



BERKELEY PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES

REGULAR MEETING
MAY 9, 2012

AGENDA
6:30 PM

Please Note:
Special Location!

NORTH BRANCH
1170 THE ALAMEDA

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

I. PRELIMINARY MATTERS

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

II. PRESENTATIONS

- A. Kitchell CEM Quarterly Update – Steve Dewan
- B. [Preparation of Biennial Library Budget FY13 – Dennis Dang](#)

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 April 4, 2012 Regular Meeting](#)
Recommendation: Approve the minutes of the April 4, 2012 regular meeting of the Board of Library Trustees.
- B. [Approve minutes of April 23, 2012 Special Meeting](#)
Recommendation: Approve the minutes of the April 23, 2012 special meeting of the Board of Library Trustees.
- C. [Contract Amendment: One Workplace L. Ferrari, LLC](#)
Recommendation: Adopt a resolution authorizing the Director of Library Services to amend the value of Contract No. 8831 with One Workplace L. Ferrari, LLC for the procurement of furniture and associated delivery, temporary storage, and installation services for the Measure FF renovated Claremont Branch and North Branch libraries by an incremental amount of \$7,000 for a total contract not-to-exceed amount of \$302,620.
- D. [Innovative Interfaces, Inc. - Renew Contract for Hardware and Software Maintenance Services](#)
Recommendation: Adopt a resolution to authorize the Director of Library Services to renew the existing agreement with Innovative Interfaces, Inc. for the provision of hardware and software maintenance services for the Library's circulation system for the period of July 1, 2012 through June 30, 2013 in a not to exceed amount of \$125,000 for a total contract amount not to exceed \$550,000 for fiscal years 2011-2013.

IV. INFORMATION REPORTS

- A. [Update on the Branch Bond Program](#)
Discussion of staff report on status of implementation of the Measure FF branch improvement program, to include update on Request for Proposals, schedule, and budget.

B. May 2012 Monthly Report from Library Director

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

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

V. AGENDA BUILDING

The next meeting will be a Regular Meeting held at 6:30 PM on Wednesday, June 13, 2012 at the **North Branch Library, 1170 The Alameda**, Berkeley.

VI. ADJOURNMENT

Written materials may be viewed in advance of the meeting at the Central Library Reference Desk (2090 Kittredge Street), or any of the branches, during regular library hours.



Wheelchair accessible. To request a sign language interpreter, real-time captioning, materials in large print or Braille, or other accommodations for this event, please call (510) 981-6107 (voice) or (510) 548-1240 (TTY); at least three working days will help ensure availability.

Please refrain from wearing scented products to public programs.

I hereby certify that the agenda for this regular meeting of the Board of Library Trustees of the City of Berkeley was posted in the display cases located at 2134 Martin Luther King, Jr. Way and in front of the Central Public Library at 2090 Kittredge Street, as well as on the Berkeley Public Library's website on May XX, 2012.

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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. Ilse Eden – North Branch



BERKELEY PUBLIC LIBRARY

INFORMATION CALENDAR

May 9, 2012

TO: Board of Library Trustees
FROM: Dennis Dang, Administrative Services Manager
SUBJECT: FY 2013 Draft Budget

INTRODUCTION

This report introduces a draft revised budget for FY 2013 prior to presentation of a proposed final revised budget before the Board of Library Trustees on Wednesday, June 13 and the subsequent forwarding of the approved budget to CoB Finance for inclusion into the consolidated City budget. The City Council is scheduled to accept a final budget on Tuesday, June 26.

BACKGROUND

At last month's April 11 regular BOLT meeting a budget development report was presented outlining proposed budget adjustments to fiscal year 2013 -- the second year of this current two year biennial cycle encompassing fiscal years 2012 and 2013. To reiterate from what was previously discussed, this second year budget revision is not subject to the full budgeting process but rather is an effort to update the adopted FY 2013 budget to better align with current internal and external conditions. That being said, the Library anticipates the upcoming fiscal year to be marked by significant events necessitating several budget adjustments unique to the Library. Material inputs of which the full extent is unknown to both the Library and City remain with major budgeting implications. Two such items with significant impact on the Library's FY 2013 budget update is the applicable Library Tax rate, of which only one of the two benchmark rates has been released, and the City's in-process effort to convert the existing City phone system to VOiP. Adding to the uncertainty are personnel cost changes that will come out of the current round of labor negotiations and the recent lowering of the CalPERS discount rate to 7.5% from 7.75% effective for public agencies on July 1, 2013 -- the start of FY 2014. Known events with major implications for FY 2013 include the recent reopening of the North and Claremont branch libraries, ongoing construction of new facilities for the South and West branch libraries, and the addition of two major additions to the Library's public services, a laptop loan program and participation in a regional museum pass program.

On July 1, 2012, the Library will be entering the second year of the two year FY 2012 and FY 2013 biennial budget cycle. The fiscal year 2013 budgets were adopted on June 8, 2011 by passage of BOLT Resolution No. 11-045 at values of \$16,113,440 for revenue and \$17,893,578 for expenditures.



CURRENT SITUATION

With the recent reopening of the North and Claremont branch libraries offering a full and expanded range of public services, the Central Library addressing several big item facility infrastructure issues, and a limited resumption of the (several years long) deferred staff PC renewal cycle program it is anticipated that FY 2013 will require an upward adjustment to budgeted expenditures. Savings offsets from the closures of the South and West branch libraries are expected but anticipated to be non-material in nature.

On the revenue side, the elimination of state funding for libraries as encompassed within the state's *Tier 1* trigger cuts slices a small but important part of Library program funding, yet it offers an opportunity to review and evaluate the persuasiveness in continuing various niche programs and to what extent; with implications entailing a realignment of expenditure allocations for programs.

FISCAL IMPACT OF RECOMMENDATION

Library Tax Fund

An operating deficit of \$156,889 is forecast for fiscal year 2013; offset by an anticipated beginning year Fund balance of \$1,326,765.

The enclosed draft Library Tax budget projects fiscal year tax receipts of \$14,969,398 based on the stated 3.77% rate of the California Personal Income Growth Factor on May 1. The ending library tax rate will be a selection between the California Personal Income Growth Factor and the San Francisco Bay Area Consumer Price index typically released mid-May. Once the SF Bay Area CPI is known the tax receipt amount will be replaced by that determined by application of the selected index. Miscellaneous receipts comprising primarily fines and fees are unadjusted.

Staffing changes in FY 2013 are limited and reflect the Library's ongoing effort to improve operations and streamline reporting structures. The reclassification of these positions (see table below) are not expected to impact the Library's current staffing count. In the Administration area the AOS Supervisor position is reclassified to an AOS III resulting in the department having two AOS III positions and one OS II. Additionally, two vacant 20-hour part-time Library Assistant positions in General Services would be supplanted by one 40-hour full-time career position. In I.T., the vacant Information Systems Specialist position would be reclassified as a Information Systems Support Technician yielding some savings; but, more importantly, opening an entry level position on the I.T. staff team.

New Classification	Old Classification	Estimated Savings
Accounting Office Specialist III	Accounting Office Specialist Supervisor	\$12,000 fav
Information Systems Support Technician	Information Systems Specialist	\$30,000 fav
Library Assistant (F/T=1)	Library Assistant (P/T=2)	\$2,000 fav
Library Aide (20-hr P/T=4)	Library Aide (15-hr P/T=2; 25-hr P/T=1) Library Aide (15-hr P/T=4 eliminate)	(\$7,000) unfav

The Library seeks to continue in its efforts to convert 15-hour Library Aide positions by means of natural attrition into 20-hour posts. For FY 2013 two vacant 15-hour positions and a vacant 25-hour position are proposed for conversion into four 20-hour positions. The four newly created 20-hour positions would then be filled through internal promotion procedures allowing the resultant four 15-hour vacancies to be eliminated – yielding a reduction of 0.875 to total FTE's. Currently, there are 24, 15-hour positions



and 18, 20-hour positions in this classification with the primary distinction between the two, aside from weekly hours, being eligibility for City provided benefits. Twenty-hour positions are eligible for City paid medical, dental and life insurances while 15-hour positions are not. We believe retention is enhanced through the creation of a stable pool of longer-term benefited part-time employees who are provided a pathway to gain valuable experience working in higher classifications without jeopardizing seniority. Another benefit is that with the corresponding reduction in overall staff headcount, the workload for Supervising Library Assistants of managing staff is expected to ease.

FY 2013 non-personnel costs are expected to increase due to a higher level of support for infrastructure maintenance to address aging equipment at the Central Library and new systems at the renovated North and Claremont facilities, the resumption of public services at the new North and Claremont branch facilities, a restarting of the deferred staff PC renewal program, and support of several new programs namely, Discover and Go, Family Place, and Laptop Loan. Contracting terms for the City's telephone system conversion program from analog to VoIP has only recently been set and so no changes have been made to the FY 2013 budget for this program at this time; consequently, FY 2013 remains budgeted for one-half of the Library's projected share of this project – the other one-half is budgeted in FY 2012.

Other projects provided for in the budget but not necessitating an outright increase to the year's current appropriations include engaging consultants for development and implementation of a singular encompassing and comprehensive effective communication plan to be put into use throughout the organization; higher costs for janitorial services for the newly opened North and Claremont branch facilities, and landscaping maintenance fees for the application of Bay-Friendly landscaping practices at Library facilities.

Over the past several years, the board and Library have had an ongoing discussion of establishing a reserve account in the Library Tax Fund to set-aside a predetermined value of the Fund's balance for unanticipated emergencies. Were this to be done, the Library recognizes that this would likely occur during a period of ongoing efforts to reduce the structural deficit. Nonetheless, the Library believes that these two seemingly incongruent actions – establishing a reserve and reducing the structural deficit – are not incompatible. The City has an established reserve fund of 8% of gross General Fund revenues or equivalent to approximately 30-days of funding for City operations in the event of a catastrophic disaster. With the current Library Tax Fund balance, and also in acknowledgement of the upcoming CalPERS rate change in FY14, the Library would be comfortable with a set-aside reserve of up to \$500,000 accessible only upon board authorization. A reserve account is not included in the attached FY 2013 budget.



The following table outlines major summary changes to non-personnel costs.

Anticipated FY 2013 Increases (as of 2MAY12)

\$ Inc/Dec	Description	Proposed	Current	Comments
\$125,000	Bldg-Improvement/Renovation	\$200,000	\$75,000	Infrastructure Maintenance
\$65,000	Computers and Printers	\$125,000	\$60,000	Laptop Loan Program Support Resume Staff PC Replacements
\$39,000	Library Materials (excludes TLL)	\$915,000	\$876,000	Increased Collections & Electronic <i>Discover & Go</i> Program
\$34,200	Rental of Land/Buildings	\$34,700	\$500	Temporary TLL Space Rental
\$29,196	Computer Systems Licensing	\$315,000	\$285,804	Innovative, Bibliotheca, etc.
\$22,425	General Furniture and Fixtures	\$32,425	\$10,000	General Purpose
\$20,500	Professional Services	\$20,000	\$0	Library Website Redesign
\$13,150	Services, Programs, Events	\$288,600	\$275,450	Prgms for Small Business=\$5K (to PRJ Cde)
\$7,575	Vehicles	\$12,000	\$4,425	BranchVan Fuel and Maintenance
\$5,500	Branch Fire Monitoring	\$5,500	\$0	CB+NB Fire Service Monitoring
\$2,970	Office Supplies	\$29,000	\$26,030	General Increase
\$0	Communications: Telephone	\$86,250	\$86,250	VoIP Telephone System
(\$67,425)	Branch Closure Savings	(\$67,425)		South and West Branches

Other Funds

Other Funds, consisting of the Direct/Inter-library Loan Fund (302), the Grants Fund (304), and the Public Library Fund (305) are materially impacted by the *Tier 1* trigger cuts, which eliminate all state funding. Dollar-wise the *Tier 1* trigger cuts represent only about 3% of annual Library receipts; yet as these monies oftentimes are provided (or used) to address a specific community-need such as the adult literacy program Berkeley READS, their elimination has the potential for significant repercussions in the community barring any change in authorized funding sources. Acknowledging the precariousness of the state budget and the now realized possibility of state library funding cuts the Library set-aside the bulk of receipts for the last two fiscal years of the Public Library Fund – a non-restricted-use Fund – as a rainy-day back-up resource. Consequently, in terms of Berkeley READS, the FY 2013 budget transfers personnel costs from the Grants Fund to the Public Library Fund. This funding change along with operational modifications to the Berkeley READS program is expected to be essentially imperceptible to its public clients. Operational actions considered include engaging a higher degree of unpaid volunteers, and increasing usage of electronic resources and materials. Initiating other specialized community interest programs such as fiscal year's 2009 Coming of Age in the Civil Rights Era program or the even the earlier Early Learning with Families program would require a review of possibly realigning existing expenditures in the Library budget or obtaining new funding from federal or private sources.

