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. PRESENTATION CALENDAR

A. Proposed Biennial Budget FY 2014 and FY 2015

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 March 13, 2013 Regular Meeting
   Recommendation: Approve the minutes of the March 13, 2013 regular meeting of the Board of Library Trustees.

B. Re-open the South Branch Library and Tool Lending Library
   Recommendation: Adopt a resolution re-opening the South Branch Library and Tool Lending Library on Saturday May 11, 2013 in order to complete Measure FF branch library authorized improvements.

C. Accept Gift Funds from the Berkeley Public Library Foundation in the Amount of $200,000 Constituting Payment toward the Foundation’s Branch Library Capital Campaign Pledge.
   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.

D. Amendment: Contract No. 8264 with Syserco, Inc.
   Recommendation: Adopt a resolution authorizing the Director of Library Services to amend Contract No. 8264 with Syserco, Inc. for service maintenance and monitoring of the Alerton Building Management System at the Central Library and the soon to-be-reopened South Branch Library for a revised contracted value not-to-exceed $85,000.00; and to amend the Contract’s date of expiration to February 28, 2018.

E. Amendment: Contract No. 7961 with Kitchell CEM, Inc.
   Recommendation: Adopt a resolution recommending to the City Council that the City Manager be authorized to amend Contract No. 7961 with Kitchell CEM, Inc. for the provision of additional construction and project management services, and LEED commissioning agent services for the Measure FF, branch library improvement bond program for a revised contracted value not-to-exceed $1,473,580.

F. Amendment: Contract No. 9200 One Workplace L. Ferrari, LLC
   Recommendation: Adopt a resolution authorizing the Director of Library Services to amend Contract No. 9200 with One Workplace L. Ferrari, LLC for the procurement of furniture and associated delivery, temporary storage, and installation services for the Measure FF renovated South Branch library for a revised contracted value not-to-exceed $210,000; and to amend the contract’s date of expiration to March 13, 2014.
IV. INFORMATION REPORTS

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

B. **April 2013 Monthly Report from Library Director**
   i. Library Development
   ii. Professional Activities
   iii. Programs, Services and Collections
   iv. Personnel

C. **Library events:** Calendar of events and press releases for various Library programs are posted at [http://www.berkeleypubliclibrary.org](http://www.berkeleypubliclibrary.org)

V. AGENDA BUILDING

The next meeting will be a Regular Meeting held at 6:30 PM on Wednesday, May 8, 2013 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 April 3, 2013.

//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.
TO: Board of Library Trustees
FROM: Dennis Dang, Administrative Services Manager

INTRODUCTION
This presentation report presents a proposed Biennial Budget for the Library Tax Fund for FY 2014 with revenue of $15,685,220 and expenditures of $16,059,703, and for FY 2015 with revenue of $15,993,214 and expenditures of $16,176,494. This Fund’s Biennial Budget as proposed this evening is subject to revision and adjustment either as specifically requested or as offered by direction of the board up to the time of final approval by the board.

FISCAL IMPACT OF RECOMMENDATION
The total proposed expenditure budgets for all funding sources along with the recommendations contained herein present a budget for this biennial period of fiscal years 2014 and 2015. The implications of the proposed budgets on the various fund balances are as follows:

Library Tax Fund
As currently drafted the Library Tax Fund is projected to achieve revenues of $15,685,220 in FY 2014, and $15,993,214 the following fiscal year. Per the City’s early guidance Fund revenues generated by library tax receipts are estimated to increase 2.0% year-over-year in each biennial period year to $15,399,720 in FY 2014 and to $15,707,714 in FY 2015. The actual library tax rate options as determined by either the San Francisco Bay Area Consumer Price Index or the CA Personal Income Growth Factor are released in mid-May; upon their release the 2.0% estimated rate will be replaced by the selected index rate for FY 2014. The remainder of receipts, primarily attributable to fines and fees, is forecasted in both fiscal years at $285,500. Anticipated expenditure budgets total $16,059,703 in FY14, a prior period increase of 1.9% over the FY13 revised budget; and $16,176,494 in FY15, a 0.7% over FY14. Excluding estimated City pass-through expenses library expenditures for fiscal year 2014 are $16,028,392, and for fiscal year 2015 are $16,144,412.

