



BERKELEY PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES

REGULAR MEETING
JULY 11, 2012

AGENDA
6:30 PM

NORTH BRANCH
1170 THE ALAMEDA

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

I. PRELIMINARY MATTERS

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

II. PRESENTATIONS CALENDAR

- A. [Strategic Plan Update](#) – Douglas Smith

III. CONSENT CALENDAR

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

- A. [Approve minutes of June 13, 2012 Regular Meeting](#)
Recommendation: Approve the minutes of the June 13, 2012 regular meeting of the Board of Library Trustees.
- B. [Report to City Council on the Measure FF / Branch Library Improvement Project Public Art](#)
Recommendation: Adopt a resolution approving the report to the Berkeley City Council on the Measure FF / Branch Library Improvement Project Public Art.
- C. [FY 2012 Annual Gift Report](#)
Recommendation: Adopt a resolution to approve the annual report to the Berkeley City Council of gifts received in FY 2012 as required by CC Resolution No. 65,444-N.S.
- D. [Purchase Authorization in Excess of Director of Library Services' Granted Authority for FY 2013](#)
Recommendation: Adopt a resolution authorizing the Director of Library Services to enter into FY 2013 purchase agreements and approve payments to the specified vendors projected to exceed the director's delegated spending authority of \$50,000 for services and \$100,000 for goods, materials, and equipment.
- E. [Resolution of Gratitude to Dawn Swanson](#)
Recommendation: Adopt a resolution expressing gratitude to Dawn Swanson, who served as a Children's Librarian for the Berkeley Public Library from July 1986 to July 2012.
- F. [Resolution of Gratitude to John Matthews](#)
Recommendation: Adopt a resolution expressing gratitude to John Matthews, who served as a Library Aide for the Berkeley Public Library from September 1981 to July 2012.

IV. INFORMATION REPORTS

- A. [3rd Quarter FY12 Report](#)

- B. [Update on the Branch Bond Program](#)
Discussion of staff report on status of implementation of the Measure FF branch improvement program, to include update on Request for Proposals, schedule, and budget.
- C. [July 2012 Monthly Report from Library Director](#)
 - i. Library Development
 - ii. Professional Activities
 - iii. Programs, Services and Collections
 - iv. Personnel
- D. **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, September 12, 2012 at the **North Branch Library, 1170 The Alameda, Berkeley.**

VI. ADJOURNMENT

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



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

Please refrain from wearing scented products to public programs.

I hereby certify that the agenda for this regular meeting of the Board of Library Trustees of the City of Berkeley was posted in the display cases located at 2134 Martin Luther King, Jr. Way and in front of the Central Public Library at 2090 Kittredge Street, as well as on the Berkeley Public Library's website on July 5, 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.



BERKELEY PUBLIC LIBRARY

PRESENTATIONS CALENDAR

July 11, 2012

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

FISCAL IMPACT

This update has no fiscal impact. Impacts of individual initiatives will be dependent on individual activities and services developed by staff; these will be included in appropriate budget discussions, presentations, and workshops.

BACKGROUND

The Berkeley Public Library Strategic Plan was adopted in 2008 after a staff task force undertook a process of extensive community outreach and engagement involving nearly 2000 Berkeley citizens, staff workshops, and data analysis. This is the first formal Strategic Plan adopted by the Board of Library Trustees. The Plan highlights six service responses that were demonstrated during a community-wide planning process as important to the Berkeley community, and seven specific strategic goals that are responsive to these areas of service. As the Strategic Plan's original timeframe approached its end, staff updated the Board in July 2011 on achievements to date, and proposed an amendment which would extend plan timelines for two additional years, through 2013. At the conclusion of another public process the Board of Library Trustees adopted an amendment to the Berkeley Public Library Strategic Plan at its December 2011 meeting. This amendment extended for two years the original Plan completed in 2008, an extension the Board agreed was warranted due to the continued relevance of the Service Responses and strategic goals, and the timing of the branch library bond projects' completion during the latter half of calendar year 2013.

The full 2008-2011 Strategic Plan and the 2011-2013 amendment are available on the Library's web site:

http://www.berkeleypubliclibrary.org/about_the_library/2011_12_14%20Strategic%20Plan%20Amendment.pdf

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

CURRENT SITUATION AND ITS EFFECTS

The amended Strategic Plan contains 33 entirely new initiatives that shall be the focus of staff through 2013. After Board adoption in December 2011, lead staff were assigned oversight for each new activity, first and second year priorities established, and deliverable milestones were developed for each project as part of a new implementation matrix. Work on many of the initiatives has proceeded apace with numerous milestones reached, and over one third (13 of the 33 total) of the initiatives completed. As



the staff at large continues to work toward completion of all the initiatives, staff will continue to provide semiannual updates to the Board for the remainder of the amended Strategic Plan's timeframe.

FUTURE ACTION

No future Board action is anticipated. In 2013 a new planning process will begin to establish and reaffirm the Library's service priorities for the era following the completion of the Library bond projects. Staff will bring a proposed timeline and scope of work to the Board at the appropriate time.

Attachments: none.

**Berkeley Public Library Strategic Plan,
2011-2013 Amendment:
Implementation Outline and Summary**

Berkeley Public Library Strategic Plan: Implementation Outline and Summary

I. Service Response: *Reading, Viewing, Listening for Pleasure*

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

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

<u>Status:</u> Completed	<u>ACHIEVED:</u> <ul style="list-style-type: none">• Collections assessed per deselection guidelines• Replacement lists created for high-circ/poor condition materials• Identify selected materials for relocation• Deselection of dated, worn or unused materials• Cleaned up collection shelf lists to mark missing items so that collection in catalog more accurately reflects holdings• Move floating collections out at closing to redistribute to open locations• Remaining collections relocated to temporary storage	<u>NEXT:</u> <ul style="list-style-type: none">• Preparation of collections for move-in to new branch libraries
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Initiative 1b: Implement opening day collections at Claremont, North, South and West Branches

<u>Status:</u> Completed & ongoing	<u>ACHIEVED:</u> <ul style="list-style-type: none">• Additional funds allocated from Library budget and Friends' grants• Collections ordered 60-90 days prior to scheduled opening of North and Claremont• Hold extra copies and donations to fill anticipated collection needs after North and Claremont opening.	<u>NEXT:</u> <ul style="list-style-type: none">• Repeat process for South and West Branch Libraries
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Initiative 1c: Audit Circulation and access-related policies

<u>Status:</u> Ongoing	<u>ACHIEVED:</u> <ul style="list-style-type: none">• Expanded access to Children's patron type for ages <5 years	<u>NEXT:</u> <ul style="list-style-type: none">• Conduct policy audit of system-wide Circulation policies and procedures• Edit, review, & public Circulation Policies and Procedures Manual
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Initiative 1d: Update classifications of selected collections to current edition of Dewey Decimal Classification

<u>Status:</u> Ongoing	<u>ACHIEVED:</u> <ul style="list-style-type: none">• Classification and labeling of Graphic Novel collections changed• Dewey Decimal 700s areas identified which need updating to current edition of Dewey	<u>NEXT:</u> <ul style="list-style-type: none">• Updating of selected areas in the Dewey 700s
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Initiative 1e: Create and implement a Collection Disaster Plan to ensure continuity of mission

<u>Status:</u> Pending	<u>ACHIEVED:</u> <ul style="list-style-type: none">• Developed access to disaster recovery supply inventory on and off site.	<u>NEXT:</u> <ul style="list-style-type: none">• Work with selectors to identify areas of the collection that are high priority for disaster salvage• Identify responsibilities for collections disaster response and recovery efforts• Draft collection disaster plan for BOLT approval
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Berkeley Public Library Strategic Plan: Implementation Outline and Summary

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

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

Status:

Completed & ongoing

ACHIEVED:

- Automated sorting systems ordered and purchased for North and Claremont Branch Libraries
- Staff trained in use of sorting systems and new sorting procedures
- Develop publicity, signage highlighting the systems' advantages to users

NEXT:

- Repeat process for South and West Branch Libraries prior to re-openings.

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

Status:

Ongoing

ACHIEVED:

- Increased number of self-check stations at Central by two
- Self-check stations installed at newly opened North and Claremont Branch Libraries (increase of XX checkout stations)
- Circulation settings reviewed which may block patron usage of self-check stations; implement selected changes to these to increase access
- Increase self-check percentage to 70%

NEXT:

- Install increased number (how many??) of self-check stations at South and West Branch Libraries
- Re-start self-check docent volunteer program
- Monitor self-check usage, develop targeted publicity to increase use
- Increase self check usage to 80%

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

Status:

Completed & ongoing

ACHIEVED:

- Tool collection and Tool Library equipment prepared prior to move
- Temporary site for occupancy prepared
- Tool collection relocated to temporary site
- Staff trained in new procedures related to new site
- New site location publicized

NEXT:

- Reverse process of collection & equipment prep 60-90 days prior to move-in to permanent location

Initiative 2d: Review and streamline holds fulfillment procedures

Status:

Ongoing

ACHIEVED:

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NEXT:

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

Status:

Ongoing

ACHIEVED:

- Changed font on all children's labels to standardize, improve legibility/visibility
- Simplified and standardized labels on Children's non-fiction and foreign language, reducing processing time and repetitive motion
- Piloted simplified processing of picture books in branches to increase unity of appearance
- Streamlined delivery flow from Technical Services section, reducing delays in new materials availability

NEXT:

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Berkeley Public Library Strategic Plan: Implementation Outline and Summary

II. Service Response: Early Literacy

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

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

<u>Status:</u>	<u>ACHIEVED:</u>	<u>NEXT:</u>
Ongoing	<ul style="list-style-type: none">• Teamed with BUSD reading coaches to bring their students to the Library• Established the Library's Family Place as an formal element of 2020 Vision• Distributed & promoted kindergarten enrollment information at the Library• Initiated Library staff participation in "Power Play" parent workshops at the Berkeley's recreation centers• Incorporated Vision 2020 goals and concepts into collection development and community outreach planning	<ul style="list-style-type: none">• Continue to collaborate with 2020 Vision staff

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

<u>Status:</u>	<u>ACHIEVED:</u>	<u>NEXT:</u>
Ongoing	<ul style="list-style-type: none">• Develop and implement a needs assessment at branches within one year of opening new or refurbished facilities	<ul style="list-style-type: none">• Incorporate satisfaction survey to 50% of programs at all locations

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

<u>Status:</u>	<u>ACHIEVED:</u>	<u>NEXT:</u>
Ongoing	<ul style="list-style-type: none">• Provide outreach to all BUSD preschools on a regular basis	<ul style="list-style-type: none">• Develop partnership with Early Education/Childcare partners, with a focus on in-home child care providers• Explore possibility of storytimes designed for multiple small daycare groups

Berkeley Public Library Strategic Plan: Implementation Outline and Summary

III. Service Response: Providing a Welcoming, Safe, Comfortable Environment

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

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

<u>Status:</u>	<u>ACHIEVED:</u>	<u>NEXT:</u>
Completed	<ul style="list-style-type: none">• Construction completed• IT installations completed• Automated sorting systems installed• Collections moved in to new facilities• Reopening celebrations held	<ul style="list-style-type: none">• Initiative completed

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

<u>Status:</u>	<u>ACHIEVED:</u>	<u>NEXT:</u>
Completed	<ul style="list-style-type: none">• Staff redeployment communicated and completed• Collections prepared for relocation and storage• Surplus furniture & equipment removed• Continuity of service options developed: BranchVan and programming for children/teens• Pre-closure public meetings held• Collection moved to storage• Closing events held at each location	<ul style="list-style-type: none">• Initiative completed

Initiative 4c: Temporary relocation of Tool Lending Library

<u>Status:</u>	<u>ACHIEVED:</u>	<u>NEXT:</u>
Completed	<ul style="list-style-type: none">• Tool collection and Tool Library equipment prepared prior to move• Temporary site for occupancy prepared• Tool collection relocated to temporary site• Staff trained in new procedures related to new site• New site location publicized	<ul style="list-style-type: none">• Initiative completed

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

<u>Status:</u>	<u>ACHIEVED:</u>	<u>NEXT:</u>
Ongoing	<ul style="list-style-type: none">• Materials and furnishings ordered• New furnishings & child-friendly equipment installed• Family Place materials collection established• Five-session parent-child workshop held• Program introduced at all-staff and supervisory meetings	<ul style="list-style-type: none">• Staff-at-large oriented to the Family Place program and goals• Explore options to expand program space, furnishings, materials

Berkeley Public Library Strategic Plan: Implementation Outline and Summary

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

<u>Status:</u> Ongoing	<u>ACHIEVED:</u> <ul style="list-style-type: none">• Incorporate this initiative into the FY 2013 Library Work Plan	<u>NEXT:</u> <ul style="list-style-type: none">• Issue RFP for design consultations to identify solutions, including displays, equipment, and teen-friendly furnishings• Convene staff task force and engage local teens in needs assessment• Explore and secure funding sources• Purchase and install new equipment and furnishings
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Initiative 4f: Enhance career pathways and staff development by implementing a Leadership Development Program, & an orientation program for Youth Workers

<u>Status:</u> Ongoing	<u>ACHIEVED:</u> <ul style="list-style-type: none">•	<u>NEXT:</u> <ul style="list-style-type: none">•
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Initiative 4g: Enhance safety by developing Difficult Situations Manual for Supervisors, automating Incident Reports

<u>Status:</u> Ongoing	<u>ACHIEVED:</u> <ul style="list-style-type: none">•	<u>NEXT:</u> <ul style="list-style-type: none">•
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IV. Service Response: Lifelong Learning – Satisfying Curiosity

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

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

<u>Status:</u> Completed	<u>ACHIEVED:</u> <ul style="list-style-type: none">• Boopsie app developed specifically for BPL web content & BPL online catalog• New app implemented & publicized	<u>NEXT:</u> <ul style="list-style-type: none">• Initiative completed
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Initiative 5b: Nurture and grow outreach to YMCA Teen Center & partnership with Berkeley High School students, faculty and staff to expand awareness of BPL services among Berkeley youth

<u>Status:</u> Ongoing	<u>ACHIEVED:</u> <ul style="list-style-type: none">• Teen specialist librarians met with BHS librarians, to explore & develop partnering opportunities, co-sponsored activities.• Teen specialists established presence at BHS activity table events	<u>NEXT:</u> <ul style="list-style-type: none">• Collaborate with BHS on cross-promotion of ebooks.
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Berkeley Public Library Strategic Plan: Implementation Outline and Summary

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

Status:

Completed and ongoing

ACHIEVED:

