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

I. PRELIMINARY MATTERS

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

II. PRESENTATIONS

A. Kitchell CEM Quarterly Update – Steve Dewan
B. Civic Art in West and South Branch Measure FF Projects – Donna Corbeil

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 May 11, 2011 Regular Meeting  
   Recommendation: Approve the minutes of the May 11, 2011 regular meeting of the Board of Library Trustees.
B. Incorporate Bay-Friendly Landscaping Guidelines into Library Landscape Maintenance Service Agreements  
   Recommendation: Adopt a resolution authorizing the Director of Library Services to incorporate Bay-Friendly Landscaping Guidelines into future contract.
C. Recommendation to the City Council on the FY2012 Library Tax Rate  
   Recommendation: Adopt a resolution to rescind BOLT R11-039 and to recommend that the Berkeley City Council set the FY 2012 tax rate for the Library Services Tax at $0.1655 (16.55 cents) per square foot for dwelling units and $0.2503 (25.03 cents) per square foot for industrial, commercial, and institutional buildings, based on the per capita personal income growth factor of 2.81% for the state of California.
D. Amend FY 2012 and 2013 Berkeley Public Library Biennial Budget  
   Recommendation: Adopt a resolution to amend the FY 2012 and 2013 Proposed Biennial Budget as presented to reflect increased tax revenues.

IV. INFORMATION REPORTS

A. Update on the Branch Bond Program  
   Discussion of staff report on status of implementation of the Measure FF branch improvement program, to include update on Request for Proposals, schedule, and budget.
B. June 2011 Monthly Report from Library Director
   i. Library Development
   ii. Professional Activities
   iii. Programs, Services and Collections
   iv. Personnel

C. Library events: Calendar of events and press releases for various Library programs are posted at http://www.berkeleypubliclibrary.org

V. AGENDA BUILDING

The next meeting will be a Regular Meeting held at 6:30 PM on Wednesday, July 13, 2011 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 June 1, 2011.

//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.

1.
TO: Board of Library Trustees

FROM: Donna Corbeil, Director of Library Services

SUBJECT: CIVIC ART IN WEST AND SOUTH BRANCH MEASURE FF PROJECTS

INTRODUCTION

The successful placement of public art in the four branch libraries as part of the Measure FF funded renovations is a goal of both the Board of Library Trustee and the Berkeley Civic Arts Commission (CAC). In July 2010, the Civic Arts Commission and the Library Board discussed a process for the inclusion of art in the library building projects at their respective meetings. The result was an agreement to collaborate on the selection and commissioning of art, such that the expertise and knowledge of the Civic Arts Commissioners, the Civic Arts Coordinator, library representatives, the community and an outside consultant, would be engaged to ensure the best outcome. Since this time the selection of the art projects for North and Claremont libraries has been completed, contracts with the artists for the selected artwork executed and the projects have been included into the final drawings for coordination with the completion of construction.

On May 17, 2011, the City Council approved the Use Permit for the construction of new South and West branch libraries. The projects are in the construction document phase of planning. This is an appropriate time in the schedule to commence with the selection process to facilitate the development of construction documents that incorporate structural or functional art pieces so that the art is integrated appropriately into the buildings.

FISCAL IMPACT

This report will have no fiscal impacts.

BACKGROUND

Over a period of several months in the fall of 2009 the board discussed the addition of public art in the Measure FF funded branch projects. As a result, staff contacted the City’s Civic Arts Office to develop a process to move forward. For Measure FF, the Branch Renovation Program, outside bond council has advised that the City cannot use bond proceeds for furnishings or fixtures under State law, but instead the bond funds can only be used if the art can be considered permanently attached to the structure and treated as real property. As Measure FF funds relate to the city’s civic art ordinance, Resolution 60,048, it is not a given that the branch renovations would be designated as eligible capital projects. In March 2010, it was clarified that public art could be incorporated into the Measure FF projects and the options for doing so. Consequently, the Civic Arts Commission discussed and concurred that an inclusive process engaging representatives from the two commissions, the design team, the public and staff was the best approach. The earlier process included representatives from the Landmarks Preservation Commission,
due to the historic nature of those buildings. In addition, the Library board approved a contract with David Snippen, in an amount not to exceed $10,000 for consultant services related to the management of the process required to complete these two projects over the next few years. The call for artists was opened to artists living or working in Alameda and Contra Costa counties. The selection process was initiated and conducted as presented throughout the Fall, concluding in December 2010.

The final artist and project for each branch was approved by the Civic Arts Commission, the Board of Library Trustees and the Landmarks Preservation Commission. On January 12, 2010 BOLT approved a resolution authorizing the Director of Library Services to execute a contract and any amendments with Marion Coleman for North Branch and Eric Powell for Claremont Branch for the provision of art commissioning, production and services related to design and installation of selected art for a term of 18 months in an amount not to exceed $38,000 for the North project and $29,000 for the Claremont branch for the period from January 26, 2011 through July 30, 2012. The North and Claremont projects are now under construction and the commissioned art will be installed prior to reopening.

CURRENT SITUATION AND ITS EFFECT

Staff recommends a process similar in its cooperative nature be accepted for the South and West projects. The Civic Arts Commission has begun to discuss the process for the selection of art projects for the next two library projects as well, with staffs meeting to discuss a process.

Staff recommends the board:

1. Review recommended process for moving forward as outlined (Attachment 1), including participation, decision-making and reporting and to engage the Bay Area Visual Artists network as the preferred method to solicit artists.
2. Designate one or two trustee(s) to represent the board on each panel related to the South or West project, though the same 2 trustees could represent the board on both if preferred. An alternate may also be selected if desired.
3. Agree to the continued engagement of the consultant, David Snippen at a cost not to exceed $3,000 per project for the next two projects, to provide continuity and expertise through selection, commissioning and construction.
4. Discuss the inclusion of a theme for the art selection process, so that pieces considered reflect the historical and cultural history and evolution of the neighborhood and the history of the library as elements.

Staff will report to BOLT regularly on progress, including artist selection and timeline as the process moves forward. A report to Council on the completion of the selection process for North and Claremont was included on the information calendar of the Regular meeting of May 17, 2011: http://www.cityofberkeley.info/uploadedFiles/2011-05-17_Item_31_Update_on_Measure_FF_Civic_Art_Projects.pdf

We will continue to work closely with representatives from the stakeholders involved, including the Civic Arts Commission, the community, and the Civic Arts Coordinator. Including opportunities for public involvement and support is vital to the success of the Library civic art projects and will be a consideration throughout all phases of the planning. For the first two projects, community representatives were including on the panel and a public display of the finalist models in the branches to solicit comments was undertaken, these opportunities for community involvement were well received. The latter may be done again and/or an electronic method of reviewing the finalist used.
ATTACHMENTS:
Attachment 1. Summary of Process and Overview
Public Art West & South Branch 6 2011

DRAFT

Major Tasks:

Under the direction of the Civic Arts Coordinator and the Director of Library Services a public art process will commence to include civic art projects in the West Branch Library and the South Branch Library as part of Measure FF, to include:

General Tasks

Coordinate solicitation and selection of artists / art piece

Reporting as needed to BOLT, CAC and Council

Presentation of recommendations to CAC and BOLT for approval

Commissioning - schedule and coordinate design, fabrication, delivery and installation of artwork at library

Budget and contract management

Assumptions

This will be a collaborative process between the community, the Civic Arts program and the Library, engaging both CAC and BOLT, to include a public art component in the remaining two Measure FF bond program funded projects.

Project Description

The theme of the project is to create a permanent record or interpretive program on the development of the West or South Berkeley Branch library. The West and South Branch Libraries are each one of four branches and a Central library that makes up the city’s library system. The history of public library development in Berkeley should be incorporated into the thematic elements of the art. The use of historic photographs, documents, maps and building plans important to or reflecting the historical and cultural history and evolution of the neighborhood and the history of the library may be included as elements. For example, the themed art installation could incorporate facsimiles of original documents and / or photographs and the artist could reinterpret them to create a contextual piece.

Selection panels

Each panel will be convened by the Civic Arts Coordinator to review the call for artists, finalize possible locations within building project design for placement of art as recommended by the library design team. The Civic Arts Coordinator will convene the groups as needed to complete the selection process and will report to CAC needed.

Convene 2 distinct selection panels, one for each project, members consisting of:
2 Civic Arts Commissioners
2 BOLT Trustees
Project Architect
Library Branch Head
2 community representatives (local artist, young person, TBD)

Non-voting members: Civic Arts Coordinator, Representative from Library Administration & Consultant

Budget:

As the Library has adequate staff and recent experience in this area, these city staff will manage FF budget and contracts related to art expenditures.

Funding:
- West $73,500 maximum with 1% for art = $49,000 (.5% = $24,500 for all associated fees and expenses, including artist models, advertising, mailings, opening event and $700 for Bay Van)
- South $64,500 maximum with 1% for art $43,000 (.5 $21,500 for all associated fees and expenses, including artist models, advertising, mailings, opening event and $700 for Bay Van)

Library will continue contract with consultant previously selected to assist with coordination during selection, commissioning and installation phases in an amount not to exceed $3,000 per project. This will provide continuity in knowledge and experience throughout selection, design and installation phases, including assistance with scheduling, coordination of shop drawings with architect, fabrication and supplements the work of staff with added expertise in the areas of construction and design.

Contract with BayVAN, an Oakland based firm that assist with the coordination of artist selection with online tools. Bay Area Visual Artists will be engaged, see: http://bayvan.org/ [process used by City for 510 Arts competition] in an amount estimated at $700 per project.
A copy of the agenda packet and a digital recording of the meeting is accessible at http://www.berkeleypubliclibrary.org/about_the_library/bolt/bolt.php

A. Call to Order: 6:30 p.m.

Present: Trustees Franklin, Trustee Henry-Golphin, Kupfer and Moore.
Absent: Trustee Burton.
Also Present: Donna Corbeil, Director of Library Services; Douglas Smith; Deputy Director; Dennis Dang, Library Admin Manager; Suzanne Olawski, Neighborhood Services Manager; Jenifer Shurson, Human Resources Analyst; Shani Leonards, Supervising Librarian; Dayna Holz, Librarian I; Andrea Mullarkey, Librarian II, Lisa Hesselgesser, Library Specialist II; Debbie Carton, Librarian II; Patricia Hoshi-Nagamoto, Library Specialist II; Linda Sakamoto-Jahnke, Library Literacy Coordinator; Joy Shioshita, Interim Children’s Manager, Eve Franklin, Administrative Secretary.

Public Comments:
Jane Scantlebury, retired Librarian – Expressed concerns about changes to management structure in regard to Art & Music and Reference.


Patricia Hoshi-Nagamoto – Spoke in favor of building a new South Branch Library.

