



BERKELEY PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES

REGULAR MEETING
DECEMBER 14, 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. DISCUSSIONS

- A. **Naming Policy for the Berkeley Public Library**
- B. **Power Purchase Agreement Options**

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 November 9, 2011 Regular Meeting**
Recommendation: Approve the minutes of the November 9, 2011 regular meeting of the Board of Library Trustees.
- B. **2012 Annual Authors Dinner event**
Recommendation: Adopt the resolution approving the arrangements in preparation for the tenth annual Authors Dinner to be held on Saturday, February 11, 2012 at the Central Library.
- C. **Library Card Patron Types Policy**
Recommendation: Adopt a resolution adopting revisions to the policy defining Berkeley Public Library card patron types, their circulation limits and exemptions, and patron eligibility for the various Patron Types.
- D. **Request to Release Invitation to Bid for the West Branch Library (Measure FF)**
Recommendation: Adopt a resolution to approve the request to release the invitation for bids for the West Branch Improvement Project in January 2012.

IV. ACTION CALENDAR

- A. **Library Strategic Plan Update**
Recommendation: Adopt a resolution adopting the Library Strategic Plan for 2011 – 2013 as presented.

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. December 2011 Monthly Report from Library Director

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

C. Library Patron Web Survey @ BPL: The Impact Survey

- 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, January 11, 2012 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 December 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.

1.



BERKELEY PUBLIC LIBRARY

DISCUSSION CALENDAR

December 14, 2011

TO: Board of Library Trustees
FROM: Donna Corbeil, Director of Library Services
SUBJECT: BERKELEY PUBLIC LIBRARY FACILITIES NAMING POLICY

SUMMARY

In the City of Berkeley as in other municipalities, public buildings and parks may be named for individuals. The new Berkeley Animal Shelter for example has been named in honor of Dona Spring. Public libraries at times may include a name in their title, alone or in conjunction with a geographical designation, as has been the practice in San Francisco. If the Board would like to consider a name change for one or more of the Berkeley Public Library facilities there is precedence to do so.

Consideration of naming public facilities in Berkeley has been undertaken by the City Council, most recently in a review of the Naming Public Facilities Policy at a special council sub-committee meeting in 2005. The Parks and Recreation Commission was designated the lead Commission to coordinate the efforts to develop a city policy. In most cases, it appears that the impetus has come from a City Commission to the Council, though the naming of old city hall in honor of Maudelle Shirek was initiated by the Mayor and councilmembers. A chronology of these actions and discussions are provided (Attachment 3).

CURRENT SITUATION AND ITS EFFECTS

Although there are currently no requests for facility name changes under consideration, the Board at its July 2011 regular meeting acknowledged the advisability of having in place a policy and guidelines related to naming facilities. The approval of such policies are the purview of the Board of Library Trustees. At its regular meeting in September 2011, the Board discussed the prudence of adopting a naming policy in the event a request for a change to a facility name is proposed. The Board established a subcommittee, under the terms outlined in the City of Berkeley Commissioner's Handbook, consisting of Trustees Holcomb and Novosel, to, with the assistance of staff, research and draft a policy, and that the public input into the creation of a policy take place before the full Board. Subsequently, the subcommittee met and with the assistance of Library staff drafted a Library Facilities Naming Policy.

At its November 9, 2011 meeting, the draft was discussed and proposed revisions agreed upon, in particular with regard to criteria for name changes and the proposed process for determining if a suggested name change is sufficiently documented to warrant further consideration. The new draft policy is based on the original draft with revisions generated by the November 9 Board discussion. The recommended Library Facilities Naming Policy is appended as Attachment 2. The Board subcommittee, having completed the latest draft, now brings the draft to the full board for further discussion.

If adopted, a naming policy will be available to address any future requests for facility name changes and to set a process and criteria by which the board may consider such a request, be it in honor of an individual or to designate a neighborhood / geographical appellation.

POSSIBLE FUTURE ACTION

The Board may choose to agendize the policy for proposed adoption at a future meeting.

Attachments:

1. Berkeley Public Library Facilities Naming Policy
2. Background / Chronology of City Naming Policy
3. Chronology of City Council and City Commissions Actions and Discussions on Naming Facilities and Parks

BERKELEY PUBLIC LIBRARY POLICIES

ORIGINAL DATE: 12/14/2011
BOLT Resolution #: R11-__
REVISED DATE:
PAGE: 1

SUBJECT: Library Facility Naming Policy

It has been the practice of the Berkeley Public Library, and shall henceforth be the formal policy of the Board of Library Trustees, to name libraries according to their geographic location in the City and/or to identify each branch facility with the neighborhood where it is located or the neighborhood it primarily serves. While Berkeley's Central Library was originally known as "Main," our North, South, Claremont and West branch libraries have maintained their original names since the early part of the 20th century, although they have all changed locations at least once, and an "Ashby" branch was apparently merged into the South Berkeley Branch in 1927.

This policy does not address the naming of rooms or other areas or features within branch libraries or within other library facilities.

It shall be the general policy of the Berkeley Public Library not to name any library facility for any person, living or deceased. However, in the rare instance where there are reasons so compelling that adding the name of a person to the geographic name of a specific branch library, or to another library facility, may be appropriate, it shall be the policy of the Berkeley Public Library not to name any library facility for any living person, or for any person deceased less than five years. This restriction permits the Board of Library Trustees to evaluate the lifetime contributions and accomplishments of a proposed honoree, and protects from making decisions in reaction to transitory or emotional considerations.

The Board of Library Trustees shall approve a change to the name of a specific branch library only where:

1. there must be a strong consensus among library users and, residents of the surrounding neighborhood, to change the name of the library facility in question;
2. the new name should avoid controversy and not carry the banner of a transitory cause, no matter how worthy, but rather, reflect the tradition and stability of the Library as an institution, and
3. it must be in the public interest to approve the proposed name.
4. A proposed honoree should reflect the spirit of the Berkeley Public Library's mission of free and equal access to information for all;
5. A proposed honoree is associated with a myriad of services and has dedicated a substantial amount of energy, time, resources, leadership and/or volunteer service to improve and benefit the Berkeley Public Library system or the library facility in question. The depth and breadth of the contributions must be obvious and compelling and must reflect a dedication and beneficence to the Berkeley Public Library system or the library facility in question over a great span of time;

In summary, adding the name of a person to a library facility is reserved for the rare individual whose dedication and service to the Berkeley Public Library system or the library facility in question is extraordinary, unique and of the highest quality.

PROCEDURES FOR EVALUATING PROPOSALS TO CHANGE THE NAME OF A LIBRARY FACILITY

1. Any member of the Board of Library Trustees or member of the public may propose a change to the name of a specific branch library by submitting a request in writing to the Board of Library Trustees, or by making an oral request during public open time at any regularly scheduled meeting of the Board of Library Trustees. If the proposal involves the addition of the name of a person to the geographic name of a library, the proponents of the name addition must submit thorough and rigorous written research demonstrating that the proposed honoree meets the stringent criteria set forth in this Policy.
2. The Chair, Vice-Chair and Library Director shall determine whether a proposal is sufficiently documented to warrant further consideration by the Board of Library Trustees. Where a proposal does not appear to meet the criteria of this Policy, or where the proposal lacks sufficient documentation to determine whether it satisfies the criteria, the President shall advise its proponents of the deficiencies and provide a reasonable opportunity for the proponents to supplement the request. The President shall keep the Board of Library Trustees advised as to the existence and status of pending naming requests.
3. The President of the Board of Library Trustees shall place any proposal that appears to meet the criteria set forth in this Policy on the Board of Library Trustees agenda for general discussion and public comment at one or more regular or special meetings of the Board of Library Trustees. The President shall schedule one or more meetings in the branch library for which the name is proposed and/or elsewhere in the neighborhood served by such facility, to obtain direct testimony from members of the public living in the neighborhood of the facility.
4. At any time after giving proponents of the name change and the public an opportunity to be heard, after obtaining direct neighborhood testimony (in the case of a branch library proposed name change), and upon proper notice, the Board of Library Trustees shall call for a vote on the issue of whether the proposal meets the criteria set forth in this Policy and whether it is in the public interest to change the name of a library facility. The affirmative vote by a majority of the members of the Board of Library Trustees shall be required to approve the change of a name of a library facility. In all cases involving branch libraries, the geographic name of the facility shall precede any added honorific name.
5. The Board of Library Trustees shall, either at the time it approves a name change, or in a subsequent meeting, designate the method of display of the new name or addition, which may be by exterior building signage, interior plaque, or any other means appropriate to the specific site. The party who proposed a name change of a branch library or other library facility shall bear all costs associated with changing the name, including staff time and material expenses, unless the Board of Library Trustees finds it in the public interest to waive this requirement in whole or in part.

Reviewed by: _____
Director of Library Services Date

Approved by: _____
Chair, Board of Library Trustees Date

The Central Library History Room Librarian, Jef Findley has completed preliminary research into the names applied to the city's libraries. To the extent they can find, the names have always been the same regardless of the exact location:

The "Berkeley Public Library" was established in 1893. This particular entity in the Downtown area morphed into "Main," with the advent of neighborhood "Reading Rooms," which themselves turned into "Branches" in the early part of the 20th Century. Main eventually became known as known as "Central," although this caused some confusion with the advent of the computerized catalog - the coding for Claremont & Central both being "C," which wouldn't work.

At least as far back as 1915 there was the following:

- 1) A "Main Library" (located at 2266 Shattuck Ave [and Kittredge St], then rebuilt on a larger lot when the address simply changed to 2090 Kittredge);
- 2) "Claremont" (it was originally located at Emerson School on Piedmont & Forest Aves. It moved out of the school and into 2939 College Ave in Nov 1917, then to 2704 Russell St by March 1923, then 2940 Benvenue by Nov 1924);
- 3) "West Berkeley" (first at 845 University then by Aug 1923 at 1125 University);
- 4) "North Berkeley" (first at 1301 Shattuck, then by September 1936 at 1170 The Alameda);
- 5) "South Berkeley" (at 3218 Adeline, then by April 1927 at 1839 Woolsey [and Grove aka M L King]), then 1901 Russell Street in 1961;
- 6) "Ashby" (at 2968 Adeline; it was closed in April 1927 and apparently was merged into the "new" South Berkeley Branch at Woolsey and Grove);
- 7) "Hawthorne" (located in Hawthorne School until it was closed in Summer 1932).

There is quite a bit of information at the Berkeley Historical Society and in the Library's history room regarding the early neighborhoods, including the Ocean View (West Berkeley) and Lorin (South Berkeley).

Chronology of City Council and City Commissions Actions and Discussions on Naming Facilities and Parks

Public Works Commission

November 2001 meeting notes discussion on Park Naming Policy -

<http://www.ci.berkeley.ca.us/Commissions/publicworks/2001publicworks/pdf/111501MB34.PDF>

Waterfronts Commission

May 2001 meeting notes discussion on Park Naming Policy -

<http://www.ci.berkeley.ca.us/Commissions/publicworks/2001publicworks/pdf/111501MB34.PDF>

City Council

May 2002, memo to Council on policy CF-00-266 submitted by Parks and Recreation Commission

(Included in October 2003 packet below as attachment)

June 2003, Proposal Naming downtown Post Office for Vice Mayor Maudelle Shirek (Federal building)

<http://www.ci.berkeley.ca.us/citycouncil/2003citycouncil/packet/061703/2003-06-17%20Item%2015-14.pdf>

October 2003, memo to Council submitted by Parks and Recreation Commission -

<http://www.ci.berkeley.ca.us/citycouncil/2003citycouncil/packet/101403/2003-10-14%20Item%2047-50a.pdf>

December 2003, renaming old city hall in honor of Maudelle Shirek -

<http://www.ci.berkeley.ca.us/citycouncil/2005citycouncil/packet/120605/2005-12-06%20Item%2015%20ANDERSON%20Renaming%20Old%20City%20Hall.pdf>

November 2005, City Council Sub-Committee on Establishing A Policy for Naming Public Facilities -

<http://www.ci.berkeley.ca.us/citycouncil/committees/naming/agendaindex.htm>

November 2008, Naming the New Animal Shelter in honor of Councilmember Dona Springs, submitted by Citizens Humane Commission -

http://www.ci.berkeley.ca.us/uploadedFiles/Clerk/Level_3_-_City_Council/2008/11Nov/2008-11-18_Item_27_Naming_the_New_Animal_Shelter_in_honor_of_Councilmember_Dona_Spring.pdf

July 2011, Designation of the Howard King Welcoming room submitted by Mental Health Commission -

http://www.ci.berkeley.ca.us/uploadedFiles/Clerk/Level_3_-_City_Council/2011/07Jul/2011-07-19_Item_42_Designation_of_the_Howard_King_Welcoming_Room.pdf



Energy Analysis

Fact Sheet Series on Financing Renewable Energy Projects

Power Purchase Agreement Checklist for State and Local Governments

This fact sheet provides information and guidance on the solar photovoltaic (PV) power purchase agreement (PPA), which is a financing mechanism that state and local government entities can use to acquire clean, renewable energy. We address the financial, logistical, and legal questions relevant to implementing a PPA, but we do not examine the technical details—those can be discussed later with the developer/contractor. This fact sheet is written to support decision makers in U.S. state and local governments who are aware of solar PPAs and may have a cursory knowledge of their structure but they still require further information before committing to a particular project.

Overview of PPA Financing

The PPA financing model is a “third-party” ownership model, which requires a separate, taxable entity (“system owner”) to procure, install, and operate the solar PV system on a consumer’s premises (i.e., the government agency). The government agency enters into a long-term contract (typically referred to as the PPA) to purchase 100% of the electricity generated by the system from the system owner. Figure 1 illustrates the financial and power flows among the consumer, system owner, and the utility. Renewable energy

certificates (RECs), interconnection, and net metering are discussed later. Basic terms for three example PPAs are included at the end of this fact sheet.

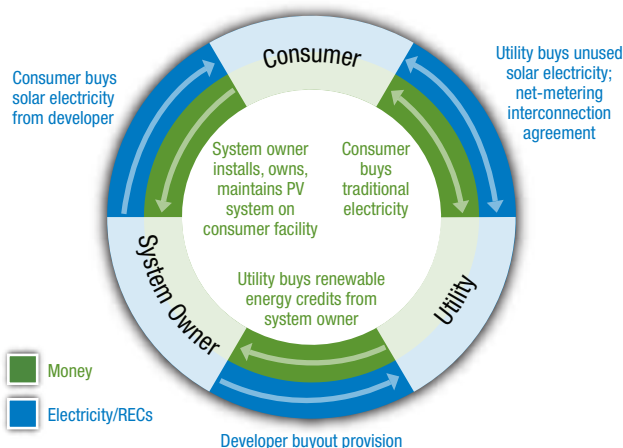
The system owner is often a third-party investor (“tax investor”) who provides investment capital to the project in return for tax benefits. The tax investor is usually a limited liability corporation (LLC) backed by one or more financial institutions. In addition to receiving revenues from electricity sales, they can also benefit from federal tax incentives. These tax incentives can account for approximately 50% of the project’s financial return (Bolinger 2009, Raus 2008). Without the PPA structure, the government agency could not benefit from these federal incentives due to its tax-exempt status.¹

The developer and the system owner often are distinct and separate legal entities. In this case, the developer structures the deal and is simply paid for its services. However, the developer will make the ownership structure transparent to the government agency and will be the only contact throughout the process. For this reason, this fact sheet will refer to “system owner” and developer as one in the same.

