



BERKELEY PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES

REGULAR MEETING
JUNE 8, 2011

AGENDA
6:30 PM

SOUTH BRANCH
1901 RUSSELL STREET

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

I. PRELIMINARY MATTERS

- A. **Call to Order**
- B. **Public Comments (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**

*Click on dashed
links to view the
item documents.*

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 Maintenance 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.



BERKELEY PUBLIC LIBRARY

PRESENTATION CALENDAR

June 08, 2011

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.

III Consent, Item A

MINUTES
BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES REGULAR MEETING
WEDNESDAY, MAY 11, 2011, 6:30 P.M.

CENTRAL LIBRARY – 2090 KITTREDGE STREET

Board of Library Trustees:

Chair Susan Kupfer
Vice Chair Darryl Moore

Winston Burton
Abigail Franklin
Carolyn Henry-Golphin

I. PRELIMINARY MATTERS

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

A. Call to Order: 6:30 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 Shiohita, 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.

Peter Warfield, Library Users Associations – Expressed concerns about summarized public comments in the April 13, 2011 minutes. Expressed concerns about May 11, 2011 agenda items: 1) Innovative Interfaces. 2) Branch Improvement Project Report – lack of detail. 3) Spoke out against the reduction in patron noticing.

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.

Vote: Ayes: Trustees Franklin, Henry-Golphin, Kupfer and Moore. Noes: None. Absent: Trustee Burton. Abstentions: None.

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.

Vote: Ayes: Trustees Franklin, Henry-Golphin, Kupfer and Moore. Noes: None. Absent: Trustee Burton. Abstentions: None.

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.

Vote: Ayes: Trustees Franklin, Henry-Golphin, Kupfer and Moore. Noes: None. Absent: Trustee Burton. Abstentions: None.

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.

Vote: Ayes: Trustees Franklin, Henry-Golphin, Kupfer and Moore. Noes: None. Absent: Trustee Burton. Abstentions: None.

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.

1 in 5 adults can not read at the 8th grade level



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.

I glad you are trying to help me, because i really need help on me reading it bad a person my age can't read as good as i should. But with your help i hope to get better. Because a person my age fine it helping

BERKELEY READS

Adult & Family Literacy Program
A Free Service of the Berkeley Public Library Since 1987

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.



Brochure & logo design by Kristin Prentice/Sphinx Graphics 510.848.4305

BERKELEY READS

Adult & Family Literacy Program
A Free Service of the Berkeley Public Library Since 1987

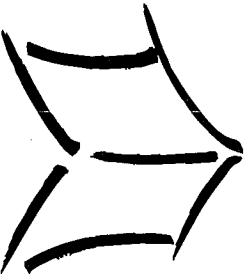


I want to hear how to read and write. Because I can better my self. Got a job that I will like and I go to feel better about my self so hopeful every thing will work for the best

Berkeley READS

Berkeley Public Library/West Branch
1125 University Ave., Berkeley, CA 94702
510.981.6299

What is **Berkeley READS**?



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.



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.

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.

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.



I'm a father of two lovely girls, ~~the~~ the reason why I'm telling you ~~this~~ this is because I would like to be part of a success story. Maybe this would help my children never give up in life.

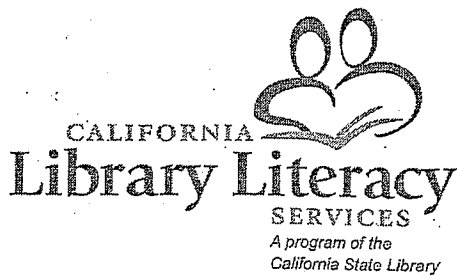
Families For Literacy

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.

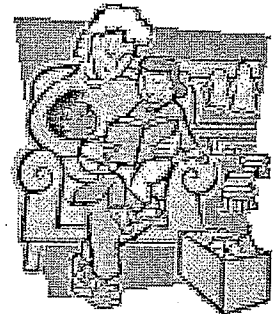


Volunteer Tutor Training

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! ^A

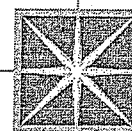
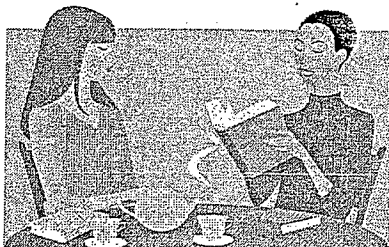


California Library Literacy Services (CLLS) is a program of the California State Library. The mission of CLLS is to enable Californians of all ages to reach their literacy goals and use library services effectively. California has approximately 3.4 million adults with below basic literacy skills. Over 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/mls/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.



