



BERKELEY PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES

REGULAR MEETING
JULY 13, 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. **Staff Report - Reference Department** – Shani Leonards
- B. **Update on Public Art Opportunities for the New South Branch Library and the New West Branch Library**
Location / placement of art in the building designs; thematic direction to be included in the call to artists; and any other logistic or process issues related to initiation of the selection process.

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 June 8, 2011 Regular Meeting**
Recommendation: Approve the minutes of the June 8, 2011 regular meeting of the Board of Library Trustees.
- B. **Approve minutes of June 13, 2011 Special Meeting**
Recommendation: Approve the minutes of the June 13, 2011 special meeting of the Board of Library Trustees.
- C. **Library Records Retention Schedule**
Recommendation: Adopt a resolution approving the amendment of the General Records Schedule items pertaining to the Library and approve sending these recommendations to the Office of the City Clerk for City Council consideration.
- D. **Bay-Friendly Landscaping Grant**
Recommendation: Adopt a resolution accepting and appropriating Stopwaste.org managed Bay-Friendly grant funds for the North Branch Improvement Project in an amount not to exceed \$20,000.
- E. **Request City Council Delegate to the Board of Library Trustees the Authority to Accept any Gifts of Funds, Goods or Services Made to the Library**
Recommendation: Adopt a resolution requesting the City Council of the City of Berkeley delegate to the Board the authority to accept any gifts of funds, goods, or services made to the Library up to \$200,00 that do not include unduly restrictive conditions on their use and all gifts from the Library Foundation constituting payments toward the Foundation's branch library capital campaign pledge; and revise the Library's Gift Policy to include the following: 1) The Library will disclose any gift of funds, goods, or services valued in excess of \$1,000 in aggregate in an annual informational report to be presented before the Council on a regular Meeting agenda; and 2) All gifts to the Library of funds, goods, or services valued in excess of \$1,000 in aggregate, which may be accepted for the purpose of carrying out or assisting any Library function, shall be disclosed and approved on the Agenda of a regular Meeting of the Board of Library Trustees.
- F. **Salary Increase for the Director of Library Services**
Recommendation: Adopt the resolution approving a salary increase, based on merit for the Director of Library Services based on the personnel evaluation conducted on March 9, 2011.

IV. ACTION CALENDAR

A. Library Work Plan FY 2012 & 2013

Recommendation: Adopt a resolution approving the Library's work plan for FY 2012 and 2013.

B. Revision of Tool Lending Library Rules and Regulations

Recommendation: Adopt a resolution revising the Tool Lending Library Rules and Regulations to extend borrowing privileges to all Library employees.

V. 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. July 2011 Monthly Report from Library Director

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

C. Branch Van Update

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

VI. AGENDA BUILDING

The next meeting will be a Regular Meeting held at 6:30 PM on Wednesday September 14, 2011 at the **South Branch Library, 1901 Russell Street, Berkeley.**

VII. 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 July 7, 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.

III Consent, Item A

MINUTES
BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES REGULAR MEETING
WEDNESDAY, JUNE 8, 2011, 6:30 P.M.

SOUTH BRANCH LIBRARY – 1901 RUSSELL STREET

Board of Library Trustees:

Chair Darryl Moore
Vice Chair Winston Burton

Abigail Franklin
Julie Holcomb
Jim Novosel

I. PRELIMINARY MATTERS

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

A. Call to Order: 6:40 p.m.

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

Absent: None.

Also Present: Donna Corbeil, Director of Library Services; Douglas Smith; Deputy Director;
Dennis Dang, Library Admin Manager; Suzanne Olawski, Neighborhood Services Manager;
Jenifer Shurson, HR Analyst; Eve Franklin, Administrative Secretary.

Steve Dewan, Kitchell CEM

B. Public Comments: none.

C. Report from library employees and unions, discussion of staff issues: none.

D. Report from Board of Library Trustees:

Trustee Burton – Reported attending volunteer celebration.

Trustee Franklin – Reported she and Trustee Burton had attended the quarterly 4x2
Committee meeting.

Trustee Moore – Reported attending volunteer celebration.

II. PRESENTATIONS

A. Kitchell CEM Quarterly Update

From: Project Manager

Contact: Steve Dewan

Action: Presentation made and discussion held. Handouts provided (attachment 1.)

B. Civic Art in West and south Branch Measure FF Projects

From: Library Director

Contact: Donna Corbeil

Action: Presentation made and discussion held. Trustees Franklin and Novosel volunteered to serve on selection panel for the South Branch. Trustees Burton and Holcomb volunteered to serve on selection panel for the West Branch.

III. CONSENT CALENDAR

Action: M/S/C (Trustee Franklin / Trustee Burton to adopt Resolution# R11-041 to adopt the Consent Calendar in one motion as presented.

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

A. Approve minutes of May 11, 2011 Regular Meeting

From: Director of Library Services

Recommendation: Approve the minutes of the May 11, 2011 regular meeting of the Board of Library Trustees.

Financial Implications: None.

Contact: Donna Corbeil, Library Director

Action: Adopted Resolution# R11-042 to approve minutes as presented.

B. Incorporate Bay-Friendly Landscaping Guidelines into Library Landscape Maintenance Service Agreements

From: Director of Library Services

Recommendation: Adopt a resolution authorizing the Director of Library Services to incorporate Bay-Friendly Landscaping Maintenance Guidelines into future contract.

Financial Implications: None.

Contact: Donna Corbeil, Library Director

Action: Adopted Resolution # R11-043.

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

From: Director of Library Services

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.

Financial Implications: See report.

Contact: Donna Corbeil, Library Director

Action: Adopted Resolution # R11-044.

D. Amend FY 2012 and 2013 Berkeley Public Library Biennial Budget

From: Administrative Services Manager

Recommendation: Adopt a resolution to amend the FY 2012 and 2013 Proposed Biennial Budget as presented to reflect increased tax revenues.

Financial Implications: see report.

Contact: Dennis Dang, Administrative Services Manager

Action: Adopted Resolution # R11-045.

IV. INFORMATION REPORTS

A. Update on the Branch Bond Program

From: Director of Library Services

Contact: Donna Corbeil, Library Director

Action: Received.

B. June 2011 Monthly Report from Library Director

From: Director of Library Services

Contact: Donna Corbeil, Library Director

Action: Received.

C. 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: None .

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.

- Work Plan
- Reference Department Staff Presentation
- **BranchVan** update

VI. ADJOURNMENT

Adjourned at 8:55 p.m.

COMMUNICATIONS

None.

SUPPLEMENTAL COMMUNICATIONS AND REPORTS

None.

General Program Update – Progress Since 03/09/11

BOLT Progress Report
Branch Library Improvement Project

• DESIGN PROGRESS, MILESTONES

- Design Process:
 - Conceptual Design
 - Schematic Design
 - Design Development
 - Construction Documents
- 1 project at 50% Construction Document level (South)
- 1 project at end of Design Development phase (West)



June 8, 2011

General Program Update – Progress Since 03/09/11

BOLT Progress Report
Branch Library Improvement Project

• PERMIT PROCESS, MILESTONES

- Process:
 - Planning Permits
 - Use Permit
 - Structural Alteration Permit
 - Administrative Use Permit
 - Development of design through Construction Documents
 - Building Permit



June 8, 2011

General Program Update – Progress Since 03/09/11

BOLT Progress Report
Branch Library Improvement Project

• PERMIT PROCESS, MILESTONES (CONTINUED)

- Use Permit approved for South and West projects on 05/17/11
 - Including demolition permit for West
- Building Permit Application approved for Claremont on 04/20/11
- Building Permit Application approved for North on 04/28/11
- Administrative Use Permit for 8' fence at Claremont approved on 05/19/11



June 8, 2011

General Program Update – Progress Since 03/09/11

BOLT Progress Report
Branch Library Improvement Project

• BID RESULTS - CLAREMONT

- Bid protest hearing held 03/14/11, protest rejected 03/15/11
- Notice of Intent to Award issued to Fine Line 03/24/11
- Notice to Proceed issued 04/21/11

• BID RESULTS - NORTH

- First bids rejected and re-bid scheduled with revised documents
- Bid Opening 03/31/11, 3 bids received
- Low bid \$4.36M – BHM Construction
- Notice of Intent to Award issued 04/14/11
- Notice to Proceed issued 05/05/11



June 8, 2011

General Program Update – Progress Since 03/09/11

BOLT Progress Report
Branch Library Improvement Project

• CONSTRUCTION - CLAREMONT

- Demolition at exterior (ramps, stairs)
- Site clearing
- Demolition at interior (shelving, flooring)
- Hazardous materials abatement (sheetrock, piping)
- Interior framing
- Submittals



June 8, 2011



Claremont Branch Improvement Project



WEEKLY CONSTRUCTION UPDATE

Work scheduled to be performed the week of June 6, 2011:

- Selective interior demolition
- Site work
- Interior rough framing
- Foundation work

Work scheduled to be performed the week of June 13, 2011:

- Selective interior demolition
- Install scaffold
- Foundation work
- Interior rough framing
- Exterior rough framing



KITCHELL

For any concerns related to construction activities, please
contact the Construction Manager, Kitchell CEM, at (510)
292-8993 or mdenney@kitchell.com









General Program Update – Progress Since 03/09/11

BOLT Progress Report
Branch Library Improvement Project

• CONSTRUCTION - NORTH

- Demolition at exterior
- Site clearing
- Demolition at interior (shelving, flooring, plaster)
- Hazardous materials abatement (piping insulation)
- Interior framing
- Submittals



June 8, 2011



North Branch Improvement Project



WEEKLY CONSTRUCTION UPDATE

Work scheduled to be performed the week of June 6, 2011:

- Selective interior demolition (continued)
- Hard demolition at back of building (removal of rear wings)
- Site clearing
- Excavation for expansion area at back of building
- Interior framing

Work scheduled to be performed the week of June 13, 2011:

- Excavation for expansion area at back of building (continued)
- Interior framing (continued)
- Shoring at expansion area at back of building



For any concerns related to construction activities, please contact the Construction Manager, Kitchell CEM, at (650) 393-3656 or adevan@kitchell.com







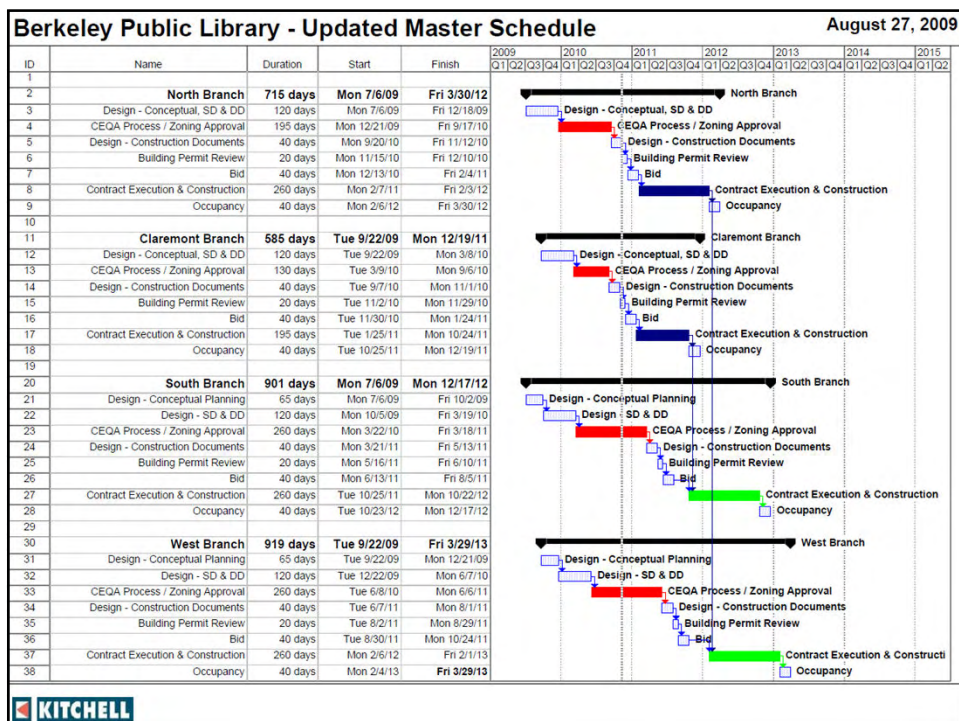




General Program Update – What's Next?

BOLT Progress Report
Branch Library Improvement Project

- LEED design submittal for North and Claremont
- Design Progress for South and West
- Construction Continuing at North and Claremont



Schedule Update

BOLT Progress Report
Branch Library Improvement Project

- Impacted Master Schedule in development
- Unanticipated delays experienced to date:
 - Bid protest for Claremont project
 - Re-bid of North project
 - Extended EIR process
- Ideas under review to mitigate delays and improve program schedule
- Critical path of schedule through North and West projects

KITCHELL

June 8, 2011

Schedule Update

BOLT Progress Report
Branch Library Improvement Project

- **Claremont Branch**
 - Delay to bid protest
 - Branch Closed 04/02/11
 - Projected Opening February/March 2012
- **North Branch**
 - Delay to project schedule due to project over-bid and re-bid
 - Branch Closed 04/30/11
 - Projected Opening April/May 2012



June 8, 2011

Schedule Update

BOLT Progress Report
Branch Library Improvement Project

- **South Branch**
 - Branch to close when Claremont opens
 - Anticipated closure – 1st Quarter 2012 to 1st Quarter 2013
 - Anticipated construction duration – 1 year
- **West Branch**
 - Branch to close when North opens
 - Anticipated Closure – 2nd Quarter 2012 to 2nd Quarter 2013
 - Anticipated construction duration – 1 year



June 8, 2011

Budget & Cost Control Update

BOLT Progress Report
Branch Library Improvement Project

- Program Budget reviewed 04/04/11 and re-allocations made.
- Alternate funding of \$200,000 added to the Program for the North branch project.