David Snyder, Berkeley Public Library Foundation – Encouraged the Board and public to attend the May 17, 2011 City Council Meeting public hearings for South and West Branches.

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

Brian Lee, SEIU Local 1021 Field Representative – Spoke regarding Personnel Board’s decision to not approve revisions to Library Aide and Library Assistant classifications; and the establishment of the Library Page classification. Stated what was presented to the Personnel Board was not what was agreed to, the dispute is over establishing a 6 month pilot program and to limit Library Page classification to intermittent employees.
C. Report from Board of Library Trustees:

Chair Kupfer welcomed incoming Trustee Julie Holcomb.

Outgoing Trustee Henry-Golphin thanked everyone and stated these are challenging times and it’s rewarding to see the progress made.

Outgoing Trustee/Chair Kupfer – It’s a great community, city, staff and the people who come to meetings. Much progress has been made.

Trustee Moore – Thank you to the individuals in our community who step up to the plate to volunteer time and skills. Thank you to Trustees Kupfer and Henry-Golphin for hard work and commitment.

II. PRESENTATIONS

A. Berkeley READS Adult Literacy Program – Linda Sakamoto-Jahnke

From: Library Literacy Coordinator
Contact: Linda Sakamoto-Jahnke
Action: Presentation made and discussion held. Handouts provided (attachment 1.)

III. CONSENT CALENDAR

Action: M/S/C (Trustee Henry-Golphin / Trustee Franklin) to adopt Resolution# R11-033 to adopt the Consent Calendar in one motion as presented.

A. Approve minutes of April 13, 2011 Regular Meeting

From: Director of Library Services
Recommendation: Approve the minutes of the April 13, 2011 regular meeting of the Board of Library Trustees.
Financial Implications: None.
Contact: Donna Corbeil, Library Director
Action: Adopted Resolution# R11-034 to approve minutes as presented.

B. Bay-Friendly Landscaping Grant

From: Director of Library Services
Recommendation: Adopt a resolution accepting and appropriating Stopwaste.org managed Bay-Friendly grant funds for the Claremont Branch Improvement Project in an amount not to exceed $15,000.
Financial Implications: see report.
Contact: Donna Corbeil, Library Director
Action: Adopted Resolution # R11-035.
C. Recommendation to City Council for trustee appointments effective May 14, 2011 through May 14, 2015 (corrected dates)

From: Director of Library Services
Recommendation: Adopt a resolution to recommend candidates to the City Council for appointment of four-year term.
Financial Implications: none.
Contact: Donna Corbeil, Library Director
Action: Adopted Resolution # R11-036.

D. Innovative Interfaces, Inc. Renew Contract for Hardware and Software Maintenance Services

From: Library Systems Manager
Recommendation: Adopt a resolution to authorize the Director of Library Services to renew the existing agreement with Innovative Interfaces, Inc. for the provision of hardware and software maintenance services for the Library’s circulation system for the period of July 1, 2011 through June 30, 2012 in a not to exceed amount of $195,000, for a total contract amount not to exceed $425,000 for fiscal years 2011 and 2012.
Financial Implications: see report.
Contact: Alicia Abramson, Library Systems Manager
Action: Adopted Resolution # R11-037.

IV. ACTION CALENDAR

A. Proposed FY 2012 and 2013 Berkeley Public Library Biennial Budget

From: Administrative Services Manager
Recommendation: Adopt a resolution approving the FY 2012 and 2013 Proposed Biennial Budget as presented. Handout provided (Attachment 2)
Financial Implications: see report.
Contact: Dennis Dang, Administrative Services Manager
Action: M/S/C (Moore/Franklin) to adopt Resolution# R11-038 to adopt a resolution to approve the FY 2012 and 2013 Proposed Biennial Budget as presented.

B. Recommendation to the City Council on the FY2012 Library Tax Rate

From: Director of Library Services
Recommendation: Adopt a resolution to recommend that the Berkeley City Council set the FY 2012 tax rate for the Library Services Tax at $0.1650 (16.50 cents) per square foot for dwelling units and $0.2496 (24.96 cents) per square foot for industrial, commercial, and institutional buildings, based on the per capita personal income growth factor of 2.51% for the state of California.
Financial Implications: see report.
Contact: Donna Corbeil, Library Director
Action: M/S/C (Moore/Franklin) to adopt Resolution# R11-039 to recommend that the Berkeley City Council set the FY 2012 tax rate for the Library Services Tax at $0.1650 (16.50 cents) per square foot for dwelling units and $0.2496 (24.96 cents) per square foot for industrial, commercial, and institutional buildings, based on the per capita personal income growth factor of 2.51% for the state of California.

C. Nomination and selection of Chair and Vice Chair of the Board of Library Trustees

From: Director of Library Services
Recommendation: Adopt a resolution to select one Trustee to service as chair and a second Trustee to serve as vice chair, for the term commencing May 12, 2011 through November 2011.
Financial Implications: none.
Contact: Donna Corbeil, Library Director
Action: M/S/C to adopt Resolution # R11-040 in two motions: (Kupfer/Golphin) to select Trustee Moore to service as chair, (Moore/Franklin) to select Trustee Burton to serve as vice chair, for the term commencing May 12, 2011 through November 2011.

V. INFORMATION REPORTS

A. Update on the Branch Bond Program

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

B. May 2011 Monthly Report from Library Director

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

C. FY 2011 – 3rd Quarter Update

From: Administrative Services Manager
Contact: Dennis Dang, Administrative Services Manager
Action: Received.

D. Discussion of Library Work Plan for FY2012 and FY2013

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

E. Library events: Calendar of events and press releases for various Library programs are posted at http://www.berkeleypubliclibrary.org

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

VI. AGENDA BUILDING
The next meeting will be a Regular Meeting held at 6:30 PM on Wednesday, June 8, 2011 at the South Branch Library, 1901 Russell Street, Berkeley.

- Kitchell CEM quarterly update
- Work Plan

VII. ADJOURNMENT

Adjourned at 7:50 p.m.

COMMUNICATIONS
1. Jenny Wenk – South and West Lawsuit
2. Al Kitt - Ergonomics

SUPPLEMENTAL COMMUNICATIONS AND REPORTS
None.
You can help support adult literacy in Berkeley:

- Become a literacy tutor or volunteer in other service capacities.
- Volunteer for Family Literacy Outreach by conducting a storytime at a selected local agency which serves children under the age of five and their parents.
- Help publicize, post or distribute Berkeley READS information and literature at local retail, business, church, school, community service sites.
- Make a tax-deductible donation that Berkeley READS will use toward program operations.

Berkeley READS is funded by the Berkeley Public Library with supplemental funding from the California Library Services Act and supporting partners including the Berkeley Public Library Foundation and the Friends of the Berkeley Public Library.

Berkeley READS is a local program of the California Literacy Campaign, a statewide effort to support library-based adult literacy programs.
What is Berkeley READS?

Berkeley READS provides free confidential tutoring and literacy support services for adults age 16 years and older who want to improve their reading and writing skills. Trained volunteers are matched one-on-one with eligible students who are at 8th grade or below in reading level.

Our services include:

**One-On-One Tutoring**
Students are matched with volunteer tutors who meet with them once or twice a week at mutually convenient times and locations. Free instructional materials are provided.

**Small Group Instruction**
Offered as a tutoring supplement, students can receive focused instruction on specific literacy skills depending on the group topic.

**English Literacy Instruction**
Immigrant students are provided with English Literacy Instruction through the development of reading/writing and life skills.

**Drop-In/Outreach Tutoring**
Individualized tutoring is offered based on a drop-in schedule for those students who are waiting to be matched with an available tutor; off-site tutoring is provided at designated local social/human service agencies which serve clients who also seek literacy assistance.

**Computer Lab**
Students have use of a fully-equipped computer lab which includes instructional software and individualized tutoring to help improve both literacy and basic computer skills.

Families For Literacy

Literacy students with children under the age of five are offered monthly storytimes, free children’s books, special events, and parent literacy workshops. This outreach service is conducted at community sites which serve disadvantaged families.

Volunteer Tutor Training

Tutor Trainings are offered four times a year for volunteers (18 years and older and have a HS diploma) who seek to assist a student in developing literacy skills. Prior teaching experience is not necessary; we recruit volunteers who possess an open mind, flexibility, patience and a “go-with-the-flow” attitude!
California Library Literacy Services (CLLS) is a program of the California State Library. The mission of CLLS is to enable Californians of all ages to reach their literacy goals and use library services effectively. California has approximately 3.4 million adults with below basic literacy skills. Over 100 CLLS libraries serve more than 20,000 adults annually in over 800 library branches and other outlets statewide. As a result, these adults are voting for the first time, reading newspapers, reading aloud to their children, and securing jobs.

The California Library Literacy Services encompasses the following programs:

* The Adult Literacy Services (ALS) [http://libraryliteracy.org/about/als/index.html] provides training for volunteers who tutor English-speaking adults to improve their reading and writing skills so they can reach their potential as workers, parents, community members and life-long learners.

* Families for Literacy (FFL) [http://libraryliteracy.org/about/ffl/index.html] is statewide family literacy initiative for public libraries already providing adult literacy services and to extend those services to include the families of adult learners with preschool children.

* The English Language & Literacy Intensive (ELLI) [http://libraryliteracy.org/about/elli/index.html] is a public library outreach program to improve the literacy skills and test scores of California's schoolchildren.

* Mobile Library Literacy Services (MLLS) [http://libraryliteracy.org/about/mlls/index.html] is a program that uses mobile classrooms to deliver literacy and other services to "hard to reach" and other underserved families in many parts of the state.
Students Who Are Waiting...

If you are on the waiting list for a tutor, here's how to get started right away!

**Computer Learning Lab**
Gifford & Sherry
*Monday 12:00-5:00pm*
*Friday 12:00-6:00pm*
West Branch Library

**Health Literacy**
Esther & Victory
*Last Saturday of the month, 1:00-3:00pm*
West Branch Library

**Student Support & Leadership**
Faye & Linda
Call for appointment

**Drop-in Tutoring and Computer Learning Lab**
Sarah & Linda
*Tuesday, 10:00am-5:00pm*
*Thursday, 11:00am-5:00pm*
Electronic Classroom
Central Library - 3rd floor

**Families For Literacy**
Esther
Quarterly Special Storytimes and Personal Visits for Parents & Children

**Cultural Arts Literacy**
Sarah
Art class & museum field trips

**Writing Class**
Laura
*Monday 3:00 - 5:00pm*
West Branch Library

**Family and English Literacy Class**
Marilyn, Esther & Linda
*Wednesday, 6:00-8:00pm*
West Branch Library

Berkeley Reads Adult & Family Literacy Program
Berkeley Public Library
West Branch - 1125 University Avenue
Central Library - 2090 Kittredge Street
Berkeley, CA - 510.981.6299
Berkeley READS

Computer Learning Lab

Would you like to...