The tax rate index increase is a key component to the revenue projections because it is the driver of almost 98.0% of total Library revenues. Once the index is selected, upon release of both indices, the 5-year fund analysis will be revised and the surplus/(shortfall) will change accordingly. As a general guideline based on the FY 14 revenue baseline amount, for every 0.5% increase above the City’s 2.0% estimated rate the Library Tax Fund would yield about $75,000 to $80,000 more in tax receipts, thereby greatly reducing the Fund’s reliance on the fund balance.
## Library Tax Rate History

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>2005</th>
<th>2006</th>
<th>2007</th>
<th>2008</th>
<th>2009</th>
<th>2010</th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>%age Rate</td>
<td>2.3</td>
<td>5.26</td>
<td>3.96</td>
<td>4.42</td>
<td>4.29</td>
<td>0.08</td>
<td>1.71</td>
<td>2.82</td>
<td>3.77</td>
</tr>
<tr>
<td>Index</td>
<td>PIG</td>
<td>PIG</td>
<td>PIG</td>
<td>PIG</td>
<td>PIG</td>
<td>CPI</td>
<td>CPI</td>
<td>CPI</td>
<td>PIG</td>
</tr>
</tbody>
</table>

## Budget Development

To better understand each fiscal year’s operational surplus or deficit, the Library separated Fund expenditures into two buckets, one for core operations defined as the status quo of current operations and deemed to be non-discretionary, and another for those items judged as material and discretionary. This was done in an attempt to better understand the resultant surplus or deficit when, 1) considering core or no changes to current library operations, and then, 2) provide a comprehensive view when including all proposed service modifications impacting expenditures along with the Fund’s beginning balance and reserve set-aside. Under these scenarios the core operational outlook (Core Expenses chart) yields a deficit of $90,062 for FY 2014 followed by a surplus of $155,789 for FY 2015. Once modifications (Core with Discretionary Expenses chart) are included, a sizable fiscal year 2013 ending Fund balance projected at $2,259,320 – or $1,059,320 when taking into account the BOLT mandated reserve amount – offsets the resultant deficits such that ending Fund projections are favorable at $684,837 for FY 2014 and $501,557 for FY 2015.

### Core Expenses

<table>
<thead>
<tr>
<th>Description</th>
<th>FY13 Projected Mid-year</th>
<th>FY14 Projected</th>
<th>FY15 Projected</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue</td>
<td>$15,383,264</td>
<td>$15,685,220</td>
<td>$15,993,214</td>
</tr>
<tr>
<td>Expenses (less)</td>
<td>$15,391,912</td>
<td>$15,775,282</td>
<td>$15,837,425</td>
</tr>
<tr>
<td>Surplus/(Shortfall)</td>
<td>($8,648)</td>
<td>($90,062)</td>
<td>$155,789</td>
</tr>
</tbody>
</table>

### Core Expenses with Discretionary Expenses

<table>
<thead>
<tr>
<th>Description</th>
<th>FY13 Projected Mid-year</th>
<th>FY14 Projected</th>
<th>FY15 Projected</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund Balance (incl Rsvr)</td>
<td>$2,267,968</td>
<td>$2,259,320</td>
<td>$1,884,837</td>
</tr>
<tr>
<td>Reserve (less)</td>
<td>$1,200,000</td>
<td>$1,200,000</td>
<td>$1,200,000</td>
</tr>
<tr>
<td>Surplus/(Shortfall)</td>
<td>($8,648)</td>
<td>($90,062)</td>
<td>$155,789</td>
</tr>
<tr>
<td>Available Fund Balance</td>
<td>$1,059,320</td>
<td>$969,258</td>
<td>$840,626</td>
</tr>
<tr>
<td>Labor (less)</td>
<td>($28,579)</td>
<td>$28,579</td>
<td>$151,069</td>
</tr>
<tr>
<td>Discretionary (less)</td>
<td>$313,000</td>
<td>$313,000</td>
<td>$188,000</td>
</tr>
<tr>
<td>Available Fund Balance</td>
<td>$1,059,320</td>
<td>$684,837</td>
<td>$501,557</td>
</tr>
</tbody>
</table>

