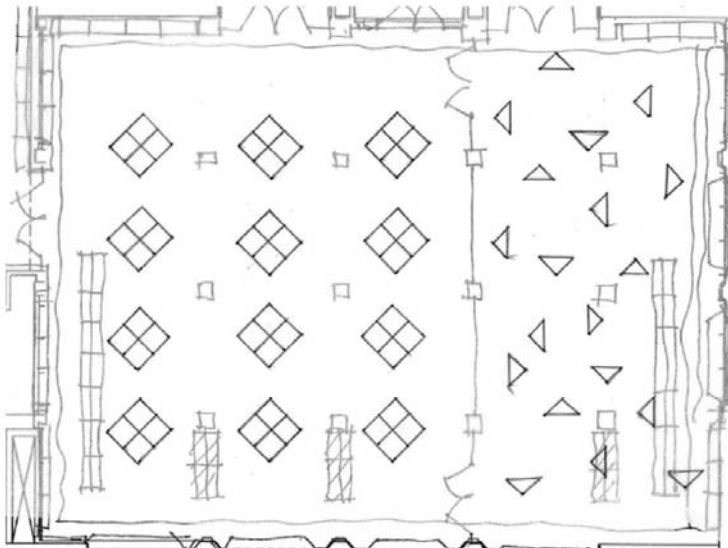
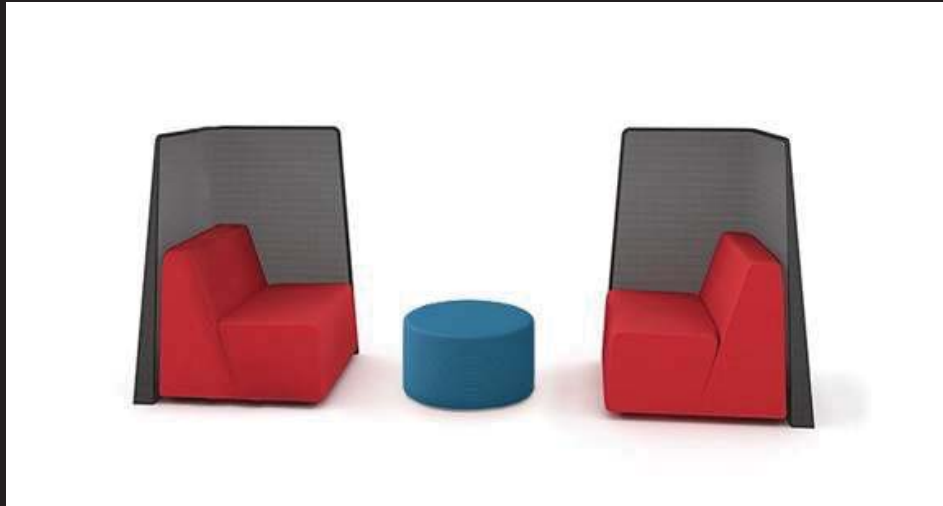


Proposed Third Floor



# Teen Room Features



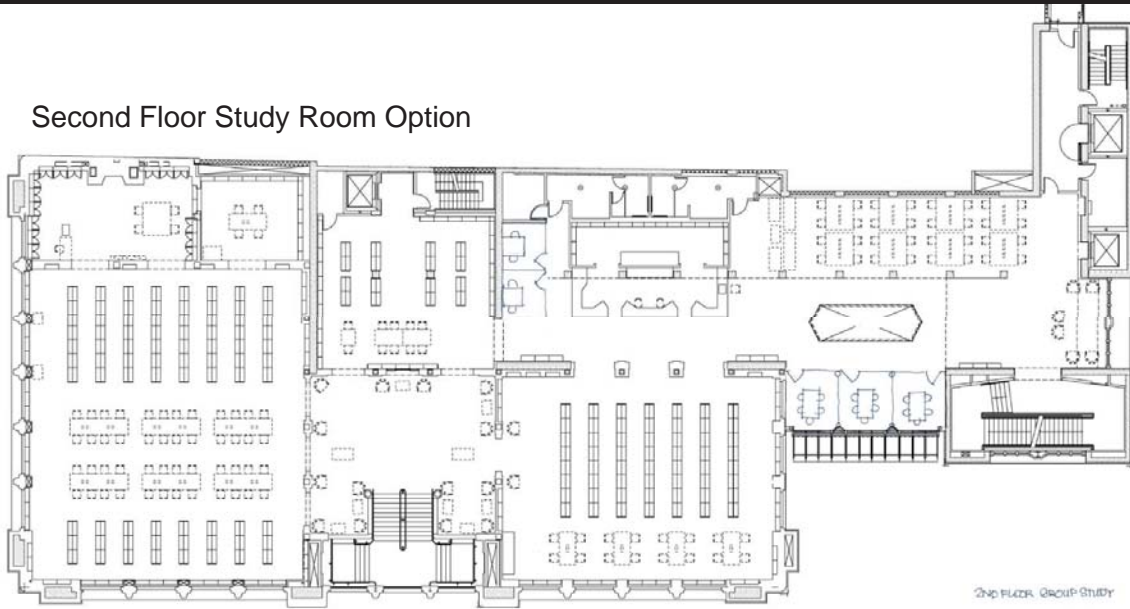


Teen Room on First Floor:

- New LED flat panel 2x2 fixtures, shown in 4x4 layout (Maxlite).
- New triangular flat panel fixtures (Mark Lighting).
- New 2x2 grid ceiling installed on diagonal.



Second Floor Study Room Option

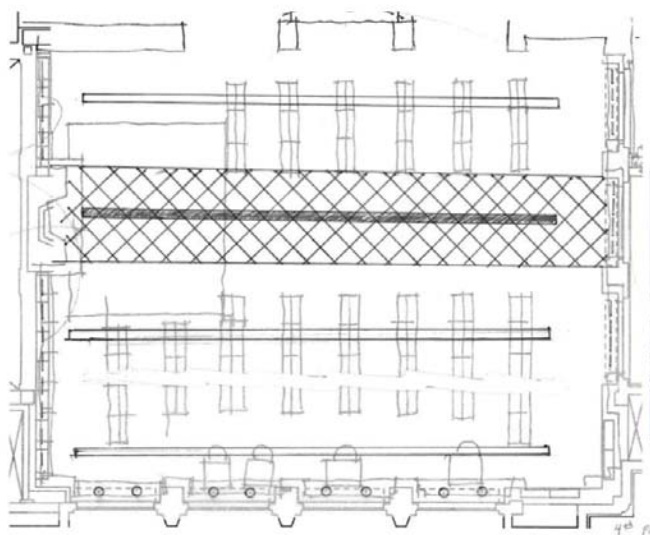
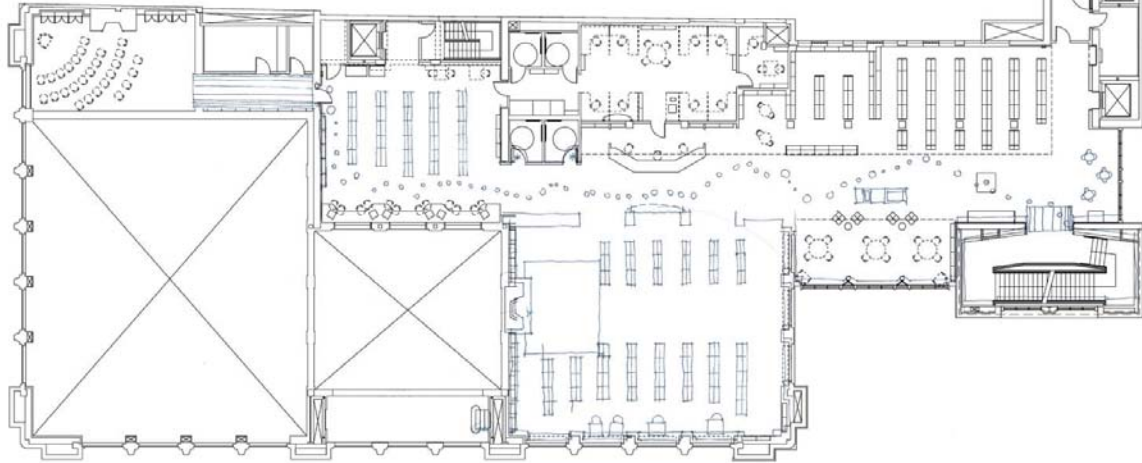


2ND FLOOR GROUP STUDY

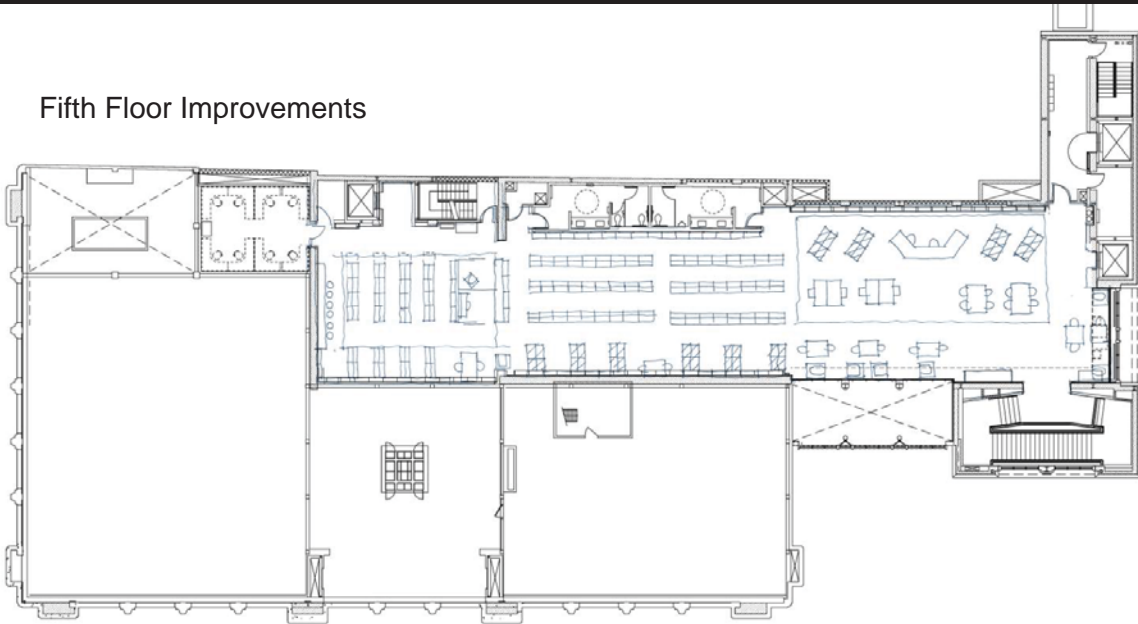




### Fourth Floor Improvements



### Fifth Floor Improvements



# DOLS Recruitment

## Recruitment Closes 7/27

The screenshot shows a recruitment advertisement for the Berkeley Public Library. The header of the ad reads "BRADBURY ASSOCIATES / GOSSAGE SAGER ASSOCIATES" with navigation links for "Why Use Us?", "Our Experiences", "Our Consultants", "Our Services", "Current Clients", and "Contact Us". The main heading is "Director-Library Services" with a sub-heading "Director of Library Services Berkeley (CA) Public Library". The text describes the role as a "spurred library seeks a spirited director" and lists qualifications such as "creative and thoughtful Director of Library Services" and "a proven ability to lead a team of talented professionals". It also mentions the library's budget of \$16 million and a collection of 600,000 items. The ad includes a small Berkeley Public Library logo and a photograph of a person reading. At the bottom, it provides contact information for Bradbury Associates and Gossage Sager Associates.

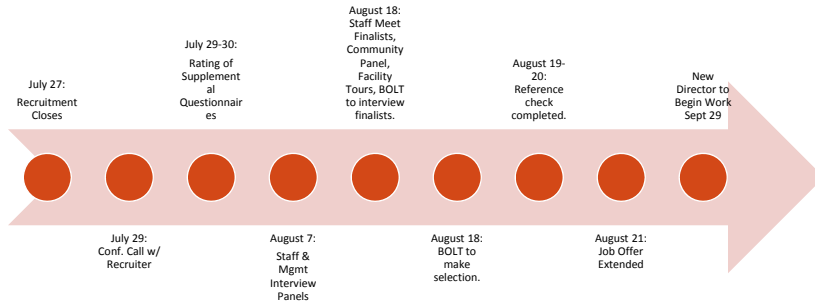
## Posted on 45+ sites Over 1100 Individuals Notified

CALIFORNIA LIBRARY ASSOCIATION	BRANCH COORDINATORS Listserv	KANSAS LIBRARY ASSOCIATION LISTSERV
BAYNET	CALA (Chinese Americans Library Association)	MICHIGAN LIBRARY ASSOCIATION Listserv
CALJOBS	CENTRAL HEADS Listserv	MISSISSIPPI LIBRARY ASSOCIATION Listserv
CALIX	INALJ (I NEED A LIBRARY JOB) FORMERLY LISJOBS	MOUNTAIN PLAINS LIBRARY ASSOCIATION JOB LINE (11 STATES)
ALISJOBS Listserv	ISLAMANET (IL)	NEW JERSEY LIBRARY ASSOCIATION JOB LINE
AMERICAN LIBRARIES JOBLIST	LIBJOBS Listserv	NEW MEXICO LIBRARY ASSOCIATION Listserv
APALA-L (Asian Pacific Americans Library Association)	MADLISJOBS Listserv	NY LIBRARY ASSOCIATION Listserv
ARSL Listserv	NEW LIBRARIANS Listserv	OHIO LIBRARY Listserv
ASCLA (Assoc. of Specialized and Cooperative Library Agencies)	PUBLIB Listserv	PACIFIC NORTHWEST LIBRARY ASSOCIATION
BRADBURY ASSOCIATES/GOSSAGE SAGER ASSOCIATES	REFORMA (Latino and Spanish Speaking)	PENNSYLVANIA LIBRARY ASSOCIATION JOBLINE
COLORADO JOBLINE	DREXEL UNIVERSITY COLLEGE OF INFO SCIENCE AND TECHNOLOGY	RHODE ISLAND JOB LINE
DELAWARE LIBRARY ASSOCIATION	ILLINOIS GRADUATE SCHOOL OF LIBRARY AND INFORMATION SCIENCE	TENNESSEE LIBRARY ASSOCIATION Listserv
FLORIDA STATE LIBRARY LISTSERV	SAN JOSE STATE SpartanJobs	VIRGINIA LIBRARY ASSOCIATION JOBLINE

## Current Candidate Pool

- 22 Applicants
- 23 Nominations
- 7 from CA, 5 from East Coast, 3 Midwest, 5 from Western states (excluding CA), 2 International

## Recruitment Timeline



## Interview Schedules Aug 18

Director of Library Services  
SELECTION INTERVIEW SCHEDULE  
August 18, 2014

**STAFF Q & A**  
(Children's Dept. Room)

Time	Candidate
9:00 – 9:30 am	
9:30 – 10:00 am	
10:00 – 10:30 am	

**COMMUNITY PANEL**  
(Community Mgt. Room)

Time	Candidate
9:30 – 10:00 am	
10:00 – 10:30 am	
10:30 – 11:00 am	

**TOURS** (followed by lunch)  
(West, North, Classroom, South, Central)

Time	Candidate
10 – 12:30 pm	
10:30 – 1:00 pm	
11:30 – 2:00 pm	

**BOLT PANEL**  
(Admin Mgt. Room)

Time	Candidate
1:30 – 2:15 pm	
2:15 – 3:00 pm	
3:00 – 3:45 pm	



**MINUTES  
BERKELEY PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES SPECIAL MEETING  
Thursday August 14, 2014, 8:00 A.M.**

CENTRAL LIBRARY – 2090 KITTREDGE STREET

Board of Library Trustees:

Chair Abigail Franklin      Winston Burton  
Vice Chair Julie Holcomb    Darryl Moore  
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/board-library-trustees>*

**A. Call to Order: 8:00 A.M.**

Present: Trustees Franklin, Holcomb, Moore and Novosel.