- Brush up on basic reading, writing and spelling?
- Learn basic computer skills?

Please come in and find out about Berkeley READS!

◊◊◊

Berkeley READS is the adult literacy program of the

Berkeley Public Library

In the Computer Learning Lab, adult literacy students work one-to-one with specially-trained volunteer tutors. Adults learn how to use a computer while they practice their basic reading, writing, and spelling skills. At the same time, they accomplish real-life learning goals.

For more information, call us at (510) 981-6299
Family and English Literacy Classes for Immigrants...

My name is Marilyn Ford. I am a teacher for English language learners. We will practice reading and writing and make new friends in our class together!

Please Join Us! We will have fun!

Bring your children with you for free educational activities (and healthy snacks) provided by Berkeley Public Library’s Families for Literacy Instructor, Esther Suarez

We begin on Wednesday

September 30---

**Time:** 6:00 to 8:00 pm
**Place:** Berkeley West Branch Public Library
1125 University Ave. (near San Pablo Ave.)

Questions?

Berkeley READS/Adult and Family Literacy Program
Berkeley Public Library—510-981-6299
Berkeley READS Students, please join us in learning how to create healthy habits in the garden and in your heart!

Saturday, April 30th, 1-3p.m.
West Branch Library
1125 University Ave.
Please R.S.V.P. 510.981.6299

Hosted by Berkeley READS staff and consultant:
Esther Suarez & Victory Lee

Healthy Snacks Funded by Berkeley Public Library Friends of the Library Grant
Berkeley READS Cultural Arts Literacy Program
fieldtrip:
MoAD Museum of the African Diaspora

Thursday May 6th, 2010
Time: 10:00 am-3:30 pm
Meeting Place: Central Library
Electric Classroom, 3rd floor

Adult Learners who are currently attending Berkeley READS are invited to attend this culturally rich field trip.

On the trip we will experience blending of art and innovative technology with the African tradition of Storytelling.

We will meet at the Central Library in Downtown Berkeley and as a group, take BART to San Francisco. We will go on a group tour of the MoAD and then walk to Yerba Buena Gardens across the street to eat a bag lunch.

*Bring a bag lunch and something to drink.

BART fares and Museum Entrance fees are paid for by a grant from BALIS.
Recipe for Writing

A New Writing Class

taught by Laura Ingram, Writing Professor &
Adult Literacy Tutor

Mondays 3:00- 5:00 p.m.

beginning February 28th

Basic ingredients for good writing:

- Spelling
- Punctuation
- Grammar

Berkeley Reads
West Branch Library
1125 University Ave
510.981.6299
Dear Parents,

Around your home:

1. Utilize catalogs inconspicuous places - including books, magazines, and col-
   lection materials.
2. Leave all sorts of reading materials
   on the same subject.
3. Or simply bring home more informa-
   tion! Read a short selection aloud,
   terest! Read a short selection aloud,
   then build on that in the pictures.
   Notice what attracts your children’s
   attention, even if they only look at
   the pictures, even if they only look at

Notice what attracts your children’s

age child’s reading experience.

Here are some quick and easy ways to enrich your school

Monthly Story

Literacy Program Presents:
Berkeley READS Adult & Family

Call Berkeley READS for FREE tutoring to
Parents & Caregivers -

Parents & Caregivers -

310.981.6299

Free Books This Month!!!

May 16th, 2011

10:10 am: Estrellas

Berkeley, CA

1000 Camelia Street

Centre Vida

Outreach Assistant, Celia Jackson

**Storytime Led by Volunteer
(4 yrs old)**

10:10 am: Estrellas

Monday, May 16th, 2011
From Shame to Learner to Leader

Presented by Adult Literacy Students' Panel from California library-based literacy programs:

Faye Combs—Panel Facilitator—Berkeley
Alma Miller—Richmond
Elizabeth Woods—Berkeley
George Lizarralde—Rancho Cucamonga
Gladys Leeks—Contra Costa County

This Learner Panel will share their personal stories about the challenges and struggles, the journey, their evolution and sharing of personal "voice" and success...

2011 CCAE/COABE National Conference
San Francisco, CA
Adult Learner Leadership Institute (ALLI)/California Library Literacy Services

Presented by ALLI Adult Literacy Students' Panel:
Faye Combs-Panel Facilitator—Berkeley
Carmela Jaime-Benicia
Debbie Hodge-San Jose
Denise Citrone-Alameda County
Karime Jacobo-Napa
Nadia Murad—Rancho Cucamongo
Rejoyce Ross—Santa Clara

ALLI is a 6-month training designed for and by adult literacy students to teach leadership skills. Topics include goal setting, advocacy, self-esteem, oral and written communication, networking, computer technology, life coaching and presentation.

2011 CCAE/COABE National Conference
San Francisco, CA
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<td>$2,943,884</td>
<td>$2,659,183</td>
<td>$2,916,335</td>
</tr>
<tr>
<td>Surplus/Shortfall</td>
<td>($350,343)</td>
<td>($881,613)</td>
<td>($259,071)</td>
<td>($706,677)</td>
<td>($263,958)</td>
</tr>
<tr>
<td>In the Bank</td>
<td>$1,461,884</td>
<td>$1,111,540</td>
<td>$1,111,540</td>
<td>$229,927</td>
<td>$229,927</td>
</tr>
<tr>
<td>Ending</td>
<td>$1,111,540</td>
<td>$229,927</td>
<td>$852,470</td>
<td>$(556,750)</td>
<td>$(588,512)</td>
</tr>
</tbody>
</table>

Library Tax Fund (301) FY11 – FY13

III Consent, Item A
Attachment 2
TO: Board of Library Trustees

FROM: Donna Corbeil, Director of Library Services

SUBJECT: INCORPORATE BAY-FRIENDLY LANDSCAPING GUIDELINES INTO LIBRARY LANDSCAPE MAINTENANCE SERVICE AGREEMENTS

RECOMMENDATION

Adopt a resolution authorizing the Director of Library Services to incorporate Bay-Friendly Landscaping Maintenance Guidelines into the scope of services of any new vendor contract(s) for landscape maintenance services.

FISCAL IMPACTS OF RECOMMENDATION

None.

CURRENT SITUATION AND ITS EFFECTS

In May 2011 the Board approved by Resolution R11-035 the acceptance and appropriation of Bay-Friendly grant funds originating from the Claremont Branch improvement project. The remaining three projects will also be eligible to apply for Bay-Friendly grant funds and certification. One way to achieve points — and subsequently receive grant award funding — on the Bay Friendly Landscaping GreenPoint checklist that is inclusive to the grant application (Claremont Branch Scorecard – Attachment 2), is to “Create a Bay-Friendly maintenance task force: Provide a detailed Bay-Friendly maintenance task list and/or use the BF Model Maintenance specifications as an official reference document in the landscape maintenance contract and/or with on-site landscape staff.” Because the Library contracts with a third party for landscaping services these specifications could be included in the scope of any future contract. While these points are not required to achieve certification, the practices recommended are consistent with city-wide goals related to sustainability and integrate with the landscape designs planned for each site. Project features that are characteristic of the whole-systems approach of Bay-Friendly landscaping are employed such as permeable pavers, reuse of on-site recycled materials, replacement of small lawns with drought-tolerant natives, and bio-filtration planters, among many others. By committing to maintain Library managed landscapes to no less than the minimum standard as determined by the Bay-Friendly landscape guidelines, the intent of the city’s ordinance will be met.

BACKGROUND

The City Council approved on June 23, 2009, Resolution No. 64,750-N.S. establishing a Bay-Friendly landscaping Policy for city projects:
The Measure FF branch library projects are subject to the requirements of this ordinance to the extent a project meets the criteria to “assess compliance with BFL for every City project involving greater than 10,000 square feet of landscaping.” Nonetheless, while the Claremont project is below the required square footage threshold the Library has elected that this project adhere to Bay-Friendly practices.

Library staff has met with representatives from StopWaste.Org (the Alameda County Waste Management Authority) and staff from the City’s Office of Energy & Sustainability Development and its Sustainability Coordinator, as well as staff of the Planning Department to review the City’s Green Building policies (City Council Resolution No. 62,284-N.S.). Additionally, over the years the Library has adopted other sustainability related practices initiated by the City principally concerning energy savings, pest management, and general whole-system environmental practices. These actions are included among our policies, and compliance by vendors is required accordingly.

The Library periodically opens an RFP for landscape maintenance services for all five facilities. And, it is expected that once the current contract expires, staff will, if approved by the Board include compliance with BF Guidelines. These can be found on the BF website using the following link: http://stopwaste.org/home/index.asp?page=188. We do not expect this to be an onerous requirement or result in an increase in contract price as most professional landscapers in the Bay Area are knowledgeable of these guidelines and adhere to all or the majority of the provisions.

RATIONALE FOR RECOMMENDATION

By adopting the Bay-Friendly landscape maintenance guidelines as part of the Library’s landscaping maintenance contract the Library will be in an enhanced position to apply for Bay Friendly grant opportunities, be in conformance with policies adopted by the City Council, be consistent in practices utilized by other City agencies, such as the Parks Department, and will be honoring the intent and wishes of the public in pursuing sustainable and green practices and policies.

Attachments
1. Resolution
2. Bay-Friendly Scorecard – Claremont Bid Set Review
RESOLUTION NO.: R11-0##

INCORPORATE BAY-FRIENDLY LANDSCAPING GUIDELINES INTO LIBRARY LANDSCAPE MAINTENANCE SERVICE AGREEMENTS

WHEREAS, on November 18, 2003 the City Council of the City of Berkeley approved Resolution No. 62,284-N.S. adopting policies and actions requiring the use of the United States Green Building Council’s LEED (Leadership in Energy and Environmental Design) green building rating system standards for city owned and operated projects; and

WHEREAS, on June 23, 2009 the City Council of the City of Berkeley approved Resolution No. 64,750-N.S. establishing a Bay-Friendly landscaping policy for City projects; and

WHEREAS, over the years the Library has adhered to City adopted initiatives concerning energy savings, pest management, and general whole-system environmental practices and the Library has imposed compliance upon its vendors accordingly; and

WHEREAS, the Library expects to open an RFP for landscape maintenance services for all five Berkeley Public Library facilities prior to the expiration of the current contract in January 2012; 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 incorporate Bay-Friendly Landscaping Maintenance Guidelines into the scope of services of any new vendor contract(s) for landscape maintenance services.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on June 8, 2011 by the following vote:

AYES:    NOES:    ABSENT:    ABSTENTIONS:

Darryl Moore, Chairperson

Donna Corbeil, Director of Library Services
Serving as Secretary to the Board of Library Trustees
**Bay-Friendly Scorecard for Commercial & Civic Landscapes**

This scorecard tracks Bay-Friendly features incorporated into the design and construction of new landscapes. The recommended minimum requirements for a Bay-Friendly Landscape are: earn a total of 60 points or more and complete the 9 required practices indicated by the red “R” in the columns labeled “Possible Points”.

