



# BERKELEY PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES

REGULAR MEETING  
JUNE 13, 2012

AGENDA  
6:30 PM

**Please Note:  
New 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. CONSENT CALENDAR

*The Board will consider removal and addition of items to the Consent Calendar prior to voting on the Consent Calendar. All items remaining on the Consent Calendar will be approved in one motion.*

- A. **[Approve minutes of May 9, 2012 Regular Meeting](#)**  
Recommendation: Approve the minutes of the May 9, 2012 regular meeting of the Board of Library Trustees.
- B. **[Contract No. 8061 Amendment: Field Paoli Architects](#)**  
Recommendation: Adopt a resolution recommending to the City Council that the City Manager be authorized to amend Contract No. 8061 with Field Paoli Architects to provide additional services on the South Branch Improvement Project in an amount of \$30,000 for a total revised contact not-to-exceed amount to \$893,500.
- C. **[Contract No. 7561 Amendment: Kitchell CEM, Inc.](#)**  
Recommendation: Adopt a resolution recommending City Council amend the existing Contract No. 7961 with Kitchell CEM, Inc. by increasing expenditure authority in the amount of \$175,000 for a revised total contract amount not to exceed \$1,373,580 for the provision of construction / project management services and LEED commissioning agent services for the branch library bond program.
- D. **[Acceptance of gift funds from the Berkeley Public Library Foundation in the amount of \\$100,000](#)**  
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.
- E. **[Contract No. 8158 Amendment: Gould Evans / Baum Thornley Architects](#)**  
Recommendation: Adopt a resolution recommending to the City Council that the City Manager be authorized to amend Contract No. 8158 with Gould Evans / Baum Thornley architects to provide additional services on the Claremont Branch Improvement Project in an amount of \$15,000 for a total revised contract not-to-exceed amount to \$637,132.
- F. **[Contract No. 8169 Amendment: Universal Protective Services](#)**  
Recommendation: Adopt a resolution authorizing the Director of Library Services to amend Contract No. 8169 with Universal Protection Service for the provision of security services at the Central Library to include two single period options up to June 30, 2014 in a total amount not to exceed \$650,000.
- G. **[Correct Resolution No. 12-023 West Bay Builders Inc. Inc. for Construction of the West Branch Library](#)**  
Recommendation: Adopt a Resolution accepting the corrected resolution indicating a contract total amount not to exceed \$5,985,000.
- H. **[FY 2013 Library Tax Rate](#)**  
Recommendation: Adopt a resolution to recommend that the Berkeley City Council set the FY 2013 tax rate for the Library Services Tax at \$0.1718 (17.18 cents) per square foot for dwelling units and \$0.2597

(28.97 cents) per square foot for industrial, commercial, and institutional buildings, based on the per capita personal income growth factor of 3.77% for the state of California.

**III. ACTION CALENDAR REPORTS**

**A. Library Work Plan for FY 13**

Recommendation: Adopt a resolution to approve the Library’s work plan for FY 2013.

**B. Library Biennial Budget FY 2013**

Recommendation: Adopt a resolution to approve the biennial revenue budget for FY 2013 of \$16,923,765 and the proposed biennial expenditure budget for FY 2013 of \$19,207,900 as presented, and accept with great appreciation the FY 2013 grant award from the Friends of the Berkeley Public Library in the amount of \$88,327.

**C. Branch Bond Program, FY 2013 Measure FF Fund (308) Budget**

Recommendation: Adopt a resolution approving the Proposed FY 2013 Branch Library Improvement Program Budget, Measure FF and revised master schedule as presented.

**IV. INFORMATION REPORTS**

**A. June 2012 Monthly Report from Library Director**

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

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

**V. AGENDA BUILDING**

The next meeting will be a Regular Meeting held at 6:30 PM on Wednesday, July 11, 2012 at the **North Branch Library, 1170 The Alameda, Berkeley.**

**VI. ADJOURNMENT**

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



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

**Please refrain from wearing scented products to public programs.**

I hereby certify that the agenda for this regular meeting of the Board of Library Trustees of the City of Berkeley was posted in the display cases located at 2134 Martin Luther King, Jr. Way and in front of the Central Public Library at 2090 Kittredge Street, as well as on the Berkeley Public Library’s website on June 6, 2012.

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

For further information, please call (510) 981-6195.

### COMMUNICATIONS

Communications to Berkeley boards, commissions or committees are public record and will become part of the City's electronic records, which are accessible through the City's website. **Please note: e-mail addresses, names, addresses, and other contact information are not required, but if included in any communication to a City board, commission or committee, will become part of the public record.** If you do not want your e-mail address or any other contact information to be made public, you may deliver communications via U.S. Postal Service or in person to the secretary of the relevant board, commission or committee. If you do not want your contact information included in the public record, please do not include that information in your communication. Please contact the secretary to the relevant board, commission or committee for further information.

1. Hilda Steckel – lack of an art magazine at North Branch
2. Jesse Lane – Community Meeting Room at Central



**MINUTES**  
**BERKELEY PUBLIC LIBRARY**  
**BOARD OF LIBRARY TRUSTEES REGULAR MEETING**  
**Wednesday, May 9, 2012, 6:30 P.M.**

NORTH BRANCH LIBRARY – 1170 THE ALAMEDA

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](http://www.berkeleypubliclibrary.org/about_the_library/bolt/bolt.php)*

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

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

Absent: Trustee Moore.

Also Present: Donna Corbeil, Director of Library Services; Douglas Smith, Deputy Director; Jenifer Shurson, HR Analyst; Gisela Gonzalez, Accounting Office Specialist Supervisor; 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 – We had a great celebration on Saturday for Claremont. I was really impressed with the lighting and materials. Congratulations. It was fun to see. What a great addition.
2. Trustee Franklin – I thought it was moving, I thought it was just beautiful. Exciting and Beautiful Day. Just to see the culminations of a team effort, I felt lucky to be just a small part of it.
3. Trustee Holcomb – It was a great time and great turnout. Fabulous library.
4. Trustee Burton – Sorry I missed the beginning. I really enjoyed what I saw.

**II. PRESENTATION**

**A. Kitchell CEM Quarterly Update** – Steve Dewan provided an update on the Branch Improvement Project (Attachment #1)

Trustee Burton reported Delfina Geiken will be reviewing the Community Workforce Agreement at the May 15 City Council Meeting

**B. Preparation of Biennial Library Budget FY13** – Director Corbeil reviewed the report.

Trustee Holcomb – The \$500,000 reserve is for emergency or disasters, what about reserves for anticipated facilities replacement? *Director Corbeil – We did increase the budget for that, we’re proposing increasing building improvement renovations to \$200,000.*

Trustee Holcomb – That would include things like replacing solar panels, boilers or roofs? All those things should have a schedule of replacement. *Director Corbeil - We are going to work on that. Dennis Dang is talking about that with maintenance staff, that is on their list of things to do in the coming year. The Central Library renovation was ten years ago, so it’s a time when things are starting to need replacement. This Building Improvement/Renovation amount of \$200,000 will help us with the things at Central.*

Trustee Franklin – What will happen to the *BranchVan* when the Branch Library Improvement Project is completed? *Director Corbeil – We’ll need to discuss and decide at a later meeting. The staff who operate the BranchVan will go back to work at their Branches.*

Trustee Novosel – If we set aside a reserve of \$500,000, where would the money be kept? *Director Corbeil – It would be a line item in the City of Berkeley’s Library Tax budget. The money is dedicated for library use.*

Director Corbeil – We’ll bring the tax rate, FY13, Bond Money and update on FF&E money from the Foundation to the June 13, 2012 BOLT meeting.

Trustee Novosel – How many employees are part time? *Jenifer Shurson – 15 hours employees aren’t reflected in career staff headcount shown in Attachment 10. That takes our head count up to around 158.*

### III. CONSENT CALENDAR

Action: M/S/C (Trustee Franklin / Trustee Holcomb to adopt Resolution# R12-024 to adopt the Consent Calendar as presented.

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

#### A. Approve minutes of April 4, 2012 Regular Meeting

From: Director of Library Services

Recommendation: Approve the minutes of the April 4, 2012 regular meeting of the Board of Library Trustees.

Financial Implications: None.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution# R12-025 to approve minutes as presented.

#### B. Approve minutes of April 23, 2012 Special Meeting

From: Director of Library Services

Recommendation: Approve the minutes of the April 23, 2012 special meeting of the Board of Library Trustees.

Financial Implications: None.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution# R12-026 to approve minutes as presented.

#### C. Contract Amendment: One Workplace L. Ferrari, LLC

From: Director of Library Services

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.

Financial Implications: see report.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution# R12-027.

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

From: Information Systems Manager

Recommendation: Adopt a resolution to authorize the Director of Library Services to renew the existing agreement with Innovative Interfaces, Inc. for the provision of hardware and software maintenance services for the Library's circulation system for the period of July 1, 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.

Financial Implications: None.

Contact: Alicia Abramson, Information Systems Manager

Action: Adopted Resolution# R12-028.

**IV. INFORMATION REPORTS**

**A. Update on the Branch Bond Program**

From: Director of Library Services

Contact: Donna Corbeil, Library Director

Action: Received.

**B. May 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.

**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.

- Biennial Budget

**VI. ADJOURNMENT**

Adjourned at 7:15 p.m.

**COMMUNICATIONS:** None.

**SUPPLEMENTAL COMMUNICATIONS AND REPORTS:** None.





**Agenda**

BOLT Progress Report  
Branch Library Improvement Project

- **General Program Update**
  - Progress Since 01/11/12
    - Permitting Milestones
    - Bidding Milestones
    - Construction Milestones
- **Schedule Update**
- **Budget & Cost Control Update**

**General Program Update – Progress Since 01/11/12**

BOLT Progress Report  
Branch Library Improvement Project

• **PERMITTING MILESTONES**

• **SOUTH:**

- Demolition and Building Permits picked up by Gonsalves & Stronck
- Work started

• **WEST:**

- Revised application submitted for **Building Permit** on May 4, 2012
- Plan Check comment anticipated by May 23, 2012



May 9, 2012

**General Program Update – Progress Since 01/11/12**

BOLT Progress Report  
Branch Library Improvement Project

• **BIDDING MILESTONES**

• **SOUTH:**

- Bid Opening January 17, 2012
- Bid Protest against first low bidder Cal-Pacific Construction
- Project awarded to Gonsalves & Stronck at February 28, 2012 City Council Meeting

• **WEST:**

- Bid Opening April 17, 2012
- Project scheduled to be awarded to West Bay Builders at May 15, 2012 City Council Meeting
- Construction scheduled to begin June 4, 2012



May 9, 2012

**General Program Update – Progress Since 01/11/12**

BOLT Progress Report  
Branch Library Improvement Project

• **CLAREMONT CONSTRUCTION - MILESTONES**

- Construction Start: April 25, 2011
- Contractual Substantial Completion: November 25, 2011
- Contractual Final Completion: December 26, 2011
  
- **Actual** Substantial Completion: April 25, 2012
- **Actual** Final Completion: To be determined



May 9, 2012

**General Program Update – Progress Since 01/11/12**

BOLT Progress Report  
Branch Library Improvement Project

• **CLAREMONT SUMMARY**

- Branch opened May 5, 2012
- Current Change Order Value: \$98,495
- 3.3% of Contract Value
- Final Change Order Value to be determined



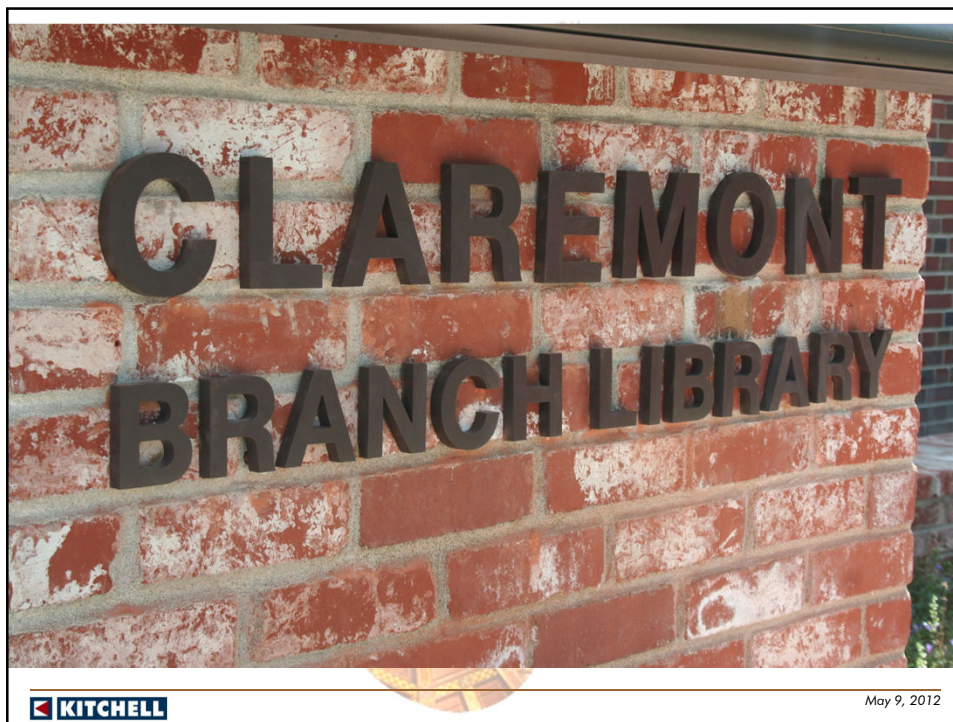
May 9, 2012











**General Program Update – Progress Since 01/11/12**

BOLT Progress Report  
Branch Library Improvement Project

• **NORTH CONSTRUCTION - MILESTONES**

- Construction Start: May 16, 2011
- Contractual Substantial Completion: February 15, 2012
- Contractual Final Completion: March 17, 2012
- **Actual** Substantial Completion: February 24, 2012
- **Actual** Final Completion: May 4, 2012



May 9, 2012



**General Program Update – Progress Since 01/11/12**

BOLT Progress Report  
Branch Library Improvement Project

• **NORTH SUMMARY**

- Branch opened April 7, 2012
- Current Change Order Value: \$130,763
- 3.0% of Contract Value
- Final Change Order Value to be determined



May 9, 2012

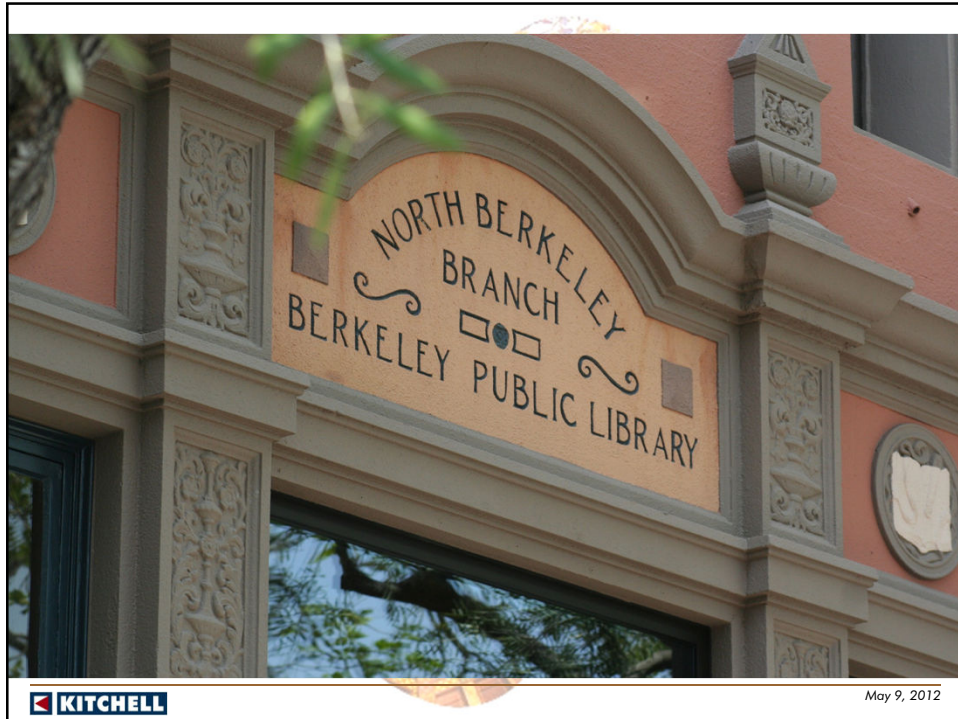


May 9, 2012









**General Program Update – Progress Since 01/11/12** BOLT Progress Report  
Branch Library Improvement Project

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- **SOUTH CONSTRUCTION - MILESTONES**
  - Construction Start: April 2, 2012
  - Contractual Substantial Completion: March 1, 2013
  - Contractual Final Completion: April 2, 2013
  
- As of May 9, 2012:
  - Contract Duration: 10% complete
  - Current Billing: 0%

**KITCHELL** May 9, 2012

**General Program Update – Progress Since 01/11/12**

BOLT Progress Report  
Branch Library Improvement Project

• **SOUTH CONSTRUCTION ACTIVITIES**

- Demolition & hazardous materials abatement complete
- Grading to subgrade ongoing
- Hauling extra soil starting tomorrow
- Work starting soon:
  - Retaining Walls
  - Footings
  - Underslab & site utilities



May 9, 2012



**South Branch  
Improvement Project**



**WEEKLY CONSTRUCTION UPDATE**

Work scheduled to be performed the week of May 7, 2012:

- Site grading, Hauling

Work scheduled to be performed the week of May 14, 2012:

- Site grading (continued)
- Excavation for retaining wall footings
- Utilities



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

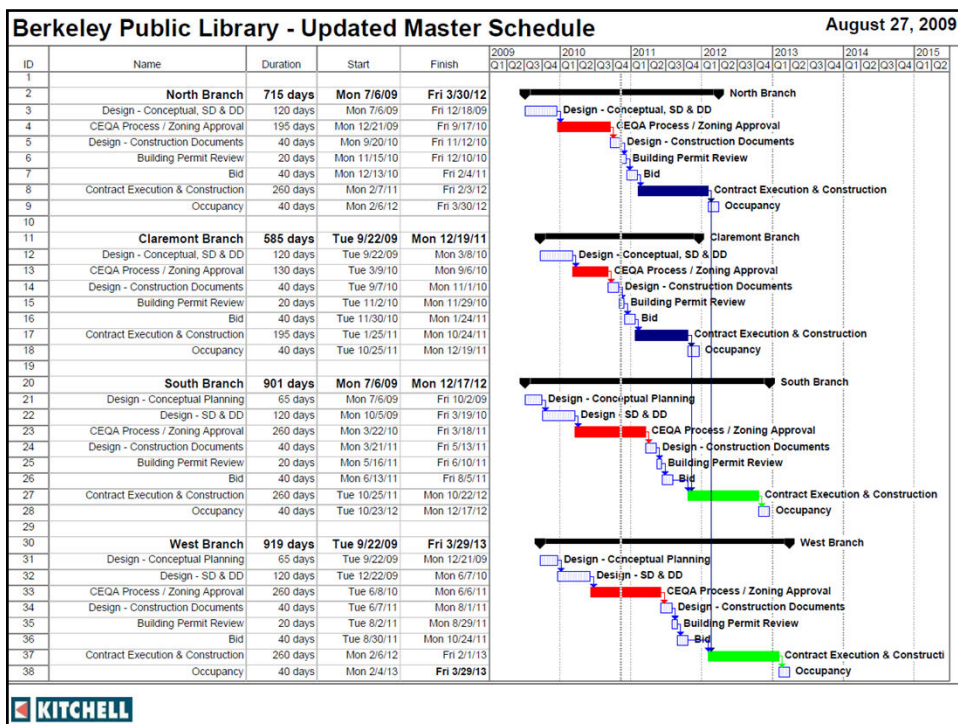












**Schedule Update** BOLT Progress Report  
Branch Library Improvement Project

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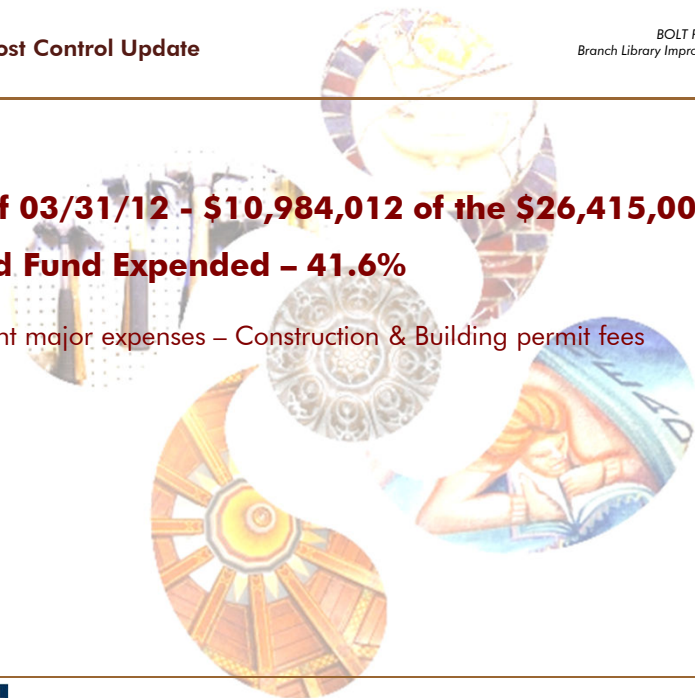
- **Impacted Master Schedule**
  - Program Completion date will be delayed until June/July 2013
  - Delays to completion of Claremont and start of West not reflected
  - Delays to Update pending
- **Unanticipated delays experienced to date:**
  - Bid protest for Claremont project
  - Re-bid of North project
  - Extended EIR process & lawsuit, Suspension of design activities
  - Delays on Claremont project
  - **Delays to completion of West design**