At this juncture in the budgeting process major items remain to be determined. Among outstanding issues include the selection of the FY 2014 library tax rate, from the two key indicators, which are expected for release in early May, contractual cost of living increases, and CalPERS in FY 2015.
Personnel

The proposed recommendations will not result in individual job loss, reductions in-force or lay-offs. They are directly related to short-term and long-term library interests and operations.

As reported previously, and as shown in the Core Expenses chart above, projected increases related to fringe benefits between FY13 and FY14 are $530,925; primarily related to CalPERS contributions, and staff medical insurance. These expense items are considered nondiscretionary, as they can only be reduced by a direct decrease in FTE count.

To position the Library for the possibility of increased branch hours at some point during this biennial budget cycle, modifications to staffing are proposed. However, absent are any cost of living adjustments effective fiscal year 2014 for which negotiations are yet to settle. For both years of the budget the salary savings rate, as reflected by the practice of restraining or not backfilling vacant or vacated positions, is set at 2.0%, yielding personnel costs savings of $253,691 in FY 2014 and $256,243 in FY 2015.

The totality of the presented modifications are aligned with the Library’s ongoing commitment to consolidate PT vacancies into FT positions, increase the number of FT positions generally, and transition Library Aide positions to PT permanent, benefitted career-track positions. Creation of full-time positions from multiple part-time positions in many instances affords savings in employee benefits costs without a decrease in FTE due to the increased benefits rates applicable to many PT positions relative to FT positions. The presence of FT employees at Library locations increases service continuity while also improving employee retention. Similarly, transitioning some Library Aide staffing from non-benefitted 15-hour positions to 20-hour benefitted career positions improves retention and parity among staff in the same classification. Position consolidations will reduce supervisory workloads. The number of Library Pages is also increased, this is a true entry-level library opportunity previously limited to the Central Library, requiring minimal qualifications and of appeal to a diversity of job seekers, including those just entering or re-entering the workforce. In FY14 the anticipated incremental cost is a increase for these proposed personnel changes $13,917 for a decrease of 0.075 FTE. Additional costs and FTE increases in FY15 amount to an increase of $196,117 in staffing costs and an increase of 2.3 FTE. The cumulative increase over the two-year cycle amounts to $210,034, with an impact on FTE up 2.225. The proposed changes are detailed in the attachments, including organizational structure changes effected if the proposed changes are adopted. Additionally, a dedicated annual allocation of funding for On-call / NTE of $25,000 would be created to allow staffing on an as-needed basis for tasks associated with library maintenance, opening the new facilities as well as ongoing maintenance related projects. The Library will be assessing needs in this area and how best to address them once the bond program is completed.

Branch Hours

This is the first fiscal year since the passage of Measure FF in November 2008 in which the bond program and related planning and construction activities have not been a central focus of the budget development process. The completion of the branch bond program, estimated for October 2013 does present the opportunity to maximize utilization of these facilities and to benefit from the increased accessibility and efficiencies gained in design. In calendar year 2013, mandates related to the bond program will be completed with the opening of the final project, the West Branch Library this Fall. Closeout of the program will continue until completed but is not anticipated to affect ongoing operations.

The proposed FTE increases at branches are directly related to an increase of 4 operating hours per week per each of the four branch library locations resulting in an overall weekly increase of 16 hours bringing branch hours to a weekly total of 52 open hours per location from the current 48 hours per week, consistent with the board’s budget priorities. The Central Library hours of operation would remain at 54 per week, including Sundays. It is anticipated that the schedule changes would be effected within the two-year budget cycle. Additionally, modifications to FTE will support anticipated increases in usage of the
community rooms where available at new branches and better enable staff at all locations to conduct important programming and outreach activities.