**Claremont Bid Set Review**

**A. SITE PLANNING**

1. Select and evaluate the site carefully
   a. Submit the completed Bay-Friendly Site Analysis form before 100% design development documents
   b. The site is located within an urban growth boundary and avoids environmentally sensitive sites
   c. The site development results in the clean up of a contaminated site (i.e. Brownfield) or is in a designated redevelopment area

2. Consider the potential for fire
   a. For sites adjacent to fire sensitive open space or wild lands only: Submit a Fire Mitigation Plan

3. Keep plant debris on site
   a. Produce mulch from plant debris
     i. Design documents specify areas under tree & shrub canopies and at least 10 feet away from hard surfaces and storm drains, to be used as a leaf repository for mulch
     ii. Construction documents specify that of the trees identified for removal, some are chipped for use as mulch onsite
   b. Produce compost from plant debris
     i. A site for composting is included in landscape plans. Systems for composting up to and including 3 cubic yards at one time
     ii. Systems for composting more than 3 and up to 10 yards at one time (total 2 points)
     iii. Systems 10 cubic yards or larger (total 3 points)

4. Reduce and recycle waste
   a. An easily accessible area is dedicated to the collection and storage of materials for recycling

5. Minimize site disturbance
   a. On Greenfield sites, limit site disturbance to protect topography, vegetation and hydrology (total 3 points)
   b. On previously developed sites, restore vegetation and hydrology (total 3 points)

6. Provide water and/or shelter for wildlife such as birdhouse, bathhouses, boulders, logs, wood piles, large native shrubs or trees

7. Conserve or restore natural areas & wildlife corridors
   a. The landscape is designed to preserve 80% of existing mature healthy trees and penalties for destruction of protected trees are included in construction contract
   b. The landscape is designed to increase open space compared to its previous use and/or to connect it to other open space or wildlife corridors

**Comments**
### Claremont Bid Set Review

<table>
<thead>
<tr>
<th>Points Achieved</th>
<th>Landscape Locally</th>
<th>Less to Landfill</th>
<th>Nurture the Soil</th>
<th>Conserve Water</th>
<th>Conserve Energy</th>
<th>Water and Air Quality</th>
<th>Create Wildlife Habit</th>
<th>Comments</th>
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<tr>
<td>Site Planning Subtotal, out of possible 33 points:</td>
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<td>7</td>
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</tbody>
</table>

### B. STORMWATER AND SITE DRAINAGE

1. Minimize impervious surfaces
   a. Permeable paving, gravel or other porous surfaces are installed for
      i. 25% OR
      ii. 33% (total 3 points) OR
      iii. 50% of the paved area (total 5 points)
   b. No impervious surfaces directly connect to the storm drain

2. Design a system to capture and filter stormwater
   a. Capture and filter runoff from parking lots into landscape beds, vegetated swales or other landscape stormwater BMPs
   b. Incorporate landscape measures, including vegetated swales, infiltration planters, detention basins and/or stormwater wetlands, that are designed to capture and filter:
      i. 85% of average annual stormwater runoff OR
      ii. 100% of average annual runoff (total 4 points)
   c. Bioswales specify flat bottoms of at least 18 inches across and/or rock cobble at points of concentrated flow
   d. Turf is not specified in bioswales
   e. Direct rain water from all down spouts to planters, swales or landscaped areas

Stormwater and Site Drainage Subtotal, out of possible 16 points: 12

### C. EARTHWORK AND SOIL HEALTH

1. Assess the soil and test drainage
   a. Submit laboratory soil analysis results and recommendations for compost and natural fertilizers (total 3 points)

2. Remove and store topsoil before grading
   a. The removal, temporary storage, and re-spreading of topsoil is specified in the landscape design documents AND specifications include a maximum topsoil pile height of 6 feet, as well as measures to protect the stored topsoil from erosion

3. Protect soil from compaction
   a. Grading specifications and construction plans call for the installation and maintenance of fencing to prohibit parking or materials staging in areas identified for protection
   b. Design documents specify that soil is not worked when wet

4. Aerate compacted soils
   a. Design documents include specification to alleviate compacted soils to a depth of at least 8 inches, before planting, for all landscaped areas that can not be protected during construction
   b. Design documents include specification to alleviate compacted soils to a depth of at least 12 inches, before planting, for all landscaped areas that can not be protected during construction (total 2 points)

5. Feed soils naturally & avoid synthetic fertilizers

Possible Points | Total Points
---|---
1. Assess the soil and test drainage | 3 | 2 | 1
2. Remove and store topsoil before grading | 2 | 2 |
3. Protect soil from compaction | 2 | 2 |
4. Aerate compacted soils | 1 | 1 |
5. Feed soils naturally & avoid synthetic fertilizers | 1 | 1 |
### Claremont Bid Set Review

<table>
<thead>
<tr>
<th>Points Achieved</th>
<th>Landscape Locally</th>
<th>Less to Landfill</th>
<th>Nurture the Soil</th>
<th>Conserve Energy</th>
<th>Water and Air Quality</th>
<th>Create Wildlife Habitats</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Fertilizers or soil amendment materials prohibited by Organic Materials Research Institute (OMRI) in its generic materials list are not allowed in the construction of the project</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>02920 OMRI specified and amendments are good. 3.7 organic plant tablets good</td>
</tr>
<tr>
<td><strong>6. Mulch</strong></td>
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</tr>
<tr>
<td>a. RequiredPlanting specifications and plans indicate that after construction, all soil on site is protected with a minimum of 3 inches of mulch</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>02950 specifies 2&quot;-good. Details specify 3&quot; mulch on 1&quot; compost-revise. 02920 2&quot;BRI prochip mulch 1&quot; compost Good. Clarify at precon.</td>
</tr>
<tr>
<td><strong>7. Amend the soil with compost before planting</strong></td>
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</tr>
<tr>
<td>a. Quality compost is specified as the soil amendment, at the rates indicated by a soil analysis, to bring the soil organic matter content to a minimum of:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>02920 3.4 5CY Organic Compost- good</td>
</tr>
<tr>
<td>i. Required 3.6% by dry weight OR 1 inch of quality compost OR</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>02920 specifies 5%</td>
</tr>
<tr>
<td>ii. 5% by dry weight OR (total 2 points)</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td>02920 Good</td>
</tr>
<tr>
<td>iii. Specify the use of compost from processors that participate in the US Composting Council's Standard Testing Assurance program</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
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</tr>
<tr>
<td><strong>8. Use IPM design and construction practices to prevent pest problems</strong></td>
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<td></td>
</tr>
<tr>
<td>a. Sheet mulch is specified for weed control (total 3 points)</td>
<td>3</td>
<td>1</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td>02920 Good. Detail shows 2&quot; mulch+ 1&quot; compost. Clarify at precon.</td>
</tr>
<tr>
<td>b. Synthetic chemical pre-emergents are prohibited</td>
<td>2</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>02950 Good</td>
</tr>
<tr>
<td><strong>9. Keep soil &amp; organic matter where it belongs</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Compost berms or blankets or socks are specified for controlling erosion (total 2 points)</td>
<td>0</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td>Earthwork and Soil Health Subtotal, out of possible 21 points 18</td>
</tr>
</tbody>
</table>

### D. MATERIALS

#### 1. Use salvaged items & recycled content materials

a. Non-plant landscape materials are salvaged or made from recycled content materials or FSC certified wood:

<table>
<thead>
<tr>
<th>Points Achieved</th>
<th>Landscape Locally</th>
<th>Less to Landfill</th>
<th>Nurture the Soil</th>
<th>Conserve Energy</th>
<th>Water and Air Quality</th>
<th>Create Wildlife Habitats</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>i. Decking (100% of non structural materials)</td>
<td>0</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>No. L5.2 construction heart redwood</td>
</tr>
<tr>
<td>ii. Fencing (100% of non structural materials)</td>
<td>0</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>bike racks, waste exacptale - not recycled</td>
</tr>
<tr>
<td>iii. Outdoor furniture such as bike racks, benches, tables and chairs (50% minimum)</td>
<td>0</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>salvaged brick and redwood lumber walls L5.2 Good</td>
</tr>
<tr>
<td>iv. Planters or retaining walls (100% of either or both)</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>salvaged brick and redwood lumber signage L5.2 Good</td>
</tr>
<tr>
<td>v. Parking stops or lighting sign posts (100% of either or both)</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>vi. Play structures or surfaces (100% of either or both)</td>
<td>0</td>
<td>2</td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>vii. Edging or decorative glass mulch (100% of either or both)</td>
<td>0</td>
<td>1</td>
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<td></td>
<td></td>
<td></td>
<td>No</td>
</tr>
<tr>
<td>b. A minimum 25% of recycled aggregate (crushed concrete) is specified for walkway, driveway, roadway base and other uses</td>
<td>2</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>02919 - Decomposed Granite Paving. Good. 25%</td>
</tr>
<tr>
<td>i. 20%</td>
<td>1</td>
<td>1</td>
<td></td>
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<td></td>
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<tr>
<td>ii. 25% (total 2 points)</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>wells and small concrete ped 30% flyash Good in 03000</td>
</tr>
<tr>
<td>d. Purchased compost and/or mulch is recycled from local, organic materials such as plant or wood waste</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>02950- pro chip mulch 02950- Super Humus compost</td>
</tr>
<tr>
<td>i. 100% of compost OR 100% of mulch</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
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<tr>
<td>ii. 100% of both (total 2 points)</td>
<td>1</td>
<td>1</td>
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</tr>
</tbody>
</table>

#### 2. Reduce and recycle landscape construction waste

a. Required: Divert 50% of landscape construction and demolition waste, R  

<table>
<thead>
<tr>
<th>Points Achieved</th>
<th>Landscape Locally</th>
<th>Less to Landfill</th>
<th>Nurture the Soil</th>
<th>Conserve Energy</th>
<th>Water and Air Quality</th>
<th>Create Wildlife Habitats</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Divert 100% of asphalt and concrete and 65% of remaining materials OR</td>
<td>0</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Good. 01506 - 50%</td>
</tr>
</tbody>
</table>
### Claremont Bid Set Review