California
STATE LIBRARY
PRESERVING OUR HERITAGE, SHAPING OUR FUTURE

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

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

Health Literacy

Esther & Victory

Last Saturday of the month, 1:00-3:00pm

West Branch Library

Families For Literacy

Esther

Quarterly Special Storytimes and
Personal Visits for Parents & Children

Student Support & Leadership

Faye & Linda

Call for appointment

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?

Call: Linda Sakamoto-Jahnke, Library Literacy Coordinator -510-981-6299.

Berkeley READS/Adult and Family Literacy Program
Berkeley Public Library—510-981-6299

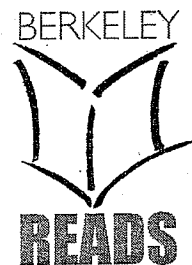
Berkeley READS Students,
please join us in learning
how to create healthy habits
in the garden and
in your heart!

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.

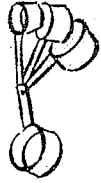
*Bring a bag lunch and something to drink.

**BART fares and Museum Entrance fees
are paid for by a grant from BALIS**

Berkeley READS Adult & Family
Literacy Program

1125 University Ave. Berkeley, CA 94702
(510) 981-6299

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

Berkeley READS Adult & Family
Literacy Program Presents:

Monthly Story

FREE BOOKS THIS MONTH!!!!!!

Monday, May 16th, 2011

10:10 am: Estrella

(4 yrs old)

****Storytime led by Volunteer**

Outreach Assistant, Celia Jackson

Centro Vida

1000 Camelia Street

Berkeley, CA

Parents & Caregivers~

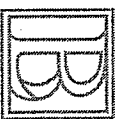
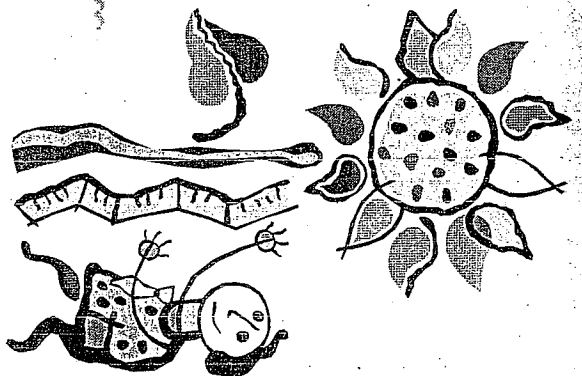
*Call Berkeley READS for FREE tutoring to
help improve your reading & writing skills.*

510.981.6299

Dear Parents,
Here are some quick and
easy ways to enrich your school
age child's reading experience.

Notice what attracts your children's
attention, even if they only look at
the pictures. Then build on that in-
terest; read a short selection aloud,
or simply bring home more informa-
tion on the same subject.

Leave all sorts of reading materials
including books, magazines and col-
orful catalogs inconspicuous places
around your home.



BERKELEY
READS

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.

Library Tax Fund (301)

FY11 – FY13

	FY11 Projected	FY12 <i>Unchanged</i>	FY12 Proposed	FY13 <i>Unchanged</i>	FY13 Proposed
Revenue	\$14,340,275	\$14,667,422	\$14,667,422	\$14,883,151	\$14,883,151
Expenses	\$14,690,618	\$15,549,035	\$14,926,493	\$15,669,828	\$15,147,109
Personnel	\$11,533,449	\$12,551,189	\$11,982,609	\$12,810,645	\$12,230,774
Nonpersonnel	\$3,157,169	\$2,997,846	\$2,943,884	\$2,859,183	\$2,916,335
Surplus/ Shortfall	(\$350,343)	(\$881,613)	(\$259,071)	(\$786,677)	(\$263,958)
In the Bank	\$1,461,884	\$1,111,540	\$1,111,540	\$229,927	\$852,470
Ending	\$1,111,540	\$229,927	\$852,470	(\$556,750)	\$588,512



BERKELEY PUBLIC LIBRARY

CONSENT CALENDAR

June 8, 2011

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:



<http://www.ci.berkeley.ca.us/uploadedFiles/Clerk/Level 3 - City Council/2009/06Jun/2009-06-23 Item 21 Establishing a Bay-Friendly Landscaping Policy for City Projects.pdf>.