While there are other mechanisms to finance solar PV systems, this publication focuses solely on PPA financing because of its important advantages:²

1. No/low up-front cost.
2. Ability for tax-exempt entity to enjoy lower electricity prices thanks to savings passed on from federal tax incentives.
3. A predictable cost of electricity over 15–25 years.
4. No need to deal with complex system design and permitting process.
5. No operating and maintenance responsibilities.

Figure 1
Contracts and Cash Flow in Third-Party Ownership/PPA Model



Source: NREL

¹ Clean renewable energy bonds (CREBs) are also available to municipalities and other public entities as an alternative means of benefiting from federal tax benefits.

² For a full discussion of alternative financing mechanisms, see Cory et al. 2009.

Power Purchase Agreement Checklist

High-Level Project Plan for Solar PV with PPA Financing

Implementing power purchase agreements involves many facets of an organization: decision maker, energy manager, facilities manager, contracting officer, attorney, budget official, real estate manager, environmental and safety experts, and potentially others (Shah 2009). While it is understood that some employees may hold several of these roles, it is important that all skill sets are engaged early in the process. Execution of a PPA requires the following project coordination efforts, although some may be concurrent:³

Step 1. Identify Potential Locations

Identify approximate area available for PV installation including any potential shading. The areas may be either on rooftops or on the ground. A general guideline for solar installations is 5–10 watts (W) per square foot of usable rooftop or other space.⁴ In the planning stages, it is useful to create a CD that contains site plans and to use Google Earth software to capture photos of the proposed sites (Pechman 2008). In addition, it is helpful to identify current electricity costs. Estimating System Size (this page) discusses the online tools used to evaluate system performance for U.S. buildings.

Step 2. Issue a Request for Proposal (RFP) to Competitively Select a Developer

If the aggregated sites are 500 kW or more in electricity demand, then the request for proposal (RFP) process will likely be the best way to proceed. If the aggregate demand is significantly less, then it may not receive sufficient response rates from developers or it may receive responses with expensive electricity pricing. For smaller sites, government entities should either 1) seek to aggregate multiple sites into a single RFP or 2) contact developers directly to receive bids without a formal RFP process (if legally permissible within the jurisdiction).

Links to sample RFP documents (and other useful documents) can be found at the end of this fact sheet. The materials generated in Step 1 should be included in the RFP along with any language or requirements for the contract. In addition, the logistical information that bidders may require to create their proposals (described later) should be included. It is also worthwhile to create a process for site visits.

Renewable industry associations can help identify Web sites that accept RFPs. Each bidder will respond with an initial proposal including a term sheet specifying estimated output, pricing terms, ownership of environmental attributes (i.e., RECs) and any perceived engineering issues.

Step 3. Contract Development

After a winning bid is selected, the contracts must be negotiated—this is a time-sensitive process. In addition to the PPA between the government agency and the system owner, there will be a lease or easement specifying terms for access to the property (both for construction and maintenance). REC sales may be included in the PPA or as an annex to it (see Page 6 for details on RECs). Insurance and potential municipal law issues that may be pertinent to contract development are on Page 8.

Step 4. Permitting and Rebate Processing

The system owner (developer) will usually be responsible for filing permits and rebates in a timely manner. However, the government agency should note filing deadlines for state-level incentives because there may be limited windows or auction processes. The Database of State Incentives for Renewables and Efficiency (<http://www.dsireusa.org/>) is a useful resource to help understand the process for your state.

Step 5. Project Design, Procurement, Construction, and Commissioning

The developer will complete a detailed design based on the term sheet and more precise measurements; it will then procure, install, and commission the solar PV equipment. The commissioning step certifies interconnection with the utility and permits system startup. Once again, this needs to be done within the timing determined by the state incentives. Failure to meet the deadlines may result in forfeiture of benefits, which will likely change the electricity price to the government agency in the contract. The PPA should firmly establish realistic developer responsibilities along with a process for determining monetary damages for failure to perform.

Financial and Contractual Considerations

The developer's proposal should include detailed projections of all financial considerations. This section helps the government agency become a more informed purchaser by explaining key components that are needed for a complete proposal.

Estimating System Size

One of the first steps for determining the financial feasibility of a PPA is to estimate the available roof and ground space, and to approximate the size of the PV system or systems. NREL provides a free online tool called In My Backyard (IMBY) to make this assessment—the program can be found at <http://www.nrel.gov/eis/imby/>

³ Adapted from a report by GreenTech Media (Guice 2008) and from conversations with Bob Westby, NREL technology manager for the Federal Energy Management Program (FEMP).

⁴ This range represents both lower efficiency thin-film and higher efficiency crystalline solar installations. The location of the array (rooftop or ground) can also affect the power density. Source: <http://www.solarbuzz.com/Consumer/FastFacts.htm>

The IMBY tool, which uses a Google Maps interface, allows users to zoom-in on a particular building or location and trace the approximate perimeter of the potential solar array. From this information, IMBY simulates financial and technical aspects of the system; the results provide a first-level estimate and might not capture the exact situation (system performance, system cost, or utility bills) at a particular location (an example is shown in Figure 2). IMBY estimates the system size and annual electricity production as well as the monetary value of the electricity generated by the photovoltaic system. Users can adjust primary technical and financial inputs to simulate more specific conditions. The amount of electricity generated by the solar system can be compared to the facility's monthly utility electric bills to estimate potential offset capacity of the PV system.⁵

Figure 2
IMBY Example

Solar Simulation Results

Summary | **PV Generation Profile**

Payback

The form below shows the values used to estimate the payback for this system. [help](#)

Size (kW):	144.21
Rebates (\$):	45000
Tax Credits (\$):	35655.49
Cost/W (\$):	0.29
Initial Cost (\$):	1195185
After Incentives (\$):	791629
Payback (years):	35

System Outputs

This table shows the amount of electricity (kWh) generated by this system each month, and the dollar amount that those values translate into.

Month	Output (MWh)	Value* (\$)
January	19221.526	1857.11
February	17876.693	1727.37
March	21372.192	2064.9
April	20876.715	2017.22
May	21165.245	2039.11
June	18766.8	1813.18
July	19173.688	1852.49
August	17717.443	1711.79
September	18599.41	1797
October	19220.855	1857.05
November	18558.345	1793.04
December	16744.377	1617.78
Annual	229237.27	22140.02

*Value based on a electric rate of \$0.1/kWh

To save these results, choose the Export Results button at the bottom right corner of this window.

System Inputs

Modify the inputs below to run another simulation

Size (kW):	144.21
Derating:	0.8
Tilt angle (°):	40
Azimuth angle (°):	100
Data year:	2005

Re-run Simulation

Source: NREL

PPA Pricing

A key advantage of power purchase agreements is the predictable cost of electricity over the life of a 15- to 25-year contract. This avoids unpredictable price fluctuations from utility rates, which are typically dependent on fossil fuel prices in most of the United States. The approval of climate change legislation also may cause utility electricity rates to

increase significantly; thus, the projected savings may be further accentuated. In a PPA, the electricity rates are predetermined, explicitly spelled out in the contract, and legally binding with no dependency on fossil fuel or climate change legislation.

The most common PPA pricing scenarios are **fixed price** and **fixed escalator**. In a **fixed-price** scheme, electricity produced by the PV system is sold to the government agency at a fixed rate over the life of the contract (see Figure 3 for an example of this scenario). Note that it is possible for the PPA price to be higher than the utility rate at the beginning. However, over time, the utility rate is expected to overtake the PPA price such that the PPA generates positive savings over the life of the contract. This structure is most favorable when there is concern that the utility rates will increase significantly.

In a **fixed-escalator** scheme, electricity produced by the system is sold to the government agency at a price that increases at a predetermined rate, usually 2–5% (see Figure 4 for an example of this scenario). Some system owners will offer a rate structure that escalates for a time period (e.g., 10 years) and then remains fixed for the remainder of the contract.

Figure 3
Fixed-Price PPA

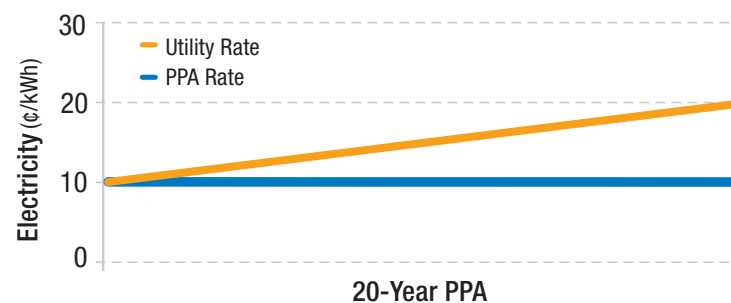
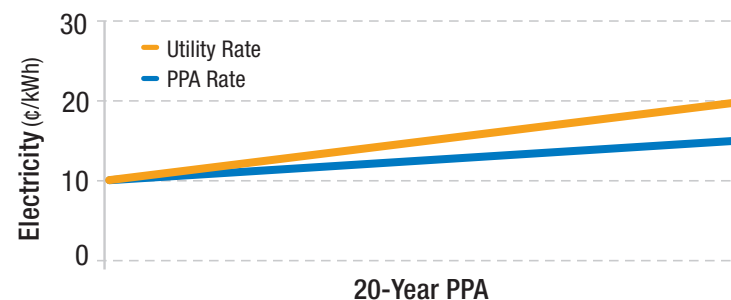


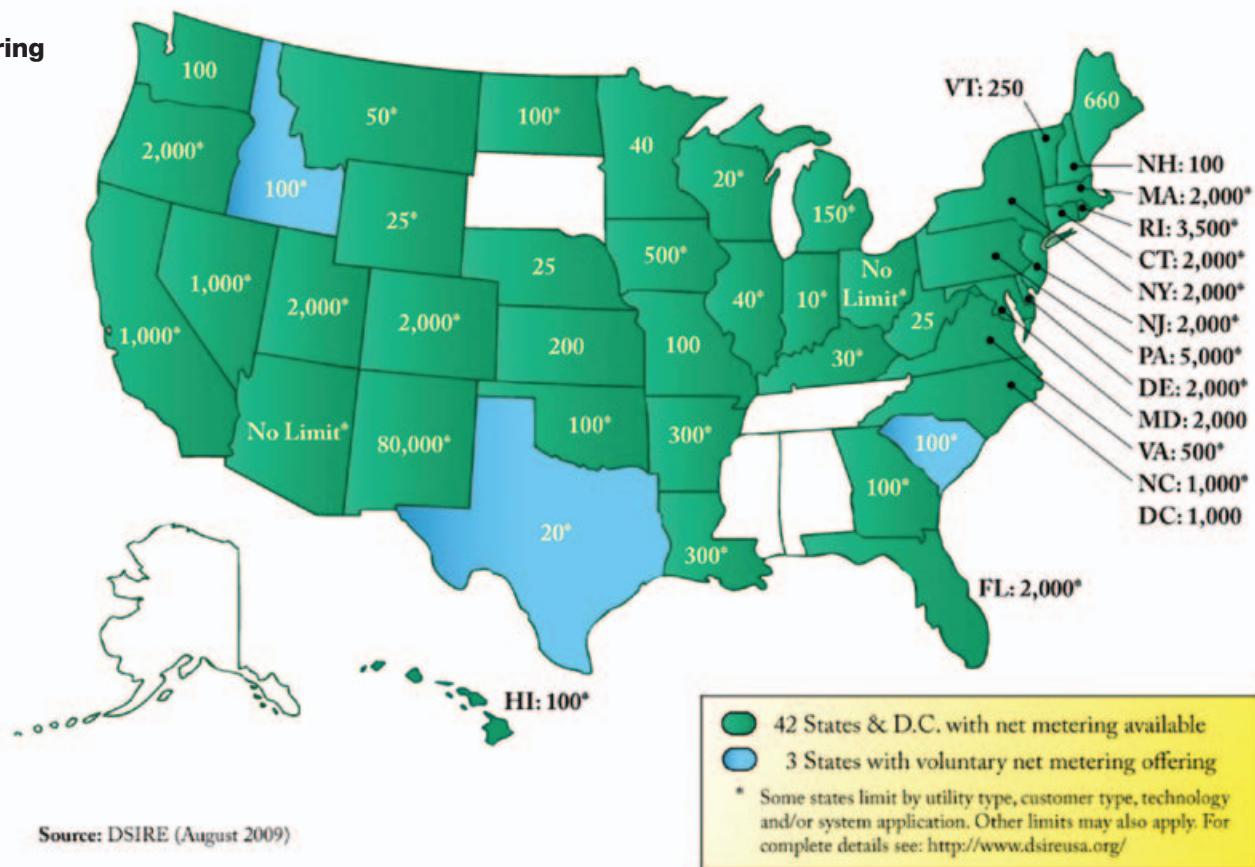
Figure 4
PPA Price Escalator



⁵ It is important to be cognizant of any planned or potential changes to the facility that could affect the electrical demand (and, therefore, electricity offset) such as the additions to the facility.

Power Purchase Agreement Checklist

Figure 5 Net Metering



A less common PPA pricing model involves the PPA price based on the utility rate with a predetermined discount. While this ensures that the PPA price is always lower than utility rates, it is complicated to structure and it undermines the price-predictability advantage of a PPA.

A recently emerging PPA structure has consumers either 1) prepay for a portion of the power to be generated by the PV system or 2) make certain investments at the site to lower the installed cost of the system. Either method can reduce the cost of electricity agreed to in the PPA itself. This structure takes advantage of a governmental entity's ability to issue tax-exempt debt or to tap other sources of funding to buy-down the cost of the project. Prepayments can improve economics for both parties and provide greater price stability over the life of the contract. Boulder County exercised this option by making investments to lower the project costs (see the table on Page 10, which provides examples of PPA pricing and structures from state and local government projects in California and Colorado).

Interconnection and Net Metering

Interconnection to the existing electrical grid and net metering are important policies to consider.⁶ Interconnection standards vary according to state-mandated rules (and sometimes by utility), which regulate the process by which renewable energy systems are connected to the electrical grid. Federal policy mandates that utilities accept interconnection from solar power stations, but each utility's process varies. The system owner and utility develop an interconnection agreement, which spells out the conditions, equipment, and processes. Such conditions may include standby charges, which are fees that utilities impose on solar system owners to account for the cost of maintaining resources in case the solar system is not generating. Additionally, the project host and developer should consider utility tariff charges applicable to electricity purchased in backup mode—contact your local utility to fully comprehend the process of interconnection in the early stages of RFP development. The Interstate Renewable Energy Council has a report on state-specific interconnection standards, which is available at <http://www.irecusa.org/index.php?id=86>.

⁶ The 2008 Edition of *Freeing the Grid*, issued by the Network for New Energy Choices, provides a listing of the best and worst practices in state net-metering policies and interconnection standards. Much of the report discusses the technical aspects, which your developer should be able to address. http://www.newenergychoices.org/uploads/FreeingTheGrid2008_report.pdf

Net metering is a policy that allows a solar-system owner to receive credit on his/her electricity bill for surplus solar electricity sent back to the utility. The electricity meter “spins backward,” accurately tracking the excess electricity. Net-metering regulations vary by state but typically include specifications for the amount of excess electricity that the utility can count, the rate at which the utility can produce the credit, and the duration of the agreement (Rahus Institute 2008). States that do not have net-metering guidelines may require the system owner to install a second meter.