Gifts Fund

To date, the Library's only remaining major restricted-use trust is the Alice Meyer Trust with a balance of \$185,507, of which \$40,000 is allocated for opening day collection purchases for the South and West branch libraries. The budget includes a placeholder of \$88,327 for Friends of the Library gift support that is traditionally targeted to specific pre-approved programs.



Foundation Capital FF&E Fund

The Foundation Capital FF&E Fund (307) funding the purchase of interior furniture, fixtures and equipment for the Branch Libraries Improvement Program funded by the BPL Foundation is anticipated to raise up to \$3M. In FY 2013 the focus of Fund expenditures will shift from the North and Claremont branches to the 100% brand new from-the-ground-up South and West branch libraries.

Measure FF Fund

Measure FF Fund (308) bond sale revenue was completed and received as of August 2010; new revenue is derived from investment interest.

Close-out of the North and Claremont branch libraries is expected to occur in FY 2013; with South and West under construction throughout the fiscal year. On close-out of North and Claremont, remaining project funding will be disencumbered and revert back into the Fund's balance upon board review and approval. In regards to South and West, as construction contract funding is encumbered at contract execution, these projects' funding will carry-over from FY 2012. However, for the West Branch an additional amount of about \$700,000 will need to be added in FY 2013 to the carry-over value on the facility's construction contract due to the FY 2012 appropriation having been based on the then best available bid estimate. Other program monies are expected to cover charges related to the program's extended duration.

SUMMARY

Cognizant of the board's established priorities for fiscal years 2012 and 2013 the update to FY 2013 is formulated to continue the Library's achievement of those objectives employing the available resources in a period marked by a significant and historical evolution for the Library as the Library through the Branch Libraries Improvement Program transforms itself to better meet the current and future needs of the citizens of Berkeley. Short-term challenges, always present, confront the Library as it adapts to its new branch facilities, while at the Central Library major facilities equipment approach the end of their manufactured life cycle, as well as the implementation of new programs made possible by advances in technology. Nonetheless, the Library remains focused to maintain its relevancy to its patrons and to achieve its public service objectives within a stable operating budget.

FY12 and FY13 Budget Priorities as established by the Board of Library Trustees on 12JAN11

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

FUTURE ACTION

Upon release of the San Francisco Bay Area Consumer Price index the attached budget package will be updated as needed and include any additional information. A final FY13 revised budget will be presented to the board for approval at the June 13, 2012 regular meeting.



Attachments:

1. Proposed Revenue Budget by Fund
2. Proposed Expense Budget by Fund
3. Proposed Budget Adjustments
4. 5-Year Fund Analysis - Library Tax Fund
5. 5-Year Fund Analysis - Other Funds
6. 5-Year Fund Analysis - Gifts Fund
7. 5-Year Fund Analysis – Foundation Capital Campaign FF&E Fund
8. 5-Year Fund Analysis - Measure FF Fund
9. Position Count by Division
10. Position Count by Classification
11. Friends of the Library – FY 2013 Grant Funding Request

PROPOSED REVENUE BUDGET BY FUND

BERKELEY PUBLIC LIBRARY
REVENUE FY13 Update @ 27APR12

data as of:
1-May-12

Berkeley Public Library

Ele/Obj	Account Description	Lib Dscr 301	DL/ILL 302	Grants 304	Pub Lib 305	Gift 306	Fndn FFE 307	Mse FF 308	Revenue FY13
01-01	Refund on Bills	2,000							2,000
13-15	Library Tax	14,969,398							14,969,398
20-11	Library Fines	223,000							223,000
20-15	Lost Book Fines	30,000							30,000
20-21	Tool Lending Fines	20,000							20,000
23-12	BPL Foundation						1,500,000		1,500,000
23-13	Friends of BPL					88,327			88,327
30-01	Interest-Investment Pool							1,500	1,500
65-01	Meeting Room Fees	2,000							2,000
99-99	Miscellaneous Revenue	8,500	20,000						28,500
Total	Berkeley Public Library	15,254,898	20,000			88,327	1,500,000	1,500	16,864,725

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Berkeley Public Library: CoB+Library
FY13

Description	Lib Dscr 301- CM	DL / ILL 302- CM	Grants 304- CM	Pub Lib 305- CM	Gift 306- CM	FFE 307- CM	Mse FF 308- CM	Bdgt CM FY13
Personal Services-Salaries and Wages	7,863,735			32,587			65,331	7,961,653
Personal Services-Fringe Benefits	4,425,599			2,343			4,768	4,432,710
Salary Savings	(186,193)							(186,193)
Personal Services-Employee	12,103,141			34,930			70,099	12,208,170
Purchased Professional & Technical Svcs	780,330	2,500					125,000	907,830
Grants & Governmental Payments	5,000							5,000
Other Purchased Services	552,581						450,442	1,003,023
Rentals / Leases	46,275	40,000					57,500	143,775
Mail Services	21,500	25,000						46,500
Supplies	1,127,330	8,500			40,000			1,175,830
Purchased Property Services	180,000							180,000
Infrastructure	200,000						834,292	1,034,292
Financing Cost								
Property	158,342					750,000	16,105	924,447
Property Under Cap Limit	92,925					250,000		342,925
Internal Services	10,564							10,564
Debt Service								
Balance Sheet Accounts								
Other Expenses	3,174,847	76,000			40,000	1,000,000	1,483,339	5,774,186
BPL: CoB+Library (w/Proposed Adjstmnts)	15,277,988	76,000		34,930	40,000	1,000,000	1,553,438	17,982,356

PROPOSED BUDGET ADJUSTMENTS (1 of 2)

BERKELEY PUBLIC LIBRARY

FY13 BUDGET REVISION (INCREMENTAL CHANGES)

Fund	DepDiv	Base	ObjEle	Account	Description	Value
301	9101	450	71-43	Mach & Equip: Furniture And Fixtures	Effect 301 net budget change = \$0	22,425
301	9101	450	30-38	Professional: Misc Prof Svcs	Special Programs+Events (to Project Code)	5,000
301	9101	450	40-63	Travel: Registration/Admin Fees	Reduce Training Fees to \$5K	(2,400)
301	9101	450	55-11	Office Supplies	General Increase	3,815
301	9150	450	65-70	Building-Improvement/Renovation	General Increase	125,000
301	9102	450	30-38	Professional: Misc Prof Svcs	Web Redesign	20,000
301	9102	450	30-46	Maint Svcs: Computer Maintenance	2010=\$8,083; 2011=\$5,418; 2012-TD=\$0	(4,200)
301	9102	450	30-47	Maint Svcs: Software Maintenance	Innovative+Other Licensing and Maint	29,196
301	9102	450	70-44	Computers & Printers	Resume Staff PC Rplcmnt+spprt Laptop Loan	50,000
301	9102	450	71-44	Mach & Equip: Computers And Printers	Resume Staff PC Rplcmnt+spprt Laptop Loan	15,000
301	9103	450	55-34	Eqp & Veh Supp: Spare Replcmnt Parts	Bookmobile Maintenance	7,575
301	9201	450	30-42	Maint Svcs: Office Equip Maint Svcs	per GS	(2,000)
301	9201	450	30-44	Maint Svcs: Field Equip Maint	per GS	(2,000)
301	9302	450	30-43	Maint Svcs: Bldg & Structures Maint Svcs	NB Fire System yrly inspctn+ mnthly mntr	2,750
301	9303	450	30-38	Professional: Misc Prof Svcs	Temp TLL+SB: Intrusion Alrm+Lndscpe	(4,550)
301	9303	450	30-42	Maint Svcs: Office Equip Maint Svcs	Branch Closure Saving	(500)
301	9303	450	30-43	Maint Svcs: Bldg & Structures Maint Svcs	Fire Alarm Installation and Monitoring	300
301	9303	450	30-44	Maint Svcs: Field Equip Maint	Branch Closure Saving	(1,000)
301	9303	450	30-51	Bank Credit Card Fees	Branch Closure Saving	(240)
301	9303	450	40-31	Communications: Telephones	Branch Closure Saving	(2,700)
301	9303	450	40-41	Utilities: Water	Branch Closure Saving	(1,050)
301	9303	450	40-42	Utilities: Gas/Electricity	Branch Closure Saving	(12,500)
301	9303	450	40-43	Utilities: Refuse	Branch Closure Saving	(5,500)
301	9303	450	50-10	Rental of Land/Buildings	Temporary TLL: Rent for 12-months	34,200
301	9303	450	55-11	Office Supplies	Branch Closure Saving	(490)
301	9303	450	55-20	Field Supplies	Branch Closure Saving	(200)
301	9303	450	71-10	Small Equipment	Branch Closure Saving	(250)
301	9304	450	30-38	Professional: Misc Prof Svcs	Branch Closure Saving	(7,300)
301	9304	450	30-42	Maint Svcs: Office Equip Maint Svcs	Branch Closure Saving	(500)
301	9304	450	30-43	Maint Svcs: Bldg & Structures Maint Svcs	Branch Closure Saving	(1,200)
301	9304	450	30-44	Maint Svcs: Field Equip Maint	Branch Closure Saving	(500)
301	9304	450	30-51	Bank Credit Card Fees	Branch Closure Saving	(240)
301	9304	450	40-31	Communications: Telephones	Branch Closure Saving	(3,600)
301	9304	450	40-41	Utilities: Water	Branch Closure Saving	(2,000)
301	9304	450	40-42	Utilities: Gas/Electricity	Branch Closure Saving	(18,000)
301	9304	450	40-43	Utilities: Refuse	Branch Closure Saving	(3,500)
301	9304	450	55-11	Office Supplies	Branch Closure Saving	(355)
301	9304	450	55-20	Field Supplies	Branch Closure Saving	(1,000)
301	9304	450	71-10	Small Equipment	Branch Closure Saving	(250)
301	9305	450	30-43	Maint Svcs: Bldg & Structures Maint Svcs	CB Fire System yrly inspctn+ mnthly mntr	2,750

PROPOSED BUDGET ADJUSTMENTS (2 of 2)