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



**BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

Attachment 1

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".



Date: 4-22-11

Current Point Total: 109

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

Points Achieved	Possible Points						Comments
	Landscape Locally	Less to Landfill	Nurture the Soil	Conserve Water	Conserve Energy	Water and Air Quality	
5	5						Good
0	3						Berkeley does not designate UGB's
0						3	
0	5						N/A
							Areas too small
							Good. Specs 02020 Clearing and Demo, 02950 Planting, 01505 Waste Mngt. Include note on A 1.00 Demo Site Plan to be sure.
0	1						
0	1						
0	1						
0	2						Good- 1 T&R L2.1 and L1.0, Building needs central storage- do not see on A.03
0	1					1	NA
0	1					1	NA
1						1	L3.2 Good- large native shrubs/ trees
0							10/26 preserved= 38%
0						2	NA

Print With Comments

Print Without Comments

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
<input type="checkbox"/>	c. Create or protect a diverse plant buffer of low maintenance vegetation along creeks, shorelines or monocultured landscaped areas					0						2	NA
B. STORMWATER AND SITE DRAINAGE					7	Possible Points							
1. Minimize impervious surfaces													
a. Permeable paving, gravel or other porous surfaces are installed for													
<input type="checkbox"/>	i. 25% OR					1					1		
<input type="checkbox"/>	ii. 33% (total 3 points) OR					2					2		
<input checked="" type="checkbox"/>	iii. 50% of the paved area (total 5 points)					2					2		Permeable pavers yes, dg yes, concrete paving no. 94% of new paving
<input checked="" type="checkbox"/>	b. No impervious surfaces directly connect to the storm drain					2					2		All storm drain connections are in permeable paving, planting and infiltration areas.
2. Design a system to capture and filter storm water													
<input type="checkbox"/>	a. Capture and filter runoff from parking lots into landscape beds, vegetated swales or other landscape stormwater BMPs					0					2		N/A
b. Incorporate landscape measures, including vegetated swales, infiltration planters, detention basins and/or stormwater wetlands, that are designed to capture and filter:													
<input checked="" type="checkbox"/>	i. 85% of average annual stormwater runoff OR					2					2		
<input type="checkbox"/>	ii. 100% of average annual runoff (total 4 points)					0					2		
<input checked="" type="checkbox"/>	c. Bioswales specify flat bottoms of at least 18 inches across and/or rock cobble at points of concentrated flow					1					1		C3- Flow through planters are flat with splash blocks/ rocks at downspouts.
<input checked="" type="checkbox"/>	d. Turf is not specified in bioswales					1					1		Good
<input checked="" type="checkbox"/>	e. Direct rain water from all down spouts to planters, swales or landscaped areas					1					1		Good P1.1
Stormwater and Site Drainage Subtotal, out of possible 16 points:					12								
C. EARTHWORK AND SOIL HEALTH						Possible Points							
1. Assess the soil and test drainage													
<input checked="" type="checkbox"/>	a. Submit laboratory soil analysis results and recommendations for compost and natural fertilizers (total 3 points)					3	2	1					02920- good
2. Remove and store topsoil before grading													
<input checked="" type="checkbox"/>	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					2		2					02920 Good
3. Protect soil from compaction													
<input checked="" type="checkbox"/>	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					2		2					Tree protection fencing- good L1.0 and L5.1
<input type="checkbox"/>	b. Design documents specify that soil is not worked when wet					0		1					Confirm construction installation dates. 02920 planting shall not occur when soil is
4. Aerate compacted soils													
<input checked="" type="checkbox"/>	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					1		1					
<input checked="" type="checkbox"/>	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)					1		1					12" 02920- Good
5. Feed soils naturally & avoid synthetic fertilizers													
<input checked="" type="checkbox"/>													