**KITCHELL** May 9, 2012

**Budget & Cost Control Update** BOLT Progress Report  
Branch Library Improvement Project

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- **As of 03/31/12 - \$10,984,012 of the \$26,415,000 Bond Fund Expended – 41.6%**
- Current major expenses – Construction & Building permit fees



**KITCHELL** May 9, 2012

**KITCHELL**

**PROGRAM COST CONTROL REPORT**

| BERKELEY PUBLIC LIBRARY<br>Branch Library Improvement Program | Revised Budget -<br>April 26, 2012 | Current Committed<br>Costs | Expended to Date     |
|---|------------------------------------|----------------------------|----------------------|
| <b>NORTH BRANCH</b>   |                                    |                            |                      |
| <i>Branch Total</i>   | \$ 5,979,470                       | \$ 5,979,470               | \$ 4,962,282         |
| <b>SOUTH BRANCH / TOOL LENDING</b>                            |                                    |                            |                      |
| <i>Branch Total</i>   | \$ 6,529,520                       | \$ 6,529,520               | \$ 863,736           |
| <b>WEST BRANCH</b>  |                                    |                            |                      |
| <i>Branch Total</i>   | \$ 7,514,455                       | \$ 7,514,455               | \$ 738,299           |
| <b>CLAREMONT BRANCH</b>                                       |                                    |                            |                      |
| <i>Branch Total</i>   | \$ 4,394,240                       | \$ 4,394,240               | \$ 3,310,430         |
| <b>TOTAL SITE COSTS</b>                                       | <b>\$ 24,417,685</b>               | <b>\$ 24,417,685</b>       | <b>\$ 9,874,747</b>  |
| <b>GENERAL PROGRAM SOFT COSTS</b>                             |                                    |                            |                      |
| Consultants   | \$ 486,000                         | \$ 486,000                 | \$ 325,865           |
| Construction Management                                       | \$ 996,990                         | \$ 1,092,990               | \$ 727,227           |
| Fees & Miscellaneous  | \$ 383,962                         | \$ 287,962                 | \$ 56,173            |
| <b>TOTAL GENERAL PROGRAM COSTS</b>                            | <b>\$ 1,866,952</b>                | <b>\$ 1,866,952</b>        | <b>\$ 1,109,265</b>  |
| <b>TOTAL PROGRAM &amp; SITE COSTS</b>                         | <b>\$ 26,284,637</b>               | <b>\$ 26,284,637</b>       | <b>\$ 10,984,012</b> |
| <b>PROGRAM CONTINGENCY</b>                                    | <b>\$ 130,363</b>                  | <b>\$ 130,363</b>          | <b>\$ -</b>          |
| <b>TOTAL PROGRAM BUDGET</b>                                   | <b>\$ 26,415,000</b>               | <b>\$ 26,415,000</b>       | <b>\$ 10,984,012</b> |

**QUESTIONS?**

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BOLT Progress Report  
Branch Library Improvement Project



May 9, 2012





## BERKELEY PUBLIC LIBRARY

### CONSENT CALENDAR

June 13, 2012

**To:** Board of Library Trustees  
**From:** Donna Corbeil, Director of Library Services  
**Subject:** CONTRACT NO. 8061 AMENDMENT: FIELD PAOLI ARCHITECTS

#### RECOMMENDATION

Adopt a resolution recommending to the City Council that the City Manager be authorized to amend Contract No. 8061 with Field Paoli Architects to provide additional services on the South Branch Improvement Project in an amount of \$30,000 for a total revised contract not-to-exceed amount to \$893,500.

#### FISCAL IMPACT

Funding for this amendment is to be provided by the Measure FF Fund (308). No negative impact on other funds or the bond fund is anticipated.

The CMS number for this amendment request is VHZ4S.

#### BACKGROUND

On May 20, 2009 the board by resolution R09-41 approved a recommendation to the City Council to approve a contract with Field Paoli. On June 23, 2009 the City Council under Resolution No. 64,513-N.S. authorized the City Manager to execute Contract No. 8061 with Field Paoli Architects for architectural and engineering services for the South Branch Library improvement project with funding provided by Bond Measure FF. The contract terms were for an amount not to exceed \$785,000.

At the regular meeting of September 15, 2010 the Board of Library Trustees of the City of Berkeley adopted a resolution to recommend to the City Council that the City Manager be authorized to amend Contract No. 8061 with Field Paoli Architects to provide for a 10% contingency allowance of \$78,500 to the expenditure authority; thereby, increasing the contract total not-to-exceed amount to \$863,500.

#### CURRENT SITUATION AND ITS EFFECTS

Field Paoli Architects is providing architectural services for the South Branch Library (and Tool Lending Library) improvement project. The project is currently in the construction phase following the completion of an extensive design and review period. The latter included the completion of *the Berkeley Public Libraries Program – Draft Environmental Impact Report (December 14, 2010)* and *the Berkeley Branch Libraries Program – Final Environmental Impact Report / Response to Comments Document (March 31, 2011)*. The design team provided assistance during this period that was unanticipated during



the initial awarding of the design contract. The design firm has consistently met their contractual agreement and been available for meetings and consultation as needed.

An amendment is needed as the extended design and review period resulted in unanticipated costs leaving an inadequate contingency to cover the final phase of the project. Consequently, as currently contracted, all architectural service funds have been fully allocated. Staff recommends an additional \$30,000 contingency be added to the current contract amount resulting in a revised not-to-exceed amount of \$893,500. The current situation of a contingency shortfall poses potential extended program delays in the event of an unanticipated event that requires additional funds for resolution. In response, and moreover as that precautionary measure of good practice for a project of this scope and duration, staff recommends the additional funds be allocated to the contract.

Attachments:

1. Resolution





**RESOLUTION NO.: R12-0XX**

**CONTRACT NO. 8061 AMENDMENT: FIELD PAOLI ARCHITECTS**

WHEREAS, the Branch Library renovation program is funded by Measure FF bond funds approved by the voters on November 4, 2008 to finance the renovation, expansion, and make seismic and access improvements at four neighborhood branch libraries; and

WHEREAS, the Board of Library Trustees at a special meeting on May 20, 2009 by Resolution R09-41 recommended to the City Council approval for execution of a contract and any amendments with Field Paoli Architects for architectural and engineering services for the South Branch Library improvement project in an amount not to exceed \$785,000 through December 31, 2011.

WHEREAS, the City Council on June 23, 2009 by Resolution No. 64,513-N.S. authorized the City Manager to execute Contract No. 8061 with Field Paoli Architects for architectural and engineering services for the South Branch Library improvement project; and

WHEREAS, the Board of Library Trustees at a regular meeting on September 15, 2010 by Resolution R10-066 recommended to the City Council that the City Manager be authorized to amend Contract No. 8061 with Field Paoli Architects to provide for a 10% contingency allowance of \$78,500 to the expenditure authority; thereby, increasing the contract total not-to-exceed amount to \$863,500; and.

WHEREAS, the City Council on September 21, 2010 by Resolution No. 65,036-N.S. authorized the City Manager to amend Contract No. 8061 to include a 10% contingency allowance of \$78,500 to the expenditure authority; thereby, increasing the contract total not-to-exceed amount to \$863,500; and

WHEREAS, pursuant to the contract, the contract term was extended to December 31, 2013; and

WHEREAS, due to delays in the completion of the design and review phases of the project, the need for additional services related to the completion of a Branch libraries program environmental impact study and to allow for contingency during the construction phase staff recommends the contract be increased by \$30,000; and

WHEREAS, funds are available in the Measure FF Fund in budget code 308-9301-450.30-35; and the CMS number is VHZ4S; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley adopt a resolution to recommend to the City Council that the City Manager be authorized to amend Contract No. 8061 with Field Paoli Architects to amend the contract to increase by \$30,000 the expenditure authority; thereby, increasing the contract total not-to-exceed amount to \$896,500.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on June 13, 2012 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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Winston Burton, Chairperson

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





## BERKELEY PUBLIC LIBRARY

### CONSENT CALENDAR

June 13, 2012

**To:** Board of Library Trustees  
**From:** Donna Corbeil, Director of Library Services  
**Subject:** Contract Amendment No. 7961: Kitchell CEM, Inc.

#### RECOMMENDATION

Adopt a resolution recommending to the City Council that the City Manager be authorized to amend Contract No. 7961 with Kitchell CEM, Inc. for the provision of additional construction / project management services and LEED commissioning agent services for the branch library bond program in an amount of \$175,000 for a total revised contract total amount not-to-exceed \$1,373,580.

#### FISCAL IMPACT

Funding for this amendment is to be provided by the Measure FF Fund (308). No negative impact on other funds or the bond fund is anticipated.

The CMS number for this amendment request is C5752.

#### CURRENT SITUATION AND ITS EFFECT

Kitchell is providing project management and construction administration services for the Branch Libraries Improvement Program. In November 2009 the board added responsibilities to develop and provide implementation and oversight of a LEED commissioning plan that would consist of documented confirmation that the energy related systems of a facility fulfills the functional and performance requirements of the building owner, occupants, and operators.

The completion of the Claremont Branch Improvement Program is imminent, with the branch reopening to the public on May 5, 2012. The project, originally set to be completed in early 2012, experienced a delay of approximately three months. The Library had contracted with Kitchell for project management responsibilities; the extension of the construction phase was unanticipated and will result in added costs, directly related to the assignment of additional personnel. Additionally, the West Branch Improvement project will be completed beyond the initially scheduled bond program completion date, March 2013 by an estimated three months, resulting in increased program management related costs. While the current contract does include a contingency provision for any unforeseen event; it is inadequate to fully cover these costs and to allow for some contingency funds for the balance of the bond program. Staff recommends an increase of \$175,000 be added to the contract for a revised total contract of \$1,373,580.



On May 5, 2009 under Resolution No. 64,430-N.S. the City Council authorized the City Manager to execute Contract No. 7961 with Kitchell for project management and contract administration services with funding provided from Measure FF for the renovation of the Berkeley Public Library branch libraries.

On January 26, 2010 under Resolution No. 64,756-N.S. the City Council authorized the City Manager to amend contract No. 7961 in the amount of \$201,590 to perform the specialized services required to execute and achieve LEED certification and to add a 10% contingency fee, for a revised total contract of \$1,198,580.

#### CURRENT SITUATION AND ITS EFFECT

Kitchell CEM has been contracted to provide project management related services for the Measure FF Branch Library Improvement program. The program has achieved a significant milestone with the completion of two projects, the North Branch and Claremont Branch and two projects under construction, the South Branch and West Branch. They have consistently met their contractual agreement.

Continued project management services are desirable for the duration of the program. Staff has identified a need for additional services related to the Claremont construction phase and the completion of the final two projects beyond the originally anticipated end-date of completion for the bond program. The City does not have the internal resources or staff expertise necessary to perform the specialized services required. Staff recommends an increase of \$175,000 be added to the contract for a revised total contract amount of \$1,373,580.

#### Attachments:

1. Resolution



**BERKELEY PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES**

**RESOLUTION NO.: R12-XX**

**CONTRACT NO. 7961 AMENDMENT: KITCHELL CEM, INC.**

WHEREAS, the Branch Library renovation program is funded by Measure FF bond funds approved by the voters on November 4, 2008 to finance the renovation, expansion, and make seismic and access improvements at four neighborhood branch libraries; and

WHEREAS, on May 5, 2009 the City Council authorized the City Manager to execute Contract No. 7961 with Kitchell for project management and contract administration services with funding provided from Measure FF for the renovation of the Berkeley Public Library's branch libraries under Resolution No. 64,430-N.S.; and

WHEREAS, on January 26, 2010 the City Council authorized the City Manager to amend contract No. 7961 in the amount of \$201,590 to perform the specialized services required to execute and achieve LEED certification and to add a 10% contingency fee, for a revised total contract of \$1,198,580 under Resolution No. 64,756-N.S.; and

WHEREAS, the Measure FF bond program has reached significant milestones, including the completion of the North and Claremont branch improvement projects, with the remaining two projects under construction; and

WHEREAS, the Claremont Branch Improvement project schedule was extended by approximately three months requiring additional project management related services; and

WHEREAS, the final two projects will extend beyond the original March 2013 anticipated end-date of completion for the bond program; and

WHEREAS, Kitchell has performed all services to-date in a manner that meets their contract obligations and staff expectations; and

WHEREAS, staff recommends a contract amendment for said additional services in the amount of \$175,000 for a revised authorized contract amount not to exceed \$1,373,580; and

WHEREAS, funds are available in the Measure FF Fund in budget code 308-9301-450.30-38; and the CMS number is C5752.

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to recommend to City Council execution of an amendment to Contract No. 7961 with Kitchell CEM, Inc. to authorize an amended contract amount not to exceed \$1,373,580.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on June 13, 2012 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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Winston Burton, Chairperson

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





## BERKELEY PUBLIC LIBRARY

### CONSENT CALENDAR

June 13, 2012

**TO:** Board of Library Trustees

**FROM:** Donna Corbeil, Director of Library Services

**SUBJECT:** ACCEPT GIFT FUNDS FROM THE BERKELEY PUBLIC LIBRARY FOUNDATION IN THE AMOUNT OF \$100,000 CONSTITUTING PAYMENT TOWARD THE FOUNDATION'S BRANCH LIBRARY CAPITAL CAMPAIGN PLEDGE

### 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.

### FISCAL IMPACTS OF RECOMMENDATION

The acceptance of this gift will have no negative impact on the Library budget. Gift funds will be allocated to cover cost of contracts and purchasing associated with the procurement of equipment, furniture, and other items needed to complete the branch renovation projects.

### BACKGROUND

The Berkeley Public Library Foundation has demonstrated a strong history of support for the Library, particularly raising capital funds to support facility improvements. With the passage of Measure FF, the Foundation kicked off an exciting campaign to respond to branch library needs. At the December 9, 2009 regular meeting, the Board adopted a resolution (R09-120) in support of the Foundation's Branch Library Capital Campaign to raise funds for furnishings, fixtures, equipment, and materials related to implementation of the Branch Library Improvement Program and approved a donor recognition plan.

At the April 14, 2010 BOLT meeting Resolution No. 10-028 was approved, accepting the Berkeley Public Library Foundation Board of Directors' resolution to undertake a major multi-year capital campaign for the Measure FF bond program in the amount of \$3.5 million to fund the furniture, fixtures, equipment, and other expenses associated with the Branch Library Improvement Program.

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

### CURRENT SITUATION AND ITS EFFECTS



The Berkeley Public Library Foundation has indicated that they are prepared to make regular gifts to the Library through the fiscal year, the current gift of \$100,000 is intended to contribute to the Measure FF renovations.

Following Board and Council approval, the funds will be appropriated to fund procurement of furniture, computers, equipment and services from Bibliotheca and other vendors as appropriate according to the Library's purchasing policy.

#### RATIONALE FOR RECOMMENDATION

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

#### Attachments

1. Resolution





**BERKELEY PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES**

**RESOLUTION NO.: R12-0XX**

**Accept gift funds from the Berkeley Public Library Foundation in the amount of \$100,000 constituting payment toward the Foundation's branch library capital campaign pledge**

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

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

WHEREAS, gift funds received from the Foundation for the purpose of the Branch Library FF&E Campaign, and once accepted by the Board will be allocated towards the procurement of furniture, computers, equipment, and services from Bibliotheca and other vendors as appropriate to the outfitting of the renovated North and Claremont branch facilities, and consistent with the Library's purchasing policy; and

WHEREAS, following passage of the Open Government Ordinance by the City Council, the City Council delegated to the Library Board of Trustees the authority to accept any gifts of funds, goods, or services made to the Library up to \$200,000 that do not include unduly restrictive conditions on their use, and all gifts from the Library Foundation constituting payments toward the Foundation's Branch Library FF&E Campaign.

BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley hereby authorizes, following City Council approval of delegating authority, the acceptance of \$100,000 from the Berkeley Public Library Foundation and the allocation of these funds to procure needed furnishings and equipment for the branch library Measure FF projects.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a Regular Meeting held on June 13, 2012 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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Winston Burton, Chairperson

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





## BERKELEY PUBLIC LIBRARY

### CONSENT CALENDAR

June 13, 2012

**To:** Board of Library Trustees  
**From:** Donna Corbeil, Director of Library Services  
**Subject:** CONTRACT NO. 8158 AMENDMENT: GOULD EVANS / BAUM THORNLEY ARCHITECTS

#### RECOMMENDATION

Adopt a resolution recommending to the City Council that the City Manager be authorized to amend Contract No. 8158 with Gould Evans / Baum Thornley Architects to provide additional services on the Claremont Branch Improvement Project in an amount of \$15,000 for a total revised contact not-to-exceed amount to \$637,132.

#### FISCAL IMPACT

Funding for this amendment is to be provided by the Measure FF Fund (308). No negative impact on other funds or the bond fund is anticipated.

The CMS number for this amendment request is GA4AX.

#### BACKGROUND

On September 9, 2009 the board by resolution R09-84 approved a recommendation to the City Council to approve a contract with GEBT. On September 22, 2009 the City Council under Resolution No. 64,622-N.S. authorized the City Manager to execute Contract No. 8158 with Gould Evans / Baum Thornley (GEBT) for architectural and engineering services for the Claremont Branch Library improvement project with funding provided by Bond Measure FF. The contract terms were for an amount not to exceed \$622,132.

#### CURRENT SITUATION AND ITS EFFECTS

GEBT is providing architectural services for the Claremont Branch Library Improvement Project. The completion of the Claremont Branch Improvement Program is imminent, the branch reopened to the public on May 5, 2012. The project, originally set to be completed in early 2012, experienced a delay of approximately three months. The design team provided additional services during this period that was unanticipated during the initial awarding of the design contract. The design firm has consistently met their contractual agreement and been available for meetings and consultation as needed.

An amendment is needed as the extended construction period resulted in unanticipated costs, leaving an inadequate contingency to cover the final phase of the project. Consequently, as currently contracted, all architectural service funds have been fully allocated. Staff recommends an additional \$15,000 contingency be added to the current contract amount resulting in a revised not-to-exceed amount of \$637,132. The current situation of a contingency shortfall poses potential extended program



delays in the event of an unanticipated event that requires additional funds for resolution. In response, and moreover as a precautionary measure of good practice for a project of this scope and duration, staff recommends the additional funds be allocated to the contract.

Attachments:

1. Resolution



**BERKELEY PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES**

**RESOLUTION NO.: R12-0XX**

**CONTRACT NO. 8158 AMENDMENT: GOULD EVANS / BAUM THORNLEY ARCHITECTS**

WHEREAS, the Branch Library renovation program is funded by Measure FF bond funds approved by the voters on November 4, 2008 to finance the renovation, expansion, and make seismic and access improvements at four neighborhood branch libraries; and

WHEREAS, the Board of Library Trustees at a special meeting on September 9, 2009 by Resolution R09-84 recommended to the City Council approval for execution of a contract and any amendments with Gould Evans / Baum Thornley Architects for architectural and engineering services for the Claremont Branch Library improvement project in an amount not to exceed \$622,132; and

WHEREAS, the City Council on September 22, 2009 by Resolution No. 64,622-N.S. authorized the City Manager to execute Contract No. 8158 with Gould Evans / Baum Thornley Architects for architectural and engineering services for the Claremont Branch Library improvement project; and

WHEREAS, due to an extended construction phase, there is a need for additional architectural design related services related to the completion of the Claremont Branch Improvement Project, staff recommends that the consultants contract be increased by \$15,000; and

WHEREAS, funds are available in the Measure FF Fund in budget code 308-9301-450.30-35; and the CMS number is GA4AX; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley adopt a resolution to recommend to the City Council that the City Manager be authorized to amend Contract No. 8158 with Gould Evans / Baum Thornley Architects to amend the contract to increase by \$15,000 the expenditure authority; thereby, increasing the contract total not-to-exceed amount to \$637,132.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on June 13, 2012 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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Winston Burton, Chairperson

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





## BERKELEY PUBLIC LIBRARY

### CONSENT CALENDAR

June 13, 2012

**To:** Board of Library Trustees  
**From:** Jay Dickinson, Circulation Services Manager  
**Subject:** CONTRACT AMENDMENT: UNIVERSAL PROTECTION SERVICE

### RECOMMENDATION

Adopt a resolution authorizing the Director of Library Services to amend Contract No. 8169 with Universal Protection Service for the provision of security services at the Central Library to include two single period options up to June 30, 2014 in a total amount not to exceed \$650,000.