States differ on their net-metering pricing scheme, but they fall into three basic categories: (1) retail rate (the rate consumers pay), (2) the wholesale rate (market rate), or (3) the utilities’ avoided-generation rate. Time of use (TOU) net metering is a system of indexing net-metering credits to the value of the power sold on the market during that time period. This is advantageous to solar power because it is strongest during electricity peak demand times (Rahus Institute 2008). Figure 5 shows the states with net-metering policies in place.

Sizing PV systems for specific locations/applications depends highly on energy demand schedules as well as net-metering laws. When sizing a PV system, it is important to avoid the potential for overproduction. If there are unanticipated changes in demand, or if electricity production is not coincident with electricity consumption at the site, the PV system may generate more electricity than the utility can credit the customer for—some net-metering laws cap this amount. The risk is overproducing and sending electricity to the grid without compensation. A facility can produce a disproportionate amount of energy during peak periods and may not make up for this discrepancy during off-peak periods (Pechman 2008).

Federal Tax Incentives for the System Owner

An important aspect of the PPA structure is that a system owner can take advantage of federal tax incentives that a tax-exempt entity cannot. The two most significant tax benefits are the investment tax credit (ITC) and accelerated depreciation. The ITC offers tax-paying entities a 30% tax credit on the total cost of their solar system.⁷ Accelerated depreciation is an accounting practice used to allocate the cost of wear and tear on a piece of equipment over time – in this case, more quickly than the expected system life. The Internal Revenue Service (IRS) allows a five-year modified accelerated cost recovery system (MACRS) for commercial PV systems. Although a solar array may produce power during the entirety of a 20-year PPA, the system owner can take advantage of the entire tax benefit within the first five years. Both of these incentives

alleviate a great deal of financial risk for system owners, encourage project development, and help make renewable energy an affordable alternative to fossil fuel energy sources.

The Value of Renewable Energy Certificates

Twenty-nine states and the District of Columbia have implemented renewable portfolio standard (RPS) policies. An RPS requires utilities to provide their customers with a minimum percentage of renewable generation by statutory target dates. Failure to meet these requirements usually results in compliance penalties. Figure 6 shows these RPS policies by state.

Utilities typically prove RPS compliance using renewable energy certificates (RECs), which represent 1 megawatt-hour (MWh) of electricity produced from a renewable source. In many states, RECs can be traded separately from the electricity. In these cases, the RECs represent the environmental attributes of renewable energy. In addition, some states offer carve-outs for solar renewable energy certificates (SRECs) or distributed generation (DG) (see Figure 6). These states create separate markets for these RECs (usually at higher prices) or offer multiple credits for each megawatt-hour. For example, a 3x multiplier allows the utility to count each REC from solar electricity as 3 MWh for compliance purposes.⁸

States with RPS policies are known as “compliance markets.” In these markets, utilities can include purchased RECs in demonstration of compliance with state energy mandates. This can provide an important source of cash flow to PV system owners. In addition, states with carve-outs for solar or DG can realize even higher prices for SRECs.

“Voluntary markets” also exist in which residential, commercial, and industrial consumers can buy SRECs from system owners to claim their energy is produced from renewable technologies. The advantage is that consumers do not have to develop renewable projects but still can claim the environmental benefits (Cory 2008).

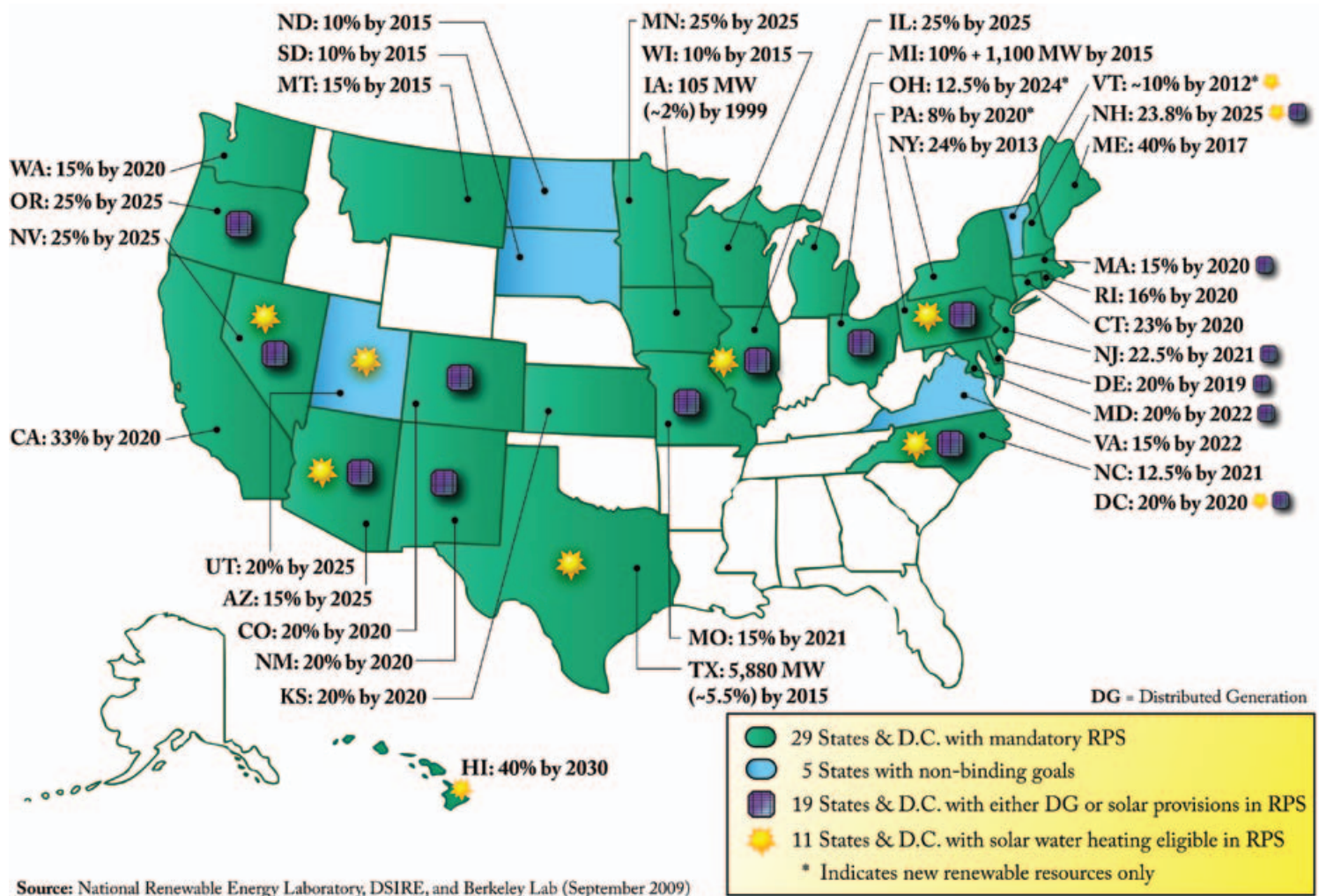
In general, PPAs are structured so that the RECs remain with the system owner. However, the host can negotiate to buy the RECs along with the electricity. This will drive up the price per kilowatt-hour in the PPA to compensate the system owner for the RECs. If the host does not buy the RECs, it is important to manage the claims made regarding the PV system. The government agency can say it is hosting a renewable energy project but it cannot say that it is powered by renewable energy. One option is an SREC swap. In this case, the host would decide against buying the solar RECs from the PPA provider and instead buy cheaper replacement RECs (wind or biomass, for example) in the voluntary market (Coughlin 2009). REC prices in the voluntary markets are substantially

⁷ Under the American Recovery and Reinvestment Act (Recovery Act), tax-paying entities can elect to recover the ITC using a Department of Treasury grant, once project construction is complete. This is expected to improve the financial benefits of the incentive.

⁸ Under the Waxman-Markey bill (as of July 2009), Congress is considering a federal solar multiplier of 3x for all distributed generation projects.

Power Purchase Agreement Checklist

Figure 6
States with Renewable Portfolio Standards (indicating solar/DG set-asides)



lower than in the compliance market. This REC swap would allow the host to claim green power benefits (but not solar power because the replacement RECs were not SRECs).

State and Utility Cash Incentives

Other important state-level programs are those that provide cash incentives for system installation. These programs (often called “buy-down” or “rebate” programs) come in two varieties. The capacity-based incentive (CBI) provides a dollar amount per installed watt of PV. Incentives can also be structured as performance-based incentives (PBI). They do not provide up-front payments, but rather provide ongoing payments for each kilowatt-hour of electricity produced over a time period (e.g., five years). Consumers will normally prefer CBIs because of the up-front cash. However, some states

prefer PBIs because they encourage better performance. The downside of these more recent programs is that the government agency must finance a large part of system costs (if not under a solar PPA) and incur performance risk (Bolinger 2009).

Approximately 20 states and 100 utilities offer financial incentives for solar photovoltaic projects. Depending on the state and local programs, these incentives can cover 20-50% of a project’s cost (DSIRE 2009). Specifics for individual state programs can be found on the Database of State Incentives for Renewables and Efficiency (<http://www.dsireusa.org/>). Additional government incentives include state tax credits, sales tax exemptions, and property tax exemptions, which can be important under the solar PPA model.

System Purchase Options

If the host prefers, the solar PPA can include provisions for a consumer to buy the PV system. This can occur at any point during the life of the contract but almost always after the sixth year because of tax recapture issues related to the ITC. The buyout clause is phrased as the greater of fair market value (FMV) or some “termination” value (that is higher than the FMV). This termination value often includes the present value of the electricity that would have been generated under the remaining life of the PPA. Buyout options are more readily available in third-party PPAs in which the investors are motivated by the tax incentives rather than long-term electricity revenues. A different set of investors may have a longer-term investment horizon and may be less likely to favor early system-purchase options.

When issuing RFPs and evaluating bids, it is important to understand the project goals of the potential developers and decide which most closely align with those of your organization. From the government agency’s point of view, there are both benefits and responsibilities that come with owning the system. The obvious benefit is that the electricity generated by the PV system can now be consumed by the host at no cost (financing charges notwithstanding); the costs and responsibilities revolve around the need to operate and maintain the PV system. Owner’s costs include physical maintenance (including inverter replacement, which can be costly) and monitoring, as well as financial aspects such as insurance.

Although PPAs are inherently structured as a contract by which a government agency can buy electricity, system ownership may be a viable option at some point. If the buyout option is not available or not exercised by the end of the contract life, the government agency can purchase the system at “fair market value,” extend the PPA, or request the system owner remove the system (Rahus 2008). Government hosts may want to consider requiring (in the RFP and the PPA) that the system owner pay for the cost of equipment removal at contract maturity.

Logistical Considerations

Appropriate roof or land areas must be identified, and there are also important logistical requirements to consider. The issues discussed in this section should be included in the RFP because they will allow the developer to provide a firmer bid with less assumptions and contingencies.

Rooftop Mounted Arrays

After the RFP, the winning bidder will conduct a structural analysis to determine whether the roof can sustain the load. By documenting the condition in the RFP, you may avoid potential adjustments. It is important to assess the following information:

- **Roof structure and type** (flat, angled, metal, wood, etc.) – determines the attachment methods that may be used.
- **Orientation of the roof** – especially important if it is a sloped roof. Southern facing roofs are ideal but not necessarily mandatory.
- **Roof manufacturer’s warranty** – usually lasts a minimum of 10 years but can extend over 20 years. Before installing solar panels, it is important to ensure that the solar installation will not void the warranty. Systems that do not penetrate the roof surface or membrane are usually acceptable, but it is important to obtain this allowance in writing prior to moving forward with the solar project.
- **Planned roof replacement** – if it is to be scheduled within a few years, it a good idea to combine projects, which will cut costs and minimize facility disturbance.
- **Potential leak concern** – if this exists, you may opt for a formal roof survey to assess and document the condition of the roof prior to the solar installation.
- **Obstructions on the roof** – items such as roof vents and HVAC equipment can hinder the project.
- **Shade from adjacent trees or buildings** – can reduce solar potential.

Ground-Mounted Systems

Ground-mounted photovoltaic systems are advantageous in some situations because they can be cheaper and easier to install and can be scaled-up more easily. This reduces the cost per kilowatt-hour and translates into cheaper energy costs for the consumer. Additionally, ground systems offer flexibility in the type of technology that can be used. For example, the project may have tracking technologies, which can result in higher energy output and better project economics. One of the key logistical issues for ground-mounted systems is the wind speed the system is designed to withstand, which depends primarily on the location of the project site (e.g., hurricane risks); the soil type and strength characteristics are also important. To obtain more accurate bids, consumers often will have a third-party conduct soil sample tests prior to issuing an RFP. Wind and soil conditions can greatly influence the design and cost of a project. Perimeter fencing and site monitoring should be specified in the RFP to ensure security, safety, and compliance with local codes.

Power Purchase Agreement Checklist

General Logistical Considerations

Electrical upgrades or changes may affect the system design and potential interconnection to the electrical grid. Any planned changes should be documented within the RFP.

For proper maintenance, accessibility to the inverter and solar array will be important to the system owners throughout the life of the project.

Fire departments will have building accessibility requirements, particularly for roof-mounted systems. Some jurisdictions formally specify these standards and will confirm that the system meets the requirements during the permitting phase and final approval process. In states that do not have such requirements, it is important for the government agency and the system owner to gain fire department approval early in the process.

Contractually, operation and ongoing maintenance of the solar system is typically the responsibility of the system owner unless otherwise specified.

Insurance⁹

While many governmental entities may be able to self-insure, it is important to investigate the minimum insurance required by your utility's interconnection rules. The requirements may necessitate additional coverage through private insurance.

Unfortunately, insurance underwriters charge fairly high premiums for PV installations. These premiums can represent approximately 25% of the annual operating budget and may be as large as 0.25% to 0.50% of the project installed costs. According to discussions with developers, the cost of insurance can increase energy pricing by 5–10%. The high premiums are due to two underlying reasons: 1) Insurance underwriters still view PV as a risky technology due to its lack of long operating history, and 2) the relatively low number of projects do not allow underwriters to average risk across a large number of installations (i.e., “the law of large numbers”). Until recently, Lloyds of London was the only underwriter for PV in the United States; however, Munich Re, AIG, Zurich Insurance Group, ACE Ltd., and Chubb are also actively pursuing renewable energy policies. Reportedly, a fifth underwriter is developing a PV product, but no public announcements have been made (Kollins et al., forthcoming).

In general, insurance is the responsibility of the system owner (developer). At a minimum, the system owner should be expected to carry both general liability and property insurance. Additional considerations may be given to separate policies for location-specific risks (e.g., hurricane coverage in Florida), property-equivalent policies (which cover engineering), and environmental risk (inclusive of pre-existing conditions). If covered by the system owner, the cost of insurance will be factored into the PPA cost of electricity and not passed through separately. Thus, a fairly recent realization is that it may be cheaper for the government agency to insure the system directly, although they don't actually own the system. Then, the system owner is named as an additional insured party on the policy and agrees to reimburse the government agency for the premiums. Insurance companies have agreed to this in previous PPAs (Boylston 2008). Because this can reduce overall project costs, this arrangement deserves further investigation with a provider.

One final note concerns indemnification for bad-acts and pre-existing structural or environmental risks. Whether contractual or not, the government agency may want to acquire its own insurance to protect itself from the potential of future liabilities.