Absent: Trustees Burton.

Also Present: Donna Corbeil, Director of Library Services.

**B. Public Comments:** none.

**II. CLOSED SESSION**

**A. Public Employee Appointment – Pursuant to Government code Section 54957.  
Title: Director of Library Services**

Trustees interviewed one candidate.

**B. Conference with Labor Negotiator Pursuant to Government Code Section 54957.6  
City Negotiators: Abigail Franklin, Chair, Board of Library Trustees Unrepresented Employee: New  
Director of Library Services**

**III. OPEN SESSION**

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

From: Chair, Board of Library Trustees

Contact: Abigail Franklin

Action: No action taken.

**IV. ADJOURNMENT**

Adjourned at 10:00 A.M.

**COMMUNICATIONS:** none

**SUPPLEMENTAL COMMUNICATIONS AND REPORTS:** none.





**MINUTES**  
**BERKELEY PUBLIC LIBRARY**  
**BOARD OF LIBRARY TRUSTEES SPECIAL MEETING**  
**Thursday August 18, 2014, 12:00 PM**

CENTRAL LIBRARY – 2090 KITTREDGE STREET

Board of Library Trustees:

Chair Abigail Franklin      Winston Burton  
Vice Chair Julie Holcomb    Darryl Moore  
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/board-library-trustees>*

**A. Call to Order: 1:00 P.M.**

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

Absent: none.

Also Present: Jenifer Shurson, Assoc .HR Analyst; Eve Franklin, Administrative Secretary.

**B. Public Comments:** none.

**II. CLOSED SESSION**

**A. Public Employee Appointment – Pursuant to Government code Section 54957.  
Title: Director of Library Services**

Trustees interviewed two candidates, followed by Board discussion.

**B. Conference with Labor Negotiator Pursuant to Government Code Section 54957.6  
City Negotiators: Abigail Franklin, Chair, Board of Library Trustees Unrepresented Employee: New  
Director of Library Services**

**III. OPEN SESSION**

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

From: Chair, Board of Library Trustees

Contact: Abigail Franklin

Action: No action taken.

**IV. ADJOURNMENT**

Adjourned at 6:21 P.M.

**COMMUNICATIONS:** none

**SUPPLEMENTAL COMMUNICATIONS AND REPORTS:** none.





**CONSENT CALENDAR**

September 3, 2014

**TO:** Board of Library Trustees  
**FROM:** Jay Dickinson, Circulation Services Manager  
**SUBJECT:** LIBRARY FEE SCHEDULE FOR 2015

**RECOMMENDATION**

Adopt the resolution approving the Library Fee Schedule, effective October 1, 2014, and approve the submission of the fee schedule to the City of Berkeley, Budget Office, for inclusion in the City of Berkeley's Master Fee Schedule.

**FISCAL IMPACT**

Unknown.

**BACKGROUND**

The Berkeley Public Library has historically charged fines and fees for various purposes, including the late return of materials, lost materials, replacement of library cards, photocopies, etc. Periodically, these charges are reviewed and may be raised, reduced or discontinued; all changes are brought as agenda items to the Board of Library Trustees for consideration and approval. The Board of Library Trustees last reviewed and approved changes to this schedule on March 13, 2013.

**CURRENT SITUATION AND ITS EFFECTS**

The Library contracts with Konica for the provision of public copier services; this includes equipment that has the following capacities: to copy paper-to-paper, to scan a paper copy and deliver electronically, and to act as a print release station for the library internet computers and for laptop users. The current fee structure is reflective of a previous configuration and is not perceived as equitable by patrons utilizing these services. The following fee changes will address this issue by standardizing all paper copying regardless of the source of the original and delete a fee for the scanning services.

<b>Service</b>	<b>Current fee (3/13/2013)</b>	<b>Proposed (10/1/14)</b>
Black and White Copies	\$0.25	\$.15
Prints from Public PC's	\$0.15	\$.15
Scans on multifunctional device photocopier/printers	\$0.10	Free

**RATIONALE FOR RECOMMENDATION**

The three different fees can be confusing for patrons and no longer is warranted as one piece of equipment services all three options.

Patrons that use multiple print related services find the various fees confusing; standardizing them will increase efficiency and improve customer service. The majority of patrons use the print related services from a library computer or laptop, these patrons will not see a change in fees. Those that copy and scan will see a change in fees.

No other revisions, changes or new fees are recommended at this time.

**FUTURE ACTION**

None

**Attachments:**

1. Resolution
2. BPL Fines and Fees
3. Tool Library Fines and Fees

**BOARD OF LIBRARY TRUSTEES**

**RESOLUTION NO.: R14-0\_\_**

**Attachment 1**

**APPROVAL OF THE LIBRARY FEE SCHEDULE FOR 2015 AND AUTHORIZATION FOR THE LIBRARY TO SUBMIT THE FEE SCHEDULE TO THE CITY OF BERKELEY, BUDGET OFFICE, FOR INCLUSION IN THE CITY OF BERKELEY'S MASTER FEE SCHEDULE**

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

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

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

WHEREAS, the staff recommends the fee associated with printing for B/W copies and prints from public accessible computers in the library be set at \$.15 a page and scanned material be set as free, and

WHEREAS, upon review no changes to the fines and fees associate with borrowing and library cards are recommended.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to approve the Library Fee Schedule for 2015, to take effect October 1, 2014 and approve the Director of Library Services' submission of the fee schedule to the City of Berkeley, Budget Office, for inclusion in the City of Berkeley's Master Fee Schedule.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a special meeting held on September 3, 2014 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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Abigail Franklin, Chairperson

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



**BPL Fines and Fees (rev. 9/2014)**

<b>Materials</b>	<b>Fines Per day</b>	<b>Maximum Fine</b>
Books (Adult)	\$0.25	\$5.00
Books (Children's)	No Fines	
Magazines (Adult)	\$0.25	\$5.00
Magazines (Children's)	No Fines	
Videos (VHS/DVD/VCD)	\$.25	\$10.00
Music Cassettes/CDs (Adult)	\$0.25	\$5.00
Music Cassettes/CDs (Children's)	No Fines	
Audio books (Cassettes/CDs/Adult)	\$0.25	\$5.00
Audio Books (Cassettes/CDs/Children's)	No Fines	
Phonorecords	\$0.25	\$5.00
Link+	\$1.00	\$15.00
Kits	\$0.25	\$5.00
Slides	\$1.00	\$10.00
Tool Lending Library	See separate schedule	
<b>Other Fees</b>	<b>Fee</b>	
Lost Library Card	\$2.00	
Black and White Copies	\$0.20	
Prints from Public PC's	\$0.20	
Scans on multifunctional device photocopier/printers	\$0.20	
Returned Check Fee	\$20.00	
Recovery of Delinquent Accounts (Collection Agency)	\$20.00	

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

**Replacement of Circulating Materials**

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

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

**Fine limits and their effect on available services**

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

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

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

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





**Berkeley Public Library****Carpentry and Woodworking**

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

**Clamps**

\$2.....Pipe Clamps, 2' - 8'  
 \$1.....Spring Clamps  
 \$2.....Clamp, Tool Guide  
 \$1.....C-Clamps, various  
 \$2.....Handscraws  
 \$2.....Bar Clamps, Various  
 \$1.....Vise Grip Clamps  
 \$1.....Corner Clamps

**Concrete and Masonry**

\$1.....Brick, Jointing Tools  
 \$5.....Bull Float, Magnesium  
 \$5.....Full Float, wood  
 \$2.....Bull Float Handles, 6'

\$1 Cement Finishing Tools  
 (darby, trowels, edgers,  
 groovers)  
 \$15.....Cement Mixer, Electric  
 \$2.....Cement Mixing Box  
 \$1.....Chisels (brick, cold,  
 bull point)  
 \$15.....Concrete Vibrator  
 \$18.....Demolition Hammer  
 (30 lb Electric)  
 \$1.....Float (Magnesium,  
 Wood, Rubber)  
 Grinder (see pwr tools)  
 \$1.....Grout Float, Various  
 \$5.....House Jacks, Various  
 \$2.....Mortar Hoe  
 \$2.....Mortar Mixing Box  
 \$15.....Rebar Cutter/Bender  
 \$2....."Berkeley" Benders  
 Rotary Hammer Drills  
 \$10.....SDS  
 \$15.....Spline Drive  
 \$1-2.....Rotary Hammer Bits

**Electrical**

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

**Floor and Wall**

\$1.....Caulking Gun  
 \$1.....Carpet Cutter  
 \$1.....Carpet Edge Trimmer  
 \$5.....Carpet Knee Kicker  
 \$15.....Carpet Power Stretcher  
 \$5.....Carpet Seam Iron  
 \$1.....Carpet Seam Roller  
 \$1.....Carpet Shear  
 \$1.....Carpet Stair Tool  
 \$1.....Drywall Mudknives, Various  
 \$1.....Drywall Corner Knife  
 \$1.....Drywall Hand Sander  
 \$1.....Drywall Pole Sander  
 \$1.....Drywall Mud Pan  
 \$5.....Drywall Screwgun  
 \$2.....Drywall T-Square  
 \$2.....Floor, Roof Scraper  
 \$5.....Heat Gun

**TOOL LENDING LIBRARY FINES**

\$1.....Paint Scraper  
 \$1.....Plaster Darby  
 \$1.....Plaster Hawk  
 \$2.....Plasterer's Rod  
 \$2.....Tile Cutter, Ceramic & Vinyl  
 \$1.....Tile Nipper

**Gardening & Digging**

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

**Ladders**

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

**Material Handling**

\$5.....Piano dolly

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

**Mechanical Tools**

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

**Plumbing and Drain Cleaning**

\$2.....Basin Wrench  
 \$2.....Closet (toilet) Auger  
 \$1.....Drain Flusher, Various  
 \$2.....Drain Snakes, Hand  
 \$15.....Drain Snake, Elect., 50' \*  
 \$1.....Faucet Handle Puller  
 \$1.....Faucet Seat Wrench  
 \$1.....Garbage disp. Wrench  
 \$1.....Gas Pressure Tester  
 \$5.....Pipe Cutter, Cast Iron \*  
 \$2.....Pipe Cutter, Various  
 \$2.....Pipe Reamer, Various  
 \$5.....Pipe Vise, Various  
 \$2.....Pipe Wrenches, Various  
 \$2.....Pipe Threader Die  
 \$2.....Pipe Threader Handle  
 \$1.....Tube Bender, Spring or  
 Level  
 \$2.....Tubing Cutter  
 \$5.....Sewer Rods

**March 2013**

\$2.....Shower Valve Sockets  
 \$5.....Submersible Pump  
 \$2.....Test Plug, Various  
 \$2.....Water Meter Key  
 \$1.....Water Pressure Tester

**Power Tools****Drills and Bits**

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

**Sanders and Grinders**

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

**Saws**

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





**CONSENT CALENDAR**

September 3, 2014

**TO:** Board of Library Trustees  
**FROM:** Jay Dickinson, Circulation Services Manager  
**SUBJECT:** LIBRARY CIRCULATION POLICY REVISION

**RECOMMENDATION**

Adopt a resolution authorizing changes to the feature film circulation period and renewal rates for ADA patrons effective October 1, 2014.

**FISCAL IMPACT**

None

**BACKGROUND**

The Library has established policies and procedures for the lending of materials including fine amounts, circulation periods, etc. These policies and limits are reviewed from time to time to ensure that the Library is delivering service to its patrons in the way that best reflects their needs and preferences, while simultaneously protecting the integrity of the collection.

**CURRENT SITUATION AND ITS EFFECTS**

In November 2013, the Board of Library Trustees approved changes to several circulation loan periods. All media types were changed from one-week to 3 week circulation periods with 2 renewals in an effort to add consistency to the rules, giving patrons less due dates to remember. Staff will be reporting back to the board at the end of the one-year mark on how this loan period increase change has been received by and is serving the needs of patrons.

The majority of collection types held by the Library conforms to the circulation period of 3 weeks and allows for 2 renewals. These rules apply to all borrowers except those with ADA library card status. ADA library card status loan periods are double, i.e., 3 weeks = 6 weeks for these card holders, with the exception of movies, which circulate for 3 weeks with 2 renewals, an increase over the previous lending period of 2 weeks with one 1 renewal.

Changing the ADA movie loan rule to 6 weeks with 2 renewals would allow for one uniform circulation period across formats, giving ADA patrons the same seamless experience as other borrowers.

Staff recommends:

- Changing the ADA movie loan rule from 3 weeks with 1 renewal, to 6 weeks with 2 renewals.

#### RATIONALE FOR RECOMMENDATION

The Library will launch the Books-By-Mail pilot program in October of 2014. Items that circulate through this program will be mailed to patrons in a nylon pouch. Patrons will return these materials in the same pouch with a prepaid postage stamp supplied by the Library. All materials in a delivery should be returned together to allow for accuracy on the prepaid postage. Since materials borrowed through this program will circulate under the ADA loan rules, it is important that all of the loan rules be uniform. Under the current situation movies would be due before books and other materials, forcing patrons to return some items earlier.

#### FUTURE ACTION

None

Attachments:

1. Resolution
2. Circulation Policies Revised 9/14
3. Patron Types

**BOARD OF LIBRARY TRUSTEES**

**RESOLUTION NO.: R14-\_\_\_**

**LIBRARY CIRCULATION POLICY REVISIONS**

WHEREAS, the Library has established policies and procedures for the lending of materials including fine amounts, circulation periods, including loan periods; and

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

WHEREAS, the last revisions to Library Circulation Policies occurred at the November 13, 2013 regular meeting of the board; and

WHEREAS, on a regular basis the Library reviews its policies and practices to ensure they are meeting the service needs of borrowers and visitors; proposals that would improve services are brought to the board for consideration; and

WHEREAS, to better serve those borrowers with ADA patron type library cards, the loan period for movies will be changed to reflect the general rule to double loan periods for this borrower type, thereby increasing the borrowing period from 3 weeks to 6 weeks; and

WHEREAS, the Library will be launching the pilot Books-By-Mail program to target homebound patrons in 2014; and

WHEREAS, materials borrowed through the Books by Mail program will circulate using the ADA loan rules.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to approve revisions to the Berkeley Public Library Circulation Policy as presented (Attachment 2) and authorize the Director of Library Services to implement the changes as approved effective October 1, 2014.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on September 3, 2014 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

\_\_\_\_\_  
Abigail Franklin, Chairperson

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



## Circulation Policies (Rev 9/14)

### Loan limits, fees, and fines

All patron types are limited to a maximum of 50 items overall, except for Shelter and Temporary Patron cards, which are limited to 3 and 1 respectively.

<b>Materials</b>	<b>Fines Per Day</b>	<b>Loan Period in Days</b>
Books	\$0.25	21
Books on CD/Cassette	\$0.25	21
Movies (DVD/VHS)	\$0.25	21
Magazines	\$0.25	21
Music CD/Cassette/Vinyl	\$0.25	21
Tools	\$1-\$15	3 or 7
Link+	\$1.00	21
Laptops/iPads	N/A	2 hours

-Children's items have no overdue fines. Patrons with senior cards (age 60+) pay \$0.10 per day fines on print and audio material, excluding Link+.

-All patron types are limited to 12 reserves, except for Shelter and Temporary Patron which are limited to 3 and 1 respectively.

### Lost, Stolen and Damaged Items

The Library charges a replacement fee for lost and stolen items. This fee includes the price of the item and a non-refundable \$15.00 fee. Accounts will be blocked if items are not returned by the time a bill is sent. If items are not returned within 8 weeks after the due date, and \$50.00 or more is owed on the account, it will be referred to a collection agency, and charged a \$20.00 collection agency fee in addition to the bill.

If an item is returned damaged, the account will be charged for repair of the item, up to and including full replacement cost. Link+ items have a replacement fee of \$115.00, dependent on loaning institution.

### Maximum Fines

The maximum overdue fine for **all materials is \$5.00 for each item**. Library accounts are blocked when total fines exceed \$10.00. The maximum overdue fine for Link+ items is \$15.00 for each item.