### BACKGROUND

The Library contracts with a private firm for security services during regular hours of operation at the Central Branch, and at branch sites for special events. To date, the use of security services at the branches has been almost non-existent. However, since renovations have created a separate entrance meeting room at the North branch, and will do the same at the West and South branches, increased use - possibly after open hours - will create the need for security service during some functions.

The Library participated in Request for Proposal Specification 09-10422-C undertaken by the City of Berkeley for security services in June 2009 of which 20 responses were received. From this pool of respondents Universal Protection Service (UPS) was selected by a committee composed of members from all participating departments. This was followed by BOLT Resolution No. 09-92 on October 14, 2009 authorizing the Director of Library services to execute a Library contract with UPS up to a value of \$350,000 through to October 31, 2012. The Library subsequently entered into Contract #8169, but set the expiration date at June 30, 2012 so as to be consistent with the timeline of the City's separate security agreement with UPS.

### CURRENT SITUATION

The City has elected to extend its current agreement with UPS into FY 2013, and maintains the right to extend their contract for an additional single year ending on June 30, 2014. The Library desiring to remain consistent with the timeline of the City's agreement exercised its right not to allow the current agreement to expire on June 30, 2012 and so extended the contract's life up to the board authorized date of October 31, 2012 pursuant to Section 2.1 of the contract. The Library seeks to further mirror the City's contract and extend the Library's contract to the end of fiscal year 2013 with the option for another single year extension ending on June 30, 2014. Doing so, would allow the Library to join with the City in any future RFP action whether it be in fiscal years 2013 or 2014.



FISCAL IMPACT

The Library has budgeted approximately \$150,000 for security services in the FY 2013 budget.

FUTURE ACTION

No future action is necessary.

ATTACHMENTS:

1. Resolution





**RESOLUTION NO.: R12-0##**

**AUTHORIZE THE DIRECTOR OF LIBRARY SERVICES TO AMEND CONTRACT No. 8169 AND APPROVE PAYMENTS WITH UNIVERSAL PROTECTION SERVICE FOR THE PROVISION OF SECURITY SERVICES FOR A TOTAL AMOUNT NOT TO EXCEED \$650,000 FROM NOVEMBER 1, 2009 THROUGH JUNE 30, 2013 WITH THE OPTION TO EXTEND FOR ONE ADDITIONAL SINGLE YEAR PERIOD.**

WHEREAS, the Berkeley Public Library currently contracts with Universal Protection Service to provide security services for the Central Library during public operating hours and at all branch locations for special events; and

WHEREAS, the current contract with Universal Protection Service expires on October 31, 2012; and

WHEREAS, it is in the Library's interest to synchronize the timetable of its contract with Universal Protection Service to that of the City's to facilitate the Library joining with the City in any future Request for Proposal solicitation undertaken by the City; and

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 Contract No. 8169 and approve payments with Universal Protection Service for the provision of security services for a total amount not to exceed \$650,000 from November 1, 2009 through June 30, 2013 with the option to extend for one additional single year period.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on June 13, 2012 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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Winston Burton, Chairperson

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





**RESOLUTION NO.: R12-0\_\_**

**CONTRACT: WEST BAY BUILDERS, INC.**

**FOR CONSTRUCTION OF THE WEST BRANCH LIBRARY IMPROVEMENT PROJECT - CORRECTED**

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 **\$5,985,000** 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 **\$5,985,000**.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a Regular Meeting held on June 13, 2012 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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Winston Burton, Chairperson

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





# BERKELEY PUBLIC LIBRARY

## CONSENT CALENDAR

June 13, 2012

**To:** Board of Library Trustees

**From:** Donna Corbeil, Director of Library Services

**Subject:** RECOMMENDATION TO CITY COUNCIL ON FY 2013 LIBRARY TAX RATE

### RECOMMENDATION

Adopt a resolution to recommend that the Berkeley City Council set the FY 2013 tax rate for the Library Services Tax at \$0.1718 (17.18 cents) per square foot for dwelling units and \$0.2597 (25.97 cents) per square foot for industrial, commercial, and institutional buildings, based on the per capita personal income growth factor of 3.77% for the state of California.

### FISCAL IMPACT OF RECOMMENDATION

The total revenue generated by the Library Tax in FY13 is expected to be approximately \$15,028,438 (*net of Alameda County billing and collection fees*). It is estimated that the tax will cost residential taxpayers no more than the following average amounts during Fiscal Year 2013:

| <u>Square Feet</u> | <u>Annual Tax</u> |             |
|--------------------|-------------------|-------------|
|                    | <u>FY13</u>       | <u>FY12</u> |
| 1,200              | \$206.16          | \$198.60    |
| 1,500              | \$257.70          | \$248.25    |
| 1,900              | \$326.42          | \$314.45    |
| 3,000              | \$515.40          | \$496.50    |
| 3,900              | \$670.02          | \$645.45    |
| 10,000             | \$1,718.00        | \$1,655.00  |

It is estimated that the cost of the tax for a 1,500 square foot commercial establishment will increase to \$389.55 in FY13 from \$375.45 in FY12.

### BACKGROUND

The Central Library and neighborhood branch libraries will have received a little more than 97% of their 2012 fiscal year funding through a citywide special tax (referred to as the Library Relief Act of 1980) of \$0.1655 per square foot on all improvements to residential real property in the City of Berkeley, and \$0.2503 per square foot on all improvements to industrial, commercial, and institutional real property. The purpose of this voter-approved tax is to provide a stable revenue source to assure the provision of



library services at the level which permits library operations six days a week at branch libraries, seven days a week at the Central Library, and which permits the purchase of library materials at levels which are commensurate with the libraries' hours of service, staffing, and patron needs.

#### CURRENT SITUATION

Currently, Berkeley's Library Tax raises approximately \$14.5 million per year and is indexed to either the consumer price index in the immediate San Francisco Bay Area or the per capita personal income growth factor in California. The Director of Library Services recommends that the Board of Library Trustees recommend that the City Council adjust the tax rate by the 3.77% increase in the per capita personal income growth factor in California which is greater than the 2.078% increase in the April 2012 San Francisco Bay Area Consumer Price Index. This recommended action will result in a rate increase from \$0.1655 in FY12 to \$0.1718 in FY12 on residential property and from \$0.2503 in FY12 to \$0.2597 in FY13 on industrial, commercial, and institutional property.

#### ALTERNATIVE ACTIONS

The alternative action of adopting the April 2012 San Francisco Bay Area Consumer Price Index of 2.078% would be a reduction of \$245,043 in projected FY 2013 library tax receipts. This is not recommended due to increased cost factors for wages, materials, and infrastructure maintenance in the FY 2013 Library budget. Or from another perspective, adoption of the per capita personal income growth factor in California would result in an increase to the Library Tax Fund of approximately \$295,529 over currently projected FY 2012 receipts.

#### FUTURE ACTION

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

#### Attachments:

1. Resolution



**BERKELEY PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES**

Attachment 1

**RESOLUTION NO.: R12-###**

**RECOMMEND THAT THE BERKELEY CITY COUNCIL SET THE FY 2013 TAX RATE FOR THE LIBRARY SERVICES TAX AT \$0.1718 (17.18 CENTS) PER SQUARE FOOT FOR DWELLING UNITS AND \$0.2597 (25.97 CENTS) PER SQUARE FOOT FOR INDUSTRIAL, COMMERCIAL, AND INSTITUTIONAL BUILDINGS, BASED ON THE PER CAPITA PERSONAL INCOME GROWTH FACTOR IN CALIFORNIA OF 3.77%**

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

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

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

WHEREAS, for April 2012 the San Francisco Bay Area Consumer Price Index is 2.078% and the per capita Personal Income Growth for California is 3.77%.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to recommend that the Berkeley City Council set the FY 2013 tax rate for the Library Services Tax at \$0.1718 (17.18 cents) per square foot for dwelling units and \$0.2597 (25.97 cents) per square foot for industrial, commercial, and institutional buildings, based on the per capita Personal Income Growth for California of 3.77%.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a Regular Meeting held on June 13, 2012 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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Winston Burton, Chairperson

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







## BERKELEY PUBLIC LIBRARY

### ACTION CALENDAR

June 13, 2012

**TO:** Board of Library Trustees  
**FROM:** Donna Corbeil, Director of Library Services  
**SUBJECT:** LIBRARY WORK PLAN FY2013

### RECOMMENDATION

Adopt a resolution to approve the Library Work Plan for the biennial budget period, FY 2012 and 2013.

### FISCAL IMPACT

There is no fiscal impact from this report.

### BACKGROUND

On an annual basis, the Library develops a work plan to reflect and coincide with the budget development process. The Plan once approved is updated as needed and status reports are included on the board agenda. The last update on the FY 13 and 14 work plan was an informational item at the February 2012 regular meeting of the board.

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

The City's work plan focuses on high priority time specific projects that accomplish specific goals through concentrated efforts. The city uses the following definition to categorize activities as a "project": *Projects have a desired objective, take concentrated resources and effort to achieve, and have a beginning and end.* Throughout the year as projects develop they are planned and budgeted for within the current year's budget or incorporated into future fiscal cycles, such as capital repairs. Regardless, all projects require resources; these may be within the scope of the budget and staff capacity or not, in which case additional resources may be needed to complete them.

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

#### CURRENT SITUATION AND ITS EFFECTS

The Board developed budget priorities for FY12/13 as part of the budget workshop process. Likewise, the FY 2013 Mid-biennial budget process takes into consideration prior project commitments, board priorities and goals from the Library's Strategic Plan. Staff also conducts a scan of general service trends in order to identify unanticipated changes to the environment and demands, so that timely projects can be identified for discussion and possible inclusion in the budget and work plan.

The work plan aligns the work of the Library with the priorities of the Board. It also provides a context for any new projects that come to fruition throughout the year. This process will ensure new projects are carefully considered, considering existing staffing, commitments already on the table, and adequate resources to complete the work.

At the regular board meeting of December 14, 2011 the board adopted a resolution approving the Updated Library Strategic Plan for 2011-2013. A full status report on the Strategic Plan to the board is planned for summer 2013. Not all initiatives with a timeline of year 1 & 2 or year 2 will require additional resources to accomplish, for example, Initiative 1e: *Create and implement a Collection Development Disaster Plan* can be completed internally with professional staff. Others, such as Goal 4 [Berkeley residents enjoy libraries with welcoming, safe, functional and comfortable environments] may best be accomplished with consultant services to augment staff efforts in order to complete it in an efficient and effective manner. For example: *Initiative 4e: Identify physical enhancements to make the Central Teen room more welcoming to teen patrons* is included as a new project for the coming FY.

The revised FY 13 / 14 work plan (Attachment 1) includes appropriate new projects for board consideration and removes those substantially completed or integrated into regular library operations. The employee wellness and staff development project is one of the later projects and as such has been removed in the most recently updated version. These activities are integrated into the library's operations and ongoing commitments. Informational reports on these activities, in particular the area of leadership development will be provided to the board in the future as an informational report. Similarly, the inclusion of e-books in the library's collection has been successfully launched with the purchase of electronic materials included in the library's ongoing collection development efforts.

#### **FUTURE ACTION**

None.

#### Attachments:

1. Resolution
2. FY 12/13 Library Work Plan summary (Updated)

**RESOLUTION NO.: R12-0XX****Library Work Plan FY 2013**

WHEREAS, the Library began in June 2007 to include the development of a work plan detailing projects with fiscal and /or workload implications in the budget planning process, such that projects above the baseline service delivery are identified; and

WHEREAS, the work plan includes projects that represents a significant body of work that may continue over multiple years and reflect high priority initiatives in respond to service or facility needs resulting in the accomplishment of specific board goals; and

WHEREAS, the Board began in FY 2008/09 to develop a library work plan as a tool during the biennial and mid-cycle budget development process; and

WHEREAS, staff has periodically updated the board on the status of current projects, for the FY 12 and 13 period, most recently at a regular meeting of the board on February 8, 2012; and

WHEREAS, the approved Library Strategic Plan for 2011-2013 includes initiatives that are appropriate for inclusion in the annual work plan; and

WHEREAS, staff has reviewed board and staff identified priorities in order develop the revised and updated work plan presented for board review and approval, such that resources are included in the FY13 Library budget.

NOW, THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley adopt a resolution to approve the Library Work Plan for FY 2013 as presented, and to authorize the Director of Library Services to implement these initiatives with regular reporting to the board.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on June 13, 2012 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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Winston Burton, Chairperson

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



## Library Workplan

**LIBRARY PROJECTS**  
**FY 2012 & 2013 (UPDATED 6/2012)**

|   | Project Title   | Priority | Lead                                 | Budget                  | Timeline  |
|---|---|----------|--------------------------------------|-------------------------|---|
| 1 | Library Strategic Plan (2009-2012)                        | CI       | D. Smith                             | N/A                     | Approved Dec 2011; implementation through 2013                  |
| 2 | Implement branch library improvement program              | CI       | D. Corbeil,<br>S. Dentan,<br>D. Dang | \$26M / Mse FF          | Ongoing 2008, completion in 2013                                |
| 3 | Consider establishing a library reserve fund              | SP       | D. Dang,<br>D. Corbeil               | \$500,000               | FY2013 mid-biennial budget                                      |
| 4 | Facility maintenance lifecycle equipment replacement plan | SP       | D. Dang,<br>D. Corbeil<br>S. Douglas | N/A                     | identify physical plant needs for the next 5-10 yr cycle        |
| 5 | Library Website Functionality                             | DP       | A. Abramson                          | \$10,000 - \$14,000     | FY13 User interface improvements and respond to public feedback |
| 6 | Voice over IP Phone System Conversion                     | DP       | A. Abramson                          | Included in FY12 Budget | Vendor selected, planning underway                              |
| 7 | Enhance Central teen room space / services                | DP       | D. Smith<br>M. McArdle               | N/A                     | Strategic plan goal 4e; RFP 12/12; implementation 2013          |

CI = Critical Initiative

SP = Special (Board initiated) Project

DP = Department (staff initiated) Project





## BERKELEY PUBLIC LIBRARY

### ACTION

June 13, 2012

**TO:** Board of Library Trustees  
**FROM:** Dennis Dang, Administrative Services Manager  
**SUBJECT:** Proposed Budget FY 2013 – All Library Funds

### INTRODUCTION

The proposed second year of the biennial budget, i.e., fiscal year 2013, presented herein is a comprehensive update to the prior budget presented before the board at last month's May 9<sup>th</sup> meeting.

As presented the Biennial Budget for all Library Funds for FY 2013 projects revenue of \$16,923,765 and expenditures of \$19,207,900.

| Fund                           | FY 2013 – Proposed  |                     | Vari                 | Ending Balance     |
|--------------------------------|---------------------|---------------------|----------------------|--------------------|
|                                | Revenue             | Expense             |                      |                    |
| Library Tax (301)              | \$15,313,938        | \$15,278,872        | \$35,066             | \$1,344,185        |
| All Other Funds(302,304,305)   | \$20,000            | \$110,930           | (\$90,930)           | \$167,431          |
| Gift Funds (306)               | \$88,327            | \$128,327           | (\$40,000)           | \$123,341          |
| Foundation FF&E (307)          | \$1,500,000         | \$1,600,000         | (\$100,000)          | \$555,845          |
| Measure FF (308)               | \$1,500             | \$2,089,754         | (\$2,088,254)        | \$0                |
| <b>Berkeley Public Library</b> | <b>\$16,923,765</b> | <b>\$19,207,883</b> | <b>(\$2,284,118)</b> | <b>\$2,190,802</b> |

### BACKGROUND

Fiscal year 2013 represents the second year of the current two-year biennial budget cycle. The 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 existing internal and external conditions. The Library anticipates the upcoming fiscal year to be marked by significant events necessitating several budget adjustments unique to the Library. 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. Upcoming uncertainties with significant implications on the Library's fiscal condition 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.

### FISCAL IMPACT OF RECOMMENDATION

*Library Tax Fund*



An operating surplus of \$35,066 is forecast for fiscal year 2013.

Revenue

Library Tax Fund fiscal year 2013 budgeted revenue at \$15,313,938 is driven by the adoption by the City Council on June 12, 2012 of the April per capita personal income growth factor at 3.77% released by the California State Department of Finance versus the alternative rate of 2.078% for the April consumer price index for the immediate San Francisco Bay Area. Adoption of the PIG rate, projected to yield \$15,028,438, produces an incremental gain of \$245,043 over that of the CPI. Miscellaneous receipts comprising primarily fines and fees are estimated at \$285,000.

Expenses

Fund expenses are projected at \$15,278,872.

Personnel Expenses

Staffing changes in FY 2013 are limited and reflect the Library’s ongoing effort to improve operations and streamline reporting structures. The reclassification of positions (see table below) are not expected to materially impact the Library’s current staffing/FTE count. In the Administration area the Accounting Office Specialist Supervisor position is reclassified to an Accounting Office Specialist III resulting in the department having two AOS III positions and one Office Specialist 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.

The Library continues 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 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. An added benefit is that with the corresponding reduction in overall staff headcount, the workload for Supervising Library Assistants of managing staff is expected to ease.

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

Last fiscal year at the regular BOLT meeting held on April 13, 2011 the board approved BOLT Resolution No.: R11-030 recommending in part to the Personnel Board creation of a new Library Page classification. The fiscal year 2013 budget incorporates this action – now, fully approved by City Council Resolution No. 65,632-N.S.dated March 20, 2012 – with up to four 14-hour positions assigned to General Services.





**Personnel Expenses**

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 enhanced electronic collections and 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 portion budgeted for FY 2012 is expected to be encumbered by the City and roll into the following fiscal year.

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.

Although, requiring a separate board action to implement, the attached 5-Year Fund Analysis includes a \$500,000 reserve set-aside. 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. Recognizing that establishment of a reserve would occur simultaneously with our ongoing efforts to reduce the structural deficit the Library believes that these two actions, perhaps seemingly incongruent, 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.

**Non-Labor Increases**

| \$ 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<br>Resume Staff PC Replacements            |
| \$39,000   | Library Materials (excludes TLL) | \$915,000  | \$876,000 | Increased Collections & Electronic<br><i>Discover &amp; 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. Should the Library elect to undertake additional specialized or targeted programs funding support would need to be determined through either a review of realigning existing expenditures in the Library budget or obtaining new funding from federal or private sources.

### *Gifts Fund*

The Library's only remaining major restricted-use trust is the Alice Meyer Trust with a balance of \$175,741, of which \$40,000 is allocated for opening day collection purchases for the South and West branch libraries. The Friends of the Berkeley Public Library have tentatively programmed an FY 2013 gift of \$88,327 dedicated to a variety of library programs scheduled to be conducted over the upcoming fiscal year.