Potential Deal Constraints Embedded in Municipal Laws¹⁰

Municipal laws were written before PV installations were even a remote consideration. While each jurisdiction operates under its own unique statutes, this section lists some common constraints that may be encountered. Listed below are the categories that may require investigation. More detail on the following specific issues is provided at the end of this fact sheet:

1. **Debt limitations** in city codes, state statutes, and constitutions
2. Restrictions on **contracting power** in city codes and state statutes
3. **Budgeting, public purpose, and credit-lending** issues
4. **Public utility rules**
5. Authority to **grant site interests** and **buy electricity**

⁹ Much of this section is adopted from a forthcoming NREL paper: “Insuring Solar Photovoltaics: Challenges and Possible Solutions”; Speer, B.; Mendelsohn, M.; and Cory, K.

¹⁰ Much of this section is adapted from the transcript of a June 12, 2008, NREL conference call led by Patrick Boylston of Stoel Rives LLP.

Conclusions

Financing solar PV through a power purchase agreement allows state and local governments to benefit from clean renewable energy while minimizing up-front expenditures and outsourcing O&M responsibilities. Also important, a PPA provides a predictable electricity cost over the length of the contract.

This fact sheet is a concise guide that will help states and municipalities with the solar PPA process. The following five steps are recommended to formally launch a project (and are described in this brief):

Step 1: Identify Potential Locations

Step 2: Issue a Request for Proposal (RFP) to Competitively Select a Developer

Step 3: Contract Development

Step 4: Permitting and Rebate Processing

Step 5: Project Design, Procurement, Construction, and Commissioning

The U.S. Department of Energy (DOE) can help facilitate the process by providing quick, short-term access to expertise on renewable energy and energy efficiency programs. This is coordinated through the Technical Assistance Project (TAP) for state and local officials.¹¹ More information on the program can be found at <http://apps1.eere.energy.gov/wip/tap.cfm>.

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¹¹ TAP currently has a focus on assisting programs that are related to Recovery Act funds.

Power Purchase Agreement Checklist

Sample Terms of Executed Power Purchase Agreements (PPAs)

Government Level	State	County	City
Name	Caltrans District 10 Solar Project	Boulder County Solar Project	Denver Airport Solar Project
Location	Stockton, California	Boulder County	Denver, Colorado
Customer	California Department of Transportation	Boulder County	Denver International Airport
Utility	Pacific Gas & Electric	Xcel Energy	Xcel Energy
Size (DC)	248 kW	615 kW	2,000 kW
Annual Production	347,407 kWh	869,100 kWh	3,000,000 kWh
Type	123 kW rooftop, 125 kW carport	570 kW rooftop, 45 kW ground	Ground-mount, single-axis tracking
Location	Maintenance Warehouse Maintenance Shop Parking Lot Canopy	Recycling Center Courthouse Clerk and Recorder Addiction Recovery Center Justice Center Walden Ponds (ground-mount) Sundquist	Ground of the Denver International Airport
Area	22,200 sq ft	8 county buildings	7.5 acres
Developer	Sun Edison, LLC	Bella Energy	World Water & Solar Technologies
Owner	Sun Edison, LLC	Rockwell Financial	MMA Renewable Ventures
PPA Terms	20 years, 5.5% discount from utility rates	20 years, fixed-price 6.5 ¢/kWh for first 7 years, renegotiate price and buyout option at beginning of year 8	25 years, fixed-price 6 ¢/kWh for first 5 years, buyout option at beginning of year 6 or price increases to 10.5 ¢/kWh
Status	Completed September 2007	Completed January 2009	Completed August 2008
Contact	Patrick McCoy (916) 375-5988 patrick.mccoy@dgs.ca.gov	Ann Livingston (303) 441-3517 alivingston@bouldercounty.org	Woods Allee (303) 342-2632 woods.allee@flydenver.com

Source: NREL

Potential Deal Constraints Embedded in Municipal Laws

This table lists potential constraints posed by municipal laws. Not all issues will pertain to your jurisdiction; however, this table can serve as a short checklist for use in your investigation. The request for proposal (RFP) issue column is meant to qualify each issue as to whether it needs to be highlighted in the RFP.

Category	RFP Issue?	Issue	Implication	General Findings and Next Steps
1. Debt Limitations in City Codes, State Statutes, and Constitutions	No	Is PPA debt or contingent liability?	Debt would require public vote for approval. Contingent liability is allowed under purchasing authority without a vote.	Most states see as purchasing only what is consumed. Thus, a vote not is required. PPA agreements usually called “energy services agreement” to avoid any appearance of debt. Must be wary of “take or pay provisions” in PPA requiring payments regardless of use. Also, be careful to size so as to not over-produce based on net-metering rules
	No	Is system purchase option debt?	A vote will be required to approve debt for system purchase.	It is important that the PPA deems the purchase as optional at fair market value so that a vote is not needed until the option is exercised.
2. Restrictions on Contracting Power in City Codes and State Statutes	Yes	Contract Tenor statutes (e.g., limited to 10 yrs or 15 yrs)	May limit choice of developers based on investment goals.	Research of local rules and precedents may be required.
	Yes	Ability to buy/sell RECs	When codes and statutes were created, RECs were not envisioned. May determine where beneficial REC ownership is assigned in PPA.	Each jurisdiction will be different. Research of local rules and precedents is required. Is there enough general authority under electricity purchases (or other) to justify REC trading?
	Yes	Public bidding laws	May preclude RFP process unless there is an applicable exemption to public bidding laws.	Research of local rules and precedents may be required. Developer will ask for representation and warranty that the contract is exempt from public bidding rules.
3. Public Purpose and Lending of Credit Issues	Yes	Pre-paying for electricity	Is this a grant to a for-profit LLC that owns the PV system?	In most states, authority exists (such as in the opinion of attorneys general) that it is permissible if the entities are fulfilling a government purpose. Research may be required if pre-payment is envisioned.
4. Public Utility Rules	Yes	How many entities will be buying electricity (i.e., city, county, and/or other government entities occupy site)?	Most state laws and/or rules clarify that if you are selling electricity to a certain number of consumers, then you are a utility and subject to Public Utility Commission (PUC) regulation. ¹² This can be prohibitively expensive for the developer.	Developers will generally want to contract only with a single entity that owns the meter. The costs can then be divided among various entities. If the entities are all behind the meter, then they would not be subject to PUC regulations.
5. Authority to Grant Site Interests and Purchase Electricity	No	Lease or easement?	A lease can have problems with disposal and interest in public property, which may require a public-bidding or offering process.	Framing the document as an “easement” instead of a “lease” has worked well. Works much like a lease except without ability to transfer it—except in accordance with agreement (usually restricted).

Source: Boylston 2008

¹² The threshold is set differently by each state. Most are in the two-five range.

Power Purchase Agreement Checklist

Sources for Sample Documents

Samples of requests for proposals can be found using simple Web searches—the links below will get you started in your search.

NV Energy (Nevada Power Company) is a good source for documents which have been previously tested in the marketplace:

<http://www.nvenergy.com/company/doingbusiness/rfps/>

Oregon University System

http://www.ous.edu/bapp/contractfiles/20090522_1545_Photovoltaic%20Power%20Purchase%20Agreement/RFP%202009-06%20Solar%20PPA.doc

City of Santa Ana

<http://www.ci.santa-ana.ca.us/pwa/documents/RFP-SolarProjectandGuideline.pdf>

The U.S. Navy recently released an RFP that is very thorough in its specifications:

<http://www.allenmatkins.com/emails/Renewable/Img/NAVY.pdf>

Example RFPs from several California municipalities:

<http://www.lgc.org/spire/rfps.html>

A current federal government RFP:

<https://www.desc.dla.mil/DCM/DCMSolic.asp?SolicID=1533>

Other Useful Documents:

The documents below are more detailed, in-depth solar financing guides.

The Customer's Guide to Solar Power Purchase

Agreements, by the Rahus Institute

<http://www.californiasolarcenter.org/sppa.html>

Solar Photovoltaic Financing: Deployment on Public Property by State and Local Governments, by Karlynn Cory, Jason Coughlin, and Charles Coggeshall. This NREL report (May 2008) examines ways that state and local governments can optimize the financial structure of deploying solar PV for public uses. It can be accessed at <http://www.nrel.gov/docs/fy08osti/43115.pdf>

Solar Photovoltaic Financing: Residential Sector Deployment, by Jason Coughlin and Karlynn Cory.

This NREL technical report (March 2009) can be accessed at <http://www.nrel.gov/docs/fy09osti/44853.pdf>.

Solar Photovoltaic Financing: Deployment by Federal Government Agencies, by Karlynn Cory, Charles Coggeshall, Jason Coughlin, and Claire Kreycik.

This NREL technical report (August 2009) can be accessed at <http://www.nrel.gov/docs/fy09osti/46397.pdf>

Contacts

This fact sheet was written by Karlynn Cory, Brendan Canavan, and Ronald Koenig of NREL. For more information, contact Karlynn Cory at Karlynn.Cory@nrel.gov.



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III Consent, Item A

MINUTES
BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES REGULAR MEETING
Wednesday, November 9, 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: 6:35 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; Eve Franklin, Administrative Secretary.

B. Public Comments: none.

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

Report from Board of Library Trustees:

1. Trustee Novosel – reported on his participation in the Public Art Selection Committee for the South Branch.
2. Trustee Holcomb – reported on her participation in the Public Art Selection Committee for the West Branch.
3. Trustee Franklin – reported on her participation in the Public Art Selection Committee for the South Branch. Architect Mark Shatz helped the process by inviting the artists to his office to talk about the potential locations for art.
4. Trustee Burton – reported on his participation in the Public Art Selection Committee for the West Branch, looking forward to see the work completed.

II. DISCUSSION

A. Naming Policy for the Berkeley Public Library

From: Trustees Holcomb & Novosel.

Action: Discussion held. Trustee Holcomb to make revisions and bring back to BOLT at the December meeting.

III. CONSENT CALENDAR

Action: M/S/C (Trustee Franklin / Trustee Holcomb to adopt Resolution# R11-075 to adopt the Consent Calendar as presented.

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

A. Approve minutes of October 12, 2011 Regular Meeting

From: Director of Library Services

Recommendation: Approve the minutes of the October 12, 2011 regular meeting of the Board of Library Trustees.

Financial Implications: None.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution# R11-076 to approve minutes as presented.

B. 2012 Meeting Schedule for the Board of Library Trustees

Director Corbeil noted the April and December meeting dates have been changed due to religious holiday conflicts.

From: Director of Library Services

Recommendation: Adopt the resolution setting the dates for the 2012 regular meeting schedule for the Board of Library Trustees.

Financial Implications: None.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution# R11-077 to approve minutes as presented.

C. 2012 Holiday Schedule for the Berkeley Public Library

From: Director of Library Services

Recommendation: Adopt the resolution approving the 2012 calendar of holidays for the Berkeley Public Library.

Financial Implications: None.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution # R11-078.

D. Opening the Central Library and All Branches One Hour Late

From: Deputy Director of Library Services

Recommendation: Adopt the resolution authorizing the Central Library and all Branches open one hour late on January 27, 2011 and March 31, June 30 and September 29, 2012 to allow adequate time for the quarterly all-staff meetings.

Financial Implications: none.

Contact: Douglas Smith, Deputy Directors of Library Services

Action: Adopted Resolution # R11-079.

E. License agreement between Library and the Berkeley Public Library Foundation for use of space in the Central Library

From: Director of Library Services

Recommendation: Adopt a resolution adopting the extension of the License Agreement between the Library and Foundation for the use of office space in the Central Library for the period January 2, 2012 through January 1, 2015.

Financial Implications: see report.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution # R11-080.

F. License agreement between Library and the Friends of the Berkeley Public Library for use of space in the Central Library

From: Director of Library Services

Recommendation: Adopt a resolution adopting the extension of the License Agreement between the Library and Friends for the use of office space and bookstore in the Central Library for the period January 2, 2012 through January 1, 2015.

Financial Implications: see report.

Contact: Donna Corbeil, Director of Library Services.

Action: Adopted Resolution # R11-081.

IV. ACTION CALENDAR

A. Chairperson and Vice-Chairperson Nominations and Election of Chairperson and Vice-Chairperson

From: Director of Library Services

Recommendation: Accept nominations and adopt a resolution electing one Trustee to sit as Chairperson and another to sit as Vice-Chairperson for a one-year term commencing on November 10, 2011.

Financial Implications: none.

Contact: Donna Corbeil, Director of Library Services.

Action: There are two separate motions captured in one resolution. M/S/C (Trustee Moore / Trustee Novosel to nominate Winston Burton as Chairperson. M/S/C (Trustee Burton /Trustee Novosel to nominate Abigail Franklin as Vice-Chairperson. Adopted Resolution# R11-082 electing Trustee Burton as Chairperson and Trustee Franklin as Vice-Chairperson for a one-year term commencing on November 10, 2011.

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

B. LEASE: 2547 8th Street

Revised copy of lease provided (Attachment #1)

From: Director of Library Services

Recommendation: Adopt a resolution recommending City Council authorizing the Library to execute a 15 month lease with 2 – 2 month options with West Coast Property Management for real property located at 2547 8th Street, to house the tool lending library program during the construction phase of the South Branch library, January 1, 2012 through June 1, 2013.

Financial Implications: none.

Contact: Donna Corbeil, Director of Library Services.

Action: M/S/C (Trustee Burton / Franklin to adopt Resolution# R11-083 recommending City Council authorizing the Library to execute a 15 month lease with 2 – 2 month options with West Coast Property Management for real property located at 2547 8th Street, to house the tool lending library program during the construction phase of the South Branch library, January 1, 2012 through June 1, 2013 with the following additions: Trash and electrical to be paid by the landlord.

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

V. INFORMATION REPORTS

A. Update on the Branch Bond Program

Trustee Holcomb asked if the construction budget included the architects efforts related to the public art. *Director Corbeil – It is included in the architects contract. The artists were selected prior to completion of the construction documents so that the details can be included in the final documents and the contractors will be aware of it before they bid on the project.*

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

B. November 2011 Monthly Report from Library Director

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

C. Library events

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

VI. AGENDA BUILDING

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

- Kitchell Quarterly Report
- Artist Selection for South and West Branches
- Strategic Plan
- Library Naming Policy

VII. ADJOURNMENT

COMMUNICATIONS: None.

SUPPLEMENTAL COMMUNICATIONS AND REPORTS

1. Revised Lease for 2547 8th Street (Attachment 1)

NONRESIDENTIAL LEASE AGREEMENT

Commercial, Industrial or Office

Consent III, Item A
Attachment 1

DATE: November 8, 2011, at Berkeley, California
Items left blank or unchecked are not applicable.

1. FACTS:

- 1.1 The Landlord Dagovitz OS TRUST
leases to CITY OF BERKELEY TOOL LENDING LIBRARY, Tenant(s)
the real estate referred to as _____
- 1.2 The Landlord acknowledges receipt of \$ 5,700.00 to be applied as follows:
☒ Security deposit \$ 2,850.00 ☒ First month's rent \$ 2,850.00
☐ Last month's rent \$ _____
- 1.3 The following checked addendums are made a part of this nonresidential lease:
☐ Additional terms addendum [ft Form 250] ☒ Option to Renew/Extend [ft Form 565]
☐ Authority to Sublease/Assign ☐ Property Description
☐ Brokerage Fee Addendum [ft Form 273] ☐ Option to Buy [ft Form 161]
☐ Condition of Premises [ft Form 560] ☐ Option to Lease Additional Space
☐ Building rules ☐ Plat of leased space
☐ Operating Expense Sheet [ft Form 562] ☐ Other: _____

2. TERM OF LEASE:

- 2.1 The lease commences Jan 1, 2012, and expires MARCH 30, 2014, the month
of commencement being the anniversary month.
- 2.2 The lease terminates on the last day of the term without further notice.
- 2.3 If Tenant holds over, Tenant to be liable for damages at the daily rate of \$ 100.00.