### Replacement Library Cards

There is a \$2.00 fee for lost cards. There is no charge for worn out or damaged cards and replacement cards requested at account renewal.

### Renewing Materials

Items may be renewed as follows on the week that they are due if the item is not already on reserve.

- Books 2 renewals
- Books on CD/Cassette 2 renewals
- DVD/VHS 2 renewals
- Magazines 2 renewals
- Music CD/Cassette/Vinyl 2 renewals
- Tools Contact Tool Library
- Link+ 1 renewal





## Patron Types

Patron Types	Late fee print and audio/ per day	Late fee video/ per day	Late fee Link+/ per day	Loan period Print/Audio/Movies
Adult	.25	.25	1.00	21 days
Adult ADA	.25	.25	1.00	42 days
Child	.25	.25	1.00	21 days
Child ADA	.25	.25	1.00	42 days
Young Teen	.25	.25	1.00	21 days
Young Teen ADA	.25	.25	1.00	42 days
Teen	.25	.25	1.00	21 days
Teen ADA	.25	.25	1.00	42 days
Shelter	.25	.25	1.00	21 days
Shelter ADA	.25	.25	1.00	42 days
Staff/BOLT	n/a	n/a	1.00	21 days
Staff/BOLT ADA	n/a	n/a	1.00	42 days
Senior	.10	.25	1.00	21 days
Senior ADA	.10	.25	1.00	42 days
Temporary Patron	.25	.25	n/a cannot place Link+ holds	21 days
Outreach Patron	n/a	n/a	1.00	42 days

- All patron types are limited to a maximum of 50 items overall, except for Shelter and Temporary Patron cards, which are limited to 3 and 1 respectively.
- All patron types are limited to 12 reserves, except for Shelter and Temporary Patron which are limited to 3 and 1 respectively.
- All patron types are blocked from circulating items when fines exceed \$10.00.
- All patron types are blocked from circulating items when the patron account has a billed, lost, or damaged item.
- All patrons are subject to replacement, lost, and damaged bills, and fees associated with them.
- All patron types are blocked from public PC use when fines exceed \$100.
- All patron types do not incur late fines on children's materials.

## Patron Type Eligibility

Adult – All patrons age 18 through 59 who can provide a valid picture ID and proof of California residence at the time of application.

Child – All patrons from birth through 11. Card application must be signed by parent.

Young Teen – All patrons aged 12 and 13. Card application must be signed by parent.

Teen – All patrons from ages 14 through 17 who can provide a valid picture ID (school IDs are accepted for these patrons).

Outreach – Patrons apply for this service. All other requirements are applicable (ID, etc.).

Senior – All patrons aged 60 and older who can provide a valid picture ID, and proof of California residence.

Shelter – All patrons whose primary residence is an established homeless shelter. Must provide a valid picture ID, as well as a signed letter from the shelter affirming residence.

Temporary – Patrons who have a valid ID at time of application, but insufficient proof of California residence. Proof of residence must be presented in 45 days or card is deleted from database.

Staff/Bolt – Current career (part time and full time) employees of Berkeley Public Library, active intermittent employees (those who have worked a shift within the previous one year period), and current members of the Board of Library Trustees.

ADA – All patron types except, “Temporary,” can be given an ADA Patron Type designation. All criteria listed above apply. In addition, patrons must fill out a form provided by the library, and provide some proof of their disability; a Doctor’s note, a handicapped parking placard, etc.



**CONSENT CALENDAR**

September 3, 2014

**TO:** Board of Library Trustees

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

**SUBJECT:** CALIFORNIA STATE LIBRARY FY 2015 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 \$15,000 in FY 2015 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.

**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 2014, the Library received \$34,179 in CLLS baseline program support and separate grant awards in the amount of \$4,500 of authorized federal LSTA pass-through monies designated for material purchases for library literacy programs to be apportioned to a program as determined by the number of adult learners that program served in fiscal year 2012. On that basis Berkeley READS was awarded up to \$4,500 of reimbursable expenses. The award was in addition to the already received annual CLLS award of \$34,170 and was used to supplement current program material expenditures, for a \$38,679.

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 2014. 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 2015, BPL's total funding support –inclusive of grant and gift spending – directed to Berkeley READS was \$328,722 FY14 (REVISE for FY15).

CURRENT SITUATION AND ITS EFFECTS

The Library has received a CLLS award letter dated July 18, 2014 from the CA State Library confirming a fiscal year 2015 baseline award claim of \$15,000. This is a \$5,000 increase over the FY 2014 award. The FY 2015 budget includes estimated revenue and expenditure amounts for a CLLS award based on the prior year's activity; and receipt of the \$15,000 baseline award would become 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, 2015. 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.: R14-\_\_\_**

**AUTHORIZING THE DIRECTOR OF LIBRARY SERVICES TO APPLY FOR AND ACCEPT CALIFORNIA STATE LIBRARY  
FY 2015 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 2015 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 2015 grant fund baseline claim amounting to \$15,000 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 special meeting held on September 3, 2014 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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Abigail Franklin, Chairperson

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





**CONSENT CALENDAR**

September 3, 2014

**TO:** Board of Library Trustees  
**FROM:** Dennis Dang, Administrative and Fiscal Services Manager  
**SUBJECT:** FY 2014 CLOSING BUDGET REPORT (PERIOD 13) AND FY 2015 BUDGET AMENDMENT

INTRODUCTION

Fiscal year 2014 period 13 (2<sup>nd</sup> closing) results and year-over-year percentage changes by Fund entities are:

Fund	Revenue (P13)	%age of Rev	Rev YoY	Expenditures (P13AUG)	%age of Exp	Exp YoY
Library Tax (301)	\$16,234,500	92.8%	+4.8%	\$15,702,066	77.2%	+6.9%
Transaction Based Reimb (302)	\$22,155	0.1%	+10.9%	\$46,106	0.2%	+18.5%
Grants (304)	\$45,632	0.3%	-51.4%	\$43,623	0.2%	-4.2%
Public Library (305)	-	-	-	-	-	-100.0%
Gifts (306)	\$94,428	0.6%	+13.3%	\$164,721	0.8%	+26.0%
Foundation (307)	\$1,086,250	6.2%	+67.1%	\$564,441	2.8%	+56.1%
Measure FF (308)	\$2,639	0.0%	-84.9%	\$3,826,601	18.8%	-55.0%
Total	\$17,485,604	100.0%	+6.9%	\$20,347,558	100.0%	-14.4%

RECOMMENDATION

Adopt a resolution amending the FY 2015 Revised Budget for all Fund entities based upon recommended re-appropriation of committed prior year funding and other adjustments totaling \$398,650.

FISCAL IMPACTS

Revisions to the fiscal year 2015 expenditure budget by Fund entities are:

<b>Fund</b>	<b>*Approved FY15 Budget (Fund\$)</b>	<b>Encumbered C/O</b>	<b>Adjustments (AAO1)</b>	<b>Revised FY15 Budget</b>	<b>Prjctd FY-End Fund Balance</b>
Library Tax (301)	\$17,247,767	\$292,100		\$17,539,867	\$1,392,222**
TBR (302)	\$64,000	\$2,135		\$66,135	\$196,758
Grants (304)	\$45,692		\$1,429	\$47,121	
Public Library (305)	\$0			\$0	
Gifts (306)	\$212,500	\$209	(\$37,050)	\$175,659	\$323,498
Foundation (307)	\$200,000	\$12,794	\$65,000	\$277,794	\$832,696
Measure FF (308)	\$1,351,030	\$62,033		\$1,413,063	\$8,385
<b>Total</b>	<b>\$19,120,989</b>	<b>\$369,271</b>	<b>\$29,379</b>	<b>\$19,519,639</b>	

\* BOLT R14-030 (20MAY14) approved FY 2015 updated expenditure budget.

\*\*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 May 20, 2014, by approval of Resolution No.: 14-030, the board updated the fiscal year 2015 budget to better reflect current conditions. On August 12, 2014, CoB Finance rolled over \$369,271 of total FY 2014 encumbered values for contracts into FY 2015; this action in conjunction with the presented budget adjustments yields an amended expenditure budgets total of \$19,519,639. The board's approval of the encumbered carry-over and the budget adjustments to the FY 2015 budgets would be effected as part of the first amendment to the FY 2015 Annual Appropriations Ordinance to be brought before the City Council on October 28, 2014.

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 branches' renovation program (307 and 308) Funds, FY14 revenue ended \$699,640 higher than the prior fiscal year at \$16,302,287, a percentage increase of 4.5%; likewise, expenditures trended up, increasing \$1,017,852 or at a pace of 6.9%; nonetheless, among these Funds, FY14 revenues exceeded expenses by \$510,492, but down \$318,212 from the prior fiscal year's surplus.



The favorable revenue increase for these Fund groups was primarily due to \$738,811 in higher library tax receipts. On the expenditure side, labor costs were generally in line with budget expectations with the year-over growth reflected in career staff salaries and wages, CalPERS contributions, terminal payouts, and medical and dental benefits. Additional areas driving costs over the prior fiscal year included library materials, maintenance and upgrades to the integrated library system, development of a new Library strategic plan, initiation of the Central Library space planning project, and ending payments for automated materials handling equipment at the Central Library.

As a share of total revenue library tax receipts represented 91.5% of revenue. Library expenditures were primarily related to normal operating expenses generated in the Library Tax Fund followed by ending Measure FF construction activities for the South and West branch library facilities.

1. Library Tax Fund

The Library Tax Fund ended the fiscal year with a surplus as revenues exceeded expenditures by \$532,434 yielding an estimated beginning fund balance of \$2,300,679 net of a reserve of \$1.3M.

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 FY14, the library tax rate was pegged to the PIG index increase of 5.12%, generating receipts of \$15,991,855 for an incremental gain of \$738,811 over the FY 2013 PIG rate of 3.77%, and when compared to the FY14 budgeted revenue achieved a favorable 0.76% gain amounting to \$121,085. Library fine proceeds were essentially unchanged from the prior year rising only \$720 to \$211,704. Other revenues from fees and miscellaneous revenue sources jumped 25.5% to \$30,941, driven by a non-restricted incentive payment of \$13,420 from PG&E for having incorporated high-performance new building design and construction features at the new West Branch Library.

Fiscal year expenditures at \$15,702,066 increased 6.9% or \$1,013,652 from last fiscal year. Labor costs, although in line with the budget, were up year-over-year by \$553,390 primarily due to career staff salaries and wages, CalPERS contributions, terminal payouts, and medical and dental benefits. Non-labor expense was up \$460,262 year-over, an increase of 16.8% reflecting activities that ranged from an increase to library materials purchases, ending payments for the Central Library’s installation of automated materials handling equipment and peripherals, ongoing maintenance and enhancements to the Library’s integrated library software system, development of a new Library strategic plan, performance of needs assessment studies kicking-off the Central Library space planning project, as well as completion of the redesign of the Library’s website. In spite of the year-over-year growth in expenditures, non-labor spending was favorable to budget due to an earlier overly-optimistic calendar for the Central Library space planning project, no major building system and or equipment failure or required replacement, and the normal year-end timing lag related to payment of library materials invoices.

2. Gifts Fund

Expenditures of \$164,721 rose 26.0% or \$33,972 over the prior year. Spending in the Fund was attributable to three main activities: 1) \$75,459 for Library-wide programming funded by Friends of the Library of which \$30,376 was expended for Childrens events and activities, 2) \$32,407 in April BranchOUT event programming spending that included \$10,000 in funding support from the

Friends, and 3) \$46,402 in Childrens' library materials purchases provided by funding from the Alice Meyer Trust. The Alice Meyer Trust's remaining value at fiscal year-end stood at \$87,398.

3. Other Funds

The TBR Fund (302) closed FY 2014 with revenue of \$22,155, up 10.9% over the prior fiscal year. As receipts in the TBR Fund are derived solely from public-use photocopiers, the opening of all branch locations in FY 2014 contributed to the growth in copier revenue. Receipts from the CA State Library's transaction based reimbursement program remained discontinued into FY 2014. Ending TBR Fund expenditures at \$46,106 was up year-over \$7,202 or 18.5%. LINK+ delivery fees at \$4,431 fell 43.8% from the prior fiscal year primarily due to a change in the program's delivery service provider, and provided for the majority of savings to the budget along with savings in public copier supplies and equipment maintenance. However, rental and contract fees for the Konica public copiers and change machines jumped \$12,880 to \$41,675 reflecting equipment installation at all five Library locations. 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) was funded with \$30,632 from the California Library Literacy Services (CLLS) program to support the BerkeleyREADS adult literacy program and \$15,000 from the Alameda County Waste Management Authority's *Stopwaste.org* program for the implementation of Bay-friendly landscape design at the Claremont Branch Library. Expenditures to the Fund included BerkeleyREADS which spent \$29,202, and \$14,500 for completion of the Incident Toolkit Database funded by FY 2013's BALIS Technology grant.

The Public Library Fund (305) is a currently inactive program of the California State Library. This Fund received annual awards based on a per capita calculation and distribution share of population. The last program receipts were received was in FY 2011. Currently, the Public Library Fund carries an unrestricted fund balance of \$56,283.

4. Measure FF Funds

In late fiscal year 2014 The Foundation FF&E Fund (307) was rechristened the Foundation Fund indicative of its changed character to capture all funding support and or pass-through gifting sourced via the BPL Foundation. During the fiscal year two branch library capital campaign checks were received from the Foundation totaling \$400,000 to support furniture, fixtures, and equipment purchases in the newly renovated branches. The Library was also the recipient of a generous Foundation pass-through award of \$686,250 from the Estate and Trust of Mary Jo Pace (Nello and Mary Jo Pace) dedicated to support the North Branch Library. Fund expenditures at \$564,441 was made up of \$545,560 for branch library furniture, fixtures, and equipment purchases, and funding support that assisted in initiating the Central Library space planning upgrade project and the soon-to-be rolled-out bicycle public outreach program.

Revenues to the Measure FF Fund (308) of \$2,639 reflected interest received. The bulk of expenditures were attributable to construction and project management work at the West Branch Library.

With the opening of the West Branch Library on December 14, 2013 all five Berkeley Public Library locations are open and offering a full range of library services. All major Measure FF program construction activities are concluded and the West Branch is undergoing warranty review.

Effective December 3, 2013, branch library hours added four hours to the weekly schedule – 2 evening hours on Tuesdays, and 2 morning hours on Wednesdays – increasing branch service hours to 52 hours, six days a week.