<table>
<thead>
<tr>
<th>Points Achieved</th>
<th>Landscape Locally</th>
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<th>Nurture the Soil</th>
<th>Conserve Water</th>
<th>Conserve Energy</th>
<th>Water and Air Quality</th>
<th>Create Wildlife Habitats</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>c. Divert 100% of asphalt and concrete and 80% of remaining materials (total 4 points)</td>
<td>0</td>
<td>2</td>
<td></td>
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<td></td>
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<tr>
<td>d. Donate unused materials</td>
<td>0</td>
<td>1</td>
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<tr>
<td>3. Reduce the heat island effect with cool site techniques</td>
<td></td>
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<td>SRI Yes= sand, conc and dg. SRI No= red burst 90% cool site.</td>
</tr>
<tr>
<td>a. at least 50% of the paved site area includes cool site techniques</td>
<td>2</td>
<td>2</td>
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<tr>
<td>4. Design lighting carefully</td>
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<td>compact florescent, CD and LED</td>
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<tr>
<td>a. Low energy fixtures are specified for all site lighting</td>
<td>0</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Up lighting specified at trees</td>
</tr>
<tr>
<td>b. Photovoltaic is specified for site lighting</td>
<td></td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>i. all path lighting is solar powered</td>
<td>0</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>ii. 50% of all other site lighting is solar powered</td>
<td>0</td>
<td>2</td>
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<td></td>
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<tr>
<td>iii. 100% of all other site lighting is solar powered (total 4 points)</td>
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<td>2</td>
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<tr>
<td>c. Reduce light pollution and trespass: exterior luminaires emit no light above horizontal or are Dark Sky certified</td>
<td>0</td>
<td>1</td>
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<tr>
<td>d. The site and exterior building lighting does not cast direct beam illumination onto adjacent properties or right of ways</td>
<td>0</td>
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<td>5. Choose and maintain equipment for fuel conservation</td>
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<td></td>
<td>BioPaver= china , concrete paving, dg paving= local, 76% from china.</td>
</tr>
<tr>
<td>a. Specify solar powered pump(s) for water features</td>
<td>0</td>
<td>1</td>
<td></td>
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<td></td>
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<td>6. Specify low embodied energy products</td>
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<tr>
<td>a. 100% of any stone and non-concrete hardscapes materials are produced within 500 miles of the project site</td>
<td>0</td>
<td>2</td>
<td></td>
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<tr>
<td>7. Use integrated pest management</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>Good 02920</td>
<td></td>
</tr>
<tr>
<td>a. Design documents include construction specifications that require integrated pest management</td>
<td>2</td>
<td>2</td>
<td></td>
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<td></td>
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<tr>
<td>8. Use organic pest management</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>Good 02920</td>
<td></td>
</tr>
<tr>
<td>a. Design documents include construction specifications that prohibit the use of pesticides that are prohibited by Organic Materials Research Institute in its generic materials list (total 4 points)</td>
<td>2</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Materials Subtotal, out of possible 39 points:** 14

**E. PLANTING**

<table>
<thead>
<tr>
<th>Possible Points</th>
<th>14</th>
</tr>
</thead>
</table>

1. Select appropriate plants: choose & locate plants to grow to natural size and avoid shearing

a. Required: No species will require shearing
b. Plants specified can grow to mature size within space allotted them

2. Select appropriate plants: do not plant invasive species

a. Required: None of the species listed by Cal-IPC as invasive in the San Francisco Bay Area are included in the planting plan

3. Grow drought tolerant CA native, Mediterranean or climate adapted plants

a. Specify California native, Mediterranean or other climate adapted plants that require occasional, little or no summer water for:

i. Required: 75% of all non-turf plants
ii. 100% of all non-turf plants
b. 100% of the non-turf plant palette needs no irrigation once established (total 5 points)

4. Minimize the lawn

---

Bay Friendly Scorecard  
Civic Commercial Landscapes  
2008 Edition  
Page 4 of 8
## Claremont Bid Set Review

<table>
<thead>
<tr>
<th>Points Achieved</th>
<th>Landscape Locally</th>
<th>Less to Landfill</th>
<th>Nurture the Soil</th>
<th>Conserve Water</th>
<th>Conserve Energy</th>
<th>Water and Air Quality</th>
<th>Create Wildlife Habitat</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Turf is not specified in areas less than 8 feet wide or in medians, unless irrigated with subsurface or low volume irrigation</td>
<td>2</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Good</td>
</tr>
<tr>
<td>b. Turf shall not be installed on slopes exceeding 10%</td>
<td>2</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Good</td>
</tr>
<tr>
<td>c. Total irrigated area specified as turf is limited to:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>i. Required: A maximum of 25%, with sports or multiple use fields exempted</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Good</td>
</tr>
<tr>
<td>ii. A maximum of 15%, with sports or multiple use fields exempted</td>
<td>2</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Good</td>
</tr>
<tr>
<td>iii. No turf is specified (total 5 points)</td>
<td>3</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Good</td>
</tr>
</tbody>
</table>

### 5. Implement hydrozoning

- a. Group plants by water requirements and sun exposure and select plant species that are appropriate for the water use within each zone and identify hydrozones on the irrigation plan (with separate irrigation valves for differing water needs, if irrigation is required)
  
  | 2 | 2 |
  
  Good sheet L3.1

### 6. Provide shade to moderate building temperatures

- a. Protect existing trees and/or specify new trees such that 50% or more of west facing glazing and walls will be shaded (at 4 pm in September) by the trees at their mature size AND trees must be deciduous

  | 0 | 2 |
  
  submit shade study

### 7. Plant trees

- a. At least 50% of the paved site area is shaded by trees or other vegetation

  | 0 | 2 | submit shade study |
  
  | 0 | 1 | 1 |
  
  no

### 8. Diversity

- a. Landscapes less than 20,000 square feet shall have a minimum of:

  - i. 20 distinct species OR
  
  | 1 | 1 |
  
  31 species, 7,300 sf

  - ii. 30 distinct plant species (total 3 points)

  | 2 | 2 |
  
  b. Landscapes with 20,000 to 40,560 square feet (1 acre) shall include a minimum of:

  - i. 30 distinct plant species OR

  | 0 | 1 |
  
  - ii. 40 distinct species OR (total 2 points)

  | 0 | 1 |
  
  - iii. 50 distinct plant species (total 4 points)

  | 0 | 2 |
  
  c. Landscapes of greater than 1 acre shall include a minimum of 40 distinct plant species AND

  - i. one additional species per acre over 1 acre OR

  | 0 | 2 |
  
  - ii. two additional species per acre over 1 acre (total 4 points)

  | 0 | 2 |

### 9. Choose California natives first

- a. CA natives are specified for 50% of non-turf plants

  | 2 | 2 |
  
  86%

### F. Irrigation

#### 1. Design for on-site rainwater collection, recycled water and/or graywater use

- a. Irrigation systems and/or all ornamental uses of water (ponds, fountains, etc) are plumbed for recycled water where it is available from a municipal source

  | 0 | 3 | N/A |
  
  - b. Design a system that can store and use rainwater and/or graywater to satisfy a percentage of the landscape irrigation requirements:

    - i. 10% OR

    | 0 | 3 |
    
    - ii. 50% OR (total 4 points)

    | 0 | 1 |
### Claremont Bid Set Review

- **Points Achieved**
  - Landscape Locally
  - Less to Landfill
  - Nurture the Soil
  - Conserve Water
  - Conserve Energy
  - Water and Air Quality
  - Create Wildlife Habitat

#### Comments

**Good rainmaster icentral ET-L4.2**

**Good- no sprinklers/spray heads**

**100% drip irrigation**

**N/A**

**Good sheet L4.2**

**Good sheet L4.1**

### G. MAINTENANCE

#### 1. Keep plant debris on site

- **Grasscycle**
  - Ongoing maintenance includes grasscycling (grass clippings left on the lawn after mowing) for all lawns from April through October, or longer. Sports turf may be excluded "in season" when clippings will interfere with play.

- **Produce mulch from plant debris**
  - Ongoing maintenance requires that leaves and/or plant debris less than 4 inches (including cut or chipped woody prunings) be re-incorporated into the mulch layer of landscaped areas away from storm drain.

- **Produce compost from plant debris**
  - Ongoing maintenance includes composting plant debris on site.

#### 2. Separate plant debris for clean green discounts

- Ongoing maintenance requires all exported plant debris be separated from other refuse and taken to a facility where it will be used to produce compost or mulch.

#### 3. Protect soil from compaction

- Ongoing maintenance requires that soil is not worked when wet, generally between October and April.

#### 4. Feed soils naturally & avoid synthetic fertilizers

- Ongoing maintenance includes topdressing turf with finely screened quality compost after aeration 1-4 times per year.

- Ongoing maintenance uses compost, compost tea or other naturally occurring, non-synthetic fertilizers as the plant and soil amendment for all landscape areas.

- Ongoing maintenance prohibits fertilizers that are prohibited by Organic Materials Research Institute.

#### 5. Mulch Regularly

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  - Civic Commercial Landscapes
  - 2008 Edition
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Claremont Bid Set Review

<table>
<thead>
<tr>
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<th>Conserve Energy</th>
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<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Ongoing maintenance requires regular reapplication of organic mulch, to a minimum depth of 3 inches (total 2 points)</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>3</td>
<td>1</td>
<td>1</td>
<td>Good in BPL Landscaping Manual 1/27/11</td>
<td></td>
</tr>
<tr>
<td>b. Design and install educational signage</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>BPL will include. Verbal confirmation 4-22-11</td>
</tr>
<tr>
<td>c. Landscape maintenance equipment uses bio-based lubricants and/or alternative fuels.</td>
<td>0</td>
<td>2</td>
<td>3</td>
<td>3</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>BPL will include. Verbal confirmation 4-22-11</td>
</tr>
</tbody>
</table>

6. Manage and maintain irrigation system so every drop counts

<table>
<thead>
<tr>
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<th>Conserve Energy</th>
<th>Water and Air Quality</th>
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<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Ongoing maintenance includes a schedule for reading the dedicated meter or submeter and reporting water use</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>BPL will include. Verbal confirmation 4-22-11</td>
</tr>
<tr>
<td>b. At completion of the installation, the contractor shall provide the property owner with 1. precipitation rate for each valve zone, 2. area calculations for each irrigation zone and the irrigation plans which include the location of irrigation supply shut off, 3. internet address for watering index information</td>
<td>0</td>
<td>2</td>
<td>3</td>
<td>3</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>BPL will include. Verbal confirmation 4-22-11</td>
</tr>
<tr>
<td>c. Ongoing maintenance includes regular checking of irrigation equipment, and/or checking soil moisture content before watering AND/OR immediate replacement of broken equipment with equal or superior materials</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>Good in BPL Landscaping Manual 1/27/11</td>
</tr>
</tbody>
</table>

7. Use IPM as part of maintenance practices

<table>
<thead>
<tr>
<th>Points Achieved</th>
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<th>Conserve Water</th>
<th>Conserve Energy</th>
<th>Water and Air Quality</th>
<th>Create Wildlife Habitat</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Ongoing maintenance includes integrated pest management specifications</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>Good in BPL Landscaping Manual 1/27/11</td>
</tr>
<tr>
<td>b. At least one landscaping staff member or contractor is trained in the use of IPM or is a Bay-Friendly Qualified Professional</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>BPL will include. Verbal confirmation 4-22-11</td>
</tr>
</tbody>
</table>