### *Foundation FF&E Fund*

The Foundation FF&E Fund (307) funding the purchase of interior furniture, fixtures and equipment for the Branch Libraries Improvement Program through a capital campaign drive sponsored 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 scheduled in early fiscal year 2013; with South and West under construction throughout the period. Following 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. Construction contract funding for South and West will roll-over from FY 2012. The West Branch will require an additional encumbrance of \$660,000 once into FY 2013 due to the FY 2012 project 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

*FY12 and FY13 Budget Priorities 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*

Significant features of the fiscal year 2013 budget include:

- A projected surplus of \$35,049 in the Library Tax Fund
- Selection of the Personal Income Growth rate at 3.77%
- Elimination of all funding support from the California State Library
- Enhanced infrastructure and facility maintenance support
- Enhanced funding for electronic material collections
- Initiation and support of new programs: Laptop Loan, and Discover & Go
- Resumption of deferred PC update program
- Continued consolidation and streamlining of the Library's reporting structure
- Proposal to establish a Library Tax Fund reserve
- Final close-out of the North and Claremont branch libraries improvement projects

#### FUTURE ACTION

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

Attachments:

1. Resolution
2. Proposed FY 2013 Revenue Budget by Fund
3. Proposed FY 2013 Expense Budget by Fund
4. Proposed FY 2013 Budget Expense and Revenue Adjustments
5. 5-Year Fund Analysis: Library Tax Fund
6. 5-Year Fund Analysis: Other Funds
7. 5-Year Fund Analysis: Gifts Fund
8. 5-Year Fund Analysis: Foundation FF&E Fund
9. 5-Year Fund Analysis: Measure FF Fund
10. Friends of the Berkeley Public Library FY13 Grant Funding Requests
11. Positions FTE Summary by Department
12. Positions FTE Summary by Division
13. Positions FTE Summary by Classification
14. Organization Chart

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**BERKELEY PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES**

**RESOLUTION NO.: 12-0##**

**PROPOSED BUDGET UPDATE FOR FY 2013**

WHEREAS, at the January 12, 2011 meeting of the Board of Library Trustees, the Board of Library Trustees by approval of BOLT Resolution N.: 11-007 adopted budget priorities for FY 2012 and FY 2013; and

WHEREAS, at the May 11, 2011 meeting of the Board of Library Trustees, the Board of Library Trustees by approval of BOLT Resolution N.: 11-038 adopted the FY 2012 and FY 2013 biennial budget; and

WHEREAS, at the June 8, 2011 meeting of the Board of Library Trustees, the Board of Library Trustees by approval of BOLT Resolution N.: 11-045 adopted a revised FY 2012 and FY 2013 biennial revenue budget; and

WHEREAS, the Director of Library Services worked with all divisions and branches of the Berkeley Public Library to identify needs for the FY 2013 budget period; and

WHEREAS, at the May 4, 2012 meeting of the Board of Library Trustees, a draft FY 2013 was presented before the Board of Library Trustees and public for discussion and input; and

WHEREAS, the Friends of the Berkeley Public Library have notified the Library that they will award \$88,327 through the FY 2013 grant process; and

WHEREAS, the Board of Library Trustees must adopt the FY 2013 biennial budgets no later than June 30, 2012; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to approve the FY 2013 Biennial Budget update for revenue of \$16,923,765 and expenditures of \$19,207,883 as presented. And to accept the FY 2013 grant award from the Friends of the Berkeley Public Library in the amount of \$88,327.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on June 13, 2012 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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Winston Burton, Chairperson

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

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## PROPOSED FY 2013 REVENUE BUDGET BY FUND

### Berkeley Public Library: CoB + Library FY 2013

| Ele/Obj      | Account Description      | Lib Dscr<br>301   | DL/ILL<br>302 | Grants<br>304 | Pub Lib<br>305 | Gifts<br>306  | Fndn FFE<br>307  | Mse FF<br>308 | Revenue<br>FY13   |
|--------------|--------------------------|-------------------|---------------|---------------|----------------|---------------|------------------|---------------|-------------------|
| 01-01        | Refund on Bills          | 2,000             |               |               |                |               |                  |               | 2,000             |
| 13-15        | Library Tax              | 15,028,438        |               |               |                |               |                  |               | 15,028,438        |
| 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            |
| <b>Total</b> | <b>Updated Revenue</b>   | <b>15,313,938</b> | <b>20,000</b> |               |                | <b>88,327</b> | <b>1,500,000</b> | <b>1,500</b>  | <b>16,923,765</b> |

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## PROPOSED FY 2013 EXPENSE BUDGET BY FUND

### Berkeley Public Library: CoB + Library

FY 2013

| Description                             | Lib Dscr<br>301   | DL/ILL<br>302 | Grants<br>304 | Pub Lib<br>305 | Gifts<br>306   | FFE<br>307       | Mse FF<br>308    | Expenses<br>FY13  |
|---|-------------------|---------------|---------------|----------------|----------------|------------------|------------------|-------------------|
| Personal Services-Salaries and Wages    | 7,864,636         |               |               | 32,587         |                |                  | 65,331           | 7,962,554         |
| Personal Services-Fringe Benefits       | 4,425,599         |               |               | 2,343          |                |                  | 4,768            | 4,432,710         |
| Salary Savings                          | (186,193)         |               |               |                |                |                  |                  | (186,193)         |
| <b>Personal Services-Employee</b>       | <b>12,104,042</b> |               |               | <b>34,930</b>  |                |                  | <b>70,099</b>    | <b>12,209,071</b> |
| Purchased Professional & Technical Svcs | 780,330           | 2,500         |               |                |                |                  | 125,000          | 907,830           |
| Grants & Governmental Payments          | 5,000             |               |               |                |                |                  |                  | 5,000             |
| Other Purchased Services                | 552,564           |               |               |                | 88,327         |                  | 450,442          | 1,091,333         |
| 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           |               |               |                |                |                  | 1,370,608        | 1,570,608         |
| Financing Cost                          |                   |               |               |                |                |                  |                  |                   |
| Property                                | 158,342           |               |               |                |                | 1,250,000        | 16,105           | 1,424,447         |
| Property Under Cap Limit                | 92,925            |               |               |                |                | 350,000          |                  | 442,925           |
| Internal Services                       | 10,564            |               |               |                |                |                  |                  | 10,564            |
| <b>Other Expenses</b>                   | <b>3,174,830</b>  | <b>76,000</b> |               |                | <b>128,327</b> | <b>1,600,000</b> | <b>2,019,655</b> | <b>6,998,829</b>  |
| <b>Total: Updated Expenditures</b>      | <b>15,278,872</b> | <b>76,000</b> |               | <b>34,930</b>  | <b>128,327</b> | <b>1,600,000</b> | <b>2,089,754</b> | <b>19,207,883</b> |

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## PROPOSED BUDGET EXPENSE & REVENUE ADJUSTMENTS (1 of 2)

### FY13 BUDGET UPDATE (INCREMENTAL CHANGES)

| Fund       | DepDiv | Base | ObjEle | Account                                   | Description                               | Value           |
|------------|--------|------|--------|---|---|-----------------|
| 301        | 5403   | 450  | 11-01  | Monthly Rated Employees                   | Staff Step Classification up one level    | 901             |
| 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  | Equip & Veh Supp: Spare Replacement Parts | for 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+Lndsce        | (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           |
| 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          |
| <b>301</b> |        |      |        | <b>Sub-total</b>                          |   | <b>280,887</b>  |
| 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)         |
| <b>304</b> |        |      |        | <b>Sub-total</b>                          |   | <b>(34,930)</b> |
| 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           |
| <b>305</b> |        |      |        | <b>Sub-total</b>                          |   | <b>34,930</b>   |

## PROPOSED BUDGET EXPENSE & REVENUE ADJUSTMENTS (2 of 2)

| Fund        | DepDiv | Base | ObjEle | Account                              | Description                                 | Value            |
|-------------|--------|------|--------|--------------------------------------|---|------------------|
| 306         | 9101   | 450  | 40-90  | Other                                | Friends FY13 Gift to reallocate with PRJ    | 88,327           |
| <b>306</b>  |        |      |        | <b>Sub-total</b>                     |   | <b>88,327</b>    |
| 307         | 9301   | 450  | 70-41  | Machinery and Equipment              | moved from 71-10, SB+WB new equip           | 650,000          |
| 307         | 9301   | 450  | 70-43  | Furniture and Fixtures               | SB+WB                                       | 100,000          |
| 307         | 9301   | 450  | 71-10  | Small Equipment                      | moved from 71-10; SB+WB                     | 50,000           |
| 307         | 9301   | 450  | 71-43  | Mach & Equip: Furniture and Fixtures | moved to 70-41 and 71-43, SB+WB new furn    | (200,000)        |
| <b>307</b>  |        |      |        | <b>Sub-total</b>                     |   | <b>600,000</b>   |
| 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          |
| <b>308</b>  |        |      |        | <b>Sub-total</b>                     |   |                  |
| <b>BPL</b>  |        |      |        | <b>TOTAL - EXPENDITURES</b>          |   | <b>1,505,530</b> |
| 301         | 3302   | 311  | 13-15  | General Property Taxes               | Library Tax                                 | 256,339          |
| 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)          |
| 306         | 9101   | 368  | 23-13  | Friends of BPL                       | Employee Wellness                           | 10,481           |
| 306         | 9203   | 368  | 23-13  | Friends of BPL                       | Programs / Concerts / Classes / Exhibits    | 7,300            |
| 306         | 9205   | 368  | 23-13  | Friends of BPL                       | Literacy Program                            | 3,386            |
| 306         | 9202   | 368  | 23-13  | Friends of BPL                       | Programs / Summer Reading                   | 26,350           |
| 306         | 9206   | 368  | 23-13  | Friends of BPL                       | Programs / Summer Reading / Outreach        | 6,860            |
| 306         | 9204   | 368  | 23-13  | Friends of BPL                       | Programs / Special Projects                 | 6,150            |
| 306         | 9302   | 368  | 23-13  | Friends of BPL                       | Programs / Café Literaria                   | 4,000            |
| 306         | 9306   | 368  | 23-13  | Friends of BPL                       | Volunteer Services Appreciation Celebration | 500              |
| 306         | 9402   | 368  | 23-13  | Friends of BPL                       | Opening Day Collections for SB & WB         | 20,000           |
| 306         | 9301   | 368  | 23-13  | Friends of BPL                       | Branch FF Closure and Opening Celebrations  | 1,500            |
| 306         | 9305   | 368  | 23-13  | Friends of BPL                       | Programs                                    | 1,800            |
| 307         | 9301   | 368  | 23-12  | BPL Foundation                       | BPL Foundation - FF&E Capital Campaign      | 500,000          |
| <b>Vari</b> |        |      |        | <b>TOTAL - REVENUES</b>              |   | <b>752,292</b>   |

## 5-YEAR FUND ANALYSIS: LIBRARY TAX FUND

|   | FY 2010<br>FINAL    | FY 2011<br>FINAL    | FY 2012<br>ADOPTED  | FY 2012<br>REVISED  | FY 2012<br>PROJECTED | FY 2013<br>ADOPTED  | FY 2013<br>REVISED  | FY 2014<br>PROJECTED |
|---|---------------------|---------------------|---------------------|---------------------|----------------------|---------------------|---------------------|----------------------|
| <b>Beginning Fund Balance</b>                 | <b>\$1,102,151</b>  | <b>\$1,461,883</b>  | <b>\$1,540,808</b>  | <b>\$1,540,808</b>  | <b>\$1,540,808</b>   | <b>\$1,309,119</b>  | <b>\$1,309,119</b>  | <b>\$1,344,185</b>   |
| <b>Revenues</b>                               |                     |                     |                     |                     |                      |                     |                     |                      |
| Library Services Tax                          | \$13,844,489        | \$14,187,090        | \$14,425,555        | \$14,425,555        | \$14,732,909         | \$15,028,438        | \$15,028,438        | \$15,329,007         |
| Fines/Fees                                    | 293,254             | 281,272             | 275,000             | 275,000             | 255,000              | 275,000             | 275,000             | 300,000              |
| Misc. Revenue / Interest / Refunds            | 14,532              | 13,907              | 10,500              | 10,500              | 10,500               | 10,500              | 10,500              | 10,500               |
| <b>TOTAL REVENUE</b>                          | <b>\$14,152,275</b> | <b>\$14,482,269</b> | <b>\$14,711,055</b> | <b>\$14,711,055</b> | <b>\$14,998,409</b>  | <b>\$15,313,938</b> | <b>\$15,313,938</b> | <b>\$15,639,507</b>  |
| <b>Expenditures</b>                           |                     |                     |                     |                     |                      |                     |                     |                      |
| <b>Operations</b>                             |                     |                     |                     |                     |                      |                     |                     |                      |
| 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         |
| <b>Salaries, Wages, Benefits</b>              |                     |                     |                     |                     |                      |                     |                     |                      |
| 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             | 757,722             | 757,722              | 599,095             | 656,568             | 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              | 380,242             | 230,242              | 80,000              | 145,000             | 100,000              |
| Building/Infrastructure                       | 12,539              |                     | 75,000              | 38,000              | 30,000               | 75,000              | 200,000             | 150,000              |
| <b>Subtotal:</b>                              | <b>\$13,768,755</b> | <b>\$14,385,348</b> | <b>\$14,898,337</b> | <b>\$15,363,101</b> | <b>\$15,205,101</b>  | <b>\$14,972,995</b> | <b>\$15,252,964</b> | <b>\$15,490,151</b>  |
| <b>Charges From Other Depts</b>               |                     |                     |                     |                     |                      |                     |                     |                      |
| 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              | 13,098              | 12,197               |
| Interfund Transfers                           |                     |                     |                     |                     |                      |                     |                     |                      |
| <b>Subtotal:</b>                              | <b>\$23,788</b>     | <b>\$17,996</b>     | <b>\$24,997</b>     | <b>\$24,997</b>     | <b>\$24,997</b>      | <b>\$25,007</b>     | <b>\$25,908</b>     | <b>\$25,007</b>      |
| <b>TOTAL EXPENDITURES</b>                     | <b>\$13,792,543</b> | <b>\$14,403,344</b> | <b>\$14,923,334</b> | <b>\$15,388,098</b> | <b>\$15,230,098</b>  | <b>\$14,998,002</b> | <b>\$15,278,872</b> | <b>\$15,515,158</b>  |
| <b>Prjctd Surplus/(Shortfall) {Rev - Exp}</b> | <b>\$359,732</b>    | <b>\$78,925</b>     | <b>\$(212,279)</b>  | <b>\$(677,043)</b>  | <b>\$(231,689)</b>   | <b>\$315,936</b>    | <b>\$35,066</b>     | <b>\$124,349</b>     |
| <b>GROSS FUND BALANCE {Bal + Rev - Exp}</b>   | <b>\$1,461,883</b>  | <b>\$1,540,808</b>  | <b>\$1,328,529</b>  | <b>\$863,765</b>    | <b>\$1,309,119</b>   | <b>\$1,625,055</b>  | <b>\$1,344,185</b>  | <b>\$1,468,534</b>   |
| Annual Committed Reserve                      |                     |                     |                     |                     |                      |                     | \$500,000           | \$500,000            |
| <b>Uncommitted Fund Balance</b>               | <b>\$1,461,883</b>  | <b>\$1,540,808</b>  | <b>\$1,328,529</b>  | <b>\$863,765</b>    | <b>\$1,309,119</b>   | <b>\$1,625,055</b>  | <b>\$844,185</b>    | <b>\$968,534</b>     |

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## 5-YEAR FUND ANALYSIS: OTHER FUNDS

|  | FY 2010<br>FINAL  | FY 2011<br>FINAL | FY 2012<br>ADOPTED | FY 2012<br>REVISED | FY 2012<br>PROJECTED | FY 2013<br>ADOPTED | FY 2013<br>REVISED | FY 2014<br>PROJECTED |
|--|-------------------|------------------|--------------------|--------------------|----------------------|--------------------|--------------------|----------------------|
| <b>Beginning Fund Balance</b>                      | <b>\$176,758</b>  | <b>\$147,734</b> | <b>\$266,656</b>   | <b>\$266,656</b>   | <b>\$266,656</b>     | <b>\$258,361</b>   | <b>\$258,361</b>   | <b>\$167,431</b>     |
| 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               |                    |                    |                      |
| <b>Revenues</b>                                    |                   |                  |                    |                    |                      |                    |                    |                      |
| 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               |
| <b>TOTAL REVENUE</b>                               | <b>\$215,421</b>  | <b>\$188,367</b> | <b>\$112,374</b>   | <b>\$112,374</b>   | <b>\$84,205</b>      | <b>\$112,374</b>   | <b>\$20,000</b>    | <b>\$20,000</b>      |
| <b>Expenditures</b>                                |                   |                  |                    |                    |                      |                    |                    |                      |
| <b>Operations</b>                                  |                   |                  |                    |                    |                      |                    |                    |                      |
| Personnel  | \$61,051          | \$29,692         | \$29,930           | \$33,180           | \$2,500              | \$34,930           | \$34,930           |                      |
| Non-Personnel                                      | 183,394           | 39,752           | 76,000             | 144,565            | 90,000               | 76,000             | 76,000             |                      |
| Library Materials                                  |                   |                  |                    |                    |                      |                    |                    |                      |
| <b>TOTAL EXPENDITURES</b>                          | <b>\$244,445</b>  | <b>\$69,444</b>  | <b>\$105,930</b>   | <b>\$177,745</b>   | <b>\$92,500</b>      | <b>\$110,930</b>   | <b>\$110,930</b>   |                      |
| <b>Projected Surplus/Shortfall<br/>(Rev - Exp)</b> | <b>\$(29,024)</b> | <b>\$118,923</b> | <b>\$6,444</b>     | <b>\$(65,371)</b>  | <b>\$(8,295)</b>     | <b>\$1,444</b>     | <b>\$(90,930)</b>  | <b>\$20,000</b>      |
| <b>GROSS FUND BALANCE<br/>(Bal + Rev - Exp)</b>    | <b>\$147,734</b>  | <b>\$266,657</b> | <b>\$273,100</b>   | <b>\$201,285</b>   | <b>\$258,361</b>     | <b>\$259,805</b>   | <b>\$167,431</b>   | <b>\$187,431</b>     |

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## 5-YEAR FUND ANALYSIS: GIFTS FUND

|  | FY 2010<br>FINAL  | FY 2011<br>FINAL   | FY 2012<br>ADOPTED | FY 2012<br>REVISED | FY 2012<br>PROJECTED | FY 2013<br>ADOPTED | FY 2013<br>REVISED | FY 2014<br>PROJECTED |
|--|-------------------|--------------------|--------------------|--------------------|----------------------|--------------------|--------------------|----------------------|
| <b>Beginning Fund Balance</b>                        | <b>\$875,064</b>  | <b>\$810,955</b>   | <b>\$609,927</b>   | <b>\$609,927</b>   | <b>\$609,927</b>     | <b>\$163,341</b>   | <b>\$163,341</b>   | <b>\$123,341</b>     |
| <b>Revenues</b>                                      |                   |                    |                    |                    |                      |                    |                    |                      |
| 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                  |                    |                    |                      |
| <b>TOTAL REVENUE</b>                                 | <b>\$100,539</b>  | <b>\$65,923</b>    | <b>\$88,554</b>    | <b>\$88,554</b>    | <b>\$68,408</b>      |                    | <b>\$88,327</b>    |                      |
| <b>Expenditures</b>                                  |                   |                    |                    |                    |                      |                    |                    |                      |
| <b>Operations</b>                                    |                   |                    |                    |                    |                      |                    |                    |                      |
| Personnel  | \$16,374          | \$42,816           | \$4,733            | \$4,633            | \$3,751              |                    | \$3,215            |                      |
| Non-Personnel  | 25,501            | 115,253            | 28,875             | 50,101             | 50,101               |                    | 44,581             |                      |
| Professional Services                                | 62,732            | 63,689             | 32,546             | 70,921             | 70,921               |                    | 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            | 300,000              |                    |                    |                      |
| <b>Subtotal:</b>                                     | <b>\$164,648</b>  | <b>\$266,951</b>   | <b>\$158,475</b>   | <b>\$565,876</b>   | <b>\$514,994</b>     | <b>\$40,000</b>    | <b>\$128,327</b>   |                      |
| <b>TOTAL EXPENDITURES</b>                            | <b>\$164,648</b>  | <b>\$266,951</b>   | <b>\$158,475</b>   | <b>\$565,876</b>   | <b>\$514,994</b>     | <b>\$40,000</b>    | <b>\$128,327</b>   |                      |
| <b>Projected Surplus / (Deficit)<br/>(Rev - Exp)</b> | <b>\$(64,109)</b> | <b>\$(201,028)</b> | <b>\$(69,921)</b>  | <b>\$(477,322)</b> | <b>\$(446,586)</b>   | <b>\$(40,000)</b>  | <b>\$(40,000)</b>  |                      |
| <b>GROSS FUND BALANCE<br/>(Bal + Rev - Exp)</b>      | <b>\$810,955</b>  | <b>\$609,927</b>   | <b>\$540,006</b>   | <b>\$132,605</b>   | <b>\$163,341</b>     | <b>\$123,341</b>   | <b>\$123,341</b>   | <b>\$123,341</b>     |

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## 5-YEAR FUND ANALYSIS: FOUNDATION FF&E FUND

|  | FY 2011<br>FINAL | FY 2012<br>ADOPTED | FY 2012<br>REVISED | FY 2012<br>PROJECTED | FY 2013<br>ADOPTED | FY 2013<br>REVISED |
|--|------------------|--------------------|--------------------|----------------------|--------------------|--------------------|
| <b>Beginning Fund Balance</b>                      | <b>\$50,000</b>  | <b>\$249,745</b>   | <b>\$249,745</b>   | <b>\$249,745</b>     | <b>\$655,845</b>   | <b>\$655,845</b>   |
| <b>Revenues</b>                                    |                  |                    |                    |                      |                    |                    |
| Foundation   | \$200,000        | \$1,000,000        | \$1,000,000        | \$800,000            | \$1,000,000        | \$1,500,000        |
| Misc./ Interest                                    |                  |                    |                    |                      |                    |                    |
| <b>TOTAL REVENUE</b>                               | <b>\$200,000</b> | <b>\$1,000,000</b> | <b>\$1,000,000</b> | <b>\$800,000</b>     | <b>\$1,000,000</b> | <b>\$1,500,000</b> |
| <b>Expenditures</b>                                |                  |                    |                    |                      |                    |                    |
| Personnel  |                  |                    |                    |                      |                    |                    |
| Consultants  | 255              |                    | 43,900             | 43,900               |                    |                    |
| Furniture and Fixtures                             |                  | 500,000            | 854,340            | 175,000              | 500,000            | 900,000            |
| Equipment  |                  | 500,000            | 298,654            | 175,000              | 500,000            | 700,000            |
| Miscellaneous/Other                                |                  |                    |                    |                      |                    |                    |
| <b>TOTAL EXPENDITURES</b>                          | <b>\$255</b>     | <b>\$1,000,000</b> | <b>\$1,196,894</b> | <b>\$393,900</b>     | <b>\$1,000,000</b> | <b>\$1,600,000</b> |
| <b>Projected Surplus/Shortfall<br/>(Rev - Exp)</b> | <b>\$199,745</b> |                    | <b>\$(196,894)</b> | <b>\$406,100</b>     |                    | <b>\$(100,000)</b> |
| <b>GROSS FUND BALANCE<br/>(Bal + Rev - Exp)</b>    | <b>\$249,745</b> | <b>\$249,745</b>   | <b>\$52,851</b>    | <b>\$655,845</b>     | <b>\$655,845</b>   | <b>\$555,845</b>   |