- Meet with cooperating library systems
- Complete technical and administrative support training
- Establish “opening day collection” of museum passes for initial launch
- Publicize new program
- Identify target populations (Berkeley READS learners, local pre-schools, teen parents, English language learners, etc.) and encourage their use of the program

NEXT:

- Continue publicity and outreach to Berkeley-based cultural organizations for inclusion in program

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

Status:

Ongoing

ACHIEVED:

- Convened task force to review policy and assess best practices in public libraries
- Draft social media strategy document
- Conduct staff trainings in social media procedures and principles
- Implement standards for postings to Library Facebook site

NEXT:

- Continue trainings in relevant social media channels and review best practices among public libraries
- Assess all current social media presences and evaluate for usefulness; delete accounts where appropriate

Initiative 5e: Redesign BPL web sites for easier navigation

Status:

Ongoing

ACHIEVED:

- Convene staff web team to work with web designer
- Survey public for feedback on current web content

NEXT:

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

Pending

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- Document current practices: internal communications and external publicity
- Survey staff on internal communications, solicit ideas to address insufficiencies; implement changes
- Engage a consultant to assist in assessing library’s external communication processes and methods, including program announcements, reports and online presence
- Develop a plan with goals to make any identified improvements
- Report to the Board and staff on process and outcomes

Berkeley Public Library Strategic Plan: Implementation Outline and Summary

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

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

Status:

Ongoing

ACHIEVED:

- Promote and continue existing partnerships through extended event and program planning

NEXT:

- Convene staff groups to identify community organizations with shared goals and visions as the Library
- Identify and partner with new cultural institutions as participants in Discover & Go museum pass program

Berkeley Public Library Strategic Plan: Implementation Outline and Summary

V. Service Response: Public Access Technology

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

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

<u>Status:</u>	<u>ACHIEVED:</u>	<u>NEXT:</u>
Ongoing	<ul style="list-style-type: none"> • Ordered equipment (carts) & laptops • Develop and review policies and procedures • Train staff in procedures • Launch program at North Branch 	<ul style="list-style-type: none"> • Launch program at Claremont Branch Library (Summer 2012) • Launch at South and West Branch Libraries (2013)

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

<u>Status:</u>	<u>ACHIEVED:</u>	<u>NEXT:</u>
Completed	<ul style="list-style-type: none"> • Boopsie app developed specifically for BPL web content & BPL online catalog • New app implemented & publicized 	<ul style="list-style-type: none"> • Initiative completed

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

<u>Status:</u>	<u>ACHIEVED:</u>	<u>NEXT:</u>
Completed & ongoing	<ul style="list-style-type: none"> • Partnered with the Center for Accessible Technology (CforAT) to apply for & receive grant to purchase iPads, apps, and training support • Recruited/selected program participants via staff referrals, Literacy program, public computing classes, CforAT clients • Conducted training sessions for Library staff to review the purpose of this program, the population served, details of the device, means of training other staff. • Conducted three community participant training sessions focusing on iPad's accessibility features and Library resources • Loaned iPads to program participants for continued exploration between sessions. • Issued iPads to service desks to promote Library resources to patrons facing accessibility challenges. • Assess participant skill and comfort level as well as frequency of use of Library resources prior to each training session. 	<ul style="list-style-type: none"> • Research and implement best practices with use of mobile devices in public library setting

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

<u>Status:</u>	<u>ACHIEVED:</u>	<u>NEXT:</u>
Ongoing	<ul style="list-style-type: none"> • Downloadable collection currently available from Overdrive expanded, using statistical usage reports to make sure collection is responsive to patron demand • Allocated additional funds to satisfy need for new titles and extra copies • Provided public training and office hours for Overdrive • Provided staff training on use of various e-readers 	<ul style="list-style-type: none"> • Participate in BALIS/PLP-sponsored California Open Source eBook Network to further expand access to digital content

Berkeley Public Library Strategic Plan: Implementation Outline and Summary

Initiative 7e: Enable public computer reservations via telephone

Status:

Completed
and ongoing

ACHIEVED:

- Purchased library-specific software
- Customized to BPL's deployment of computers and policies
- Launched and publicized program

NEXT:

- Measure usage, assess means to increase/ease access

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

Status:

Ongoing

ACHIEVED:

- Aligned permitted time-allotments on public PCs at all locations
- Established uniform laptop lending procedures

NEXT:

- Conduct an audit of computer reservation procedures at all locations
- Review procedures for consistency, usage levels

MINUTES
BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES REGULAR MEETING
Wednesday, June 13, 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

A. Call to Order: 6:35 p.m.

Present: Trustees Burton, Holcomb, Moore and Novosel.

Absent: Trustee Franklin.

Also Present: Donna Corbeil, Director of Library Services; Douglas Smith, Deputy Director; Dennis Dang, Administrative Services Manager; Eve Franklin, Administrative Secretary.

B. Public Comments: None.

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

D. Report from Board of Library Trustees:

1. Trustee Novosel – Appreciate that Trustees don't get fines for overdue books.
2. Trustee Holcomb – Excited to be attending the ALA Annual Conference next week.

II. CONSENT CALENDAR

Action: M/S/C (Trustee Moore / Trustee Holcomb to adopt Resolution# R12-029 to adopt the Consent Calendar as presented.

Vote: Ayes: Trustees Burton, Holcomb, Moore and Novosel. Noes: None. Absent: Trustee Franklin. Abstentions: Trustee Moore abstained from approving Item A.

A. Approve minutes of May 9, 2012 Regular Meeting

From: Director of Library Services

Recommendation: Approve the minutes of the May 9, 2012 regular meeting of the Board of Library Trustees.

Financial Implications: None.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution# R12-030 to approve minutes as presented.

B. Contract No. 8061 Amendment: Field Paoli Architects

From: Director of Library Services

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.

Financial Implications: see report.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution# R12-031.

C. Contract No. 7561 Amendment: Kitchell CEM, Inc.

From: Director of Library Services

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.

Financial Implications: see report.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution# R12-032.

D. Acceptance of gift funds from the Berkeley Public Library Foundation in the amount of \$100,000

From: Director of Library Services

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

Financial Implications: see report.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution# R12-033.

E. Contract No. 8158 Amendment: Gould Evans / Baum Thornley Architects

From: Director of Library Services

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.

Financial Implications: see report.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution# R12-034.

F. Contract No. 8169 Amendment: Universal Protective Services

From: Circulation Services Manager

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.

Financial Implications: see report.

Contact: Jay Dickinson, Circulation Services Manager
Action: Adopted Resolution# R12-035.

G. Correct Resolution No. 12-023 West Bay Builders Inc. Inc. for Construction of the West Branch Library

From: Director of Library Services
Recommendation: Adopt a Resolution accepting the corrected resolution indicating a contract total amount not to exceed \$5,985,000.
Financial Implications: see report.
Contact: Donna Corbeil, Director of Library Services
Action: Adopted Resolution# R12-036.

H. FY 2013 Library Tax Rate

From: Director of Library Services
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.
Financial Implications: see report.
Contact: Donna Corbeil, Director of Library Services
Action: Adopted Resolution# R12-037.

III. ACTION CALENDAR REPORTS

A. Library Work Plan for FY13

Copy of Work Plan (Attachment 1) provided.

Trustee Burton – Does the Library have any involvement with the Teen Center on Center Street?
Deputy Director Smith – Yes, Library Staff are involved with the Teen Center.

Trustee Novosel – I've never seen a lot of teens. *Deputy Director Smith – It's very crowded weekday afternoons.*

From: Director of Library Services
Recommendation: Adopt a resolution to approve the Library's work plan for FY 2013.
Financial Implications: see report.
Contact: Donna Corbeil, Director of Library Services
Action: Adopted Resolution# R12-038.
Action: M/S/C (Trustee Holcomb / Trustee Novosel to adopt Resolution# R12-038 to approve the Library's work plan for FY 2013 as presented.
Vote: Ayes: Trustees Burton, Holcomb, Moore and Novosel. Noes: None. Absent: Trustee Franklin. Abstentions: None.

B. Library Biennial Budget for FY13

Trustee Burton – Is the \$88,327 from the Friends in line with amount given in the past? *Director Corbeil – Yes, they usually give to the Library in two payments. The Friends have also given a donation to the Measure FF project.*

From: Administrative Services Manager

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

Financial implications: see report.

Contact: Dennis Dang, Administrative Services Manager

Action: M/S/C (Trustee Moore / Trustee Novosel to adopt Resolution# R12-039 to approve the biennial budget as presented.

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

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

Revised Program Budget (Attachment #2) provided.

From: Director of Library Services

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

Financial Implications: see report.

Contact: Donna Corbeil, Director of Library Services

Action: M/S/C (Trustee Moore / Trustee Holcomb to adopt Resolution# R12-040 to approve a revised program budget and schedule for the Measure FF Branch Libraries Improvement Program as presented.

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

IV. INFORMATION REPORTS

A. June 2012 Monthly Report from Library Director

From: Director of Library Services

Contact: Donna Corbeil, Library Director

Action: Received.

B. 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, July 11, 2012 at the North Branch Library, 1170 The Alameda, Berkeley.

- Strategic Plan Update
- Annual Report to City Council on Gifts Received

- Annual Report to City Council on Measure FF Public Art
- Library Policies

VI. ADJOURNMENT

Adjourned at 7:38 p.m.

COMMUNICATIONS:

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

SUPPLEMENTAL COMMUNICATIONS AND REPORTS:

1. Library Work Plan (III Action Calendar, Item A, Attachment 2)
2. Revised Program Budget (III Action Calendar, Item C, Attachment 2)

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, S. Dentan, D. Dang	\$26M / Mse FF	Ongoing 2008, completion in 2013
3	Consider establishing a library reserve fund	SP	D. Dang, D. Corbeil	\$500,000	FY2013 mid-biennial budget
4	Facility maintenance lifecycle equipment replacement plan	SP	D. Dang, D. Corbeil 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 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



PROGRAM COST CONTROL REPORT

BERKELEY PUBLIC LIBRARY Branch Library Improvement Program		Revised Budget - April 26, 2012	Revised Budget - May 31, 2012	Current Committed Costs	Notes - Since 01/01/12
NORTH BRANCH					
	<i>Branch Total</i>	\$ 5,979,470	\$ 5,728,235	\$ 5,728,235	3
SOUTH BRANCH / TOOL LENDING					
	<i>Branch Total</i>	\$ 6,529,520	\$ 6,529,520	\$ 6,529,520	1
WEST BRANCH					
	<i>Branch Total</i>	\$ 7,514,455	\$ 7,514,455	\$ 7,514,455	4
CLAREMONT BRANCH					
	<i>Branch Total</i>	\$ 4,394,240	\$ 4,394,240	\$ 4,394,240	
TOTAL SITE COSTS		\$ 24,417,685	\$ 24,166,450	\$ 24,166,450	
GENERAL PROGRAM SOFT COSTS					
	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
TOTAL GENERAL PROGRAM COSTS		\$ 1,866,952	\$ 1,941,952	\$ 1,766,952	
TOTAL PROGRAM & SITE COSTS		\$ 26,284,637	\$ 26,108,402	\$ 25,933,402	
PROGRAM CONTINGENCY		\$ 130,363	\$ 106,598	\$ 281,598	
TOTAL PROGRAM BUDGET		\$ 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**



PROGRAM COST CONTROL REPORT

BERKELEY PUBLIC LIBRARY Branch Library Improvement Program		Revised Budget - April 26, 2012	Revised Budget - May 31, 2012	Current Committed Costs	Notes - Since 01/01/12
NORTH BRANCH					
	Hard Costs	\$ 4,604,000	\$ 4,604,000	\$ 4,578,765	
	Soft Costs	\$ 1,263,531	\$ 1,263,531	\$ 1,056,993	
	Project Contingency	\$ 111,939	\$ (139,296)	\$ 92,477	
	<i>Branch Total</i>	\$ 5,979,470	\$ 5,728,235	\$ 5,728,235	3
SOUTH BRANCH / TOOL LENDING					
	Hard Costs	\$ 5,044,500	\$ 5,044,500	\$ 5,032,500	
	Soft Costs	\$ 1,435,176	\$ 1,465,176	\$ 1,495,386	
	Project Contingency	\$ 49,844	\$ 19,844	\$ 1,634	
	<i>Branch Total</i>	\$ 6,529,520	\$ 6,529,520	\$ 6,529,520	1
WEST BRANCH					
	Hard Costs	\$ 5,883,500	\$ 5,883,500	\$ 6,073,500	
	Soft Costs	\$ 1,371,183	\$ 1,371,183	\$ 1,429,625	
	Project Contingency	\$ 259,772	\$ 259,772	\$ 11,330	
	<i>Branch Total</i>	\$ 7,514,455	\$ 7,514,455	\$ 7,514,455	4
CLAREMONT BRANCH					
	Hard Costs	\$ 3,268,500	\$ 3,268,500	\$ 3,358,500	
	Soft Costs	\$ 1,038,577	\$ 1,040,926	\$ 984,538	
	Project Contingency	\$ 87,163	\$ 84,814	\$ 51,202	
	<i>Branch Total</i>	\$ 4,394,240	\$ 4,394,240	\$ 4,394,240	
TOTAL SITE COSTS		\$ 24,417,685	\$ 24,166,450	\$ 24,166,450	
GENERAL PROGRAM SOFT COSTS					
	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
TOTAL GENERAL PROGRAM COSTS		\$ 1,866,952	\$ 1,941,952	\$ 1,766,952	
TOTAL PROGRAM & SITE COSTS		\$ 26,284,637	\$ 26,108,402	\$ 25,933,402	
PROGRAM CONTINGENCY		\$ 130,363	\$ 106,598	\$ 281,598	
TOTAL PROGRAM BUDGET		\$ 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 (BPL, 05/31/12)**
- 7 **Increase to Budget for Contract Authorized Contingency for ASAs (BPL, 05/31/12) - \$175,000**



PROGRAM COST CONTROL REPORT - REVENUE

BERKELEY PUBLIC LIBRARY Branch Library Improvement Program		April 26, 2012	May 31, 2012	Notes
REVENUE				
	Measure FF - 1st Bond Sale	\$ 10,000,000	\$ 10,000,000	
	Measure FF - 2nd Bond Sale	\$ 16,000,000	\$ 16,000,000	
	<i>Subtotal</i>	\$ 26,000,000	\$ 26,000,000	
ALTERNATIVE FUNDING				
	NORTH - FF&E Funding (stacks, service desk, etc.)	\$ 200,000	\$ -	1, 5
	SOUTH - FF&E Funding (stacks, service desk, etc.)	\$ 200,000	\$ 200,000	2
	NORTH - Public Works Funding for Sidewalk ADA	\$ 14,000	\$ 14,000	3
	NORTH - PG&E Claim Payment for Damage	\$ 1,000	\$ 1,000	4
	<i>Subtotal</i>	\$ 415,000	\$ 215,000	
TOTAL PROGRAM REVENUE		\$ 26,415,000	\$ 26,215,000	