**Project Management costs at June 30, 2014:**

CC Authorized	Contracted w/ASAs	Site	Project Manager	Expended	Expended /CC Auth	Expended /Cntrctd
\$1,523,580	\$1,521,603	All	Kitchell CEM <i>*closed*</i>	\$1,521,603	99.8%	100.0%

**Architectural Design costs at June 30, 2014:**

CC Authorized	Contracted w/ASAs	Site	Designer	Expended	Expended /CC Auth	Expended /Cntrctd
\$751,245	\$748,860	NB	Architectural Res Grp <i>*closed*</i>	\$728,619	96.9%	97.3%
\$637,132	\$627,145	CB	GEPT <i>*closed*</i>	\$614,322	96.4%	98.0%
\$893,500	\$879,033	SB	Field Paoli Architects <i>*closed*</i>	\$867,249	97.1%	98.7%
\$838,194	\$788,194	WB	Harley Ellis Devereaux	\$756,909	90.0%	96.0%
\$3,120,071	\$3,043,232	Total	Architectural Design Services	\$2,967,099	95.1%	97.5%

**General Contractor construction costs at June 30, 2014:**

CC NTE 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>*closed*</i>	\$4,508,765	94.7%	100.0%
\$3,300,000	\$2,994,394	CB	Fine Line <i>*closed*</i>	\$2,994,394	90.7%	100.0%
\$4,963,000	\$4,773,844	SB	Gonsalves & Stronck <i>*closed*</i>	\$4,773,844	96.2%	100.0%
\$5,985,000	\$5,731,954	WB	West Bay Builders	\$5,727,122	95.3%	99.5%
\$19,008,000	\$18,008,957	Total	Construction Services	\$18,004,125	94.7%	100.0%

**CURRENT SITUATION AND ITS EFFECTS**

Throughout the year, the Board of Trustees 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 FY14 spending authority to FY15 for coverage of commitments entered into in prior years. The amended FY 2015 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 (301)

The Library Tax Fund budget is requested to be increased by the carryover amount of \$292,100 to \$17,539,867. There are no requested budget adjustments. The set-aside for reserve funds remains unchanged at \$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 yields a projected

ending Uncommitted Fund Balance net of reserves of \$1,392,222. An important upcoming consideration to impact the Library Tax Fund includes a change in the CalPERS contribution rate for FY 2016 that will be subject to a new actuarial policy revising the 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	\$292,100	
• Advantel Inc.	\$27,344	VoIP Equipment
• ARC-NC	\$776	Document Reproduction
• Avidex, Inc.	\$12,306	A/V Systems Maintenance
• Berg Davis	\$16,384	Communications Consultant
• Bibliotheca ITG	\$1	Self-check and AMH Systems
• Bradbury Associates	\$8,000	Director Recruitment
• Brown-Miller	\$813	Strategic Planning Consultant
• City Mechanical	\$2,792	Facility Maintenance
• Greg Crawford	\$3	Graphics/Media
• Independent Stationers	\$500	Office Products
• Innovative Interfaces	\$33,628	Integrated Library System
• I-Sys Corp	\$1,690	I.T. Systems and Facility Maintenance
• Katuleres, E.	\$2,740	Videographer
• Kray Cabling	\$4,155	I.T. Cabling
• L.J. Kruse Co.	\$500	Facility Maintenance
• Lauren Wohl	\$1,000	Graphics/Media
• Mediatrope	\$1,000	Web Design
• Microbiz Service Co.	\$490	Video Security Systems
• Moovers	\$100	Moving Services
• Neopost	\$41	Mailing Services
• New Image Landscaping	\$85	Landscaping Maintenance
• One Workplace	\$50,537	Office Furniture Systems
• Pacific Northwest Painters	\$3,713	Facility Maintenance
• Progress Glass Co.	\$2,671	Facility Maintenance
• Security Engineers	\$1,223	Fire Alarm Monitoring Services
• Sentry Alarm Systems	\$3,518	Intrusion Alarm Monitoring Services
• Syserco	\$1,988	Building Systems
• ThyssenKrupp Elevator	\$2,894	Elevator Maintenance
• Trinity EMCS	\$1,040	Building Energy Management System
• Unique Management Services	\$12,129	Collections Agency
• Universal Building Service	\$15,924	Janitorial Services
• Universal Protection Service	\$81,237	Security Services
• Verizon	\$29	Wireless Telephone
• William Turner Design	\$850	Graphics/Media
Adjustments	\$0	

There are no proposed adjustments to the Library Tax Fund.

2. Gifts Fund (306)

The Gifts Fund revised budget decreases \$36,841 to \$175,659 due to FY14 carryover and adjustments.

Carryover	\$209	
• International Contact Inc.	\$78	Translation Services (Summer Reading)
• Multnomah County	\$6	Library Supplies
• Sweet Adeline Bakeshop	\$125	Food for Events
Adjustment	(\$37,050)	
• Friends of the Library Gift	\$12,400	Due to budget under-estimation of FY15 Gift
• Kolenda Estate	\$5,000	Appropriation for Library Materials (audiobks)
• Matching Funds	\$10,000	Programming Committee fr Fund Balance
• Misc. (Literacy)	\$550	Private Gifts: FY14 and FY15
• Pace Trust – North Branch	(\$65,000)	Correction to appropriation to Fund 307

Adjustments include an increased appropriation due to the Friends of the Library's announced committed award higher than that which was estimated in the May budget update. The Collections Management division projects to spend \$5,000 of the Kolenda Estate gift accepted by the board by approval of BOLT Resolution No.: R14-040 on June 23, 2014. The Library seeks to appropriate \$10,000 from the Fund's balance to join with the Friends in support of activities to be undertaken by the Programming Committee. As well, BerkeleyREADS asks to appropriate a private gift of \$100 received last fiscal year and two private gifts totaling \$450 received in FY 2015. And, included is a correction for the earlier the misappropriation of North Branch expenditures supported by proceeds from the Pace Trust.

3. Other Funds (302, 304, 305)

The TBR Fund (302) revised budget increases \$2,135 to \$66,135 due to FY14 carryover.

Carryover	\$2,135	
• Konica Minolta	\$2,135	Public Copier Services

The Grants Fund (304) revised budget increases \$1,429 to \$47,121 due to an adjustment.

Adjustment	\$1,429	
• Friends of the Library Gift	\$1,429	Unspent CLLS FY14 Award (14LB25)

4. Foundation Fund (307)

The Foundation Fund revised budget increases \$77,794 to \$277,794 due to FY14 carryover and a correcting adjustment.

Carryover	\$12,794	
• Apple Computer Inc.	\$1,155	Supplies for Rolling Reader Program

• GNU Group	\$698	Signage
• Hogue and Associates	\$1,867	FF&E
• MG West Company	\$2,529	FF&E
• One Workplace	\$4,636	FF&E
• Swerve Co of California	\$1,909	FF&E
Adjustment	\$65,000	
• Pace Trust – North Branch	\$65,000	Correction fr appropriation to Fund 306

The Library and Foundation are in the midst of closing out expenditure activities related to the Branch FF&E capital program. Carried-over contracts, other than One Workplace for which one West Branch FF&E delivery has yet to be completed and Apple Computer a contract in support of the bicycle public outreach program, will be closed effective AAO1 with no additional identified spending to come. The One Workplace and Apple Computer contracts will close immediately on completion of those vendors' services. The Pace Trust adjustment corrects an earlier budgeting misappropriation to the Gifts Fund (306).

5. Measure FF Fund (308)

The Measure FF Fund has \$62,033 of requested FY14 carryover increasing the expenditure budget to \$1,413,063.

Carryover	\$62,033	
• ARC-NC	\$143	Document Reproduction
• Architectural Resources Group	\$6,340	Architect – North Branch
• Field Paoli Architects	\$11,784	Architect – South Branch
• Harley Ellis Devereaux	\$31,285	Architect – West Branch
• I-Sys Corp	\$3,013	Electronic Building Access System
• Sentry Alarm Systems	\$250	Intrusion Alarm Equipment
• Smith, Fause & McDonald	\$4,386	A/V Consultant
• West Bay Builders Inc	\$4,833	Construction – West Branch
Adjustment	none	

Remaining activities include commissioning of the West Branch Library and supplemental work at the North Branch Library for reinforcement of the building's original truss-work as well as renovation and repair of the rotunda upper windows. For all carried-over contracts, once a vendor's services are confirmed completed the contract will be closed.

FUTURE ACTION

The Library will report the amended revised budget to the City Manager's Office for inclusion in the amendment to the FY 2015 Annual Appropriations Ordinance to be brought before the City Council on October 28, 2014.

Attachments:

- A. Resolution
  - 1. FY 2014 Revenue by Fund: Close II
  - 2. FY 2014 Expenditure by Fund: Close II
  - 3. FY 2014 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.: R14-\_\_\_**

**AMEND THE FY 2015 BUDGETS TO \$16,771,552 OF REVENUES AND \$19,519,639 OF EXPENDITURES**

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 by approval of BOLT Resolution No.: 14-030 on May 20, 2014 updated the FY 2015 revenue and expenditure budgets to better reflect current conditions; 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 2015 expenditures budget is requested to be amended to include fiscal year 2014 encumbrances of \$369,271; and

WHEREAS, the FY 2015 expenditures budget is requested to be amended to include other adjustments of \$29,379; 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 2015 Budget is amended based upon recommended values \$16,771,552 of revenues and \$19,519,639 of expenditures.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on September 3, 2014 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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Abigail Franklin, Vice Chairperson

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

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# Attachment 1

## FY 2014 REVENUE BY FUND

BERKELEY PUBLIC LIBRARY										data as of:
REVENUE JUN14 (PERIOD 13)										22-Aug-14
Berkeley Public Library										
Ele/Obj	Account Description	Lib Dscr	DL/ILL	Grants	Pub Lib	Gift	FF&E	Mse FF	Rfse Coll	Revenue
		301	302	304	305	306	307	308	820	FY14
01-01	Refund on Bills	2,000								2,000
05-01	Over and Shorts									
10-01	Collection by City								6,294	6,294
13-15	Library Tax	15,870,770								15,870,770
20-07	Library Svc&Constr Act			30,000						30,000
20-11	Library Fines	223,000								223,000
20-12	Link + Fines									
20-15	Lost Book Fines	30,000								30,000
20-21	Tool Lending Fines	20,000								20,000
23-12	BPL Foundation						1,000,000			1,000,000
23-13	Friends of BPL					82,004				82,004
30-01	Interest-Investment Pool							1,500		1,500
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	2,000								2,000
80-99	1-Time Grant /w Proj Code									
99-01	Appropriations Ord #1									
99-03	Donations									
99-99	Miscellaneous Revenue	8,500	20,000							28,500
<b>Adopted</b>	<b>Berkeley Public Library</b>	<b>16,156,270</b>	<b>20,000</b>	<b>45,000</b>		<b>82,004</b>	<b>1,000,000</b>	<b>1,500</b>	<b>6,294</b>	<b>17,311,068</b>
01-01	Refund on Bills	2,000								2,000
05-01	Over and Shorts									
10-01	Collection by City								6,294	6,294
13-15	Library Tax	15,870,770								15,870,770
20-07	Library Svc&Constr Act			30,000						30,000
20-11	Library Fines	223,000								223,000
20-12	Link + Fines									
20-15	Lost Book Fines	30,000								30,000
20-21	Tool Lending Fines	20,000								20,000
23-12	BPL Foundation						400,000			400,000
23-13	Friends of BPL					82,004				82,004
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			15,000						15,000
65-01	Meeting Room Fees	2,000								2,000
80-99	1-Time Grant /w Proj Code									
99-01	Appropriations Ord #1									
99-03	Donations									
99-99	Miscellaneous Revenue	8,500	20,000							28,500
<b>Adjusted</b>	<b>Berkeley Public Library</b>	<b>16,156,270</b>	<b>20,000</b>	<b>45,000</b>		<b>82,004</b>	<b>400,000</b>	<b>1,500</b>	<b>6,294</b>	<b>16,711,068</b>
01-01	Refund on Bills	7,500								7,500
05-01	Over and Shorts	77								77
10-01	Collection by City								9,214	9,214
13-15	Library Tax	15,991,855								15,991,855
20-07	Library Svc&Constr Act			30,632						30,632
20-11	Library Fines	176,289								176,289
20-12	Link + Fines	1,534								1,534
20-15	Lost Book Fines	24,999								24,999
20-21	Tool Lending Fines	8,882								8,882
23-12	BPL Foundation					500	400,000			400,500
23-13	Friends of BPL					92,004				92,004
30-01	Interest-Investment Pool					393		2,639		3,032
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									
99-01	Appropriations Ord #1	3,068,190	180,223	45,450	56,283	484,449	596,179	5,245,412		9,676,186
99-03	Donations					1,531	686,250			687,781
99-99	Miscellaneous Revenue	23,364	22,155							45,519
<b>Actl+Upstd</b>	<b>Berkeley Public Library</b>	<b>19,302,690</b>	<b>202,378</b>	<b>91,082</b>	<b>56,283</b>	<b>578,877</b>	<b>1,682,429</b>	<b>5,248,051</b>	<b>9,214</b>	<b>27,171,004</b>

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**Attachment 2**  
**FY 2014 EXPENDITURE BY FUND (1 of 4)**

BERKELEY PUBLIC LIBRARY : EXPENDITURES JUN FY14 (PERIOD 13)											12	100.0%
Berkeley Public Library + CoB		Actuals W/O Encumbrances									YTD JUN	
Elmnt-Object	Description	Bdgt ORG FY14	Bdgt REV FY14	Lib Dscr 301	DL / ILL 302	Grants 304	PLF 305	Gift 306	FFE 307	Mse FF 308	Actual FY14	% REV Spent
11-01	Monthly Rated Employees	7,277,854	7,277,854	7,073,655						8,005	7,081,660	97.3%
11-03	Hourly and Daily Rated Empl	299,890	299,890	254,883		27,311				26,147	308,341	102.8%
11-04	Monthly Rated - Part Benefitted	319,628	319,628	192,119							192,119	60.1%
11-51	Retro Pay No Pers & SRIP			131							131	
11-59	Reg Retro Gross Adjust.			2,325							2,325	
11-60	Excess Hours Pay		1,645	185,703				1,982			187,685	11409.4%
12-12	General Summer Youth	11,296	11,296	6,892							6,892	61.0%
13-01	O/T-Monthly Rated Employee	6,771	6,771	1,541							1,541	22.8%
13-05	Holiday Pay	5,081	5,081									
<b>Prsnl Svcs-Salaries and Wages</b>		<b>7,920,520</b>	<b>7,922,165</b>	<b>7,717,249</b>		<b>27,311</b>		<b>1,982</b>		<b>34,152</b>	<b>7,780,694</b>	<b>98.2%</b>
20-11	Medical Insurance	1,203,727	1,203,727	1,093,064				21		1,130	1,094,215	90.9%
20-12	Dental Insurance	168,737	168,737	158,658				5		115	158,778	94.1%
20-13	Life Insurance	7,431	7,431	7,705				3		4	7,712	103.8%
20-21	Cash-in-Lieu	51,221	51,221	109,391				138			109,529	213.8%
20-31	Pers/Misc Other	2,265,079	2,265,079	2,239,254				581		2,451	2,242,286	99.0%
20-34	PARS (3.75%)	26,191	26,191	15,951		1,024		7			16,982	64.8%
20-36	SRIP	285,496	285,496	290,148				95		48	290,291	101.7%
20-40	Medicare Tax	104,920	104,920	107,221		381		29		496	108,127	103.1%
20-63	Retirement Med: Misc. Emp Medical Trusts	159,525	159,525	159,004				34		154	159,192	99.8%
20-71	Workers Comp: Workers Comp Charges	163,417	163,417	167,323		486		38		843	168,690	103.2%
20-82	Allowances: Shoes Allowance	1,012	1,012	1,012							1,012	100.0%
20-87	Terminal Payouts-Misc.Emp	133,947	133,947	137,191				32		146	137,369	102.6%
20-90	Other Employee Benefits	280,372	280,372	277,718				67		297	278,082	99.2%
20-91	Commuter Check	19,724	19,724	20,698				10		16	20,724	105.1%
27-20	Fringe Benefits (Budget)	21,393	21,393									
<b>Prsnl Svcs-Fringe Benefits</b>		<b>4,892,192</b>	<b>4,892,192</b>	<b>4,784,338</b>		<b>1,891</b>		<b>1,060</b>		<b>5,700</b>	<b>4,792,989</b>	<b>98.0%</b>
20-99	Salary Savings	(253,691)	(253,691)									
<b>Personal Services-Employee</b>		<b>12,559,021</b>	<b>12,560,666</b>	<b>12,501,587</b>		<b>29,202</b>		<b>3,042</b>		<b>39,852</b>	<b>12,573,683</b>	<b>100.1%</b>