June 8, 2011



PROGRAM COST CONTROL REPORT

BERKELEY PUBLIC LIBRARY Branch Library Improvement Program		Revised Budget - February 24, 2011	Revised Budget - April 4, 2011
NORTH BRANCH			
Hard Costs	\$	4,282,000	\$ 4,282,000
Soft Costs	\$	1,263,531	\$ 1,263,531
Project Contingency	\$	218,939	\$ 418,939
Branch Total	\$	5,764,470	\$ 5,964,470
SOUTH BRANCH / TOOL LENDING			
Hard Costs	\$	4,844,500	\$ 4,844,500
Soft Costs	\$	1,437,046	\$ 1,437,046
Project Contingency	\$	47,974	\$ 47,974
Branch Total	\$	6,329,520	\$ 6,329,520
WEST BRANCH			
Hard Costs	\$	5,518,500	\$ 5,518,500
Soft Costs	\$	1,371,183	\$ 1,371,183
Project Contingency	\$	249,772	\$ 249,772
Branch Total	\$	7,139,455	\$ 7,139,455
CLAREMONT BRANCH			
Hard Costs	\$	3,268,500	\$ 3,268,500
Soft Costs	\$	1,038,577	\$ 1,038,577
Project Contingency	\$	87,163	\$ 87,163
Branch Total	\$	4,394,240	\$ 4,394,240
TOTAL SITE COSTS	\$	23,627,685	\$ 23,827,685
GENERAL PROGRAM SOFT COSTS			
Consultants	\$	486,000	\$ 486,000
Program & Construction Management	\$	996,990	\$ 996,990
Fees & Miscellaneous	\$	503,962	\$ 503,962
TOTAL GENERAL PROGRAM COSTS	\$	1,986,952	\$ 1,986,952
TOTAL PROGRAM & SITE COSTS	\$	25,614,637	\$ 25,814,637
PROGRAM CONTINGENCY	\$	385,363	\$ 185,363
ADDITIONAL REVENUE - ALTERNATE FUNDING	\$	-	\$ 200,000
TOTAL PROGRAM BUDGET	\$	26,000,000	\$ 26,200,000

Budget & Cost Control Update

BOLT Progress Report
Branch Library Improvement Project

- **As of 04/30/11 - \$2,874,877 of the \$26.2M Bond Fund Expended – 11.1%**
- Current expenses – Building permit fees (final), EIR & litigation work (consultant and architects), design & construction
- **Current budget assumes keeping to Master Schedule - *Schedule changes directly impact budget***



June 8, 2011



Period Ending 04/30/10

PROGRAM COST CONTROL REPORT

BERKELEY PUBLIC LIBRARY Branch Library Improvement Program	Revised Budget - April 4, 2011	Current Committed Costs	Expended to Date
NORTH BRANCH			
Hard Costs	\$ 4,282,000	\$ 4,815,000	\$ 11,070
Soft Costs	\$ 1,263,531	\$ 1,147,654	\$ 723,876
Project Contingency	\$ 418,939	\$ 1,816	\$ -
Branch Total	\$ 5,964,470	\$ 5,964,470	\$ 734,947
SOUTH BRANCH / TOOL LENDING			
Hard Costs	\$ 4,844,500	\$ 4,844,500	\$ -
Soft Costs	\$ 1,437,046	\$ 1,452,046	\$ 541,627
Project Contingency	\$ 47,974	\$ 32,974	\$ -
Branch Total	\$ 6,329,520	\$ 6,329,520	\$ 541,627
WEST BRANCH			
Hard Costs	\$ 5,518,500	\$ 5,518,500	\$ -
Soft Costs	\$ 1,371,183	\$ 1,386,183	\$ 356,564
Project Contingency	\$ 249,772	\$ 234,772	\$ -
Branch Total	\$ 7,139,455	\$ 7,139,455	\$ 356,564
CLAREMONT BRANCH			
Hard Costs	\$ 3,268,500	\$ 3,378,500	\$ 9,568
Soft Costs	\$ 1,038,577	\$ 938,851	\$ 578,835
Project Contingency	\$ 87,163	\$ 76,889	\$ -
Branch Total	\$ 4,394,240	\$ 4,394,240	\$ 588,402
TOTAL SITE COSTS	\$ 23,827,686	\$ 23,827,686	\$ 2,221,540
GENERAL PROGRAM SOFT COSTS			
Consultants	\$ 486,000	\$ 486,000	\$ 230,062
Program & Construction Management	\$ 996,990	\$ 996,990	\$ 273,478
Fees & Miscellaneous	\$ 503,962	\$ 503,962	\$ 149,798
TOTAL GENERAL PROGRAM COSTS	\$ 1,986,952	\$ 1,986,952	\$ 653,337
TOTAL PROGRAM & SITE COSTS	\$ 25,814,637	\$ 25,814,637	\$ 2,874,877
PROGRAM CONTINGENCY	\$ 185,363	\$ 385,363	\$ -
ADDITIONAL REVENUE - ALTERNATE FUNDING	\$ 200,000	\$ -	\$ -
TOTAL PROGRAM BUDGET	\$ 26,200,000	\$ 26,200,000	\$ 2,874,877

QUESTIONS?

BOLT Progress Report
Branch Library Improvement Project



June 8, 2011



Agenda

BOLT Progress Report
Branch Library Improvement Project

- **General Program Update**
 - Progress Since 03/09/11
 - Design Progress, Milestones
 - Permitting Progress, Milestones
 - Bid Results (update)
 - Construction
 - What's Next?
- **Schedule Update**
- **Budget & Cost Control Update**

**MINUTES
SPECIAL MEETING OF THE
BERKELEY CITY COUNCIL AND BOARD OF LIBRARY TRUSTEES
MONDAY, JUNE 13, 2011, 5:30 P.M.**

SOUTH BRANCH LIBRARY – 2080 MILVIA STREET, 1ST FLOOR CYPRESS ROOM

I. PRELIMINARY MATTERS

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

A. Call to Order: 5:30 p.m.

Present: Councilmembers Anderson, Arreguin, Capitelli, Maio, Moore, Wengraf, Worthington, Wozniak and Mayor Bates.

Trustees Burton, Holcomb, Moore (Councilmember) and Novosel.

Absent: Trustee Franklin

Also Present: Donna Corbeil, Director of Library Services.

B. Public Comments:

Limited to items on this agenda only: 0 speakers.

II. CLOSED SESSION

A. Conference With Legal Counsel – Existing Litigation Pursuant To Government Code Section 54956.9(a): *Concerned Library Users, et al. v. City of Berkeley, et al. (ACSC No. RG 10533979)*

Action: No reportable action taken.

Vote: None.

III. OPEN SESSION

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

IV. ADJOURNMENT

Adjourn: Joint Meeting with City Council and Board of Library Trustees – 6:35 p.m.

COMMUNICATIONS

None.

SUPPLEMENTAL COMMUNICATIONS AND REPORTS

None.



BERKELEY PUBLIC LIBRARY

CONSENT CALENDAR

July 13, 2011

TO: Board of Library Trustees

FROM: Donna Corbeil, Director of Library Services

SUBJECT: LIBRARY RECORDS RETENTION SCHEDULE

RECOMMENDATION

Adopt a resolution approving the amendment of the General Records Schedule items pertaining to the Library as detailed below and approve sending these recommendations to the Office of the City Clerk for City Council consideration.

FISCAL IMPACT

This report will have no fiscal impacts.

BACKGROUND

The City of Berkeley General Records Schedule (GRS) details the management and storage of administrative records for all Departments, Boards and Commissions, including the Library. Within the schedule are items unique to the Library. On occasion the Library has requested the City make changes to those items unique to the Library that are included in the master record management schedule. The last changes approved by the Board were made in July 2009.

CURRENT SITUATION AND ITS EFFECTS

The Library currently follows the record retention policy for financial and general records as set forth by the Office of the City Clerk Records Center Procedures, dated June 2009 which includes the Records Management Manual and records retention schedule. The record management guidelines and schedule covers administrative records; budget documents; citizen complaints; contracts and leases; correspondence and memos regarding policies, programs and services; financial reports; grant related documents; publications and reports; manuals; personnel records; and organizational charts. Included in the general schedule are the retention requirements for city wide boards and commissions, including agendas, resolutions, minutes, attendance records and tapes. It is not necessary for the Board of Library Trustees to adopt a schedule for the latter records as they are covered by the General Records Schedule (GRS).

Retention codes used in the changes under consideration: AE = After Expiration; AT= After Termination and US= Until Superseded.

Library staff requests the following recommendations be approved for submission to the City for inclusion in the next update to the GRS:



Item No. LIBR101	Borrowers Registration Records	Change Retain in office from US to AE+ 2 yrs.
Item No. LIBR112	Employee Personnel Files	Change retain in office from AT+1 yr to AT+5 yrs and change Storage from 5 to none.

FUTURE ACTION

Recommended changes that are adopted by the Board will be sent to the Office of the City Clerk for inclusion in the consent calendar item on the upcoming City Council consent calendar for approval.

Attachments:

1. Resolution
2. Library Records Retention Schedule (2009)
3. Library Records Retention Schedule (revised)



**BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

Attachment 1

RESOLUTION NO.: 11-__

**APPROVAL OF THE AMENDMENT OF THE GENERAL RECORDS SCHEDULE ITEMS PERTAINING TO THE
LIBRARY AND APPROVAL TO SEND THESE RECOMMENDATIONS TO THE OFFICE OF THE CITY CLERK FOR
CITY COUNCIL CONSIDERATION**

WHEREAS, the City of Berkeley General Records Schedule (GRS) details the management and storage of administrative records for all Departments, Boards and Commissions; and

WHEREAS, in the past the Library has requested that the City makes changes to the items specific and unique to the Library within the GRS; and

WHEREAS, the Office of the City Clerk has requested each department to review the GRS and recommend changes to its current guidelines; and

WHEREAS, Library staff has reviewed these guidelines and compiled a list of recommended changes for submission to the Office of the City Clerk for inclusion in the next update to the GRS.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to approve the amendments to the General Records Schedule items pertaining to the Library.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on July 13, 2011 by the following vote:

AYES:

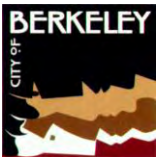
NOES:

ABSENT:

ABSTENTIONS: none

Darryl Moore, Chairperson

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

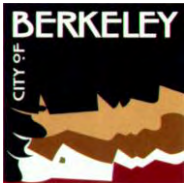


City of Berkeley
Records Management Program
2180 Milvia Street
Berkeley, CA 94704

RECORDS RETENTION SCHEDULE – LIBRARY

DEPARTMENT DIRECTOR	CITY ATTORNEY	CITY CLERK

ITEM NO.	RECORD SERIES TITLE/SUBTITLE AND DESCRIPTION (IF APPLICABLE)	MEDIA CODE	RETAIN IN OFFICE	STORAGE	DESTROY	VITAL RECORD	HISTORIC RECORD	STATUTORY REFERENCE
LIBR100								
Borrower Registration Records								
LIBR101	Records documenting the registration of authorized borrowers	Electronic	US	-	US	Y	N	Dept. Policy
LIBR102	Cash Receipts Daily deposit of monies from Library	Paper	2	5	7	Y	N	Dept. Policy
LIBR103	Circulation Records Records documenting the circulation of library materials to individual borrowers	Electronic	US	-	US	Y	N	Dept. Policy
LIBR104	Circulation Statistical Reports	Paper	PERM	-	PERM	N	Y	This item refers to the California State Library annual public library survey.
LIBR105	Library Catalog	Electronic	US	-	US	Y	N	Dept. Policy
LIBR106	Overdue Records Library fines information	Electronic	5	-	5	N	Y	This item refers to library fine information for accounts unsettled over \$50.
LIBR107	Overdue Records Library fines information	Electronic	3	-	3	N	Y	Fine information for accounts unsettled under \$50.
LIBR112	Employee Personnel Files Includes Personnel Action/Information forms used to create/change information in the personnel records of individual. Employee's information regarding hiring, termination, transfer, performance evaluations, pay grade, position/job title, leaves of absence, name changes, and similar actions	Paper	AT+1	4	AT+5	Y	N	GC 34090, GC 6250, Dept. Policy
Retention Codes								
AA = After Audit	ACT = Active	AE = After Expiration	APO = After Payoff	AS = After Settlement				
AV = Administrative Value	CL = Close/Completion	CYE = Current Year End	EL = Election	FYE = Fiscal Year End				
AT = After Termination	MAX = Maximum	PERM = Permanent	US = Until Superseded					



City of Berkeley
Records Management Program
2180 Milvia Street
Berkeley, CA 94704

RECORDS RETENTION SCHEDULE – LIBRARY

DEPARTMENT DIRECTOR	CITY ATTORNEY	CITY CLERK

ITEM NO.	RECORD SERIES TITLE/SUBTITLE AND DESCRIPTION (IF APPLICABLE)	MEDIA CODE	RETAIN IN OFFICE	STORAGE	DESTROY	VITAL RECORD	HISTORIC RECORD	STATUTORY REFERENCE
LIBR100								
Borrower Registration Records								
LIBR101	Records documenting the registration of authorized borrowers	Electronic	AE+2	-	US	Y	N	Dept. Policy
LIBR102	Cash Receipts Daily deposit of monies from Library	Paper	2	5	7	Y	N	Dept. Policy
Circulation Records								
LIBR103	Records documenting the circulation of library materials to individual borrowers	Electronic	US	-	US	Y	N	Dept. Policy
LIBR104	Circulation Statistical Reports	Paper	PERM	-	PERM	N	Y	This item refers to the California State Library annual public library survey.
LIBR105	Library Catalog	Electronic	US	-	US	Y	N	
LIBR106	Overdue Records Library fines information	Electronic	5	-	5	N	Y	This item refers to library fine information for accounts unsettled over \$50.
LIBR107	Overdue Records Library fines information	Electronic	3	-	3	N	Y	Fine information for accounts unsettled under \$50.
LIBR112	Employee Personnel Files Includes Personnel Action/Information forms used to create/change information in the personnel records of individual. Employee's information regarding hiring, termination, transfer, performance evaluations, pay grade, position/job title, leaves of absence, name changes, and similar actions	Paper	AT+5	-	AT+5	Y	N	GC 34090, GC 6250, Dept. Policy
Retention Codes								
AA = After Audit	ACT = Active	AE = After Expiration	APO = After Payoff	AS = After Settlement				
AV = Administrative Value	CL = Close/Completion	CYE = Current Year End	EL = Election	FYE = Fiscal Year End				
AT = After Termination	MAX = Maximum	PERM = Permanent	US = Until Superseded					



BERKELEY PUBLIC LIBRARY

CONSENT CALENDAR

July 13, 2011

TO: Board of Library Trustees

FROM: Donna Corbeil, Director of Library Services

SUBJECT: ACCEPT AND APPROPRIATE BAY-FRIENDLY LANDSCAPING GRANT FUNDS FOR THE NORTH BRANCH IMPROVEMENT PROJECT IN AN AMOUNT NOT TO EXCEED \$20,000 IN FY 2012/13.