Fund	DepDiv	Base	ObjEle	Account	Description	Value
301	9402	450	55-20	Field Supplies	Promotion of Collections	1,000
301	9402	450	55-60	Library Materials	e-Collections and Discover & Go	39,000
301				Sub-total		279,986
304	9205	450	11-03	Hourly and Daily Rated Empl	CA Trigger Cut: transferred TO 305	(32,587)
304	9205	450	20-34	PARS (3.75%)	CA Trigger Cut: transferred TO 305	(1,222)
304	9205	450	27-20	Fringe Benefits (Budget)	CA Trigger Cut: transferred TO 305	(1,121)
304				Sub-total		(34,930)
305	9205	450	11-03	Hourly and Daily Rated Empl	CA Trigger Cut: transferred FROM 305	32,587
305	9205	450	20-34	PARS (3.75%)	CA Trigger Cut: transferred FROM 305	1,222
305	9205	450	27-20	Fringe Benefits (Budget)	CA Trigger Cut: transferred FROM 305	1,121
305				Sub-total		34,930
307	9301	450	70-41	Machinery and Equipment	moved from 71-10	250,000
307	9301	450	71-10	Small Equipment	moved from 71-10	50,000
307	9301	450	71-43	Mach & Equip: Furniture And Fixtures	moved to 70-41 and 71-43	(300,000)
307				Sub-total		
308	9301	450	65-70	Building-Improvement/Renovation	moved to 65-75	(826,292)
308	9301	450	65-75	Building-New Construction	moved from 65-75	826,292
308				Sub-total		
BPL				TOTAL - EXPENDITURES		279,986
301	3302	311	13-15	General Property Taxes	Library Tax (P.I.G. @3.77%)	197,299
302	9101	331	50-02	Inter-Library Book Loan	Omit: Program subject to CA Trigger Cut	(5,000)
302	9101	331	50-03	Direct Book Loan	Omit: Program subject to CA Trigger Cut	(41,124)
304	9101	331	20-07	Library Services & Construction Act	Omit: Program subject to CA Trigger Cut	(37,650)
305	9101	331	20-17	Lib/fin Act/S.B. 358	Omit: Program subject to CA Trigger Cut	(8,600)
Vari				TOTAL - REVENUES		104,925

Notes:

Sprinkler inspection at BRANCHES to be done by PO by CINTAS (leave in 3043) or A-TOTAL FIRE PROTECTION (move PO to 3043 in FY13)
From FY13 on: 3038=Intrusion Mntrng, Landscape; 3043=Fire Mntrng; Pest Control

5-YEAR FUND ANALYSIS: LIBRARY TAX FUND

	FY 2010 FINAL	FY 2011 FINAL	FY 2012 ADOPTED	FY 2012 REVISED	FY 2012 PROJECTED	FY 2013 ADOPTED	FY 2013 REVISED	FY 2014 PROJECTED
Beginning Fund Balance	\$1,102,151	\$1,461,883	\$1,540,808	\$1,540,808	\$1,540,808	\$1,326,765	\$1,326,765	\$1,303,675
<u>Revenues</u>								
Library Services Tax	\$13,844,489	\$14,187,090	\$14,425,555	\$14,425,555	\$14,425,555	\$14,969,398	\$14,969,398	\$15,268,786
Fines/Fees	293,254	281,272	275,000	275,000	255,000	275,000	275,000	300,000
Donations/Private Contributions								
Misc. Revenue / Interest / Refunds	14,532	13,907	10,500	10,500	10,500	10,500	10,500	10,500
TOTAL REVENUE	\$14,152,275	\$14,482,269	\$14,711,055	\$14,711,055	\$14,691,055	\$15,254,898	\$15,254,898	\$15,579,286
<u>Expenditures</u>								
Operations								
Salaries, Wages, Benefits	\$11,645,544	\$11,914,558	\$12,162,028	\$12,162,028	\$11,979,450	\$12,268,327	\$12,268,327	\$12,625,476
Salaries, Wages, Benefits								
less: Labor Vacancy Savings			182,578	182,578		186,193	186,193	189,382
Personnel	\$11,645,544	\$11,914,558	\$11,979,450	\$11,979,450	\$11,979,450	\$12,082,134	\$12,082,134	\$12,436,094
Non-Personnel	458,709	778,881	696,941	442,134	442,134	599,095	656,585	599,095
Library Materials (incl Tool Lndng)	823,068	811,134	900,000	925,000	925,000	900,000	939,000	939,000
Misc. Professional Services	198,063	240,486	266,600	343,478	343,478	275,450	288,600	275,450
Utilities+Telephone	378,346	320,231	459,542	480,433	480,433	495,512	446,662	495,512
Janitorial	167,428	170,113	180,000	158,741	158,741	180,000	180,000	180,000
Software Maintenance	54,045	132,158	285,804	300,035	300,035	285,804	315,000	315,000
Computer & Software Purchase >\$1K	31,013	17,787	55,000	370,830	220,830	80,000	145,000	100,000
Building/Infrastructure	12,539		75,000	38,000	30,000	75,000	200,000	150,000
Subtotal:	\$13,768,755	\$14,385,348	\$14,898,337	\$15,038,101	\$14,880,101	\$14,972,995	\$15,252,981	\$15,490,151
Charges From Other Depts								
Finance - Billing (3601)	\$12,685	\$10,173	\$12,849	\$12,849	\$12,849	\$12,810	\$12,810	\$12,810
Facilities - Admn (5401) +Txcs (5403)	11,103	7,823	12,148	12,148	12,148	12,197	12,197	12,197
Subtotal:	\$23,788	\$17,996	\$24,997	\$24,997	\$24,997	\$25,007	\$25,007	\$25,007
TOTAL EXPENDITURES	\$13,792,543	\$14,403,344	\$14,923,334	\$15,063,098	\$14,905,098	\$14,998,002	\$15,277,988	\$15,515,158
Projected Surplus/(Shortfall) {Rev - Exp}	\$359,732	\$78,925	\$(212,279)	\$(352,043)	\$(214,043)	\$256,896	\$(23,090)	\$64,129
GROSS FUND BALANCE {Bal + Rev - Exp}	\$1,461,883	\$1,540,808	\$1,328,529	\$1,188,765	\$1,326,765	\$1,583,661	\$1,303,675	\$1,367,804

FY 2012 REVISED: Computer & Software Purchase > \$1K: Includes 7044, 7047, 7144, 7147 to capture FF&E \$300K accommodation

FY 2012 PROJECTED: Computer & Software Purchase > \$1K: Includes 7044, 7047, 7144, 7147 to capture part of FF&E \$300K accommodation

5-YEAR FUND ANALYSIS: OTHER FUNDS

	FY 2010 FINAL	FY 2011 FINAL	FY 2012 ADOPTED	FY 2012 REVISED	FY 2012 PRJCTED	FY 2013 ADOPTED	FY 2013 REVISED	FY 2014 PRJCTED
Beginning Fund Balance	\$176,758	\$147,734	\$266,656	\$266,656	\$266,656	\$258,361	\$258,361	\$167,431
Direct Loan Fund (302)	188,853	142,696	194,613	194,613	194,613			
Grants Fund (304)	(1,655)	(16,693)	13,330	13,330	13,330			
Public Library Fund (305)	(10,440)	21,731	58,713	58,713	58,713			
Revenues								
Direct Loan Fund	\$105,973	\$63,488	\$46,124	\$46,124	\$36,205	\$46,124		
Literacy Services & LSTA	49,632	46,808	37,650	37,650	45,000	37,650		
Miscellaneous Grant Revenue	3,750	23,000						
Public Library Fund (SB 358)	37,961	36,982	8,600	8,600		8,600		
Other	18,105	18,089	20,000	20,000	3,000	20,000	20,000	20,000
TOTAL REVENUE	\$215,421	\$188,367	\$112,374	\$112,374	\$84,205	\$112,374	\$20,000	\$20,000
Expenditures								
Operations								
Personnel	\$61,051	\$29,692	\$29,930	\$28,680	\$2,500	\$34,930	\$34,930	
Non-Personnel	183,394	39,752	76,000	144,565	90,000	76,000	76,000	
Library Materials								
TOTAL EXPENDITURES	\$244,445	\$69,444	\$105,930	\$173,245	\$92,500	\$110,930	\$110,930	
Projected Surplus/Shortfall (Rev - Exp)	\$(29,024)	\$118,923	\$6,444	\$(60,871)	\$(8,295)	\$1,444	\$(90,930)	\$20,000
GROSS FUND BALANCE (Bal + Rev - Exp)	\$147,734	\$266,657	\$273,100	\$205,785	\$258,361	\$259,805	\$167,431	\$187,431

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5-YEAR FUND ANALYSIS: GIFTS FUND

	FY 2010 FINAL	FY 2011 FINAL	FY 2012 ADOPTED	FY 2012 REVISED	FY 2012 PRJCTED	FY 2013 ADOPTED	FY 2013 REVISED	FY 2014 PRJCTED
Beginning Fund Balance	\$875,064	\$810,955	\$609,927	\$609,927	\$609,927	\$138,341	\$138,341	\$98,341
Revenues								
Friends of BPL	\$92,151	\$58,420	\$88,554	\$88,554	\$61,258		\$88,327	
BPL Foundation								
Donations/Private	7,028	6,551			7,000			
Interest/Misc. Revenues	1,360	952			150			
TOTAL REVENUE	\$100,539	\$65,923	\$88,554	\$88,554	\$68,408		\$88,327	
Expenditures								
Operations								
Personnel	\$16,374	\$42,816	\$4,733	\$4,633	\$3,751		\$3,215	
Non-Personnel	25,501	115,253	28,875	49,971	49,971		44,581	
Professional Services	62,732	63,689	32,546	71,051	71,051		40,531	
Library Materials	59,146	45,193	92,321	73,050	73,050	40,000	40,000	
Computer Hardware/Software	895			17,171	17,171			
FF&E Accommodation				350,000	325,000			
Subtotal:	\$164,648	\$266,951	\$158,475	\$565,876	\$539,994	\$40,000	\$128,327	
TOTAL EXPENDITURES	\$164,648	\$266,951	\$158,475	\$565,876	\$539,994	\$40,000	\$128,327	
Projected Surplus / (Deficit) (Rev - Exp)	\$(64,109)	\$(201,028)	\$(69,921)	\$(477,322)	\$(471,586)	\$(40,000)	\$(40,000)	
GROSS FUND BALANCE (Bal + Rev - Exp)	\$810,955	\$609,927	\$540,006	\$132,605	\$138,341	\$98,341	\$98,341	\$98,341

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5-YEAR FUND ANALYSIS: FOUNDATION CAPITAL CAMPAIGN FF&E FUND

	FY 2011 FINAL	FY 2012 ADOPTED	FY 2012 REVISED	FY 2012 PRJCTED	FY 2013 ADOPTED	FY 2013 REVISED
Beginning Fund Balance	\$50,000	\$249,745	\$249,745	\$249,745	\$530,845	\$530,845
Revenues						
Foundation	\$200,000	\$1,000,000	\$1,000,000	\$800,000	\$1,000,000	\$1,500,000
Misc./ Interest						
TOTAL REVENUE	\$200,000	\$1,000,000	\$1,000,000	\$800,000	\$1,000,000	\$1,500,000
Expenditures						
Personnel						
Consultants	255		43,900	43,900		
Furniture and Fixtures		500,000	854,340	300,000	500,000	700,000
Equipment		500,000	298,654	175,000	500,000	700,000
Miscellaneous/Other						
TOTAL EXPENDITURES	\$255	\$1,000,000	\$1,196,894	\$518,900	\$1,000,000	\$1,400,000
Projected Surplus/Shortfall (Rev - Exp)	\$199,745		\$(196,894)	\$281,100		\$100,000
GROSS FUND BALANCE (Bal + Rev - Exp)	\$249,745	\$249,745	\$52,851	\$530,845	\$530,845	\$630,845

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5-YEAR FUND ANALYSIS: MEASURE FF FUND