3. RENT:

- 3.1 Tenant to pay rent monthly, in advance, on the first day of each month, including rent for any partial
month prorated at 1/30th of the monthly rent per day.
- 3.2 ☐ Monthly rent for the entire term is fixed at the amount of \$ _____.
- 3.3 ☐ Monthly rent, from year to year, is adjusted on each anniversary month as follows:
Initial year's monthly rent: \$ _____, and
a. _____% increase in monthly rent over prior year's monthly rent; or
b. First anniversary monthly rent: \$ _____
Second anniversary monthly rent: \$ _____
Third anniversary monthly rent: \$ _____
Fourth anniversary monthly rent: \$ _____
- 3.4 ☐ Monthly base rent for the initial 12 months of the term is the amount of \$ _____, adjusted
annually on the first day of each anniversary month by increasing the initial monthly base rent by
the percentage increase between the applicable CPI-U index figures published for the third month
preceding the month of commencement and the third month preceding the anniversary month.
- a. The applicable CPI-U Index (Consumer Price Index for All Urban Consumer)(1982-1984 = 100) is:
☐ Los Angeles-Anaheim-Riverside ☒ San Francisco-Oakland-San Jose
☐ San Diego ☐ National ☐ Other: No more than 5% no less than 3%
- b. Rent increases under CPI-U adjustments are limited for any one year to an increase of _____%.
- c. On any anniversary adjustment, should the CPI-U have decreased below the CPI-U for the prior
twelve-month period, the monthly rent for the ensuing 12 months shall remain the same as the
rent during the prior 12 months.
- d. If the CPI-U is changed or replaced by the United States Government, the conversion factor
published by the Government on the new Index shall be used to compute annual adjustments.

- 3.5 ☐ Additional percentage rent equal to _____% of gross sales made from the premises during each calendar year, less credit for other rent, real estate taxes, insurance and common area maintenance (CAM) charges paid for the calendar year.
- a. The percentage rent shall be computed and paid for each month of the lease with a signed written statement of the gross income and percentage computation by the tenth day of the following month.
 - b. The additional percentage rent to be payable monthly shall be credited for other rent, taxes, insurance, and CAMs paid by Tenant for the month.
 - c. Within one month after each calendar year and on expiration of the lease, Tenant shall compute and deliver a written statement of sales and the percentage rent due for the calendar year, less credit for rent, taxes, insurance and CAMs paid for the calendar year, to annually adjust the percentage rent remaining due from Tenant or to be refunded to Tenant by Landlord, which difference will be paid on delivery of the annual statement.
 - d. Gross sales includes all money or equivalent received by Tenant, subtenant, licensees or concessionaires in the ordinary course of business, whether wholesale or retail, cash or credit, less credit for goods returned by customer or merchandise returned by Tenant or transferred to tenant-affiliated stores.
 - e. Landlord has the right, on reasonable notice, to audit Tenant's books regarding sales information.
- 3.6 ☐ Every _____ years after commencement, including extensions/renewals, the monthly base rent will be adjusted, upward only, to current market rental rates for comparable premises, and computation of any future CPI-U adjustments will treat the year of each current market adjustment as a commencement year for selecting the Index figures.
- a. The monthly rent during any year shall not be less than the previous year's monthly rent.
 - b. Landlord to reasonably determine and advise Tenant of the adjusted rental rates prior to three months before the adjustment becomes effective.
- 3.7 Rent to be paid in United States dollars by ☐ cash, or ☒ check, or ☐ cashier's check, at Landlord's address.
- 3.8 Rent to be tendered by ☐ mail or ☐ personal delivery.
- 3.9 Tenant to pay a late charge of \$ 50.00 in the event rent is not received within five days of the due date.
- 3.10 Tenant to pay \$ 50.00 for each rent check returned for insufficient funds, and thereafter to pay rent by cash or cashier's check.

4. OPERATING EXPENSES:

- 4.1 Tenant is responsible for payment of utility and service charge as follows: Electricity when
AND IF landlord separately meters each unit.
- 4.2 Landlord is responsible for payment of utility and service charge as follows: WATER
- 4.3 Tenant to pay all taxes levied on Tenant's trade fixtures installed on the premises.
- 4.4 Should Landlord pay any charge owed by Tenant, Tenant shall pay, within 10 days of written demand, the charge as additional rent.
- 4.5 As additional rent, Tenant to pay _____% of all real property taxes and assessments levied by governments, for whatever cause, against the land, trees and building containing the leased premises, within 30 days after written computation and demand from Landlord.
- 4.6 As additional monthly rent, Tenant to pay _____% of the common area maintenance (CAM) incurred each month, within 10 days of written statement and demand for payment.
- a. Common area maintenance is the cost of maintaining and operating the "Common Areas," including all sidewalks, corridors, plazas, hallways, restrooms, parking areas, interior and exterior walls and all other open areas not occupied by tenants.
 - b. Common area maintenance includes "all charges" for garbage removal, janitorial services, gardening, landscaping, printing/decorating, repair and upkeep, utilities and other operating costs, including charges for property management of the common area maintenance.

5. POSSESSION:

- 5.1 Tenant may terminate the lease if Landlord does not deliver up possession within 10 days after commencement of the lease.
- 5.2 Landlord is to recover and deliver possession of the premises from the previous tenant. Tenant will not be liable for rent until possession is delivered.
- 5.3 If Landlord is unable to deliver possession of the premises, Landlord will not be liable for any damages.

6. USE OF THE PREMISES:

- 6.1 The Tenant's use of the premises shall be: Tool Library **Consent III, Item A**
- 6.2 No other use of the premises is permitted. Tenant may not conduct any activity which increases Landlord's insurance premiums. **Attachment 1**
- 6.3 Tenant will not use the premises for any unlawful purpose, violate any government ordinance or building and tenant association rules, or create any nuisance.
- 6.4 Tenant shall deliver up the premises together with all keys to the premises on expiration of the lease in as good condition as when Tenant took possession, except for reasonable wear and tear.

7. APPURTENANCES:

- 7.1 Tenant shall have the right to use Landlord's access of ingress and egress.
- 7.2 Tenant shall also have the use of N/A parking spaces for the running of its business.

8. SIGNS AND ADVERTISING:

- 8.1 Tenant will not construct any sign or other advertising on the premises without the prior consent of Landlord.
- 8.2 Landlord will maintain a directory in the lobby of the premises displaying the name and suite number of Tenant. Landlord has the right to determine the size, shape, color, style and lettering of the directory.
- 8.3 Landlord will provide a sign to be placed on the primary door to Tenant's suite. The fees for the cost and installation will be paid by Tenant.

9. TENANT IMPROVEMENTS/ALTERATIONS:

- 9.1 Tenant may not alter or improve the real estate without Landlord's prior consent. Tenant will keep the real estate free of all claims for any improvements and will timely notify Landlord to permit posting of notices for nonresponsibility.
- 9.2 Any increases in Landlord's property taxes caused by improvements made by Tenant shall become additional rent due on demand.

10. REPAIR AND MAINTENANCE:

- 10.1 The premises are in good condition, except as noted in an addendum.
- 10.2 Tenant shall maintain and repair the premises, except for the following which are Landlord's responsibility:
- | | | | |
|---|--|--|---|
| <input checked="" type="checkbox"/> Plumbing and sewers | <input checked="" type="checkbox"/> Structural foundations | <input checked="" type="checkbox"/> Exterior walls | <input type="checkbox"/> Heating and air conditioning |
| <input type="checkbox"/> Store front | <input type="checkbox"/> Plate glass | <input checked="" type="checkbox"/> Roof | <input checked="" type="checkbox"/> Parking areas |
| <input type="checkbox"/> Driveways/right of ways | <input type="checkbox"/> Electrical | <input type="checkbox"/> Other: | <input checked="" type="checkbox"/> Lawns and shrubbery |
| | | | <input checked="" type="checkbox"/> Sidewalks |

11. RIGHT TO ENTER:

- 11.1 Tenant agrees to make the premises available on 24 hours notice for entry by Landlord for necessary repairs, alterations, or inspection of the premises.

12. WASTE:

- 12.1 Tenant will not destroy, damage, or remove any part of the premises or equipment, or commit waste, or permit any person to do so.

13. LIABILITY INSURANCE:

- 13.1 Tenant shall obtain and maintain commercial general liability and plate glass insurance covering both personal injury and property damage to cover Tenant's use of the premises insuring Tenant and Landlord.
- 13.2 Tenant shall obtain insurance for this purpose in the minimum amount of \$ ONE MILLION
- 13.3 Tenant shall provide Landlord with a Certificate of Insurance naming the Landlord as an additional insured. The Certificate shall provide for written notice to Landlord should a change or cancellation of the policy occur.
- 13.4 Each party waives all insurance subrogation rights it may have.

14. FIRE INSURANCE:

- 14.1 Tenant shall obtain and maintain a standard fire insurance policy with extended coverage for theft and vandalism to the extent of 100% of the replacement value of all personal property and the restoration of Tenant improvements.

15. HOLD HARMLESS:

- 15.1 Tenant shall hold Landlord harmless for all claims, damages or liability arising out of the premises caused by Tenant or its employees or patrons.

16. DESTRUCTION:

- 16.1 In the event the premises are totally or partially destroyed, Tenant agrees to repair the premises if the destruction is caused by Tenant or covered by its insurance.
- 16.2 The lease shall not be terminated due to any destruction.
- 16.3 Landlord shall repair the premises if the cause is not covered by the tenant's insurance and is covered by Landlord's policy.
- 16.4 Landlord may terminate the lease if the repairs cannot be completed within 30 days, the cost of restoration exceeds 70% of the replacement value of the premises, the insurance proceeds are insufficient to cover the actual cost of the repairs, or the premises may not be occupied by law.

17. SUBORDINATION:

17.1 Tenant agrees to subordinate to any new financing secured by the premises which does not exceed 80% loan-to-value ratio, interest of two percent over market and not less than a 15-year monthly amortization and five-year due date. Consent III, Item A
Attachment 1

18. TENANT ESTOPPEL CERTIFICATES:

18.1 Within 10 days after notice, Tenant will execute a certificate stating the existing terms of the lease to be provided to prospective buyers or lenders.
18.2 Failure to deliver the certificate shall be conclusive evidence the information contained in it is correct.

19. ASSIGNMENT, SUBLETTING AND ENCUMBRANCE: [Check only one]

19.1 ☒ Tenant may not assign this lease or sublet any part of the premises, or further encumber the leasehold.
19.2 ☐ Tenant may not transfer any interest in the premises without prior consent of Landlord.
 a. ☐ Consent is subject to attached conditions. [ft Form 250]
19.3 ☐ Unconsented-to transfers of any interest in the lease terminate the lease.

20. SURRENDER:

20.1 Tenant may surrender this lease only by a written cancellation and waiver agreement with Landlord.

21. EMINENT DOMAIN:

21.1 Should a portion or all of the premises be condemned for public use, Landlord may terminate the lease and Tenant's possession. If the lease is not terminated, Tenant shall receive a rent abatement for the actual reduction (if any) in the value of the lease.
21.2 Tenant waives the right to any compensation awarded from the condemning authority for the whole or partial taking of the premises.
21.3 Any Tenant's damages shall come solely from the condemning authority.

22. WAIVER:

22.1 Waiver of a breach of any provision in this lease shall not constitute a waiver of any subsequent breach. Landlord's receipt of rent with knowledge of Tenant's breach does not waive Landlord's right to enforce the breach.

23. DEFAULT REMEDIES:

23.1 If Tenant breaches any provision of this lease, Landlord may exercise its rights, including the right to collect future rental losses after forfeiture of possession.

24. BROKERAGE FEES:

24.1 ☐ Landlord, ☐ Tenant, to pay \$ N/A to Broker: N/A

25. MISCELLANEOUS:

25.1 ☐ See attached addendum for additional terms.
25.2 In any action to enforce this agreement, the prevailing party shall receive attorney fees.
25.3 This lease shall be binding on all heirs, assigns and successors except as provided in section 19.
25.4 This lease shall be enforced under California law.
25.5 This lease reflects the entire agreement between the parties.
25.6 ☐ This lease is secured by a trust deed. [ft Form 451]
25.7 ☐ The performance of this lease is assured by a guarantee agreement. [ft Form 439]

I agree to let on the terms stated above.

Date: _____, 20____
Landlord: DAGOVITZ OS TRUST
Signature: _____
Address: _____
Phone: _____ Fax: _____
e-mail: _____

I agree to occupy on the terms stated above.

Date: _____, 20____
Tenant: Berkeley Tool Library
Signature: _____
Signature: _____
Address: _____
Phone: _____ Fax: _____
e-mail: _____



BERKELEY PUBLIC LIBRARY

CONSENT CALENDAR

December 14, 2011

TO: Board of Library Trustees
FROM: Douglas Smith, Deputy Director of Library Services
SUBJECT: 2012 ANNUAL AUTHORS DINNER EVENT

RECOMMENDATION

Adopt the resolution approving the arrangements in preparation for the tenth annual Authors Dinner to be held on Saturday, February 11, 2012 at the Central Library.

FISCAL IMPACT

There will be no fiscal impact from this report.

BACKGROUND

For the past ten years in February the Berkeley Public Library Foundation has held an annual Authors Dinner at the Central Library. The event generates much excitement throughout the community and is an important fundraising event for the Library Foundation.

CURRENT SITUATION AND ITS EFFECTS

The tenth annual Authors Dinner is scheduled for Saturday, February 11, 2012 with a gala reception beginning at 6 pm, followed by a Silent auction and Dinner. The Foundation is expecting approximately 300 guests, and 31 noted authors are scheduled to attend. In preparation for this event, the following arrangements need Board approval:

1. Close the Central Library at 5:00 pm on Saturday, February 11, 2012. Public computers will shut down at 4:50 pm.
2. Arrange for Library staff to assist with cleanup of the Central Library between 5:00 and 6:00 pm.
3. Close the Historic Reference Room, the Teen Room, the Historic Lobby, the second floor Reading Room, and the Berkeley History Room all day on Saturday, February 11, 2012.
4. Arrange for maintenance staff to be available for resetting lights and various other set-up efforts.

FUTURE ACTION

No future action is required.