**Attachment 2**  
**FY 2014 EXPENDITURE BY FUND (2 of 4)**

BERKELEY PUBLIC LIBRARY : EXPENDITURES JUN FY14 (PERIOD 13)											12	100.0%
Berkeley Public Library + CoB			Actuals W/O Encumbrances								YTD JUN	
Elmnt-Object	Description	Bdgt ORG FY14	Bdgt REV FY14	Lib Dscr 301	DL / ILL 302	Grants 304	PLF 305	Gift 306	FFE 307	Mse FF 308	Actual FY14	% REV Spent
30-12	Professional: Stipends		2,000						1,950		1,950	97.5%
30-35	Professional: Engrng & Architecural Svcs	75,000	237,884	33,984					10,734	49,730	94,448	39.7%
30-38	Professional: Misc Prof Svcs	1,220,600	1,073,875	299,943		937		52,889	47,302	207,141	608,212	56.6%
30-39	Hazardous Materials Handling	2,000	2,000	148							148	7.4%
30-42	Maint Svcs: Office Equip Maint Svcs	8,000	8,000	4,865							4,865	60.8%
30-43	Maint Svcs: Bldg & Structures Maint Svcs	159,400	220,134	138,983							138,983	63.1%
30-44	Maint Svcs: Field Equip Maint	86,950	102,064	9,891							9,891	9.7%
30-46	Maint Svcs: Computer Maintenance	5,000	21,000	20,169							20,169	96.0%
30-47	Maint Svcs: Software Maintenance	325,000	264,783	220,109					654		220,763	83.4%
30-51	Bank Credit Card Fees	4,500	4,500	3,657							3,657	81.3%
<b>Purchased Prof &amp; Tech Svcs</b>		<b>1,886,450</b>	<b>1,936,240</b>	<b>731,749</b>		<b>937</b>		<b>52,889</b>	<b>60,640</b>	<b>256,871</b>	<b>1,103,086</b>	<b>57.0%</b>
35-20	County/State/Fed Pymts.	5,000	5,000	1,433							1,433	28.7%
<b>Grants &amp; Gvrnmntl Payments</b>		<b>5,000</b>	<b>5,000</b>	<b>1,433</b>							<b>1,433</b>	<b>28.7%</b>
40-10	Professional Dues and Fee	47,250	51,050	23,242						3,800	27,042	53.0%
40-20	Insurance	575	575									
40-31	Communications: Telephones	137,200	210,142	98,646							98,646	46.9%
40-33	Communications: Cellular	14,550	14,550	4,204							4,204	28.9%
40-41	Utilities: Water	28,500	30,775	27,254							27,254	88.6%
40-42	Utilities: Gas/Electricity	295,000	293,036	257,538							257,538	87.9%
40-43	Utilities: Refuse	34,252	34,252	17,088							17,088	49.9%
40-50	Printing and Binding	29,600	46,567	10,271				12,498		221	22,990	49.4%
40-61	Travel: Commerical Travel	2,000	2,000	1,177				1,571			2,748	137.4%
40-62	Travel: Meals & Lodging	3,000	7,487	6,601				4,638			11,239	150.1%
40-63	Travel: Registration/Admin Fees	12,100	15,613	12,002				754			12,756	81.7%
40-64	Travel: Transportation	1,500	1,500	1,414				55			1,469	97.9%
40-70	Advertising	16,044	19,359	1,977				1,365	1,449		4,791	24.7%
40-80	Books and Publications	16,000	17,664	16,980							16,980	96.1%
40-90	Other	150,804	93,400	2,973		(1,250)		611			2,334	2.5%
<b>Other Purchased Services</b>		<b>788,375</b>	<b>837,970</b>	<b>481,367</b>		<b>(1,250)</b>		<b>21,492</b>	<b>1,449</b>	<b>4,021</b>	<b>507,079</b>	<b>60.5%</b>
50-10	Rental of Land/Buildings	500	1,980	724						3,750	4,474	226.0%
50-20	Rental of Equip/Vehicles	41,500	45,311		41,675						41,675	92.0%
50-30	Rental of Office Equipment & Furniture	10,000	7,291	7,001							7,001	96.0%
50-40	Rental of Software & Licenses	75	69									
<b>Rentals / Leases</b>		<b>52,075</b>	<b>54,651</b>	<b>7,725</b>	<b>41,675</b>					<b>3,750</b>	<b>53,150</b>	<b>97.3%</b>

**Attachment 2**  
**FY 2014 EXPENDITURE BY FUND (3 of 4)**

BERKELEY PUBLIC LIBRARY : EXPENDITURES JUN FY14 (PERIOD 13)											12	100.0%
Berkeley Public Library + CoB		Actuals W/O Encumbrances									YTD JUN	
Elmnt-Object	Description	Bdgt ORG FY14	Bdgt REV FY14	Lib Dscr 301	DL / ILL 302	Grants 304	PLF 305	Gift 306	FFE 307	Mse FF 308	Actual FY14	% REV Spent
51-10	Postage	22,000	22,118	8,300						117	8,417	38.1%
51-20	Messenger/Deliver	25,000	25,000		4,431						4,431	17.7%
<b>Mail Services</b>		<b>47,000</b>	<b>47,118</b>	<b>8,300</b>	<b>4,431</b>					<b>117</b>	<b>12,848</b>	<b>27.3%</b>
55-11	Office Supplies	30,000	35,305	20,470							20,470	58.0%
55-20	Field Supplies	176,925	201,354	123,411				21,051	3,090		147,552	73.3%
55-34	Equip & Veh Supp: Spare Replacement Parts	12,000	12,000									
55-50	Food	1,500	12,562	46				9,456	316		9,818	78.2%
55-60	Library Materials	1,202,000	1,287,662	1,155,518		234		56,791			1,212,543	94.2%
<b>Supplies</b>		<b>1,422,425</b>	<b>1,548,883</b>	<b>1,299,445</b>		<b>234</b>		<b>87,298</b>	<b>3,406</b>		<b>1,390,383</b>	<b>89.8%</b>
60-20	Outside Janitorial Svcs	200,000	203,182	184,076							184,076	90.6%
<b>Purchased Property Services</b>		<b>200,000</b>	<b>203,182</b>	<b>184,076</b>							<b>184,076</b>	<b>90.6%</b>
65-70	Building - Existing Construction	150,000	149,994	203						3,207	3,410	2.3%
65-75	Building - New Construction	2,334,420	4,610,029							3,518,423	3,518,423	76.3%
65-80	Other Infrastructure	7,350	7,350									
65-90	Machinery and Equipment		59,593	59,082							59,082	99.1%
<b>Infrastructure</b>		<b>2,491,770</b>	<b>4,826,966</b>	<b>59,285</b>						<b>3,521,630</b>	<b>3,580,915</b>	<b>74.2%</b>
70-41	Machinery and Equipment	580,036	547,609	177,472					149,831		327,303	59.8%
70-43	Furniture and Fixtures	506,000	315,476	18,829					175,110		193,939	61.5%
70-44	Computers & Printers	145,000	161,826	48,682					33,906		82,588	51.0%
70-47	Computer Softwares & Lic	25,000	20,000	3,710		14,500					18,210	91.1%
<b>Property</b>		<b>1,256,036</b>	<b>1,044,911</b>	<b>248,693</b>		<b>14,500</b>			<b>358,847</b>		<b>622,040</b>	<b>59.5%</b>
71-10	Small Equipment	20,500	18,969	3,792					800		4,592	24.2%
71-43	Mach & Equip: Furniture And Fixtures	332,425	178,154	57,328					85,048	360	142,736	80.1%
71-44	Mach & Equip: Computers And Printers	175,000	224,085	99,070					52,393		151,463	67.6%
71-47	Mach & Equip: Software & Licenses	20,000	12,944	4,584					1,858		6,442	49.8%
<b>Property Under Cap Limit</b>		<b>547,925</b>	<b>434,152</b>	<b>164,774</b>					<b>140,099</b>	<b>360</b>	<b>305,233</b>	<b>70.3%</b>

**Attachment 2**  
**FY 2014 EXPENDITURE BY FUND (4 of 4)**

BERKELEY PUBLIC LIBRARY : EXPENDITURES JUN FY14 (PERIOD 13)											12	100.0%
Berkeley Public Library + CoB			Actuals W/O Encumbrances								YTD JUN	
Elmnt-Object	Description	Bdgt ORG FY14	Bdgt REV FY14	Lib Dscr 301	DL / ILL 302	Grants 304	PLF 305	Gift 306	FFE 307	Mse FF 308	Actual FY14	% REV Spent
75-35	Mail Services	1,764	1,764	1,764							1,764	100.0%
75-50	City Vehicles/Fuel & Main	7,800	9,666	11,368							11,368	117.6%
75-60	City Parking Permits	500	500	500							500	100.0%
75-90	Internal City Training	500	500									
<b>Internal Services</b>		<b>10,564</b>	<b>12,430</b>	<b>13,632</b>							<b>13,632</b>	<b>109.7%</b>
99-01	Appropriations Ord #1		1,732,540									
99-11	Appropriations Ord #1 Offset Acct		(1,732,540)									
<b>Balance Sheet Accounts</b>												
<b>Other Expenses</b>		<b>8,707,620</b>	<b>10,951,503</b>	<b>3,200,479</b>	<b>46,106</b>	<b>14,421</b>		<b>161,679</b>	<b>564,441</b>	<b>3,786,749</b>	<b>7,773,875</b>	<b>71.0%</b>
<b>Berkeley Public Library + CoB</b>		<b>21,266,641</b>	<b>23,512,169</b>	<b>15,702,066</b>	<b>46,106</b>	<b>43,623</b>		<b>164,721</b>	<b>564,441</b>	<b>3,826,601</b>	<b>20,347,558</b>	<b>86.5%</b>



**Attachment 3**  
**FY 2014 VENDOR EXPENDITURES (1 of 6)**

BERKELEY PUBLIC LIBRARY			
FY14 - VENDOR EXPENDITURES @ 24JUN14 (ALL FUNDS)			
Type	Description	Vendor Name	Amount
Prof. and Tech. Svcs.	Software Maintenance	INNOVATIVE INTERFACES INC	166,372
	Professional Services	KITCHELL	154,110
	Professional Services	UNIVERSAL PROTECTION SERVI	117,592
	Facilities Maintenance	CITY MECHANICAL, INC.	47,944
	Professional Services	GNU GROUP	47,302
	Professional Services	Other*	43,809
	Software Maintenance	BIBLIOTHECA	35,640
	Engineering & Architectural	HARLEY ELLIS DEVEREAUX	33,885
	Professional Services	MEDIATROPE LLC	26,000
	Professional Services	WOWHAUS	20,205
	Professional Services	NEW IMAGE LANDSCAPE COMPANY INC A	20,195
	Engineering & Architectural	NOLL & TAM ARCHITECTS	18,921
	Facilities Maintenance	THYSSEN KRUPP ELEVATOR - 04	17,828
	Professional Services	AGNITSCH ELECTRIC, INC	16,330
	Facilities Maintenance	STUART'S CLEAR CHOICE	14,060
	Professional Services	AMS.NET, INC	14,000
	Software Maintenance	THE ACTIVE NETWORK INC	12,500
	Facilities Maintenance	YSERCO, INC.	12,148
	Engineering & Architectural	FIELD PAOLI ARCHITECTS	11,776
	Facilities Maintenance	L.J. KRUSE CO.	10,833
	Professional Services	UNIQUE MANAGEMENT SERVICES	10,239
	Professional Services	WILLIAM TURNER DESIGN	9,625
	Professional Services	RANDALL WULFF DISPUTE RESO	7,500
	Professional Services	DAVID WAKELY PHOTOGRAPY	7,400
	Professional Services	MOOVERS INC	7,248
	Facilities Maintenance	SECURITY ENGINEERS	6,331
	Professional Services	I-SYS CORPORATION	5,950
	Professional Services	CDW-GOVERNMENT	5,895
	Software Maintenance	NETWORK CONSULTING SERVICE	5,513
	Professional Services	A-TOTAL FIRE PROTECTION CO	5,190
	Professional Services	BIBLIOTHECA	5,000
	Professional Services	OAKLAND METROPOLITAN CHAMB	4,995
	Professional Services	KRAY CABLING, INC.	4,603
	Equipment Maintenance	SHARP ELECTRONICS CORPORAT	4,469
	Professional Services	BROWN-MILLER COMMUNICATION	4,250
	Professional Services	BERGDAVIS PUBLIC AFFAIRS, INC A	4,225
	Professional Services	ALAMEDA COUNTY TRAINING &	4,130
	Software Maintenance	BOOPSIE INC	3,995
	Facilities Maintenance	HERCULES ELECTRIC	3,790
	Equipment Maintenance	AVIDEX, INC	3,744
	Professional Services	LAUREN WOHL DESIGN	3,538
	Professional Services	LEFKOWITZ, FRANCES	3,400
	Facilities Maintenance	SIMPLEX GRINNELL LP	3,246
	Professional Services	JUNE GARCIA LLC	3,025
	Professional Services	IRON MOUNTAIN RECORDS	2,855
	Professional Services	SMITH, FAUSE & MCDONALD, I	2,620

**Attachment 3**  
**FY 2014 VENDOR EXPENDITURES (2 of 6)**

BERKELEY PUBLIC LIBRARY			
FY14 - VENDOR EXPENDITURES @ 24JUN14 (ALL FUNDS)			
Type	Description	Vendor Name	Amount
	Professional Services	SENTRY ALARM SYSTEMS	2,545
	Equipment Maintenance	DELL MARKETING LP	2,516
	Professional Services	CONSULTING RESIDENTIAL DESIGN A	2,450
	Equipment Maintenance	MICROBIZ SERVICE COMPANY I	2,442
	Professional Services	VALLEY POWER SYSTEMS NORTH	2,428
	Professional Services	MARINA PARRERA PHOTOGRAPHY	2,325
	Facilities Maintenance	Other*	2,259
	Professional Services	PENINSULA LIBRARY SYSTEM	2,114
	Professional Services	KUTAK ROCK LLP	2,000
	Stipends	Other*	1,950
	Facilities Maintenance	AUTOMATIC DOOR SYSTEMS, IN	1,764
	Professional Services	ROSS MCDONALD COMPANY, INC	1,756
	Facilities Maintenance	BERKELEY SHADE COMPANY	1,720
	Engineering & Architectural	FUGRO CONSULTANTS INC	1,658
	Software Maintenance	CITRIX SYSTEMS, INC.	1,575
	Facilities Maintenance	ELESCO	1,566
	Software Maintenance	Other*	1,418
	Engineering & Architectural	CONSTRUCTION TESTING SERVICES A	1,252
	Facilities Maintenance	R&S GLAZING SPECIALTIES, I	1,249
	Professional Services	ATTHOWE TRANSPORTATION COM	1,210
	Professional Services	LOS CENZONTLES MEXICAN ART	1,200
	Professional Services	ACCUTITE ENVIROMENTAL ENGINEER A	1,125
	Facilities Maintenance	DOSH -ERT UNIT	1,125
	Professional Services	US GLASS & ALUMINUM INC	1,124
	Professional Services	SIGNCO USA	1,124
	Facilities Maintenance	BAY CITY MECHANICAL INC.	1,075
	Professional Services	ODUKOGBE, SOJI	1,050
	Professional Services	PLETTE, MARIE	1,000
	Equipment Maintenance	Other*	794
<b>Prof. and Tech. Svcs.</b>		<b>Subtotal</b>	<b>1,022,038</b>
Government Payments	Government Payments	DEPT OF TOXIC SUBSTANCE CO	30
<b>Government Payments</b>		<b>Subtotal</b>	<b>30</b>
Other Purchased Services	Gas & Electricity	PACIFIC GAS & ELECTRIC CO	261,904
	Telephones	AT&T	87,270
	Water	EBMUD	23,365
	Professional Dues & Fees	PACIFIC LIBRARY PARTNERSHIP A	19,647
	Books & Subscriptions	SKYRIVER TECHNOLOGY SOLUTI	16,384
	Telephones	ADVANTEL INC.	14,598
	Travel	Staff	8,945
	Printing	ROGER DUNN PRINTING INC.	7,031
	Printing	ADMAC DIGITAL IMAGING	6,769
	Printing	COPY CENTRAL - SHATTUCK	3,583
	Others	NEOPOST/MAILFINANCE INC	2,973
	Conference/Seminar Registration	AMERICAN LIBRARY ASSN	2,695
	Advertising	Other*	2,541
	Conference/Seminar Registration	Other*	2,452