Claremont Bid Set Review					Points Achieved					Comments				
Landscape Locally	Less to Landfill	Nurture the Soil	Conserve Water	Conserve Energy	Water and Air Quality	Create Wildlife Habitat								
<input checked="" type="checkbox"/>		1												02920 OMRI specified and amendments are good- 3.7 organic plant tablets good
6. Mulch														
<input checked="" type="checkbox"/>			R											02950 specifies 2"- good. Details specify 3" mulch on 1" compost- revise. 02920 2"BFI prochip mulch 1" compost Good. Clarify at precon.
7. Amend the soil with compost before planting														
<input checked="" type="checkbox"/>			R											02920 3.4 5CY Organic Compost- good
<input checked="" type="checkbox"/>			1	1										02920 specifies 5%.
<input checked="" type="checkbox"/>			1											02920 Good
8. Use IPM design and construction practices to prevent pest problems														
<input checked="" type="checkbox"/>			1		2									02920 Good. Detail shows 2" mulch+ 1" compost. Clarify at precon.
<input checked="" type="checkbox"/>					2									02950 Good
9. Keep soil & organic matter where it belongs														
<input type="checkbox"/>			1		1									
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:														
<input type="checkbox"/>														No. L5.2 onstruction heart redwood
<input type="checkbox"/>														bike racks, waste receptacle- not recycled
<input type="checkbox"/>														salvaged brick and redwood lumber walls L5.2 Good
<input checked="" type="checkbox"/>														salvaged brick and redwood lumber signage L5.2 Good
<input checked="" type="checkbox"/>														No
<input type="checkbox"/>														02519 - Decomposed Granite Paving. Good. 25%
<input checked="" type="checkbox"/>														
<input type="checkbox"/>														
<input checked="" type="checkbox"/>														walls and small concrete pad 30% flyash Good in 03300
<input checked="" type="checkbox"/>														02950- pro chip mulch
<input checked="" type="checkbox"/>														02950- Super Humus compost
2. Reduce and recycle landscape construction waste														
<input checked="" type="checkbox"/>														Good. 01505 - 50%
<input type="checkbox"/>														
<input type="checkbox"/>														

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	
<input type="checkbox"/>	c. Divert 100% of asphalt and concrete and 80% of remaining materials (total 4 points)									0	2								
<input type="checkbox"/>	d. Donate unused materials									0	1								
3. Reduce the heat island effect with cool site techniques																			
<input checked="" type="checkbox"/>	a. at least 50% of the paved site area includes cool site techniques									2					2				SRI Yes= sand, conc and dg. SRI No= red burst 96% cool site.
4. Design lighting carefully																			
<input type="checkbox"/>	a. Low energy fixtures are specified for all site lighting									0					2				compact florescent, CD and LED
<input type="checkbox"/>	b. Photovoltaic is specified for site lighting																		
<input type="checkbox"/>	i. all path lighting is solar powered									0					1				
<input type="checkbox"/>	ii. 50% of all other site lighting is solar powered									0					2				
<input type="checkbox"/>	iii. 100% of all other site lighting is solar powered (total 4 points)									0					2				
<input type="checkbox"/>	c. Reduce light pollution and trespass: exterior luminaries emit no light above horizontal or are Dark Sky certified									0					1				Up lighting specified at trees
<input type="checkbox"/>	d. The site and exterior building lighting does not cast direct beam illumination onto adjacent properties or right of ways									0					1				
5. Choose and maintain equipment for fuel conservation																			
<input type="checkbox"/>	a. Specify solar powered pump(s) for water features									0					1				
6. Specify low embodied energy products																			
<input type="checkbox"/>	a. 100% of any stone and non-concrete hardscapes materials are produced within 500 miles of the project site									0					2				EkoPaver= china , concrete paving, dg paving= local. 76% from china.
7. Use integrated pest management																			
<input checked="" type="checkbox"/>	a. Design documents include construction specifications that require integrated pest management									2						2			Good 02920
8. Use organic pest management																			
<input checked="" type="checkbox"/>	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)									2							2	Good 02920	
Materials Subtotal, out of possible 39 points:										14									
E. PLANTING											Possible Points								
1. Select appropriate plants: choose & locate plants to grow to natural size and avoid shearing																			
<input checked="" type="checkbox"/>	a. Required: No species will require shearing																		
<input checked="" type="checkbox"/>	b. Plants specified can grow to mature size within space allotted them									1								Good	
2. Select appropriate plants: do not plant invasive species																			
<input checked="" type="checkbox"/>	a. Required: None of the species listed by Cal-IPC as invasive in the San Francisco Bay Area are included in the planting plan																	Good	
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:																			
<input checked="" type="checkbox"/>	i. Required: 75% of all non-turf plants																		
<input type="checkbox"/>	ii. 100% of all non-turf plants									0								88%	
<input type="checkbox"/>	b. 100% of the non-turf plant palette needs no irrigation once established (total 5 points)									0									
4. Minimize the lawn																			