8. Choose and maintain your materials, equipment & vehicles carefully

<table>
<thead>
<tr>
<th>Points Achieved</th>
<th>Landscape Locally</th>
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<th>Conserve Water</th>
<th>Conserve Energy</th>
<th>Water and Air Quality</th>
<th>Create Wildlife Habitat</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Ongoing maintenance requires that all oil leaks are repaired immediately and that repairs are not done at the landscape site</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>BPL will include. Verbal confirmation 4-22-11</td>
</tr>
<tr>
<td>b. Landscape maintenance equipment uses bio-based lubricants and/or alternative fuels.</td>
<td>0</td>
<td>2</td>
<td>3</td>
<td>3</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>BPL will look into.</td>
</tr>
</tbody>
</table>

9. Use organic pest management

<table>
<thead>
<tr>
<th>Points Achieved</th>
<th>Landscape Locally</th>
<th>Less to Landfill</th>
<th>Nurture the Soil</th>
<th>Conserve Water</th>
<th>Conserve Energy</th>
<th>Water and Air Quality</th>
<th>Create Wildlife Habitat</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Ongoing maintenance does not allow the use of pesticides that are prohibited by Organic Materials Research Institute in its generic materials list</td>
<td>0</td>
<td>2</td>
<td>3</td>
<td>3</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>BPL will look into.</td>
</tr>
</tbody>
</table>

H. INNOVATION

Maintenance Subtotal, out of possible 29 points: **15**

<table>
<thead>
<tr>
<th>Possible Points</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Good section 013521.</td>
</tr>
<tr>
<td>4</td>
<td>Gates to submit signage design- BLP agreed 4-22-11</td>
</tr>
<tr>
<td>7</td>
<td>BPL will include. Verbal confirmation 4-22-11</td>
</tr>
</tbody>
</table>

1. Bay-Friendly Landscape Guidelines and Principles are defined and referenced in the construction bid documents

2. Design & install educational signage

<table>
<thead>
<tr>
<th>Possible Points</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>3</td>
</tr>
</tbody>
</table>

3. Create a Bay-Friendly Maintenance task list

<table>
<thead>
<tr>
<th>Possible Points</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>4</td>
</tr>
</tbody>
</table>

4. Employ a holistic approach

<table>
<thead>
<tr>
<th>Possible Points</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

5. Innovation: Design your own Bay-Friendly Innovation

<table>
<thead>
<tr>
<th>Possible Points</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
### Claremont Bid Set Review

<table>
<thead>
<tr>
<th>Points Achieved</th>
<th>Landscape Locally</th>
<th>Less to Landfill</th>
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<th>Conserve Water</th>
<th>Conserve Energy</th>
<th>Water and Air Quality</th>
<th>Create Wildlife Habitat</th>
<th>Innovation Subtotal, out of possible 25 points</th>
</tr>
</thead>
<tbody>
<tr>
<td>i. Innovation description: The site has 8 Platanus acerifolia. The designer enlarged the tree wells, replaced adjacent concrete with permeable pavers and removed trees close to the building to allow this tree to develop.</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>16</td>
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</tbody>
</table>

### Summary

<table>
<thead>
<tr>
<th>Total Possible Points:</th>
<th>217</th>
<th>25</th>
<th>41</th>
<th>18</th>
<th>45</th>
<th>23</th>
<th>36</th>
<th>29</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Points Achieved:</td>
<td>109</td>
<td>15</td>
<td>16</td>
<td>12</td>
<td>27</td>
<td>5</td>
<td>24</td>
<td>10</td>
</tr>
</tbody>
</table>

**Project has met all recommended minimum requirements**

- **Total Project Score of At Least 60 Points**
- **Required Measures:**
  - C6a: Mulch
  - C7ai: Amend the soil with compost before planting
  - D2a: Reduce and recycle landscape construction waste
  - E1a: No Species Will Require Shearing
  - E2a: Do Not Plant Invasive Species
  - E3a: Grow Drought Tolerant, CA Native, Mediterranean or Climate Adapted Plants
  - E4c: Minimize the Lawn
  - F2a&b: Specify Weather-Based Irrigation Controllers
  - F2b: Spray Heads Are Not Specified For Areas Less Than 8 Feet Wide
To: Board of Library Trustees

From: Donna Corbeil, Director of Library Services

Subject: REVISE RECOMMENDED FY 2012 LIBRARY SERVICES TAX RATE TO CITY COUNCIL

RECOMMENDATION

Adopt a resolution to rescind BOLT R11-039 and to recommend that the Berkeley City Council set the FY 2012 tax rate for the Library Services Tax at $0.1655 (16.55 cents) per square foot for dwelling units and $0.2503 (25.03 cents) per square foot for industrial, commercial, and institutional buildings based on the April consumer price index in the immediate San Francisco Bay Area of 2.821%.

FISCAL IMPACT OF RECOMMENDATION

The total revenue generated by the Library Services Tax in FY 2012 is expected to be approximately $14,425,555 (net of Alameda County billing and collection fees). It is estimated that the tax will cost residential taxpayers no more than the following average amounts during fiscal year 2012:

<table>
<thead>
<tr>
<th>Square Feet</th>
<th>Annual Tax FY12</th>
<th>Annual Tax FY11</th>
</tr>
</thead>
<tbody>
<tr>
<td>1,200</td>
<td>$198.55</td>
<td>$193.08</td>
</tr>
<tr>
<td>1,500</td>
<td>$248.18</td>
<td>$241.35</td>
</tr>
<tr>
<td>1,900</td>
<td>$314.37</td>
<td>$305.71</td>
</tr>
<tr>
<td>3,000</td>
<td>$496.37</td>
<td>$482.70</td>
</tr>
<tr>
<td>3,900</td>
<td>$645.28</td>
<td>$627.51</td>
</tr>
<tr>
<td>10,000</td>
<td>$1,654.56</td>
<td>$1,609.00</td>
</tr>
</tbody>
</table>

It is estimated that the cost of the tax for a 1,500 square foot commercial establishment will increase to $375.47 in FY 2012 from $365.10 in FY 2011.

BACKGROUND

The Central Library and neighborhood branch libraries will have received almost 97% of their 2011 fiscal year funding through a citywide special tax (referred to as the Library Relief Act of 1980) of $0.1609 per square foot on all improvements to residential real property in the City of Berkeley, and $0.2434 per square foot on all improvements to industrial, commercial, and institutional real property. The purpose of this voter-approved tax is to provide a stable revenue source to assure the provision of library
services at the level which permits library operations six days a week at branch libraries, seven days a week at the Central Library, and which permits the purchase of library materials at levels which are commensurate with the libraries' hours of service, staffing, and patron needs.

CURRENT SITUATION

Berkeley’s Library Services Tax raises approximately $14.0 million per year and is indexed to the greater of either the consumer price index in the immediate San Francisco Bay Area or the per capita personal income growth factor in California.

At the regular meeting of the Board of Library Trustees on May 11, 2011 the Board adopted resolution R11-039 recommending to the Berkeley City Council that the Library Services Tax rate be set at the per capita personal income growth factor for the state of California of 2.51%. At that time, the consumer price index in the immediate San Francisco Bay Area had yet to be announced and the Director of Library Services judged it prudent to present before the Board resolution R11-039 to ensure that the Library would have in place an adopted biennial budget for fiscal years 2012 and 2013 incorporating, at minimum, one of the two allowable indices for consolidation into the city’s budget prior to the City Council’s budget adoption scheduled for June 28, 2011.

On Friday, May 13, 2011 the April consumer price index in the immediate San Francisco Bay Area was released at 2.821%. Because the consumer price index rate exceeds the per capita personal income growth factor rate by 31.1 basis points, selection of the more favorable consumer price index would result in an incremental revenue increase of $43,633 over that of the personal income growth factor. Therefore the Director of Library Services recommends that the Board of Library Trustees adopt a resolution that rescinds resolution R11-039 and that recommends to the City Council that it set the library services tax rate at the April consumer price index in the immediate San Francisco Bay Area of 2.821%. This recommended action will result in a rate increase to $0.1655 in FY 2012 from $0.1609 in FY 2011 on residential property and to $0.2503 in FY 2012 from $0.2434 in FY 2011 on industrial, commercial, and institutional property.

RATIONALE FOR RECOMMENDATION

Adoption of the consumer price index in the immediate San Francisco Bay Area would result in an increase to the Library Tax Fund of approximately $395,780 over FY11 projected receipts.

ALTERNATIVE ACTIONS

The alternative action of adopting the per capita personal income growth factor of 2.51% would be a reduction of $43,633 in projected FY 2012 library tax receipts to the Library Tax Fund versus adoption of the April consumer price index in the immediate San Francisco Bay Area of 2.821%. This is not recommended due to increased cost factors for wages and materials in the FY 2012 Library budget.

FUTURE ACTION

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

Attachments:
1. Resolution
RESOLUTION NO.: R11-0___

RESCIND BOLT R11-039 AND RECOMMEND THAT THE BERKELEY CITY COUNCIL SET THE FY 2012 TAX RATE FOR THE LIBRARY SERVICES TAX AT $0.1655 (16.55 CENTS) PER SQUARE FOOT FOR DWELLING UNITS AND $0.2503 (25.03 CENTS) PER SQUARE FOOT FOR INDUSTRIAL, COMMERCIAL, AND INSTITUTIONAL BUILDINGS BASED ON THE APRIL CONSUMER PRICE INDEX IN THE IMMEDIATE SAN FRANCISCO BAY AREA OF 2.821%

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

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

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

WHEREAS, at a regular meeting of the Board of Library Trustees on May 11, 2011, having only the announced rate for the per capita Personal Income Growth factor for the state of California, the Board adopted R11-039 recommending the City Council set the Library Services Tax rate at 2.51% based on the per capita Personal Income Growth factor for the state of California; and

WHEREAS, on May 13, 2011, the rate for the April Consumer Price Index in the immediate San Francisco Bay Area was released at 2.821%; and

WHEREAS, the April Consumer Price Index in the immediate San Francisco Bay Area at 2.821% will yield $43,655 in revenue above that of the per capita Personal Income Growth factor for California at 2.51%.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to rescind BOLT R11-039 and to recommend that the Berkeley City Council set the FY 2012 rate for the Library Services Tax at $0.1655 (16.55 cents) per square foot for dwelling units and $0.2503 (25.03 cents) per square foot for industrial, commercial, and institutional buildings based on the April Consumer Price Index in the immediate San Francisco Bay Area of 2.821%.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on June 8, 2011 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Darryl Moore, Chairperson

Donna Corbeil, Director of Library Services
Serving as Secretary to the Board of Library Trustees
TO: Board of Library Trustees  
FROM: Dennis Dang, Administrative Services Manager  
SUBJECT: Revision to Biennial Budget FY 2012 and FY 2013 – Library Tax Fund (301)  

RECOMMENDATION  
Adopt a resolution revising the adopted Library Tax Fund (301) biennial budget for fiscal years 2012 and 2013 to incorporate projected revenue based on the April consumer price index in the immediate San Francisco Bay Area of 2.821%.