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## 5-YEAR FUND ANALYSIS: MEASURE FF FUND

|  | FY 2009<br>FINAL    | FY 2010<br>FINAL     | FY 2011<br>FINAL    | FY 2012<br>ADOPTED   | FY 2012<br>REVISED    | FY 2012<br>PROJECTED  | FY 2013<br>ADOPTED   | FY 2013<br>REVISED   |
|--|---------------------|----------------------|---------------------|----------------------|-----------------------|-----------------------|----------------------|----------------------|
| <b>Beginning Fund Balance</b>                      |                     | <b>\$9,955,299</b>   | <b>\$8,510,959</b>  | <b>\$22,130,714</b>  | <b>\$22,130,714</b>   | <b>\$22,130,714</b>   | <b>\$2,088,254</b>   | <b>\$2,088,254</b>   |
| <b>Revenues</b>                                    |                     |                      |                     |                      |                       |                       |                      |                      |
| Bond Proceeds                                      | \$10,000,000        |                      | \$16,428,536        |                      |                       |                       |                      |                      |
| Misc./ Interest                                    |                     | 13,641               | 28,477              | 6,000                | 6,000                 | 6,000                 | 1,500                | 1,500                |
| <b>TOTAL REVENUE</b>                               | <b>\$10,000,000</b> | <b>\$13,641</b>      | <b>\$16,457,013</b> | <b>\$6,000</b>       | <b>\$6,000</b>        | <b>\$6,000</b>        | <b>\$1,500</b>       | <b>\$1,500</b>       |
| <b>Expenditures</b>                                |                     |                      |                     |                      |                       |                       |                      |                      |
| Bond Issuance: Costs/Premiums                      | 35,425              |                      | 310,207             |                      |                       |                       |                      |                      |
| <b>Operations</b>                                  |                     |                      |                     |                      |                       |                       |                      |                      |
| 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                |
| <b>TOTAL EXPENDITURES</b>                          | <b>\$44,702</b>     | <b>\$1,457,981</b>   | <b>\$2,837,258</b>  | <b>\$2,003,516</b>   | <b>\$20,048,460</b>   | <b>\$ 20,048,460</b>  | <b>\$2,089,754</b>   | <b>\$2,089,754</b>   |
| <b>Projected Surplus/Shortfall<br/>(Rev - Exp)</b> | <b>\$9,955,299</b>  | <b>\$(1,444,340)</b> | <b>\$13,619,755</b> | <b>\$(1,997,516)</b> | <b>\$(20,042,460)</b> | <b>\$(20,042,460)</b> | <b>\$(2,088,254)</b> | <b>\$(2,088,254)</b> |
| <b>GROSS FUND BALANCE<br/>(Bal + Rev - Exp)</b>    | <b>\$9,955,299</b>  | <b>\$8,510,959</b>   | <b>\$22,130,714</b> | <b>\$20,133,198</b>  | <b>\$2,088,254</b>    | <b>\$2,088,254</b>    |                      |                      |

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## FRIENDS OF THE LIBRARY - FY 2013 GRANT FUNDING REQUESTS

| Dept Code | Department         | Purpose                                     | Gift \$         |
|-----------|--------------------|---|-----------------|
| 9101      | Administration     | Staff Development / Events / Refreshments   | \$9,831         |
| 9101      | Administration     | Employee Wellness                           | 650             |
| 9203      | Art+Music          | Programs / Concerts / Classes / Exhibits    | 7,300           |
| 9205      | Berkeley READS     | Literacy Program                            | 3,386           |
| 9202      | Childrens Svcs     | Programs / Summer Reading                   | 26,350          |
| 9206      | Teen Svcs          | Programs / Summer Reading / Outreach        | 6,860           |
| 9204      | Reference          | Programs / Special Projects                 | 6,150           |
| 9302      | North Branch       | Programs / Café Literario                   | 4,000           |
| 9306      | Special Services   | Volunteer Services Appreciation Celebration | 500             |
| 9402      | Collection Develop | Opening Day Collections for SB & WB         | 20,000          |
| 9301      | Branch Admin       | Branch FF Closure and Opening Celebrations  | 1,500           |
| 9305      | Claremont Branch   | Programs                                    | 1,800           |
|           |                    | <b>Total</b>                                | <b>\$88,327</b> |

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**POSITIONS FTE SUMMARY BY DEPARTMENT**

| Dep/Div | Department Name         | FTE FY13 |
|---------|-------------------------|----------|
| 9101    | Administration          | 9.000    |
| 9102    | Information Systems     | 5.000    |
| 9103    | Facilities              | 2.000    |
| 9201    | Circulation Services    | 23.900   |
| 9202    | Children's Services     | 9.525    |
| 9203    | Art + Music             | 3.800    |
| 9204    | Reference               | 8.900    |
| 9205    | Literacy Programs       | 2.500    |
| 9302    | North Branch            | 8.625    |
| 9303    | South Branch            | 6.325    |
| 9304    | West Branch             | 7.325    |
| 9305    | Claremont Branch        | 7.950    |
| 9307    | Tool Lending            | 2.075    |
| 9401    | Technical Services      | 10.250   |
| 9402    | Collections Mgmnt       | 2.000    |
| Total   | Berkeley Public Library | 109.175  |

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**POSITIONS FTE SUMMARY BY DIVISION (1 of 5)**

| Dep/Div    | Position                  | Pos # | FTE   |
|------------|---------------------------|-------|-------|
| 9101       | ACCOUNTING OFF SPEC III   | 4240  | 1.000 |
|            | ACCOUNTING OFF SPEC III   | 4240  | 1.000 |
|            | ADMINISTRATIVE & FISCAL S | 1463  | 1.000 |
|            | ADMINISTRATIVE SECRETARY  | 4613  | 1.000 |
|            | ASSOC HUMAN RESOURCES     | 2703  | 1.000 |
|            | DEPUTY DIRECTOR OF LIBRAR | 1211  | 1.000 |
|            | DIRECTOR OF LIBRARY SERVI | 1115  | 1.000 |
|            | LIBRARY SERVICES MANAGER  | 1468  | 1.000 |
|            | OFFICE SPECIALIST II      | 4703  | 1.000 |
| Admin      | 9                         |       | 9.000 |
| 9102       | INFORMATION SYSTEMS SPECI | 2830  | 1.000 |
|            | INFORMATION SYSTEMS SPECI | 2830  | 1.000 |
|            | INFORMATION SYSTEMS SUPPO | 3605  | 1.000 |
|            | LIBRARIAN II              | 2604  | 1.000 |
|            | LIBRARY INFO SYS ADMINIST | 1464  | 1.000 |
| I.T.       | 5                         |       | 5.000 |
| 9103       | BLDG MAINTENANCE MECH     | 5106  | 1.000 |
|            | BLDG MAINTENANCE SUPE     | 5117  | 1.000 |
| Facilities | 2                         |       | 2.000 |
| 9201       | CENTRAL SERVICES AIDE     | 4401  | 0.750 |
|            | CENTRAL SERVICES AIDE     | 4401  | 1.000 |
|            | CIRCULATION SERVICES MANA | 1469  | 1.000 |
|            | LIBRARY AIDE              | 4245  | 0.500 |
|            | LIBRARY AIDE              | 4245  | 0.500 |
|            | LIBRARY AIDE              | 4245  | 0.500 |
|            | LIBRARY AIDE              | 4245  | 0.500 |
|            | LIBRARY AIDE              | 4245  | 0.500 |
|            | LIBRARY AIDE              | 4245  | 0.500 |
|            | LIBRARY AIDE              | 4245  | 0.500 |
|            | LIBRARY AIDE              | 4245  | 0.500 |
|            | LIBRARY AIDE              | 4245  | 0.500 |
|            | LIBRARY AIDE              | 4245  | 0.500 |
|            | LIBRARY AIDE              | 4245  | 0.500 |
|            | LIBRARY AIDE              | 4245  | 0.500 |
|            | LIBRARY AIDE              | 42452 | 0.375 |
|            | LIBRARY AIDE              | 42452 | 0.375 |
|            | LIBRARY AIDE              | 42452 | 0.375 |
|            | LIBRARY AIDE              | 42452 | 0.375 |
|            | LIBRARY AIDE              | 42452 | 0.375 |

**POSITIONS FTE SUMMARY BY DIVISION (2 of 5)**

| Dep/Div               | Position                  | Pos # | FTE    |
|-----------------------|---------------------------|-------|--------|
|                       | LIBRARY ASSISTANT         | 4213  | 0.750  |
|                       | LIBRARY ASSISTANT         | 4213  | 0.500  |
|                       | LIBRARY ASSISTANT         | 4213  | 0.500  |
|                       | LIBRARY ASSISTANT         | 4213  | 0.500  |
|                       | LIBRARY ASSISTANT         | 4213  | 0.500  |
|                       | LIBRARY ASSISTANT         | 4213  | 0.750  |
|                       | LIBRARY ASSISTANT         | 4213  | 0.500  |
|                       | LIBRARY ASSISTANT         | 4213  | 0.500  |
|                       | LIBRARY ASSISTANT         | 4213  | 1.000  |
|                       | LIBRARY ASSISTANT         | 4213  | 0.500  |
|                       | LIBRARY ASSISTANT         | 4213  | 1.000  |
|                       | LIBRARY SPECIALIST I      | 4250  | 1.000  |
|                       | LIBRARY SPECIALIST I      | 4250  | 1.000  |
|                       | SUPERVISING LIBRARY ASSIS | 9609  | 1.000  |
|                       | SUPERVISING LIBRARY ASSIS | 9609  | 1.000  |
|                       | SUPERVISING LIBRARY ASSIS | 9609  | 1.000  |
|                       | LIBRARY PAGE              |       | 0.350  |
|                       | LIBRARY PAGE              |       | 0.350  |
|                       | LIBRARY PAGE              |       | 0.350  |
|                       | LIBRARY PAGE              |       | 0.350  |
| Circ.                 | 40                        |       | 23.900 |
| 9202                  | LIBRARIAN I               | 2605  | 0.500  |
|                       | LIBRARIAN I               | 2605  | 0.500  |
|                       | LIBRARIAN II              | 2604  | 0.500  |
|                       | LIBRARIAN II              | 2604  | 1.000  |
|                       | LIBRARIAN II              | 2604  | 0.600  |
|                       | LIBRARY AIDE              | 4245  | 0.500  |
|                       | LIBRARY AIDE              | 4245  | 0.500  |
|                       | LIBRARY AIDE              | 4245  | 0.500  |
|                       | LIBRARY AIDE              | 42452 | 0.375  |
|                       | LIBRARY AIDE              | 42452 | 0.375  |
|                       | LIBRARY AIDE              | 42452 | 0.375  |
|                       | LIBRARY SPECIALIST II     | 9610  | 0.800  |
|                       | SENIOR LIBRARIAN          | 2606  | 1.000  |
|                       | SUPERVISING LIBRARY ASSIS | 9609  | 1.000  |
| SUPERVISING LIBRARIAN | 2603                      | 1.000 |        |
| Childrens             | 14                        |       | 9.525  |

**POSITIONS FTE SUMMARY BY DIVISION (3 of 5)**

| Dep/Div        | Position                  | Pos # | FTE   |
|----------------|---------------------------|-------|-------|
| 9203           | LIBRARIAN I               | 2605  | 1.000 |
|                | LIBRARIAN II              | 2604  | 0.500 |
|                | LIBRARIAN II              | 2604  | 0.500 |
|                | LIBRARIAN II              | 2604  | 0.500 |
|                | LIBRARY SPECIALIST II     | 9610  | 0.500 |
|                | LIBRARY SPECIALIST II     | 9610  | 0.800 |
| Art+Music      | 6                         |       | 3.800 |
| 9204           | LIBRARIAN II              | 2604  | 0.500 |
|                | LIBRARIAN II              | 2604  | 1.000 |
|                | LIBRARIAN II              | 2604  | 0.500 |
|                | LIBRARIAN II              | 2604  | 0.700 |
|                | LIBRARIAN II              | 2604  | 0.800 |
|                | LIBRARIAN II              | 2604  | 1.000 |
|                | LIBRARIAN II              | 2604  | 1.000 |
|                | LIBRARY SPECIALIST II     | 9610  | 1.000 |
|                | LIBRARY SPECIALIST II     | 9610  | 0.900 |
|                | LIBRARY SPECIALIST II     | 9610  | 0.500 |
|                | SUPERVISING LIBRARIAN     | 2603  | 1.000 |
| Reference      | 11                        |       | 8.900 |
| 9205           | LIBRARY ASSISTANT         | 4213  | 0.500 |
|                | LIBRARY LITERACY PROGRAM  | 2615  | 1.000 |
|                | LIBRARY SPECIALIST I      | 4250  | 1.000 |
| Literacy       | 3                         |       | 2.500 |
| 9302           | LIBRARIAN II              | 2604  | 1.000 |
|                | LIBRARY AIDE              | 4245  | 0.500 |
|                | LIBRARY AIDE              | 4245  | 0.500 |
|                | LIBRARY AIDE              | 42452 | 0.375 |
|                | LIBRARY AIDE              | 42452 | 0.375 |
|                | LIBRARY AIDE              | 42452 | 0.375 |
|                | LIBRARY ASSISTANT         | 4213  | 0.500 |
|                | LIBRARY ASSISTANT         | 4213  | 0.500 |
|                | LIBRARY ASSISTANT         | 4213  | 0.500 |
|                | LIBRARY SPECIALIST II     | 9610  | 0.500 |
|                | LIBRARY SPECIALIST II     | 9610  | 0.500 |
|                | LIBRARY SPECIALIST II     | 9610  | 0.800 |
|                | SUPERVISING LIBRARIAN     | 2603  | 1.000 |
|                | SUPERVISING LIBRARY ASSIS | 9609  | 1.000 |
| YOUTH ENROLLEE | 6718                      | 0.200 |       |
| North          | 15                        |       | 8.625 |

**POSITIONS FTE SUMMARY BY DIVISION (4 of 5)**

| Dep/Div        | Position                  | Pos # | FTE   |
|----------------|---------------------------|-------|-------|
| 9303           | LIBRARIAN II              | 2604  | 1.000 |
|                | LIBRARY AIDE              | 42452 | 0.375 |
|                | LIBRARY AIDE              | 42452 | 0.375 |
|                | LIBRARY AIDE              | 42452 | 0.375 |
|                | LIBRARY ASSISTANT         | 4213  | 0.500 |
|                | LIBRARY ASSISTANT         | 4213  | 0.500 |
|                | LIBRARY SPECIALIST II     | 9610  | 0.500 |
|                | LIBRARY SPECIALIST II     | 9610  | 0.500 |
|                | SUPERVISING LIBRARIAN     | 2603  | 1.000 |
|                | SUPERVISING LIBRARY ASSIS | 9609  | 1.000 |
|                | YOUTH ENROLLEE            | 6718  | 0.200 |
| South          | 11                        |       | 6.325 |
| 9304           | LIBRARIAN I               | 2605  | 1.000 |
|                | LIBRARIAN II              | 2604  | 1.000 |
|                | LIBRARY AIDE              | 42452 | 0.375 |
|                | LIBRARY AIDE              | 42452 | 0.375 |
|                | LIBRARY AIDE              | 42452 | 0.375 |
|                | LIBRARY ASSISTANT         | 4213  | 0.500 |
|                | LIBRARY ASSISTANT         | 4213  | 0.500 |
|                | LIBRARY SPECIALIST II     | 9610  | 0.500 |
|                | LIBRARY SPECIALIST II     | 9610  | 0.500 |
|                | SUPERVISING LIBRARIAN     | 2603  | 1.000 |
|                | SUPERVISING LIBRARY ASSIS | 9609  | 1.000 |
|                | YOUTH ENROLLEE            | 6718  | 0.200 |
| West           | 12                        |       | 7.325 |
| 9305           | LIBRARIAN II              | 2604  | 1.000 |
|                | LIBRARIAN II              | 2604  | 1.000 |
|                | LIBRARY AIDE              | 42452 | 0.375 |
|                | LIBRARY AIDE              | 42452 | 0.375 |
|                | LIBRARY AIDE              | 42452 | 0.375 |
|                | LIBRARY AIDE              | 42452 | 0.375 |
|                | LIBRARY ASSISTANT         | 4213  | 0.500 |
|                | LIBRARY ASSISTANT         | 4213  | 0.500 |
|                | LIBRARY SPECIALIST II     | 9610  | 0.500 |
|                | LIBRARY SPECIALIST II     | 9610  | 0.750 |
|                | SUPERVISING LIBRARIAN     | 2603  | 1.000 |
|                | SUPERVISING LIBRARY ASSIS | 9609  | 1.000 |
| YOUTH ENROLLEE | 6718                      | 0.200 |       |
| Clrmnt         | 13                        |       | 7.950 |

**POSITIONS FTE SUMMARY BY DIVISION (5 of 5)**

| Dep/Div      | Position                  | Pos # | FTE            |
|--------------|---------------------------|-------|----------------|
| 9307         | TOOL LENDING SPECIALIST   | 6301  | 0.700          |
|              | TOOL LENDING SPECIALIST   | 6301  | 0.700          |
|              | TOOL LENDING SPECIALIST   | 6301  | 0.675          |
| Tool Lnd     | 3                         |       | 2.075          |
| 9401         | LIBRARIAN II              | 2604  | 1.000          |
|              | LIBRARY AIDE              | 4245  | 0.500          |
|              | LIBRARY AIDE              | 4245  | 0.500          |
|              | LIBRARY ASSISTANT         | 4213  | 0.500          |
|              | LIBRARY ASSISTANT         | 4213  | 0.500          |
|              | LIBRARY ASSISTANT         | 4213  | 0.500          |
|              | LIBRARY ASSISTANT         | 4213  | 1.000          |
|              | LIBRARY SPECIALIST II     | 9610  | 1.000          |
|              | LIBRARY SPECIALIST II     | 9610  | 1.000          |
|              | LIBRARY SPECIALIST II     | 9610  | 0.750          |
|              | LIBRARY SPECIALIST II     | 9610  | 1.000          |
|              | SUPERVISING LIBRARIAN     | 2603  | 1.000          |
|              | SUPERVISING LIBRARY ASSIS | 9609  | 1.000          |
| Tech Svcs    | 13                        |       | 10.250         |
| 9402         | LIBRARY SERVICES MANAGER  | 1468  | 1.000          |
|              | SENIOR LIBRARIAN          | 2606  | 1.000          |
| Collectns    | 2                         |       | 2.000          |
| <b>Total</b> | <b>159</b>                |       | <b>109.175</b> |

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## POSITIONS FTE BY CLASSIFICATION