Attachments:

1. Resolution



**BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

Attachment 1

RESOLUTION NO.: 11-__

**APPROVAL OF THE ARRANGEMENTS FOR THE 2012 TENTH ANNUAL AUTHORS DINNER EVENT TO BE HELD
ON SATURDAY FEBRUARY 11, 2012 AT THE CENTRAL LIBRARY**

WHEREAS, over the past ten years the Berkeley Public Library Foundation has held annual Authors Dinners at the Central Library; and

WHEREAS, this event is an important fundraising event for the Library Foundation; and

WHEREAS, the tenth annual Authors Dinner is scheduled for Saturday, February 11, 2012; and

WHEREAS, in preparation for the event, specific arrangements must be approved by the Board of Library Trustees.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to approve the following arrangements in preparation for the ninth annual Authors Dinner:

1. Close the Central Library at 5:00 pm on Saturday, February 11, 2012.
2. Shut down the Central Library's public computers at 4:50 pm on Saturday, February 11, 2012.
3. Arrange for Library staff to assist with cleanup of the Central Library between 5:00 and 6:00 pm on Saturday, February 11, 2011.
4. Close the Historic Reference Room, the Teen Room, the Historic Lobby, the second floor Reading Room, and the Berkeley History Room all day on Saturday, February 11, 2012.
5. Arrange for maintenance staff to be available for resetting lights and various other set-up efforts.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on December 14, 2011 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Winston Burton, Chairperson

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



BERKELEY PUBLIC LIBRARY

CONSENT CALENDAR

December 14, 2011

TO: Board of Library Trustees

FROM: Jay Dickinson, Circulation Services Manager

SUBJECT: LIBRARY CARD PATRON TYPES POLICY

RECOMMENDATION

Adopt a resolution adopting the revised Library Card Patron Types Policy as presented.

FISCAL IMPACT

None

BACKGROUND

Library policies concerning material borrowing limits, hold limits, circulation periods, and other factors are implemented via Millennium, the Integrated Library System currently in use at Berkeley Public Library. A complex set of tables in the system are programmed with Library defined parameters or limits. These tables include the Library Loan Rule Table, as well as those containing Library defined Patron Types and Item Types. The Loan Rule Determiner Table organizes the interaction of these tables, insuring that each patron is subject to the proper limits where their Patron Type is concerned.

Attachment 2 lists the Patron Types currently in use at BPL, and defines their limits. The only change recommended at this time is to the Children's Patron Type, reducing the age of eligibility from 5 years to birth.

CURRENT SITUATION AND ITS EFFECT

After reviewing the policy, staff recommends that no changes be made to fines and fees. The one recommended revision is to the children's patron type parameters, which as currently defined allows any California resident age five to eleven, with parental or guardian permission to open a library account, following age eleven a teen card may be issued, followed by an adult status card at age 18. A renewed focus on early literacy, demonstrated in recent Library Strategic Planning discussions highlighting collaboration with the City and Berkeley Unified School District to promote the Vision 2020 Initiative -- "a citywide movement to ensure academic success and well-being for all children and youth growing up in Berkeley by closing the achievement gap in Berkeley's public schools by the year 2020 --



suggested a reconsideration of this policy to ensure it reflected library and city service priorities. Additionally, the recent grant application to the State Library for \$15,000, the California's Family Place Library Program Implementation grant for enhanced services and environments has as goals to enhance library spaces to be a more family friendly place and to promote parent – child interactions focusing on children under three years of age. The Family Place Libraries planning process inspired a reconsideration of the minimum age, since the Grant's primary objective is to promote literacy and support parents and caregivers in raising school ready children.

After careful consideration and discussions, it seems appropriate to expand the age requirement to include children below the age of five. Many factors contribute to this recommended change. These include a desire to create a more inclusionary policy, as well as a desire to more accurately reflect policies at other Bay Area Libraries, especially those which are members of the Bay Area Library and Information System (BALIS). Of the membership, Alameda County, Contra Costa County, Hayward, Livermore, Richmond, Pleasanton, and San Francisco Public Libraries do not have a minimum age requirement.

Since recent Census information shows that there are slightly in excess of 4,000 children below 5 years old in Berkeley, no drastic increase in workload is expected. The decision to apply for a library card would remain with the parent or guardian, and would not be required to participate in any grant funded activities or library programming generally.

FUTURE ACTION

No future action is required.

ATTACHMENTS:

1. Resolution
2. Patron Types Chart
3. Patron Type Eligibility



**BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

Attachment 1

RESOLUTION NO.: 11-__

**ADOPTION OF POLICY DEFINING BERKELEY PUBLIC LIBRARY CARD PATRON TYPES,
THEIR CIRCULATION LIMITS AND EXEMPTIONS, AND PATRON ELIGIBILITY FOR
REQUIREMENTS FOR THE VARIOUS TYPES AS REVISED.**

WHEREAS, Library policies concerning material borrowing limits, hold limits, circulation periods, and other factors approved by the board are implemented via the library's online automation system, Millennium; and

WHEREAS, policy related to patron use of the collection is captured in these tables, affecting such areas as library loan rules, patron types and material or item types and the interaction of these various tables is managed electronically, insuring that each patron is subject to the proper limits where their Patron Type is concerned; and

WHEREAS, the policies of the library are regularly reviewed to ensure they are consistent with Library goals and community needs; and

WHEREAS, no changes to the fines and fees are recommended; and

WHEREAS, given recent commitments to early literacy goals and a practice of inclusiveness, it is recommended that the children's patron type parameters be revised to birth to eleven years of age.

NOW, THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley adopts the Library Card Patron type policy effective January 2, 2012.

ADOPTED by the Board of Library Trustees of the City of Berkeley during a regular meeting held on December 14, 2011.

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Winston Burton, Chairperson

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

	Late fee print and audio/per day	Late fee video/per day	Late fee Link+ / per day	Loan period Print and Audio	Loan period DVD/VHS
Adult	.25	1.00	1.00	21 days	7 days
Adult ADA	.25	1.00	1.00	42 days	14 days
Child	.25	1.00	1.00	21 days	7 days
Child ADA	.25	1.00	1.00	42 days	14 days
Young Teen	.25	1.00	1.00	21 days	7 days
Young Teen ADA	.25	1.00	1.00	42 days	14 days
Teen	.25	1.00	1.00	21 days	7 days
Teen ADA	.25	1.00	1.00	42 days	14 days
Shelter	.25	1.00	1.00	21 days	7 days
Shelter ADA	.25	1.00	1.00	42 days	14 days
Staff/BOLT	n/a	n/a	1.00	21 days	7 days
Staff/BOLT ADA	n/a	n/a	1.00	42 days	14 days
Senior	.10	1.00	1.00	21 days	7 days
Senior ADA	.10	1.00	1.00	42 days	14 days
Temporary Patron	.25	1.00	n/a cannot place Link+ holds	21 days	7 days
Outreach Patron	n/a	n/a	1.00	56 days	14 days

All patron types are limited to 8 audio books, 8 DVD/VHS, 8 Magazines, 8 Music CDs/Tapes.

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

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

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

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

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

Patron Type Eligibility

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

Child – All patrons between birth and the age of 11. Card application must signed by parent.

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

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

Outreach – Patrons request this service, and a staff member evaluates their situation. All other requirements are applicable (ID, etc.).

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

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

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

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

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

All patrons must be California residents.



BERKELEY PUBLIC LIBRARY

CONSENT CALENDAR

December 14, 2011

TO: Board of Library Trustees
FROM: Donna Corbeil, Director of Library Services
SUBJECT: RELEASE FORMAL BID SOLICITATION FOR THE WEST BRANCH LIBRARY (MEASURE FF)

RECOMMENDATION

Adopt a resolution to approve the request to release the invitation for bids for the West Branch Improvement Project in January 2012.

FISCAL IMPACTS OF RECOMMENDATION

None.

CURRENT SITUATION AND ITS EFFECTS

The West Branch Library project is nearing completion of all major pre-construction tasks; consequently, this project is projected to be released for general contractor construction bid solicitation in mid-January 2012.

On May 17, 2011, at a regular meeting of the City Council, hearings were held on the South and West branch library projects (<http://www.ci.berkeley.ca.us/ContentDisplay.aspx?id=62944>). Both library projects and the FEIR were approved unanimously by Council. At the conclusion of the public hearing the Council adopted - Resolution No. 65,279–N.S. certifying the Environmental Impact Report (EIR) and approving Use Permit No. 10-10000045 and Demolition Permit No. 10-40000015 to allow demolition of the existing West Branch Library and construction of a new branch library.

The City expects to receive in early January 2012 final construction documents for bidding. An application for a building permit for the West Branch will be submitted by the architect in December 2011, review comments will follow, with an anticipated approved building permit ready for pick-up no later than April 2012. The bid day documents will be released on or about January 31, 2012, with an anticipated bid close date of February 23, 2012 and contract execution and construction to follow.

In anticipation of the bidding of the West Branch construction project staff has requested the City of Berkeley Purchasing Department assign a specification number for the project. Following release of a project's request to bid – estimated to take 5 to 6 weeks – proposals will be reviewed and a recommendation developed for board consideration and recommendation to Council that the City Manager execute a contract. A notice-to-proceed will follow. The West Branch is anticipated to close upon the completion and re-opening of the North Branch Library in April 2012; construction is anticipated to be 12-15 months in duration including demolition, with additional time scheduled for move-out and move-in related activities.



BACKGROUND

On March 24, 2009, by resolution the City Council authorized the sale of the first series of Measure FF general obligation bonds valued at \$10M. This was followed by City Council authorization for sale on July 6, 2010 of the second and final series totaling \$16M – the balance of the approved \$26 Million bond amount. Acceptance by the board of the first bond sale proceeds into Fund 308 occurred on May 20, 2009. Similarly, the board approved by resolution acceptance of the proceeds of the second bond sale in order for the monies to be reflected in the program's budget for allocation and subsequent expenditure. On December 8, 2010, the board approved the appropriation of \$16,000,000 in bond proceeds received from the second and final issuance of Measure FF authorized bonds into the FY11 expenditures budget, thereby fully allocating all eligible bond sale proceeds to the Measure FF Fund (308). Combined proceeds from the two series of bond sales net of expenses and premiums total \$25,964,575.

Estimated bid day costs for construction of the West Branch is \$4.9 million, excluding contingency and other project hard costs, for this report sourced from the sale of \$26M in bonds from Measure FF (Fund 308) as approved by the voters in November 2008.

RATIONALE FOR ACTION

Pursuant to Berkeley code section 3.04.090(E) the Library must recommend to the City Council the execution of contracts relating to the Measure FF improvement projects of the four branch libraries. Additionally, expenditure limitations applicable to the City Manager for purchases in excess of \$100,000 for goods, and \$50,000 for services (Ordinances 6,875-N.S. and 7,035-N.S.) must be approved by the City Council. Therefore, following the conclusion of the solicitation for construction bids process and prior to contract execution the Library will return to the board for approval of a recommendation to Council of a recommended firm.

The Library has brought forward to the Board and Council for approval all significant contracts for review and approval related to Measure FF expenditures as prescribed by ordinance. Integral to this process the Board of Library Trustees has hosted a series of public presentations by the design teams at each phase of the design process; and, projects are being executed in accordance with the Planning Department's design approval process, including the application for *use permits* and *building permits*; hearings have been held before ZAB (Zoning Adjustment Board ZAB) and DRC (Design Review Commission), and reviews completed by the Landmarks Preservation Commission. The next phase is bid preparation. The architect has requested Final Design Review, approval is expected following the December 15, 2011 DRC regular meeting.

Attachments:

1. Resolution



**BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

Attachment 1

RESOLUTION NO.: 11-__

**REQUEST TO RELEASE FORMAL BID SOLICIATION FOR THE
WEST BRANCH LIBRARY PROJECT (MEASURE FF)**

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

WHEREAS, The West Branch Library project is nearing completion of all major pre-construction tasks, including Council action to certify the Environmental Impact Report (EIR) and approval of Use Permit No. 10-10000045 and Demolition Permit No. 10-40000015 to allow demolition of the existing West Branch Library and construction of a new branch library; and

WHEREAS, the architects will soon have completed construction documents and submitted an application for a building permit; and

WHEREAS, Measure FF bond funds (308) have been allocated to the FY 12 budget for the project; and

WHEREAS, the Library shall recommend to the City Council the execution of contracts relating to the improvements at the four branch libraries, including but not limited to contracts for design, engineering, construction management and construction; and

WHEREAS, construction related services are included in the estimated project costs; and

WHEREAS, the total estimated bid day costs for construction cost for the South branch library are projected at \$4.9M, excluding contingency and other project hard costs; and

WHEREAS, funds are available in the Measure FF Fund in budget code 308-9301-450.65-70 for the West Branch Library project.

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to adopt a resolution to approve the request to release the invitation for bids for the West Branch Library project.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on December 14, 2011 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Winston Burton, Chairperson

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



BERKELEY PUBLIC LIBRARY

ACTION CALENDAR

December 14, 2011

TO: Board of Library Trustees
FROM: Douglas Smith, Deputy Director of Library Services
SUBJECT: UPDATE ON THE BERKELEY PUBLIC LIBRARY STRATEGIC PLAN

RECOMMENDATION

Adopt the resolution approving the *Berkeley Public Library Strategic Plan: 2011-2013 Amendment*.

FISCAL IMPACT

Fiscal impacts will be dependent on individual activities and services developed by staff. Any impact will be included in appropriate budget discussions, presentations, and workshops.

BACKGROUND

The Berkeley Public Library Strategic Plan was developed in 2007-2008 when a staff task force undertook a process of extensive community outreach and engagement involving nearly 2000 Berkeley citizens, staff workshops, and data analysis. This project coincided with the development of the Branch Library Facilities Master Plan, which also had galvanized community interest in the future of the Library. The planning process was given structure by the Public Library Association's *Public Library Service Responses* framework, and after a Board workshop in July 2008 was approved by the Board in September 2008. This is the first formal Strategic Plan the Library has adopted.

The Plan highlights six service responses that were demonstrated as important to the Berkeley community, and seven specific strategic goals that are responsive to these areas of service. In turn, the Plan contained fifteen initiatives, or specific staff activities, which support and fulfill the Library's strategic goals. The full 2008-2011 Strategic Plan is available on the Library's web site:

http://www.berkeleypubliclibrary.org/about_the_library/documents/Strategic_Plan_Final.pdf

After approval of the Plan, oversight of the individual initiatives was assigned to relevant managers and other senior Library staff and a phasing matrix created for implementation. Progress was tracked and discussed at Library management team and other staff meetings. The Deputy Library Director provided periodic updates to the Board of Library Trustees during the three year period of the Plan.

CURRENT SITUATION AND ITS EFFECTS

As the Strategic Plan's original timeframe approached its end, staff updated the Board in July 2011 on achievements to date, and proposed an amendment which would extend plan timelines for two additional years, through 2013. This extension is justified by a number of factors: the seven Service Responses remain at the core of the Library's mission, the framework permits straightforward expansion in the form of new staff initiatives keyed to the Responses, and extending the timeline two more years would roughly coincide with the completion of the Branch Library projects, an auspicious and important moment in which an entirely new planning process may begin.

During the summer and fall of 2011, Library staff met and conducted workshops, including a presentation to all staff on September 30, to assess the completion of the plan's initiatives and propose new activities that conform to the Strategic Plan goals and structure. Additionally, a public and Board workshop took place at the regular October BOLT meeting. The Library was a pilot participant in US Impact Study, a University of Washington Information School survey which measured the ways the Library computers and Internet connections are used. Information and data from these forums was incorporated into a draft Strategic Plan Amendment (Attachment 1) containing 33 new staff initiatives that shall be the focus of staff through 2013. Lead staff have been assigned oversight for each, and tentative first and second year priorities established for board review and approval. In the immediate future assigned project leads will develop milestones for each new initiative that will form a new strategic plan implementation matrix.

FUTURE ACTION

Staff will provide semiannual updates to the Board of Library Trustees.