FISCAL IMPACT OF RECOMMENDATION  
Rescission of BOLT R11-039 (recommending the City Council set the library services tax rate at the per capita personal income growth factor of 2.51%) and the adoption of the April consumer price index in the immediate San Francisco Bay Area for the library services tax rate will result in an incremental increase to projected FY 2012 revenue of $43,633. The Library is not requesting any change to the adopted expenditures appropriation budget.

Revenue  

<table>
<thead>
<tr>
<th>Fund</th>
<th>FY 2012 CPI</th>
<th>FY 2012 R11-039</th>
<th>FY 2013 CPI</th>
<th>FY 2013 R11-039</th>
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CURRENT SITUATION  
At the regular meeting of the Board of Library Trustees on May 11, 2011 the Board adopted resolution R11-039 recommending to the Berkeley City Council that the library services tax be set at the per capita personal income growth factor for the state of California of 2.51%. At that time, the consumer price index in the immediate San Francisco Bay Area had yet to be announced and the Director of Library Services judged it prudent to present before the Board resolution R11-039 to ensure that the Library would have in place an adopted biennial budget for fiscal years 2012 and 2013 incorporating, at minimum, one of the two allowable indices for consolidation into the city’s budget prior to the City Council’s budget adoption scheduled for June 28, 2011.

On Friday, May 13, 2011 the April consumer price index in the immediate San Francisco Bay Area was released at 2.821%. Because the consumer price index rate exceeds the per capita personal income growth factor rate by 31.1 basis points, selection of the more favorable consumer price index would result in an incremental revenue increase of $43,633 over that of the personal income growth factor.
Additionally, subsequent to the release of the higher than expected April consumer price index the City has lifted its FY 2013 guidance rate to 2.0% from 1.5%. This change results in an incremental gain of $116,415 above the projected library tax revenue contained in the budget approved by R11-038.

**ALTERNATIVE ACTIONS**

No alternative actions are proposed at this time.

**FUTURE ACTION**

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

**Attachments:**

1. Resolution
2. Proposed Revenue Biennial Budget by Fund
3. Library Tax Fund 5-Year Fund Analysis
RESOLUTION NO.: 11-0##

APPROVE A REVISION TO THE ADOPTED BIENNIAL REVENUE BUDGET FOR FY 2012 TO $15,917,983 AND FOR FY 2013 TO $16,113,440, WITH NO CHANGES TO THE ADOPTED BIENNIAL EXPENDITURES BUDGET

WHEREAS, at the May 11, 2011 regular meeting of the Board of Library Trustees, the Board by Resolution No. 11-039 recommended to the Berkeley City Council that the FY 2012 library services tax be set at the per capita personal income growth factor for the state of California of 2.51%; and

WHEREAS, at the May 11, 2011 regular meeting of the Board of Library Trustees, the Board by Resolution No. 11-038 adopted the revenue and expenditures biennial budget for the Berkeley Public Library for fiscal years 2012 and 2013; and

WHEREAS, on May 13, 2011, the rate for the April consumer price index in the immediate San Francisco Bay Area was released at 2.821%; and

WHEREAS, on May 16, 2011, by direction of the City Manager’s Office the City of Berkeley tax revenue guidance rate for FY 2013 was revised upward to 2.0% from 1.5%; and

WHEREAS, the Director of Library Services judges it prudent that the Berkley Public Library Biennial Budget for fiscal years 2012 and 2013 incorporate revised revenue projections prior to budget adoption by the City Council; and

WHEREAS, based on the April consumer price index in the immediate San Francisco Bay Area FY 2012 library tax revenue would increase incrementally $43,633; and

WHEREAS, based on the 2.0% guidance rate provided by the City for FY 2013 library tax revenue would increase incrementally $116,415; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to approve a revision to the adopted biennial revenue budget for FY 2012 to $15,917,983 and for FY 2013 to $16,113,440, with no changes to the adopted biennial expenditures budget.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on June 8, 2011 by the following vote:

AYES:
NOES:
ABSENT:
ABSTENTIONS:

_______________________________
Darryl Moore, Chairperson

_______________________________
Donna Corbeil, Director of Library Services
Serving as Secretary to the Board of Library Trustees
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**End UPD** Berkeley Public Library w/CoB 14,711,005 66,124 37,650 8,600 88,554 1,000,000 6,000 15,917,985 14,099,596 66,124 37,650 8,600 1,000,000 1,500 16,113,440
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### Beginning Fund Balances

- **Beginning Fund Balance:**
  - February: $1,102,151
  - April: $1,146,183
  - June: $1,461,883
  - August: $1,486,599
  - October: $1,486,599
  - December: $1,486,599

### Revenues

#### Library Services Tax
- FY 2010: $13,904,789
- FY 2011: $13,904,789
- FY 2012: $14,029,775
- FY 2013: $14,425,555
- FY 2014: $14,714,066

#### Fines/Fees
- FY 2010: $293,254
- FY 2011: $252,000
- FY 2012: $300,000
- FY 2013: $300,000
- FY 2014: $300,000

#### Donations/Private Contributions
- FY 2010: $14,532
- FY 2011: $10,500
- FY 2012: $10,500
- FY 2013: $10,500
- FY 2014: $10,500

#### Miscellaneous Revenue/Interest/Refunds
- FY 2010: $14,999,566
- FY 2011: $14,771,035
- FY 2012: $14,534,275
- FY 2013: $14,499,948
- FY 2014: $14,340,275

### Total Revenue
- FY 2010: $14,152,275
- FY 2011: $14,167,289
- FY 2012: $14,215,289
- FY 2013: $14,340,275
- FY 2014: $14,999,566

### Expenditures

#### Operations
- **Salaries, Wages, Benefits:**
  - FY 2010: $11,645,544
  - FY 2011: $11,649,948
  - FY 2012: $11,649,948
  - FY 2013: $11,649,948
  - FY 2014: $11,649,948

- **Personnel:**
  - FY 2010: $16,499
  - FY 2011: $16,499
  - FY 2012: $16,499
  - FY 2013: $16,499
  - FY 2014: $16,499

- **Non-Personnel:**
  - FY 2010: $458,709
  - FY 2011: $590,000
  - FY 2012: $900,000
  - FY 2013: $900,000
  - FY 2014: $900,000

- **Library Materials (incl Tool Lending):**
  - FY 2010: $823,068
  - FY 2011: $900,000
  - FY 2012: $900,000
  - FY 2013: $900,000
  - FY 2014: $900,000

- **Utilities & Telephone:**
  - FY 2010: $378,346
  - FY 2011: $461,600
  - FY 2012: $461,600
  - FY 2013: $461,600
  - FY 2014: $461,600

- **Janitorial:**
  - FY 2010: $167,428
  - FY 2011: $180,000
  - FY 2012: $215,631
  - FY 2013: $190,631
  - FY 2014: $180,000

- **Software Maintenance:**
  - FY 2010: $54,045
  - FY 2011: $234,304
  - FY 2012: $243,255
  - FY 2013: $243,255
  - FY 2014: $243,255

- **Computer & Software Purchase:**
  - FY 2010: $31,013
  - FY 2011: $55,000
  - FY 2012: $55,000
  - FY 2013: $55,000
  - FY 2014: $55,000

- **CIP (Building):**
  - FY 2010: $12,539
  - FY 2011: $75,000
  - FY 2012: $75,000
  - FY 2013: $75,000
  - FY 2014: $75,000

#### Subtotal
- FY 2010: $13,768,755
- FY 2011: $14,279,855
- FY 2012: $14,279,855
- FY 2013: $14,279,855
- FY 2014: $14,279,855

#### Charges From Other Depts
- **Finance - Billing:**
  - FY 2010: $12,685
  - FY 2011: $11,267
  - FY 2012: $11,267
  - FY 2013: $11,267
  - FY 2014: $11,267

- **Facilities - Admn:**
  - FY 2010: $198,063
  - FY 2011: $290,000
  - FY 2012: $290,000
  - FY 2013: $290,000
  - FY 2014: $290,000

- **Interfund Transfers:**
  - FY 2010: $12,539
  - FY 2011: $75,000
  - FY 2012: $75,000
  - FY 2013: $75,000
  - FY 2014: $75,000

#### Subtotal
- FY 2010: $23,788
- FY 2011: $22,778
- FY 2012: $22,778
- FY 2013: $22,778
- FY 2014: $22,778

### Total Expenditures
- FY 2010: $13,792,543
- FY 2011: $14,302,634
- FY 2012: $14,694,243
- FY 2013: $14,999,566
- FY 2014: $15,352,429

### Projected Surplus/(Shortfall)

- FY 2011: $(359,732)
- FY 2012: $(135,345)
- FY 2013: $(478,954)
- FY 2014: $(478,954)

### Gross Fund Balance

- FY 2011: $1,461,883
- FY 2012: $1,326,538
- FY 2013: $1,111,540
- FY 2014: $982,929
TO: Board of Library Trustees
FROM: Donna Corbeil, Director of Library Services
SUBJECT: JUNE 2011 MONTHLY BRANCH IMPROVEMENT PROJECT REPORT FROM LIBRARY DIRECTOR

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

FISCAL IMPACT
This report will have no fiscal impacts.

SUMMARY OF WORK
Meetings held during this reporting period include:
- Weekly project meetings facilitated by the KCEM project manager, Steve Dewan or Bob Fusilier
- Meeting with City’s Planning Department and architects as needed
- Meetings with branch project contractors / construction meetings

COMMUNICATION
Staff continues to update the Library website with FAQs, announcements of meetings etc. as needed: http://www.berkeleypubliclibrary.org/about_the_library/b-renovation.php. A display of the latest plans for that branch and the appropriate FAQ is posted for public review. Comments are being taken and suggestions received are posted. Closure guides, FAQs and bookmarks related to construction closure for the first two projects were finalized and made available in paper and posted on the library’s website.

Construction Updates
Starting in May a new heading was added to the Branch Construction page, under Claremont the public can now find a posting of Weekly Construction Updates - http://www.berkeleypubliclibrary.org/about_the_library/documents/110523_BPL_Claremont_Weekly_Construction_Update.pdf
Similarly, the North Branch project updates on the construction phase are at: http://www.berkeleypubliclibrary.org/about_the_library/documents/110523_BPL_North_Weekly_Construction_Update.pdf
These updates give a brief overview of the upcoming two-week schedule of activities provided by Kitchell CEM staff and reflect their ongoing oversight of the construction phase and meetings with the contractor on site. The Library has asked that a banner be posted at the North site, this was already done for the Claremont library, with the name of the project, funding source, officials and the URL to the construction updates.