**Attachment 3**  
**FY 2014 VENDOR EXPENDITURES (3 of 6)**

BERKELEY PUBLIC LIBRARY			
FY14 - VENDOR EXPENDITURES @ 24JUN14 (ALL FUNDS)			
Type	Description	Vendor Name	Amount
	Telephones	NEXTELCOMMUNICATIONS--AIR	2,424
	Conference/Seminar Registration	SEEDS COMMUNITY RESOLUTION	2,400
	Advertising	WELLS FARGO BANK, N.A.	2,249
	Professional Dues & Fees	GREEN BUILDING CERTIFICATION INST A	2,000
	Professional Dues & Fees	AMERICAN LIBRARY ASSN	1,835
	Professional Dues & Fees	WELLS FARGO BANK, N.A.	1,800
	Conference/Seminar Registration	FULLY ENGAGED LIBRARIES	1,750
	Conference/Seminar Registration	CALIFA GROUP	1,650
	Printing	GREENER PRINTER	1,539
	Printing	DEAN'S SIGNS	1,516
	Telephones	AT&T MOBILITY	1,430
	Conference/Seminar Registration	WELLS FARGO BANK, N.A.	1,409
	Printing	TREESMART INDUSTRIES	1,345
	Professional Dues & Fees	CALIFORNIA LIBRARY ASSN	1,200
	Conference/Seminar Registration	ALAMEDA COUNTY TRAINING &	1,150
	Telephones	Other*	1,095
	Others	Other*	611
	Books & Subscriptions	Other*	596
	Printing	Other*	571
	Professional Dues & Fees	Other*	560
<b>Other Purchased Services</b>		<b>Subtotal</b>	<b>489,285</b>
Rentals & Leases	Rental Equipment	KONICA MINOLTA BUSINESS SO	41,675
	Rental Office Equipment	NEOPOST/MAILFINANCE INC	5,465
	Rental	Other*	460
<b>Rentals &amp; Leases</b>		<b>Subtotal</b>	<b>47,600</b>
Mail Services	Postage	UNITED STATES POSTAL SERVI	8,000
	Delivery Services	ACCURATE COURIER SERVICES	4,431
	Postage	Other*	399
<b>Mail Services</b>		<b>Subtotal</b>	<b>12,830</b>
Supplies	Library Materials	BAKER & TAYLOR, INC.	446,816
	Library Materials	OVERDRIVE, INC	187,008
	Library Materials	MIDWEST TAPE	115,737
	Library Materials	EBCO INFORMATION SERVICES	61,647
	Library Materials	STATE BOARD OF EQUALIZATIO	58,804
	Library Materials	CENGAGE LEARNING INC	37,011
	Field Supplies	UNIVERSAL BUILDING SERVICE	30,333
	Library Materials	AMAZON.COM-LIBRARY	23,167
	Library Materials	Other*	22,163
	Field Supplies	Other*	19,268
	Library Materials	RECORDED BOOKS, LLC.	17,795
	Library Materials	NEWSBANK, INC.	17,165
	Office Supplies	INDEPENDENT STATIONERS, IN	16,828
	Library Materials	OXFORD UNIVERSITY PRESS, I	15,644
	Field Supplies	BIBLIOTHECA	14,071
	Library Materials	CALIFA GROUP	13,631
	Field Supplies	SAN LEANDRO ELECTRIC	10,422

**Attachment 3**  
**FY 2014 VENDOR EXPENDITURES (4 of 6)**

BERKELEY PUBLIC LIBRARY			
FY14 - VENDOR EXPENDITURES @ 24JUN14 (ALL FUNDS)			
Type	Description	Vendor Name	Amount
	Library Materials	LEARNING EXPRESS, LLC	7,395
	Field Supplies	INDEPENDENT STATIONERS, IN	6,848
	Food	Other*	6,741
	Field Supplies	MCMASTER-CARR SUPPLY	6,558
	Field Supplies	SSI TECHNOLOGIES INC	6,468
	Library Materials	PROQUEST LLC	6,419
	Field Supplies	BRODART CO	6,383
	Field Supplies	DEMCO INC	5,863
	Library Materials	LECTORUM PUBLICATIONS, INC	5,762
	Library Materials	BERNAN PRESS	4,688
	Library Materials	OCLC ONLINE COMPUTER LIB C	4,673
	Library Materials	WORLD BOOK, INC.	4,595
	Library Materials	NEW YORK TIMES, THE	4,433
	Library Materials	BILINGUAL PUBLICATIONS CO	4,085
	Field Supplies	REX KEY & SECURITY	3,972
	Field Supplies	INPRO	3,916
	Field Supplies	STATE BOARD OF EQUALIZATIO	3,869
	Library Materials	SAN FRANCISCO CHRONICLE	3,854
	Library Materials	ALEXANDER STREET PRESS	3,457
	Library Materials	DOWN HOME MUSIC STORE	3,377
	Field Supplies	SCHOLASTIC INC.	3,365
	Library Materials	MCMASTER-CARR SUPPLY	3,192
	Field Supplies	UPTIME RESOURCES	3,178
	Library Materials	ORCHARD SUPPLY HARDWARE	3,091
	Library Materials	TEACHING COMPANY, THE	3,084
	Library Materials	RANDOM HOUSE INC.	3,041
	Library Materials	EUROPEAN BOOKS & MEDIA LLC	2,976
	Library Materials	INGRAM LIBRARY SERVICES	2,972
	Library Materials	WORLDWIDE BOOKS	2,913
	Library Materials	BULLFROG FILMS, INC	2,767
	Library Materials	KINOKUNIYA BOOKSTORES OF A	2,654
	Food	STELLA NONNA INC	2,588
	Field Supplies	BERKELEY ACE HARDWARE	2,513
	Library Materials	GREY HOUSE PUBLISHING	2,435
	Library Materials	HOMDA TRADING INC	2,411
	Library Materials	ENCYCLOPAEDIA BRITANNICA,	2,363
	Office Supplies	Other*	2,356
	Field Supplies	CEC PRINT SOLUTIONS INC	2,354
	Field Supplies	GRAINGER INDUSTRIAL SUPPLY	2,238
	Library Materials	ARKIV MUSIC	2,173
	Library Materials	ADARO ENGINE & EQUIPMENT I	2,122
	Library Materials	VALLEY LIBRARY BINDERY	2,103
	Library Materials	EASTWIND BOOKS & ARTS, INC	2,056
	Library Materials	VALUE LINE PUBLISHING INC	1,900
	Library Materials	INVESTOR'S BUSINESS DAILY	1,798
	Field Supplies	CLEAR SOLUTIONS INC	1,786

**Attachment 3**  
**FY 2014 VENDOR EXPENDITURES (5 of 6)**

BERKELEY PUBLIC LIBRARY			
FY14 - VENDOR EXPENDITURES @ 24JUN14 (ALL FUNDS)			
Type	Description	Vendor Name	Amount
	Library Materials	WORLD JOURNAL SF, LLC	1,701
	Library Materials	BLACKSTONE AUDIO INC	1,684
	Library Materials	TAYLOR & FRANCIS GROUP	1,677
	Library Materials	WOMEN MAKE MOVIES	1,634
	Library Materials	EASTWIND BOOKS OF BERKELEY	1,625
	Field Supplies	GAYLORD BROS INC.	1,611
	Library Materials	MORAN SUPPLY	1,590
	Library Materials	STANDARD & POOR'S	1,563
	Library Materials	WALL STREET JOURNAL, THE	1,508
	Field Supplies	ASHBY LUMBER	1,487
	Field Supplies	ASHBY PLUMBING & HEATING	1,483
	Library Materials	SPRINGSHARE, LLC	1,448
	Field Supplies	ILLINOIS LIBRARY ASSOCIATI	1,348
	Field Supplies	LAKESHORE LEARNING MATERIA	1,335
	Library Materials	NAXOS OF AMERICA	1,300
	Library Materials	ASHBY LUMBER	1,279
	Library Materials	MERGENT, INC.	1,260
	Library Materials	SINO-AMERICAN BOOKS & ARTS	1,238
	Library Materials	LANDMARK MEDIA INC	1,208
	Library Materials	BUILDERS BOOKSOURCE	1,203
	Library Materials	INFORMATION TODAY, INC.	1,163
	Field Supplies	KELLY-MOORE PAINT CO	1,154
	Field Supplies	AS HANGING SYSTEM	1,150
	Library Materials	EASTERN SUPPLIES	1,148
	Library Materials	INDUSTRIAL LADDER COMPANY	1,145
	Field Supplies	WEST LITE SUPPLY CO	1,048
	Library Materials	MORNINGSTAR, INC	1,045
	Library Materials	WASHINGTON POST, THE	1,006
<b>Supplies</b>		<b>Subtotal</b>	<b>1,315,338</b>
Purch. Property Svcs.	Outside Janitorial Services	UNIVERSAL BUILDING SERVICE	168,247
<b>Purch. Property Svcs.</b>		<b>Subtotal</b>	<b>168,247</b>
Construction	Building-New	WEST BAY BUILDERS INC	3,141,055
	Building-New	GONSALVES & STRONCK CONSTRUCTION A	193,977
	Building-New	BANK OF MARIN	165,573
	Machinery & Equipment	AMS.NET, INC	59,082
	Building-New	UNITED AMERICAN BANK	10,209
	Building-New	SENTRY ALARM SYSTEMS	5,542
	Building-New	Other*	475
	Building-Existing	Other*	203
<b>Construction</b>		<b>Subtotal</b>	<b>3,576,115</b>
Property Purchases	Equipment > \$1000	BIBLIOTHECA	242,751
	Computer < \$1000	DELL MARKETING LP	101,486
	Furniture & Fixtures < \$1000	ONE WORKPLACE	87,035
	Furniture & Fixtures > \$1000	MG WEST COMPANY	69,151
	Furniture & Fixtures > \$1000	ONE WORKPLACE	50,041
	Furniture & Fixtures > \$1000	SWERVE CO OF CALIFORNIA	39,512

**Attachment 3**  
**FY 2014 VENDOR EXPENDITURES (6 of 6)**

BERKELEY PUBLIC LIBRARY			
FY14 - VENDOR EXPENDITURES @ 24JUN14 (ALL FUNDS)			
Type	Description	Vendor Name	Amount
	Equipment > \$1000	STATE BOARD OF EQUALIZATIO	33,870
	Computer > \$1000	CDW-GOVERNMENT	33,303
	Furniture & Fixtures < \$1000	MG WEST COMPANY	20,012
	Furniture & Fixtures > \$1000	CONTRACT OFFICE GROUP	14,787
	Software > \$1000	QUIPU GROUP LLC	14,500
	Furniture & Fixtures < \$1000	CONTRACT OFFICE GROUP	11,679
	Furniture & Fixtures > \$1000	BURGEON GROUP LLC	10,675
	Computer < \$1000	STATE BOARD OF EQUALIZATIO	10,426
	Furniture & Fixtures < \$1000	HOGUE & ASSOCIATES	10,421
	Computer > \$1000	AVIDEX, INC	9,226
	Computer < \$1000	GOVCONNECTION	8,526
	Computer < \$1000	CDW-GOVERNMENT	8,209
	Computer > \$1000	DELL MARKETING LP	6,811
	Furniture & Fixtures < \$1000	ROSS MCDONALD COMPANY, INC	5,854
	Computer < \$1000	NLE	5,318
	Software < \$1000	CDW-GOVERNMENT	4,750
	Furniture & Fixtures > \$1000	AFC INDUSTRIES INC	4,588
	Computer > \$1000	GOVCONNECTION	3,373
	Furniture & Fixtures < \$1000	Other*	2,879
	Equipment > \$1000	HALEY TRICYCLES	2,420
	Furniture & Fixtures < \$1000	DEMCO INC	2,377
	Equipment > \$1000	MISSING LINK BICYCLE COOPERATIVE A	1,985
	Equipment < \$1000	GOVCONNECTION	1,885
	Furniture & Fixtures > \$1000	VIKING TRADER LLC	1,814
	Software < \$1000	Other*	1,692
	Equipment < \$1000	Other*	1,643
	Furniture & Fixtures > \$1000	AIRPORT APPLIANCE INC	1,559
	Furniture & Fixtures > \$1000	HUMAN SOLUTION, THE	1,285
	Computer > \$1000	APPLE COMPUTER, INC.	1,253
	Computer > \$1000	Other*	1,094
	Equipment < \$1000	CDW-GOVERNMENT	1,064
	Computer < \$1000	Other*	975
	Furniture & Fixtures > \$1000	Other*	527
<b>Property Purchases</b>		<b>Subtotal</b>	<b>830,757</b>
<b>FY 2014</b>		<b>TOTAL</b>	<b>7,462,239</b>

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

	FY 2012 FINAL	FY 2013 FINAL	FY 2014 ADOPTED	FY 2014 REVISED	FY 2014 FINAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2015 PROJECTED	FY 2016 PROJECTED
<b>Beginning Fund Balance</b>	\$ 1,540,808	\$ 2,267,968	\$ 3,068,245	\$ 3,068,245	\$ 3,068,245	\$ 3,600,679	\$ 3,600,679	\$ 3,600,679	\$ 2,692,222
<b>Revenues</b>									
Library Services Tax	\$ 14,606,137	\$ 15,253,044	\$ 15,870,770	\$ 15,870,770	\$ 15,991,855	\$ 16,345,912	\$ 16,345,912	\$ 16,345,912	\$ 16,672,830
Fines/Fees	254,985	210,984	275,000	275,000	211,704	275,000	275,000	275,000	275,000
Misc. Revenue / Interest / Refunds	47,938	24,664	10,500	10,500	30,941	10,500	10,500	10,500	12,000
<b>TOTAL REVENUE</b>	<b>\$ 14,909,060</b>	<b>\$ 15,488,692</b>	<b>\$ 16,156,270</b>	<b>\$ 16,156,270</b>	<b>\$ 16,234,500</b>	<b>\$ 16,631,412</b>	<b>\$ 16,631,412</b>	<b>\$ 16,631,412</b>	<b>\$ 16,959,830</b>
<b>Expenditures</b>									
<b>Operations</b>									
Salaries, Wages, Benefits	\$ 11,740,958	\$ 11,928,221	\$ 12,729,231	\$ 12,729,231	\$ 12,480,850	\$ 13,146,196	\$ 13,146,196	\$ 13,146,196	\$ 13,540,582
<b>Salaries, Wages, Benefits</b>									
less: Labor Vacancy Savings			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	\$ 12,480,850	\$ 12,889,953	\$ 12,889,953	\$ 12,889,953	\$ 13,265,582
Non-Personnel	516,299	536,892	904,005	1,298,933	824,374	883,830	995,039	995,039	800,000
Library Materials (incl Tool Lndng)	859,099	990,423	1,152,000	1,227,000	1,155,518	1,327,000	1,327,000	1,327,000	1,500,000
Misc. Professional Services	232,389	249,284	318,600	532,938	299,932	540,750	670,746	670,746	300,000
Utilities+Telephone	329,620	284,052	509,402	582,655	404,688	459,402	460,746	460,746	450,000
Janitorial	157,763	161,230	200,000	203,182	184,076	205,000	220,924	220,924	210,000
Software Maintenance	238,126	154,770	325,000	264,064	220,045	350,000	383,629	383,629	350,000
Computer & Software Purchase >\$1K	66,121	37,014	65,000	54,373	52,292	65,000	65,000	65,000	75,000
Building/Infrastructure	20,364	325,259	150,000	174,587	59,285	500,000	500,000	500,000	250,000
<b>Subtotal:</b>	<b>\$ 14,160,739</b>	<b>\$ 14,667,145</b>	<b>\$ 16,099,547</b>	<b>\$ 16,813,272</b>	<b>\$ 15,681,060</b>	<b>\$ 17,220,935</b>	<b>\$ 17,513,037</b>	<b>\$ 17,513,037</b>	<b>\$ 17,200,582</b>
<b>Charges From Other Depts</b>									
Finance - Billing (3601)	\$ 12,653	\$ 11,719	\$ 18,110	\$ 18,110	\$ 13,553	\$ 13,736	\$ 13,736	\$ 13,736	\$ 20,000
Facilities - Admn (5401) +Txcs (5403)	8,508	9,551	13,034	13,034	7,453	13,096	13,096	13,096	14,000
<b>Subtotal:</b>	<b>\$ 21,161</b>	<b>\$ 21,270</b>	<b>\$ 31,144</b>	<b>\$ 31,144</b>	<b>\$ 21,006</b>	<b>\$ 26,832</b>	<b>\$ 26,832</b>	<b>\$ 26,832</b>	<b>\$ 34,000</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 14,181,900</b>	<b>\$ 14,688,415</b>	<b>\$ 16,130,691</b>	<b>\$ 16,844,416</b>	<b>\$ 15,702,066</b>	<b>\$ 17,247,767</b>	<b>\$ 17,539,869</b>	<b>\$ 17,539,869</b>	<b>\$ 17,234,582</b>
<b>Projected Surplus/(Shortfall)</b> {Rev - Exp}	\$ 727,160	\$ 800,277	\$ 25,579	\$ (688,146)	\$ 532,434	\$ (616,355)	\$ (908,457)	\$ (908,457)	\$ (274,752)
<b>GROSS FUND BALANCE</b> {Bal + Rev - Exp}	<b>\$ 2,267,968</b>	<b>\$ 3,068,245</b>	<b>\$ 3,093,824</b>	<b>\$ 2,380,099</b>	<b>\$ 3,600,679</b>	<b>\$ 2,984,324</b>	<b>\$ 2,692,222</b>	<b>\$ 2,692,222</b>	<b>\$ 2,417,470</b>
<b>Revised Gross Fund Balance (Gross Fund Balance - Budget Recommendations and Adjustments)</b>	<b>\$ 2,267,968</b>	<b>\$ 3,068,245</b>	<b>\$ 3,093,824</b>	<b>\$ 2,380,099</b>	<b>\$ 3,600,679</b>	<b>\$ 2,984,324</b>	<b>\$ 2,692,222</b>	<b>\$ 2,692,222</b>	<b>\$ 2,417,470</b>
Annual Committed Reserve		\$ 1,200,000	\$ 1,200,000	\$ 1,200,000	\$ 1,300,000	\$ 1,300,000	\$ 1,300,000	\$ 1,300,000	\$ 1,300,000
<b>Uncommitted Fund Balance</b>	<b>\$ 2,267,968</b>	<b>\$ 1,868,245</b>	<b>\$ 1,893,824</b>	<b>\$ 1,180,099</b>	<b>\$ 2,300,679</b>	<b>\$ 1,684,324</b>	<b>\$ 1,392,222</b>	<b>\$ 1,392,222</b>	<b>\$ 1,117,470</b>