Notes

- 1 FF&E funding from Foundation (04/01/11)
- 2 FF&E funding from Foundation (01/18/12)
- 3 Public Works Funding for Sidewalk ADA Upgrades (04/26/12)
- 4 PG&E Claim Payment for Landscaping Damage During Gas Install (04/26/12)
- 5 **Removal of funding from Foundation from Note #1 Above (BPL, 05/31/12)**



PROJECT COST CONTROL REPORT

Claremont Branch Renovation and Expansion		Revised Budget - April 26, 2012	Revised Budget - May 31, 2012	Current Committed Costs	Notes - Since 01/01/12
SITE HARD COSTS					
General Contractor					
	Contract / Estimate	\$ 2,900,000	\$ 2,900,000	\$ 2,970,000	
	Approved Change Order Requests	\$ -	\$ -	\$ 92,596	2
	Pending Change Order Requests	\$ -	\$ -	\$ 50,000	
	Change Order Contingency	\$ 290,000	\$ 290,000	\$ 187,404	
Other Project Hard Costs					
	Public Art	\$ 43,500	\$ 43,500	\$ 43,500	
	Miscellaneous Purchase Orders	\$ 35,000	\$ 35,000	\$ 15,000	
TOTAL SITE HARD COSTS		\$ 3,268,500	\$ 3,268,500	\$ 3,358,500	
SITE SOFT COSTS					
	Architectural and Engineering Fees	\$ 577,075	\$ 577,075	\$ 577,075	
	Executed ASAs	\$ -	\$ -	\$ 17,180	1
	LEED Commissioning	\$ 30,156	\$ 30,156	\$ 30,156	
	LEED Fees	\$ 5,000	\$ 5,000	\$ 5,000	
	Special Inspections & Testing	\$ 20,000	\$ 20,000	\$ 17,885	
	Miscellaneous Consultants	\$ 10,000	\$ 10,000	\$ 396	
	City Fees (Planning Studies, etc.)	\$ 20,000	\$ 20,000	\$ 8,226	
	Building Permit	\$ 103,118	\$ 103,118	\$ 75,074	
	Inspections	\$ 50,000	\$ 50,000	\$ 30,000	
	Environmental Consultants & Studies (CEQA)	\$ 10,000	\$ 10,000	\$ 50	
	Utility Fees - PG&E	\$ 20,000	\$ 20,000	\$ 5,797	
	Utility Fees - AT&T	\$ 10,000	\$ 10,000	\$ 8,650	
	Utility Fees - EBMUD	\$ 10,000	\$ 10,000	\$ 107,938	
	Geotechnical Survey & Report	\$ 10,000	\$ 10,000	\$ -	
	Survey Fees	\$ 10,000	\$ 10,000	\$ 10,190	
	Hazmat Monitoring/Testing Services	\$ 25,000	\$ 25,000	\$ 12,500	
	Temporary Storage Costs	\$ 37,500	\$ 37,500	\$ 6,000	
	Printing/Plan Reproduction	\$ 15,000	\$ 15,000	\$ 12,000	
	Bid Advertising	\$ 1,500	\$ 1,500	\$ -	
	Moving Costs	\$ 16,520	\$ 16,520	\$ 17,544	
	Contract Authorized Contingencies	\$ 57,708	\$ 60,057	\$ 42,877	3, 4
TOTAL SITE SOFT COSTS		\$ 1,038,577	\$ 1,040,926	\$ 984,538	
TOTAL SITE COSTS		\$ 4,307,077	\$ 4,309,426	\$ 4,343,038	
PROJECT CONTINGENCY		\$ 87,163	\$ 84,814	\$ 51,202	
TOTAL SITE BUDGET		\$ 4,394,240	\$ 4,394,240	\$ 4,394,240	

Notes - Since 01/12/12

- 1 GEBT - Executed ASAs #1-3 (as of 03/31/12)
- 2 Fine Line Change Orders #1 - 36 (as of 04/30/12)
- 3 Increase to Budget for Contract Authorized Contingency for ASAs (BPL, 05/31/12)
- 4 Increase to line item commitment for budget revision per note #6 (05/31/12)



PROJECT COST CONTROL REPORT

North Branch Renovation and Expansion		Revised Budget - April 26, 2012	Revised Budget - May 31, 2012	Current Committed Costs	Notes - Since 01/01/12
SITE HARD COSTS					
General Contractor					
	Contract / Estimate	\$ 4,122,000	\$ 4,122,000	\$ 4,360,000	1, 5, 6
	Approved Change Order Requests	\$ -	\$ -	\$ 148,765	3
	Pending Change Order Requests	\$ -	\$ -	\$ -	
	Change Order Contingency	\$ 380,000	\$ 380,000	\$ -	7
Other Project Hard Costs					
	Public Art	\$ 57,000	\$ 57,000	\$ 55,000	
	Miscellaneous Purchase Orders	\$ 45,000	\$ 45,000	\$ 15,000	
TOTAL SITE HARD COSTS		\$ 4,604,000	\$ 4,604,000	\$ 4,578,765	
SITE SOFT COSTS					
	Architectural and Engineering Fees	\$ 682,950	\$ 682,950	\$ 682,950	
	Executed ASAs	\$ -	\$ -	\$ 65,910	2
	LEED Commissioning	\$ 31,236	\$ 31,236	\$ 31,236	
	LEED Fees	\$ 5,000	\$ 5,000	\$ 5,000	
	Special Inspections & Testing	\$ 25,000	\$ 25,000	\$ 22,855	9
	Miscellaneous Consultants	\$ 15,000	\$ 15,000	\$ 1,988	4, 8
	City Fees (Planning Studies, etc.)	\$ 20,000	\$ 20,000	\$ 8,505	8
	Building Permit	\$ 100,530	\$ 100,530	\$ 97,917	8
	Inspections	\$ 100,000	\$ 100,000	\$ 20,000	9
	Environmental Consultants & Studies (CEQA)	\$ 10,000	\$ 10,000	\$ 50	8
	Utility Fees - PG&E	\$ 37,500	\$ 37,500	\$ 22,815	8
	Utility Fees - AT&T	\$ 12,500	\$ 12,500	\$ 7,989	8
	Utility Fees - EBMUD	\$ 10,000	\$ 10,000	\$ 17,463	8
	Geotechnical Survey & Report	\$ 15,000	\$ 15,000	\$ 15,000	9
	Survey Fees	\$ 10,000	\$ 10,000	\$ 8,200	8
	Hazmat Monitoring/Testing Services	\$ 45,000	\$ 45,000	\$ 12,500	9
	Temporary Storage Costs	\$ 37,500	\$ 37,500	\$ 6,000	9
	Printing/Plan Reproduction	\$ 20,000	\$ 20,000	\$ 15,000	9
	Bid Advertising	\$ 1,500	\$ 1,500	\$ -	
	Moving Costs	\$ 16,520	\$ 16,520	\$ 13,230	9
	Contract Authorized Contingencies	\$ 68,295	\$ 68,295	\$ 2,385	
TOTAL SITE SOFT COSTS		\$ 1,263,531	\$ 1,263,531	\$ 1,056,993	
TOTAL SITE COSTS		\$ 5,867,531	\$ 5,867,531	\$ 5,635,758	
PROJECT CONTINGENCY		\$ 111,939	\$ (139,296)	\$ 92,477	10
TOTAL SITE BUDGET		\$ 5,979,470	\$ 5,728,235	\$ 5,728,235	1, 6, 7

Notes - Since 01/01/12

- 1 Additional revenue (per BPL, 04/01/11) - \$200,000
- 2 ARG - Executed ASAs #1-6 (as of 01/01/12)
- 3 **BHM - Executed Change Orders #1-70 (issued as of 05/31/12 - FINAL)**
- 4 Purchase Order #89505 issued to Charles Salter (not to exceed \$2,000)
- 5 \$14,000 Portion of BHM payment made from fund 610 (03/15/12)
- 6 Add'l Funding - Public Works & PG&E - North - See Revenue Summary (BPL 04/26/12) - \$15,000
- 7 **Re-Allocation of Balance of Approved Change Order Contingency to Program Contingency (BPL, 05/31/12)**
- 8 **Budget line item commitment reconciled to actual costs (05/31/12)**
- 9 **Budget line item commitment partially reconciled closer to actual costs (05/31/12)**
- 10 **Negative budget Project Contingency due to transfer to Program Contingency (note #7). Once budget reconciled, positive contingency will result - Refer to Current Committed Costs (05/31/12)**



PROJECT COST CONTROL REPORT

South & Tool Lending Branch Renovation and Expansion		Revised Budget - April 26, 2012	Revised Budget - May 31, 2012	Current Committed Costs	Notes - Since 01/01/12
SITE HARD COSTS					
General Contractor					
	Contract / Estimate - Construction	\$ 4,450,000	\$ 4,450,000	\$ 4,563,000	1, 3
	Contract / Estimate - Demolition	\$ 50,000	\$ 50,000	\$ 50,000	
	Approved Change Order Requests	\$ -	\$ -	\$ -	
	Pending Change Order Requests	\$ -	\$ -	\$ -	
	Change Order Contingency	\$ 430,000	\$ 430,000	\$ 350,000	4
Other Project Hard Costs					
	Public Art	\$ 64,500	\$ 64,500	\$ 64,500	
	Miscellaneous Purchase Orders	\$ 50,000	\$ 50,000	\$ 5,000	4
TOTAL SITE HARD COSTS		\$ 5,044,500	\$ 5,044,500	\$ 5,032,500	
SITE SOFT COSTS					
	Architectural and Engineering Fees	\$ 785,000	\$ 785,000	\$ 785,000	
	Executed ASAs	\$ -	\$ -	\$ 69,058	5
	LEED Commissioning	\$ 31,156	\$ 31,156	\$ 31,156	
	LEED Fees	\$ 5,000	\$ 5,000	\$ 5,000	
	Special Inspections & Testing	\$ 30,000	\$ 30,000	\$ 30,000	
	Miscellaneous Consultants	\$ 15,000	\$ 15,000	\$ 10,000	
	City Fees (Planning Studies, etc.)	\$ 20,000	\$ 20,000	\$ 26,952	
	Building Permit	\$ 150,000	\$ 150,000	\$ 150,000	2
	Inspections	\$ 75,000	\$ 75,000	\$ 75,000	2
	Environmental Consultants & Studies (CEQA)	\$ 50,000	\$ 50,000	\$ 45,758	
	Utility Fees - PG&E	\$ 37,500	\$ 37,500	\$ 37,500	
	Utility Fees - AT&T	\$ 12,500	\$ 12,500	\$ 12,500	
	Utility Fees - EBMUD	\$ 10,000	\$ 10,000	\$ 70,000	
	Geotechnical Survey & Report	\$ 15,000	\$ 15,000	\$ 15,000	
	Survey Fees	\$ 10,000	\$ 10,000	\$ 10,000	
	Hazmat Monitoring/Testing Services	\$ 35,000	\$ 35,000	\$ 20,000	
	Temporary Storage Costs	\$ 37,500	\$ 37,500	\$ 30,000	8
	Printing/Plan Reproduction	\$ 20,000	\$ 20,000	\$ 15,000	4
	Bid Advertising	\$ 1,500	\$ 1,500	\$ 1,500	
	Moving Costs	\$ 16,520	\$ 16,520	\$ 16,520	
	Contract Authorized Contingencies	\$ 78,500	\$ 108,500	\$ 39,443	6, 7
TOTAL SITE SOFT COSTS		\$ 1,435,176	\$ 1,465,176	\$ 1,495,386	
TOTAL SITE COSTS		\$ 6,479,676	\$ 6,509,676	\$ 6,527,886	
PROJECT CONTINGENCY		\$ 49,844	\$ 19,844	\$ 1,634	
TOTAL SITE BUDGET		\$ 6,529,520	\$ 6,529,520	\$ 6,529,520	1

Notes - Since 01/01/12

- 1 Additional revenue (per BPL, 01/18/12) - \$200,000
- 2 Inspections separated from "Building Permit, Inspection" line item (01/31/12)
- 3 Budget line item commitment revised to value of Gonsalves & Stronck contract (03/31/12)
- 4 Budget line item commitments reduced to offset increase in contractor contract value (01/31/12)
- 5 Field Paoli - Executed ASAs #1-9 (as of 01/01/12)
- 6 **Increase to Budget for Contract Authorized Contingency for ASAs (BPL, 05/31/12) - \$30,000**
- 7 **Increase to line item commitment for budget revision per note #6 (05/31/12)**
- 8 **Budget line item commitments reduced (05/31/12) - \$7,500**



PROJECT COST CONTROL REPORT

West Branch Renovation and Expansion		Revised Budget - April 26, 2012	Revised Budget - May 31, 2012	Current Committed Costs	Notes - Since 01/01/12
SITE HARD COSTS					
General Contractor					
	Contract / Estimate - Construction	\$ 5,205,000	\$ 5,205,000	\$ 5,435,000	2
	Contract / Estimate - Demolition	\$ 60,000	\$ 60,000	\$ 60,000	
	Approved Change Order Requests	\$ -	\$ -	\$ -	
	Pending Change Order Requests	\$ -	\$ -	\$ -	
	Change Order Contingency	\$ 490,000	\$ 490,000	\$ 490,000	
Other Project Hard Costs					
	Public Art	\$ 73,500	\$ 73,500	\$ 73,500	
	Miscellaneous Purchase Orders	\$ 55,000	\$ 55,000	\$ 15,000	
TOTAL SITE HARD COSTS		\$ 5,883,500	\$ 5,883,500	\$ 6,073,500	
SITE SOFT COSTS					
	Architectural and Engineering Fees	\$ 716,540	\$ 716,540	\$ 716,540	
	Executed ASAs	\$ -	\$ -	\$ 28,605	1
	LEED Fees	\$ 5,000	\$ 5,000	\$ 5,000	
	Special Inspections & Testing	\$ 35,000	\$ 35,000	\$ 35,000	
	Miscellaneous Consultants	\$ 15,000	\$ 15,000	\$ 5,000	
	Administration Costs	\$ -	\$ -	\$ -	
	City Fees (Planning Studies, etc.)	\$ 20,000	\$ 20,000	\$ 39,933	
	Building Permit	\$ 158,478	\$ 158,478	\$ 158,478	3
	Inspections	\$ 100,000	\$ 100,000	\$ 100,000	3
	Environmental Consultants & Studies (CEQA)	\$ 50,000	\$ 50,000	\$ 65,000	
	Utility Fees - PG&E	\$ 37,500	\$ 37,500	\$ 37,500	
	Utility Fees - AT&T	\$ 12,500	\$ 12,500	\$ 12,500	
	Utility Fees - EBMUD	\$ 10,000	\$ 10,000	\$ 70,000	
	Geotechnical Survey & Report	\$ 10,000	\$ 10,000	\$ 10,000	
	Survey Fees	\$ 4,000	\$ 4,000	\$ 4,000	
	Hazmat Monitoring/Testing Services	\$ 50,000	\$ 50,000	\$ 25,000	
	Temporary Storage Costs	\$ 37,500	\$ 37,500	\$ 37,500	
	Printing/Plan Reproduction	\$ 20,000	\$ 20,000	\$ 20,000	
	Bid Advertising	\$ 1,500	\$ 1,500	\$ -	
	Moving Costs	\$ 16,520	\$ 16,520	\$ 16,520	
	Contract Authorized Contingencies	\$ 71,645	\$ 71,645	\$ 43,049	
TOTAL SITE SOFT COSTS		\$ 1,371,183	\$ 1,371,183	\$ 1,429,625	
TOTAL SITE COSTS		\$ 7,254,683	\$ 7,254,683	\$ 7,503,125	
PROJECT CONTINGENCY		\$ 259,772	\$ 259,772	\$ 11,330	
TOTAL SITE BUDGET		\$ 7,514,455	\$ 7,514,455	\$ 7,514,455	2

Notes - Since 01/01/12

- 1 HED - Executed ASAs #1-4 (as of 01/01/12)
- 2 \$375,000 of Program Contingency transferred to General Contract Budget (04/26/12)
- 3 Inspections separated from "Building Permit, Inspection" line item (04/26/12)



BERKELEY PUBLIC LIBRARY

CONSENT CALENDAR

July 11, 2012

To: Board of Library Trustees
From: Donna Corbeil, Director of Library Services
Subject: Update on Measure FF Civic Art Projects

RECOMMENDATION

Adopt a resolution directing the Library Director to prepare and submit an informational report on the Measure FF branch library improvement program civic art component.