RECOMMENDATION

Adopt a resolution authorizing the Director of Library Services to accept and appropriate to FY 2012/13 Alameda County Waste Management Authority & Source Reduction and Recycling Board issued Bay-Friendly landscaping grant funds if awarded for the North Branch Improvement Project in an amount not to exceed \$20,000.

FISCAL IMPACTS OF RECOMMENDATION

The North Branch improvement project is designed to achieve a City mandated Silver LEED rating. The project also provides a valuable opportunity to incorporate Bay-Friendly landscaping principles into the site renovations. The funding to cover these improvements is provided by Measure FF project funds and included in the executed construction contract. The grant award will supplement and / or offset the cost of several key features planned if awarded. Given the timing of the grant application and award cycle the design is fully funded by FF, these funds would replace bond funds and allow reallocation for other building needs.

CURRENT SITUATION AND ITS EFFECTS

The project's landscape architect, Cynthia Greenberg under the direction of the primary design team of Architectural Resources Group / with Tom Elliot Fisch has completed a Bay-Friendly grant application on behalf of the library. The landscape portion of the project includes features such as permeable pavers, reuse of on-site recycled materials, use of drought-tolerant natives and water-saving irrigation system. In addition, some of the landscape / site related elements contribute to the general LEED checklist. Installation of the landscape and other site changes will be, according to Bay-Friendly requirements monitored as part of the construction administration phase of the project. Although the size of the North Branch project does not require it to be a Bay-Friendly certified project, the City is committed to the concepts and principles outlined by Bay-Friendly Landscaping Practices and is committed to implementing sustainable practices whenever possible.



The Bay-Friendly Scorecard for Commercial & Civic Landscapes for the North Branch has been completed by the design team architect and reviewed by staff. A completed application has been submitted to Stopwaste.org for consideration this month. Award notification may take up to 12 weeks.

BACKGROUND

The North project team met early in the design phase with staff representing Stopwaste (Alameda County Waste Management Authority) and staff from the City of Berkeley Planning Department, Sustainability Coordinator and the Office of Energy & Sustainability Development to review the City's Green Building policies (Council Resolution NO. 62,284).

The Bay-Friendly landscaping grants program is open to local and regional governmental agencies with facilities in Alameda County and each year allocates funding for this grant program. The program is intended to assist local and regional governmental organizations and non-profits located in the county to incorporate sustainable or "green" landscape measures and materials into public landscapes and public-benefit projects. The branch projects are excellent candidates for these grant funds, given the early involvement of the agency in providing design assistance; the implementation of the principals in the final design; the comprehensive approach; high level of points on the checklist; public accessibility to the landscape proposed; and the inclusion of a Bay-Friendly qualified landscape professional on the design team.

These grant funds are restricted to a specific use per the terms of the application and agreement upon acceptance. In order for the Library to access these funds the board must: 1) authorize acceptance of these monies, and 2) approve the appropriation of these monies to the budget before any portion thereof can be expended.

RATIONAL FOR RECOMMENDATION

By accepting and appropriating the funds received the Library will be able to honor the intent and wishes of the grantor/donor and fulfill identified community needs.

Attachments

1. Resolution
2. Bay Friendly North Branch Scorecard



**BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

Attachment 1

RESOLUTION NO.: R11-__

**AUTHORIZING THE LIBRARY SERVICES DIRECTOR TO ACCEPT AND APPROPRIATE
BAY-FRIENDLY LANDSCAPING GRANT FUNDS FOR NORTH BRANCH IN FY 2012/13.**

WHEREAS, the Berkeley Public Library actively seeks and welcomes government and private funding support for its myriad of services; and

WHEREAS, the North Branch Library Improvement project is funded by Measure FF and a component of the project is to improve the landscaping and make site improvements in a manner consistent with Silver LEED rating; and

WHEREAS, the project's architectural design team under the direction of the primary design team of Architectural Resources Group / with Tom Elliot Fisch has engaged a landscape architect well versed in the principals of Bay-Friendly Landscaping and that this firm has completed the application; and

WHEREAS, the Bay-Friendly Landscaping Grant program, administered by the Alameda County Waste Management Authority & Source Reduction and Recycling Board (Stopwaste.org) has determined that the North Branch Library project may be eligible for a grant in an amount up to \$20,000; and

WHEREAS, for the Library to access these funds the board 1) authorizes acceptance of these monies, and 2) approves the appropriation of these monies to the budget before any portion thereof can be expended.

NOW, THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley hereby authorizes the Director of Library Services to accept and appropriate in FY 2012/13 a Bay-Friendly Landscaping grant award from Stopwaste.org in an amount not to exceed \$20,000.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on July 13 11, 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

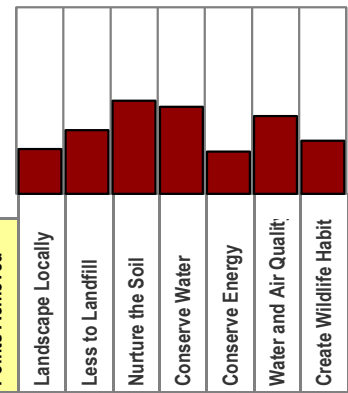
Bay-Friendly Scorecard for Commercial & Civic Landscapes



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: 6-13-11

Current Point Total: 78



North Berkeley Library Bid Set

A. Site Planning		Possible Points						
1. Select and evaluate the site carefully								
<input type="checkbox"/>	a. Submit the completed Bay-Friendly Site Analysis form before 100% design development documents	0	5					
<input type="checkbox"/>	b. The site is located within an urban growth boundary and avoids environmentally sensitive sites	0	3					
<input type="checkbox"/>	c. The site development results in the clean up of a contaminated site (i.e. brownfield) or is in a designated redevelopment area	0						3
2. Consider the potential for fire								
<input type="checkbox"/>	a. For sites adjacent to fire sensitive open space or wildlands only: Submit a Fire Mitigation Plan	0	5					
3. Keep plant debris on site								
a. Produce mulch from plant debris								
<input type="checkbox"/>	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	0	1					
<input checked="" type="checkbox"/>	ii. Construction documents specify that of the trees identified for removal, some are chipped for use as mulch onsite	1	1					
b. Produce compost from plant debris								
<input type="checkbox"/>	i. A site for composting is included in landscape plans. Systems for composting up to and including 3 cubic yards at one time	0	1					
<input type="checkbox"/>	ii. Systems for composting more than 3 and up to 10 yards at one time (total 2 points)	0	1					
<input type="checkbox"/>	iii. Systems 10 cubic yards or larger (total 3 points)	0	1					
4. Reduce and recycle waste								
<input type="checkbox"/>	a. An easily accessible area is dedicated to the collection and storage of materials for recycling	0	2					
5. Minimize site disturbance								
<input type="checkbox"/>	a. On greenfield sites, limit site disturbance to protect topography, vegetation and hydrology (total 3 points)	0	1					1
<input type="checkbox"/>	b. On previously developed sites, restore vegetation and hydrology (total 3 points)	0	1					1
<input checked="" type="checkbox"/>	6. Provide water and/or shelter for wildlife such as birdhouse, bathhouses, boulders, logs, wood piles, large native shrubs or trees	1						1
7. Conserve or restore natural areas & wildlife corridors								
<input checked="" type="checkbox"/>	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	2						2
<input type="checkbox"/>	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	0						2
<input type="checkbox"/>	c. Create or protect a diverse plant buffer of low maintenance vegetation along creeks, shorelines or monocultured landscaped areas	0						2
Site Planning Subtotal, out of possible 33 points:		4						

North Berkeley Library Bid Set		Points Achieved	Landscape Locally	Less to Landfill	Nurture the Soil	Conserve Water	Conserve Energy	Water and Air Quality	Create Wildlife Habitat
B. Stormwater and Site Drainage			Possible Points						
1. Minimize impervious surfaces									
a. Permeable paving, gravel or other porous surfaces are installed for									
<input type="checkbox"/>	i. 25% OR	0						1	
<input type="checkbox"/>	ii. 33% (total 3 points) OR	0						2	
<input type="checkbox"/>	iii. 50% of the paved area (total 5 points)	0						2	
<input type="checkbox"/>	b. No impervious surfaces directly connect to the storm drain	0						2	
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	
b. Incorporate landscape measures, including vegetated swales, infiltration planters, detention basins and/or stormwater wetlands, that are designed to capture and filter:									
<input type="checkbox"/>	i. 85% of average annual stormwater runoff OR	0						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	
<input checked="" type="checkbox"/>	d. Turf is not specified in bioswales	1						1	
<input type="checkbox"/>	e. Direct rain water from all down spouts to planters, swales or landscaped areas	0						1	
Stormwater and Site Drainage Subtotal, out of possible 16 points:		2							
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				
2. Remove and store topsoil before grading									
<input 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	0			2				
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				
<input type="checkbox"/>	b. Design documents specify that soil is not worked when wet	0			1				
4. Aerate compacted soils									
<input 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	0			1				
<input 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)	0			1				
5. Feed soils naturally & avoid synthetic fertilizers									
<input checked="" type="checkbox"/>	a. Fertilizers or soil amendment materials prohibited by Organic Materials Research Institute (OMRI) in its generic materials list are not allowed in the construction of the project	1			1				
6. Mulch									
<input checked="" type="checkbox"/>	a. Required: Planting specifications and plans indicate that after construction, all soil on site is protected with a minimum of 3 inches of mulch				R				

North Berkeley Library Bid Set		Points Achieved	Landscape Locally	Less to Landfill	Nurture the Soil	Conserve Water	Conserve Energy	Water and Air Quality	Create Wildlife Habitat
7. Amend the soil with compost before planting									
a. Quality compost is specified as the soil amendment, at the rates indicated by a soil analysis, to bring the soil organic matter content to a minimum of:									
<input checked="" type="checkbox"/>	i. Required: 3.5% by dry weight OR 1 inch of quality compost OR					R			
<input checked="" type="checkbox"/>	ii. 5% by dry weight OR (total 2 points)	2				1	1		
<input checked="" type="checkbox"/>	iii. Specify the use of compost from processors that participate in the US Composting Council's Standard Testing Assurance program	1				1			
8. Use IPM design and construction practices to prevent pest problems									
<input checked="" type="checkbox"/>	a. Sheet mulch is specified for weed control (total 3 points)	3			1			2	
<input checked="" type="checkbox"/>	b. Synthetic chemical pre-emergents are prohibited	2						2	
9. Keep soil & organic matter where it belongs									
<input checked="" type="checkbox"/>	a. Compost berms or blankets or socks are specified for controlling erosion (total 2 points)	2			1			1	
Earthwork and Soil Health Subtotal, out of possible 21 points:		16							
D. MATERIALS			Possible Points						
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"/>	i. Decking (100% of non structural materials)	0		1					
<input type="checkbox"/>	ii. Fencing (100% of non structural materials)	0		2					
<input type="checkbox"/>	iii. Outdoor furniture such as bike racks, benches, tables and chairs (50% minimum)	0		2					
<input type="checkbox"/>	iv. Planters or retaining walls (100% of either or both)	0		1					
<input type="checkbox"/>	v. Parking stops or lighting/sign posts (100% of either or both)	0		1					
<input type="checkbox"/>	vi. Play structures or surfaces (100% of either or both)	0		2					
<input type="checkbox"/>	vii. Edging or decorative glass mulch (100% of either or both)	0		1					
<input type="checkbox"/>	b. A minimum 25% of recycled aggregate (crushed concrete) is specified for walkway, driveway, roadway base and other uses	0		2					
c. Replace Portland cement in concrete with flyash or slag									
<input type="checkbox"/>	i. 20%	1		1					
<input checked="" type="checkbox"/>	ii. 25% (total 2 points)	1		1					
d. Purchased compost and/or mulch is recycled from local, organic materials such as plant or wood waste									
<input checked="" type="checkbox"/>	i. 100% of compost OR 100% of mulch	1		1					
<input checked="" type="checkbox"/>	ii. 100% of both (total 2 points)	1		1					
2. Reduce and recycle landscape construction waste									
<input checked="" type="checkbox"/>	a. Required: Divert 50% of landscape construction and demolition waste.			R					
<input type="checkbox"/>	b. Divert 100% of asphalt and concrete and 65% of remaining materials OR	0		2					
<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		

North Berkeley Library Bid Set		Points Achieved	Landscape Locally	Less to Landfill	Nurture the Soil	Conserve Water	Conserve Energy	Water and Air Quality	Create Wildlife Habitat
4. Design lighting carefully									
<input type="checkbox"/>	a. Low energy fixtures are specified for all site lighting	0					2		
	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		
<input checked="" type="checkbox"/>	d. The site and exterior building lighting does not cast direct beam illumination onto adjacent properties or right of ways	1					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		
7. Use integrated pest management									
<input checked="" type="checkbox"/>	a. Design documents include construction specifications that require integrated pest management	2						2	
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
Materials Subtotal, out of possible 39 points:		11							
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			R					
<input checked="" type="checkbox"/>	b. Plants specified can grow to mature size within space allotted them	1		1					
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			R					
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					R			
<input type="checkbox"/>	ii. 100% of all non-turf plants	0				2			
<input type="checkbox"/>	b. 100% of the non-turf plant palette needs no irrigation once established (total 5 points)	0				3			
4. Minimize the lawn									
<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			
<input checked="" type="checkbox"/>	b. Turf shall not be installed on slopes exceeding 10%	2				2			
	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			
<input checked="" type="checkbox"/>	ii. A maximum of 15%, with sports or multiple use fields exempted	2				2			
<input type="checkbox"/>	iii. No turf is specified (total 5 points)	0				3			
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			