Claremont Bid Set Review										Points Achieved	Landscape Locally	Less to Landfill	Nurture the Soil	Conserve Water	Conserve Energy	Water and Air Quality	Create Wildlife Habi	Comments	
<input checked="" type="checkbox"/>	a. Turf is not specified in areas less than 8 feet wide or in medians, unless irrigated with subsurface or low volume irrigation										2				2				Good
<input checked="" type="checkbox"/>	b. Turf shall not be installed on slopes exceeding 10%										2				2				Good
<input checked="" type="checkbox"/>	c. Total irrigated area specified as turf is limited to:																		
<input checked="" type="checkbox"/>	i. Required: A maximum of 25%, with sports or multiple use fields exempted.														R				Good
<input checked="" type="checkbox"/>	ii. A maximum of 15% with sports or multiple use fields exempted										2				2				Good
<input checked="" type="checkbox"/>	iii. No turf is specified (total 5 points)										3				3				Good
5. Implement hydrozoning																			
<input checked="" type="checkbox"/>	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																			
<input type="checkbox"/>	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																			
<input type="checkbox"/>	a. At least 50% of the paved site area is shaded by trees or other vegetation										0					2			submit shade study
<input type="checkbox"/>	b. At least one tree species is a large stature species (total 2 points)										0				1		1		no
8. Diversify																			
a. Landscapes less than 20,000 square feet shall have a minimum of:																			
<input type="checkbox"/>	i. 20 distinct species OR										1							1	
<input checked="" type="checkbox"/>	ii. 30 distinct plant species (total 3 points)										2							2	31 species, 7300sf
b. Landscapes with 20,000 to 43,560 square feet (1 acre) shall include a minimum of:																			
<input type="checkbox"/>	i. 30 distinct plant species OR										0							1	
<input type="checkbox"/>	ii. 40 distinct species OR (total 2 points)										0							1	
<input type="checkbox"/>	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																			
<input type="checkbox"/>	i. one additional species per acre over 1 acre OR										0							2	
<input type="checkbox"/>	ii. two additional species per acre over 1 acre (total 4 points)										0							2	
9. Choose California natives first																			
<input checked="" type="checkbox"/>	a. CA natives are specified for 50% of non-turf plants										2							2	86%
Planting Subtotal, out of possible 36 points:										17									
F. IRRIGATION											Possible Points								
1. Design for on-site rainwater collection, recycled water and/or graywater use																			
<input type="checkbox"/>	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
<input type="checkbox"/>	b. Design a system that can store and use rainwater and/or graywater to satisfy a percentage of the landscape irrigation requirements:																		
<input type="checkbox"/>	i. 10% OR										0					3			
<input type="checkbox"/>	ii. 50% OR (total 4 points)										0				1				
<input type="checkbox"/>																			