FISCAL IMPACT

None.

BACKGROUND

At a regular meeting in May 2011 the City Council received a report on the civic art projects funded by Measure FF. The report gave information on the selection of the artists: Marion Coleman for the North Branch and Eric Powell for the Claremont Branch Library. Since this time, significant action has been taken, including the completion of the first two branch libraries and the selection of the artists for the remaining two library building projects.

CURRENT SITUATION AND ITS EFFECTS

North and Claremont Branch Library Civic Art

Since the report to the Council, the Board has taken several significant actions. In addition, the two art installations have been completed, thereby closing out the contractual relationship between the artist and the library.

On May 5, 2012, the Claremont Branch reopening celebration was held, Mr. Powell's metal work railing, *Bookshelves*, was recognized in the program and in the opening day brochure:

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

A permanent bronze plaque has been installed on the exterior of the building, adjacent to the railing commemorating his art piece and the collaboration of the two commissions and funding by Measure FF.

On April 7, 2012 the North Branch Library reopening celebration was held. Similarly, Marion Coleman's metal work, *A Patchwork of Trees*, was acknowledged in the opening brochure:

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

and a permanent plaque is installed adjacent to the two pieces. This completed the two art components.



The installed works of art have been well received by the respective communities.

West and South Branch Library Civic Art

The selection process for these two projects began with a call to artists opening the competition with a press release on July 19, 2011. Applications were accepted through an agreement with the Bay Area visual Arts Network (BAYVAN), which were instrumental in helping to reach out to the art community and managed the online submission of proposals. Berkeley's Civic Arts Commission staff's expertise was critical to the launching of a successful selection process. Board of Library Trustee actions included board participation, along with members of the Civic Arts Commission, Library staff and the project architect in the public selection process. The agenda for the selection meeting is on the Civic Arts Commission webpage:

http://www.ci.berkeley.ca.us/uploadedFiles/City_Manager/Commissions/Commission_for_Civic_Arts/AgendaFinal%20SelPanelSo%20WestBr%20docXXX.pdf.

These activities culminated in Board of Library Trustees Resolution No.: R12-003 authorizing contract approval with Gina Dominguez (Snapshot Mosaics, Inc.) in a not-to-exceed total amount of \$35,000 for the South Branch Library Measure FF civic art component (Attachment 2); and Ene Osteraa Constable (Wowhaus) in a not-to-exceed total amount of \$49,000 for the West Branch Library Measure FF civic art component (Attachment 3). Both contracts have been executed.

Following the completion of the last two projects a final report, including a fiscal report will be prepared. The West Branch, the final project on the Measure FF bond program is anticipated to open in August 2013, the report will follow the opening and final closeout.

FUTURE ACTIONS

None.

Attachments:

1. Resolution



**BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

RESOLUTION NO.: R12-__

Civic Art Measure FF Update

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, by City Resolution No. 60,048-N.S. ("1999 Percent for Art Resolution") adopted by the City Council on May 25, 1999 sets an amount equal to one percent (1%) for each eligible capital project for the development and installation of art integrated into the completed project; as well as an amount equal to one half percent (0.5%) for administrative costs; and

WHEREAS, in accordance with the spirit of the Resolution, the Library has elected to include the civic art set-aside in the project hard cost budgets of each of the four branch projects as well as an amount to cover administrative costs; and

WHEREAS, a process involving the community, Berkeley's Civic Arts Commission and Board of library Trustees was conducted to successfully select the artists; and

WHEREAS, all costs associated with the execution of the artist contracts have been allocated; and

WHEREAS, the Board of Library Trustees last reported on the status of the Measure FF civic art component to the City Council in May 2011.

NOW, THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley adopt a resolution to direct the Director of Library Services to prepare and submit an informational report to the Berkeley City Council detailing the most recent status of the program.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on July 11, 2012 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Winston Burton, Chairperson

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



BERKELEY PUBLIC LIBRARY

CONSENT CALENDAR

July 11, 2012

TO: Board of Library Trustees

FROM: Donna Corbeil, Director of Library Services

SUBJECT: FY 2012 ANNUAL GIFT REPORT

RECOMMENDATION

Adopt a resolution to approve the annual reporting to the City Council of gifts received in FY 2012 as required by CC Resolution No. 65,444-N.S.

FISCAL IMPACT

There is no fiscal impact from this report.

BACKGROUND

The Open Government Ordinance (Ord. 7166-NS) approved by City Council in 2011 includes a section on approval of gifts of \$1,000 or more. At the July 13, 2011 regular meeting of the board, Resolution R11-051 was adopted, requesting City Council delegate to the Board of Library Trustees the authority to accept any gifts of funds, goods or services made to the Library up to \$200,000. On September 20, 2011 the Council considered the item and approved it on consent by Resolution No. 65,444-N.S.

The approved Council resolution includes a stipulation, "Mandating annual reporting from the Board of Library Trustees of gifts in excess of \$1,000 in aggregate in an informational report to be presented before the Council on a regular meeting agenda." Information relevant to this report has been prepared by staff for board consideration and review prior to communication to the City Council. The submitted report will fulfill the ordinance's obligation covering the period from September 21, 2011 through June 30, 2012. Future reports will correspond with the fiscal year calendar, beginning July 1st and ending the last day of June the following calendar year.

CURRENT SITUATION AND ITS EFFECTS

The Board of Library Trustees accepts gifts throughout the fiscal year; for the period September 21, 2011 through June 30, 2012 the following gifts equal to or in excess of the \$1,000 aggregate were received and accepted into Library Fund accounts and will be reported to the City Council: Friends of the Berkeley Public Library for \$88,554; Gelfand Family Foundation for \$1,000; and the Berkeley Public Library Foundation for \$600,000 and Berkeley Public Library Foundation: pass-through for \$3,500.



FY 2012 Gift Receipts

Report to CC	Donor	Value	Fund	Purpose
No (pre 21SEP12)	BPL Foundation	\$200,000	307	Foundation FF&E
Yes	BPL Foundation	\$600,000	307	Foundation FF&E
Yes	BPL Foundation: Pass-through	\$1,000	306	Anonymous to Play/Reading Group
No	BPL Foundation: Pass-through	\$250	306	Lashof Family to Art & Music
Yes	BPL Foundation: Pass-through	\$3,500	306	Raymond Family Foundation to Berkeley READS
No	BPL Foundation	\$500	306	Branch Libraries Opening Festivities
Yes	Friends of BPL	\$88,554	306	Gift for FY 2012 Programs
No	Friends of BPL	\$400	306	Branch Libraries Closure Festivities
No	Private Donor (S.L.)	\$100	306	Berkeley Reads
No	Private Donor (D.A. & L.P.)	\$25	306	Berkeley Reads
Yes	Gelfand Family Foundation	\$1,000	306	General
No	Half Price Books	\$100	306	Berkeley Reads
No	Private Donor (M.M. & K.G.)	\$200	306	General
No	United Way	\$170	306	Berkeley Reads
No	Private Donor (K.R. & J.H.)	\$50	306	Berkeley Reads
No	League of Women Voters	\$150	306	Berkeley Reads
No	County: Poll Owners	\$50	306	General

As indicated in the *Library's Gift / Donation Policy A.R. Number 10.11* (Attachment 2) donor funds are kept separate and apart from other funds and are managed as part of the regular budget management process.

Measure FF Library Improvement Program

The North Branch Library is completed, and reopened to the public on April 7, 2012. 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. On April 26, 2011 the City Council approved executing a construction contract with BHM Construction that allocated Measure FF funds and included an additional component for an appropriation of \$200,000 from the Foundation FF&E Fund budget coded 307-9301-450.30-38 for CMS No. SBNNP to support the purchase of equipment, shelving and fixtures for the project as needed.

At the regular Board of Library Trustees meeting of June 13, 2012 the revised and updated Measure FF program schedule and budget were approved by Resolution No. 12-040. This resolution included a recommendation to Council to remove the restriction on \$200,000 of Foundation FF&E Fund monies, reserved to support construction of the North Branch project, and to allow those funds to be used for other qualified use among the remaining branch library 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 Foundation's capital campaign to support the FF&E needs of the Measure FF program. The board's prior recommendation to expend these gifted monies on North Branch project hard costs was approved by the City Council; hence, the council is likewise 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 equipment needs at those facilities.

This action is within the original intent of the donor parties.

FURTHER ACTION

None.



Attachments:

1. Resolution
2. Library's Gift / Donation Policy A.R. Number 10.11 (Rev. 7/13/11)



**BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

RESOLUTION NO.: R12-0xx

Annual Library Gift Report to Council

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, 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; and

WHEREAS, the City Council at a regular meeting on September 20, 2011 approved on the consent calendar Resolution No. 65,444-N.S. , which included a requirement that the Board of Library Trustees report to Council annually gifts in excess of \$1,000 in aggregate; and

WHEREAS, the first such report will cover the period from September 21, 2011 through June 30, 2012, such that all subsequent reports will correspond with the fiscal year calendar; and

WHEREAS, gifts to the Library subject to reporting to the City Council during this period are: \$88,554 from the Friends of the Berkeley Public Library; \$1,000 from the Gelfand Family Foundation; \$600,000 from the Berkeley Public Library Foundation, and a \$3,500 pass-through from the Berkeley Public Library Foundation; and

WHEREAS, in April 2011, \$200,000 of gift fund revenues to the Foundation FF&E Fund (307) were accepted and reserved to support the North Branch project to supplement the Branch Libraries Improvement Program (Measure FF Fund, 308); and

WHEREAS, upon completion of the North Branch project the Board of library Trustees by Resolution R12-040 approved a recommendation to City Council to approve release of the balance of these funds in the amount of \$200,000 to support the procurement of furnishings, fixtures, and equipment as needed for the remaining branch projects.

BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley hereby authorizes, the submission of the Library’s annual gift report to the Berkeley City Council and recommends City Council approve removal of the restriction of the balance of the North Branch Library construction contract gift funds in the amount of \$200,000 allocated to contract CMS No. SBNNP (for BHM Construction) for use to support the procurement of furnishings, fixtures, and equipment as needed for the remaining branch projects.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on July 11, 2012 by the following vote:

- AYES:
- NOES:
- ABSENT:
- ABSTENTIONS:

Winston Burton, Chairperson

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

REVISIONS IN BOLD ITALICS

**BERKELEY PUBLIC LIBRARY
ADMINISTRATIVE REGULATIONS**

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

SUBJECT: Gift / Donation Policy

I. PURPOSE

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

II. POLICY

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

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

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

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

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

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



BERKELEY PUBLIC LIBRARY

CONSENT CALENDAR

July 11, 2012

TO: Board of Library Trustees

FROM: Dennis Dang, Administrative Services Manager

SUBJECT: PURCHASE AUTHORIZATION IN EXCESS OF DIRECTOR OF LIBRARY SERVICES' GRANTED AUTHORITY FOR FISCAL YEAR 2013

RECOMMENDATION

Adopt the resolution authorizing the Director of Library Services to enter into fiscal year 2013 purchase agreements and approve payments to the specified vendors for utility, telephone and intranet/internet services, library materials, state taxes, professional services, and office supplies projected to exceed the director's delegated spending authority of \$50,000 for services and \$100,000 for goods, materials, and equipment.

FISCAL IMPACT

No additional appropriation is necessary.

The projected costs of these expenditures for these vendors are provisioned for in the updated fiscal year 2013 budget adopted by the Board of Library Trustees on June 13, 2012 by BOLT Resolution No.: 12-039.

BACKGROUND

With passage of BOLT Resolution No.: 08-56, the Board of Library Trustees on June 10, 2008 authorized the Director of Library Services to enter into purchase agreements for services up to \$50,000; and, with passage of BOLT Resolution No.: 09-94 the Board of Library Trustees on October 14, 2009 authorized the Director of Library Services to enter into purchase agreements for goods, materials, and equipment up to \$100,000.

On June 13, 2012, the board approved BOLT Resolution No.: 12-039 adopting the FY 2013 Budget update, which included funds for services, goods, materials and equipment.

CURRENT SITUATION

Commencing July 1, 2012, the Library will begin processing fiscal year 2013 purchase requisitions for services, goods, materials, and equipment to support Library operations. Using fiscal year-to-date 2012 expenditure levels as a guide, purchases with several vendors are expected to exceed the purchasing authority delegated to the Director of Library Services by the Board of Library Trustees. Under current rules, the director must receive board approval for any purchase in excess of the authorized spending limit for any vendor once that vendor's cumulative fiscal year purchases exceed the authorized spending limit.