North Berkeley Library Bid Set		Points Achieved	Landscape Locally	Less to Landfill	Nurture the Soil	Conserve Water	Conserve Energy	Water and Air Quality	Create Wildlife Habitat
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		
7. Plant trees									
<input type="checkbox"/>	a. At least 50% of the paved site area is shaded by trees or other vegetation	0					2		
<input type="checkbox"/>	b. At least one tree species is a large stature species (total 2 points)	0					1		1
8. Diversify									
a. Landscapes less than 20,000 square feet shall have a minimum of:									
<input type="checkbox"/>	i. 20 distinct species OR	0							1
<input type="checkbox"/>	ii. 30 distinct plant species (total 3 points)	0							2
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
Planting Subtotal, out of possible 36 points:		11							
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			
<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"/>	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			
<input checked="" type="checkbox"/>	b. Required: Sprinkler and spray heads are not specified for areas less than 8 feet wide					R			
	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			
<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			
<input type="checkbox"/>	e. Design and install irrigation system that will be operated at 70% of reference ET	0				3			
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			
Irrigation Subtotal, out of possible 20 points:		7							

North Berkeley Library Bid Set		Points Achieved	Landscape Locally	Less to Landfill	Nurture the Soil	Conserve Water	Conserve Energy	Water and Air Quality	Create Wildlife Habitat
G. MAINTENANCE			Possible Points						
1. Keep plant debris on site									
a. Grasscycle									
<input checked="" 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	2	2							
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							
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							
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							
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							
<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							
<input type="checkbox"/> c. Ongoing maintenance prohibits fertilizers that are prohibited by Organic Materials Research Institute	0	1							
5. Mulch Regularly									
<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						
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							
<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							
7. Use IPM as part of maintenance practices									
<input checked="" type="checkbox"/> a. Ongoing maintenance includes integrated pest management specifications	2	2							
<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							

North Berkeley Library Bid Set		Points Achieved	Landscape Locally	Less to Landfill	Nurture the Soil	Conserve Water	Conserve Energy	Water and Air Qualit	Create Wildlife Habit
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	
<input type="checkbox"/>	b. Landscape maintenance equipment uses biobased 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
Maintenance Subtotal, out of possible 29 points:		17							
H. INNOVATION			Possible Points						
<input checked="" type="checkbox"/>	1. Bay-Friendly Landscape Guidelines and Principles are defined and referenced in the construction bid documents	3	3						
2. Design & install educational signage									
<input type="checkbox"/>	a. Provide instructional signs and other educational materials to describe the Bay-Friendly design, construction and maintenance practices	0	4						
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 the landscape maintenance contract and/or with on site landscape staff (total 7 points)	7	1	1	1	1	1	1	1
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.									
<input type="checkbox"/>	i. Innovation description:	0	0	0	0	0	0	0	0
Innovation Subtotal, out of possible 25 points:		10							
Summary									
Total Possible Points:		215	25	41	18	45	22	36	28
Total Points Achieved:		78	6	14	9	21	5	15	8

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

July 13, 2011

TO: Board of Library Trustees

FROM: Donna Corbeil, Director of Library Services

SUBJECT: REQUEST CITY COUNCIL DELEGATE TO THE BOARD OF LIBRARY TRUSTEES THE AUTHORITY TO ACCEPT ALL GIFTS OF FUNDS, GOODS AND SERVICES MADE TO THE LIBRARY

RECOMMENDATION

Adopt a resolution requesting the City Council of the City of Berkeley delegate to the Board the authority to accept any gifts of funds, goods, or services made to the Library up to \$200,000 that do not include unduly restrictive conditions on their use and all gifts from the Library Foundation constituting payments toward the Foundation's branch library capital campaign pledge; and

Upon Council approval of this authority revise the Library's Gift Policy to include the following:

- The Library will disclose any gift of funds, goods, or services valued in excess of \$1,000 in aggregate in an annual informational report to be presented before the Council on a regular Meeting agenda; and
- All gifts to the Library of funds, goods, or services valued in excess of \$1,000 in aggregate, which may be accepted for the purpose of carrying out or assisting any Library function, shall be disclosed and approved on the Agenda of a regular Meeting of the Board of Library Trustees.

FISCAL IMPACTS OF RECOMMENDATION

None.

CURRENT SITUATION AND ITS EFFECTS

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

3.04.070 Library fund--Created--Disposition.

There is created a fund to be known as the "library fund," which shall be kept separate and apart from other funds. All money or revenue collected or received for library purposes, whether by taxation, gift, devise, bequest or otherwise, shall be paid into the City treasury and deposited in said fund, and is to be used and applied only for the purpose herein authorized; provided, however, if the payment into the City treasury of any money or property derived by donation or bequest be inconsistent with the terms of such donation or bequest, the Board of Trustees shall provide for the safety and preservation of the same and



the application thereof to the use of such library in accordance with the terms and conditions of such donation or bequest. (Ord. 2278-NS § 5, 1939)

3.04.090 Powers and duties.

The Board of Library Trustees, by a majority vote of all its members, as herein provided, to be recorded in the minutes with the ayes and noes at length whenever there is a division, shall have power:

A. To make and enforce all rules, regulations and bylaws necessary for the administration, government and protection of such library, and all property belonging thereto or that may be loaned, devised, bequeathed or donated to the same.

The Library currently manages donations and gift funds per Board approved Resolution AR10.11 (Attachment 2) which requires reporting to the Board on all new gifts – monetary and non-monetary gifts, inclusive of those with restrictions – prior to acceptance and acknowledgment. Gift fund balances, appropriation, and the acceptance of new gifts are included in quarterly fiscal reporting and as a component of the library budget development process. They are also reflected in Board reports and agendas which are posted and available to the public both online and in paper at the Library and at regular monthly Board meetings.

Following approval of the Open Government Ordinance section on gift acceptance this past practice should be re-examined; and if any variation to the Open Government Ordinance is deemed warranted in regards to the Library, such proposed revision should be presented before the Council for approval:

2011 OGO - 2.06.150 Contributions to the City

Any gift of funds, goods, or services worth more than \$1000 in aggregate, which may be accepted or collected by the City or any of its functionaries or Legislative Bodies, for the purpose of carrying out or assisting any City function, shall be disclosed and approved on the Agenda of a regular Meeting of the City Council. (Ord. 7166-NS § 1 (part), 2011)"

CURRENT SITUATION AND ITS EFFECTS

The Berkeley Public Library regularly receives gifts of monetary donations and materials. The two most frequent donors are the Friends of the Berkeley Public Library and the Berkeley Public Library Foundation. The receipt and allocation of funds from these organizations are brought before the Board of Library Trustees as part of the annual budget process. In addition, donations from individuals are received for specific programs and general library use, including most notably the individual branches and the Literacy program. Currently, the Director of Library Services acknowledges all monetary donations in writing. The Board of Library Trustees has delegated management responsibility for gifts to the Library Director.

Friends of the Berkeley Public Library

The Friends of the Berkeley Public Library have been a part of the Berkeley community and the Berkeley Public Library for over 50 years. Through membership fees, operation of two bookstores, annual special event sales, and an online sales component, the Friends generate over \$100,000 a year in income; of which, over 90% of all proceeds is gifted to the Library largely in the form of an annual gift. The Friends have supported collections, special programs (e.g., summer reading program, free books for The Big Read), computers for the adult literacy program, computer management software for the public computers, and contributed substantively to campaigns undertaken by the Berkeley Public Library Foundation.



Berkeley Public Library Foundation

The Berkeley Public Library Foundation has demonstrated a strong history of support for the Library, particularly raising capital funds to support facility improvements. The Foundation was formed in 1997 with the goal to raise monies for the renovation and expansion of the Central Library project, completed in April 2002. The “We Love the Library” campaign successfully raised \$4 million to support, among other things, the purchase of furnishings and equipment for the restored Central Library. More recently, with the passage of Measure FF, the Foundation has kicked off an exciting campaign to respond to the branch libraries needs. At the December 9, 2009 regular meeting, the Board adopted a resolution (R09-120) in support of the Foundation’s Branch Library Capital Campaign to raise funds for furnishings, fixtures, equipment, and materials related to implementation of the Branch Library Improvement Program and approved a donor recognition plan.

At the April 14, 2010 BOLT meeting Resolution No. 10-028 was approved, accepting the Berkeley Public Library Foundation Board of Directors’ resolution to undertake a major multi-year capital campaign for the Measure FF bond program in the amount of \$3.5 million to fund the furniture, fixtures, equipment, and other expenses associated with the Branch Library Improvement Program. Therefore, all gifts from the Library Foundation constituting a payment toward the Foundation’s branch library capital campaign pledge should be included and allowed, including those in increments greater than \$200,000 toward this obligation.

RATIONALE FOR RECOMMENDATION

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

Attachments

1. Resolution
2. Gift AR 10.11 (2/13/08)
3. Gift AR 10.11 (Revised)
4. Gifts Received in Fiscal Year 2011



**BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

Attachment 1

RESOLUTION NO.: R11-__

**REQUEST CITY COUNCIL DELEGATE TO THE BOARD OF LIBRARY TRUSTEES THE AUTHORITY TO ACCEPT
ALL GIFTS OF FUNDS, GOODS AND SERVICES MADE TO THE LIBRARY AND
TO REVISE THE LIBRARY GIFT POLICY ACCORDINGLY**

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

WHEREAS, the Board of Library Trustees oversees the disposition of gift funds as part of their management of their authority regarding Library operations to ensure that gift funds are expended *"in accordance with the terms and conditions of such donation or bequest"*; and

WHEREAS, the Open Government Ordinance, pursuant to section 2.06.150, stipulates that, *"Contributions to the City or any of its functionaries or Legislative Bodies, for the purpose of carrying out or assisting any City function, shall be disclosed and approved on the Agenda of a regular Meeting of the City Council"*; and

WHEREAS, the two major supporters and donors to the Library are the Friends of the Berkeley Public Library and Berkeley Public Library Foundation organizations, of which both groups have long-term associations with the Library, including practices related to gift-giving which satisfy their request for confirmation that funds are expended as agreed; and

WHEREAS, the Library has had a Gift Policy in place since 2008 that will be revised to reflect a requirement for annual reporting to the City Council and enhanced Board oversight of the acceptance of gifts; and

WHEREAS, at the regular BOLT meeting of April 14, 2010, by a vote of five ayes and no nays, Resolution 10-028 was approved to adopt a resolution accepting the Library Foundation commitment to raise \$3.5 Million to fund expenses associated with the branch library bond projects (Measure FF).

NOW, THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley hereby adopts a resolution requesting the City Council of the City of Berkeley delegate to the Library Board of Trustees the authority to accept any gifts of funds, goods, or services made to the Library up to \$200,000 that do not include unduly restrictive conditions on their use and (2) all gifts from the Library Foundation constituting payments toward the Foundation's branch library capital campaign pledge.

BE IT FURTHER RESOLVED that the Board of Library Trustees of the City of Berkeley hereby authorizes the adoption of a revised Library Gift Policy (AR 10.11) to include the following: 1) The Library will disclose any gift of funds, goods, or services valued in excess of \$1,000 in aggregate in an annual informational report to be presented before the Council on a regular Meeting agenda; and 2) All gifts to the Library of funds, goods, or services valued in excess of \$1,000 in aggregate, which may be accepted for the purpose of carrying out or assisting any Library function, shall be disclosed and approved on the Agenda of a regular Meeting of the Board of Library Trustees.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on July 13 11, 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
ADMINISTRATIVE REGULATIONS**

A.R. Number:	10.11
ORIGINAL DATE:	2/13/08
BOLT Resolution #:	--
REVISED DATE:	n/a
PAGE:	1 of 2

SUBJECT: Gift / Donation Policy

I. PURPOSE

The Berkeley Public Library welcomes gifts of money to enhance library services through the provision of additional materials, equipment and services, as well as other types of gifts such as books. The Library encourages gifts of cash, not earmarked for specific items (unrestricted) in order to permit the most flexible use of the donation for the enrichment of the library program.

II. POLICY

Donations may be given in the form of cash (monetary) gifts, or as a bequest, trust, real property or donation of an asset. We recognize that the gift may be a remembrance, a way to honor an individual or group, a memorial or a tribute. The Library will establish the methods by which gifts are publicly acknowledged.

The Library will not affix a value for income tax purposes to any gift accepted; this is the responsibility of the donor. The Library will, however, on request, acknowledge the gift by letter and specify the type, and quantity, condition, etc. of the gift for the donor's records. All gifts of money will be acknowledged. Gifts are the management responsibility of the Director of Library Services. The Director, in coordination with Library staff members has responsibility for decisions regarding criteria for gift acceptance and final disposition. The Board of Library Trustees will receive quarterly reports regarding all donations.

Personal property, art objects, memorial or commemorative objects, displays or plaques, portraits, artifacts, antiques, museum objects and similar items are not generally accepted as gifts. Under certain circumstances and with Board approval when such a gift meets the mission and needs of the library, these types of gifts will be accepted. Any restrictions on gifts, whether donations of monies, books, periodicals, media or art work must be submitted in writing and approved by the Board. Monetary gifts offered with special restrictions or conditions, including endowment funds, require Board approval of such restrictions before such monetary gifts are accepted.

Library staff will develop procedures regarding the disposition of books and other materials to include guidelines in considering material for inclusion in the Library's collection and disposition of material not included in the collection. The Library will develop a gift record form that includes options available to givers, including branch, collection or program designation. A record of all monetary donations above \$100 will be retained for seven years.

Donor Recognition

The purpose of recognition is to commemorate the gifts of all donors. A gift to the Berkeley Public Library may be commemorated with a book plate, signage, plaque or by other means. In the case of a tribute donation, the Library will send the honoree(s) a formal announcement of the donation.

It is not the policy of the Library to provide separate shelf space for books or other materials donated to it.

The Berkeley Public Library Foundation and the Friends of the Berkeley Public Library are not part of the Berkeley Public Library and as such have their own set of policies and practices. Under certain circumstances and with Board approval the Library may collaborate with one or the other of these organizations to initiate a “Library Campaign” to improve the physical space or service program of the Library. Such a campaign may have a donor recognition component that includes memorializing the gift or donation in Library facilities only if approved by the Board.