Attachments:

1. Resolution
2. Berkeley Public Library Strategic Plan 2011-2013 Amendment.



**BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

Attachment 1

RESOLUTION NO.: R11-__

BERKELEY PUBLIC LIBRARY STRATEGIC PLAN: 2011-2013 AMENDMENT

WHEREAS, the Berkeley Public Library Strategic Plan was developed in 2007-2008 when a staff task force undertook a process of extensive community outreach involving nearly 2000 Berkeley citizens, in addition to staff workshops, and data analysis; and

WHEREAS, the Library's Strategic Plan was approved by the Board of Library Trustees at their regular meeting in September 2008; and

WHEREAS, this Plan is the first formal Strategic Plan the Berkeley Public Library has adopted; and

WHEREAS, as the Strategic Plan's timeframe approached its end, staff updated the Board in July 2011 on achievements to date, and proposed an amendment which would extend timelines for two additional years; and

WHEREAS, staff met and conducted workshops and a public and Board workshop took place at the October BOLT meeting

WHEREAS, information from these forums was incorporated into a draft Strategic Plan Amendment containing 33 new staff initiatives that shall be the focus of staff through 2013.

NOW, THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley to approve the Berkeley Public Library Strategic Plan: 2011-2013 Amendment.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on December 14, 2011 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Winston Burton, Chairperson

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

Berkeley Public Library Strategic Plan: 2011-2013 Amendment

Draft initiatives, December 2011

Executive summary:

The Berkeley Public Library Strategic Plan was developed in 2007-2008 for a three-year period ending this year, 2011. The plan defined specific strategic goals and initiatives which guided Library staff in the decisions around how to allocate resources in order to deliver the highest possible quality library services to the community. The planning process took place within the Public Library Association's (PLA) "Library Service Responses", which are defined as the services that public libraries do for, or offer to the public in an effort to meet a set of well-defined community needs.

At the conclusion of the three-year Strategic Plan period, the Library staff and Board of Trustees have elected to amend the existing plan within the PLA service response framework for an additional two years, roughly equivalent to the period in which BPL will be renovating, expanding and re-building its four neighborhood branch libraries. Staff workshops, focus groups, and a public workshop have taken place to develop the 33 new staff initiatives listed under the five service responses below. These activities will be a primary focus of Library staff during 2012 and 2013.

Service Response: Reading, Viewing, Listening for Pleasure

Strategic Goal #1: Berkeley residents find materials they need in or through BPL

Initiative 1a: Prepare collections at South and West Branch Libraries prior to closing and storage

- *Timeline: Year 1*

Initiative 1b: Implement opening day collections at Claremont, North, South and West Branches

- *Timeline: Year 1*

Initiative 1c: Audit Circulation and access-related policies

- *Timeline: Years 1 and 2*

Initiative 1d: Update classifications of selected collections to current edition of Dewey Decimal Classification

- *Timeline: Year 2*

Initiative 1e: Create and implement a Collection Disaster Plan to ensure continuity of mission

- *Timeline: Year 2*

Strategic Goal #2: Berkeley residents have quick and easy access to materials from the entire BPL system

Initiative 2a: Purchase and implement automated sorting systems at newly-opened branch libraries

- *Timeline: Years 1 and 2*

Initiative 2b: Increase the number and promote the use of self-checkout stations

- *Timeline: Years 1 and 2*

Initiative 2c: Continuation of Tool Library service during South Branch closure period

- *Timeline: Years 1 and 2*

Initiative 2d: Review and streamline holds fulfillment procedures

- *Timeline: Year 1*

Initiative 2e: Review, revise, and unify materials processing procedures

- *Timeline: Years 1 and 2*

Service Response: Early Literacy- Create Young Readers

Strategic Goal #3: Early elementary children build their reading skills and their enjoyment of reading

Initiative 3a: Identify and develop programs and services supportive of the 2020 Vision for Youth goals: kindergarten readiness and 3rd grade reading proficiency

- *Timeline: Year 1*

Initiative 3b: Promote and expand youth and family programming in new branch community rooms

- *Timeline: Year 1*

Initiative 3c: Increase outreach to Berkeley's pre-schools

- *Timeline: Years 1 and 2*

Service Response: Providing a Welcoming, Safe, Comfortable Environment

Strategic Goal #4: Berkeley residents enjoy libraries with welcoming, safe, functional and comfortable environments

Initiative 4a: Reopen renovated and expanded Claremont and North Branch Libraries

- *Timeline: Year 1*

Initiative 4b: Close South and West Branch Libraries for construction and replacement

- *Timeline: Year 1*

Initiative 4c: Temporary relocation of Tool Lending Library

- *Timeline: Year 1*

Initiative 4d: Establish a Family Place Program space in the Central Children's Room

- *Timeline: Year 1*

Initiative 4e: Identify physical enhancements to make the Central Teen Room more welcoming to teen patrons

- *Timeline: Year 2*

Initiative 4f: Enhance career pathways and staff development by implementing a Leadership Development Program & orientation program for Youth Workers

- *Timeline: Year 1*

Initiative 4g: Enhance safety by developing Difficult Situations Manual for Supervisors, automating Incident Reports

- *Timeline: Year 1*

Service Response: Lifelong Learning – Satisfying Curiosity

Strategic Goal #5: A broader base of Berkeley residents are habitual library users

Initiative 5a: Adopt a mobile app for easier access to BPL's digital content

- *Timeline: Year 1*

Initiative 5b: Nurture and grow outreach to YMCA Teen Center & partnership with Berkeley High School students, faculty and staff to expand awareness of BPL services among Berkeley youth

- *Timeline: Years 1 and 2*

Initiative 5c: Develop a museum partnership program to expand patron access to and awareness of local cultural organizations

- *Timeline: Year 1*

Initiative 5d: Establish a comprehensive social media strategy to clarify objectives and identify new audiences

- *Timeline: Year 1*

Initiative 5e: Redesign BPL web sites for easier navigation

- *Timeline: Year 1*

Initiative 5f: Develop and implement a Communications Plan for internal and external communications

- *Timeline: Years 1 and 2*

Strategic Goal #6: Adults frequent Berkeley libraries for their high quality programs

Initiative 6a: Build and sustain partnerships with local cultural and other community organizations through co-sponsored, collaborative events

- *Timeline: Year 1*

Service Response: Public Access Computers

Strategic Goal #7: Patrons use with ease BPL's content-rich and accessible electronic resources

Initiative 7a: Establish laptop cart program at newly opened branch libraries to make notebook PCs available for checkout

- *Timeline: Year 1*

Initiative 7b: Develop mobile app to expand access to BPL digital content.

- *Timeline: Year 1*

Initiative 7c: Provide iPads with accessible apps for patrons with technology access challenges

- *Timeline: Year 1*

Initiative 7d: Establish viable e-book and e-audiobook collections

- *Timeline: Year 1*

Initiative 7e: Enable public computer reservations via telephone

- *Timeline: Year 1*

Initiative 7f: Review and unify system-wide computer use procedures

- *Timeline: Year 1*



BERKELEY PUBLIC LIBRARY

INFORMATION CALENDAR

DECEMBER 14, 2011

TO: Board of Library Trustees

FROM: Donna Corbeil, Director of Library Services

SUBJECT: DECEMBER 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, Steve Dewan for the North Branch and Maria Denny for the Claremont Branch.

COMMUNICATION

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

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



PROJECT UPDATES

Staff has added a section, Schedule Update, to the publicly accessible Construction and BLOG webpages, as well as making paper copies available as a November 2011 Bond Program Update at all locations.

West

The project architect made a preliminary final design presentation at the Design Review Commission on November 17, 2011: (<http://www.ci.berkeley.ca.us/ContentDisplay.aspx?id=76764>).

IV. PROJECTS

1. [1125 UNIVERSITY AVENUE](#) [between San Pablo and Curtis] (DR#10-30000049): Preliminary Design Review Follow Up – façade modifications of a new 9,399 sq. ft. branch library for the Berkeley Public Library. The proposed project will include the demolition of the existing structure and site excavation.

A final presentation for action has been set for the DRC meeting of December 15, 2011. See Consent item in this BOLT agenda packet for details on bid process.

South

The bid schedule for the South Branch has shifted slightly due to the holidays, with the advertisements that the project is open for proposals published the week of December 6, 2011, the pre-bid walkthrough scheduled for December 15 and the bid opening scheduled for January 17, 2012. Actions to follow include review of proposals, notice of intent to award, BOLT recommendation to award bid and finally Council confirmation. The actual notice to proceed could occur in March 2012, if the current schedule is adhered to.

North

The library is currently under construction (construction began May 2011) and the work should be completed by the end of March 2012, with substantial completion anticipated mid-February. The Library is on schedule to re-open in April / May 2012.

Claremont

The branch is currently under construction. Work is not going as quickly as anticipated and is unlikely to be completed before March 2012. With that delay we expect that the branch re-opening will not occur before April /May 2012. The library will continue to work with the contractor to try and mitigate delays and improve the schedule.

Public Art Process

The selection process was completed for the South and West branch libraries. At the November 16, 2011 Civic Arts Commission meeting staff provided a report and the CAC board member representatives on the selection panels brought the branch library projects forward for discussion and recommended approval:

http://www.ci.berkeley.ca.us/uploadedFiles/City_Manager/Commissions/Commission_for_Civic_Arts/November162011Agenda.pdf

The recommendation and authority to execute a contract with the finalist for each project will be presented in an Action item on the January 11, 2012 regular BOLT agenda. Given the November and December holidays this will allow adequate time for the artist, architect and staff to coordinate activities and finalize the scope of work.



OTHER

FF&E

Staff has begun activities related to ordering furniture and supplies for the Claremont and North branch libraries encumbering funds from the Library Foundation, totaling receipts of \$550,000 and the \$350,000 gift funds allocated by the board for this purpose. As we approach the end of the calendar year we are in a good position as far as the required furnishings for the renovated branches, many of the furniture pieces had long-lead times as they are made to order. Over the next month staff will prepare the final orders for purchasing to occur in January / February 2012. The list (Attachment 1) is exclusive of bond funded or capital components of the project.

HABS

The Use Permits for the demolition of the South and West branch Libraries require, as a CEQA mitigation measure several components: a permanent exhibition and interpretative program, which will include historic photographs and plans; signage program and gallery; and to "document the affected historical resource and its setting". The latter documentation, "shall be in accordance with the Historic American Building Survey (HABS) Level II", with adherence to applicable standards regarding reproducibility, durability and size. To this end, the firm of Page and Turnbull Architecture Planning & Research Building Technology has been engaged to conduct this work for the South Branch Library and the firm of Architectural Resources Group has likewise been engaged to conduct this work for the West Branch Library. This is the first step in developing the required display program and upon completion will fulfill an important CEQA mitigation.

Tool Library Temporary Location

Staff is continuing to work with the City's Real Estate Department and the City Attorney's Office on finalizing the lease agreement. We are tentatively scheduled for the December 13, 2011 City Council consent calendar.

An Administrative Use Permit application was submitted and is required to operate out of the temporary facility, it is with the Planning Department for review as 2547-8th St. AUP#11-20000134.

ATTACHMENTS:

Attachment 1: FF&E Details

Furniture, Fixtures and Equipment Update

List of vendors and items ordered as of December 5, 2011

Location	Item	Vendor	Amount
North	Meeting room chairs	Pivot	2,722
North	Knoll furniture	Hogue	12,748
North & Claremont	Office & public furniture – TMC, Community Playthings, Humanscale, Bernhardt, Agati, etc.	One Work Place	262,900
North & Claremont	Haworth furniture	Contract Office Group	7,718
North & Claremont	Sorting room adjustable staff work tables	Swerve	8,986
North & Claremont	Children's space custom end-of-range & furniture pieces	Burgeon	23,227
North	Fireplace area rugs	Jonathan Adler	6,330
North	Furniture refinishing	Kay Chesterfield	30,000
North & Claremont	Materials security gates & sorting system (AMH)	Bibliotheca ITG Inc.	177,000
North	Historic table lighting	Borden Lighting	5,200

The majority of the computer and technology order has not been ordered. Other items remaining, for both locations (unless otherwise noted), include:

- Staff computers, printers and peripheral equipment
- Public checkout stations
- Network infrastructure, including servers, phone switches, etc.
- Public computers and printers
- Laptops with recharging / storage cart for public in-house use
- Centralized clock system
- Appliances – refrigerator and microwave
- Donor signage (Foundation will pay for this)
- Security cameras / recording device
- Lectern for the North meeting room
- Flat panel displays
- Book trucks and office supplies



BERKELEY PUBLIC LIBRARY

INFORMATION CALENDAR

DECEMBER 14, 2011

TO: Board of Library Trustees

FROM: Donna Corbeil, Director of Library Services

SUBJECT: DECEMBER 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 California Library Association conference was held mid-November. Several staff attended, including the Director, staff reports are included as Attachment 1.

PROGRAMS, SERVICES AND COLLECTIONS

Start December off with a music in the Library program with one of the Jazzschool's rising stars, pianist Erika Oba, with Chris Bastian, bass for a noontime concert of Ms. Oba's original compositions. Her recent work has explored various Japanese music forms such as the Okinawan sanshin tradition, taiko music and contemporary folk music. This intimately arranged duo set with bass player Chris Bastian presents her most recent material. The program is free of charge, and will be held on Thursday, December 1, 12:15 – 1 p.m. at the Central Library, 2090 Kittredge (at Shattuck), on the 5th floor in the Art & Music department. The program is sponsored by the Friends of the Berkeley Public Library.

FACILITIES/ OPERATIONS & PERSONNEL

Publicity

The Berkeley Public Library is given two mentions, the library in general and the Tool lending Library, in the November 24, 2011 Berkeley side edition: *Berkeley Thanksgiving A to Z* by [Berkeleyside Editors](http://www.berkeleyside.com/2011/11/24/a-berkeley-thanksgiving-a-to-z/) -

<http://www.berkeleyside.com/2011/11/24/a-berkeley-thanksgiving-a-to-z/>



City Council

The Library Board is included in the annual report to council on boards and commissions: [Annual Commission Attendance and Meeting Frequency Report \(PDF\)](#)

Annual Reporting

The Library board approved report to council is calendared for the December 6, 2011 regular meeting of the Council under Information Reports. As we have for the last four years, staff will work on an annual report for the library based in large part on the information in this report. The report is expected to be made available to the public in February 2012.

[Status Report: Activities of Public Library \(PDF\)](#)

Operations

Grants

At the regular board meeting of October 12, 2011, the board by Resolution R11-074 approved the application and acceptance of grant funds from the California State Library in the amount of \$15,000 for the Family Place Program. On December 2, 2011 the Library was notified that the application was approved and the funds requested awarded. Staff is very pleased and excited to begin work with the State Library and the community to implement this program.

Bibliotheca ITG, Inc.

At the September 14, 2011 regular meeting of the board, authorization was granted by resolution R11-060 to amend the Bibliotheca contract for the purchase of equipment for the branch libraries in an amount not to exceed \$400,000. Staff has been finalizing these details for the first two branch projects, Claremont and North, set to re-open the first quarter of 2012, but in an amount less than originally anticipated. The interior self-service return stations will be simplified, allowing patrons to return items and for those items to be checked in immediately on the library's Millennium system and sorted, but the receipt printer component will not be available. Patrons can get a receipt from any library computer, their home computer or a staff person if desired. This feature was not fully ADA compatible and while a new design is in development by the vendor, the library's practice is to not adopt new technology until it is released and successfully demonstrated in the field. The alternative return is less expensive but will serve the library's needs and allow all patrons to return items successfully. The amendment amount and final details will be included in the mid-year budget update projected for the February 2012 regular meeting of the board.