	FY 2009 FINAL	FY 2010 FINAL	FY 2011 FINAL	FY 2012 ADOPTED	FY 2012 REVISED	FY 2012 PRJCTED	FY 2013 ADOPTED	FY 2013 REVISED
Beginning Fund Balance		\$9,955,299	\$8,510,959	\$22,130,714	\$22,130,714	\$22,130,714	\$2,088,254	\$2,088,254
Revenues								
Bond Proceeds	\$10,000,000		\$16,428,536					
Misc./ Interest		13,641	28,477	6,000	6,000	6,000	1,500	1,500
TOTAL REVENUE	\$10,000,000	\$13,641	\$16,457,013	\$6,000	\$6,000	\$6,000	\$1,500	\$1,500
Expenditures								
Bond Issuance: Costs/Premiums	35,425		310,207					
Operations								
Personnel		6,126	35,234	69,930	69,930	69,930	70,169	70,169
Consultants	9,277	1,324,942	1,337,742	125,000	2,010,126	2,010,126	125,000	125,000
Building		112,704	1,023,319	978,586	16,945,814	16,945,814	826,292	826,292
Misc./Utilities/Other		14,209	130,756	700,000	832,607	832,607	1,060,293	1,060,293
Other Infrastructure/Public Art				130,000	189,983	189,983	8,000	8,000
TOTAL EXPENDITURES	\$44,702	\$1,457,981	\$2,837,258	\$2,003,516	\$20,048,460	\$20,048,460	\$2,089,754	\$2,089,754
Projected Surplus/Shortfall (Rev - Exp)	\$9,955,299	\$(1,444,340)	\$13,619,755	\$(1,997,516)	\$(20,042,460)	\$(20,042,460)	\$(2,088,254)	\$(2,088,254)
GROSS FUND BALANCE (Bal + Rev - Exp)	\$9,955,299	\$8,510,959	\$22,130,714	\$20,133,198	\$2,088,254	\$2,088,254		

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POSITION COUNT BY DIVISION (1 of 5)

2-May-12

BERKELEY PUBLIC LIBRARY

PAYROLL REPORT (data pull=1FEB12): CAREER STAFF 11-01

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Dep/Div	Position	Pos #	Changes
9101	ACCOUNTING OFF SPEC III	4240	
	ACCOUNTING OFF SPEC SUPER	4243	Convert to Account Office Specialist III
	ADMINISTRATIVE & FISCAL S	1463	
	ADMINISTRATIVE SECRETARY	4613	
	ASSOCIATE HUMAN RESOURCES	2703	
	DEPUTY DIRECTOR OF LIBRAR	1211	
	DIRECTOR OF LIBRARY SERVI	1115	
	LIBRARY SERVICES MANAGER	1468	
	OFFICE SPECIALIST II	4703	
9101	Position Count = 9		ADMINISTRATION
9102	INFORMATION SYSTEMS SPECI	2830	Convert to I.T Support Technician
	INFORMATION SYSTEMS SPECI	2830	
	INFORMATION SYSTEMS SPECI	2830	
	LIBRARIAN II	2604	
	LIBRARY INFO SYS ADMINIST	1464	
9102	Position Count = 5		INFORMATION SERVICES
9103	BUILDING MAINTENANCE MECH	5106	
	BUILDING MAINTENANCE SUPE	5117	
9103	Position Count = 2		FACILITIES MAINTENANCE
9201	CENTRAL SERVICES AIDE	4401	
	CENTRAL SERVICES AIDE	4401	
	CIRCULATION SERVICES MANA	1469	
	LIBRARY AIDE	4245	
	LIBRARY AIDE	4245	
	LIBRARY AIDE	4245	NEW 20-HR: from 25-hour Library Aide
	LIBRARY AIDE	4245	
	LIBRARY AIDE	4245	
	LIBRARY AIDE	4245	
	LIBRARY AIDE	4245	
	LIBRARY AIDE	4245	NEW 20-HR: from 15-hour Library Aide
	LIBRARY AIDE	4245	NEW 20-HR: from 15-hour Library Aide

POSITION COUNT BY DIVISION (2 of 5)

BERKELEY PUBLIC LIBRARY

2-May-12

PAYROLL REPORT (data pull=1FEB12): CAREER STAFF 11-01

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Dep/Div	Position	Pos #	Changes
9201	LIBRARY ASSISTANT	4213	
	LIBRARY ASSISTANT	4213	
	LIBRARY ASSISTANT	4213	
	LIBRARY ASSISTANT	4213	
	LIBRARY ASSISTANT	4213	
	LIBRARY ASSISTANT	4213	
	LIBRARY ASSISTANT	4213	
	LIBRARY ASSISTANT	4213	
	LIBRARY ASSISTANT	4213	
	LIBRARY ASSISTANT	4213	
	LIBRARY ASSISTANT	4213	
	LIBRARY ASSISTANT	4213	
	LIBRARY ASSISTANT	4213	
	LIBRARY SPECIALIST I	4250	
	LIBRARY SPECIALIST I	4250	
	SUPERVISING LIBRARY ASSIS	9609	
	SUPERVISING LIBRARY ASSIS	9609	
	SUPERVISING LIBRARY ASSIS	9609	
9201	Position Count = 29	GENERAL SERVICES	
9202	LIBRARIAN I	2605	
	LIBRARIAN I	2605	
	LIBRARIAN II	2604	
	LIBRARIAN II	2604	
	LIBRARIAN II	2604	
	LIBRARY AIDE	4245	
	LIBRARY AIDE	4245	
	LIBRARY AIDE	4245	
	LIBRARY SPECIALIST II	9610	
	SENIOR LIBRARIAN	2606	
	SUPERVISING LIBRARY ASSIS	9609	
9202	Position Count = 11	CHILDRENS SERVICES	

POSITION COUNT BY DIVISION (3 of 5)

BERKELEY PUBLIC LIBRARY

2-May-12

PAYROLL REPORT (data pull=1FEB12): CAREER STAFF 11-01

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Dep/Div	Position	Pos #	Changes
9203	LIBRARIAN I	2605	
	LIBRARIAN II	2604	
	LIBRARIAN II	2604	
	LIBRARIAN II	2604	
	LIBRARY AIDE	4245	
	LIBRARY AIDE	4245	
	LIBRARY SPECIALIST II	9610	
	LIBRARY SPECIALIST II	9610	
	SUPERVISING LIBRARIAN	2603	
9203	Position Count = 9	ART and MUSIC	
9204	LIBRARIAN II	2604	
	LIBRARIAN II	2604	
	LIBRARIAN II	2604	
	LIBRARIAN II	2604	
	LIBRARIAN II	2604	
	LIBRARIAN II	2604	
	LIBRARIAN II	2604	
	LIBRARY SPECIALIST II	9610	
	LIBRARY SPECIALIST II	9610	
	LIBRARY SPECIALIST II	9610	
	SUPERVISING LIBRARIAN	2603	
9204	Position Count = 11	REFERENCE	
9205	LIBRARY ASSISTANT	4213	
	LIBRARY LITERACY PROGRAM	2615	
	LIBRARY SPECIALIST I	4250	
9205	Position Count = 3	LITERACY	
9302	LIBRARIAN II	2604	
	LIBRARY AIDE	4245	
	LIBRARY AIDE	4245	
	LIBRARY ASSISTANT	4213	
	LIBRARY ASSISTANT	4213	
	LIBRARY ASSISTANT	4213	
	LIBRARY SPECIALIST II	9610	
	LIBRARY SPECIALIST II	9610	
	LIBRARY SPECIALIST II	9610	
	SUPERVISING LIBRARIAN	2603	
	SUPERVISING LIBRARY ASSIS	9609	
9302	Position Count = 11	NORTH BRANCH	

POSITION COUNT BY DIVISION (4 of 5)

BERKELEY PUBLIC LIBRARY

2-May-12

PAYROLL REPORT (data pull=1FEB12): CAREER STAFF 11-01

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Dep/Div	Position	Pos #	Changes
9303	LIBRARIAN II	2604	
	LIBRARY ASSISTANT	4213	
	LIBRARY ASSISTANT	4213	
	LIBRARY SPECIALIST II	9610	
	LIBRARY SPECIALIST II	9610	
	SUPERVISING LIBRARIAN	2603	
	SUPERVISING LIBRARY ASSIS	9609	
9303	Position Count = 7	SOUTH BRANCH	
9304	LIBRARIAN I	2605	
	LIBRARIAN II	2604	
	LIBRARY ASSISTANT	4213	
	LIBRARY ASSISTANT	4213	
	LIBRARY SPECIALIST II	9610	
	LIBRARY SPECIALIST II	9610	
	SUPERVISING LIBRARIAN	2603	
	SUPERVISING LIBRARY ASSIS	9609	
9304	Position Count = 8	WEST BRANCH	
9305	LIBRARIAN II	2604	
	LIBRARIAN II	2604	
	LIBRARY ASSISTANT	4213	
	LIBRARY ASSISTANT	4213	
	LIBRARY SPECIALIST II	9610	
	LIBRARY SPECIALIST II	9610	
	SUPERVISING LIBRARIAN	2603	
	SUPERVISING LIBRARY ASSIS	9609	
9305	Position Count = 8	CLAREMONT BRANCH	
9307	TOOL LENDING SPECIALIST	6301	
	TOOL LENDING SPECIALIST	6301	
	TOOL LENDING SPECIALIST	6301	
9307	Position Count = 3	TOOL LENDING	

POSITION COUNT BY DIVISION (5 of 5)

BERKELEY PUBLIC LIBRARY

2-May-12

PAYROLL REPORT (data pull=1FEB12): CAREER STAFF 11-01

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Dep/Div	Position	Pos #	Changes
9401	LIBRARIAN II	2604	
	LIBRARY AIDE	4245	
	LIBRARY AIDE	4245	NEW 20-HR: from 15-hour Library Aide
	LIBRARY ASSISTANT	4213	
	LIBRARY ASSISTANT	4213	
	LIBRARY ASSISTANT	4213	
	LIBRARY ASSISTANT	4213	
	LIBRARY SPECIALIST II	9610	
	LIBRARY SPECIALIST II	9610	
	LIBRARY SPECIALIST II	9610	
	LIBRARY SPECIALIST II	9610	
	SUPERVISING LIBRARIAN	2603	
	SUPERVISING LIBRARY ASSIS	9609	
9401	Position Count = 13	TECHNICAL SERVICES – COLLECTIONS	
9402	LIBRARY SERVICES MANAGER	1468	
	SENIOR LIBRARIAN	2606	
9402	Position Count = 2	TECHNICAL SERVICES – TECH. SVCS.	
Total	Position Count = 131	BERKELEY PUBLIC LIBRARY	

POSITION COUNT BY CLASSIFICATION

BERKELEY PUBLIC LIBRARY

PAYROLL REPORT (data pull=1FEB12): CAREER STAFF 11-01

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Report_8JAN12.xlsx]comp

Pos #	Position	Count		
		Proposed	Current	Change
1115	DIRECTOR OF LIBRARY SERVI	1	1	
1211	DEPUTY DIRECTOR OF LIBRAR	1	1	
1463	ADMINISTRATIVE & FISCAL S	1	1	
1464	LIBRARY INFO SYS ADMINIST	1	1	
1468	LIBRARY SERVICES MANAGER	2	2	
1469	CIRCULATION SERVICES MANA	1	1	
2603	SUPERVISING LIBRARIAN	7	7	
2604	LIBRARIAN II	20	20	
2605	LIBRARIAN I	4	4	
2606	SENIOR LIBRARIAN	2	2	
2615	LIBRARY LITERACY PROGRAM	1	1	
2703	ASSOCIATE HUMAN RESOURCES	1	1	
2830	INFORMATION SYSTEMS SPECI	3	3	
4213	LIBRARY ASSISTANT	26	26	
4240	ACCOUNTING OFF SPEC III	1	1	
4243	ACCOUNTING OFF SPEC SUPER	1	1	
4245	LIBRARY AIDE	18	15	3
4250	LIBRARY SPECIALIST I	3	3	
4401	CENTRAL SERVICES AIDE	2	2	
4613	ADMINISTRATIVE SECRETARY	1	1	
4703	OFFICE SPECIALIST II	1	1	
5106	BUILDING MAINTENANCE MECH	1	1	
5117	BUILDING MAINTENANCE SUPE	1	1	
6301	TOOL LENDING SPECIALIST	3	3	
9609	SUPERVISING LIBRARY ASSIS	9	9	
9610	LIBRARY SPECIALIST II	19	19	
Berkeley Public Library		131	128	3