Reviewed by:	_____
Director of Library Services	Date
Approved by:	_____
Chair, Board of Library Trustees	Date

REVISIONS IN BOLD ITALICS**BERKELEY PUBLIC LIBRARY
ADMINISTRATIVE REGULATIONS**

A.R. Number:	10.11
ORIGINAL DATE:	2/13/08
BOLT Resolution #:	--
REVISED DATE:	7/13/11
PAGE:	1 of 2

SUBJECT: Gift / Donation Policy**I. PURPOSE**

The Berkeley Public Library welcomes gifts of money to enhance library services through the provision of additional materials, equipment and services, as well as other types of gifts such as books. The Library encourages gifts of cash, not earmarked for specific items (unrestricted) in order to permit the most flexible use of the donation for the enrichment of the library program.

II. POLICY

Donations may be given in the form of cash (monetary) gifts, or as a bequest, trust, real property or donation of an asset. We recognize that the gift may be a remembrance, a way to honor an individual or group, a memorial or a tribute. The Library will establish the methods by which gifts are publicly acknowledged.

The Board of Library Trustees must approve for acceptance any gift to the Library of funds, goods; or services worth more than \$1,000 in aggregate.

The Library will disclose annually in an informational report to the City Council any gift received over \$1,000 in aggregate.

The Library will not affix a value for income tax purposes to any gift accepted; this is the responsibility of the donor. The Library will, however, on request, acknowledge the gift by letter and specify the type, and quantity, condition, etc. of the gift for the donor's records. All gifts of money will be acknowledged. Gifts are the management responsibility of the Director of Library Services. The Director, in coordination with Library staff members has responsibility for decisions regarding criteria for gift acceptance and final disposition. The Board of Library Trustees will receive quarterly reports regarding all donations.

Personal property, art objects, memorial or commemorative objects, displays or plaques, portraits, artifacts, antiques, museum objects and similar items are not generally accepted as gifts. Under certain circumstances and with Board approval when such a gift meets the mission and needs of the library, these types of gifts will be accepted. Any restrictions on gifts, whether donations of monies, books, periodicals, media or art work must be submitted in writing and approved by the Board. Monetary gifts offered with special restrictions or conditions, including endowment funds, require Board approval of such restrictions before such monetary gifts are accepted.

Library staff will develop procedures regarding the disposition of books and other materials to include guidelines in considering material for inclusion in the Library's collection and

disposition of material not included in the collection. The Library will develop a gift record form that includes options available to givers, including branch, collection or program designation. A record of all monetary donations above \$100 will be retained for seven years.

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It is not the policy of the Library to provide separate shelf space for books or other materials donated to it.

The Berkeley Public Library Foundation and the Friends of the Berkeley Public Library are not part of the Berkeley Public Library and as such have their own set of policies and practices. Under certain circumstances and with Board approval the Library may collaborate with one or the other of these organizations to initiate a "Library Campaign" to improve the physical space or service program of the Library. Such a campaign may have a donor recognition component that includes memorializing the gift or donation in Library facilities only if approved by the Board.

Reviewed by:	_____
Director of Library Services	Date
Approved by:	_____
Chair, Board of Library Trustees	Date

Gifts Received in Fiscal Year 2011

<u>Donor</u>	<u>Date</u>	<u>Gift</u>	<u>Value</u>
Friends of BPL	16-Jul-10	Monetary	\$25,000
Common Knowledge	30-Jul-10	Monetary	\$150
Friends of BPL	10-Oct-10	Monetary	\$25,000
Half Price Books	4-Nov-10	Monetary	\$200
Dorothy Richman	15-Nov-10	Monetary	\$60
United Way	16-Dec-10	Monetary	\$461
Friends of BPL	24-Jan-11	Monetary	\$7,808
BPL Foundation	15-Feb-11	Monetary	\$100,000
DB Atkinson KE Moniz	1-Mar-11	Monetary	\$200
Friends of BPL	7-Mar-11	Monetary	\$500
BPL Foundation	17-Mar-11	Monetary	\$250
BPL Foundation	17-Mar-11	Monetary	\$2,500
BPL Foundation	17-Mar-11	Monetary	\$1,375
Jean Sharp	23-Mar-11	Monetary	\$100
BPL Foundation	14-Apr-11	Monetary	\$100,000
BPL Foundation	15-Jun-11	Monetary	\$100,000
TOTAL			\$363,604



BERKELEY PUBLIC LIBRARY

CONSENT CALENDAR

July 13, 2011

TO: Board of Library Trustees

FROM: Darryl Moore and Winston Burton, Trustees

SUBJECT: SALARY INCREASE FOR THE DIRECTOR OF LIBRARY SERVICES

RECOMMENDATION

Adopt the resolution approving a 4% merit salary increase, effective July 13, 2011, for the Director of Library Services based on the personnel evaluation conducted on March 9, 2011.

FISCAL IMPACT

A salary increase will have a slight increase on the personnel budget and can be absorbed with existing resources.

BACKGROUND

On an annual basis, the Board of Library Trustees evaluates the Director of the Library; January 10, 2012 will mark the five-year anniversary for Ms. Corbeil. At the regular meeting of December 8, 2010, by Resolution 10-092, moved by Trustee Kupfer, seconded by Trustee Moore, the board adopted a resolution approving a process and scheduling a date for a closed session discussion of the Director of Library Services' annual personnel evaluation. The board held closed sessions to discuss her personnel evaluation on February 16, 2011 and March 9, 2011, after the regularly scheduled Board of Library Trustee meetings.

CURRENT SITUATION AND EFFECTS

During the March 9th Closed Session the Board of Library Trustees discussed Ms. Corbeil's performance over the past year as Director of Library Services and agreed that based on her performance a salary increase was appropriate. Following the previous evaluation of March 10, 2010, a merit increase was deferred.

FUTURE ACTION

No future action is needed.

Attachments:

1. Resolution



**BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

Attachment 1

RESOLUTION NO.: R11-__

SALARY INCREASE FOR THE DIRECTOR OF LIBRARY SERVICES

WHEREAS, Donna Corbeil began her position as the Director of Library Services on January 10, 2007; and

WHEREAS, on December 8, 2010, at a regular meeting of the board Resolution 10-092 was adopted approving a process and scheduling a date for a closed session discussion of the Director of Library Services' annual personnel evaluation and appointing Trustee Abigail Franklin and Trustee Winston Burton to prepare materials related to the evaluation of the Library Director; and

WHEREAS, on February 16, 2011 the Board of Library Trustees held a closed session to discuss the performance evaluation of the Director of Library Services; and

WHEREAS, The Board of Library Trustees recessed into closed session to conduct a public employee performance evaluation following the regular meeting of March 9, 2011; and

WHEREAS, during that Closed Session the Board of Library Trustees agreed that the Director of Library Services' performance warranted a merit-based salary increase.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley that it hereby approves a salary increase of 4% for the Director of Library Services, effective July 13, 2011.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on July 13, 2011.

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

ACTION CALENDAR

July 13, 2011

TO: Board of Library Trustees

FROM: Donna Corbeil, Director of Library Services

SUBJECT: LIBRARY WORK PLAN FY2012 AND FY2013

INTRODUCTION

Discussion and possible approval of Library Work Plan for the biennial budget period, FY 2012 and 2013.

FISCAL IMPACT

There is no fiscal impact from this report.

BACKGROUND

The Library began the practice of developing an annual plan in June 2007 for the FY 08/09 budget period; a similar process and board adoption of the work plan for FY 2010/11 occurred in December 2008. Updates have been given regularly since this time.

As is the City's annual budget process, staff develops a citywide work plan, the priorities of which are integrated with the annual budget following Council review. The Library board undertakes a similar effort providing feedback on staff initiated projects, special projects and the integration of board priorities into the plan as projects. This effort is coordinated with the Biennial Budget process, with reports and updates given throughout the year. In keeping with past practice, staff has prepared a draft of proposed projects and information on previous years work plan priorities, including completed and discontinued projects.

Like other City agencies the vast majority of work at the Library can be described as baseline service delivery. The 90% baseline, 10% special projects composition used by the City accurately reflects library operations in most years. A Library example of a special project would be the Branch Library bond program, which represented a significant project and body of work over multiple fiscal years. Baseline work represents what we consider as basic services, such as opening the library the prescribed hours per week, providing reference services, purchasing materials for use by the public, children's programming, etc.

The City's work plan focuses on high priority time specific projects that accomplish specific goals through concentrated efforts. The city uses the following definition to categorize activities as a "project":



Projects have a desired objective, take concentrated resources and effort to achieve, and have a beginning and end. Throughout the year as projects develop they are planned and budgeted for within the current year's budget or incorporated into future fiscal cycles, such as capital repairs. Regardless, all projects require resources; these may be within the scope of the budget and staff capacity or not, in which case additional resources may be needed to complete them.

The Library has adopted an abbreviated version of the larger City process, as we are one department versus the city's larger scale and scope of responsibilities, which includes some of the key concepts and components. The general process is as follows: identify emerging priority projects and resource needs, evaluate work load and committed resources, then revise work plan and reallocate resources.

CURRENT SITUATION AND ITS EFFECTS

The Board has developed budget priorities for FY12/13 as part of the budget workshop process beginning in December 2010. As in past budget cycles these priorities may be included as projects if appropriate. The detailed status sheets for each of the FY10/11 projects was included in the April 11, 2010 BOLT packet. On December 8, 2010 the revised projects for FY 2010/11 were included for discussion, these are updated to include the current status, including completed where appropriate (Attachment 1). At the May 11, 2011 meeting a recommended final budget was discussed and adopted for referral to the City Council. The adopted budget represents both baseline and some ongoing special projects and the identified resources to date for each category, to the extent these are known and possible.

Attached is a draft spreadsheet (Attachment 2) of projects, including Board suggested initiatives from meetings throughout the last year, reflecting adopted FY12/13 budget priorities and staff identified projects to date. For each project identified, a separate one-page project work sheet will be developed that includes a brief description, comments, deliverables or the various steps required to complete the project, detailed timeline, status, budget information and the lead person and/or team. For the purposes of discussion a summary is included for your review and consideration.

The complete worksheets for each of the projects listed on the summary page (Attachment 2), is included in the packet for board review and discussion. Staff is available to answer any questions and will include board ideas and comments into the proposed plans. Below I have highlighted a few of our efforts:

Strategic Planning (1)

The BPL Strategic Plan 2008-2011: Shaping the Future of Your Library, was developed through an inclusive method, following the PLA Planning for Results model, and using PLA's Public Library Service Responses, a multi-level staff effort and community input process took place. The process began in January 2008, with BOLT approving the timeline and scope of work to conduct the Library Strategic Plan with an update on the process given at the June meeting that year. In July 2008, a workshop was held by the board at which Deputy Director Doug Smith and Leslie Nordby, the Library Consultant on the project, made a presentation, following by board discussion and direction on the planning results and findings. Subsequent reports were made to the board at the December 2008 and December 2009 regular meetings.

The Strategic Plan is a living document used by staff to set direction and to inform priorities and project planning. The Plan, "defines specific strategic goals and initiatives to guide in the allocation of



resources”, the Library Work Plan includes initiatives designed to address strategic goals and objectives. Therefore, it is of the highest interest in the planning process for the annual work plan. Of course, other interest may drive initiatives, such as the upgrade of the phone system; this will improve operations and modernize a tool that is essential to communication internally and with our patrons. While it may not have been anticipated at the time of planning, it does respond to the need to have a robust infrastructure.

As of this month, implementation of the 7 Strategic Goals and their 15 associated Strategic Initiatives/Activities has proceeded forward from the phasing matrix presented to the board in 2009. Among the major achievements of FY 2010 and 2011 have been:

- Creation and approval of a system-wide Collection Development Policy;
- Completion of the Central Library Space Planning Project;
- Significant advances with the Measure FF bond projects including construction launches at North and Claremont;
- Implementation of a comprehensive staff training/recruitment/retention programs;
- Collection management initiative undertaken prior to retagging and temporary closures;
- Launch new BranchVan service;
- Successful installation of new self-check materials security system; and
- Enhancement of the Library’s electronic resources via the Library web site and catalog interfaces.

In the early Fall of 2011, the planning process will begin, including BOLT approval and direction on strategic goals.

Establishment of a Library reserve fund (3)

During Library budget development and planning meetings the possibility of establishing a reserve has been raised and was included as a budget goal. As reported at the regular meeting of the board on April 13, 2011, related to establishment of Budget Priorities:

At the January 12, 2011 Board of Library Trustees meeting, the Trustees adopted the following budget priorities to serve as guideposts for the development of fiscal years 2012 and 2013 biennial budget.

- *Confirm stability of operating budget and plan for future operational needs – to include establishing / maintaining a balanced budget*
- *Monitor and manage bond funds (Measure FF program)*
- *Maximize effectiveness of services*
- *Pursue establishment of a reserve fund*

The proposed FY11 and FY12 budget seeks to address these identified priorities within the constraints imposed by the current economic climate and the resources available. Emphasis is particularly directed to achieving a stable operating budget, continued execution of the Branch Libraries Improvement Program as mandated by Measure FF, and continuing to deliver library services that exceed the expectations of library patrons.

At a regular meeting of the board on May 13, 2011 the proposed Biennial Budget was approved. Although this 2-year budget does not eliminate the structural deficit impacting the Library Tax Fund it does materially address the mismatch between revenue and expenses. In addition, with the positive growth in the *San Francisco Bay Area Consumer Price Index*, adopted for the Library Tax rate increase in



FY 2012 along with the adopted reductions in expenditures, the Library has made significant strides toward the board's fiscal goals.

In the City's general fund budget planning for FY 2010 & 2011, the following policy statement is given; "The City Council's current policy is to maintain the reserve at 8 % of gross General Fund revenues. The reserve provides some flexibility to address one-time priority programs, smooth out economic swings, buffer the loss of state and federal revenues, and to support City operations during emergencies such as natural disasters. An 8% reserve would fund City operations for about 30 days in the event of a catastrophic disaster."

Prior to development of the project worksheet, staff seeks the board's guidance and direction on this matter, through further board discussion on the purpose and intent of such a fund and information gathering to lead us to the best estimate for a library reserve fund percent or flat-amount set-aside, if that is the will of the board.

Staff Training and Development & Health and Wellness (4)

In addition to the traditional focus on training related to specific duties and tasks the Library will also expand on a pilot effort begun last fiscal year to help staff stay healthy. In partnership with community professionals in 2010, the Library offered 3 courses related to stress management; Chi Kung, meditation and self massage. Related to nutrition, the library offered a lecture and healthy cooking demonstration with staff in the Central Library staff lounge.