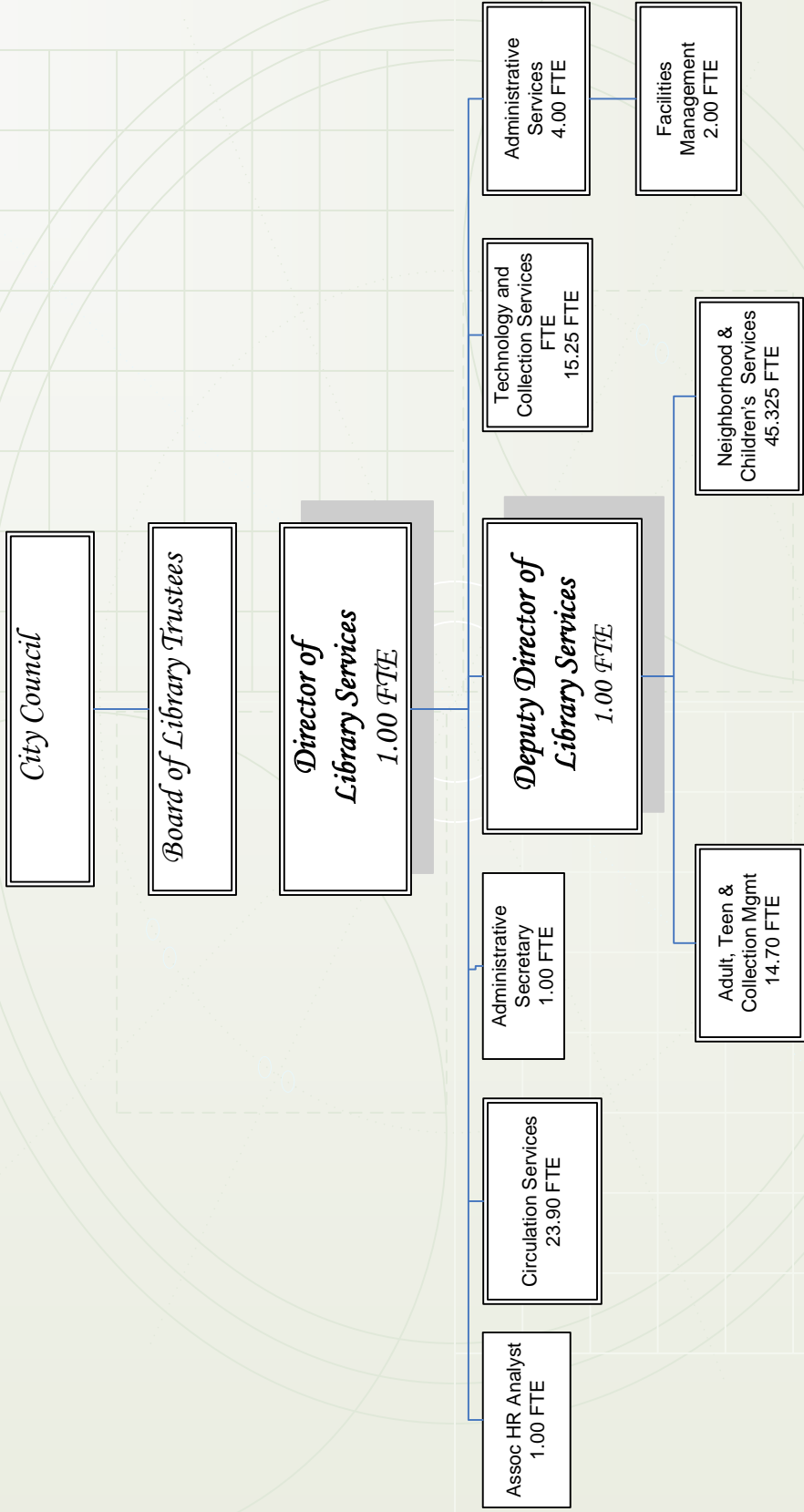
| Pos # | Position Name             | FTE FY13 |
|-------|---------------------------|----------|
| 1115  | DIRECTOR OF LIBRARY SERVI | 1.000    |
| 1211  | DEPUTY DIRECTOR OF LIBRAR | 1.000    |
| 1463  | ADMINISTRATIVE & FISCAL S | 1.000    |
| 1464  | LIBRARY INFO SYS ADMINIST | 1.000    |
| 1468  | LIBRARY SERVICES MANAGER  | 2.000    |
| 1469  | CIRCULATION SERVICES MANA | 1.000    |
| 2603  | SUPERVISING LIBRARIAN     | 7.000    |
| 2604  | LIBRARIAN II              | 16.100   |
| 2605  | LIBRARIAN I               | 3.000    |
| 2606  | SENIOR LIBRARIAN          | 2.000    |
| 2615  | LIBRARY LITERACY PROGRAM  | 1.000    |
| 2703  | ASSOCIATE HUMAN RESOURCES | 1.000    |
| 2830  | INFORMATION SYSTEMS SPECI | 2.000    |
| 3605  | INFORMATION SYSTEMS SUPPO | 1.000    |
| 4213  | LIBRARY ASSISTANT         | 14.500   |
| 4240  | ACCOUNTING OFF SPEC III   | 2.000    |
| 4245  | LIBRARY AIDE              | 9.000    |
| 4250  | LIBRARY SPECIALIST I      | 3.000    |
| 4401  | CENTRAL SERVICES AIDE     | 1.750    |
| 4613  | ADMINISTRATIVE SECRETARY  | 1.000    |
| 4703  | OFFICE SPECIALIST II      | 1.000    |
| 5106  | BUILDING MAINTENANCE MECH | 1.000    |
| 5117  | BUILDING MAINTENANCE SUPE | 1.000    |
| 6301  | TOOL LENDING SPECIALIST   | 2.075    |
| 6718  | YOUTH ENROLLEE            | 0.800    |
| 9609  | SUPERVISING LIBRARY ASSIS | 9.000    |
| 9610  | LIBRARY SPECIALIST II     | 13.300   |
| 42452 | LIBRARY AIDE              | 8.250    |
|       | LIBRARY PAGE              | 1.400    |
| Total | Berkeley Public Library   | 109.175  |

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# Berkeley Public Library

## All Divisions

109.175 Total FTE



# Berkeley Public Library

## Public Services Divisions

Total FTE 60.025

Deputy Director

Adult Services Manager  
1.00 FTE

Senior Librarian  
Collection Mgmt  
1.00 FTE

Teen Services

Supervising Librarian  
1.00 FTE

Art & Music  
3.8 FTE

Reference  
7.9 FTE

Neighborhood & Children's Services Manager  
1.00 FTE

Supervising Librarian  
1.00 FTE

Children's Services  
7.525 FTE

Senior Librarian  
Children's Services  
1.00 FTE

North  
8.625 FTE

West  
7.325

Literacy  
2.50 FTE

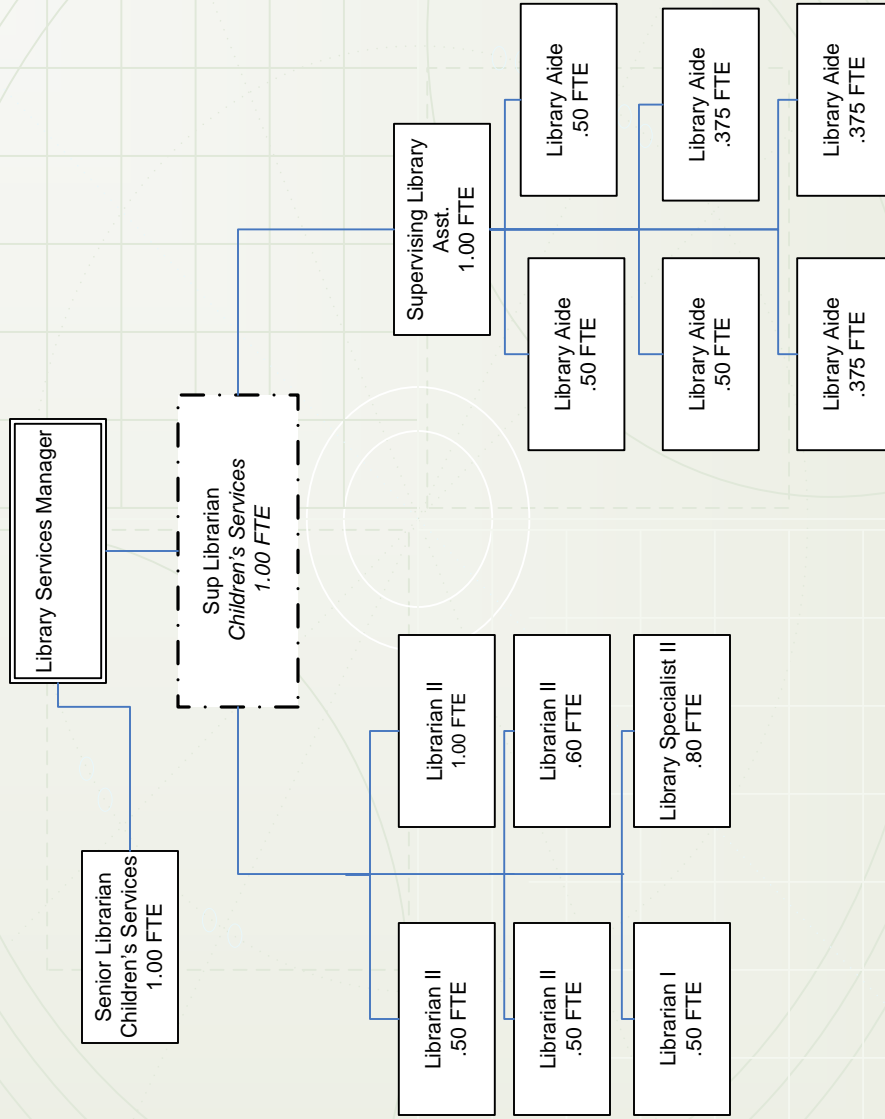
Claremont  
7.95 FTE

South  
6.325

Tool Lending  
2.075 FTE

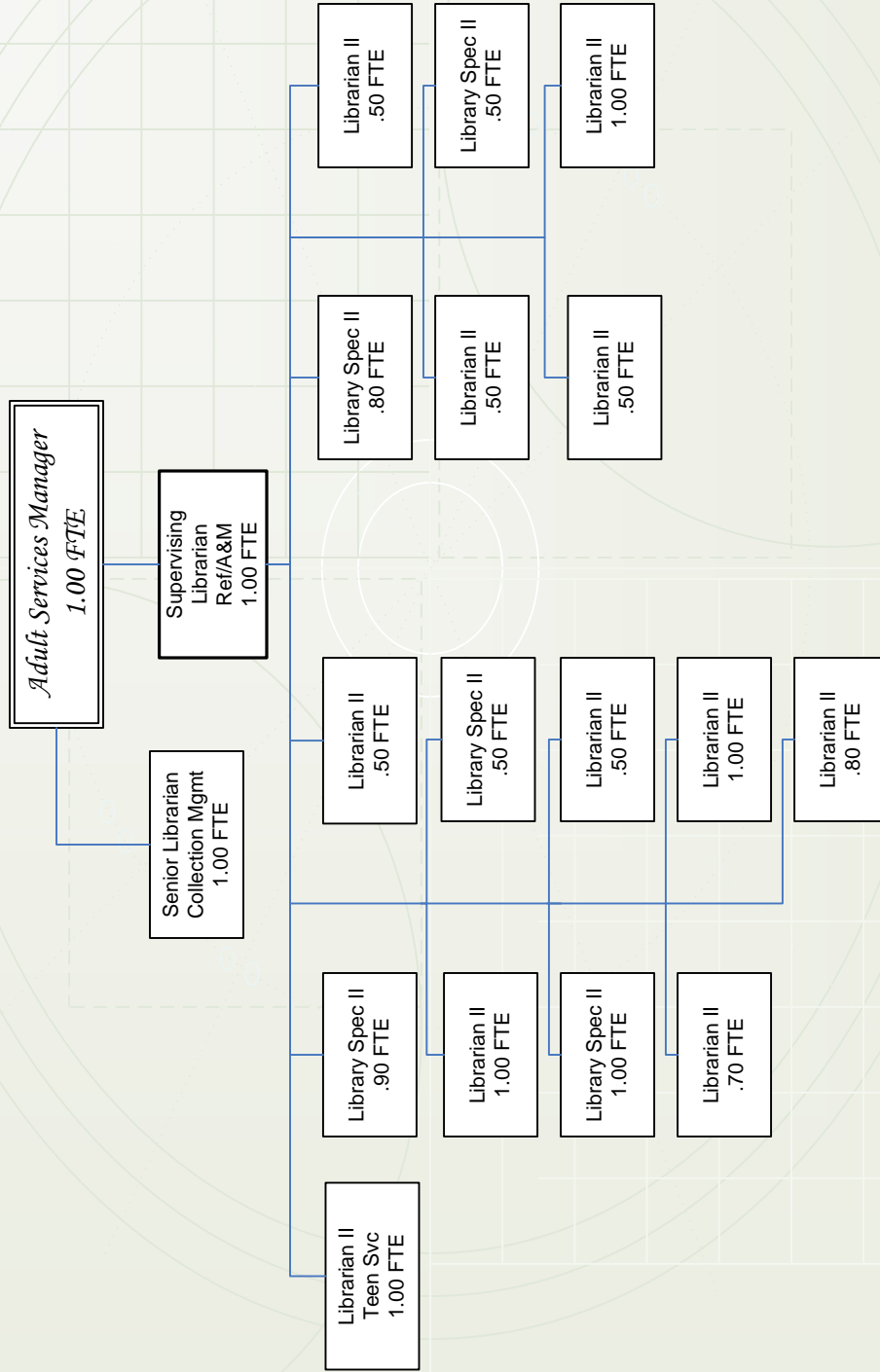
# Berkeley Public Library Children's Services Division