ALTERNATIVE ACTIONS

The alternative considered is to enter into initial purchase agreements not to exceed the director's spending authority and return to the board per purchase once cumulative purchases exceed the granted authority. It is the Administrative Services Manager's recommendation that the Director of Library Services be granted increased spending authority for the specified vendors – per Attachment 2 – during FY 2013. This request is consistent with recognized best practices for purchasing procedures and adheres to the City's purchasing policy.

FUTURE ACTION

No future action is necessary.

Attachments:

1. Resolution
2. FY13 Authorization for Purchase of Services, Materials and Supplies from Specified Vendors



RESOLUTION NO.: R12-__

**PURCHASE AUTHORIZATION FOR SELECTED VENDORS IN EXCESS OF DIRECTOR OF LIBRARY SERVICES'
GRANTED AUTHORITY FOR FISCAL YEAR 2013 PER ATTACHMENT 2**

WHEREAS, the Board of Library Trustees on June 10, 2008 passed Resolution R08-56 authorizing the Director of Library Services to enter into purchase orders for services up to \$50,000; and

WHEREAS, the Board of Library Trustees on October 14, 2009 passed Resolution R09-94 authorizing the Director of Library Services to enter into purchase orders for goods, materials, and equipment up to \$100,000; and

WHEREAS, the Board of Library Trustees on May 11, 2011 passed Resolution R11-038 adopting the biennial budgets for revenue and expenditures for fiscal years 2012 and 2013; and

WHEREAS, the Board of Library Trustees on June 8, 2011 passed Resolution R11-045 adopting the revised biennial budgets for revenue for fiscal years 2012 and 2013; and

WHEREAS, the Board of Library Trustees on June 13, 2012 passed Resolution R12-039 adopting an updated annual budget for fiscal year 2013 that included expenditures for services, goods, materials, and equipment; and

WHEREAS, the Berkeley Public Library purchases services, goods, materials and equipment in accordance with the adopted budget and in conformance with purchasing policies and practices of the City of Berkeley.

NOW THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley authorizes the Director of Library Services to execute fiscal year 2013 purchase agreements and payment approvals for the specified vendors as named per Attachment 2 for services, materials, and supplies in excess of the delegated spending authority.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on July 11, 2012 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Winston Burton, Chairperson

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

BERKELEY PUBLIC LIBRARY
 FY12: PO PURCHASES TO 8JUN12

G:\ADMIN\FINANCE\BUDGETS\FY12\[Vendor Expenditures_8JUN12.xlsx]depdv

Vendor	Fund						Total
	301	302	304	306	307	308	
BAKER & TAYLOR, INC.	219,932			727			220,660
BIBLIOTHECA ITG, LLC	64,050				152,994		217,044
PACIFIC GAS & ELECTRIC	186,048		1,250			22,914	210,211
EBMUD	11,653					124,135	135,788
BWI/BOOKWHOLESALEERS, INC.	54,776			39,841			94,617
MIDWEST TAPE	78,524			12,439			90,963
AT&T	71,629					16,639	88,268
CDW-GOVERNMENT	61,190			555			61,745
DELL MARKETING LP	56,826						56,826
STATE BOARD OF EQUALIZATION	46,095	88	238	5,821	647		52,889
OVERDRIVE, INC	49,230						49,230
EBSCO INFORMATION SERVICES	42,430						42,430



**BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

RESOLUTION NO.: 12-__

THE BOARD OF LIBRARY TRUSTEES EXPRESSES ITS GRATITUDE TO DAWN J. SWANSON, WHO SERVED AS A CHILDREN'S LIBRARIAN FOR THE BERKELEY PUBLIC LIBRARY FROM JULY 1986 TO JULY 2012.

WHEREAS, 26 years ago in July 1986 Dawn Swanson began working at the Berkeley Public Library as a Children's Librarian assigned to the West Branch Library; and

WHEREAS, during the course of her years with the Berkeley Public Library Ms. Swanson has worked as a children's librarian in numerous locations in addition to the West Branch, including South Branch, the Central Children's Room and most notably as the Children's Librarian at the Claremont Branch Library since 1997; and

WHEREAS, when the Library needed someone to step in, Ms. Swanson has acted in higher classifications as Acting Senior Librarian in 1994, and as Acting Supervising Librarian in 2002, helping to ensure constancy in services and supervision during those periods; and

WHEREAS, Ms. Swanson played a lead role in the planning for the Berkeley Public Library's celebrations on the occasion of its centennial in 1993; and

WHEREAS, as the children's librarian at the Claremont Branch, Ms. Swanson became a fixture of the Elmwood community, appreciated by innumerable young people, many of whom later returned as adults with their own children; and

WHEREAS, Ms. Swanson's dedication to providing regular, quality programming aimed towards young audiences has helped solidify the Claremont Branch Library's position as a center of vibrant community activity; and

WHEREAS, the sheer numbers of children and adults who have been assisted, inspired, entertained, and comforted by the talented Ms. Swanson will be a lasting testament to the lifelong impacts a gifted children's librarian can have on a community; and

WHEREAS, Ms. Swanson will be greatly missed by those who have worked with her, and well as many members of the Claremont Branch community who have known her as their children's librarian.

NOW, THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley expresses its gratitude to Dawn Swanson for her service to the Berkeley community and the Berkeley Public Library.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on July 11, 2012.

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Winston Burton, Chairperson

Donna Corbeil, Director of Library Services



**BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

RESOLUTION NO.: 12-__

**THE BOARD OF LIBRARY TRUSTEES EXPRESSES ITS GRATITUDE TO JOHN MATTHEWS,
WHO SERVED AS LIBRARY PAGE AND LIBRARY AIDE FOR THE BERKELEY PUBLIC LIBRARY
FROM SEPTEMBER 1981 TO JULY 2012.**

WHEREAS, nearly 31 years ago in September 1981 Mr. Matthews began working at the Berkeley Public Library as a Library Page; and

WHEREAS, in 1985 Mr. Matthews began a 26-year tenure as a Library Aide assigned to the Art and Music section of the Central Library; and

WHEREAS, Mr. Matthews' supervisors have consistently remarked on the calm attitude and attention to accuracy that he has brought to the job; and

WHEREAS, Mr. Matthews devoted great energy to the flow of many thousands of incoming new and returned materials—books, scores, videos, and musical recordings in a variety of formats—into the collections of the Berkeley Public Library, ensuring their timely availability to Library patrons; and

WHEREAS, during the course of his 31 year career, Mr. Matthews has adapted to the dramatic changes in the ways libraries provide service and the new technologies that accompanied those changes; and

WHEREAS, countless patrons of the Berkeley Public Library have for decades been able to easily locate the items they have needed due to Mr. Matthews' accurate and meticulous shelving ability; and

WHEREAS, Mr. Matthews will be missed by those who have worked with him.

NOW, THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley expresses its gratitude to John Matthews for his service to the Berkeley community and the Berkeley Public Library.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on July 11, 2012.

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Winston Burton, Chairperson

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

**BERKELEY PUBLIC LIBRARY****INFORMATION CALENDAR**

July 11, 2012

TO: Board of Library Trustees

FROM: Dennis Dang, Administrative Services Manager

SUBJECT: FY 2012 – 3rd Quarter Update

INTRODUCTION

The purpose of this report is to summarize 3rd quarter FY 2012 financial performance.

FISCAL IMPACT

There is no fiscal impact from this report.

BACKGROUND

All Library Fund group revenues totaled \$8,725,908 of which county tax receipts comprised 87.5% of year-to-date receipts. All Fund group expenditures were \$26,041,974. As expected, the bulk of expenditure activity occurred in the Library Tax Fund and the Measure FF Fund.

Operational Funds -- excluding gifts (Gifts Fund 306), and the Branch Libraries Improvement Program Funds (FF&E Fund 307 and Measure FF Fund 308) – posted revenue were \$7,953,927; with expenditures of \$10,183,129, net of encumbrances.

Fiscal year-to-date MARCH 2012 (period 9) results and year-over-year percentage changes by Fund entities are:

Fund	Revenue	%age of Rev	Rev YoY	Expenditures	%age of Exp	Exp YoY
Library Tax (301)	\$7,901,919	90.5%	-16.1%	\$10,726,796	41.2%	-0.1%
Transaction Based Reimb (302)	\$37,008	0.4%	-45.4%	\$45,264	0.2%	+83.9%
Grants (304)	\$15,000	0.2%	-78.5%	\$15,162	0.1%	-55.8%
Public Library (305)	\$0	0.0%	-100.0%	\$129	0.0%	-
Gifts (306)	\$67,877	0.8%	+3.6%	\$419,469	1.5%	+115.4%
Foundation Branch FF&E (307)	\$700,000	8.0%	+600.0%	\$280,396	1.1%	+1534.5%
Measure FF (308)	\$4,104	0.1%	-100.0%	\$14,554,758	55.9%	+282.6%
Total	\$8,725,908	100.0%	-66.7%	\$26,041,974	100.0%	+75.9%



Background / Actions

BOLT authorized milestones to the FY 2012 budgets:

- BOLT Resolution No.: 11-038, May 11, 2011, approved the revenue and expenditure biennial budgets for fiscal years 2012 and 2013 for all Library Fund entities.
- BOLT Resolution No.: 11-045, June 8, 2011, approved a revision to the FY 2012 Library Tax Fund rate to 2.821% in response to the May 13th release of the April consumer price index for the San Francisco Bay Area from the earlier approved Personal Income Growth factor for California of 2.51%.
- BOLT Resolution No.: 11-059, dated September 14, 2011, authorized \$9,021,940 of prior year rollover of encumbered contract values, and \$420,021 of adjustments into FY 2012; inclusive of a temporary accommodation of up to \$350,000 for furniture, fixtures, and equipment in support of the North and Claremont branch improvement projects.
- BOLT Resolution No.: 11-056, September 14, 2011, authorized an increase to \$847,006 to the Bibliotheca contract for automated materials handling and security equipment, of which \$152,944 was appropriated in January 2012.
- BOLT Resolution No.: 11-074, October 11, 2011, authorized the application for and acceptance of a \$15,000 grant award through the California Family Place Library Program. The grant valued at \$15,000 was awarded in December and proceeds received and appropriated the following month in January 2012.
- BOLT Resolution No.: 12-005, January 11, 2012, authorized up to \$345,000 of additional expenditure appropriations for FY 2012. These adjustments primarily in support of the Branch Library Improvement Program (BLIP) reflected a temporary accommodation of \$300,000 for computers, automated materials handling equipment, and related peripherals, as well as a \$25,000 enhancement for North and Claremont opening day collections. A smaller valued authorization of up to \$20,000 was provided to allow Berkeley READS labor expenditures to be expensed from the Public Library Fund due to cancellation of California Library Literacy Services (CLLS) funding stemming from the state's "Tier 1" trigger cuts.
- BOLT Resolution No.: 12-017, March 14, 2012, authorized an amended budget re-appropriating \$120,000 of BranchVan budgeted expenditures to the Library Tax Fund from the Measure FF Fund, and adjusting the Measure FF Fund public art budget to agreed contractual values plus a 5% contingency allowance.

CURRENT SITUATION AND ITS EFFECTS

Library Tax Fund

At the end of the 3rd quarter, year-to-date Library Tax Fund (301) revenue consisting of the dedicated library tax, fines and fees, and miscellaneous sources totaled \$7,901,919. The library tax component generated \$7,674,773 representing 97.1% of to-date Fund receipts and is expected to bring in a further \$7,058,136 to reach a total of \$14,732,909 based on the most recent County tax roll billings available from the City's Revenue Collection Division.

YTD actual Fund expenditures, excluding encumbrances, at \$10,127,196 represented 67.2% of the full-year adjusted total budget, and were 7.8% favorable to the 75% third quarter benchmark. Including encumbrances of \$599,600, expenditures remained favorable to the adjusted budgeted, at 71.2%. Labor costs at \$8,266,177 contributed to the overall Fund favorability falling 6.1% below the period



benchmark. The favorability exhibited by labor was substantially attributable to savings in account 11-01 career staff – making up 95.9% of the overall period savings to salaries and wages – and is primarily due to vacancy savings realized in excess of the 1.0% salary savings applied this fiscal year. Overtime (11-60) at \$116,396, was the main offset to salary savings with almost half of O/T charges originating from Circulation due to backfilling of vacant positions, followed by charges from Art & Music, Children's, and then the branch libraries. Non-labor spending without encumbrances was 60.8% of the adjusted budget and 80.3% when including encumbrances. The temporary funding accommodation (BOLT Resolution No.: 12-005) for branch I.T. equipment contributed significantly to the lower than expected budget utilization rate as a lower proportion of I.T. equipment expenses were charged to the Fund than originally projected. To date encumbrances are primarily monies set-aside for utilities, security, and janitorial costs, along with new self-check equipment and supplies.

All Other Funds

All Other Funds is comprised primarily of funding from California State Library administered programs such as the Direct Loan Program (TBR Fund 302), the California Library Literacy Services program (Grants Fund 304), the Library Services and Technology Act (Grants Fund 304), and the Public Library Fund (Public Library Fund 305).

On a consolidated basis All Other Funds ended the period with year-to-date revenues of \$52,008 or 46.3% of the adjusted budget. The low revenue intake is a consequence of the state's *Tier 1* trigger cuts which eliminated financial support from the California State Library.

At the end of the 3rd quarter the TBR Fund at \$37,800 had no changes in posted revenues over the last budget performance report issued in January. Public copier receipts totaled only \$803, and were reported to the vendor as below expectations with a request for a review of copier revenues. The Grants Fund too, remained unchanged from the prior reported single revenue transaction of \$15,000 for the Children's division Family Place Grant.

TBR Fund expenditures at \$37,325, net of encumbrances, rose 83.9% year-over-year due to expense coding back to the TBR Fund for Tricor delivery services versus last year's one time coding to the Library Tax Fund. Grants Fund expenses encompassed primarily spending down the FY 2011 BALIS iPad Technology grant, as well as equipment spending provided for by the Family Place grant. Charges of \$129 hitting the Public Library Fund were attributable to incurred labor for Berkeley READS.

Gift Fund

The Gift Fund (306) includes monies accumulated through the donations from the Berkeley Public Library Foundation, the Friends of the Berkeley Public Library, the Alice Meyer Trust Fund, the Max Delaware-Niedorf Fund (expended), as well as individuals and other organizations who support the mission of the Berkeley Public Library.

Fund revenues to date total \$67,877 of which the incremental increase received of \$5,022 since the last reporting period came from a variety of contributors including \$3,500 from the Raymond Family Foundation, \$250 from the Lashof Family, and \$1,000 from an anonymous donor for group play-reading.