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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 FINAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2015 PROJECTED	FY 2016 PROJECTED
<b>Beginning Fund Balance</b>	\$ 609,927	\$ 531,885	\$ 484,450	\$ 484,450	\$ 484,450	\$ 414,157	\$ 414,157	\$ 414,157	\$ 323,498
<b>Revenues</b>									
Friends of BPL	\$ 86,810	\$ 76,028	\$ 82,004	\$ 82,004	\$ 92,004	\$ 80,000	\$ 80,000	\$ 80,000	
BPL Foundation	500	500			500				
Donations/Private	6,882	5,928							
Interest/Misc. Revenues	140	858			1,924				
<b>TOTAL REVENUE</b>	\$ 94,332	\$ 83,314	\$ 82,004	\$ 82,004	\$ 94,428	\$ 80,000	\$ 80,000	\$ 80,000	\$ -
<b>Expenditures</b>									
<b>Operations</b>									
Personnel	\$ 3,202	\$ 2,021		\$ 1,645	\$ 3,042				
Non-Personnel	39,065	38,582	85,504	61,335	51,999	132,500	132,709	38,131	
Professional Services	58,946	38,196	125,000	152,798	52,889	30,000	30,000	77,528	
Library Materials	62,367	51,950	50,000	60,428	56,791	50,000	50,000	55,000	30,000
<b>TOTAL EXPENDITURES</b>	\$ 172,377	\$ 130,749	\$ 260,504	\$ 276,206	\$ 164,721	\$ 212,500	\$ 212,709	\$ 170,659	\$ 30,000
<b>Projected Surplus / (Deficit) (Rev - Exp)</b>	\$ (78,045)	\$ (47,435)	\$ (178,500)	\$ (194,202)	\$ (70,293)	\$ (132,500)	\$ (132,709)	\$ (90,659)	\$ (30,000)
<b>GROSS FUND BALANCE (Bal + Rev - Exp)</b>	\$ 531,885	\$ 484,450	\$ 305,950	\$ 290,248	\$ 414,157	\$ 281,657	\$ 281,448	\$ 323,498	\$ 293,498

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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 FINAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2015 PROJECTED	FY 2016 PROJECTED
<b>Beginning Fund Balance</b>	\$ 266,656	\$ 253,529	\$ 281,955	\$ 281,955	\$ 281,955	\$ 260,013	\$ 260,013	\$ 260,013	\$ 196,758
Direct Loan Fund (302)	194,613	199,151	180,223	180,223	180,223				
Grants Fund (304)	13,330	(3,015)	45,450	45,450	45,450				
Public Library Fund (305)	58,713	57,393	56,283	56,283	56,283				
<b>Revenues</b>									
Direct Loan Fund	\$ 36,205								
Literacy Services & LSTA		43,288	30,632	30,000	30,632	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	22,155	20,000	20,000	20,000	30,000
<b>TOTAL REVENUE</b>	<b>\$ 73,192</b>	<b>\$ 113,955</b>	<b>\$ 65,632</b>	<b>\$ 65,000</b>	<b>\$ 67,787</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 30,000</b>
<b>Expenditures</b>									
<b>Operations</b>									
Personnel	\$ 3,234	\$ 24,331	\$ 25,000	\$ 25,000	\$ 29,202	\$ 25,000	\$ 25,000	\$ 25,000	\$ 35,000
Non-Personnel	83,084	56,544	119,646	123,222	60,293	84,691	86,826	88,255	80,000
Library Materials		4,654		234	234				
<b>TOTAL EXPENDITURES</b>	<b>\$ 86,318</b>	<b>\$ 85,529</b>	<b>\$ 144,646</b>	<b>\$ 148,456</b>	<b>\$ 89,729</b>	<b>\$ 109,691</b>	<b>\$ 111,826</b>	<b>\$ 113,255</b>	<b>\$ 115,000</b>
<b>Projected Surplus/Shortfall (Rev - Exp)</b>	<b>\$ (13,126)</b>	<b>\$ 28,426</b>	<b>\$ (79,014)</b>	<b>\$ (83,456)</b>	<b>\$ (21,942)</b>	<b>\$ (59,691)</b>	<b>\$ (61,826)</b>	<b>\$ (63,255)</b>	<b>\$ (85,000)</b>
<b>GROSS FUND BALANCE (Bal + Rev - Exp)</b>	<b>\$ 253,529</b>	<b>\$ 281,955</b>	<b>\$ 202,941</b>	<b>\$ 198,499</b>	<b>\$ 260,013</b>	<b>\$ 200,322</b>	<b>\$ 198,187</b>	<b>\$ 196,758</b>	<b>\$ 111,758</b>

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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 FINAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2015 PROJECTED
<b>Beginning Fund Balance</b>	\$ 50,000	\$ 249,745	\$ 307,694	\$ 596,181	\$ 596,181	\$ 596,181	\$ 1,110,490	\$ 1,110,490	\$ 1,110,490
<b>Revenues</b>									
Foundation	\$ 200,000	\$ 800,000	\$ 650,000	\$ 1,000,000	\$ 400,000	\$ 1,086,250			
Misc./ Interest									
<b>TOTAL REVENUE</b>	\$ 200,000	\$ 800,000	\$ 650,000	\$ 1,000,000	\$ 400,000	\$ 1,086,250	\$ -	\$ -	\$ -
<b>Expenditures</b>									
Personnel									
Consultants	255	37,952	6,544	100,000	60,966	60,640		698	698
Furniture and Fixtures		383,846	224,709	800,000	349,997	266,775	50,000	60,941	60,941
Equipment		314,932	124,578	657,694	560,493	239,761		1,155	1,155
Building							150,000	150,000	215,000
Miscellaneous/Other		5,320	5,682		24,724	4,765			
<b>TOTAL EXPENDITURES</b>	\$ 255	\$ 742,050	\$ 361,513	\$ 1,557,694	\$ 996,180	\$ 571,941	\$ 200,000	\$ 212,794	\$ 277,794
<b>Projected Surplus/Shortfall (Rev - Exp)</b>	\$ 199,745	\$ 57,950	\$ 288,487	\$ (557,694)	\$ (596,180)	\$ 514,309	\$ (200,000)	\$ (212,794)	\$ (277,794)
<b>GROSS FUND BALANCE (Bal + Rev - Exp)</b>	\$ 249,745	\$ 307,694	\$ 596,181	\$ 38,487	\$ 1	\$ 1,110,490	\$ 910,490	\$ 897,696	\$ 832,696

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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 FINAL	FY 2015 ADOPTED	FY 2015 REVISED	FY 2015 PROJECTED
<b>Beginning Fund Balance</b>		\$ 9,955,299	\$ 8,510,959	\$ 22,130,714	\$ 13,726,851	\$ 5,245,411	\$ 5,245,411	\$ 5,245,411	\$ 1,421,449	\$ 1,421,449	\$ 1,421,449
<b>Revenues</b>											
Bond Proceeds	\$ 10,000,000		\$ 16,428,536								
Misc./ Interest		13,641	28,477	5,508	17,486	1,500	1,500	2,639			
<b>TOTAL REVENUE</b>	<b>\$ 10,000,000</b>	<b>\$ 13,641</b>	<b>\$ 16,457,013</b>	<b>\$ 5,508</b>	<b>\$ 17,486</b>	<b>\$ 1,500</b>	<b>\$ 1,500</b>	<b>\$ 2,639</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Expenditures</b>											
Bond Issuance: Costs/Premiums	35,425		310,207								
<b>Operations</b>											
Personnel		\$ 6,126	\$ 35,234	\$ 100,760	\$ 87,783	\$ 31,336	\$ 31,336	\$ 39,852	\$ 25,000	\$ 25,000	\$ 25,000
Consultants	9,277	1,324,942	1,337,742	1,321,658	883,464	750,000	499,172	235,171	100,000	156,808	156,808
Building		112,704	1,023,319	6,770,851	7,175,207	2,334,420	4,645,029	3,521,630	1,126,030	1,131,113	1,131,113
Misc./Utilities/Other		14,209	111,169	135,316	308,455	50,000	64,023	8,248	100,000	100,143	100,143
Other Infrastructure/Public Art			19,587	80,790	44,017	7,350	7,350	21,700			
<b>TOTAL EXPENDITURES</b>	<b>\$ 44,702</b>	<b>\$ 1,457,981</b>	<b>\$ 2,837,258</b>	<b>\$ 8,409,375</b>	<b>\$ 8,498,926</b>	<b>\$ 3,173,106</b>	<b>\$ 5,246,910</b>	<b>\$ 3,826,601</b>	<b>\$ 1,351,030</b>	<b>\$ 1,413,064</b>	<b>\$ 1,413,064</b>
<b>Projected Surplus/Shortfall (Rev - Exp)</b>	<b>\$ 9,955,299</b>	<b>\$ (1,444,340)</b>	<b>\$ 13,619,755</b>	<b>\$ (8,403,867)</b>	<b>\$ (8,481,440)</b>	<b>\$ (3,171,606)</b>	<b>\$ (5,245,410)</b>	<b>\$ (3,823,962)</b>	<b>\$ (1,351,030)</b>	<b>\$ (1,413,064)</b>	<b>\$ (1,413,064)</b>
<b>GROSS FUND BALANCE (Bal + Rev - Exp)</b>	<b>\$ 9,955,299</b>	<b>\$ 8,510,959</b>	<b>\$ 22,130,714</b>	<b>\$ 13,726,851</b>	<b>\$ 5,245,411</b>	<b>\$ 2,073,805</b>	<b>\$ 1</b>	<b>\$ 1,421,449</b>	<b>\$ 70,419</b>	<b>\$ 8,385</b>	<b>\$ 8,385</b>
<b>Other</b>											
<b>3% Personnel COLA</b>											
<b>Revised Gross Fund Balance {Gross Fund Balance - Budget Recommendations and Adjustments}</b>	<b>\$ 9,955,299</b>	<b>\$ 8,510,959</b>	<b>\$ 22,130,714</b>	<b>\$ 13,726,851</b>	<b>\$ 5,245,411</b>	<b>\$ 2,073,805</b>	<b>\$ 1</b>	<b>\$ 1,421,449</b>	<b>\$ 70,419</b>	<b>\$ 8,385</b>	<b>\$ 8,385</b>

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**BOARD OF LIBRARY TRUSTEES****RESOLUTION NO.: R14-\_\_\_****HONORING THE 60TH ANNIVERSARY OF THE FRIENDS OF THE BERKELEY PUBLIC LIBRARY IN 2014**

WHEREAS, at the Berkeley Women's Town Council meeting of September 24, 1954 the idea of a Friends of the Library organization to support and benefit the Berkeley Public Library was born; and

WHEREAS, within a year a steering committee was formed and a general organizational meeting held to elect officers; and

WHEREAS, the new organization, supported by member dues began their work to serve the dual purpose of promotion and support of the Berkeley Public Library; and

WHEREAS, in 1956 it was noted in the Berkeley Daily Gazette, that the new Friends group was "one of some 150 throughout the United States focusing attention not only on the services and facilities but also on the needs of the library"; and

WHEREAS, early Friends activities included author talks, author teas, open houses featuring speakers on travel, local history and architecture tours, which evolved into the practice of an annual luncheon and member meeting; and

WHEREAS, a member newsletter was launched in 1962, *Berkeley Bookmark*, featuring news from the Friends of the Berkeley Public Library, its members and Library highlights, published today as the *Bookmark*; and

WHEREAS, in the spirit of cooperation and support the Friends began to collect books and other materials to be sold by volunteers to benefit the Friends and Library activities; and

WHEREAS, these multiple-day book sales were held beginning in 1964 at the Central Library to great success and fanfare on an annual basis; and

WHEREAS, the Friends opened their first storefront Book Store at Sather Gate Mall in 1998; and a second bookstore in the lobby of the renovated Central Library in 2002; and

WHEREAS, the Friends have provided annual cash gift awards to the library to support public programming, purchase of equipment and supplies, staff training and beginning in 1991 support to library staff in the form of library school scholarships; and

WHEREAS, the Friends advocated and supported the Library Branch Bond, Measure FF by donating over several years a total of \$200,000 to the Library Foundation Capital Campaign, to outfit the new and renovated libraries with needed furniture and equipment;

WHEREAS, the Friends have been regular and generous supporters of the Library Foundation's Annual Author Dinner; and

WHEREAS, the Friends in addition to their annual gift to the Library donated \$10,000 to each of the four branches for an opening day collection and supported opening day celebration activities in support of the library's recent renovations and to further supplement tax dollars and the Foundation led capital campaign; and

WHEREAS, the Friends continue to grow and take advantage of new opportunities by adding in 2010 online purchasing of their books and materials through Amazon to the options of how to shop with them, greatly increasing their revenue and;

WHEREAS, for fiscal year 2015 the Friends continued their tradition of making an annual gift to the library in support of staff and public programs and event, by donating \$92,400.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to adopt a resolution recognizing the unparalleled contribution of the Berkeley Friends of the Library to the success of the Berkeley Public Library for 60 years; to congratulate them on the anniversary of the birth of their organization; to wish them many more years of success; and a heartfelt thank you for all they have done to benefit and support the Library.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a special meeting held on September 3, 2014 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

\_\_\_\_\_  
Abigail Franklin, Chairperson

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



**BOARD OF LIBRARY TRUSTEES****RESOLUTION NO.: R14-\_\_\_****CELEBRATION OF ADULT LITERACY AWARENESS MONTH IN SEPTEMBER**

WHEREAS, the Berkeley Public Library has operated an adult and family literacy program effectively for twenty-seven years; and

WHEREAS, the program that has come to be known as Berkeley READS has served all of the Berkeley community during that time; and

WHEREAS, our community's greatest resource is its people; and

WHEREAS, the growth and stability of our community are significantly affected by the ability of its citizens to read and write; and

WHEREAS, there is a correlation among literacy, individual self-esteem, and the vitality of our cities; and

WHEREAS, Berkeley Public Library has utilized the services of volunteer tutors since 1987 to increase literacy levels in Berkeley by offering free, private literacy tutoring for adults; and

WHEREAS, the Library's Adult and Family Literacy Program trains volunteers to provide literacy instruction to adults and to help adult literacy learners read to their children, thus helping to build 'a community of readers'; and

WHEREAS, the Berkeley READS program received the Library Foundation's Fred and Pat Cody Award in 2013 for their dedication and commitment to service; and

WHEREAS, Berkeley READS provides free literacy services for eligible adults over the age of 16, and services including one-on-one tutoring, whereby learners are matched with tutors for weekly tutoring sessions and small group tutoring, whereby learners support each other on focused projects; and

WHEREAS, free instructional materials are provided to all program participants and families; and

WHEREAS, learners have access to computers and new technologies and software tools in the literacy office computer lab at West Branch and at the Central Library, with staff and tutor support and;

WHEREAS, family literacy is an important and integral component of the program to change the lives of individuals and their family, whereby staff and volunteers visit local organizations to provide story visits, free books to children and special programs for children and caregivers to strengthen literacy skills.; and

WHEREAS, Adult Literacy Awareness Month is promoted by the California State Library and celebrated in local municipalities throughout the region and state.