Total FTE 9.525

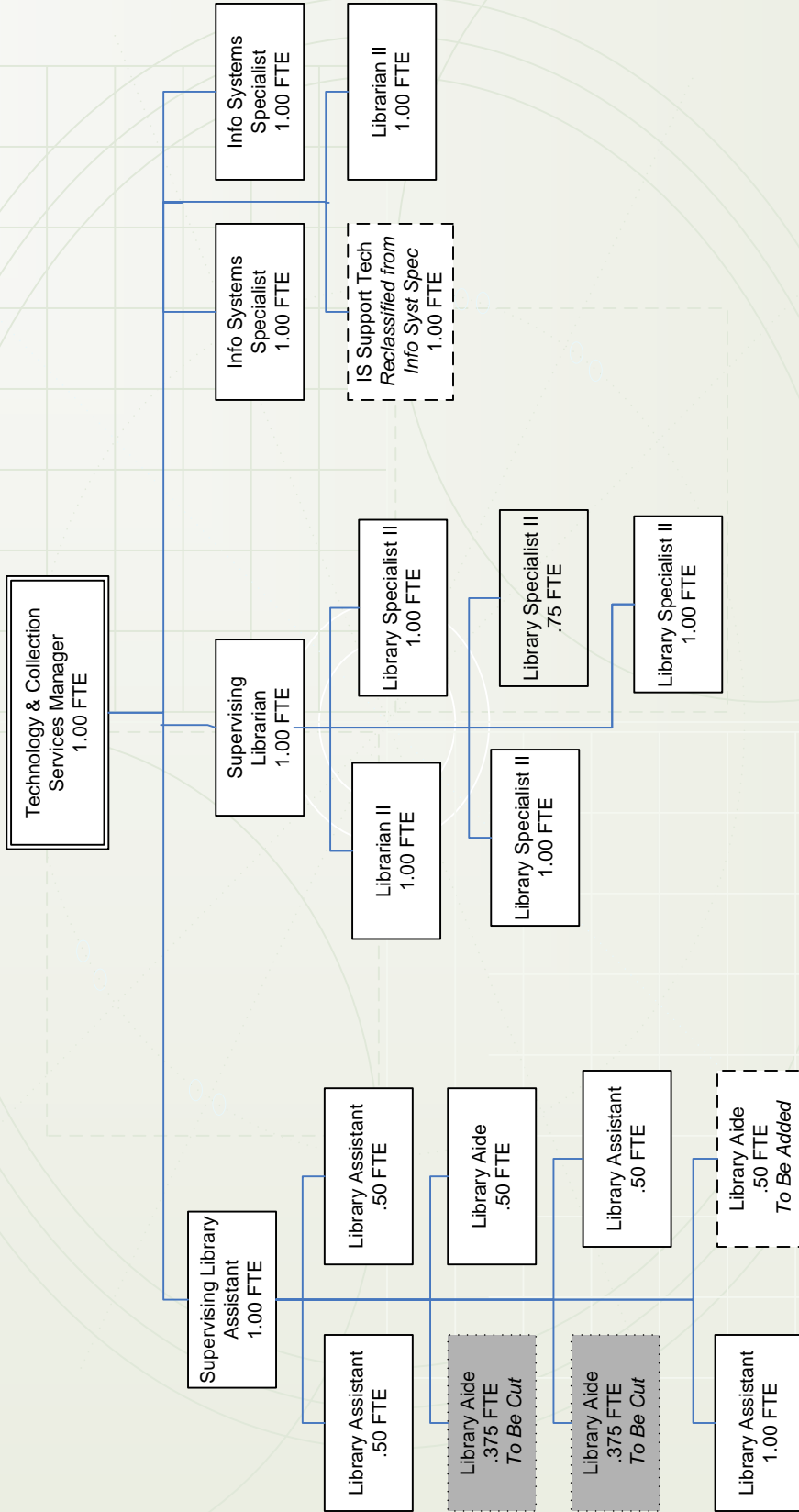


# Berkeley Public Library Adult Services Divisions

Total FTE 14.7



# Berkeley Public Library Technology & Collection Services 15.25 FTE

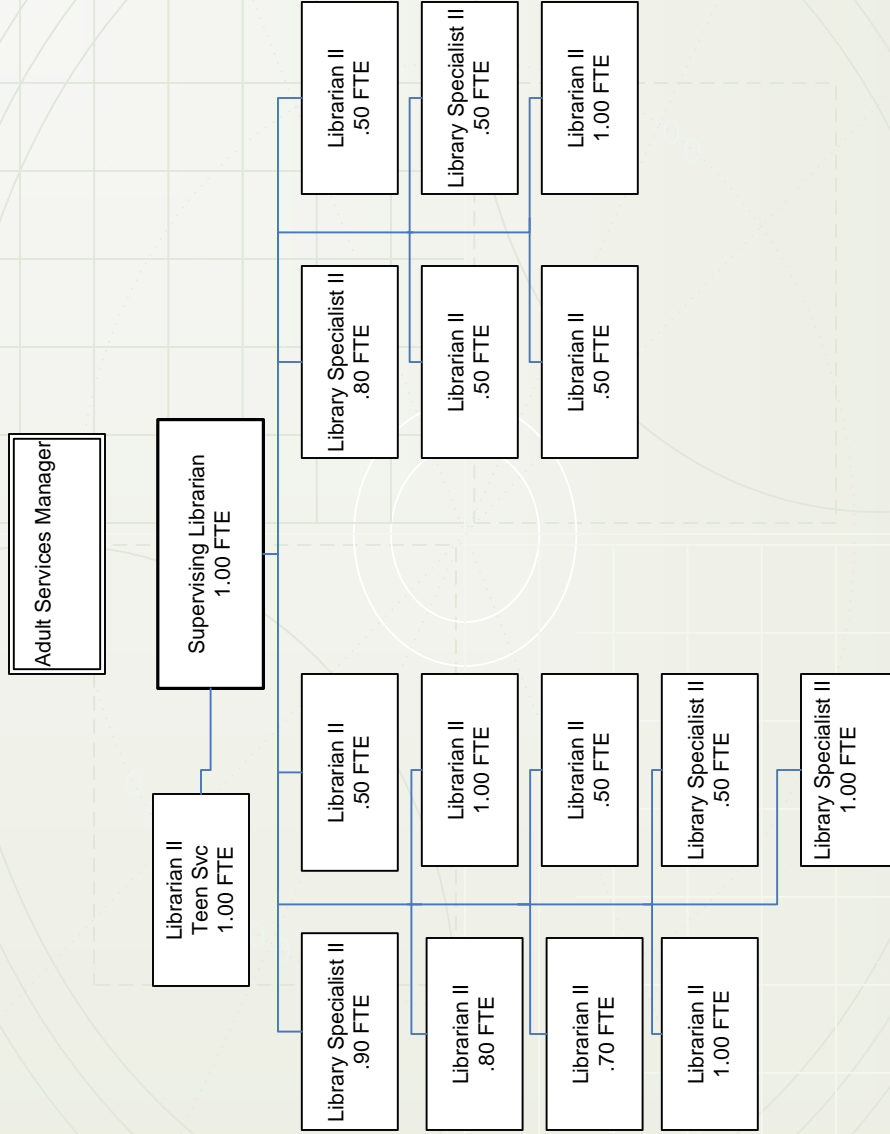


# Berkeley Public Library

## Central Services

### Reference & Art Music

Total FTE 12.7



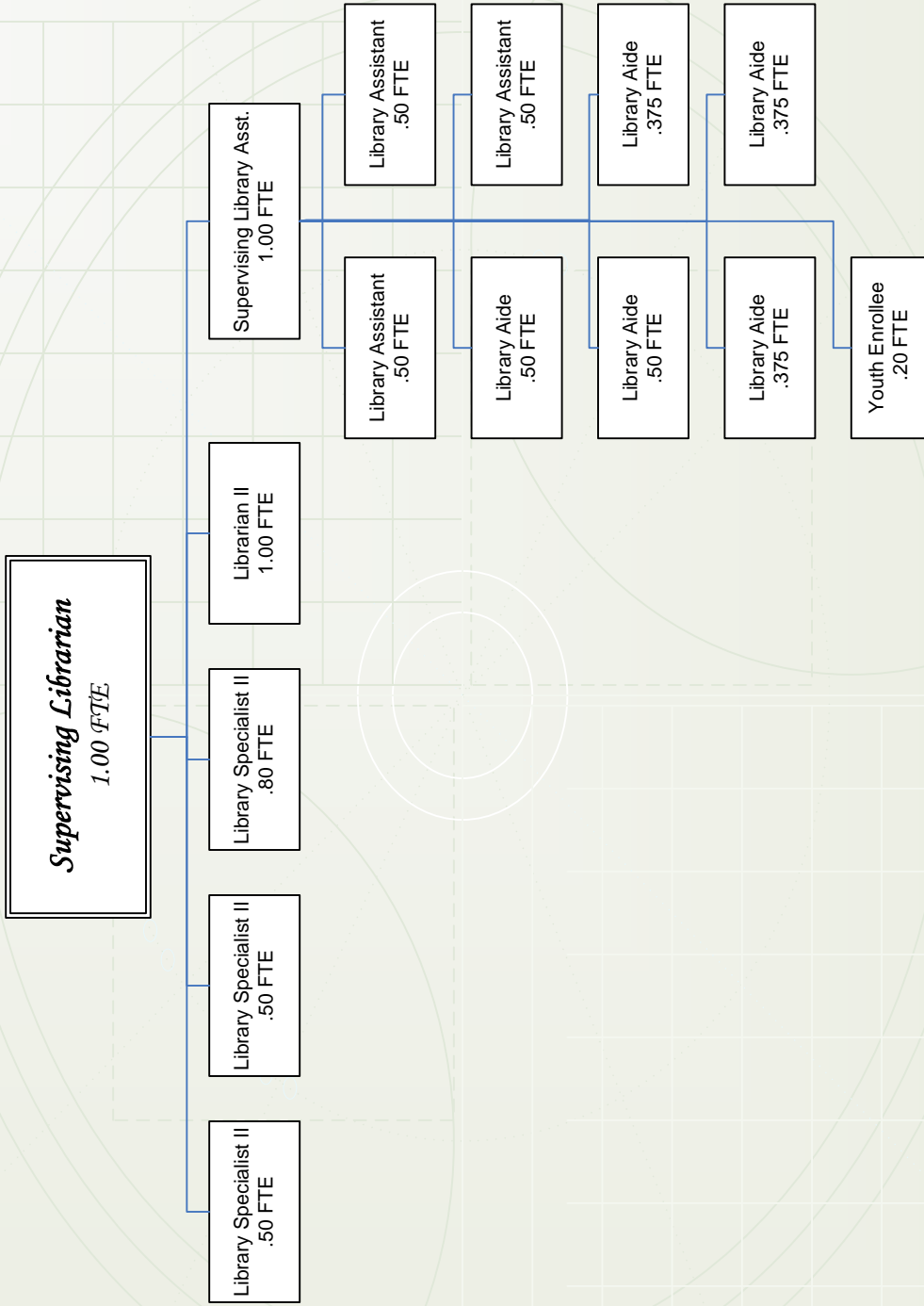




# Berkeley Public Library

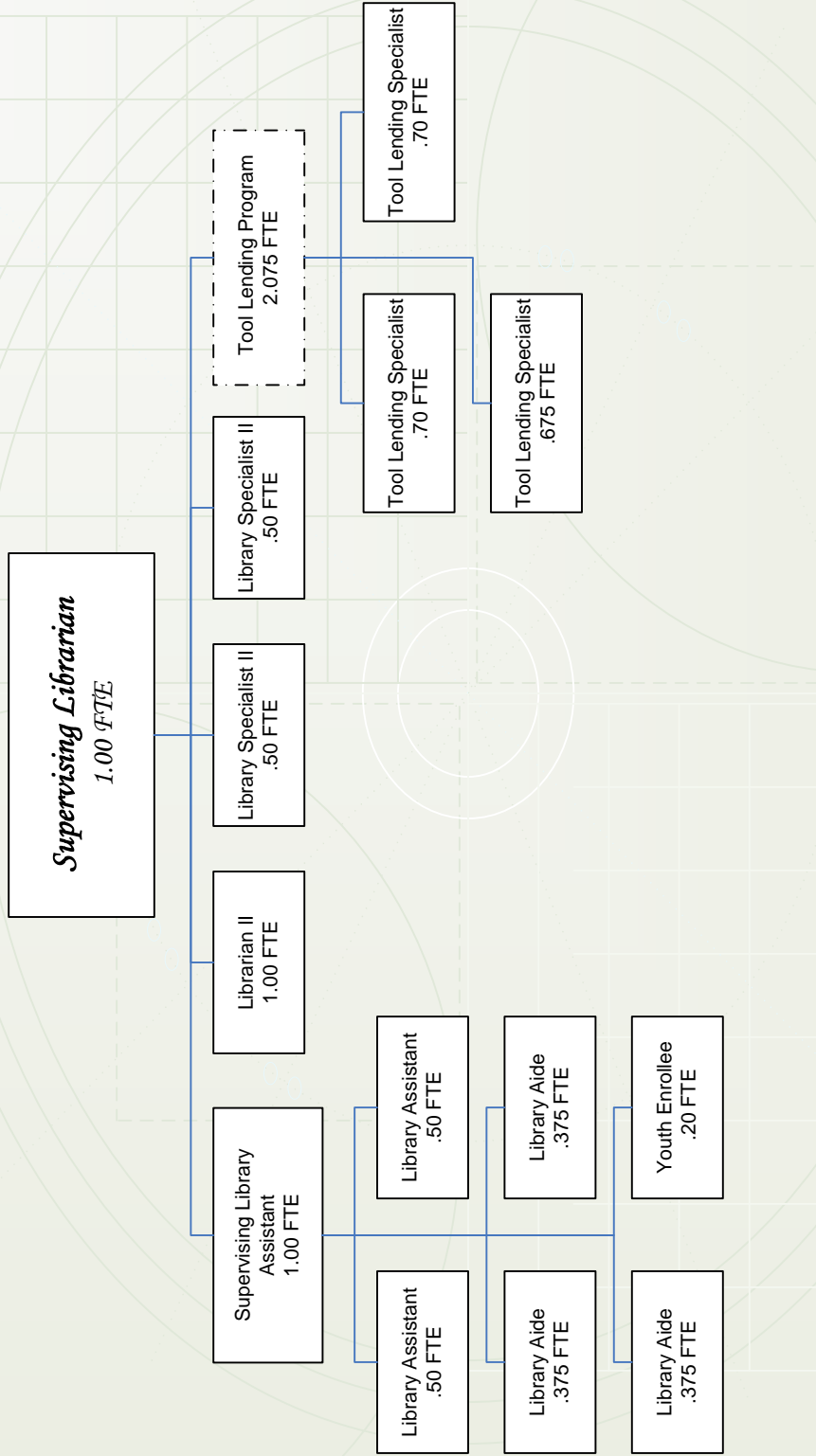
## North Branch

8.625 Total FTE



# Berkeley Public Library South Branch / Tool Lending

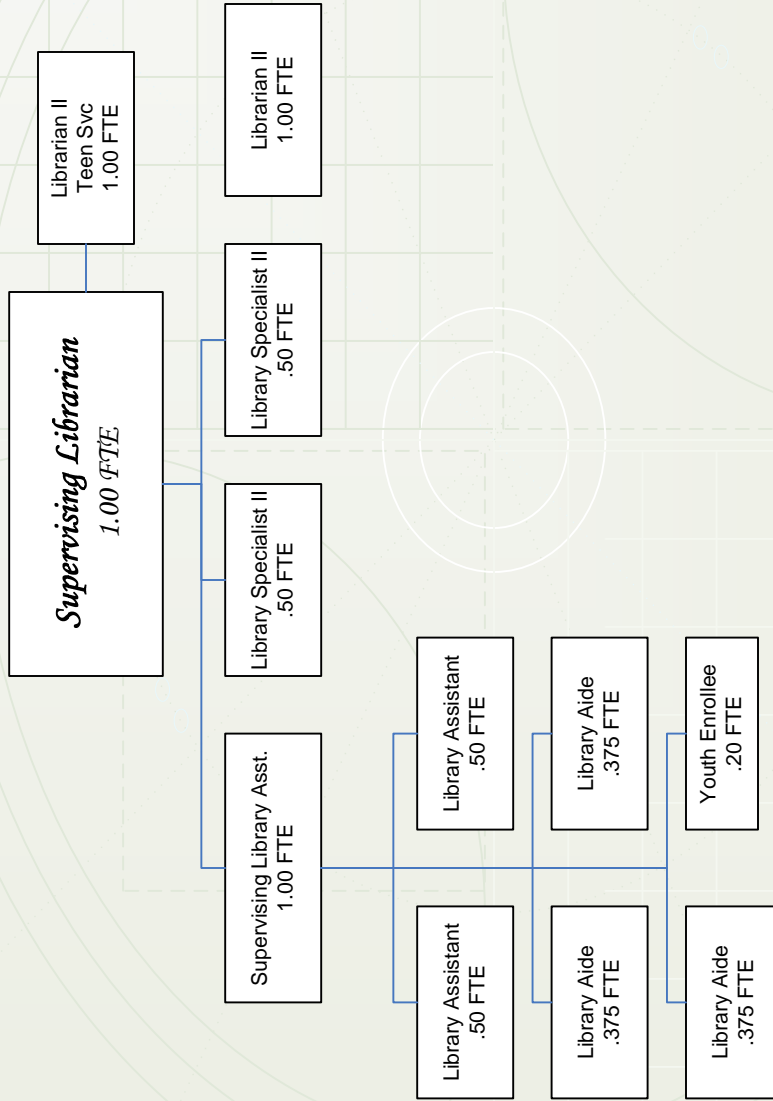
8.40 Total FTE



# Berkeley Public Library

## West Branch

7.325 Total FTE



# Berkeley Public Library

## Berkeley Reads

2.50 Total FTE

Library Literacy  
Program Coordinator  
1.00 FTE

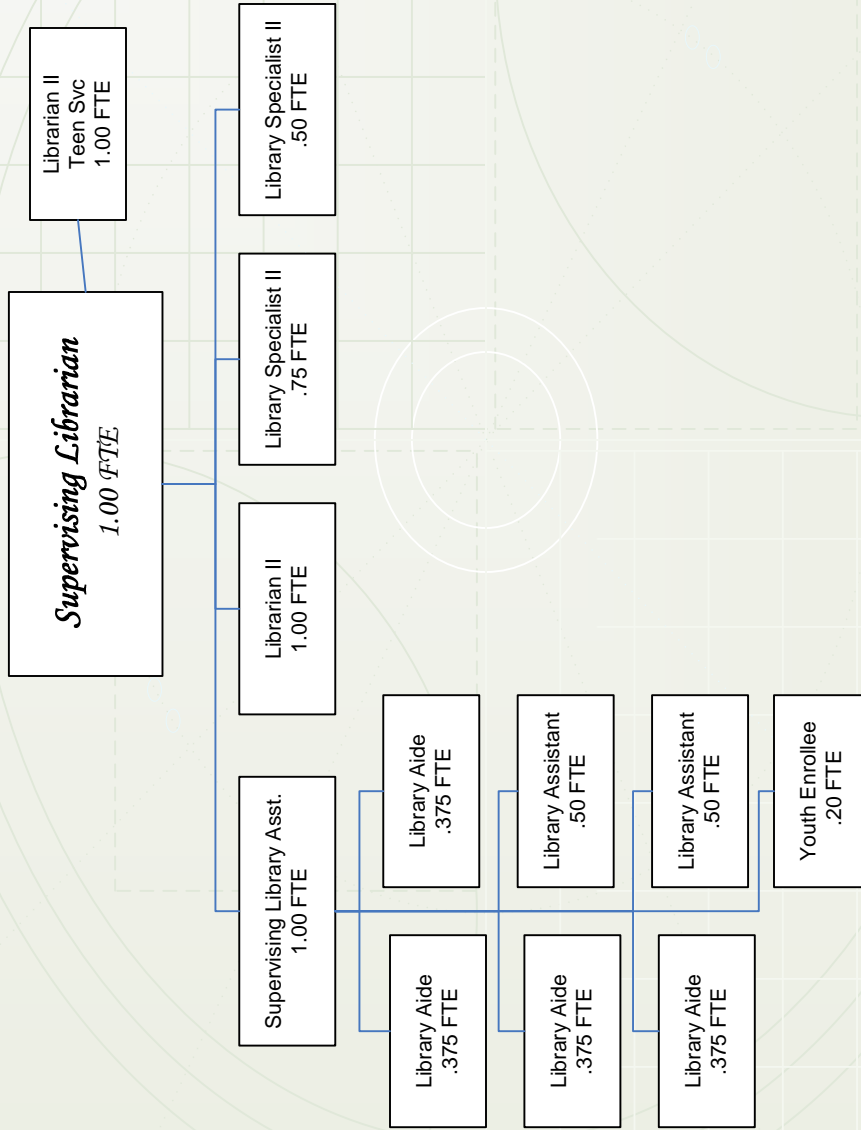
Library Specialist I  
1.00 FTE

Library Assistant  
.50 FTE



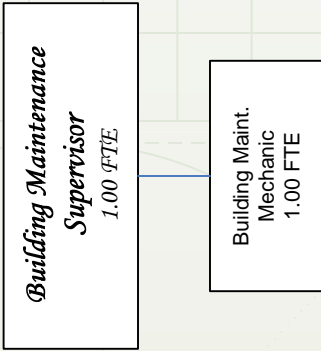
# Berkeley Public Library Claremont Branch

7.95 Total FTE



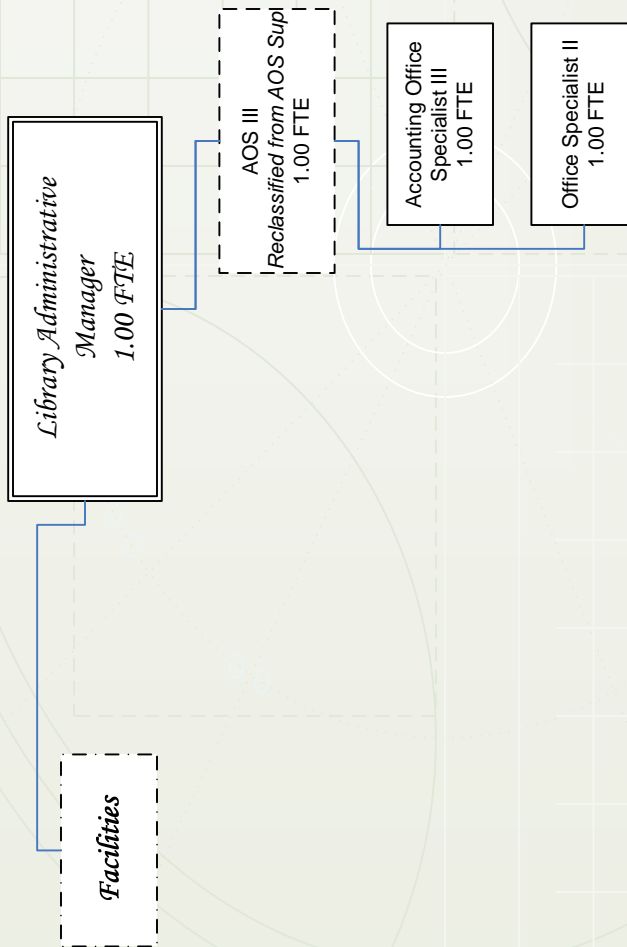
# Berkeley Public Library Facilities Management Division

2.00 Total FTE



# Berkeley Public Library Administration Division

4.00 Total FTE







## **BERKELEY PUBLIC LIBRARY**

### **ACTION CALENDAR**

June 13, 2012

**TO:** Board of Library Trustees

**FROM:** Donna Corbeil, Director of Library Services

**SUBJECT:** REVISED BOND PROGRAM BUDGET & SCHEDULE

#### **RECOMMENDATION**

Adopt a resolution adopting a revised program budget and schedule for the Measure FF Branch Libraries Improvement Program for fiscal years 2012 and 2013.

#### **FISCAL IMPACT**

None.

#### **BACKGROUND**

At the July 9, 2008 regular meeting, the Board of Library Trustees by Resolution No.: R08-73 approved the final Branch Library Facilities Master Plan report containing a program schedule and budget.

At the November 12, 2008 regular meeting, the Board of Library Trustees by Resolution No.: R08-103 approved a Program project schedule and the formulation of procedures for selection of architectural service firms for the North Branch Library and the South Branch Library.

At the February 11, 2009 regular meeting, the Board of Library Trustees by Resolution No.: R09-14 approved the presented \$26M budget for the Library bond program and project schedule; both necessary actions prior to the sale of Measure FF bonds by the City and to approve procedures for selection of project design teams and a project management consultant.

At a special meeting held May 20, 2009, the Board of Library Trustees by Resolution No.: R09-39 approved a Measure FF bond project budget and schedule for fiscal years 2010 and 2011.

Since that time, on a regular quarterly schedule Kitchell CEM has provided detailed updates on the branch bond program, including progress on individual projects, overall schedule and budget related information. In addition, project fiscal updates and actions are contained in the Library's standard budget reports, and items recommended for approval to the City Council, i.e., all related construction and architectural design related contracts, are brought before the board and made available in the corresponding board meeting packet. The most recent board action, at a special meeting on April 23, 2012, was approval of a recommendation to City Council to approve a general contractor for the West Branch Library project.



## CURRENT SITUATION AND ITS EFFECTS

In addition to the major contracts encompassing A&E services, project management and construction, other consultants are needed to fulfill the programmatic goals, perform construction related testing services, and to execute other ancillary specialized functions. These other services have included a project programming consultant, a fine arts transportation and storage firm, as well as the four artists selected through the City of Berkeley Civic Arts Program. On the revenue side the board has approved on an as needed basis authorization to apply for grants from programs such as Alameda County Waste Management Authority's Bay Friendly Landscaping grants, and PG&E's Savings by Design. The board also accepts, under authority granted to it by the City Council, Library gift funds from the Berkeley Public Library Foundation's Branch Library FF&E Capital Campaign drive for the purposes of securing the furniture, fixtures and equipment related to the Branch Libraries Improvement Program.

### **Project Schedule and Budget Review**

#### *Schedule*

To date the bond program has achieved significant milestones: the completion of construction of the North Branch Library (reopened April 7, 2012); substantial completion of the Claremont Branch Library (reopened May 5, 2012), and start of construction phase on the South and West Branch projects -- the latter two have assigned general contractors and work at South, including demolition has commenced. As a result the updated schedule shows completion of the West Branch and the South Branch projects in fall 2013. The master schedule (Attachment 3) was updated based on the current versions of the individual project schedules and is dated May 15, 2012. Based on this, the current date projected for program completion is July 8, 2013.

#### *Program Budget Update*

Funds allocated for completed projects may be reassigned to the program budget while leaving adequate funds for any remaining work such as the completion of LEED certification.

#### *Recommended Revisions -*

Transfer \$375,000 of Program contingency to West Branch general contract budget

Transfer \$251,236 of North Branch general contract budget to Program contingency

Re-allocate \$200,000 of FF&E Capital Campaign funds reserved to support construction of the North Branch project back to non-site specific FF&E usage.

As previously noted, additional revenue has been applied to the Program. The City of Berkeley Public Works Department contributed \$14,000 for ADA upgrades to sidewalk ramps at the North Branch project, and PG&E paid a \$1,000 claim made by the Library resulting from cost recovery for damage to landscaping during installation of the new gas meter at the North Branch Library. This \$15,000 has been added to the Revenue summary, along with \$400,000 previously accepted by the board in gift funds from the Library Foundation. The Program Revenue, prior to the enactment of the recommended changes totals \$26,415,000.

Three consultant contracts require increased appropriations to complete the full scope of their required work. The Kitchell CEM (Program Management / LEED) contract must be increased by \$175,000, Gould Evans / Baum Thornley Architects (Claremont) requires \$15,000, and Field Paoli Architects (South) necessitates \$30,000, yielding a total increase of \$220,000. The recommended transfer of remaining



North Branch budgeted funds to the Program's contingency budget will allow the needed funds to be allocated to the appropriate contract and project budgets.

At the special meeting of the board on April 23, 2013 the general contractor contract for the West Branch Library Improvement Project was recommended for approval to the City Council. The West Branch's prorated portion of the Program's contingency was hence deducted from the general Program budget and applied to the West Branch project budget. The value of this deduction was \$375,000 and was affected to account for any budget deficit related to award of the full apparent low bid value of \$5,495,000. This value was added to the budget line item for the construction contract. The result is that the budget for the West branch rose from \$7,139,455 to \$7,514,455. No other project's budget was negatively impacted by this action.

At the March 14, 2012 regular meeting of the board, the costs for the Bookmobile were authorized for removal from the Program's budget and transfer to the Library Tax Fund. With this action, \$120,000 previously expensed from the Program's budget was effectively released back into the Program's contingency. As a result of these 2 moves, the value of the Program Contingency was reduced from \$385,363 to \$130,363.