Period to-date expenditures at \$419,469 include \$242,722 of encumbrances, a material increase of 115.4% over the prior year, and as seen in the January report is due to the prior board authorized accommodation as contained in BOLT Resolution No.: 11-059 of \$350,000 of Gifts Fund monies for the purchase of furniture, fixtures, and equipment for the North and Claremont projects. This accommodation will be repaid to the Gifts Fund from committed Foundation FF&E Capital Campaign monies once received. Gifts Fund expenditures during FY 2012 was originally projected to decline from



the prior year with the conclusion of much of the Central Library public areas reconfiguration project; offset in part by prior year carryover and additional donations for defined spending. The sole remaining Trust, the Alice Meyer Trust, has a remaining balance of \$174,984.

Measure FF Funds

In March, the Library posted two gifts of \$200,000 each in proceeds raised by the Library Foundation’s FF&E capital campaign yielding total campaign receipts since inception of \$950,000. As previously noted in the March 14, 2012 BOLT budget report, the campaign fund drive’s FF&E spending has been spread among the Library Tax Fund, the Gifts Fund, and the Foundation FF&E Fund (307) through a fiscal year accommodation authorizing temporary usage of Library Tax and Gifts Funds monies. To date expenses covering interior furnishings and fixtures, self-check equipment, and computer equipment and peripherals to exclusively hit the Foundation FF&E Fund totaled \$280,396.

Measure FF Fund (308) revenue was derived strictly from interest proceeds. The North and Claremont branch libraries progressed toward a wind down of major construction activities with grand opening dates being set for each facility: April 7th for North and May 5th for Claremont. Excluding encumbrances, expenditures were \$7,021,894 of which construction accounted for 81.3% of all costs, and professional services took up 15.3%. Fiscal year to date construction costs attributable to North reached \$3,455,630, for Claremont it was \$2,130,047, and for South which began its ramp-up it was \$124,566.

Total to-date architectural design costs are summarized below:

CC Authorized	Contracted w/ASAs	Site	Designer	Expended	Expended /CC Auth	Expended /Cntrctd
\$751,245	\$748,860	NB	Architectural Resources Group	\$713,327	95.0%	95.3%
\$622,132	\$594,255	CB	Gould Evans Baum Thornley	\$575,311	92.5%	96.8%
\$863,500	\$854,058	SB	Field Paoli	\$651,988	75.5%	76.3%
\$788,194	\$745,145	WB	Harley Ellis Devereaux	\$540,643	68.6%	72.6%
\$3,025,071	\$2,942,318	Total	Architectural Design Services	\$2,481,269	82.0%	84.3%

FUTURE ACTION

A fiscal year-end closing report for 2012 will be issued to the board once final close-out of the fiscal year has occurred.

Attachments:

1. Revenue Summary for All Funds: FY 2012-3Q
2. Expenditure Summary for All Funds: FY 2012-3Q

Revenue Summary for All Funds FY 2012 - 3Q

Berkeley Public Library

Ele/Obj	Account Description	Lib Dscr 301	DL/LL 302	Grants 304	Pub Lib 305	Gift 306	FF&E 307	Mse FF 308	Revenue FY11
01-01	Refund on Bills	34,386							34,386
05-01	Over and Shorts	(124)							(124)
13-15	Library Tax	7,674,773							7,674,773
20-07	Library Svc & Constr Act			15,000					15,000
20-11	Library Fines	165,703							165,703
20-12	Link + Fines	847							847
20-15	Lost Book Fines	14,829							14,829
20-21	Tool Lending Fines	7,164							7,164
23-12	BPL Foundation	1					700,000		700,001
23-13	Friends of BPL	1				61,250			61,251
30-01	Interest-Investment Pool					126		4,104	4,230
50-03	Direct Book Loan		36,205						36,205
99-03	Donations					6,501			6,501
99-99	Miscellaneous Revenue	4,339	803						5,142
BPL	Total	7,901,919	37,008	15,000		67,877	700,000	4,104	8,725,908

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Expenditure Summary for All Funds FY 2012 - 3Q

BERKELEY PUBLIC LIBRARY : EXPENDITURES MARCH FYTD12

Berkeley Public Library + CoB

Actuals+Encumbrances

Elmnt-Object	Description	Bdgt ORG FY12	Bdgt REV FY12	Lib Dscr 301	TBR 302	Grants 304	PLF 305	Gift 306	FFE 307	FF 308	Cap Imp 610	Actual FY12	% REV Spent
11-01	Monthly Rated Employees	7,117,630	7,117,630	4,815,713				127		15,088		4,830,928	67.9%
11-02	Wage Continuation Payment			83								83	
11-03	Hourly and Daily Rated Empl	262,703	265,953	90,589		1,790	120			41,485		133,984	50.4%
11-04	Monthly Rated - Part Benefitted	423,802	423,802	231,197								231,197	54.6%
11-51	Retro Pay No Pers & SRIP			37								37	
11-59	Reg Retro Gross Adjust.			335								335	
11-60	Excess Hours Pay	4,733	4,633	116,396				1,608				118,004	2547.0%
12-12	General Summer Youth	11,240	11,240	844								844	7.5%
13-01	O/T-Monthly Rated Employee	6,741	6,741	203								203	3.0%
13-05	Holiday Pay	5,057	5,057										
Prsnl Svcs-Salaries and Wages		7,831,906	7,835,056	5,255,397		1,790	120	1,735		56,573		5,315,615	67.8%
20-11	Medical Insurance	995,508	995,508	675,088				14		2,019		677,121	68.0%
20-12	Dental Insurance	151,597	151,597	97,336				3		215		97,554	64.4%
20-13	Life Insurance	7,364	7,364	4,138				1		6		4,145	56.3%
20-21	Cash-in-Lieu	88,457	88,457	51,298				41		15		51,354	58.1%
20-31	Pers/Misc Other	2,079,115	2,079,115	1,434,773				492		4,313		1,439,578	69.2%
20-34	PARS (3.75%)	26,162	26,162	12,388		62	5					12,455	47.6%
20-36	SRIP	281,996	281,996	178,389				70		730		179,189	63.5%
20-40	Medicare Tax	102,233	102,233	73,037		25	2	26		821		73,911	72.3%
20-63	Retiremnt Med: Misc Emp Medical Trsts	188,999	188,999	130,570				38		374		130,982	69.3%
20-71	Workers Comp: Workers Comp Charges	178,473	178,473	131,282		37	2	37		1,600		132,958	74.5%
20-82	Allowances: Shoes Allowance	1,012	1,012	607						2		609	60.2%
20-87	Terminal Payouts-Misc.Emp	88,452	88,452	62,953				19		181		63,153	71.4%
20-90	Other Employee Benefits	222,265	222,265	147,756				46		438		148,240	66.7%
20-91	Commuter Check	19,484	19,484	11,165				1		26		11,192	57.4%
27-20	Fringe Benefits (Budget)	24,595	24,595										
Prsnl Svcs-Fringe Benefits		4,455,712	4,455,712	3,010,780		124	9	788		10,740		3,022,441	67.8%
20-99	Salary Savings	(182,578)	(182,578)										
Personal Services-Employee		12,105,040	12,108,190	8,266,177		1,914	129	2,523		67,313		8,338,056	68.9%

Expenditure Summary for All Funds FY 2012 - 3Q

Elmnt-Object	Description	Bdgt ORG FY12	Bdgt REV FY12	Lib Dscr 301	TBR 302	Grants 304	PLF 305	Gift 306	FFE 307	Mse FF 308	Cap Imp 610	Actual FY12	% REV Spent
30-35	Prof. Engrng & Architecural Svcs	50,000	1,100,683							1,090,260		1,090,260	99.1%
30-38	Prof. Misc Prof Svcs	374,146	1,474,433	299,895		65		54,350	43,900	982,322		1,380,532	93.6%
30-39	Hazardous Materials Handling	3,825	3,632										
30-42	Maint Svcs: Office Equip Maint	10,500	10,170	4,595								4,595	45.2%
30-43	Maint Svcs: Bldg & Structures Maint	118,400	148,460	115,072								115,072	77.5%
30-44	Maint Svcs: Field Equip Maint	40,450	38,221	22,214								22,214	58.1%
30-46	Maint Svcs: Computer Maintenance	9,200	9,200										
30-47	Maint Svcs: Software Maintenance	286,304	300,560	266,848				324				267,172	88.9%
30-51	Bank Credit Card Fees	3,000	3,000	2,972								2,972	99.1%
Purchased Prof & Tech Svcs		895,825	3,088,359	711,596		65		54,674	43,900	2,072,582		2,882,817	93.3%
35-20	County/State/Fed Pymts.	5,000	2,500										
Grants & Gvrnmntl Payments		5,000	2,500										
40-10	Professional Dues and Fee	44,277	48,277	21,495						4,000		25,495	52.8%
40-20	Insurance	575	575										
40-31	Communications: Telephones	189,925	210,316	83,041						16,639		99,680	47.4%
40-33	Communications: Cellular	14,550	14,550	9,250								9,250	63.6%
40-41	Utilities: Water	35,125	142,447	15,125						124,803		139,928	98.2%
40-42	Utilities: Gas/Electricity	298,500	299,000	239,750						22,914		262,664	87.8%
40-43	Utilities: Refuse	30,792	30,792	13,825								13,825	44.9%
40-50	Printing and Binding	59,750	81,497	8,792				400		21,785		30,977	38.0%
40-61	Travel: Commerical Travel	2,000	2,011	2,674								2,674	133.0%
40-62	Travel: Meals & Lodging	3,000	3,066	2,235								2,235	72.9%
40-63	Travel: Registration/Admin Fees	19,750	20,057	8,053								8,053	40.2%
40-64	Travel: Transportation	1,500	1,509	1,015								1,015	67.3%
40-70	Advertising	12,044	11,844	681						850		1,531	12.9%
40-80	Books and Publications	16,000	16,000	260								260	1.6%
40-90	Other	401,770	411,926			1,250						1,250	0.3%
Other Purchased Services		1,129,558	1,293,867	406,196		1,250		400		190,991		598,837	46.3%
50-10	Rental of Land/Buildings	127,375	172,525	38,801								38,801	22.5%
50-20	Rental of Equip/Vehicles	41,500	47,376		15,076							15,076	31.8%
50-30	Rental of Office Equipment & Furniture	10,000	19,375	15,801								15,801	81.6%
50-40	Rental of Software & Licenses	75	75										
Rentals / Leases		178,950	239,351	54,602	15,076							69,678	29.1%

Expenditure Summary for All Funds FY 2012 - 3Q

Elmnt-Object	Description	Bdgt ORG FY12	Bdgt REV FY12	Lib Dscr 301	TBR 302	Grants 304	PLF 305	Gift 306	FFE 307	Mse FF 308	Cp Imp 610	Actual FY12	% REV Spent
51-10	Postage	21,500	21,550	5,491								5,491	25.5%
51-20	Messenger/Deliver	25,000	25,000		25,000							25,000	100.0%
Mail Services		46,500	46,550	5,491	25,000							30,491	65.5%
55-11	Office Supplies	25,130	25,106	20,512								20,512	81.7%
55-20	Field Supplies	157,080	188,228	116,486	5,188	3,699		11,445				136,818	72.7%
55-33	Eqp & Veh Supp: Petrol, Oil, Lube			84								84	
55-34	Eqp & Veh Supp: Spre Rplcmt Prts	4,425	4,425										
55-50	Food	7,850	7,494	369				3,189				3,558	47.5%
55-60	Library Materials	992,321	998,050	579,616				46,073				625,689	62.7%
Supplies		1,186,806	1,223,303	717,067	5,188	3,699		60,707				786,661	64.3%
60-20	Outside Janitorial Svcs	180,000	158,741	155,517								155,517	98.0%
Purchased Property Services		180,000	158,741	155,517								155,517	98.0%
65-70	Building - Existing Construction	1,053,586	7,570,289							7,025,006	14,000	7,039,006	93.0%
65-75	Building - New Construction		9,413,422							5,198,866		5,198,866	55.2%
65-80	Other Infrastructure	130,000	130,000										
Infrastructure		1,183,586	17,113,711							12,223,872	14,000	12,237,872	71.5%
70-41	Machinery and Equipment	136,346	430,075	70,998				4,273	159,100			234,371	54.5%
70-42	Vehicles	16,105	16,105	96,598								96,598	599.8%
70-43	Furniture and Fixtures	506,000	583,568					218,008	40,753			258,761	44.3%
70-44	Computers & Printers	50,000	91,965	82,393				8,797				91,190	99.2%
70-47	Computer Softwares & Lic	5,000	9,054	8,616								8,616	95.2%
Property		713,451	1,130,767	258,605				231,078	199,853			689,536	61.0%
71-10	Small Equipment	21,000	35,653	14,510		8,234						22,744	63.8%
71-43	Mach & Equip: Furn And Fixtures	510,000	643,052	10,379				63,087	36,643			110,109	17.1%
71-44	Mach & Equip: Cmptrs And Prntrs	10,000	276,828	104,906								104,906	37.9%
71-47	Mach & Equip: Sftwre & Licenses	15,000	19,662	11,907				7,000				18,907	96.2%
Property Under Cap Limit		556,000	975,195	141,702		8,234		70,087	36,643			256,666	26.3%
75-35	Mail Services	1,680	1,680	1,260								1,260	75.0%
75-50	City Vehicles/Fuel & Main	7,859	7,859	8,083								8,083	102.9%
75-60	City Parking Permits	500	500	500								500	100.0%
75-90	Internal City Training	500	500										
Internal Services		10,539	10,539	9,843								9,843	93.4%

Expenditure Summary for All Funds FY 2012 - 3Q

Elmnt-Object	Description	Bdgt ORG FY12	Bdgt REV FY12	Lib Dscr 301	TBR 302	Grants 304	PLF 305	Gift 306	FFE 307	Mse FF 308	Cp Imp 610	Actual FY12	% REV Spent
99-01	Appropriations Ord #1		(419,970)										
99-02	Appropriations Ord #2		(9,743,906)										
99-11	Appropriations Ord #1 Offset Acct		419,970										
	Balance Sheet Accounts		(9,743,906)										
	Other Expenses	6,086,215	15,538,977	2,460,619	45,264	13,248		416,946	280,396	14,487,445	14,000	17,717,918	114.0%
	Berkeley Public Library + CoB	18,191,255	27,647,167	10,726,796	45,264	15,162	129	419,469	280,396	14,554,758	14,000	26,055,974	94.2%



BERKELEY PUBLIC LIBRARY

INFORMATION CALENDAR

July 11, 2012

TO: Board of Library Trustees

FROM: Donna Corbeil, Director of Library Services

SUBJECT: JULY 2012 MONTHLY BRANCH IMPROVEMENT PROJECT REPORT FROM THE DIRECTOR OF LIBRARY SERVICES

INTRODUCTION

Every month the Director of Library Services gives the Board a report on branch improvement activities and updates from the previous month.