FRIENDS OF THE LIBRARY – FY 2013 GRANT FUNDING REQUEST

Period: July 1, 2012 - June 30, 2013

DIVISION / PROGRAM		AMOUNT REQUESTED	EXPENDITURE CATEGORIES		
			Salaries & Benefits	Services & Contracts	Supplies
1	Admin - Staff development/events/refreshments	\$9,831	\$125	\$8,956	\$750
2	Admin - Employee Wellness	650		450	200
3	Art & Music - Concerts / Classes / Exhibits / Programs	7,300	1,750	4,800	750
4	Berkeley READS - Literacy Program	3,386			3,386
5	Children's Services -Summer reading / programs	26,350	600	17,375	8,375
6	Teen Services - Programs, Summer reading, Outreach	6,860	540	900	5,420
7	Reference - programs & special projects	6,150	200	4,700	1,250
8	North Branch - Café Literaria / programs	4,000		1,950	2,050
9	Volunteer Services celebration	500			500
10	Collection Development / Opening day West & South	20,000			20,000
11	Branch FF closures and openings	1,500		400	1,100
12	Claremont Branch	1,800		1,000	800
TOTALS		\$88,327	\$3,215	\$40,531	\$44,581

III Consent, Item A

MINUTES
BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES REGULAR MEETING
Wednesday, April 4, 2012, 6:30 P.M.

WEST BRANCH LIBRARY – 1125 University Avenue

Board of Library Trustees:

Chair Winston Burton	Darryl Moore
Vice Chair 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: 5:37 p.m.

Present: Trustees Burton, Franklin, Holcomb, and Novosel

Absent: Trustee Moore

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.

D. Report from Board of Library Trustees:

1. Trustee Novosel – Temporary Tool Lending Library is fantastic.
2. Trustee Franklin – Trustee Holcomb and I attended the 4x2 Committee meeting this week. Foundation reported the Author's Dinner was very successful. Did a walkthrough at Claremont today, it is terrific.
3. Trustee Burton – Attended the Downtown Berkeley Association meeting this week and handed out information on North reopening event. Recently attended the PLA in Philadelphia.
4. Trustee Holcomb – Will be attend the North branch reopening celebration this Saturday and will take an opportunity to educate the public about BOLT.

II. DISCUSSION

A. Preparation of Biennial Library Budget FY13 – Dennis Dang

From: Administrative Services Manager

Contact: Dennis Dang, Administrative Services Manager

Action: Report provided (Attachment #1) and discussion.

III. CONSENT CALENDAR

Item C pulled for discussion.

Action: M/S/C (Trustee Novosel / Trustee Holcomb to adopt Resolution# R12-018 to adopt the Consent Calendar except item C.

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

A. Approve minutes of March 14, 2012 Regular Meeting

From: Director of Library Services

Recommendation: Approve the minutes of the March 14, 2012 regular meeting of the Board of Library Trustees.

Financial Implications: None.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution# R12-019 to approve minutes as presented.

B. Accept and Appropriate Pacific Gas & Electric Company – California Solar Initiative Rebate Program Grant Funds for the West Improvement Project

From: Director of Library Services

Recommendation: Adopt a resolution authorizing the Director of Library Services to apply for, accept and appropriate to FY 2012/13 PG&E – CA. solar Initiative Rebate Program grant funds for the West Branch Improvement Project in an amount not to exceed \$42,352.

Financial Implications: See report.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution# R12-020.

C. Approve Closure of West Branch Library effective May 7, 2012 for Construction and Initiate Branch Van Related Services.

From: Director of Library Services

Recommendation: Adopt a resolution authorizing the Director of Library Services to close the West Branch Library in May, at a date to be determined, for approximately 15 months for construction and to begin Branch Van services to the community on Monday, May 7, 2012.

Contact: Donna Corbeil, Director of Library Services

Action: M/S/C (Trustee Novosel / Trustee Holcomb to adopt Resolution# R12-021.

Adopted Resolution# R12-021.

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

D. Accept Gift Funds From the Berkeley Public Library Foundation in the Amount of \$200,000 Constituting Payment Toward the Foundation's Branch Library Capital Campaign Pledge and Other Miscellaneous Gifts

From: Director of Library Services

Recommendation: Adopt a resolution authorizing the acceptance and allocation of gift funds from the Berkeley Public Library Foundation constituting payment toward the Foundation's branch library capital campaign pledge and accept other miscellaneous gift funds

Action: Adopted Resolution# R12-022.

IV. ACTION CALENDAR

A. FYTD JAN 2012 Budget Summary Performance Report and FY12 Budget Amendment

From: Administrative and Fiscal Services Manager

Recommendation: Adopt a resolution amending the FY 2012 Revised Budget for all Fund entities based upon recommended re-appropriation of budgeted expenditures as presented and amend the FY12 expenditure budget for a total revised budget of \$37,778,137.

Financial Implications: see report.

Contact: Dennis Dang, Administrative and Fiscal Services Manager.

Action: M/S/C (Trustee Moore / Trustee Novosel to adopt Resolution # R12-017.

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

V. INFORMATION REPORTS

A. Update on the Branch Bond Program

From: Director of Library Services

Contact: Donna Corbeil, Library Director

Action: Received.

B. March 2012 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, May 9, 2012 at the North Branch Library, 1125 University Avenue, Berkeley.

- Biennial Budget

VII. ADJOURNMENT

Adjourned at 6:40 p.m.

COMMUNICATIONS: None.

SUPPLEMENTAL COMMUNICATIONS AND REPORTS:

1. FY 2012 Revised Budget Development: Recommendation & Strategies.



BERKELEY PUBLIC LIBRARY

INFORMATION CALENDAR

April 4, 2012

TO: Board of Library Trustees
FROM: Dennis Dang, Administrative Services Manager
SUBJECT: FY 2012 Revised Budget Development: Recommendations & Strategies

INTRODUCTION

This report provides a summary overview of proposed adjustments to the FY 2013 budget in anticipation of consolidation into the City's budget to be presented before the City Council on May 1, 2012 followed by two public hearings, and Council acceptance on June 26. Prior to Council acceptance the Library will present to BOLT a proposed budget update for discussion at the May 9th regular meeting session.

BACKGROUND

In coordination with the City, the Library is in the midst of updating the adopted FY 2013 budget to better align with current internal and external conditions. As a budget update, the second year of a two-year biennial cycle is typically not treated to the full budgeting process, and will remain for this update as such. However, the Library views the upcoming fiscal year as a significant period with several necessary material budget adjustments unique to the Library. Going into this process there are uncertainties shared throughout the City with major budgeting implications, for example, personnel cost changes that will come out of the current round of labor negotiations, the recent lowering of the CalPERS discount rate to 7.5% from 7.75% effective for public agencies on July 1, 2013, and the City's phone system switchover to VOiP. Additionally, for FY 2013 the Library will have reopened two branches and have under consideration repair or replacement of a number of major building components at the Central Library.

On July 1, 2012, the Library will be entering the second year of the two year FY 2012 and FY 2013 biennial budget cycle. The fiscal year 2013 budgets were adopted on June 8, 2011 by passage of BOLT Resolution No. 11-045 at values of \$16,113,440 for revenue and \$17,893,578 for expenditures.

Since adoption and up to the start of FY13, the North and Claremont branch libraries will have reopened offering a full array of services, the South and West branches will have closed for construction, and the Central Library will have confronted and/or be actively addressing several larger facility infrastructure issues. Thus when considering the branch operations, while the closure of South and West can be expected to yield some operational savings primarily within the Library Tax Fund, those savings are offset by additional operational servicing costs related to the upgraded North and Claremont facilities.



On the revenue side, the elimination of state funding for libraries by way of the state's *Tier 1* trigger cuts necessitates a review and realignment of some programs' expenditure allocations, most noticeably Berkeley READS.

Library Tax Fund

The Library's biennial operational budget was built with a structural deficit whereby expenditures exceeded revenues and the Library Tax Fund balance was relied upon to bring the budget into balance; fiscal year's 2013 update maintains that pattern. What follows is a summary of initiatives that although does not eliminate nor reduce the structural deficit, does attempt to minimize its expansion while allowing the Library to maintain service delivery at current levels.

Changes to staffing in FY 2013 are not expected.

FY 2013 objectives as enunciated in the completed Library Strategic Plan and Library Projects documents encompass new as well as continuing multi-year projects. Some of these projects are rather straight-forward such as engaging consultants for development and implementation of a streamlined, effective communication plan to be put into use throughout the organization; whereby others such as the reopening of the North and Claremont buildings themselves, entail a list of entirely new expenditures not previously encountered in the branches, such as elevator servicing and maintenance, and fire monitoring and inspection. Additional branch expenditure changes include expected higher costs for janitorial services due to the larger facilities, and application of Bay-Friendly landscaping practices. While much of the anticipated expenditure increase is infrastructure related, inclusive of the resumption of operations at the newly renovated North and Claremont branch libraries, services and programs are likewise addressed. Two significant system-wide program offerings debuting in late FY 2012 or early FY 2013 is *Discover and Go*, a group of member libraries providing library cardholders with free and discounted passes to local museums and cultural institutions; and the new laptop loan program, piloted at North and Claremont, that provides wireless Internet connectivity inside a Library facility. City-wide, a conversion to VOiP telephone service has been initiated and remains in a very early stage of planning; consequently, Library funding for its proportionate share of expenses may require an adjustment to timing.

Anticipated FY 2013 Increases (as of 28MAR12)

Obj/Ele	Description	Current	Proposed	Comments
30-38	Miscellaneous Professional Services	\$275,450	\$280,450	+Communications Plan
30-43	Maint Svcs: Building & Structures	\$119,800	\$126,418	+NB & CB Fire Monitoring & Testing +CNTL & NB Elevator Servicing
40-31	Communications: Telephone	\$86,250	?	+CoB VOiP: UNKNOWN IMPACT
50-10	Rental of Land/Buildings	\$500	\$34,700	TLL Rental
55-11	Office Supplies	\$26,030	\$30,000	+ General Increase
70-42	Vehicles	\$4,425	\$12,000	+BranchVan
55-60	Library Materials (excludes TLL)	\$876,000	\$915,000	+Increased Collections & Electronic + <i>Discover & Go</i>
65-70	Building & Structures Maintenance	\$75,000	\$200,000	+Infrastructure Repair/Replacement
70/71-44	Computers and Printers	\$60,000	\$125,000	+Expansion of Laptop Program +Resume Staff PC Replacements
Various	Branch Closure Savings		(\$67,425)	South and West Branches



The library tax rate which is the Library's primary source of funding funneled through the Library Tax Fund is determined by selection of either the per capita personal income growth factor for the state of California or the consumer price index in the immediate San Francisco Bay Area. These benchmark rates are released in early to mid-May and may not be known prior to the May 9th BOLT meeting. The FY 2013 tax revenue is currently estimated by the City at \$14,772,099.