A range of options, based on community survey results and staff input have been presented at the regular board meetings of February 13, 2013 and March 13, 2013. In addition to the previous options, some of which are outside the scope of the Library’s current fiscal condition, staff has developed an additional option for board consideration: at each of the four branch libraries add one weekday morning, Wednesday or Thursday (10:00a.m. to 12:00p.m.) and one evening, Monday or Tuesday (6:00p.m. to 8:00p.m.).

In addition, the Tool Lending Library upon reopening will shift its closing time later by 30 minutes; from 5:30p.m. to 6:00p.m. on Tuesday, Friday and Saturday; and from 7:30p.m. to 8:00p.m. on Wednesday and Thursday. This increase is made possible by the new building’s design which eliminates the need to haul tool bins inside for storage in order to close the facility. No costs are associated with this operating schedule increase of 2.5 hours weekly.

Non-Personnel

In core operations non-personnel costs are expected to increase in fiscal years 2014 to $3,249,637 and 2015 to $3,183,387 primarily due to contract costs and obligatory participation fees.

Requested discretionary (one-time) costs for the Biennial Budget period are as follows:

<table>
<thead>
<tr>
<th>Description</th>
<th>FY14</th>
<th>FY15</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMH @ Central</td>
<td>$100,000</td>
<td></td>
</tr>
<tr>
<td>Library Materials</td>
<td>$135,000</td>
<td>$135,000</td>
</tr>
<tr>
<td>Tool Library Materials</td>
<td>$3,000</td>
<td>$3,000</td>
</tr>
<tr>
<td>I.L.S. Enhancements</td>
<td>$30,000</td>
<td>$30,000</td>
</tr>
<tr>
<td>Strategic Plan</td>
<td>$25,000</td>
<td></td>
</tr>
<tr>
<td>PR and Materials</td>
<td>$20,000</td>
<td>$20,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$313,000</strong></td>
<td><strong>$188,000</strong></td>
</tr>
</tbody>
</table>

SUMMARY

At the December 19, 2012 Board of Library Trustees meeting, the Trustees approved Resolution No. 12-084 adopting the following budget priorities to serve as guideposts for the development of fiscal years 2014 and 2015 biennial budget.

- Identify and prioritize strategic capital improvements, including infrastructure and Central Library repairs and improvements for possible action
- Maintain the stability of operating budget and plan for future operational needs – including establishing / maintaining a balanced budget
- Undertake a Strategic Planning process for the period beginning January 2014
- Consider options / strategies to increase branch library hours of service

The proposed FY14 and FY15 budget is constructed to address these identified board priorities via a balanced approach for the responsible use of available resources focused on maximizing the delivery of library services to the Berkeley community.
Although the proposed Biennial Budget does not eliminate the structural deficit impacting the Library Tax Fund it does materially address the mismatch between revenue and expenses as previously detailed in the Library Tax Fund section of this report.

The Biennial Budget will be updated upon release of the San Francisco Bay Area Consumer Price Index or the CA Personal Income Growth Factor in mid-May. This information is critical to budget planning and decision-making.

NEXT STEPS

In May, staff will present an updated Biennial Budget including application of the selected library tax rate to the board for final adoption and will provide commentary in detail on all other Funds, consisting of the Transaction-based Reimbursement Fund, Grants Fund, Gift Funds, Foundation FF&E Fund, and the Measure FF Fund.

Once adopted, the Library will report the final budget to the City Manager’s Office for inclusion in the comprehensive budget for the City.