FISCAL IMPACT

This report will have no fiscal impacts.

SUMMARY OF WORK

Meetings held during this reporting period include:

- Weekly project meetings facilitated by the KCEM project manager, Steve Dewan
- Meeting with City's Planning Department and architects as needed
- Meetings with branch project contractors / construction meetings as needed

COMMUNICATION

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

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



PROJECT UPDATES

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 June / July. The remaining punch list items are not negatively affecting operations; most are being addressed in the morning hours prior to opening.

West

The final day of service at the branch was May 5, 2012. Following closure, the staff moved-out and BranchVan service began to the West community. At the regular Council meeting of May 15, 2012, on the consent calendar the contract for construction was

approved; [http://www.ci.berkeley.ca.us/uploadedFiles/Clerk/Level_3 -
City Council/2012/05May/2012-05-15_Item_11_Contract_West_Bay_Builders.pdf](http://www.ci.berkeley.ca.us/uploadedFiles/Clerk/Level_3_-_City_Council/2012/05May/2012-05-15_Item_11_Contract_West_Bay_Builders.pdf).

As of 06/18/12, the site is the responsibility of West Bay Builders. The contractor is preparing to mobilize. All permits are approved and have been picked up.

South/ Tool Library

Construction

The general contractor Gonsalves and Stronck Construction has begun work. The new library is now under construction, updates are available on the Library's website: http://www.berkeleypubliclibrary.org/about_the_library/documents/061812_BPL_South_Weekly_Construction_Update.pdf. Work set to be started in the next few weeks is posted on the Library's website. For the remainder of June and early July this will include:

- Excavation for retaining wall footings
- Retaining wall formwork
- Excavation for building pad footings
- Install underslab utilities
- Install retaining wall rebar
- Begin mat slab formwork

Pictures are available on the Library's website at the BLIP BLOG.

North

Construction

The branch is complete; the warranty period is in effect. The LEED certification may take several months to complete before the Silver LEED certification is awarded. ARG continues to work on this effort.

OTHER

The two contracts for the remaining public art components are executed.

ATTACHMENTS: None



BERKELEY PUBLIC LIBRARY

INFORMATION CALENDAR

July 11, 2012

TO: Board of Library Trustees

FROM: Donna Corbeil, Director of Library Services

SUBJECT: JULY 2012 MONTHLY REPORT FROM THE DIRECTOR OF LIBRARY SERVICES

INTRODUCTION

Every month the Director of Library Services gives the Board a report on Library activities and updates from the previous month.

FISCAL IMPACT

This report will have no fiscal impacts.

LIBRARY DEVELOPMENT

The Annual Friends of the Library Luncheon was held at the Northbrae Community Church meeting room on Wednesday, June 20, 2012. This is their annual membership meeting where they conduct business, elect officers, etc., and invite guests, including the Director of Library Services and staff, the Library Foundation and a special speaker.

The quarterly all staff meeting was held on June 29, 2012. The library opened one-hour late so that all staff could attend. Updates on programs and services, the library's FY 2013 budget and library projects, including the bond program and technology were covered.

PROFESSIONAL ACTIVITIES

Conferences:

The American Library Association 2012 Annual Conference took place in Anaheim, Calif., June 21-26 to continue important conversations about the transformation of libraries, e-content and other key topics. Staff have written summaries of their conference highlights (Attachment 1), those not included this month will be in the September report.



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, the community was asked to vote online - a winner was selected. The Library will launch the new set of cards in September 2012 as part of the American Library Association, National Library Card Month campaign. 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.

SERVICES & COLLECTIONS

A report on the summer reading program and recently launched Discover &Go program is included (Attachment 2).

OTHER

The City Council at their May 15, 2012 meeting discussed upcoming ballot initiatives. As a result the renewal of the library tax is on the ballot:

<http://www.ci.berkeley.ca.us/uploadedFiles/Clerk/Elections/Gann%20-%20Question%20and%20Text%20ONLY.pdf>

http://www.ci.berkeley.ca.us/Clerk/City_Council/2012/05May/City_Council_05-15-2012_%e2%80%93_Regular_Meeting_Annotated_Agenda.aspx

[39. Ballot Measure Re-Authorizing Expenditures of Voter-Approved Taxes for Parks Maintenance, Library Relief, Emergency Medical Services, Emergency Services for Severely Physically Disabled Persons and Fire Protection and Emergency Response and Preparedness, Under Article XIII B of the California Constitution \(PDF\)](#)

General information about campaign contributions and other related matters are on the city's website. <http://www.ci.berkeley.ca.us/ContentDisplay.aspx?id=4314>

In addition, the Council voted to designate Councilmember Maio to author and file ballot arguments.

At the Council meeting of June 26, 2012, a second reading of the library tax rate was approved:

11. Levying a Special Tax for FY 2013 to Fund the Provision of Library Services (PDF)

From: City Manager

Recommendation: Adopt second reading of Ordinance No. 7,251–N.S. setting 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.

Financial Implications: See report

First Reading Vote: All Ayes

Contact: Robert Hicks, Finance, 981-7300



In addition, on the same agenda the Council approved the City's FY13 Proposed Budget. The report includes information on future projections and cites the decrease in CalPERS revenue rate projections as a factor in possible future shortfalls for the City (see page 8 of May 1st report): [http://www.ci.berkeley.ca.us/uploadedFiles/Clerk/Level_3 - City Council/2012/06Jun/2012-06-26 Item 37 FY 2013 Biennial Budget.pdf](http://www.ci.berkeley.ca.us/uploadedFiles/Clerk/Level_3_-_City_Council/2012/06Jun/2012-06-26_Item_37_FY_2013_Biennial_Budget.pdf)

Library staff will continue to monitor the situation in order to keep the board apprised of future projections and council actions.

Attachments:

- 1) ALA Staff Attendee Reports
- 2) Program update

Attendee Reports from ALA 2012, Anaheim

Doug Smith, Deputy Director

The Edge Initiative thing is a follow-up to a meeting I attended at the CSL last year, and I think it can play a strong role in a future planning effort here. I believe we may make use of it to provide greater technological focus to what we do, solidify the library's role in local govt services, and perhaps to help mend some of the internal issues we have with our IT division.

This year's ALA Annual was a particularly rich event, with many excellent learning opportunities for public library staff. Although professional development in the virtual realm is an excellent and cost-effective means of keeping staff current and engaged, the experience of being immersed in an intensive few days of in-person educational sessions retains true value. It was rewarding to see our inspired attendees at the conference and I am grateful to the Friends of the Berkeley Public Library for their continued support of our staff members who attend. I attended several valuable sessions, including a pre-conference workshop focused on community facilitating that I hope will help bear fruit during the Library's next strategic planning process.

The Edge Initiative

Most notable of everything I did was to attend a follow-up meeting on the Edge Initiative, which is an effort driven by a coalition of leading library and government organizations that mirror the fields of library and local government practice—including the California State Library, the International City/County Management Association, the Public Library Association, the ALA Office of Information Technology, the Urban Libraries Council, and the Bill & Melinda Gates Foundation. The Edge Initiative is developing specific service and activity benchmarks that will help libraries evaluate the technology access and services they are now providing and hope to be able to provide in the future. These benchmarks are being beta-tested at select public libraries this summer prior to more widespread adoption in the two years to come. It's my hope that we at Berkeley can make use of these benchmarks to help our staff understand the best practices in public access technology services for this community, and to determine what steps we should be taking as we continually strive to improve the public technology services we provide. I have been involved with this initiative since early 2011, when I attended a planning sessions sponsored by our State Librarian Stacey Aldrich. The benchmarks themselves describe aspirational goals relating to tech access in libraries, and are divided into three categories of assessment: Community Value, Engaging the Community & Decision-Makers, and Organizational Management. In 2013, the Berkeley Public Library will again begin a new strategic planning process, and I see these areas of technological endeavor as absolutely crucial to securing the Library's role as one of the principal epicenters of this learning community which we serve. Libraries are vital to a healthy society, and we at BPL not only should, but must be proactive in fostering a strong role in the continuum of learning in our exceptional city.

More information about the Edge Initiative, the coalition, its guiding principles, the benchmarks and their indicators can be found at www.libraryedge.org.

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Shani Leonards, Supervising Librarian, Central Library

I am so grateful to have had the opportunity to attend ALA's annual conference in Anaheim. It was an excellent learning opportunity and offered quite a few new things for me to think about, adopt, and share with my colleagues in the Art & Music and Central Reference departments.

I attended an excellent all day preconference event, *Build a Great Team, One Year to Success*. It offered practical, workable suggestions on how to develop a staff that has a shared set of values, understands the core mission of the organization, and which develops staff that support the overall aims of the library. The presenter, Catherine Hakala-Ausperk, covered position review, hiring, continued coaching and instruction, techniques for addressing performance concerns, great ways to recognize excellent work, and even had tips on better ways to run staff meetings. A small example of an idea I plan to try from the training is to reserve more of my monthly departmental staff meetings for staff development. Hakala-Ausperk believes that staff meetings should devote 90% of their time to activities that develop the team, leaving only 10% for information exchange. She uses her own meetings to do everything from reading and discussing a book as a group to using the meeting as a forum for staff to speak and present so they have a place to develop their own speaking and writing skills. A few other ideas from the workshop which seemed interesting: have staff from one department shadow other departments to see what a day in IT/ Reference/ Children's Services is like; keep a "no log" documenting when you say "no" to patron requests then go over it with the team to change the "no's" to "yes's"; offer loads of training with each new assignment.

Once the conference began, I attended four programs on different aspects of library service: *An Elephant in the Room* panel presentation, a lecture on Music Collection Development for non-specialists, a panel presentation about several college library Virtual Reference usage pilots, and another panel presentation, *Get More Bang from your Buck! Best Practices in Collection Development*. Each of these offered ideas and information useful to my work at BPL. The Music collection program for non-musicians was especially helpful and fun, though, as it was basically a bootcamp on the ways musicians and students use different types musical scores for performance and study. It addressed how to order musical scores, free sources of musical scores (and which are best for which sort of request), where to look for music reviews, thoughts on online music options, and the basics of what to include if you were starting a music cd or scores collection from scratch.

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Alan Bern, Children's Librarian, Central

- ***Outcomes + Outreach = Outstanding Summer Reading Programs*** ALA Preconference

Put on by CLA, this Preconference was a very valuable look at modifying Summer Reading Programs to both (a) plan for collecting information in order to determine basic outcomes -- the results can be used to inform funders, politicians, and staff -- and (b) develop programs and services for a targeted and doable outreach to a chosen underserved population. A fine balance of information presented and participation by attendees. I have a folder of

handouts to share, and CLA will send attendees PowerPoints from Preconference presentations soon.

- ***USSBY: Writing About War for Young People: Three Writers, Three Wars***

This terrific and incredibly moving program featured three books: *My brother's shadow* by Monika Schroder (WWI), *Between shades of gray* by Ruta Sepetys (WWII), and *Words in the dust* by Trent Reedy (war in Afghanistan). One goal of the program was to “relate the ‘stories behind the stories’ of their books along with difficulties encountered in writing about this topic for young people.” Leave it to USSBY to bring together such a powerful group of authors and a large, receptive attendees: weeping and strong responses were legion among both presenters and attendees. These are powerful, very personal, books about war that young teens and teens are reading both in Berkeley and around the U.S. Co-sponsored by ALSC (the Association of Library Services to Children) and USSBY (the United States Board on Books for Young People).

- ***The 2012 Pura Belpré Celebración***

The Association for Library Service to Children (ALSC) and REFORMA (the National Association to Promote Library and Information Services to Latinos and the Spanish-Speaking, an ALA affiliate) hosted the annual *Celebracion* to honor the 2012 medal and honor winners of the Pura Belpré Award. The Pura Belpré Award was established in 1996 and honors Latino writers and illustrators whose works of art best portray, affirm and celebrate the Latino cultural experience in a book for children. It is named for the first Latina librarian who distinguished herself for her storytelling and outreach work with children and their families while working for the New York Public Library during the first decade of the twentieth century. This year's *Celebracion* was as heart-filling and powerful as any that I have attended: I have been an active supporter of these awards since I first became a librarian in 1993, and Linda Perkins – who received the 2012 Association for Library Service to Children's (ALSC) Distinguished Service Award from the ALSC Committee upon which I served this year (ala.org/news/pr?id=9226) – was a truly vital part of making this important award a reality. At the *Celebracion*, acceptance speeches and introductions were heart-felt and moving, the community entertainment (ballet folklorico from Orange County) boisterous and invigorating, and the attendees totally involved. This year's winners are all available here at Berkeley Public Library, or will be on our shelves soon! ala.org/alsc/awardsgrants/bookmedia/belpremedal/belprepast.

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Sarah Dentan, Manager Children's and Branch Services

Preconference – Finding Solid Ground

In this session, we examined common stressors in Libraries today, as well as the wide range of effects the stressors have on library staff and leadership. After an overview of the physical and neurological processes involved in stress reactions, we learned and practiced some basic stress reduction and re-focusing techniques to manage both in the moment and longer term.

Conference Sessions

I attended two sessions put on by the King County Library System (OR). Both were related to a new service model that has been in place in six libraries (two clusters of three) for the past year, and will be rolled out to the rest of this large system soon. The model puts library outreach on an equal footing with in-library and online services. The new service model greatly reduces the amount of time MLS Librarians spend on desk (now 25% or less of their scheduled hours) to allow them time for outreach, with thoroughly trained paraprofessionals taking on the bulk of basic reference responsibilities. Paraprofessional staff has taken on the responsibility for managing the daily operations of the library branch, while MLS Librarians retain oversight of library programming and outreach, as well as providing on-call and appointment based reference support as needed. KCLS uses library vehicles (a combination of traditional bookmobiles, large trucks with IT capabilities, and vans) to support outreach; of particular interest to me was the use of a small library van to provide services on a monthly basis to small in-home childcare providers. Other sites for outreach included senior homes and daycare centers, schools, and rural communities.

A session on children's spaces included information on space planning for early childhood, school age children, and tweens; these age groups have distinct needs and aesthetic sensibilities, and spaces need to be designed to appeal to and work for them. It is important that such spaces be engaging: color and specially selected furnishings and finishes (not just shrunk down adult furnishings) need to be incorporated. We saw some great before and after slides.