Other Funds, consisting of the Direct/Inter-library Loan Fund (302), the Grants Fund (304), and the Public Library Fund (305) are materially impacted by the Tier 1 trigger cuts, which eliminate all state funding. While these cuts are modest dollar-wise, representing only about 3% of annual Library receipts, they will be felt in a significant way especially in regards to directed programs such as the adult literacy program Berkeley READS. Fortunately the Library in acknowledgement of the precariousness of the state budget planned for possible funding cuts and set-aside the bulk of the last two fiscal years of Public Library Fund receipts as a rainy-day back-up resource. Consequently, in terms of Berkeley READS, expectations are that modifications made to this program in the fiscal year will be scarcely noticeable to its public clients. Actions being considered include engaging a higher degree of unpaid volunteers, increasing usage of electronic resources and materials, and employing set-aside Public Library Funds. Other directed programs such as fiscal year's 2009 Coming of Age in the Civil Rights Era program or the even the earlier Early Learning with Families program will no longer exist unless funding is sourced from federal or private funds.

Transfer Berkeley READS Program Costs from Grants Fund to Public Library Fund

Fund	Current	Proposed	Comments
Grants Fund (304)	\$34,930	(\$34,930)	Transfer to; Labor for Berkeley READS
Public Library Fund (305)		\$34,930	Transfer from: Labor for Berkeley READS

The Branch Libraries Improvement Program funded by the Foundation Capital FF&E Fund (307) and the Measure FF Fund (308) is stable due to its dedicated funding sources. Timing of expenses would be the issue here.

SUMMARY

Fiscal year 2013 is expected to be a year of significant activity for the Library as the North and Claremont libraries will be back in full operation mode with modernized facilities and equipment, as well as enhancements to the Library experience with expanded collections especially in the realm of downloadable materials, and the new offering of *Discover and Go*. Major facility equipment at the Central Library is reaching the end of its life cycle and now requires either substantial repair or replacement. Nonetheless, the Library, immersed in a constantly evolving environment is aggressively moving forward to maintain and heighten its relevancy to its patrons in response to technological and economic changes; and it does so with an acute awareness of its funding imbalance between revenues and expenditures and remains resolved that any action taken be prudent and responsibly executed.

FUTURE ACTION

At the May 9, 2012 regular meeting of the board a proposed FY 2013 budget will be presented for discussion. The board will be presented a proposed final FY13 revised budget for approval at the June 13, 2012 regular meeting.

III Consent, Item B

MINUTES
BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES SPECIAL MEETING
Wednesday, April 23, 2012, 12:00 P.M.

CENTRAL LIBRARY – 2090 Kittredge Street

Board of Library Trustees:

Chair Winston Burton	Darryl Moore
Vice Chair 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: 12:03 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.

Steve Dewan, Kitchell CEM

Kirsten Cowan, Berkeley Library Foundation

B. Public Comments: None.

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

D. Report from Board of Library Trustees:

1. Trustee Franklin: Congratulations on North Branch Opening. I heard it was great.
2. Trustee Holcomb: It was a fantastic event. It was packed. Staff did a great job.
3. Trustee Burton: The Community Room brought tears to my eyes. The West Branch closing had a good turnout.

II. ACTION CALENDAR

A. West Branch Construction Contract

Director Corbeil provided copies of a revised resolution (Attachment 1), Project Cost Control Report – West Branch (Attachment 2) and Project Cost Control Report – Branch Library Improvement Program (Attachment 3).

From: Library Director

Recommendation: Adopt a resolution to recommend City Council approve execution of a contract and any amendments, extensions, or change orders until completion of the project in accordance with the approved plans and Specifications No. 12-10614-C with West Bay Builders, Inc. for the West Branch Improvement Project in an amount not to exceed \$5,785,000.

Financial Implications: see report.

Contact: Donna Corbeil, Library Director.

Action: M/S/C (Trustee Moore / Trustee Franklin to adopt Resolution # R12-023.
Vote: Ayes: Trustees Burton, Franklin, Holcomb, Moore and Novosel. Noes: None.
Absent: None. Abstentions: None.

III. AGENDA BUILDING

The next meeting will be a Regular Meeting held at 6:30 PM on Wednesday, May 9, 2012 at the North Branch Library, 1125 University Avenue, Berkeley.

IV. ADJOURNMENT

Adjourned at 12:27 p.m.

COMMUNICATIONS: None.

SUPPLEMENTAL COMMUNICATIONS AND REPORTS:

1. Revised resolution for West Branch Construction Contract
2. Project Cost Control Report – West Branch.
3. Project Cost Control Report – Branch Library Improvement Program.



**BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

Consent III, Item B
Attachment 1

RESOLUTION NO.: R12-0__

CONTRACT: WEST BAY BUILDERS, INC.

FOR CONSTRUCTION OF THE WEST BRANCH LIBRARY IMPROVEMENT PROJECT

WHEREAS, in November 2008 City residents voted in favor of Measure FF a Library bond measure not to exceed \$26M to renovate, expand, and make seismic and access improvements at the four branch libraries; and

WHEREAS, the City hired Harley Ellis Devereaux / GreenWorks Studio Architects to design and develop construction documents for improvements to the West Branch Library; and

WHEREAS, the City lacks sufficient staff and resources to complete the construction in-house; and

WHEREAS, a request for bids from contractors to renovate the library were released for bid on March 2, 2012 and Thirteen bids were opened on April 17, 2012; and

WHEREAS, West Bay Builders, Inc. was determined to be the lowest responsive and responsible bidder; and

WHEREAS, funding is available in FY 2012 of \$5,785,000 from the Branch Improvement Program / Measure FF Fund budget code 308-9301-450.65-75 10LB26 through the transfer of project and program contingency funds to construction funding of the West Branch; and

WHEREAS, Pursuant to Berkeley code section 3.04.090(E) 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.

NOW, THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley adopt a resolution to recommend City Council approve execution of a contract and any amendments, extensions, or change orders until completion of the project in accordance with the approved plans and Specifications No. 12-10614-C with West Bay Builders, Inc. for the West Branch Improvement Project in an amount not to exceed \$5,785,000.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a Special Meeting held on April 23, 2012 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



DRAFT WORKSHEET (EXPENSES TO 02/29/12)

PROJECT COST CONTROL REPORT

West Branch Renovation and Expansion		Revised Budget - January 31, 2012	Previous Month's Committed Costs	Current Committed Costs	Expended to Date	Notes - Since 01/01/12
SITE HARD COSTS						
General Contractor						
	Contract / Estimate - Construction	\$ 4,840,000	\$ 4,840,000	\$ 5,435,000	\$ -	2
	Contract / Estimate - Demolition	\$ 60,000	\$ 60,000	\$ 60,000	\$ -	
	Approved Change Order Requests	\$ -	\$ -	\$ -	\$ -	
	Pending Change Order Requests	\$ -	\$ -	\$ -	\$ -	
	Change Order Contingency	\$ 490,000	\$ 490,000	\$ 490,000	\$ -	
Other Project Hard Costs						
	Public Art	\$ 73,500	\$ 73,500	\$ 73,500	\$ 2,910	
	Miscellaneous Purchase Orders	\$ 55,000	\$ 15,000	\$ 15,000	\$ -	
TOTAL SITE HARD COSTS		\$ 5,518,500	\$ 5,478,500	\$ 6,073,500	\$ 2,910	
SITE SOFT COSTS						
	Architectural and Engineering Fees	\$ 716,540	\$ 716,540	\$ 716,540	\$ 452,707	
	Executed ASAs	\$ -	\$ 28,605	\$ 28,605	\$ 23,093	1
	LEED Commissioning	\$ -	\$ -	\$ -	\$ -	
	LEED Fees	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	
	Special Inspections & Testing	\$ 35,000	\$ 35,000	\$ 35,000	\$ -	
	Miscellaneous Consultants	\$ 15,000	\$ 5,000	\$ 5,000	\$ -	
	City Fees (Planning Studies, etc.)	\$ 20,000	\$ 39,933	\$ 39,933	\$ 39,933	
	Building Permit , Inspections	\$ 258,478	\$ 258,478	\$ 258,478	\$ 79,337	
	Environmental Consultants & Studies (CEQA)	\$ 50,000	\$ 65,000	\$ 65,000	\$ 64,521	
	Utility Fees - PG&E	\$ 37,500	\$ 37,500	\$ 37,500	\$ -	
	Utility Fees - AT&T	\$ 12,500	\$ 12,500	\$ 12,500	\$ -	
	Utility Fees - EBMUD	\$ 10,000	\$ 70,000	\$ 70,000	\$ 299	
	Geotechnical Survey & Report	\$ 10,000	\$ 10,000	\$ 10,000	\$ 2,500	
	Survey Fees	\$ 4,000	\$ 4,000	\$ 4,000	\$ 3,028	
	Hazmat Monitoring/Testing Services	\$ 50,000	\$ 25,000	\$ 25,000	\$ 3,681	
	Temporary Storage Costs	\$ 37,500	\$ 37,500	\$ 37,500	\$ -	
	Printing/Plan Reproduction	\$ 20,000	\$ 20,000	\$ 20,000	\$ 368	
	Bid Advertising	\$ 1,500	\$ 1,500	\$ 1,500	\$ -	
	Moving Costs	\$ 16,520	\$ 16,520	\$ 16,520	\$ -	
	Contract Authorized Contingencies	\$ 71,645	\$ 43,040	\$ 43,040	\$ -	
TOTAL SITE SOFT COSTS		\$ 1,371,183	\$ 1,431,116	\$ 1,431,116	\$ 669,466	
TOTAL SITE COSTS		\$ 6,889,683	\$ 6,909,616	\$ 7,504,616	\$ 672,376	
PROJECT CONTINGENCY		\$ 249,772	\$ 229,839	\$ (365,161)	\$ -	
TRANSFER FROM PROGRAM CONTINGENCY				\$ 365,161	\$ -	3
TOTAL SITE BUDGET		\$ 7,139,455	\$ 7,139,455	\$ 7,504,616	\$ 672,376	

Notes - Since 01/01/12

- 1 HED - Executed ASAs #1-4 (as of 01/01/12)
- 2 Budget line item commitment revised to apparent low bid value (04/17/12)
- 3 Portion of Program Contingency transferred to West Project Contingency (04/19/12)



DRAFT WORKSHEET (EXPENSES TO 02/29/12)