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
<input type="checkbox"/>	iii. 100% of dry season landscape water requirements satisfied with harvested rainwater (total 5 points)				0				1				
2. Design and install high efficiency irrigation systems													
<input checked="" type="checkbox"/>	a. Required: Specify weather based (automatic, self adjusting) irrigation controller(s) that includes a moisture and/or rain sensor shutoff							R					Good rainmaster icentral ET- L4.2
<input checked="" type="checkbox"/>	b. Required: Sprinkler and spray heads are not specified for areas less than 8 feet wide							R					Good- no sprinklers/spray heads
<input type="checkbox"/>	c. Specify and install irrigation equipment with an operational distribution uniformity of 80% of greater, such as drip or bubblers for:												
<input checked="" type="checkbox"/>	i. 75% of non-turf irrigated areas				2				2				
<input checked="" type="checkbox"/>	ii. 100% of non-turf irrigated areas (total 5 points)				3				3				100% drip irrigation
<input type="checkbox"/>	d. For all turf areas: Specify and install equipment with a precipitation rate of 1 inch or less per hour and an operational distribution uniformity of 70% or greater				0				2				N/A
<input checked="" type="checkbox"/>	e. Design and install irrigation system that will be operated at 70% of reference ET				3				3				Good sheet L4.2
3. Install a dedicated meter for landscape water use or install a submeter													
<input checked="" type="checkbox"/>	a. A dedicated irrigation meter or submeter is specified to track irrigation water				2				2				Good sheet L4.1
G. MAINTENANCE					10								
Irrigation Subtotal, out of possible 20 points:													
1. Keep plant debris on site													
a. Grasscycle													
<input type="checkbox"/>	i. 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				0		2						N/A to claremont
b. Produce mulch from plant debris													
<input checked="" type="checkbox"/>	i. 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				2		2						BPL will include. Verbal confirmation 4-22-11
c. Produce compost from plant debris													
<input type="checkbox"/>	i. Ongoing maintenance includes composting plant debris on site				0		3						
2. Separate plant debris for clean green discounts													
<input checked="" type="checkbox"/>	a. 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		3						BPL will include. Verbal confirmation 4-22-11
3. Protect soil from compaction													
<input checked="" type="checkbox"/>	a. Ongoing maintenance requires that soil is not worked when wet, generally between October and April				1			1					BPL will include. Verbal confirmation 4-22-11
4. Feed soils naturally & avoid synthetic fertilizers													
<input type="checkbox"/>	a. Ongoing maintenance includes topdressing turf with finely screened quality compost after aeration 1-4 times per year				0			1					BPL will look into.
<input type="checkbox"/>	b. Ongoing maintenance uses compost, compost tea or other naturally occurring, non-synthetic fertilizers as the plant and soil amendment for all landscape areas				0			1					BPL will look into.
<input type="checkbox"/>	c. Ongoing maintenance prohibits fertilizers that are prohibited by Organic Materials Research Institute				0			1					BPL will look into.
5. Mulch Regularly													
<input checked="" type="checkbox"/>													

Claremont Bid Set Review

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			
<input checked="" type="checkbox"/>	a. Ongoing maintenance requires regular reapplication of organic mulch, to a minimum depth of 3 inches (total 2 points)													2			1	1				BPL will include. Verbal confirmation 4-22-11			
6. Manage and maintain irrigation system so every drop counts																									
<input checked="" type="checkbox"/>	a. Ongoing maintenance includes a schedule for reading the dedicated meter or submeter and reporting water use													1			1					BPL will include. Verbal confirmation 4-22-11			
<input type="checkbox"/>	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													0				2							
<input checked="" type="checkbox"/>	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													1				1				Good in BPL Landscaping Manual 1/27/11			
7. Use IPM as part of maintenance practices																									
<input checked="" type="checkbox"/>	a. Ongoing maintenance includes integrated pest management specifications													2						2		Good in BPL Landscaping Manual 1/27/11			
<input checked="" type="checkbox"/>	b. At least one landscaping staff member or contractor is trained in the use of IPM or is a Bay-Friendly Qualified Professional													2						2		BPL will include. Verbal confirmation 4-22-11			
8. Choose and maintain your materials, equipment & vehicles carefully																									
<input checked="" type="checkbox"/>	a. Ongoing maintenance requires that all oil leaks are repaired immediately and that repairs are not done at the landscape site													1						1		BPL will include. Verbal confirmation 4-22-11			
<input type="checkbox"/>	b. Landscape maintenance equipment uses bio-based lubricants and/or alternative fuels.													0						2					
9. Use organic pest management																									
<input type="checkbox"/>	a. Ongoing maintenance does not allow the use of pesticides that are prohibited by Organic Materials Research Institute in its generic materials list													0							2	BPL will look into.			
Maintenance Subtotal, out of possible 29 points:															15	Possible Points									
H. INNOVATION																									
<input checked="" type="checkbox"/>	1. Bay-Friendly Landscape Guidelines and Principles are defined and referenced in the construction bid documents													3	3							Good section 013521.			
2. Design & install educational signage																									
<input checked="" type="checkbox"/>	a. Provide instructional signs and other educational materials to describe the Bay-Friendly design, construction and maintenance practices													4	4							Gates to submit signage design- BLP agreed 4-22-11			
3. Create a Bay-Friendly Maintenance task list																									
<input checked="" type="checkbox"/>	a. 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 (total 7 points)													7	1	1	1	1	1	1	1	BPL will include. Verbal confirmation 4-22-11			
4. Employ a holistic approach																									
<input type="checkbox"/>	a. Site analysis is submitted AND 65% of landscape construction waste is diverted AND planting plan includes a diverse palette AND 50% of non-turf plants are California native species AND none of the landscape area is in turf AND compost is specified for amending the soil during installation AND natural fertilizers are specified as the exclusive source of nutrients AND integrated OR organic pest management is specified (total 7 points)													0	1	1	1	1	1	1	1				
5. Innovation: Design your own Bay-Friendly Innovation																									
	a. Enter description of innovation below, and enter up to 4 points at the right. Points will be evaluated by a Bay-Friendly rater.																								