The ALSC/YALSA Joint President's Program was incredibly exciting, and combined market research on tweens (ages 10-14, for the purposes of this program) with a futurists' take on the technological influences on tweens. Some takeaway thoughts: as institutions, libraries emphasize text-based resources and programs, while more and more often people learn and experience the world through both text and non-text-based activities; Many things for tweens are unchanged over the last 10 years, but the biggest changes are the pre-eminence of digital media and branding and the decline in playing with toys; Both boys and girls list reading as one of their top-10 activities, though girls read more and both are less interested at age 14 than at age 10; Nearly all kids say that what their parents think of them is important or very important.

Trade show, conversations, and other things I stumbled upon

A new product coming out from **Midwest Tape** is of interest – a streaming platform for movies, television, music (albums, not tracks) and audiobooks is scheduled to launch. Downloads will be charged on a per-use basis. The product is expected to launch in 4Q 2012, and they are still working to develop relationships with content providers. Press release here: <http://www.mwtnewsandviews.com/2012/06/midwest-tape-to-present-hoopla-at-ala.html>

TMC has developed a line of what can only be called burgeon knock-off interactive panels. It is nice to see some other high-quality options available, and other vendors paying attention to the needs of our youngest patrons. <http://www.tmcfurniture.com/product-kids/learning/kids-activity-panels/item/135-nature-series-panels>

A number of conversations I had with colleagues lead me to the **Community Led Libraries/Working Together Project** (a mechanism for planning services in conjunction with the local community). This dovetails with much of my thinking about embedded library services, the future of reference/outreach, and the need to maintain relevance to our communities. More information on this project can be found at http://www.librariesincommunities.ca/resources/Community-Led_Libraries_Toolkit.pdf and a brief overview here: <http://www.publiclibrariesonline.org/magazines/featured-articles/it-takes-community-create-library>

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Jack Bauer, Teen Librarian

My trip to ALA was absolutely amazing, and I want to begin this wrap-up by thanking the Friends of the Berkeley Public Library and the board for their generous support of my trip. This was my first ALA Annual conference since I started working for the Berkeley Public Library and having the chance to tap into the national organization and connect with librarians from all over the world was invaluable. I return from the trip inspired, full of energy and plans.

The most amazing thing that happened was that I won the Eisner Prize for Libraries, which for the library means roughly 150 graphic novels, \$2000 to spend on the graphic novel collection, and \$1000 to spend on comic book related programming! I am already starting to network with area comic book stores and the Alameda County Juvenile Justice Center (another winner of the prize) to bring some amazing programming to our library with this money! In other graphic novel news, I networked extensively with some of the creators in the conference's Artist Alley and am hoping to work with these creators on behalf of the library in the future.

I also had lots of chances to attend panels and presentations to learn about what's going on in the world of YA programming and literature. I attended panels on "passive programming" for teens and developing Teen Advisory Boards that have given me lots of simple and practical ideas to implement here at the library. I connected with the leadership of ALA's Young Adult Library Services Association and am hoping to get involved with them in a deeper way in the future. I went to the Alex, Odyssey, and Printz award ceremonies and heard from some of the most successful YA authors in the biz. Attending the YALSA Coffee Klatch let me get face-time with a dozen different authors and hear about their wonderful books, and I moderated a panel of YA authors, who talked about the way that technology in the lives of teens impacts the way that they write teenage characters. These authors are going to be on tour this fall, and my time with them on the panel allowed me to book them for Berkeley High School when they hit San Francisco!

All in all it was a packed, inspiring, bewildering, and ultimately exhausting weekend. I'm so glad for the opportunity and look forward to becoming more involved with the organization in the future!

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Andrea Mullarkey, Librarian, Central

Having had a few days to reflect on my ALA experience I can sum it up in a single word: books! There were multiple sessions and vendors talking about e-books, an area of interest to me. I was glad to hear about new projects, new vendors, and interesting ways that libraries are coping with patron expectations, support needs and the shifting e-book landscape. I am particularly looking forward to the Califa project to negotiate for and host a collection of e-books that would be owned by the consortium. In addition I spent much of the conference attending sessions, thinking and talking about readers advisory. This is a service that has been a core part of Reference work and something I find really fun. Learning about new tools for readers advisory including social media and catalog integration was very inspirational. Equally inspiring was talking with librarians about whole collection advisory reaching past adult fiction books into non-fiction, YA cross-overs and other formats. And on a personal note I was pleased to meet some authors, pick up free books that we can add to our collection (there were many paperbacks perfect for the Branch Van) and attend the inaugural Carnegie Medal ceremony. Of course the library is so many things including technology, programs, outreach, partnerships, and instruction. But it was wonderful to spend a weekend dedicating my thoughts to what the library always seems to come back to for me, the books.

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Megan McArdle, Adult, Teen and Collection Development Manager

Programs and sessions

RUSA 101: As part of the RUSA membership committee, I helped plan for and attended RUSA 101. After many years of poor attendance, we revamped things a little and actually filled the room. I was there to answer questions about CODES, the collection development section of RUSA. Many people expressed interest, especially about the award committees. I also put out some of Jenifer's flyers for the open recruitment, and several people took one.

Browsing for Pleasure in the Digital Age: This was a presentation of the RA Forum where three presenters discussed their papers about how browsing is changing with ebooks and digital browsing. One presenter talked about using a Goodreads group to do Readers' Advisory. Group members would post what kind of book they were looking for, and the group would suggest what they should read next. Providing this kind of RA interaction seems a great way to go where people already are, where they want to discuss books. I think it would be great if we try and provide RA by some of the social media channels in which we are already participating, like Facebook and Twitter. There was another presentation on romance readers and whether embarrassment about their reading tastes effects their choice of format. It turns out that romance readers are not ashamed of their reading, but do prefer not to have folks see the book covers! Final presentation talked about discovery tools (including next gen catalogs like Encore, as well as catalog add-on like LibraryThing and Novelist) and how there is often a tradeoff between usability and precision. New thinking about the importance of replicating a browsing experience online has led to development of things like catalogs that offer "More Like This" features,

the ability to browse nearby books (Bibliocommons) and a Facebook wall-like feature coming to Encore that allows discussion of titles by our patrons. Another takeaway was the idea of ways to let patrons know that we are there to help them find good books to read. One library that does an adult summer reading program (which I would LOVE to do) has a bingo game where the center square that all participants have to go through that says “ask a librarian for a reading suggestion” – most didn’t know they could!

Nonfiction Readalikes program: This was a great readers’ advisory program with panelists giving suggested readalikes for various very popular nonfiction books and subjects. I came away with great ideas for NF titles to promote, information about trends in popular narrative nonfiction, as well as some good display ideas.

Genre panels: I went to two genre panels, one on Romance, and one on Science Fiction. I got to hear from authors about their latest books and about their experiences becoming authors, and their history with libraries. Fun and inspiring.

Publisher events: I went to Fall previews from HarperCollins and Random House, where they talked about the books from their imprints that are going to be hot for fall. These presentations are great for getting ahead of the popular titles, knowing what folks will be asking for, and making sure we order enough copies up front of the things that look good. I also brought back lots of galleys!

Literary Tastes: As the chair of the Reading List Council, I hosted the Literary Tastes event. This event happens every year at Annual (it used to be a breakfast), and featured authors that were on the Notable Books list and Reading List awards. I was filling in for the past-chair who could not make it to Annual. Most of the arrangements had already been made, but I had to do the welcoming and closing remarks, and introduce the author from my award, Erin Morgenstern (author of the Night Circus). I also worked with the publisher reps to make sure the signing afterwards went well. The other authors that I got to meet were Russell Banks, Candice Millard and Mark Adams. The event went really well.

Ebooks Discussion Group: This was not as useful, as it was mostly folks discussing some of the same issues we all deal with for ebooks, without a lot of new ideas.

Carnegie Awards: I attended the first ever Carnegie Awards, a new book award from ALA that is judged by members of the Notable Books Council and Booklist magazine, and which draws its nominees from the Notable Books list and the Booklist Editor’s Choice list. This year’s winners were Anne Enright’s *The Forgotten Waltz* for fiction, and *Catherine the Great* by Robert Massie for Nonfiction. This award is trying, I think, to raise the profile of book awards on the adult side of ALA to the prestigious level that the Newberry and Caldecott have had, as well as to compete with the Pulitzer and National Book Awards.

Committee Business: I also met with members of the committee I chair, The Reading List; and attended the Executive Board for CODES.

Exhibits: I went to the exhibits to talk with vendors and see new products. In addition to seeing many, many great books coming out soon, I was able to talk to vendors about two new products that interest me. One is the new improvements coming to Overdrive. They are working on adding streaming audiobooks to their mobile apps, which would allow access to far more audiobook titles, but would seem to be data intensive (more info on that needed) and they are also working on a more cloud-like

ebook reading experience for mobile devices with browsers. The other vendor platform that interested me was the new Midwest Tape Hoopla product coming later this year. This is a platform for streaming audio and video, and looks promising. They are still firming up what labels and studios will participate and what the pricing will be to libraries. Content rights holders seem MUCH more comfortable with platforms that stream rather than download, so this could be very attractive to them.

Teen furniture: I also looked around for interesting teen furniture, taking some pictures. There was not a whole lot there this year.

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Dayna Holz

Librarian, Art & Music Department

I would like to thank the library and the Friends for making my trip possible to the ALA conference this year in Anaheim. Through paid time away from work and a stipend to cover some of the costs of travel and attendance, I was able to join thousands of librarians on our annual pilgrimage. I consistently feel that attending professional conferences gives me perspective about my work and our profession, and gives me new ideas about how to improve our library services.

This year I concentrated on learning more about the state of digital music and video formats, and some of the challenges we may face when circulating CDs and DVDs is no longer a viable option for the demands of our patrons. In addition to attending conference sessions on the topic, I participated in the Alexander Street Press sponsored roundtable “Next Generation Music for Libraries” where librarians from all over the country discussed their experiences with digital music resources in their libraries. BPL subscribes to Alexander Street’s Music Online streaming database, and at the roundtable I was able to discuss how we use the service compared with other libraries, as well as learn about new features and upcoming added services from Alexander Street Press. The offerings are becoming much more diverse as more publishers (music and video) acclimate to the idea of library digital loan programs. eBooks and eAudiobooks are paving the way for what’s to come with music and video, but the copyright restrictions appear to be even more complex. The final verdict: we’re at least 5 years away from a “good” digital solution that will meet patron demands, library budgets, and publisher needs.

Though I have only been a “substitute” on the Branch Van, my experiences on the road have inspired me to learn more about bookmobiles and outreach possibilities. At the session “Serving Communities Outside the Walls of the Library: Using Mobile Library Services to Reach the Underserved,” we heard from several librarians who work on bookmobiles and do very different things while in the field. While a primary function of bookmobiles in rural areas is for access, in urban areas the role is more in line with outreach – finding and creating new library users, promoting various services and collections, and coming to special needs patrons (seniors, disabled, children, etc.) with carts of books to choose from rather than just a crate-full of what a library staff person can fit into a car. I also got to tour several bookmobiles at the annual “Parade of Bookmobiles.” It was great! I started thinking about parking the Branch Van at a farmer’s market with books about cooking, gardening, green living, showing someone how to download an eBook on one of our iPads...

One of the most helpful sessions I attended was about training library staff to be technology trainers – this would include situations such as: public internet help, eBook downloads, teaching classes about databases, leading a beginning computer skills class, or troubleshooting complex questions about our online resources. In other words, things we do every day but may not have the training or confidence to do well. There were a lot of useful ideas presented in the workshop-like session, and I came away with great handouts and lists of online resources for even more ideas. I hope to implement some of the things I learned at the session in the series of database and LibGuide trainings we organize for staff.

While being around 20,000 librarians for several days in a row can be exhausting, I really value the support in attending ALA and always feel that I come back from conferences with more skills and ideas to share with my colleagues and improve my work as a professional. Thank you for continuing to support conference attendance and our professional development efforts.

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Discover & Go

In the first month available, Berkeley Public Library cardholders reserved 311 passes for area museums. Far and away the most popular was the California Academy of Sciences, followed by the Lawrence Hall of Science, the Aquarium of the Bay and the Bay Area Discovery Museum. Berkeley Public Library continues to work with our Discover & Go partners to expand the offerings available; we have just added the UC Berkeley Botanical Garden and the much anticipated Asian Art Museum will be on board soon.

Summer Reading, Student Friends and Exciting Summer Programs!

Dream Big, READ! is this year's summer reading theme. Children have been signing up since the last day of school for BUSD, Friday, June 15 and the Summer Reading Program runs through Saturday, August 11. In the first week of the program, more than 1000 children signed up. Those that read 10 books, 1,000 pages, or read for 10 hours get to choose from a variety of prizes donated by Pegasus Books, Fenton's Creamery, Albany Bowl, Alameda/Oakland Ferry and the Friends of the Library, amongst others. Our Student Friends program allows students entering grades 6-8 to volunteer in the library for 5 hours during the summer. Our Student Friends often return for multiple years and have gone on to become teen volunteers and Student Workers. A small selection of events planned for this summer include the last of three annual Science Festivals presented by Lawrence Hall of Science, a musician from Zimbabwe performing the mbira, Batopia: where kids learn about and get to meet bats in person, the BPL Kids Olympics, an interactive puppet show based on the children's classic *Goodnight Moon*, and other music, magic, comedy and craft programs.

Family Place

In December 2011, we received a \$15,000 Family Place grant from IMLS and administered by the California State Library. The Family Place program has three main components, all with the aim of making the library family-friendly, a place of support and resources for families of young children, partnering with community agencies, and encouraging underserved families to use the library.

The three components are as follows:

1. The Parent-Child Workshop, wherein parents of children ages 0-3 enjoy unstructured play time with their children and the opportunity to informally speak with resource experts on topics such as speech and language development and nutrition. We partnered with the YMCA Early Childhood Services Early Head Start Home Visitor program to recruit families that do not customarily use the library. Families were very pleased with the program.
2. Creating a comfortable resource and play area in the library. We are in the process of outfitting this expanded and popular space with new furniture, slatwall for displays, and a small collection of parenting videos. Currently we have parenting information sheets, a small parenting book collection, and toys and manipulatives for children to encourage

early literacy skills. We have also begun mini staff training sessions on issues such as the importance of play. While use of grant funds was restricted to the Central Library, we are developing resource and place spaces at all branches.

3. Partnering with community agencies. We partnered with YMCA Early Childhood Services to recruit families for our Parent-Child Workshop, and the City of Berkeley Parks and Recreation and the Center for Strategic Community Innovation for our resource experts, amongst others. We hope to expand our partnership to include agencies such as BUSD, the Vera Casey Center, the City of Berkeley Department of Public Health, and the Berkeley Alliance's Vision 2020 program.