PROGRAM COST CONTROL REPORT

BERKELEY PUBLIC LIBRARY Branch Library Improvement Program		Revised Budget - January 31, 2012	Previous Month's Committed Costs	Current Committed Costs	Expended to Date	Notes - Since 01/01/12
NORTH BRANCH						
	Hard Costs	\$ 4,589,000	\$ 4,815,000	\$ 4,815,000	\$ 3,434,475	
	Soft Costs	\$ 1,263,531	\$ 1,142,081	\$ 1,142,081	\$ 960,136	
	Project Contingency	\$ 111,939	\$ 7,389	\$ 7,389	\$ -	
	<i>Branch Total</i>	\$ 5,964,470	\$ 5,964,470	\$ 5,964,470	\$ 4,394,610	
SOUTH BRANCH / TOOL LENDING						
	Hard Costs	\$ 5,044,500	\$ 5,032,500	\$ 5,032,500	\$ 2,910	
	Soft Costs	\$ 1,435,176	\$ 1,492,128	\$ 1,492,128	\$ 843,194	
	Project Contingency	\$ 49,844	\$ 4,892	\$ 4,892	\$ -	
	<i>Branch Total</i>	\$ 6,529,520	\$ 6,529,520	\$ 6,529,520	\$ 846,104	1
WEST BRANCH						
	Hard Costs	\$ 5,518,500	\$ 5,478,500	\$ 6,073,500	\$ 2,910	3
	Soft Costs	\$ 1,371,183	\$ 1,431,116	\$ 1,431,116	\$ 669,466	
	Project Contingency	\$ 249,772	\$ 229,839	\$ -	\$ -	
	<i>Branch Total</i>	\$ 7,139,455	\$ 7,139,455	\$ 7,504,616	\$ 672,376	
CLAREMONT BRANCH						
	Hard Costs	\$ 3,268,500	\$ 3,348,500	\$ 3,348,500	\$ 1,815,181	
	Soft Costs	\$ 1,038,577	\$ 1,043,572	\$ 1,043,572	\$ 857,521	
	Project Contingency	\$ 87,163	\$ 2,168	\$ 2,168	\$ -	
	<i>Branch Total</i>	\$ 4,394,240	\$ 4,394,240	\$ 4,394,240	\$ 2,672,702	
TOTAL SITE COSTS		\$ 24,027,685	\$ 24,027,685	\$ 24,392,846	\$ 8,585,793	
GENERAL PROGRAM SOFT COSTS						
	Programming Consultant	\$ 60,000	\$ 60,000	\$ 60,000	\$ 58,794	
	IT Consultant	\$ 125,000	\$ 125,000	\$ 125,000	\$ 86,739	
	Bond Consultant	\$ 100,000	\$ 100,000	\$ 100,000	\$ 85,838	
	City Consultant	\$ 200,000	\$ 200,000	\$ 200,000	\$ 79,400	
	Construction Management	\$ 996,990	\$ 1,092,990	\$ 1,092,990	\$ 707,209	
	Accessibility Consultant	\$ 1,000	\$ 1,000	\$ 1,000	\$ 250	
	Legal Fees	\$ 100,000	\$ 100,000	\$ 100,000	\$ -	
	Bond Fees	\$ 95,000	\$ 95,000	\$ 95,000	\$ 37,825	
	Public Relations	\$ 30,000	\$ 30,000	\$ 30,000	\$ 18,417	
	Tool Library Rental / Moving	\$ 50,000	\$ 50,000	\$ 50,000	\$ -	
	Contract Authorized Contingencies	\$ 108,962	\$ 12,962	\$ 12,962	\$ -	
	Bookmobile	\$ 120,000	\$ 120,000	\$ -	\$ 96,075	2
TOTAL GENERAL PROGRAM COSTS		\$ 1,986,952	\$ 1,986,952	\$ 1,866,952	\$ 1,170,546	
TOTAL PROGRAM & SITE COSTS		\$ 26,014,637	\$ 26,014,637	\$ 26,259,797	\$ 9,756,338	
PROGRAM CONTINGENCY		\$ 385,363	\$ 385,363	\$ 140,203	\$ -	3
TOTAL PROGRAM BUDGET		\$ 26,400,000	\$ 26,400,000	\$ 26,400,000	\$ 9,756,338	1, *

Notes - Since 01/01/12

- * Total less Bond Fees for comparison to BPL report -> **\$ 9,718,513.40**
- 1 Additional Funding Confirmed by BPL (01/18/12) - \$200,000
- 2 Bookmobile to be funded by BPL (03/14/12)
- 3 Portion of Program Contingency transferred to West Project Contingency (04/19/12)



BERKELEY PUBLIC LIBRARY

CONSENT CALENDAR

May 9, 2012

TO: Board of Library Trustees

FROM: Donna Corbeil, Director of Library Services

SUBJECT: CONTRACT AMENDMENT: ONE WORKPLACE L. FERRARI, LLC

RECOMMENDATION

Adopt a resolution authorizing the Director of Library Services to amend the value of Contract No. 8831 with One Workplace L. Ferrari, LLC for the procurement of furniture and associated delivery, temporary storage, and installation services for the Measure FF renovated Claremont Branch and North Branch libraries by an incremental amount of \$7,000 for a total contract not-to-exceed amount of \$302,620.

FISCAL IMPACT

There will be no negative fiscal impact on the Library. Funds for approved furniture and related services are budgeted in the FY12 adopted and revised budgets of the Foundation FF&E Fund (307) FY 2012 Budget. The fiscal year 2012 budget provisioned for an authorized value not-to-exceed \$295,620, in Fund 307 and Department-Division 9301 (Branch Libraries) using project codes 10LB24 (North) and 10LB27 (Claremont). The purchase of Claremont and North branch furnishings is covered by gift funds received from the Berkeley Public Library Foundation's FF&E Capital Campaign fund (307); of which the requested incremental amount of \$7,000 will be sourced. The Foundation FF&E Fund is a gift supported fund with proceeds derived from the Berkeley Public Library Foundation's \$3.5M Neighborhood Libraries Campaign.

BACKGROUND

One Workplace is providing public and staff furniture related the renovation of the North and Claremont Branch Libraries under Contract No. 8831 for the period from October 17, 2011 through September 30, 2012, at an authorized not-to-exceed cost of \$295,620. At the time of the contract's execution the Library made a best efforts estimation of a not-to-exceed valuation for products and services to be rendered during the contract's duration. Authorization for the contract was granted by the Board of Library Trustees on September 14, 2011 by BOLT Resolution R11-063 in an amount not to exceed \$295,620. Funding was allocated to purchase public and staff space furnishings, including reading tables and chairs, computer carrels, office landscape furniture and lounge type chairs for the public spaces.

The Branch Improvement Program, Measure FF is the funding source for improvements to the branch libraries, including project management, design and construction. The respective design teams, Gould Evans / Baum Thornley for the Claremont Branch and Architectural Resources Group with Tom Eliot Fisch for the North Branch have interior design services as part of their contract for services. Each location has unique needs, regarding office landscape furniture layout and the design of public areas. At



North Branch, the additional new furnishings such as comfortable lounge-style chairs for the fireplace areas and new teen friendly tables and chairs for that unique space are needed to complete the design and fulfill the project's intent. The Claremont Branch furnishings have been selected to complement the historic adult reading room and the children's area furnishings are playful, durable and appropriate for the age level in size and functionality. The furnishings component of the projects is essential to their efficient and effective operations upon re-opening and ensures that the new designs are maximized for comfort, flexibility and sustainability while creating welcoming places.

CURRENT SITUATION AND ITS EFFECTS

Contract No. 8831 with One Workplace L. Ferrari, LLC extends from October 17, 2011 through September 30, 2012, at an authorized not-to-exceed amount of \$295,620. No change in the contract's terms is requested at this time. However, in order to fully realize the intended interior design of each project an amended contract value to \$302,620 is needed for additional furnishings and services.

Otherwise, much of the furniture for North and Claremont has been delivered and installed. It was while siting the new furnishings in the branches that it became apparent that several changes and additions were desirable, such as additional lighting for tables and more seating to fulfill the program as designed and articulated. It is these latter selected items for which additional costs will be incurred.

To arrange for installation in a time frame that will coincide with the scheduled completion of construction of the Claremont and North branch libraries it is imperative that this furniture be ordered immediately.

RATIONALE FOR RECOMMENDATION

One Workplace was selected through a competitive RFP process and they will be able to complete the required order most efficiently and with the products that will best match those already in place.

ALTERNATIVE ACTIONS CONSIDERED

No alternative actions were considered.

Attachments:

1. Resolution



**BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

RESOLUTION NO.: R12-xxx

CONTRACT NO. 8831 AMENDMENT: ONE WORKPLACE L. FERRARI, LLC FOR THE PROCUREMENT OF FURNITURE AND ASSOCIATED DELIVERY, TEMPORARY STORAGE, AND INSTALLATION SERVICES FOR THE MEASURE FF RENOVATED CLAREMONT BRANCH AND NORTH BRANCH LIBRARIES

WHEREAS, ON SEPTEMBER 14., 2011 by BOLT Resolution R11-063 the Board of Library Trustees authorized the Director of Library services to execute a contract and any amendments with One workplace L. Ferrari LLC to provide furniture and associated delivery and installation services at the North Branch and Claremont branch libraries for an amount not to exceed \$295,620 for the period from October 17, 2011 through September 30, 2012; and

WHEREAS, at the time of contract execution the Library made a best efforts estimation of a not-to-exceed valuation for products and services to be rendered during the contract's duration; and

WHEREAS, One Workplace has successfully fulfilled its vendor obligations to provide furniture as contracted; and

WHEREAS, the Library has identified additional furnishing critical to completing the furnishings of the two locations; and

WHEREAS, the Claremont Branch is in the construction phase and completion is imminent and the North Branch reopened on April 7, 2012; and

WHEREAS, the Library Foundation has undertaken a campaign to fund furnishings and equipment critical to the completion of the branch improvement projects; and

WHEREAS, to complete the necessary purchasing requirements and ordering of customized furniture and the installation time required for fulfillment of the building program for each branch a contract amendment is needed.

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to authorize the Director of Library Services to execute an amendment to Contract No. 8831 for a revised contract amount not to exceed \$302,620 for the purchase of additional furnishings and equipment for the North and Claremont branch libraries.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on May 9, 2012 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Winston Burton, Chairperson

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



BERKELEY PUBLIC LIBRARY

Consent CALENDAR

May 9, 2012

TO: Board of Library Trustees

FROM: Alicia Abramson, Library Systems Manager

SUBJECT: AMEND CONTRACT NO. 8193 WITH INNOVATIVE INTERFACES, INC. FOR HARDWARE AND SOFTWARE MAINTENANCE SERVICES

RECOMMENDATION

Adopt a resolution authorizing the Director of Library Services to amend the existing agreement expiring June 30, 2012 with Innovative Interfaces, Inc. for the provision of hardware and software maintenance services for the Library's circulation system to extend between the period commencing July 1, 2012 and ending June 30, 2013 at a value of \$125,000, for a total contract amount not to exceed \$550,000 for fiscal year 2013.

FISCAL IMPACT

The total cost of the annual contract is \$125,000. This expenditure is included in the Biennial Budget for fiscal years 2012 and 2013.

BACKGROUND

Innovative Interfaces, Inc. (III) is the sole source provider for maintenance services on the Millennium circulation software. A new agreement must be signed each fiscal year. The Berkeley Public Library uses INNOPAC as its online public catalog, as well as the circulation, acquisition, serials and cataloging modules that support patrons' access to the Library's collections. The Library also utilizes the INN-Reach (LINK+) module to expand access to collections beyond those owned by the Berkeley Public Library.

CURRENT SITUATION AND ITS EFFECTS

The current relationship between Innovative Interfaces Inc. and the Berkeley Public Library began on July 1, 2008. Since that time the Library's operations in regards to circulation and database management, patron records and payments, and materials inventory have benefited from the efficiencies and ongoing system enhancements provided by Innovative. The FY 2012 agreement with Innovative was established with a not-to-exceed ("NTE") amount of \$195,000, preceded by an additional \$150,000 authorized in FY 2011. The fee for FY 2013 includes the annual maintenance fee for all of the other system components the Library has purchased in the past; and consequently, the agreement requires an amendment with an NTE of \$550,000. Failure to continue the maintenance agreement for the system would result in operational difficulties and have a negative impact on patrons utilizing Library services.



FUTURE ACTION

No further action is required.

Attachments:

1. Resolution



**BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

Attachment 1

RESOLUTION NO.: R12-xxx

AUTHORIZE THE DIRECTOR OF LIBRARY SERVICES TO AMEND THE EXISTING AGREEMENT WITH INNOVATIVE INTERFACES, INC. FOR THE PROVISION OF HARDWARE AND SOFTWARE MAINTENANCE SERVICES FOR THE LIBRARY'S CIRCULATION SYSTEM FOR THE PERIOD JULY 1, 2011 THROUGH JUNE 30, 2012 AT A VALUE OF \$195,000, FOR A TOTAL CONTRACT AMOUNT NOT TO EXCEED \$425,000 FOR FISCAL YEAR 2013.