During a time of elevated work and life stresses, given the economic conditions and many demands of family and life, balancing work and wellness is essential for the health of the individual and the organization. The plan of this effort is to provide resources to support staff in areas of physical fitness, nutrition and stress management leading to overall improved staff health and morale.

E-Books and Electronic Resources (7)

Another project included for the coming fiscal year relates to the changes and trends in the area of electronic material, of great interest to libraries at this time. We will be examining all our current electronic resources for their continued use and value, and looking at new vendors and products that will meet our patron's needs going forward. The downloadable content area in particular is a growing area where we have had a lot of requests for a new service. The library has picked a new service to offer downloadable content to our patrons, both e-books and audio-books, and is exploring other ways to provide electronic content. The current budget is \$200K, with downloadable media priced similarly to software.

FUTURE ACTION

If adopted with revisions at the July 13, 2011 Board meeting, the worksheet and project spreadsheet will be used to capture any new projects and to report on approved projects throughout the fiscal year. The work plan will align the work of the Library with the priorities of the Board. It will also provide a context for any new projects that come to fruition throughout the year. This process will ensure new projects carefully consider existing staffing, commitments already on the table, and adequate resources to complete the work. The Board may wish to revise the priority designation for the projects added to the



work plan as the City Council has done. They use the designations of critical initiative (CI), special project (SP), and department project (DP) to further focus resources.

Attachments:

1. Resolution
2. FY 10/11 Library projects (Update)
3. Proposed FY 12/13 Work Plan Projects: Summary & Work Sheets



**BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

Attachment 1

RESOLUTION NO.: R11-__

**ADOPT THE LIBRARY'S FISCAL YEAR 2012 / 2013 WORK PLAN PROJECTS AS PRESENTED FOR
IMPLEMENTATION AND REPORTING.**

WHEREAS, the Library began the practice of developing an annual plan in June 2007 for the FY 08/09 budget period, with a similar process and board adoption of the work plan for FY 2010/11 occurred in December 2008; and

WHEREAS, the Library has adopted an abbreviated version of the larger City process, as we are one department versus the city's larger scale and scope of responsibilities, including key concepts and components; and

WHEREAS, the board has developed budget priorities for Fiscal year 2012/2013 as part of the budget workshop process begun in December 2010 and has, as in past budget cycles considered these priorities as projects; and

WHEREAS, at the May 11, 2011 regular meeting of the Board of Library Trustees a 2-year budget was discussed and adopted for approval by the City Council; and

WHEREAS, annual work plan development has been ongoing and resulted in a list of projects reflective of board priorities and goals, and included in this report as Attachment 3 - Proposed FY 12/13 Work Plan Projects: Summary.

NOW, THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley hereby approves as presented the Library's *FY12/13 Work Plan Projects: Summary*, with regular informational reports and bi-annual updates to be presented at regular meetings of the Board of Library Trustees.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on July 13 11, 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

Library WORKPLAN

LIBRARY PROJECTS

FY 2010 & 2011 (last rev 5/10; Updated May 2011)

	Project Title	Priority	Lead	Budget	Timeline	STATUS 6/11
1	Implement Library Strategic Plan (2009-2012)	CI	Doug Smith	Initiatives incorporate -ed into budget annually	Plan approved by BOLT 9/10/08; Quarterly reports to BOLT thereafter	Last report given to BOLT on 2/2011; On-going FY 12
2	Implement branch library improvement program	CI	D. Corbeil, S. Olawski, D. Dang	\$26M	Updates given monthly in board packets; quarterly & annual budget reports; and quarterly Kitchell reports	Two projects in construction; Ongoing FY 12/13
3	Research and report on evolving self-check and other technologies	CI	A. Abramson, M. McArdle & J. Dickinson	FY 2011 budget	RFP released – staff research of vendors; executed contract with Bibliotheca for new selfcheck system; installed June 2011	COMPLETED
4	Consider establishing a library reserve fund	CI	D. Dang, D. Corbeil	3-5% of library operations budget	Considered long-term goal, not achieved in FY 2012/13 planning; revisit in FY 12 for FY13	Ongoing

	Project Title	Priority	Lead	Budget	Timeline	STATUS 6/11
5	Confirm the stability of the operating budget and plan for what is on the horizon operationally, to include establishing / maintaining a balanced budget	CI	D. Dang, D. Corbeil	TBD	Submit Revised FY 2011 budget on 5/25/10	COMPLETED Balanced FY 12/13 budget approved May 2011
6	Central Library Layout & Service Improvement Project	DP	Doug Smith	Gift Funds budgeted	Status report at Feb 2011 BOLT meeting	COMPLETED
7	Staff Development / Training Plan	DP	J. Shurson, A. Abramson, S. Olawski	TBD	Ongoing as planned – partially funded by Friends of the Library grant	Ongoing into FY 12
8	Circulation Workflow Project	DP	J. Dickinson	>\$20,000	Completed research and improvements - investigate automated materials handling system	COMPLETED
9	Website / Catalog	DP	A. Abramson	Software and staff to manage web budgeted	Encore launched February 2010; Ongoing -User interface improvements and respond to public feedback	COMPLETED Encore launch

Library Workplan

LIBRARY PROJECTS
FY 2012 & 2013 (PROPOSED)

	Project Title	Priority	Lead	Budget	Timeline
1	Library Strategic Plan (2009-2012)	CI	Doug Smith	\$10,000	Begin process for updating in FY 2012
2	Implement branch library improvement program	CI	D. Corbeil, S. Olawski, D. Dang	\$26M	Ongoing 2008 - Updates given monthly in board packets
3	Consider establishing a library reserve fund	SP	D. Dang, D. Corbeil	Goal: 3-5% of library budget	FY2013-2014 biennial budget process
4	Staff Development / Training Plan & Wellness	DP	J. Shurson, A. Abramson, J. Dickinson	\$5,000 - @10,000	Focus on technology, wellness & Leadership Training FY12-13
5	Library Website Functionality	DP	A. Abramson	\$10,000 - \$14,000	FY12 User interface improvements and respond to public feedback
6	Voice over IP Phone System Conversion	DP	A. Abramson	FY12 Budget	City in process of selecting vendor
7	E-books and Electronic Resources	DP	M. McArdle	NA	FY12&13 – implications for resource allocation / material budget

CI = Critical Initiative

SP = Special (Board initiated) Project

DP = Department (staff initiated) Project

	Library Strategic Plan	
Lead	Douglas Smith (Deputy Director)	
Description	Update Library’s Strategic Plan: 2008-2011	
Comments	Following a similar process whereby a multi-level staff effort and community / stakeholder input process is used, inclusive of BOLT, Friends of the Library and Library Foundation.	
Budget	\$10,000	
Deliverables		
Step	Detail	Status
Consultant hired		Fall 2011
Community & staff input, plan revisions / review		11/11 – 4/12
Updated Plan to BOLT for possible approval		5/12
Implementation/phasing of individual initiatives		2012-2015
Updates to BOLT		As needed

	Branch Improvement Program	
Leads	Donna Corbeil, Suzanne Olawski	
Description	In November 2008, City residents voted in favor of Measure FF, a Library bond measure not to exceed \$26 Million to renovate, expand and make seismic and access improvements at the four branch libraries.	
Comments	Ongoing / Completion estimated in 3 rd quarter 2013	
Budget	\$26 Million	
Deliverables		
Step	Detail	Status
Construction Documents	Building plans, specifications and supporting documents, providing contractor instructions	3 rd Qtr 2011 – South Branch 4 th Qtr 2011 – West Branch
Permit Review	Review of construction documents for compliance in order to issue necessary building permits	1 st Qtr 2012 – South Branch 2 nd Qtr 2012 – West Branch
Bid Solicitation	Release of project details to solicit and obtain contractor bid proposals	1 st Qtr 2012 – South Branch 2 nd Qtr 2012 – West Branch
Contract Execution	Bid award and contract negotiations and approvals	1 st Qtr 2012 – South Branch 2 nd Qtr 2012 – West Branch
Claremont Branch Occupancy and Opening	Furniture and equipment move-in and set up; building ownership turned over to City / Library from contractor; reopen for public service	1 st Qtr 2012; <i>Construction began 5/31/11 - ongoing</i>
Move-Out	Branch closure and move out of furniture, fixture, equipment and collections	1 st Qtr 2012 – South Branch 3 rd Qtr 2012 – West Branch

Step	Detail	Status
North Branch Occupancy and Opening	Furniture and equipment move-in and set up; building ownership turned over to City / Library from contractor; reopen for public service	2 nd Qtr 2012 <i>Construction began 5/16/2011 - ongoing</i>
Construction	Building ownership turned over to contractor; demolition and new construction	1 st Qtr 2013 – South Branch 3 rd Qtr 2013 – West Branch
Occupancy and Opening	Furniture and equipment move-in and set up; building ownership turned over to City / Library from contractor; reopen for public service	2 nd Qtr 2013 – South Branch 3 rd Qtr 2013 – West Branch

	Staff Development / Training Plan
Lead	Jenifer Shurson, Alicia Abramson, Doug Smith
Description	Provides necessary base knowledge & additional fundamental knowledge essential to the tasks associated with each classification while providing a path for those members of staff interested in career growth and leadership opportunities.
Comments	
Budget	\$16,506

Deliverables

Step	Detail	Status
Identify Basic, Class and Specific competencies		Basic and Class completed. Specific to be developed.
Identify Tools and Coursework linked to competencies.	<p>Basic Competencies addressed by 2 day orientation, supervisor led training and 4 core courses (Customer Svc, Privacy Policy, Library Computing, Circulation.)</p> <p>Class competencies addressed by corresponding course requirements.</p> <p>Specific Competencies</p>	<p>Orientation Packet and Checklist revised. Orientation video completed. Injury Prevention incorporated into orientation.</p> <p>Core courses and trainings assoc w/ class competencies developed and will continue to offer ongoing basis. Staff req more adv training in Millennium TBD.</p> <p>To be developed by division supervisors.</p>
Promotional	Library Trainee Program based on class competencies to be	Program developed and successfully implemented last yr. Will continue to offer annually

	<p>developed.</p> <p>3 part process; Coursework, Job Shadowing and Higher class opportunities.</p>	<p>depending on demand and coaches .</p> <p>Following completion of coursework and shadowing assignments higher class opps will be made available (JS to seek out programming partnerships for Librarian trainees).</p>
Leadership Development	<p>Internal program/academy targeting current and potential future BPL leaders</p>	<p>Initial program development and testing with managers. Steps: define Library culture; identify and develop leadership competencies; and identify coursework to build those competencies.</p> <p>Phase 2a: Candidate Recruitment. Candidates enrolled in coursework and mentoring program.</p> <p>Phase 2b: Those who successfully complete phase 2a will take part in assisted project mgmt exercise.</p>
Library Conference Attendance	<p>Staff submit applications for conference attendance to be reviewed with a select number approved by the Deputy Director.</p>	<p>Staff attendance at annual library conferences including ALA, PLA and CLA to support professional development.</p>
Tracking System	<p>Database merged with Personnel Database</p>	<p>Trainings and course evaluations being tracked by JS.</p>
Incentive Program		<p>Core Graduate Ceremony at All-Staff</p>

		mtg. Possible luncheon for leadership program grads.
Plan Evaluation		On-going staff surveys & evaluation forms

	Staff Health & Wellness	
Lead	Jenifer Shurson	
Description	Provides resources to support staff in areas of physical fitness, nutrition and stress management leading to overall improved staff health and morale.	
Comments		
Budget	\$800	
Deliverables		
Step	Detail	Status
Health and Wellness Program Development	Program to focus on nutrition, fitness and stress management	In partnership with community professionals in 2010, offered courses related to stress management and nutrition.
Health and Wellness Program Development Year 2	Survey circulated to assess staff preferences for trainings/activity options in the areas of nutrition, fitness, stress mgmt. and ergonomics.	Survey under development. Available to staff mid June via Library News
Survey evaluation and training/activity coordination.	Based on survey results, arrange trainings and activities that satisfy core areas (fitness, nutrition, stress mgmt, ergo) while best matching staff preferences.	Pending completion of surveys likely early to mid July.
Develop Tracking System	Wellness Database to be merged with Personnel Database	Trainings and course evaluations to be tracked by JS.
Incentive Program		To be developed based on activities.
Plan Evaluation		On-going staff surveys & evaluation forms

Attachment 3

#4

	Library Website Functionality		
Lead	Alicia Abramson		
Description	Enhance and update the library’s web site for patron-friendliness, navigability, content and mobile optimization		
Comments			
Budget	\$15,000		
Deliverables			
Step	Detail	Status	
Convene Website Redesign team	Website team will include Library wide representation	First team meeting in July 2011	
Engage services of a design consultant	Consultant will assist team with analysis and create designs and layouts based on team direction	July 2011	
Analyze existing site for usability, ease of use, compliance with current standards for web site development. Conduct a survey of current well designed Library and similar websites	Site traffic, use logs and use patterns will be reviewed and analyzed by staff to determine the most often used and least often used parts of the site. Staff will also assess current categories of information represented and work towards simplifying.	July – August 2011	
Identify key stakeholders and solicit feedback about existing site	Information will be gathered from stakeholders in a number of ways including surveys, interviews and usability exercises with a focus on understanding users’ interaction with the site to find desired content	August 2011	
Develop visual imagery and design elements consistent with other public facing materials such as promotional brochures (e.g. the “Look” cards) and the	Design consultant will create several mockup designs for consideration by Website Committee. Feedback on design will also be solicited from key stakeholders.	August – September 2011	

Annual Report which reflect the character and mission of the Library

Incorporate feedback and staff analysis of existing site into a redesigned framework

Create functional “wireframes” which map the site, reflect the structure and navigational model to be used and layout of information and design elements.

August –
September
2011

Finalize design

Incorporate feedback into a finalized design; design shall be ADA accessible, cross platform compatible, offer mobile user options and adhere to current web standards.