Claremont Bid Set Review										Comments
<input checked="" type="checkbox"/>	i. Innovation description: The site has 8Platanus 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									
	Points Achieved	2	0	0	0	0	1	0	1	
		Innovation Subtotal, out of possible 25 points:								
Summary										
Total Possible Points:		217	25	41	18	45	23	36	29	
Total Points Achieved:		109	15	16	12	27	5	24	10	

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



BERKELEY PUBLIC LIBRARY

CONSENT CALENDAR

June 8, 2011

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:

<u>Square Feet</u>	<u>Annual Tax</u>	
	<u>FY12</u>	<u>FY11</u>
1,200	\$198.55	\$193.08
1,500	\$248.18	\$241.35
1,900	\$314.37	\$305.71
3,000	\$496.37	\$482.70
3,900	\$645.28	\$627.51
10,000	\$1,654.56	\$1,609.00

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



**BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

Attachment 1

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

**BERKELEY PUBLIC LIBRARY****CONSENT CALENDAR**

June 8, 2011

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

Fund	FY 2012		Variance f/(u)	FY 2013		Variance f/(u)
	CPI	R11-039		CPI	R11-039	
Library Services Tax	\$14,425,555	\$14,381,922	\$43,633	\$14,714,066	\$14,597,651	\$116,415

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



BERKELEY PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES

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 Berkeley 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

BERKELEY PUBLIC LIBRARY
 PROPOSED REVENUE BIENNIAL BUDGET by FUND - LIBRARY w/CoB
 G:\Admin Assist\BOL\TAgenda Packets\2011\06\Copy of Pricip 5\ FY 2012

FY 2013

Ele/Obj	Account Description	Lib Dscr 301-12	DL/ILL 302-12	Grants 304-12	Pub Lib 305-12	Gift 306-12	Fndn FFE 307-12	Mse FF 308-12	Revenue FY12	Lib Dscr 301-13	DL/ILL 302-13	Grants 304-13	Pub Lib 305-13	Gift 306-13	Fndn FFE 307-13	Mse FF 308-13	Revenue FY13
01-01	Refund on Bills	2,000							2,000	2,000							2,000
13-15	Library Tax	14,425,555							14,425,555	14,714,066							14,714,066
20-07	Library Svc&Constr Act			37,650					37,650			37,650					37,650
20-11	Library Fines	223,000							223,000	223,000							223,000
20-15	Lost Book Fines	30,000							30,000	30,000							30,000
20-17	Lib/Fin Act/S.B. 358				8,600				8,600				8,600				8,600
20-21	Tool Lending Fines	20,000							20,000	20,000							20,000
23-12	BPL Foundation						1,000,000		1,000,000						1,000,000		1,000,000
23-13	Friends of BPL					88,554			88,554								
30-01	Interest-Investment Pool							6,000	6,000							1,500	1,500
50-02	Inter-Library Book Loan		5,000						5,000		5,000						5,000
50-03	Direct Book Loan		41,124						41,124		41,124						41,124
65-01	Meeting Room Fees	2,000							2,000	2,000							2,000
99-99	Miscellaneous Revenue	8,500	20,000						28,500	8,500	20,000						28,500
End UPD	Berkeley Public Library w/CoB	14,711,055	66,124	37,650	8,600	88,554	1,000,000	6,000	15,917,983	14,999,566	66,124	37,650	8,600		1,000,000	1,500	16,113,440