NOW, THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley proclaim September as Literacy Awareness Month at the Library. We commend and thank the efforts of the hundreds of tutors, adult learners and volunteers who have worked through the Library's Adult and Family Literacy Program in the past and today.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a special meeting held on September 3, 2014 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

\_\_\_\_\_  
Abigail Franklin, Chairperson

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





**INFORMATION CALENDAR**

September 3, 2014

**TO:** Board of Library Trustees  
**FROM:** Donna Corbeil, Director of Library Services  
**SUBJECT:** SEPTEMBER 2014 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.

**PROFESSIONAL ACTIVITIES**

The annual California Library Association Conference is schedule to take place in Oakland on November 7-9, 2014. There is still time to sign up to attend: <http://conference.cla-net.org/2014/>.

**PROGRAMS, SERVICES AND COLLECTIONS**

*Paws to Read!*, was this past summer's children's service program theme running from June 13 through Saturday, August 16. The major sponsor for summer reading programs and events is The Friends of the Berkeley Public Library. The Annual Summer Reading Program has concluded and it was another fantastically successful year.

The Teen Librarians also had a successful teen summer reading program: "The highlight of our summer was definitely the 2014 Summer Workshop. Local young adult author and Berkeley Writers' Workshop founder, Erica Lorraine Scheidt, brought together three published writers to the Berkeley Public Library to lead 90-minute writing workshops. Participating writers included Stephanie Kuehn (CHARM & STRANGE, COMPLICIT, BHS alumna, and 2014 William C. Morris Award winner), Stephanie Yun (poet, 2012 Oakland Youth Poet Laureate), and Mariko Tamaki (SKIM, THIS ONE SUMMER). 30 teen writers attended the three workshops. We had exceptional participation and response. Most teens attended two or three workshops, bringing siblings and friends. 70% of the students were enrolled at Berkeley High. At 132 participants, overall participation in the reading program was slightly down this year. The reviews we received ran the gamut from very simple to thoughtful and creative analyses.

As in years past, the great majority of players are entering grades 7-9. Girls far outnumber boys. A substantial number of participants do not attend BUSD schools. Prizes awarded: acoustic guitar, Kindle Fire, and 10 pairs of movie passes."

*National Night Out – August 5, 2014*

For the first time, staff at Claremont and the Central library had a presence for the city's annual national Night out event. At Central, staff reported it was great to get out into the community, but there were not the same numbers of people gathering, the more densely populated urban downtown seemed to respond differently. Staff gave out the BPL post-it notes which most people LOVED (kids and adults), but I did notice that many people are a bit reserved to people passing things out in the downtown. In addition, our placement in the Café Clem courtyard may have been too far off the beaten path to attract many people (except those coming into or out of the library). Perhaps next year we should be in front of the library on Shattuck to get more non-library passers-bys.

Claremont Branch hosted its first National Night Out event this year for two hours. This was a multigenerational event that drew over 30 guests, most of whom stayed for quite a while to talk to us, meet our new Teen Librarian Nikki Santiago, and to participate in some fun and slightly messy activities. We had bubbles, sidewalk chalk, and a fantastic woven bookmark-making craft that Nikki designed and facilitated. We had the new BPL banners on display as well as some library literature and library staff handed out and post-it notes emblazoned with the BPL logo. Special guests included Gordon Wozniak, our District 8 City Council representative; the crew of BFD Engine 3, who came with their magnificent ladder truck; and representatives from SEIU, the City Parks Department and a COB arborist. Berkeley Parks and Rec passed out t-shirts which were in high demand. We had a mix of children with their parents and adult library supporters. There were some great conversations about our branch and library services including one with an architect who loves our remodel (and remembers the old building quite well) and another with a patron who said she thought that libraries today "filled the place in people's lives that was once filled by church" and credited us with helping her through a difficult time by offering a haven for her outside of home.

*Collections*

Another great benefit of a library card is 24/7 access to music. **Freegal**, is a digital music site with over 6 million songs from a capella to zydeco, so you are sure to find something you want to listen to. The service is available remotely from you ipad, home computer or phone, allowing you to download 5 songs/week and stream up to 3 hours/day. No holds, no returns, and no fees or fines - <http://berkeley.freegalmusic.com/homes/index>.

This new service went live in April 2014 and is proving very popular, statistics between April 4 and August 18, 2014, 5 months:

18544 total songs streamed  
427 patrons streaming

4273 songs downloaded  
342 patrons downloading

Fun facts: First download—Lou Reed "Real Good Time Together"  
Most recent download—Adele "Rolling in the Deep"

## PERSONNEL

### *Appointments*

A new Associate Human Relations Analyst was selected to join the Library's management team; July Cole began at the library on August 6, 2014. Ms Cole has experience working as an HR professional for Contra Costa County and the Superior Court of California; and most recently in the private sector in the area of education. Jenifer Shurson resigned effective August 20, 2014.

In the FY 2015 budget three new positions were added, these have been filled:

Walter Johnson has accepted the position of Senior Building Maintenance Supervisor. Following a 12-year career as the Director of Planning and Construction Management for Jackson State University, Walter is relocating to the East Bay to oversee our new facilities and their complex systems. He began work on August 11<sup>th</sup>.

Andrea Mullarkey has been selected for the Librarian position in Teen Services at the South Branch, she began in this position on July 21st. Andrea was previously our Senior Librarian in Collection Development. Nikki Santiago was selected for the Librarian position in Teen Services at the Claremont Branch. Nikki received her BA in English Lit from Temple University and her MLS from Pratt Institute in New York. While on the east coast she worked at the New York Public Library in Young Adult Programming and at Brooklyn Public as a Youth Program Coordinator. She began work July 21<sup>st</sup>.

### *Communication*

As previously reported the Library's Leadership Development group has been working on the internal communication recommendations made by the original committee and included in the Communications Plan Report (Regular meeting of July 10, 2013):

- Increase internal communication on programming, services, and policies so that all staff is well-informed on what the library has to offer and what these resources can mean to or how they may help residents, and so that staff is fully equipped to help ensure a safe and welcoming environment in the library for all users; develop and share key messages and implementation details to ensure staff support and build enthusiasm.
  - ✓ *Expand and improve Library intranet, make it more accessible and easily searchable with social media tools used to share information, questions, calendars and policy manuals.*
  - ✓ *Staff person to be assigned to the task of supporting promotional activities, including sending out press releases, mailings, online event calendar postings, etc.*
  - ✓ *Promote interdepartmental sharing, post meetings and committee meeting notes and actions on the staff Intranet.*
  - ✓ *Establish best practices internally related to: consistent unit meetings; time and location to check email; access to information about training and staff development opportunities; effective interpersonal communication practices; effective meetings, etc.*
  - ✓ *Internal staff newsletter is responsive to staff information needs and wants.*

The development and vetting of organizational standards or norms were further discussed at Library Council and Library Management meetings and with line-staff by their supervisors and LDP members. These standards create expectations related to internal communication to be followed by all library employees (Attachment 2).

#### OTHER

*September 9, 2014, City Council Consent Calendar*

The Bolt approved annual report to council on gifts was submitted for council approval.

#### BOND PROGRAM

##### *North Branch*

Two efforts are underway at the North Branch Library. The first is the replacement and rebuilding of the windows in the lobby area, these were not addressed as part of the bond but are being done now before the FF program is closed out.

Additionally, the wood trusses original to the building are seeing some "checking", this is the naturally occurring cracking and separation of wood as it ages. The original design team, ARG Architects and their consultant engineer are working with the library on a proposal to shore-up the identified trusses in a manner that will ensure the long-term preservation of the space and respect the aesthetic quality.

To do the work on both of these projects may require some interruption to services in the areas affected. Staff is working to minimize this but any temporary public space or facility closures required will be well noticed and advertised to the public and the first floor will remain open.

##### *West Branch*

The final Enhanced Commissioning meeting was held at the branch on August 25, 2014. Staff will review the report and recommendations and work with the contractor WBB to address those items identified. The building is functioning well. The LEED certification is pending, HED is the lead on this.

#### Attachments:

1. Summer Reading Report
2. Organizational Standards (Communication) July 2014



## Summer Reading Reports

### Children's

We had a very successful summer reading program. This year, the program was open to preschool-age children; they and their parents responded enthusiastically. This participation, as well as having all five locations open, accounted for much of this year's 37% increase in signups over last year. Staff also generated excitement by visiting BUSD elementary and middle school classes to talk about Summer Reading and our volunteer program for middle-schoolers, Student Friends.

This year, 2516 children enrolled in the summer reading program; 663 of these were newly eligible preschool aged children. 1268 kids completed the requirements of reading (or being read) 10 books, reading for 10 hours, or reading 1,000 pages. The West branch library demonstrated an impressive completion rate; 70% of the West children who signed up also finished the program. Claremont had a strong showing of preschool-age children, as 33% of their signups were from this age group. Our Student Friends program, which builds connections between middle school students and library staff, had a 29% percent completion rate, as 26 out of 90 kids completing all four hours of volunteer work, which included writing thank you letters to businesses that donated prizes, and writing book reviews to promote books to their peers.

We also had an exciting lineup of programs. Our theme was Paws to Read, and, in keeping with that theme, we had multiple animal-themed programs, from an educational program about animals, to a group of performing rescue dogs, to puppet productions of "The Boy Who Cried Wolf" and "The Three Little Pigs." In keeping with the animal theme, our library participated in the statewide Paws to Give drive run by the California Library Association to benefit animal welfare organizations. As part of this drive, patrons and staff donated pet care items to the Berkeley Humane Society.

We'd like to thank the Friends of the Berkeley Public Library for their generous support that allows us to provide Summer Reading year after year.

### Teen's

**Participants** 122 (+9 print sign-ups)

#### Entering grade Fall 2014

6	2
7	29
8	26
9	34
10	6
11	11
12	4
12+	3
did not state	4

#### School

King	14
Longfellow	5
Willard	11
BHS	36
B-Tech	0
other	48

did not state	8
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**Location**

Central	37
Clare	25
North	28
South	11
West	16
did not state	4

The highlight of our summer was definitely the 2014 Summer Workshop. Local young adult author and Berkeley Writers' Workshop founder, Erica Lorraine Scheidt, brought together three published writers to the Berkeley Public Library to lead 90-minute writing workshops. Participating writers included Stephanie Kuehn (CHARM & STRANGE, COMPLICIT, BHS alumna, and 2014 William C. Morris Award winner), Stephanie Yun (poet, 2012 Oakland Youth Poet Laureate), and Mariko Tamaki (SKIM, THIS ONE SUMMER). 30 teen writers attended the three workshops. We had exceptional participation and response. Most teens attended two or three workshops, bringing siblings and friends. 70% of the students were enrolled at Berkeley High. Erica received positive feedback from the participants and several parents.

At 131, overall participation in the reading program was down a bit this year. As usual, the reviews we received ran the gamut from very simple to thoughtful and creative analyses. As in years past, the great majority of players are entering grades 7-9. Girls far outnumber boys. A substantial number of participants do not attend BUSD schools.

## **Organizational Standards (Communication)**

### **August 2014**

Armin Arethna, Greg McKean, Jenifer Shurson, with Erica Dean Glenn.

BPL's LDP group in partnership with the former members of the Communications Task Force are bringing some suggested organizational standards/norms forward to the management team and library council for further review and discussion to create a standard of expectation related to internal communications. System-wide commitment to meeting these expectations will no doubt enhance our internal communication and help to ensure that all staff are better informed and empowered on Library issues.

#### **Meetings and Minutes**

1. All BPL departments should meet once per month as a larger group.
  - To address the challenges of part timers and availability, managers/supervisors can alternate the dates and times for these meetings, adjust work schedules and authorize AP as needed to maximize staff attendance.
  - Managers/Supervisors should request agenda items be submitted by staff.
  - In addition to these or any other relevant items and items carried over from previous meeting, managers should
    - summarize/review highlights of that month's Library Council meeting,
    - review any relevant items from management meetings and
    - discuss any pending safety issues.
2. All meeting minutes should be posted within 1 week of meeting, made available to the staff in that division by:
  - posting a hard copy in a shared area, such as a staff bulletin board
  - e-mailing out directly to all staff in the department and requiring read receipt
  - posting on the intranet for all staff viewing and
  - links to these meeting minutes and others will be made available in the What's Going On section of the Library News.
3. Library Council minutes should be posted to intranet within 1 week of the meeting and a link to these minutes will be included in Lib News. These minutes can also be printed and posted in divisions to create easier access for part-timers.
4. All minutes can include live links to policies referenced etc. to encourage further exploration by staff.
5. All-Staff meetings can be recorded with footage posted on intranet and available via link from Library News.
6. Supervisors/managers will meet with individual direct reports at least once per month. These meetings are opportunities to check in to give/receive feedback for both supervisor and employee regarding performance, review expectations, check-in on status of goals

from development plan and to determine what additional support can be provided to ensure successful outcomes.

**Programs and Events**

- To keep staff updated with events being held in various locations of the library, a link to the monthly calendar will be posted on the Library Newsletter when a new monthly calendar is ready.
- Event flyers/publicity can/should also be made available to the public to promote Library events not being hosted by their home site.

**Shift Huddles/Announcements**

- Public Service supervisors are encouraged to bring staff together for brief huddle prior to opening or shift change to brief staff on status of day's activities/issues.
- At Central, consider having the Supervisor In Charge make an announcement at start of day over the PA noting any facility issues, day's events, identifying supervisor in charge and back up etc.

**Time to Check Email**

- All staff need time each day to log in to their work email, view intranet, iCOBWeb etc. in order to remain current with library operations. Admin, Managers, Supervisors and committee members are pushing out valuable info and making it available on the intranet for staff but if they do not access it there is no benefit.
- While this doesn't seem to be challenging for our professional staff, it often proves difficult for paraprofessional staff who may share workstations etc. We are recommending that paraprofessional staff actually be scheduled for minimum of 15 minutes per shift (additional time should be allotted as appropriate). *Scheduled means that a specific and uninterrupted window of time is assigned by supervisors for this purpose.* Supervisors will want to ensure that computers are available for this purpose when scheduling this time; staff laptops can be used for this purpose. If the size of the department warrants and resources permit, a computer dedicated to checking email could be installed.

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