WHEREAS, Innovative Interfaces, Inc. is the sole source provider for maintenance services on the Millennium circulation software; and

WHEREAS, each fiscal year the Berkeley Public Library enters into an agreement with Innovative Interfaces for maintenance services; and

WHEREAS, the Board adopted on September 9, 2009 by resolution R09-85 authorizing the Director of Library Services to enter into an agreement with Innovative Interfaces, Inc. for the provision of hardware and software maintenance services for the library's circulation system for the period July 1, 2009 through June 30, 2010 in a total amount not to exceed \$150,000; and

WHEREAS, the Board adopted on July 14, 2010 by resolution R10-60 authorizing the Director of Library Services to amend said agreement to increase the contract amount by \$150,000 in a total amount not to exceed \$300,000; and

WHEREAS, the Board adopted on May 11, 2011 by resolution R11-037 authorizing the Director of Library Services to amend said agreement to increase the contract amount by \$195,000 in a total amount not to exceed \$425,000; and

WHEREAS, expiration of agreement will result in the termination of support for the hardware and software supporting the Library's circulation system; and

WHEREAS, the expense of \$125,000 for the annual maintenance agreement, system additions and other services is provided for in the FY 2012/2013 Biennial Budget presented to the Board on May 11, 2011.

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to authorize the Director of Library Services to amend the existing agreement with Innovative Interfaces, Inc. for the provision of hardware and software maintenance services for the library's circulation system for the period July 1, 2012 through June 30, 2013 in a not to exceed amount of \$125,000, for a total contract amount not to exceed \$550,000 for fiscal years 2012 and 2013.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on May 9, 2012 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Winston Burton, Chairperson

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



BERKELEY PUBLIC LIBRARY

INFORMATION CALENDAR

May 9, 2012

TO: Board of Library Trustees

FROM: Donna Corbeil, Director of Library Services

SUBJECT: MAY 2012 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
- Meeting with City's Planning Department and architects as needed
- Meetings with branch project contractors / construction meetings as needed

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

West

Construction

The Board approved a resolution to recommend the award of a contract to West Bay Builders Inc. for general construction services at a special meeting on Monday, April 23, 2012. The City Council will consider the recommendation on the Consent Calendar of the Regular Meeting of May 15, 2012.

Operations

The branch is scheduled to close for construction at the close of business on May 5, 2012. Alternative services will include the Branch Van and a local story time sessions, with the Literacy program moving temporarily to the Central Library and continuing their established outreach activities.

South/ Tool Library

Construction

The general contractor Gonsalves and Stronck Construction has begun work; following the removal of hazardous materials, executing the demolition of the branch. Regular weekly updates are being posted on the library's website for the public.

Schedule:

Construction Start Date: April 2, 2012

Contract Substantial Completion Date: March 2, 2013 (335 days)

Contract Final Completion Date: April 1, 2013 (365 days)

Operations

The Branch Van ended service to the North Branch community on Saturday, March 24, 2012 and began service to the South Branch community on Monday, March 26, 2012 at the MLK YAP Center.

The Tool Library re-opened at the alternate location on Tuesday, March 20, 2012 in the leased space at 2525 8th Street @ Dwight Way, Berkeley. They will operate the same hours as previously at this alternate location until the scheduled move-in to the new facility.

North

Construction

The design team has supplied the contractor with a punch list which is under review for completion in the next few weeks as part of project closeout. The LEED certification may take several months.

Operations

The Library re-opened on Saturday, April 7, 2012 with a program including music, refreshments, speakers and a ribbon cutting. The doors were opened for service at 2 to 5 pm with regular hours resuming on Monday, April 9, 2012.

The renovation and expansion has been well received by the community. Staff is in the process of settling in and getting use to the new systems.

Claremont



The branch is currently under construction, with substantial completion in mid-April. The Library is on schedule to re-open on Saturday, May 5, 2012 with a program including music, refreshments, speakers and a ribbon cutting. Publicity on these activities and operations was released. Staff has returned to the building and is completing preparations for reopening.

OTHER

none.

ATTACHMENTS: None



BERKELEY PUBLIC LIBRARY

INFORMATION CALENDAR

May 9, 2012

TO: Board of Library Trustees

FROM: Donna Corbeil, Director of Library Services

SUBJECT: MAY 2012 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

Upcoming conferences:

The American Library Association has announced the dates for the 2012 ALA Annual Conference in Anaheim, Calif., June 21-26 to continue important conversations about the transformation of libraries, e-content and other key topics.

One staff member attended the annual technical conference held by Innovative Interfaces (Attachment A).

Events:

On April 3, 2012 the Director attended the "New Downtown Berkeley launch Event" and the Downtown Berkeley Association Annual Meeting held at the Shattuck Hotel.

On April 12, 2012 the Director attended the LINK+ Executive Committee meeting and the Spring 2012 Director's meeting, held in Emeryville at the Innovative Interfaces corporate headquarters.

PROGRAMS, SERVICES AND COLLECTIONS

Library Card Design Contest

The theme for the contest is, "Berkeley!" Patrons will submit photos or artwork of images that epitomize Berkeley to them. The contest will be announced to the public on March 26th, and submissions were accepted through April. Submissions will be judged for quality and effective representation of the theme, a panel of teens helped us narrow the field and then the community was



asked to vote online. The winner was determined through a community vote. We will introduce four new cards in total, one of which will be decided by the contest. The current card designs will be retired when we run out of them.

Summer Reading 2012

Dream Big, READ! is this year's summer reading theme. Children can sign up starting on the last day of school for BUSD, Friday, June 15. The Summer Reading Program runs through Saturday, August 11. Children's Librarians will visit kindergarten through seventh grade classes at all BUSD schools to promote reading for fun during the summer and to booktalk exciting new fiction and non-fiction titles. Children that complete the summer reading program by reading 10 books, 1,000 pages, or reading for 10 hours, get to choose from a variety of prizes. Our Student Friends program allows students entering grades 6-8 to volunteer in the library for 5 hours during the summer. Our Student Friends often return for multiple years and have gone on to become teen volunteers and Teen Student Workers. A small selection of events planned for this summer include the last of the three popular Science Festivals presented by Lawrence Hall of Science, a musician from Zimbabwe performing the mbira, Batopia: where kids learn about and get to meet bats in person, the BPL Kids Olympics, an interactive puppet show based on the children's classic *Goodnight Moon*, and other music, magic, comedy and craft programs.

Annual Quilt Show

The Library proudly presents the 31st Annual Quilt Show. Quilts will be on display at the Central Library, 2090 Kittredge (at Shattuck) from May 1 – May 27, in the 1st floor gallery, second floor display cases and the Historic Lobby. For the past three years, our show has focused on miniature quilts. This year, we include 19 larger quilts in addition to the smaller quilts. Accompanying the quilts is a display of antique miniature sewing machines from the collection of Eloine Ralph, donated by her sister Gwen Ralph. Visitors can take the self-guided tour, using a catalog describing each entry. As part of the Quilt Show, the library welcomes the Textile Mavens for a program on community quilts. Join us for Quilting by Committee, on Tuesday, May 8, from 6-7 p.m. in the third floor Community Meeting Room. This workshop and forum on community quilts features quilters Fern Royce and Catherine Durand (www.textilemavens.com). With more than a dozen community quilts under their belts, they will share their lessons learned and success stories. Learn how to best use group efforts to create quilts for a community, by a community.

FACILITIES/ OPERATIONS & PERSONNEL

Central Carpet Replacement

The Central library's community meeting room carpet will be replaced at the end of May. The room will be closed for several days for this work to occur. The space has been heavily used by the public and staff since the Central library re-opened ten years ago.

Central Restroom Repair

Workers from Belfor Property Restoration have completed work, repairing the damage done by the arson/sprinkler flood which happened on March 17 at the Central Library. They were able to contain all of the most disruptive activity in public areas to periods when the Central Library is closed, arriving at 7 AM on most days and working in enclosed areas like the restroom after opening. The scope of work includes repairs to the wall in the 2nd floor men's room, the baseboards and walls in the office behind the Reference Desk and in the photocopier alcove, wood damage on the bottoms of the 1st floor shelving units, and damage in the office behind the Cards/Accounts Desk in the 1st floor. Expenses



related to the repair will be claimed via the city's insurance carrier. The investigation into the circumstances of the incident is part of an ongoing investigation by the Berkeley police Department.

Expenses:

Belfor	\$10,469.85
Servpro	\$1,980.59
Security Engineers	\$1,200.00
Universal Building Services	\$158.50
Staff time	<u>\$1,323.46</u>
Total	\$15,131.90

The city's insurance carrier will cover \$5,131.90 and the balance (deductible) will come from 65-70 building account.

Attachments:

- 1) IUG Report

IUG 2012 took place at the Sheraton Hotel and Towers in Chicago, Illinois April 15 – 18. 2012 marked the 20th anniversary of IUG. The first IUG was held in Oakland in 1992 and had an attendance of 200. This year over 1100 people attended. The opening session included speeches from past IUG Chairs, a video documenting 20 years of IUG and a preview of things to come from Innovative.

The major focus of this year's IUG was the new Sierra ILS platform which will eventually replace Millennium. Sierra is a web based platform which will allow for better reporting and easier enhancements. Some of the other features of Sierra will be the ability to utilize mobile devices to provide circulation and catalog functions on the go utilizing the cloud. Because it is web based transactions will be real time. This would be particularly helpful in situations when the main system went down but mobile devices running on batteries were available to perform check-out, check-in and catalog searches. Sierra will also allow for a "Netflix" like ability to place holds and the ability to deal with series holds will be improved. Additionally, improvements in ordering, cataloging and Encore will take place in Sierra. Sierra will include all of the forthcoming Millennium enhancements as well as new features developed only for Sierra. Sierra is scheduled for beta testing in Fall 2012 with roll-out scheduled for 1st or 2nd quarter 2013.

Despite the development of Sierra, much attention continues to be paid to the Millennium ILS platform. The upcoming release 2012 will include several enhancements including the ability to move holds that were mistakenly placed as item level to bib level without having to go through the several steps it currently takes to complete this process. Patrons are automatically placed at the top of the queue and can be modified lower in the queue if necessary. In the notices function, libraries will have the ability to send Courtesy Notices to patrons whose cards are expiring or holds are set to come off the hold shelf. There will also be the ability to place explanation notes in records that are changed. Other changes and enhancements come in the areas of acquisitions, cataloging, serials, and print templates.

Additionally, I attended the following sessions and forums:

Taskforce Inventory: Using Circa Wireless Inventory at the James E. Walker Library

Circulation A – Z Forum

From Good to Great: Using Millennium to Improve Circulation Services and Workflow

Circulation Everywhere: Circa and Expresslane Update

Floating Collection Forum

Patron Empowerment: Making Good Service Efficient

Public Library Forum

Millennium Development Update

Mobile Strategy for Libraries: What's New with Encore and AirPAC

Overall, the sessions and forums were informative and gave insight about what other libraries are doing and how they utilize the Innovative products to make their circulation process more efficient. It was also good to hear what other public libraries are doing and compare what they are doing to what we are doing here at BPL. I definitely found out that we are not alone when it comes to holds / reserves being a popular service. One of the key things that I felt was missing from this year's conference was a session or forum on holds. This seems to be a hot area and many libraries face the same issues we do with regards to holds. Fortunately there are some enhancements coming that may help such as the hold pick-up courtesy notice and the ability to reprint hold lists a 2nd and even 3rd time after they have already been run. I would have also liked to have seen a forum or session on RFID and Millennium. As more libraries adopt RFID technology, it would be interesting to hear from other libraries and have discussions about the issues facing libraries using RFID and how these issues relate with Millennium. These will be suggestions that I make when completing the online conference evaluation form.

Next year's IUG will take place at the San Francisco Hilton in Union Square April 24 – 26 2013.

Russell Keys

Supervising Library Assistant

General Services - Circulation