BERKELEY PUBLIC LIBRARY

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

	FY 2010 FINAL	FY 2011 ADOPTED	FY 2011 REVISED	FY 2011 PROJECTED	FY 2012 PROJECTED	FY 2013 PROJECTED	FY 2014 PROJECTED
Beginning Fund Balance	\$ 1,102,151	\$ 1,461,883	\$ 1,461,883	\$ 1,461,883	\$ 1,111,540	\$ 896,102	\$ 748,559
Revenues							
Library Services Tax	\$ 13,844,489	\$ 13,904,789	\$ 13,904,789	\$ 14,029,775	\$ 14,425,555	\$ 14,714,066	\$ 14,934,777
Fines/Fees	293,254	252,000	300,000	300,000	275,000	275,000	300,000
Donations/Private Contributions							
Misc. Revenue / Interest / Refunds	14,532	10,500	10,500	10,500	10,500	10,500	10,500
TOTAL REVENUE:	\$ 14,152,275	\$ 14,167,289	\$ 14,215,289	\$ 14,340,275	\$ 14,711,055	\$ 14,999,566	\$ 15,245,277
Expenditures							
Operations							
Salaries, Wages, Benefits	\$ 11,645,544	\$ 11,649,948	\$ 11,649,948	\$ 11,649,948	\$ 12,165,187	\$ 12,416,967	\$ 12,625,476
Salaries, Wages, Benefits							
less: Labor Vacancy Savings		116,499	116,499	116,499	182,578	186,193	189,382
Personnel	\$ 11,645,544	\$ 11,533,449	\$ 11,533,449	\$ 11,533,449	\$ 11,982,609	\$ 12,230,774	\$ 12,436,094
Non-Personnel	458,709	598,990	950,763	975,763	711,733	642,066	642,066
Library Materials (incl Tool Lndng)	823,068	900,000	900,000	900,000	900,000	900,000	900,000
Misc. Professional Services	198,063	290,850	346,042	346,042	282,600	291,450	291,450
Utilities+Telephone	378,346	412,262	412,262	412,262	428,750	461,600	461,600
Janitorial	167,428	180,000	215,631	190,631	180,000	180,000	180,000
Software Maintenance	54,045	234,304	243,255	243,255	285,804	285,804	285,804
Computer & Software Purchase	31,013	55,000	55,000	55,000	55,000	55,000	55,000
CIP (Building)	12,539	75,000	15,000	15,000	75,000	75,000	75,000
Subtotal:	\$ 13,768,755	\$ 14,279,855	\$ 14,671,402	\$ 14,671,402	\$ 14,901,496	\$ 15,121,694	\$ 15,327,014
Charges From Other Depts							
Finance - Billing (3601)	\$ 12,685	\$ 11,267	\$ 11,267	\$ 7,912	\$ 12,849	\$ 13,118	\$ 13,118
Facilities - Admn (5401) +Txcs (5403)	11,103	11,512	11,574	11,304	12,148	12,297	12,297
Interfund Transfers							
Subtotal:	\$ 23,788	\$ 22,779	\$ 22,841	\$ 19,216	\$ 24,997	\$ 25,415	\$ 25,415
TOTAL EXPENDITURES:	\$ 13,792,543	\$ 14,302,634	\$ 14,694,243	\$ 14,690,618	\$ 14,926,493	\$ 15,147,109	\$ 15,352,429
Projected Surplus/(Shortfall)							
{Rev - Exp}	\$ 359,732	\$ (135,345)	\$ (478,954)	\$ (350,343)	\$ (215,438)	\$ (147,543)	\$ (107,152)
GROSS FUND BALANCE							
{Bal + Rev - Exp}	\$ 1,461,883	\$ 1,326,538	\$ 982,929	\$ 1,111,540	\$ 896,102	\$ 748,559	\$ 641,408

G:\Admin Assistant\BOLTA\Agenda Packets\2011\06\Copy of Prjctn 5YR_FY10 14_19MAY11.xls\Rev

printed:

1-Jun-11



BERKELEY PUBLIC LIBRARY

INFORMATION CALENDAR

June 8, 2011

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/i9nUov>

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-Clips*: 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.