The North Branch project is completed. The final value of all change orders is \$148,765, or 3.4% of the contract value, leaving a balance of \$251,236 to go back into the Program's budget, or moreover, the Program's contingency so as to be available to support the remaining projects. Additionally, there is a balance of \$200,000 from the Berkeley Public Library Foundation's FF&E Capital Campaign Fund (307) that was reserved to support the purchase of equipment, shelving and fixtures for the North Branch Library project. Staff recommends that this balance be released from its restricted use towards the North Branch project and be allowed for qualified use among the other remaining project sites. These funds will be made available for allocation to procure furniture, equipment, computers and other related materials for the South and West Branch projects, fulfilling the intended purpose of the Library Foundation's Capital Campaign to support Measure FF. The board's prior recommendation to expend these gift funds on North Branch project hard costs was approved by the City Council and hence they will likewise be requested to approve removing this site restriction and to allow the Library to expend the funds among the remaining projects for the purposes of supporting furnishing and equipping those facilities.

No changes to the South and Claremont projects are recommended at this time.

#### FUTURE ACTION

No future action is required at this time.

#### Attachments:

1. Resolution
2. Program Budget
3. Revised Updated Master Schedule 5/14/12





**BERKELEY PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES**

**Resolution No.: 12-0XX**

**ADOPT A RESOLUTION ADOPTING A REVISED PROJECT BUDGET AND SCHEDULE  
FOR THE BRANCH LIBRARY IMPROVEMENT PROGRAM, MEASURE FF**

WHEREAS, the Board of Library Trustees is responsible for managing the Library's Measure FF branch libraries building program funded by voters, a \$26M bond program and is responsible for making annual reports on the fiscal status of the projects to the City Council; and

WHEREAS, the Branch Library Master Facility Plan included recommendations for specific next steps, a Project Schedule, cost estimates and information relevant to the scope of each project; and

WHEREAS, since November 2008 and the passage of Measure FF, the board has approved the initiation of key activities related to implementing and managing the program including the selection of architectural design firms, a construction management consultant, public artists, and the assignment of a general contractor for each site resulting in the Revised Master Schedule (Attachment 2); and

WHEREAS, following the reopening of the North Branch Library and completion of the project, approve the transfer of \$251,236 of North Branch General Contract Budget to Program Contingency; and

WHEREAS, Gift fund revenues (Foundation FF&E Fund, 307) were accepted and reserved to support the North Branch project of the Branch Libraries Improvement Program (Measure FF Fund, 308), upon completion of the project approve release of the balance of these funds of \$200,000 to support the procurement of furnishings, fixtures, and equipment as needed for the remaining branch projects; and

WHEREAS, the general contractor has been selected for the West Branch Library and approved by the Board and City Council, approve the transfer of \$375,000 of the Program's contingency to the West Branch general contract budget.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to approve the revised Measure FF Bond Program Schedule as presented and accept the revisions within the Branch Library Improvement Program budget, such that \$251,236 is transferred from the North Branch Project to Program contingency; \$375,000 is transferred from Program contingency to the West Branch Project; and \$200,000 in gift funds accepted to support the North Branch Library project is released to support the purchase of furniture, fixtures, and equipment for the remaining projects.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on June 13, 2012.

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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Winston Burton, Chairperson

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





## PROGRAM COST CONTROL REPORT

| BERKELEY PUBLIC LIBRARY<br>Branch Library Improvement Program |                                   | Revised Budget -<br>April 26, 2012 | Revised Budget -<br>May 31, 2012 | Current Committed<br>Costs | Notes -<br>Since<br>01/01/12 |
|---|-----------------------------------|------------------------------------|----------------------------------|----------------------------|------------------------------|
| <b>NORTH BRANCH</b>   |                                   |                                    |                                  |                            |                              |
|   | <i>Branch Total</i>               | \$ 5,979,470                       | \$ 5,728,235                     | \$ 5,728,235               | 3                            |
| <b>SOUTH BRANCH / TOOL LENDING</b>                            |                                   |                                    |                                  |                            |                              |
|   | <i>Branch Total</i>               | \$ 6,529,520                       | \$ 6,529,520                     | \$ 6,529,520               | 1                            |
| <b>WEST BRANCH</b>  |                                   |                                    |                                  |                            |                              |
|   | <i>Branch Total</i>               | \$ 7,514,455                       | \$ 7,514,455                     | \$ 7,514,455               | 4                            |
| <b>CLAREMONT BRANCH</b>                                       |                                   |                                    |                                  |                            |                              |
|   | <i>Branch Total</i>               | \$ 4,394,240                       | \$ 4,394,240                     | \$ 4,394,240               |                              |
| <b>TOTAL SITE COSTS</b>                                       |                                   | \$ 24,417,685                      | \$ 24,166,450                    | \$ 24,166,450              |                              |
| <b>GENERAL PROGRAM SOFT COSTS</b>                             |                                   |                                    |                                  |                            |                              |
|   | Programming Consultant            | \$ 60,000                          | \$ 60,000                        | \$ 60,000                  |                              |
|   | IT Consultant                     | \$ 125,000                         | \$ 125,000                       | \$ 125,000                 |                              |
|   | Bond Consultant                   | \$ 100,000                         | \$ 100,000                       | \$ 100,000                 |                              |
|   | City Consultant                   | \$ 200,000                         | \$ 200,000                       | \$ 200,000                 |                              |
|   | Construction Management           | \$ 996,990                         | \$ 996,990                       | \$ 1,092,990               |                              |
|   | Accessibility Consultant          | \$ 1,000                           | \$ 1,000                         | \$ 1,000                   |                              |
|   | Legal Fees                        | \$ 100,000                         | \$ -                             | \$ -                       | 6                            |
|   | Bond Fees                         | \$ 95,000                          | \$ 95,000                        | \$ 95,000                  |                              |
|   | Public Relations                  | \$ 30,000                          | \$ 30,000                        | \$ 30,000                  |                              |
|   | Tool Library Rental / Moving      | \$ 50,000                          | \$ 50,000                        | \$ 50,000                  |                              |
|   | Contract Authorized Contingencies | \$ 108,962                         | \$ 283,962                       | \$ 12,962                  | 7                            |
|   | Bookmobile                        | \$ -                               | \$ -                             | \$ -                       | 2                            |
| <b>TOTAL GENERAL PROGRAM COSTS</b>                            |                                   | \$ 1,866,952                       | \$ 1,941,952                     | \$ 1,766,952               |                              |
| <b>TOTAL PROGRAM &amp; SITE COSTS</b>                         |                                   | \$ 26,284,637                      | \$ 26,108,402                    | \$ 25,933,402              |                              |
| <b>PROGRAM CONTINGENCY</b>                                    |                                   | \$ 130,363                         | \$ 106,598                       | \$ 281,598                 |                              |
| <b>TOTAL PROGRAM BUDGET</b>                                   |                                   | \$ 26,415,000                      | \$ 26,215,000                    | \$ 26,215,000              | * , 1, 3, 5                  |

## Notes - Since 01/01/12

- \* Total less Bond Fees for comparison to BPL report ->
- 1 Additional Funding Confirmed by BPL (01/18/12) - \$200,000
- 2 BranchVan Costs Reallocated to Fund 301 by BOLT (03/14/12)
- 3 Add'l Funding - Public Works & PG&E - North - See Revenue Summary (BPL 04/26/12) - \$15,000
- 4 \$375,000 of Program Contingency transferred to General Contract Budget (04/26/12)
- 5 **Removal of Additional Funding Confirmed - North - See Revenue Summary (BPL 05/31/12) - \$200,000**
- 6 **Budget Line Item Removed - Legal Fees (BPL, 05/31/12)**
- 7 **Increase to Budget for Contract Authorized Contingency for ASAs (BPL, 05/31/12) - \$175,000**





# Berkeley Public Library - Updated Master Schedule

May 15, 2012

| ID | Name                              | Duration         | Start              | Finish             | 2009 |    |    | 2010 |    |    | 2011 |    |    | 2012 |    |    | 2013 |    |    | 2014 |    |    | 2015 |
|----|-----------------------------------|------------------|--------------------|--------------------|------|----|----|------|----|----|------|----|----|------|----|----|------|----|----|------|----|----|------|
|    |                                   |                  |                    |                    | Q1   | Q2 | Q3 | Q4   | Q1 | Q2 | Q3   | Q4 | Q1 | Q2   | Q3 | Q4 | Q1   | Q2 | Q3 | Q4   | Q1 | Q2 | Q3   |
| 1  |                                   |                  |                    |                    |      |    |    |      |    |    |      |    |    |      |    |    |      |    |    |      |    |    |      |
| 2  | <b>North Branch</b>               | <b>768 days</b>  | <b>Wed 6/17/09</b> | <b>Fri 5/25/12</b> |      |    |    |      |    |    |      |    |    |      |    |    |      |    |    |      |    |    |      |
| 3  | Design - Conceptual, SD & DD      | 245 days         | Wed 6/17/09        | Tue 5/25/10        |      |    |    |      |    |    |      |    |    |      |    |    |      |    |    |      |    |    |      |
| 4  | CEQA Process / Zoning Approval    | 231 days         | Wed 1/27/10        | Wed 12/15/10       |      |    |    |      |    |    |      |    |    |      |    |    |      |    |    |      |    |    |      |
| 5  | Design - Construction Documents   | 118 days         | Wed 5/26/10        | Fri 11/5/10        |      |    |    |      |    |    |      |    |    |      |    |    |      |    |    |      |    |    |      |
| 6  | Building Permit Review            | 144 days         | Wed 10/20/10       | Mon 5/9/11         |      |    |    |      |    |    |      |    |    |      |    |    |      |    |    |      |    |    |      |
| 7  | Bid                               | 51 days          | Thu 1/20/11        | Thu 3/31/11        |      |    |    |      |    |    |      |    |    |      |    |    |      |    |    |      |    |    |      |
| 8  | Contract Execution & Construction | 287 days         | Thu 3/31/11        | Fri 5/4/12         |      |    |    |      |    |    |      |    |    |      |    |    |      |    |    |      |    |    |      |
| 9  | Occupancy                         | 30 days          | Mon 2/27/12        | Fri 4/6/12         |      |    |    |      |    |    |      |    |    |      |    |    |      |    |    |      |    |    |      |
| 10 |                                   |                  |                    |                    |      |    |    |      |    |    |      |    |    |      |    |    |      |    |    |      |    |    |      |
| 11 | <b>Claremont Branch</b>           | <b>742 days</b>  | <b>Thu 7/23/09</b> | <b>Fri 5/25/12</b> |      |    |    |      |    |    |      |    |    |      |    |    |      |    |    |      |    |    |      |
| 12 | Design - Conceptual, SD & DD      | 210 days         | Thu 7/23/09        | Wed 5/12/10        |      |    |    |      |    |    |      |    |    |      |    |    |      |    |    |      |    |    |      |
| 13 | CEQA Process / Zoning Approval    | 130 days         | Thu 12/3/09        | Wed 6/2/10         |      |    |    |      |    |    |      |    |    |      |    |    |      |    |    |      |    |    |      |
| 14 | Design - Construction Documents   | 140 days         | Thu 6/3/10         | Wed 12/15/10       |      |    |    |      |    |    |      |    |    |      |    |    |      |    |    |      |    |    |      |
| 15 | Building Permit Review            | 127 days         | Tue 10/26/10       | Wed 4/20/11        |      |    |    |      |    |    |      |    |    |      |    |    |      |    |    |      |    |    |      |
| 16 | Bid                               | 28 days          | Fri 1/21/11        | Tue 3/1/11         |      |    |    |      |    |    |      |    |    |      |    |    |      |    |    |      |    |    |      |
| 17 | Contract Execution & Construction | 324 days         | Tue 3/1/11         | Fri 5/25/12        |      |    |    |      |    |    |      |    |    |      |    |    |      |    |    |      |    |    |      |
| 18 | Occupancy                         | 7 days           | Thu 4/26/12        | Fri 5/4/12         |      |    |    |      |    |    |      |    |    |      |    |    |      |    |    |      |    |    |      |
| 19 |                                   |                  |                    |                    |      |    |    |      |    |    |      |    |    |      |    |    |      |    |    |      |    |    |      |
| 20 | <b>South Branch</b>               | <b>1013 days</b> | <b>Wed 6/17/09</b> | <b>Fri 5/3/13</b>  |      |    |    |      |    |    |      |    |    |      |    |    |      |    |    |      |    |    |      |
| 21 | Design - Conceptual Planning      | 91 days          | Wed 6/17/09        | Wed 10/21/09       |      |    |    |      |    |    |      |    |    |      |    |    |      |    |    |      |    |    |      |
| 22 | Design - SD & DD                  | 165 days         | Thu 10/22/09       | Wed 6/9/10         |      |    |    |      |    |    |      |    |    |      |    |    |      |    |    |      |    |    |      |
| 23 | CEQA Process / Zoning Approval    | 426 days         | Tue 9/29/09        | Tue 5/17/11        |      |    |    |      |    |    |      |    |    |      |    |    |      |    |    |      |    |    |      |
| 24 | Design - CDs 0-50%                | 60 days          | Fri 6/18/10        | Thu 9/9/10         |      |    |    |      |    |    |      |    |    |      |    |    |      |    |    |      |    |    |      |
| 25 | DESIGN ON HOLD                    | 188 days         | Fri 9/10/10        | Tue 5/31/11        |      |    |    |      |    |    |      |    |    |      |    |    |      |    |    |      |    |    |      |
| 26 | Design - CDs 50-100%              | 104 days         | Wed 6/1/11         | Mon 10/24/11       |      |    |    |      |    |    |      |    |    |      |    |    |      |    |    |      |    |    |      |
| 27 | Building Permit Review            | 41 days          | Thu 9/8/11         | Thu 11/3/11        |      |    |    |      |    |    |      |    |    |      |    |    |      |    |    |      |    |    |      |
| 28 | Bid                               | 33 days          | Fri 12/2/11        | Tue 1/17/12        |      |    |    |      |    |    |      |    |    |      |    |    |      |    |    |      |    |    |      |
| 29 | Contract Execution & Construction | 315 days         | Wed 1/18/12        | Tue 4/2/13         |      |    |    |      |    |    |      |    |    |      |    |    |      |    |    |      |    |    |      |
| 30 | Occupancy                         | 23 days          | Wed 4/3/13         | Fri 5/3/13         |      |    |    |      |    |    |      |    |    |      |    |    |      |    |    |      |    |    |      |
| 31 |                                   |                  |                    |                    |      |    |    |      |    |    |      |    |    |      |    |    |      |    |    |      |    |    |      |
| 32 | <b>West Branch</b>                | <b>1013 days</b> | <b>Thu 8/20/09</b> | <b>Mon 7/8/13</b>  |      |    |    |      |    |    |      |    |    |      |    |    |      |    |    |      |    |    |      |
| 33 | Design - Conceptual Planning      | 180 days         | Thu 8/20/09        | Wed 4/28/10        |      |    |    |      |    |    |      |    |    |      |    |    |      |    |    |      |    |    |      |
| 34 | Design - SD & DD                  | 174 days         | Fri 3/12/10        | Wed 11/10/10       |      |    |    |      |    |    |      |    |    |      |    |    |      |    |    |      |    |    |      |
| 35 | CEQA Process / Zoning Approval    | 419 days         | Thu 10/8/09        | Tue 5/17/11        |      |    |    |      |    |    |      |    |    |      |    |    |      |    |    |      |    |    |      |
| 36 | DESIGN ON HOLD                    | 144 days         | Thu 11/11/10       | Tue 5/31/11        |      |    |    |      |    |    |      |    |    |      |    |    |      |    |    |      |    |    |      |
| 37 | Design - Construction Documents   | 201 days         | Wed 6/1/11         | Wed 3/7/12         |      |    |    |      |    |    |      |    |    |      |    |    |      |    |    |      |    |    |      |
| 38 | Building Permit Review            | 110 days         | Thu 12/22/11       | Wed 5/23/12        |      |    |    |      |    |    |      |    |    |      |    |    |      |    |    |      |    |    |      |
| 39 | Bid                               | 35 days          | Wed 2/29/12        | Tue 4/17/12        |      |    |    |      |    |    |      |    |    |      |    |    |      |    |    |      |    |    |      |
| 40 | Contract Execution & Construction | 296 days         | Wed 4/18/12        | Wed 6/5/13         |      |    |    |      |    |    |      |    |    |      |    |    |      |    |    |      |    |    |      |
| 41 | Occupancy                         | 23 days          | Thu 6/6/13         | Mon 7/8/13         |      |    |    |      |    |    |      |    |    |      |    |    |      |    |    |      |    |    |      |







## BERKELEY PUBLIC LIBRARY

### INFORMATION CALENDAR

June 13, 2012

**TO:** Board of Library Trustees  
**FROM:** Donna Corbeil, Director of Library Services  
**SUBJECT:** JUNE 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.

#### PROGRAMS, SERVICES AND COLLECTIONS

##### *Library Card Design Contest*

The theme for the contest was, "Berkeley!" Patrons submitted photos and original artwork of images that epitomize Berkeley to them. The contest was announced to the public on March 26th, and submissions were accepted through April. Following the judging of submissions for quality and effective representation of the theme, with a panel of teens helping to narrow the field, and then the community was asked to vote online a winner was selected. The Library will launch the new cards in June 2012. The current card designs will be retired when we run out of them. Patrons may keep the card they have, new patrons may select from the new and remaining old stock and those wanting a new design may purchase a replacement card if they desire.

##### *Programming*

On May 30<sup>th</sup>, at the Claremont Branch Library, families celebrated the reopening of the Claremont Branch Library with a special guest storytime presenter – longtime Berkeley Library patron and supporter Michael Chabon read his book *The Astonishing Secret of Awesome Man* to a capacity crowd in



the children's wing of the renovated facility. Accompanied by his son Abe, the inspiration for the book, Mr. Chabon also took the time to sign copies brought to the reading by his youngest fans.

#### FACILITIES/ OPERATIONS & PERSONNEL

##### *Central Carpet Replacement*

The Central library's community meeting room carpet was replaced at the end of May. The room was closed for several days for this work to occur, with very little negative impact to the public or services. The space has been heavily used by the public and staff since the Central library re-opened ten years ago.

#### MEASURE FF BOND PROGRAM UPDATE

##### *Claremont*

The Branch reopened to the community on May 5, 2012. A notice of substantial completion was issued to Fineline construction on April 25, 2012. Final completion is pending the final punch list review expected to occur in May / June.

##### *South*

Under construction, updates are available on the Library's website. The site has been cleared and is being prepared for construction.

##### *West*

The final day of service at the branch was May 5, 2012. Following closure, the staff moved-out. Branch Van service began to the West community. The full execution of the general contractor agreement is pending and expected to be completed in early June.

##### *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](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.

#### Attachments:

- 1) Discover & Go

## Discover & Go Program

Report by Sarah Dentan, Neighborhood and Children's Services Manager

The Library provides free access to the arts and sciences through collections and our programming, and since June 1, that has expanded to include free passes to more than 30 cultural institutions in the Bay Area. The library has partnered with **Discover & GO** to make passes available through a simple online interface. Patrons access **Discover & GO** through the Library's website, using their Berkeley Public Library card number. From there, they are able to search available passes by location or by date, make reservations and print their passes. Patrons without internet access at home will be able to use Library computers to make reservations and print passes.

Passes are available for a wide range of venues, ranging from large well-known museums like the Asian Art Museum and the California Academy of Sciences to smaller niche locations, including the Cartoon Art Museum and the Pacific Pinball Museum. Family favorites like the Bay Area Discovery Museum, Exploratorium, Lawrence Hall of Science and the Oakland Zoo are included as well. Most passes admit two individuals or a family.

Full list of current partners (new partners are added regularly):

Current list of participating institutions (more offerings are being added all the time):

[Asian Art Museum](#)  
[Aquarium of the Bay](#)  
[Bay Area Discovery Museum](#)  
[Bedford Gallery](#)  
[Blackhawk Museum](#)  
[California Academy of Sciences](#)  
[California Historical Society](#)  
[California Shakespeare Theatre](#) (select plays only)  
[Cartoon Art Museum](#)  
[Charles M. Schulz Museum](#) (child pass only)  
[Contemporary Jewish Museum](#)  
[Exploratorium](#)  
[GLBT History Museum](#) (1 person/pass)  
[Lawrence Hall of Science](#)  
[Lindsay Wildlife Museum](#)  
[The Marine Mammal Center](#) (free tours)  
[Museum of Children's Art](#) (2 children/pass)  
[Museum of Craft and Folk Art](#)  
[Museum of the African Diaspora](#)  
[Napa Valley Museum](#)  
[Oakland Aviation Museum](#)  
[Oakland Museum of California](#)  
[Oakland Zoo](#)  
[Pacific Pinball Museum](#)  
[Peralta Hacienda Historical Park](#)  
[Saint Mary's College Museum of Art](#)  
[San Jose Museum of Art](#)  
[The Tech Museum of Innovation](#) (discount)  
[USS Hornet Museum](#)  
[Vallejo Naval and Historical Museum](#)  
[Yerba Buena Center for the Arts](#)