DPBID

In 2011 the board approved the Library's participation in the Downtown Property-Based Business Improvement District. On June 28, 2011, Council adopted Resolution 65,370-N.S. to establish the district. On the evening of Monday, December 5, 2011 the Downtown Berkeley Board of Directors held a special membership meeting to elect officers and discuss the PBID rollout plans (Attachment 2). The Library Director attended to represent the Library's interests.

Contracts

Staff has released a request for proposals (RFP) for 'Landscape Maintenance for Library', which can be viewed at: http://www.ci.berkeley.ca.us/uploadedFiles/Finance/Level_3_-_General/12-10639%20--%20Landscape%20Maintenance%20for%20Library.pdf. It will close January 12, 2012.

Attachments:

1. CLA staff report
2. Downtown Berkeley Association - PBBID

California Library Association conference 2011

The annual conference was held in Pasadena, November 11-13, in tandem with the California School Library Association.

Andrea Mullarkey, Reference Librarian @ Central Library

The CLA/CSLA joint conference provided many opportunities to learn from colleagues across California. Among the many sessions offered I attended excellent sessions on adult programming on a budget, the e-books landscape, social media storytelling, reference desk models, and e-services in libraries. I learned about innovative projects that are being tried in San Diego, Orange County, San Mateo and Sacramento among others. Some of these dovetailed nicely with initiatives already underway here at BPL like those being done by the Social Media Sub-Committee and the Programming Task Force. I have been able to share what I learned with colleagues on the committees and use resources from the conference. In addition, I have been talking with colleagues about adapting e-book education projects for implementation here at BPL. But beyond the formal learning that happens at conferences, the opportunity to network with public librarians from around the state and school librarians from Berkeley was invaluable. The theme of the conference was “The Journey Continues” and it really felt like we were moving together along the path toward the next chapter in library services for the benefit of our patrons.

Dayna Holz, Librarian, Art & Music Department

I would like to thank the library for making my trip possible to the California Library Association conference in Pasadena, and for providing support with time away from work, conference registration fees, and per diem meal costs. I value attending professional conferences and events as a way to better understand my work as a librarian, and to learn about projects and trends at other library systems to inspire my work at BPL.

Two particularly thought-provoking sessions at this year’s conference addressed services to at-risk youth in the library, and a discussion of libraries using a single service point model – a controversial trend in library service where reference and circulation desks are combined as an all-in-one service point. It was enlightening to hear about the successes and drawbacks of a shift to single service point from libraries that have already implemented the model. Of the various sized libraries represented, the success stories seemed to come primarily from small to medium sized branches within a system. The presenters shared many “lessons-learned” that would be useful here if BPL decides to go in a single service point direction.

The session related to services to at-risk youth was an eye-opener to the realities faced by underserved and in-need teens. Presenters discussed projects they have been involved in related to: pregnant and parenting teens, library services in juvenile detention centers, and homeless LGBT teens. The statistics presented about homeless LGBT teens were startling – particularly suicide rates – and it was inspiring to hear discussion of what the potential role of libraries can be in reaching out to this population, without crossing over into social services. Simple signage and enforcement of a “safe space” philosophy, selection of issue oriented books for teens, and providing access to the internet with a low threshold for identification/proof of address for this transitional group, are all ways that any library can contribute to improving the lives of at-risk youth in the community.

A bonus of attending the conference was being able to participate in the Berkeley Collaborators book cart drill team – BPL librarians teamed up with librarians from the Berkeley Unified School District for the competition. It was the first time I had met any of the BUSD librarians, even though I had thought about reaching out to them to promote BPL services and collections that may be useful to teachers and students. I now have personal connections to rely on for future outreach efforts. I feel it's important for BPL to be represented in professional contexts and to make connections with others in our profession, and I again thank the library for supporting my professional development pursuits.

Donna Corbeil, Library Director

Highlights of the conference for me included attending the Library legislative luncheon, with an overview of the last year's legislation both in California and nationally. The conference marked the end of my term on the CLA Legislative and Advocacy Committee, it has been an interesting and enlightening four-years. This year the conference featured several master speakers that were exceptional, Sir Ken Robinson, an internationally recognized leader in the area of education, creativity and innovation development stressed the importance of the arts and humanities in the future of our society, it is what makes us human and feeds our deep creativity; Nancy Duarte spoke about the best practices for presentations and how to communicate ideas creatively; David Hutchens is a well-known organizational storyteller who has helped to create change through innovative learning solutions. The theme of this year's conference was "Creating the New Normal", the speakers and many of the sessions focused on innovation and creativity in a time of downsizing and limited resources. I was a member of a panel on ZNE, featuring our own West Branch Architect Ed Dean. BPL was well represented at the conference, as both attendees and presenters.

When Will the PBID Launch?

The PBID will begin services in January 2012. During the transition year of 2011, the DBA has been organizing various committees to plan for the launch of services. The PBID transition team is excited to have started preparations for the new services, and looks forward to working with you and the entire Downtown community in creating and sustaining a welcoming, vibrant, and prosperous City Center.



Why Should I Get Involved?

By strengthening the Downtown Berkeley business area and setting new standards for cleanliness, safety, and friendliness, the PBID will benefit property owners, business owners and merchants, as well as the residents and visitors who want to shop, learn, work, live, play, eat and have fun in Downtown. By becoming actively involved in the PBID, you and other stakeholders can help bring positive change to our commercial district and City Center.



How Can I Get Involved?

You can get involved by attending meetings, joining a committee, doing outreach on your block, or working on a project that interests you. We welcome your help and support. Please contact us if you have any questions of if you would like to help out. Also, you can read more about our PBID at www.downtownberkeley.org.



2230 Shattuck Avenue, Suite C
Berkeley, CA 94704
info@downtownberkeley.org
www.downtownberkeley.org
(510) 549-2230

COMING SOON
2012

DOWNTOWN
BERKELEY



**Property-Based
Business Improvement District**

*For a Vibrant,
Welcoming,
And Prosperous
City Center*

Attachment 2

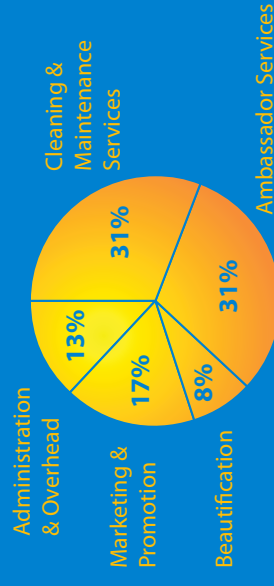


How is the PBID Funded?

Property owners within the PBID pay an annual assessment based on the square footage of their parcel and building. The PBID Management Plan, which can be viewed on our website, outlines the budget and the enhanced services and programs to be provided by the PBID. The PBID assessment rate for your property can be viewed at the end of the Management Plan, and the assessment will show up on your 2011-2012 Alameda County Tax bill in November 2011.

PBID Budget

The PBID budget for the first year is \$1.2 million with funding allocated approximately as follows:



Who Oversees the PBID?

A board of directors will be elected at a special meeting by property owners who are all assesses of the district. The board will be made up of property owners, merchants, business owners, and possibly other stakeholders who come from the various sectors and zones of the district. The board will oversee the PBID and be responsible for all key program, staffing, and budget decisions.

Are PBIDs Proven Entities?

Over the past 25 years, PBIDs have benefited more than 1,000 communities across the United States and Canada. They have been successful in improving areas wherever they have been enacted, including approximately 100 districts throughout the State of California, counting numerous districts in Oakland, San Francisco, San Jose, Santa Cruz, Los Angeles, and Santa Monica, among them.



Downtown Berkeley Business Improvement District

What is a Property-Based Business Improvement District?

A Property Based Business Improvement District, or PBID, is a designated area in which property owners choose to assess themselves to supplement baseline city services for the benefit of property owners, merchants, businesses, workers, visitors and residents.

What is the Purpose of the PBID?

The purpose of the PBID is to create and sustain a vibrant and prosperous City Center by: 1) Producing a consistently clean and attractive Downtown experience, 2) Attracting and retaining new businesses, 3) Cultivating a fun and vibrant Downtown "living room", 4) Enhancing property values, sales, and occupancies, and 5) Helping Downtown businesses compete locally and regionally.

Why a PBID?

A PBID creates an efficient mechanism for property owners and businesses to fund and manage improvements in commercial areas, with the ultimate goal of promoting business activity and enhancing property values. The PBID will replace and result in the elimination of the existing business license BID.

New PBID Services Include:

Maintenance

- Additional sweeping and cleaning of sidewalks
- Cleaning and painting of street fixtures
- Graffiti, gum, and trash removal
- Weeding planters and tree wells

Ambassadors

- Assist visitors
- Social service outreach
- Discourage problematic street behavior
- Neighborhood watch

Beautification

- Landscaping of planters
- Improved signage
- New street amenities
- Holiday lighting and decoration

Marketing & Promotion

- New strategic marketing plan and image
- New website and enhanced online presence
- Original events to attract visitors
- New business/retailer outreach

PBID services will supplement—not replace—the services already provided by the City of Berkeley.



Promoting Arts & Commerce in the Heart of the City

Special Membership Meeting

December 5, 2011
5:00-7:00pm

Freight & Salvage Coffeehouse
2020 Addison Street

**PROPOSED 2012
DBA BOARD OF DIRECTORS**

Fran Gallati, President & CEO
YMCA of the Central Bay Area

Robert Hatheway,
Assistant Vice Chancellor
University of California, Berkeley

John Hyjer, Vice President
Equity Residential

Susan Medak, Managing Director
Berkeley Repertory Theatre

Scott Newman, Property Owner
Beacon Group Ventures

Perry Patel, Property Owner
Hotel Shattuck Plaza

Daniel Rabin, Property Owner
Townsend Properties

Ito Ripsteen, Property Owner
Gordon Commercial Real Estate

Pasquale Scuderi, Principal
Berkeley High School

Kristine Seinsch, Business Owner
Jazzcafé

Amy Thomas, Business Owner
Pegasus Books

Amy Tobin, Executive Director
David Brower Center

DEPARTING DBA DIRECTORS

Steve Baker, Executive Director
Freight and Salvage Coffeehouse

Austene Hall, Past President
Berkeley Architectural Heritage Assoc.

Tim L. Hansen, Property Manager
Goldstone Management

Kevin Hufferd, Senior Project Manager
University of California, Berkeley

**BUSINESS IMPROVEMENT DISTRICT
ADVISORY BOARD**

Susie Medak
Berkeley Repertory Theatre

Fran Gallati
YMCA of the Central Bay Area

Betty Inclan, Ph.D
Berkeley City College

Ariana Katovich
Earth Island Institute

David Mayeri
DDM & Associates

Mark McLeod
Sustainable Business Alliance

Kristine Seinsch
Jazzcafé

Mohammed Talai
KT Properties

DBA STAFF

John Caner, Executive Director

Deborah Badhia, Operations Director

Shifra de Benedictis-Kessner,
Program Assistant

Downtown Berkeley Association's

Special Membership Meeting

Welcome

Revised DBA Bylaws

DBA Board of Directors

Strategic Plan and PBID Update

PBID Rollout Program

DBA Strategic Marketing Plan Update

Question & Answer

Holiday Party

Please join us in the lobby for appetizers and drinks to
celebrate the holidays and Downtown Berkeley.

*Special thanks to the
Freight & Salvage Coffeehouse
for their hospitality.*



BERKELEY PUBLIC LIBRARY

INFORMATION CALENDAR

December 14, 2011

TO: Board of Library Trustees
FROM: Douglas Smith, Deputy Director of Library Services
SUBJECT: LIBRARY PATRON WEB SURVEY @ BPL: THE IMPACT SURVEY

FISCAL IMPACT

There is no fiscal impact from this report.

BACKGROUND

For three weeks in October 2011, the Berkeley Public Library was a pilot site for the IMPACT Survey, which is an extension of the U.S. IMPACT Study, organized by the University of Washington Information School. Conducted in 2009, the IMPACT Study was a large-scale investigation of the ways library patrons access and use computers and the Internet at public libraries, why they use it, and how it affects their lives. The study findings have helped public libraries improve public access services and advocate for better support of public access computing. Two reports have been issued, which have helped BPL consider the importance of Strategic Plan goals which concerned technology access, weigh proposed increases to public workstations, the provision of iPads, plans for laptop lending, data infrastructure at new branch libraries, and improvements to computer reservation procedures:

- *Opportunity for All: How the American Public Benefits from Internet Access at U.S. Libraries* <http://www.gatesfoundation.org/learning/Documents/OpportunityForAll.pdf>
- *Opportunity for All: How Library Policies and Practices Impact Public Internet Access* <http://www.imls.gov/assets/1/AssetManager/OppForAll2.pdf>

CURRENT SITUATION AND ITS EFFECTS

In October, Berkeley Library patrons provided a very strong sampling of 411 responses to the IMPACT Survey. Respondents accessed the survey via the Library web site. Staff are continuing to analyze the data, but a number of interesting observations can be made from this survey:

- 48% of respondents use Berkeley Public Library computers.
- 34% use the Berkeley Public Library wireless network with their own computers.
- 88% have regular access to a computer and the Internet outside the Library, but still make use of computer resources and Internet access at the Library.

- One of the main measures garnered by the survey was public access technology use by eight general "areas of activity", or in other words, the purpose a patron is using library web access, either with library computers or wireless access. The percentages in most areas demonstrate that Berkeley patrons are indeed making extensive practical use of the Library's internet connectivity, and confirming that the Berkeley Public Library is in many ways, "connecting the disconnected":

○ 37% Civic engagement	○ 31% eCommerce
○ 34% Social inclusion	○ 30% Education
○ 33% Health	○ 29% eGovernment
○ 31% Employment	
- Even more compelling are some of the ways the survey drilled down into more specific uses. For example:
 - Of the 31% using BPL technology for employment purposes, 21% were searching for job opportunity and 5%--13 individual BPL patrons in this sampling alone--were hired for a new position.
 - Although a relatively small 10% reported using BPL's tech access to start and manage a business, successes were nevertheless occurring: 10 persons in this sampling reported their business increased or that they developed business-to-business contracts as a result of connectivity at BPL.
 - Accessing eGovernment services is increasingly taking place in the virtual world, and BPL is providing that link for many citizens: over 17% of users are accessing and submitting online forms, applying for services, permits and licenses.
 - Specific "eCommerce" numbers also demonstrate some of the critical and essential uses of Library Internet access: 11% are finding housing, 15% taking care of banking needs, 13% buying or selling products, and 25% are researching products or services.
- 79% of users said that they were satisfied or very satisfied with the access provided at the Library.
- Finally, a very large proportion (90%) of respondents feel that it's important that BPL provide free access to computers and the Internet for the community. This large majority is resounding proof that Library users highly value the access to technology that the Library is providing, and confirming the importance of including these services in BPL's plans for the future. There is a need for a strong focus on providing broadband access, a continued need to provide actual computers, and that in doing so the Library is giving some real value to people's lives and the community.

Staff will continue to analyze the IMPACT Survey results to inform future plans to enhance digital literacy in the Berkeley community through the programs and services the Library offers.

The full Berkeley Public Library survey results may be accessed online at:
<http://impactsurvey.org/reports/pdf/report.php?fscs=CA0011>

FUTURE ACTION

No future action is required.