October 2011

Soft Launch

Give stakeholders the opportunity to preview the site before “going live” in order to capture any feedback that can be used to fine tune the site

November
2011

Go Live

After fine tuning, go live with the new Web site

January 2011

	Voice over Internet Protocol (IP) phone system conversion
Lead	Alicia Abramson
Description	The City of Berkeley is planning a citywide upgrade to the current PBX phone system of which the Library is a part. The upgrade will include the replacement of all desktop phones and PBX equipment.
Comments	
Budget	\$200,000 estimate in FY12

Deliverables		
Step	Detail	Status
Participate in City of Berkeley system selection process	System selection includes reviewing RFP responses, vendor presentations and site visits/interviews with other organizations utilizing proposed systems	July – September 2011
Prepare sites for new phone system	Make required and recommended preparations for new equipment installation	October 2011
Training	Train key staff to function as trainers for the larger staff groups; ensure all staff have basic training documents	November 2011
Install systems at all Library sites	Install and test phone systems	November – December 2011

	E-books and Electronic Resources – study impact of evolving technologies and strategies to respond to public needs and demands
Lead	Megan McArdle
Description	Examine all current BPL electronic resources for their continued use and value; and explore new vendors and products that may address demand for provide electronic content.
Comments	
Budget	Current budget for electronic resources: \$120,000. Explore costs of downloadable media, platform fee and ongoing electronic content.

Deliverables

Step	Detail	Status
Convene staff meeting to go over current electronic resources.	We met with staff from various departments to go over our current database offerings, their costs, and their usage statistics. The group discussed new products that we wished to consider adding, as well as resources that could be cancelled due to lack of use or value. One major purchase that was requested was a new downloadable content service. Probable vendor decided.	April 2011

Explore options for
downloadable content
providers

Our current
downloadable service
has been bought out and
will no longer be available
after the end of our
agreement June 30. We
have had meetings
and/or demonstrations
from all of the vendors
providing downloadable
content to libraries. Only
one vendor currently
provides all the content
we are looking for,
although others say
content is in
development.

Dec 2010-May 2011

Begin negotiations with
downloadable content
provider

We have received a
quote and license
agreement from
Overdrive, the content
provider that best suits
our needs for
downloadable ebooks
and audiobooks. Once
BPL finance department
has cleared the
agreement, we will sign
and begin development.

May 2011

Downloadable content service implementation	After agreement is signed, Overdrive will begin working with the library to develop our portal, by which patrons will browse and download material. The development takes 6-10 weeks. At this time we will also be selecting our titles for our opening collection. The vendor agreement includes an \$8000 credit for content, but the library will also need to budget to launch and grow this new format.	July/August 2011
Promote new downloadable service and train staff and patrons on new service	To ensure a successful launch for Overdrive, we will need to train staff so they are effective in promoting it, and train patrons so that they understand how to use the service. Additionally we will want to promote Overdrive both in person with fliers, etc. and online on our website and social media outlets.	Immediately pre- and post- launch
Respond to patron usage and experience of new downloadable service	After launch, we will closely monitor usage, buying extra copies and new titles as demand indicates.	Ongoing

Continue to explore new options for electronic resources

We will continue to work with staff and respond to patron suggestions for new electronic resources. This could include new and/or improved initiatives to provide access and wayfinding for free ebooks. We will be closely following trends and products that are occurring in the downloadable media area as well as new electronic databases that would be of use to our patrons.

Ongoing



BERKELEY PUBLIC LIBRARY

ACTION CALENDAR

July 13, 2011

TO: Board of Library Trustees

FROM: Donna Corbeil, Director of Library Services

SUBJECT: REVISION OF TOOL LENDING LIBRARY RULES AND REGULATIONS

RECOMMENDATION

Adopt a Resolution Revising the Tool Lending Library Rules and Regulations to extend borrowing privileges to all Library employees.

FISCAL IMPACT

This report will have no fiscal impact.

CURRENT SITUATION AND ITS EFFECTS

The staff is the greatest asset the Library has, providing the high level of service that is expected by visitors, not only in the front of house operations of the library, such as service desks but in the support sections as well. There are 158 employees, including both part-time and full-time employees, of these approximately 42% are Berkeley residents, therefore the majority of employees are not able to fully utilize the Library given the current provisions of the Tool Library rules and regulations. It is advantageous to staff, Library patrons and the Library for all its employees to participate fully in use of the Library so that they may provide the best possible service. It is to the Library's benefit that all employees have full borrowing privileges and be able to fully utilize the library's services in a manner equitable with other employees and the residents they serve.

The board may authorize the revision of the library's borrowing policy to extend full borrowing privileges to all Berkeley Public Library employees, regardless of their residency status, to include the use of the Tool Lending Library. Currently, those employees with Tool library privileges must adhere to all of the same tool usage borrowing rules as patrons including loan period limits, renewals, fines and fees, no change to this is recommended.

BACKGROUND

Berkeley's Tool Lending Library was established in 1979 with a federal Community Development Block Grant (CDBG). The original aim of the project was to provide access to tools and information to people who lived in South and West Berkeley, with the tool library operated by the library and physically located in a trailer on the grounds of the South Branch Library. Beginning in 1988, the use of the tool



library was expanded to all Berkeley residents and property owners, regardless of which sector of the city they reside in. This resulted in a set to Tool Lending Library Rules and Regulations being developed, mostly related to borrower registration and rules of use, limiting access to Berkeley residents and property owners (R87-15; R91-96; R91-32; R92-97; R92-55; and R95-45). The charging of fines and fees for overdue and lost materials was undertaken as a separate effort, until recently when the fines and fees for tools were incorporated into the library's overall fines and fees policy.

The board sets policies for use of the libraries collections and services, including the Tool Lending Library and while use of the Library is generally open to all residents of California with proper identification the use of the Tool Library has been limited to local residents and property owners. Given the limited amount of resources - there are a finite number of tools that can be costly to purchase, replace and maintain - their use has remained limited to City of Berkeley residents and property owners (that may reside outside of the city's limits) requiring verifiable identification. It is these conditions that make-up the rules of use for the Tool Lending Library (TLL) currently in place, limiting patron registration, most recently updated in 1995 by Resolution 95-045 to require proof of residency prior to borrowing approval of tool library materials. No changes to the policy excepting the provision described is recommended.

RATIONALE FOR RECOMMENDATION

Extending full borrowing privileges to all library employees creates an equitable work environment and ensures all employees are well informed, both from a professional perspective but also from personal experience with the services and materials in the Library. There is no fiscal impact from this policy change. At termination of employment this employee related benefit would be discontinued for the individual.

ATTACHMENTS:

1. Resolution



**BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

Attachment 1

RESOLUTION NO.: R11-__

**AUTHORIZE THE REVISION OF LIBRARY POLICY ON TOOL LENDING LIBRARY RULES AND
REGULATIONS EFFECTIVE JULY 14, 2011.**

WHEREAS, Berkeley's Tool Lending Library (TLL) was established in 1979 with a federal Community Development Block Grant (CDBG); and

WHEREAS, the original aim of the project was to provide access to tools and information to people who lived in south and west Berkeley; and

WHEREAS, beginning in 1988, the use of the tool library was expanded to all Berkeley residents and property owners; and

WHEREAS, the Board of Library Trustees sets policies for use of the libraries collections and services, including the tool lending library; and

WHEREAS, periodically the board has revised and updates the rules of use related to TLL patron registration, most recently in 1995 by Resolution 95-045 to require proof of residency prior to borrowing approval of tool library materials; and

WHEREAS, all employees of the Berkeley Public Library are not Berkeley residents and therefore not able to fully utilize the Library given the current provisions of the Tool Library rules and regulations; and

WHEREAS, it is advantageous to staff and the Library for all employees to participate in have full borrowing privileges and be able to fully utilize the library's services in a manner equitable with other employees and the residents they serve.

NOW, THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley hereby authorizes the revision of the library's borrowing policy to extend full borrowing privileges to all Berkeley Public Library employees, regardless of their residency status, to include the use of the Tool Lending Library.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on July 13 11, 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

INFORMATION CALENDAR

July 13, 2011

TO: Board of Library Trustees

FROM: Donna Corbeil, Director of Library Services

SUBJECT: JULY 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

Starting June 23, 2011, the Library has added a new BLOG to the home page which features news on the branch projects: <http://www.bplbranches.blogspot.com/>. It will highlight the progress of construction and include pictures!

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

Construction on the North and Claremont branches continue, weekly updates can be viewed on the library's website, under the posting Weekly Construction Updates -



http://www.berkeleypubliclibrary.org/about_the_library/documents/110523_BPL_Claremont_Weekly_Construction_Update.pdf

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.

OTHER CITY AGENCIES, BOARDS AND BODIES

No activities this month.

PROJECT UPDATES

On June 2, 2011 the Landmarks Preservation Commission included an informational report on their agenda: <http://www.ci.berkeley.ca.us/ContentDisplay.aspx?id=69734> - *North Branch Library Update: Project architect report on project plan modifications responsive to budget constraints necessary to approval of bid contract.* The minutes have not yet been posted but the Commission asked for more detail on the storefront windows connecting the new wing to the historic building. The architect is working on a response to address concerns and suggestions.

A report on the **BranchVan** service is included on the agenda as a separate report.

ATTACHMENTS:

None



BERKELEY PUBLIC LIBRARY

INFORMATION CALENDAR

July 13, 2011

TO: Board of Library Trustees

FROM: Donna Corbeil, Director of Library Services

SUBJECT: JULY 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

The annual American Library Association conference was held in New Orleans at the end of June. Staff reports will be included in the September packet as the staff will not have time to write them up in time for July's meeting packet.

PROGRAMS, SERVICES AND COLLECTIONS

Programming Highlights

Summer reading is in full swing, to see the calendar of events for all library locations go to:
<http://www.berkeleypubliclibrary.org/children/programs-and-events/>.

Collections

In addition to the collection of material on our shelves the library also provides information on how to find documents and other important resources, both in hardcopy and online. The staff has developed online research guides, available 24/7 on a varied of topics of general interest. If you haven't seen these they are on the Library's website, and can be found at: <http://berkeleypubliclibrary.libguides.com/>. Topics include Job Search Resources and Consumer Information. Staff recently developed one on how to find city documents in response to the recently passed City of Berkeley Open Government Ordinance,



making access to these documents more transparent and easier to find both online and in paper formats - <http://berkeleypubliclibrary.libguides.com/content.php?pid=206743>.

FACILITIES/ OPERATIONS & PERSONNEL

Council Items

At the June 28, 2011 City Council meeting the following Library related items were on the agenda for action (all approved). This included the second reading to set the Library Tax rate and the establishment of the PBID of which the Central Library will be included (funds for membership have been allocated in FY 2012 in anticipation of the measure's passage).

Levying a Special Tax for FY 2012 to Fund the Provision of Library Services (PDF)

Recommendation: Adopt second reading of Ordinance No. 7,190–N.S. to 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.

Establishment of the Downtown Berkeley Property-Based Business Improvement District (PDF)

Recommendation: Conduct a public hearing on the establishment of the Downtown Berkeley Property-Based Business Improvement District (DPBID or "the District"), and upon conclusion if no majority protest exists after tabulation of assessment ballots, adopt two Resolutions:

1. Establishing the DPBID for the five-year period beginning July 1, 2011 and ending June 30, 2016, with operations to occur over the five year period beginning January 1, 2012 and ending December 31, 2016, and levying assessments on property within the District for fiscal year 2012.
2. Authorizing the City Manager to execute a sole source contract and any amendments with the Downtown Berkeley Association (DBA) for \$1,192,884 of DPBID funds to support Downtown revitalization for the period January 1, 2012 to December 31, 2012.

Budget

The California State budget revisions, released June 29th includes funding for libraries with the continuation of funding dependent on the triggers outlined, a brief summary is in the attached (Attachment 1). This means that if on December 15, 2011 revenue forecast turns out to be less than \$87,452,500,000, then there will be several California State Library programs will be reduced. There are a total of 13 programs listed for this first trigger and 5 are State Library programs.

They include:

- *California Civil Liberties Public Education Program (\$450,000)
- *California Newspaper Project (\$216,000)
- *California Library Services Act (\$8,500,000)**
- *California Library Literacy Services (\$3,700,000)**
- *Public Library Fund (\$3,000,000)**

The State Librarian has confirmed, due to the trigger status of these programs no local assistance (i.e. progress payments) will be made until after January 1, 2012. The three programs in **bold** above are the ones BPL receives direct funding from.

The City Council agenda for June 28th has more details regarding the city budget but the items of greatest relevance to the Library is the approval of the final budget document. The Library is included throughout the budget book as appropriate, with a dedicated section beginning on page 223.



http://www.ci.berkeley.ca.us/uploadedFiles/Clerk/Level_3_-_City_Council/2011/06Jun/Budget%20Adoption%20Exhibit%20A-WEB%20ONLY.pdf

Additionally, the City Manager's office has undertaken negotiations with the represented units (outcome described below) and met with unrepresented staffs to discuss changes to benefits, including deferring scheduled COLAs. As these changes are complex, involving benefits and compensation calculations; fiscal analysis will require additional time. We will plan to bring a report to the board on the fiscal implications of Council approved agreements and changes as part of the first quarter FY 2012 library budget report.

Within the Library, staff is represented by several bargaining units as well as unrepresented units, a summary of these are:

SEIU Local 1021 Community Services & PT Recreation Leaders Assoc; Term 6.29.2008 – 6.23.2012; (Librarians, Library Aides, Lib Specialists, Literacy Coord, Library Assistants)
Public Employees Union – Local One; Term 6.29.2008-6.23.2012; (Library Services Manager, Circulation Services Manager & Lib Info Svcs Manager)
Unrepresented Employees in Z Units: Term 9.7.2008 – 6.23.2012; Z-1 (Lib Director and Lib Deputy Director), Z-2 (Assoc HR analyst & Lib Finance Manager), Z-3 (Accounting Office Supervisor, Accounting Office Specialist, Administrative Secretary)
SEIU Local 1021 Maintenance / Clerical; Term 6.29.2008 – 6.23.2012; (Building Maintenance Mechanic, Building Maint Supervisor, Tool Lending Specialists)

On the June 28, 2011 City Council Agenda were three items proposing changes to employee compensation and bargaining agreements, affecting departments throughout the City, including the Library.