Staff has prepared and mailed postcards to our email lists for both North and Claremont projects with contact details for each project, including the name of the contractor, their contact information, name and number to report noise problems, Kitchell manager’s contact and library contact, in addition to the Library website URL for weekly construction updates. We are hopeful this will be useful to nearby residents that have concerns and questions during the construction phase or just what to track the projects progress!

OTHER CITY AGENCIES, BOARDS AND BODIES

City Council
The minutes from the May 17, 2011 City Council meeting, including the hearing on the South and West branch libraries is available on the council website and the meeting agenda for May 17th has been annotated (below) for the library items (http://www.ci.berkeley.ca.us/ContentDisplay.aspx?id=62944).

Both library projects and the FEIR were approved unanimously by Council.

West Branch Library Project (From posted Council agenda)

Recommendation: Conduct public hearings and, upon conclusion, adopt a Resolution certifying the Environmental Impact Report (EIR) and approving Demolition Permit No. 10-40000015 to allow demolition of the existing West Branch Library, a City of Berkeley Structure of Merit, and Use Permit No. 10-10000045 to allow construction of a new branch library.

Public Testimony: The Mayor opened the public hearings. 15 speakers. M/S/C (Moore/Wengraf) to close the public hearings.

Action: M/S/C (Moore/Anderson) to adopt Resolution No. 65,279–N.S. certifying the Environmental Impact Report (EIR) and approving Demolition Permit No. 10-40000015 to allow demolition of the existing West Branch Library, a City of Berkeley Structure of Merit, and Use Permit No. 10-10000045 to allow construction of a new branch library.

Vote: Ayes – Maio, Moore Anderson, Arreguin, Capitelli, Wengraf, Worthington, Wozniak, Mayor Bates; Noes – None.

South Branch Library project (From posted Council agenda)

Recommendation: Conduct a public hearing and, upon conclusion, adopt a Resolution certifying the Environmental Impact Report (EIR) and approving Use Permit No. 10-10000031 to allow demolition of the existing South Branch Library and construction of a new branch library.
Public Testimony: The Mayor opened the public hearing. 15 speakers. M/S/C (Moore/Maio) to close the public hearing.

Action: M/S/C (Anderson/Worthington) to adopt Resolution No. 65,280–N.S. certifying the Environmental Impact Report (EIR) and approving Use Permit No. 10-10000031 to allow demolition of the existing South Branch Library and construction of a new branch library.

Vote: Ayes – Maio, Moore Anderson, Arreguin, Capitelli, Wengraf, Worthington, Wozniak, Mayor Bates; Noes – None.

PROJECT UPDATES

Claremont – Construction Phase
The Claremont Branch Library has begun its temporary closure for improvements. Alternative services are now being offered by the BranchVan.

Fine Line Construction has been issued a Notice to Proceed and has obtained a Building Permit from the City’s Planning Department Offices. Updates on construction related activities for the project are posted on the library’s website as mentioned above.

North- Construction Phase
The North Branch Library has begun its temporary closure for improvements. Alternative services are now being offered by the BranchVan.

BHM Construction has been issued a Notice to Proceed and has obtained a Building Permit from the City’s Planning Department Offices. Updates on construction related activities for the project are posted on the library’s website as mentioned above.

For more service information during the temporary closure including BranchVan and children’s storytime schedules see our North Branch or Claremont Branch Temporary Closure Guides. For more information check the library’s website http://www.berkeleypubliclibrary.org/about_the_library/b-renovation.php or call 510-981-6195.

LPC
On June 2, 2011 the Landmarks Preservation Commission has included an informational report on their agenda. North Branch Library Update: Project architect report on project plan modifications responsive to budget constraints necessary to approval of bid contract. The design team and staff will attend.

Civic Art Projects
A report on the status of the first two projects was included on the regular council meeting of May 17, 2011 agenda: http://www.ci.berkeley.ca.us/uploadedFiles/2011-05-17_Item_31_Update_on_Measure_FF_Civic_Art_Projects.pdf.

The inclusion of civic art in the west and South projects is covered in a separate agenda report.

ATTACHMENTS:
None
BERKELEY PUBLIC LIBRARY

INFORMATION CALENDAR
June 8, 2011

TO: Board of Library Trustees
FROM: Donna Corbeil, Director of Library Services
SUBJECT: JUNE 2011 MONTHLY REPORT FROM LIBRARY DIRECTOR

INTRODUCTION

Every month the Library Director 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

CLA – Legislative Day
The California Library Association (CLA) held their annual Legislative Day event in Sacramento to bring to legislators and their staffs an update on libraries throughout the state and answer questions about how they are doing. On May 18, Alan Bern, Doug Smith and Donna Corbeil joined many others from throughout the state to update legislators on their local libraries and hear a presentation on the state of libraries in California from our State Librarian, among other speakers.

Coincidentally, the governor’s revised budget was released the same week giving visitors to the capital reason to be grateful for a reprieve and to support and encourage continued budget dialogs that are keeping public library funding in the state budget, though at a reduced amount.

Governor Brown Releases "May Revision" of Budget and Restores $15.2 Million in Library Funding - May 12, 2011
Mike Dillon and Christina DiCaro, CLA Lobbyists
Before noon on May 12th, Governor Jerry Brown released his much anticipated "May Revision" of the State Budget at a press conference at the State Capitol, and while he noted that the economy is on the mend, he cautioned that there is still a $10 billion structural deficit left to address. The annual "May Revision" process allows a Governor the opportunity to make any positive or declining revenue adjustments to his January Budget, which are based largely in part on the March and April tax receipts. As has been widely reported in the press, the tax receipts were, in fact, $2.8 billion higher in 2010-11 and
$3.5 billion higher in 2011-12 than anticipated, giving the Governor some flexibility to adjust his January Budget recommendations. Read more: http://bit.ly/9nUoV

Conferences, Staff Development and Training

The California Library Associations annual conference will be held in Pasadena this year, for more details go to: http://www.cla-csla.org/. The conference dates are Friday, November 11 through the 13th. Registration and accommodation reservations will begin in June 2011.

The bi-annual Public Library Association Conference is scheduled for March 13-17, 2012, to be held in Philadelphia. Though this conference is not scheduled for almost a year I wanted to let you know the early bird registration will open in July 2011. This will be for main conference registration only. Housing reservations, as well as preconference and special event registration will be available in September 2011; this is the more critical date for making arrangements as hotels go quickly.

PROGRAMS, SERVICES AND COLLECTIONS

Programming Highlights

Cuban Dance
Staff continues to provide a variety of programming that both highlights the collections but also engages the community. The Library welcomed dance instructor Roberto Borrell in a program on Cuban popular dance, held on Saturday, May 28, 2011, at 2 p.m. at the Central Library. Thirty-five years of performing and instructing Afro-Cuban Folkloric Dance and Cuban Popular Dance has enabled Roberto Borrell to develop a unique and entertaining style of teaching. This free program began with a lecture and demonstration, followed by a dance lesson. This program is sponsored by Friends of the Berkeley Public Library.

Summer Reading 2011
The Children’s 2011 Summer Reading Game: One World, Many Stories, will run from June 17 – August 13. Staff have a world of activities planned for kids, including an international fashion show and performances reflecting Asian, Latin American, Middle Eastern, and West African cultures. Young people entering grades 1-8 are welcome to participate. As in previous years, the Friends of the Library and local merchants have donated a variety of prizes. The Children’s Department also welcomes students entering grades 6-8 to serve as summertime Student Friends Volunteers.

Teen Services has an exciting summer reading program this year, running the same dates as the Children’s Summer Reading Game. Staff have many prizes for participants, including two special grand prizes for the top readers. Teens who submit book reviews will be entered in a raffle; those who complete ten or more book reviews will have a chance to win a touch-screen tablet computer or an acoustic guitar! Program plans include a hands-on henna workshop, crafts, games, and other activities.
FACILITIES/ OPERATIONS & PERSONNEL

Library Volunteer Appreciation Event

On Thursday, May 26 the library held a special event to thank our many volunteers for serving in the last year. The gathering included a representation of the over 85 volunteers that assist us, helping staff in children’s, the branches and Central reference with programs; other patrons using the computers; help behind the scenes in Administration with copying and paper management; and in the adult Literacy program as tutors. Special guests included Mayor Tom Bates, Councilperson and Trustee Darryl Moore and Library Trustee Winston Burton. Refreshments and gifts of appreciation were funded by a grant from the Friends of the Library and everyone enjoyed the music of harpist Rafael Gonzalez. Thank you to Jenifer Shurson for planning the event and all of the volunteers and staff that attended.

Library news, press releases and the media

Currently, the City of Berkeley website has a page which lists both current and archived press releases originating with the city and distributed to media outlets. The city does not regularly track media references to the City on their website. At one point the City did subscribe to a service called News Scan, which did this but that was canceled in June 2010 for budget reasons. There is a “Berkeley News Page” (http://www.cityofberkeley.info/ContentDisplay.aspx?id=20060) that people can subscribe to, which posts calendar items, press releases, etc.

In exploring options the library may want to consider, staff has found there does not appear to be any other City of Berkeley Commission or Board that provides the public with record of media mentions. In the past the library has included full text copies of media articles as part of the BOLT packet, which was appropriate during a period when electronic was the exception not the norm. Now most local media outlets, including BerkeleySide, The Daily Planet, The Daily Californian, SF Chronicle, the Berkeley Patch and others are available online, in some cases exclusively. These postings can be captured on an individual basis by using the Google application for media scanning. Individuals can also sign up, free of charge, to a California State Library news scan service which pulls news articles (not including press releases) on libraries statewide by means of an online searching tool and sends them via email with links to the original source to subscribers, to see this go to: California Library News E-CIps: News about California Libraries - http://feeds.feedburner.com/CaliforniaLibraryNewsE-clips

Staff recommends that we no longer include a paper accounting of media or calendar mentions in the Board agenda packets, but focus on making the library’s website a better resource for library news and archival information, similar to the City of Berkeley website. This would directly serve our patrons and staff searching for announcements, events and other library news.

BOLT Update
At the June 7, 2011 Council meeting the previous agenda items was corrected:
Board of Library Trustees Appointment: Revised Term Dates for Jim Novosel and Julie Holcomb (PDF)
Action is to adopt a revised Resolution correcting the term dates for appointing Jim Novosel and Julie Holcomb to the Board of Library Trustees ("BOLT") for a term of four years beginning May 14, 2011, and rescinding Resolution No. 65,258-N.S., adopted May 3, 2011. The original resolution included an administrative error with the wrong expiration date.