Changes to Service Employees International Union Local 1021 Maintenance and Clerical Chapter Memorandum Agreement (PDF)

Recommendation: Adopt a Resolution:

- 1. Approving a Side Letter of Agreement to make changes in wages, benefits and terms of employment including, but not limited to, extending the term of the Memorandum Agreement with Service Employees International Union Local 1021 Maintenance and Clerical Chapters for the period of June 29, 2008 through July 4, 2015, authorizing the City Manager to execute and implement the changes to wages, benefits and terms of employment set forth in the Side Letter that includes certain adjustments to salaries; and*
- 2. Approving a new Salary Resolution for Representation Units D, J, K-1 and K-2 that implement the new salary levels negotiated in the Side Letter Attachments A and B and rescinding Resolution No. 64,172–N.S.*

Unrepresented Employees: Change in Cost of Living Adjustments (PDF)

Recommendation: Adopt a Resolution to change cost of living adjustments previously authorized for Unrepresented Employees in Representation Units Z1, Z-2, Z-3, Z4, Z6, Z-9 and X-1 (Except for Daily Rated Camps Classifications) for the period of June 26, 2011 through June 23, 2012 and rescinding Resolution No 64,175-N.S. (Classification and Salary Resolution for Representation Units Z-2, Z-3, Z-4, Z-6, Z-9 and X-1) and rescinding Resolution No. 64,211-N.S. (Classification and Salary Resolution for Representation Units Z-1).

Update on Status of, and Possible Action on, Negotiations with Service Employees International Union Local 1021 Community Services and Part Time Recreation Leaders Chapter; Public Employees Union-Local



One; Berkeley Police Association; and International Brotherhood of Electrical Workers Local 1245-A.F.L.-C.I.O (PDF)

Recommendation: Receive updates on, and take possible action resulting from, negotiations with the following bargaining units: Service Employees International Union Local 1021 Community Services and Part Time Recreation Leaders Chapter; Public Employees Union-Local One; Berkeley Police Association; and International Brotherhood of Electrical Workers Local 1245-A.F.L.-C.I.O.

Continued from the June meeting (above) to the Action Calendar of the July 12, 2011 Council meeting:

Update on Status of, and Possible Action on, Negotiations with Service Employees International Union Local 1021 Community Services and Part Time Recreation Leaders Chapter; Public Employees Union-Local One; Berkeley Police Association; and International Brotherhood of Electrical Workers Local 1245-A.F.L.-C.I.O (Continued from June 28, 2011) (PDF)

Recommendation: Receive updates on, and take possible action resulting from, negotiations with the following bargaining units: Service Employees International Union Local 1021 Community Services and Part Time Recreation Leaders Chapter; Public Employees Union-Local One; Berkeley Police Association; and International Brotherhood of Electrical Workers Local 1245-A.F.L.-C.I.O.

Summary

The Library is in the process of completing fiscal year end activities and setting up the approved FY 2012 budget, including incorporation of recent changes given State fiscal announcements and Council collective bargaining contract negotiations. Personnel changes have been implemented as outlined in the approved budget. We will continue to meet and work closely internally with affected library sections and individuals to ensure staff is supported throughout the transition and implementation period.

A year-end fiscal update is planned for early FY 2012; staff will prepare and present a report on the end of FY 2011 once all information is available and analyzed.

OPERATIONS

Self Check Transition

The Library completed the implementation of our new self-check and security system upgrades and launched the public component, new self check stations and security gates on June 13th at the Central Library and June 14th at South and West branches. The new systems will provide our patrons with a faster, easier and more intuitive self-check experience while still keeping our collections secure. The new systems include software and security equipment from Bibliotheca-ITG and new self-check software from Innovative Interfaces. Staff will be on hand in the first few weeks after implementation, to show patrons how to use these new self-check stations, located throughout the main library and at our branches and to address any problems or issues that may arise.

ATTACHMENTS:

1: CLA press release – News from the Capital Budget Update

June 29, 2011

TO: CLA MEMBERS/ SYSTEMS/ NETWORK CONTACTS

FROM: Mike Dillon, CLA Lobbyist

Christina DiCaro, CLA Lobbyist

RE: **News From The Capitol – Budget Update**

“PLAN C” BUDGET IS SENT TO THE GOVERNOR

“Trigger Bill” Affecting Library Funding Also Passes During Late-Night Session

Late last night the Assembly and the Senate Democrats successfully passed the State Budget, SB 87, with a solid majority vote – using the powers that the voters bestowed on them when they enacted Proposition 25 (majority vote Budget) in November of 2010. Over the last several weeks, when talks broke down with a group of Republican Senators, known as the “GOP 4,” over extending the current taxes that were set to expire on June 30th, the Democrats and the Governor worked to craft an alternative Budget, known as “Plan C.”

The “Plan C” Budget makes substantial cuts of \$14.6 billion to programs in order to reduce the \$26.6 billion Budget deficit, provides additional resources of \$1.4 billion, a reserve of \$500 million, and assumes new Department of Finance revenue estimates indicating that the tax receipts have continued to grow in the positive by \$4 billion. The Governor had indicated his strong desire to place a tax extension package on a special election September ballot, but with the resistance from the Republican party, he was forced to go in a different direction. There may still be, as the Governor has acknowledged, a desire to go to the ballot in November of 2012 with an initiative to increase state revenues.

What was most surprising about last night’s debate on the Budget bills was the speed with which the legislature dispensed with the Budget bill and 7 related measures, including the so-called “Trigger bills.” (see next article) There was only modest, brief debate from the Republican members about the assumption of the new revenues and if they were solid enough, the structure of the “trigger,” and complaints from the Minority Party that they had been “left out of the process.” Assembly Budget Chair, Bob Blumenfield, clearly frustrated said during the debate on the main Budget bill, “You can’t say that the new revenue assumptions (\$4 billion) is not real and then say that the trigger cuts aren’t real. You can’t have it both ways. These are very real cuts.” In the Senate, several of the members of the so-called “GOP 4” rose to express their displeasure that the disintegration of the Budget talks had led to the Budget products on the Floor, which did not include reforms they argued for including pension and regulatory reform as well as a spending cap. Senator Tom Berryhill said that the package was “totally partisan. It’s a sad day. The Governor and the GOP 4 didn’t walk away from talks, but labor did. This is the Majority party protecting the status quo.”

After the conclusion of all of the work in the Senate at approximately 10:30 p.m., the Senate President pro Tem thanked everyone for their thoughtful work on the Budget and said the night’s events caused “mixed feelings. A sense of accomplishment that we passed a Budget on time and addressed the structural deficit. But it was done making cuts that are going to hurt a lot of people...We don’t celebrate tonight. We did it with members who were willing to

participate in the process, with the tools we had.” The Assembly received the final bill, an education Budget “trailer bill” from the Senate close to 11 p.m. and passed it on a vote of 51 “ayes” to 25 “noes” and then promptly adjourned, having concluded their work.

The Governor is in receipt of the Budget bill and the “trailer” bills, including the “trigger bills,” and is expected to sign them today or tomorrow. NOTE: \$15.2 million in library funding - \$8.5 million for CLSA, \$3 million for the PLF and the maintenance of effort language, and \$3.7 million for literacy, can be found in SB 87. The State Library begins on page 593 of the enrolled version sent to the Governor.

“TRIGGER BILL” – LIBRARY FUNDING WOULD BE IN JEOPARDY IF REVENUES DON’T MATERIALIZE

For the first time in recent memory, the Legislature has passed two measures that would enact very specified mid-year cuts to programs if revenues do not materialize, as anticipated by December 15, 2011. Called “trigger bills,” AB 121 is the major bill affecting cuts to UC/CSU, public libraries, K-12 and other programs, while SB 73 is a trigger bill pertaining to health and human services cuts. Specifically, AB 121 proposes eliminating all remaining library funding (\$15,866 million) should the economy not continue to recover and new revenues do not keep pace with expenditures. You will recall that CLA worked very hard to preserve \$15.2 million of the \$30.4 million that the Governor originally proposed for total elimination in his January Budget. The \$15.2 million reflects a compromise that was reached between CLA, the members of the legislature, and Governor Brown’s Administration, in order to save funding for the California Library Services Act, the Public Library Foundation, and the literacy program. The passage of AB 121 means that the remaining \$15.2 million would be vulnerable under the “trigger” scenario, and it also calls for the elimination of the California Civil Liberties Public Education Program and the California Newspaper Project, if necessary, bringing the total potential cut to \$15,866 million.

What Is the “Trigger” and How Does It Work?

In a briefing packet that was used by the Democrat caucus, it explains the Trigger as thus:

“If revenues do not grow by at least \$3 billion of the projected \$4 billion, then scaled triggered cuts will occur. The concept of the Trigger is to provide assurances the budget holds together, but provide adequate time for follow up solutions and changes to be made to mitigate negative consequences of the potential cuts.”

The language in the legislation notes that: “Not later than December 15, 2011, the Director of Finance shall forecast General Fund revenues for the 2011-12 fiscal year and shall determine whether that revenue forecast or the Legislative Analyst’s November 2011 General Fund revenue forecast is higher. The Director of Finance shall notify the Joint Legislative Budget Committee of the determination and the amount of the higher forecast. If the higher revenue forecast determined pursuant to subdivision (a) projects General Fund revenues for the 2011-12 fiscal year of less than \$87,452,500,000, the Director of Finance shall do all of the following on or after January 1, 2012.” What then follows is a list of the items that would be cut, such as the library programs, \$200 million more to UC and CSU, \$100 million to In Home Support Services, \$30 million community college fee increase, \$72 million cut to juvenile justice programs, etc. These are considered the “Tier 1” cuts. If additional cuts needed to be made beyond those included in AB 121, a second Tier would be triggered, prompting cuts of \$1.9 billion to K-12 schools to reduce the school year by 7 days (\$1.5 billion), eliminate Home-To-School transportation (\$248 million), and community college apportionments (\$72 million).

Senate Budget Chair, Mark Leno said during the presentation of this bill on the Senate Floor, “Hopefully the trigger will not need to be pulled. We have 40% of it in the bank right now and short of something very dramatic on the U.S. fiscal scene, we [won’t have to pull the trigger].” His counterpart in the Assembly, Assemblyman Bob Blumenfield agreed, “This is truly a tale of tears....But we believe the revenue increases will continue.” In speaking with several key legislators in the hall last night, they told us they are cautiously optimistic that the state will continue its economic recovery and AB 121 will not have to be invoked.

*Carol Simmons, Executive Director
California Library Association*



BERKELEY PUBLIC LIBRARY

INFORMATION CALENDAR

July 13, 2011

TO: Board of Library Trustees

FROM: Donna Corbeil, Director of Library Services

SUBJECT: JULY 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

Starting June 23, 2011, the Library has added a new BLOG to the home page which features news on the branch projects: <http://www.bplbranches.blogspot.com/>. It will highlight the progress of construction and include pictures!

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

Construction on the North and Claremont branches continue, weekly updates can be viewed on the library's website, under the posting Weekly Construction Updates -



http://www.berkeleypubliclibrary.org/about_the_library/documents/110523_BPL_Claremont_Weekly_Construction_Update.pdf

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.

OTHER CITY AGENCIES, BOARDS AND BODIES

No activities this month.

PROJECT UPDATES

On June 2, 2011 the Landmarks Preservation Commission included an informational report on their agenda: <http://www.ci.berkeley.ca.us/ContentDisplay.aspx?id=69734> - *North Branch Library Update: Project architect report on project plan modifications responsive to budget constraints necessary to approval of bid contract.* The minutes have not yet been posted but the Commission asked for more detail on the storefront windows connecting the new wing to the historic building. The architect is working on a response to address concerns and suggestions.

A report on the **BranchVan** service is included on the agenda as a separate report.

ATTACHMENTS:

None



BERKELEY PUBLIC LIBRARY

INFORMATION CALENDAR

July 13, 2011

TO: Board of Library Trustees

FROM: Donna Corbeil, Director of Library Services

SUBJECT: MEASURE FF: BRANCH IMPROVEMENT PROGRAM – *BRANCHVAN* UPDATE

INTRODUCTION

This report is an update on the Library's *BranchVan*, currently providing service to the neighborhoods affected by the temporary closures of the North Branch and Claremont Branch libraries.

FISCAL IMPACT

This report will have no fiscal impact.

BACKGROUND

In November 2008, voters approved Measure FF, a \$26M library branch improvement program, to make seismic and access improvements at the four neighborhood branch libraries. Patrons had expressed concerns about the hardship imposed by the impending temporary branch closures with particular concern to procurement of reserve items; therefore, the Board of Library Trustees (BOLT) at a regular meeting convened March 10, 2010 directed staff to further research service options, with particular focus on mobile services, during branch construction closures.

Among the options the Library considered were city-wide mailbox-style book drops and book vending machines, temporary satellite locations in partnership with a hosting organization, providing paid-for downtown parking, and procurement of a vehicle to provide mobile services. At the conclusion of researching the options, the BOLT determined that mobile services presented the most viable, cost effective, flexible means for providing library services throughout the life of the improvement program and was best aligned with the use restrictions imposed on funds sourced through general obligation bonds.

CURRENT SITUATION AND ITS EFFECTS

Upon receipt of the *BranchVan*, the vehicle was wrapped with the bright colors and logo of the Branch Improvement Program branding. Staff scheduled outreach stops at several locations in the North Branch and Claremont Branch neighborhoods to promote the bond program and advertise the van service during the temporary closures.

BranchVan service in the Claremont Branch and North Branch neighborhoods began in April 2011 after the facilities were closed for construction. Service sites include Garber Street at College Avenue near St.



John's Presbyterian Church and Shattuck Avenue at Berryman Street near Live Oak Community Center. BranchVan hours are posted on the Library's Branch Construction Project webpage: <http://berkeleypubliclibrary.org/branchimprovements>.

Staff provide service from the van to patrons who arrive to pick up holds and return materials and to date over 3,200 items have been checked out from and over 4,300 items have been returned to the van. The van is staffed with either a supervisor or librarian and assistants who generally are assigned to provide service to their home branch neighborhoods, providing a familiar face for patrons. The number of daily on-shelf holds averages over 280 and is growing.

The small browsing collection has increased to two carts of new adult and teen paperback releases and popular children's picture books. The book carts are rolled off the van for easy browsing access.

FUTURE ACTION

None.