Attachments:

1. Personnel: Proposed Expenditure Changes to the Base Budget
2. Proposed Revenues Biennial Budget by Fund
3. Proposed Expenses Biennial Budget by Fund
4. Proposed Biennial Budget Revenue Adjustments
5. Proposed Biennial Budget Personnel Expense Adjustments
6. Proposed Biennial Budget Non-Personnel Expense Adjustments
7. Library Tax Fund 5-Year Fund Analysis
8. Berkeley Public Library Organization Chart for FY2014
9. Berkeley Public Library Organization Chart for FY2105
10. Position FTE Summary by Division
11. Position FTE Summary by Classification
### Personnel – Proposed Expenditure Changes to the Base Budget*

<table>
<thead>
<tr>
<th>Division</th>
<th>Position</th>
<th>Hours</th>
<th>FY 2014</th>
<th>FY 2015</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Count $ (w/Benefits)</td>
<td>Count $ (w/Benefits)</td>
<td></td>
</tr>
<tr>
<td>Circulation (9201)</td>
<td>Aide</td>
<td>15</td>
<td>(2) ($32,051)</td>
<td>(2) ($32,051)</td>
<td>Eliminate</td>
</tr>
<tr>
<td>Circulation (9201)</td>
<td>Total</td>
<td></td>
<td>($32,051)</td>
<td>($32,051)</td>
<td></td>
</tr>
<tr>
<td>Childrens (9202)</td>
<td>Librarian I/II</td>
<td>20</td>
<td>(2) ($146,256)</td>
<td>(2) ($146,396)</td>
<td>Eliminate</td>
</tr>
<tr>
<td></td>
<td>Librarian II</td>
<td>40</td>
<td>1</td>
<td>1</td>
<td>$137,244</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$139,149</td>
</tr>
<tr>
<td>Childrens (9202)</td>
<td>Total</td>
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<td>($9,012)</td>
<td>($7,247)</td>
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</tr>
<tr>
<td>Art &amp; Music (9203)</td>
<td>Librarian II</td>
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</tr>
<tr>
<td></td>
<td>Librarian II</td>
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</tr>
<tr>
<td></td>
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<tr>
<td></td>
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<td>1</td>
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<td></td>
<td>$108,785</td>
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<td>(2) ($32,051)</td>
<td>Eliminate</td>
</tr>
<tr>
<td></td>
<td>Aide</td>
<td></td>
<td>$39,450</td>
<td>1</td>
<td>$39,487</td>
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<tr>
<td></td>
<td>Specialist II</td>
<td>32</td>
<td>(1) ($79,165)</td>
<td>(1) ($80,258)</td>
<td>Eliminate</td>
</tr>
<tr>
<td></td>
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<td>$107,694</td>
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<td>Page</td>
<td>14</td>
<td>1</td>
<td>2</td>
<td>$10,429</td>
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<td></td>
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<tr>
<td></td>
<td>Aide</td>
<td></td>
<td>$39,450</td>
<td>1</td>
<td>$39,487</td>
</tr>
<tr>
<td></td>
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<td>$108,782</td>
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<td>Page</td>
<td>14</td>
<td>1</td>
<td>1</td>
<td>$10,429</td>
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<tr>
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<td></td>
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<td>14</td>
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*Base year is FY 2013, position changes in FY14 must carry over into FY15 due to the structure of the budget -- these are not duplicate reductions or additions.
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## ALL FUNDS – EXPENSES BIENNIAL BUDGET FY14/15 ($)

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**Labor** | **Library Tax Fund (301)** | **(28,579)** | **151,069**
## ALL FUNDS – LABOR EXPENSE ADJUSTMENTS BIENNIAL BUDGET FY14/15 ($)

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<tr>
<th>Fund</th>
<th>DepDiv</th>
<th>Base</th>
<th>EleObj</th>
<th>Description</th>
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<th>FY15</th>
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<td>450</td>
<td>11-03</td>
<td>Hourly and Daily Rated Empl</td>
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<td>20-34</td>
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<td>308</td>
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<td>(78,332)</td>
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## ALL FUNDS – NON-LABOR EXPENSE ADJUSTMENTS BIENNIAL BUDGET FY14/15 ($)

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<th>Fund</th>
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<th>EleObj</th>
<th>Description</th>
<th>FY14</th>
<th>FY15</th>
<th>Comment</th>
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<tbody>
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<td>9102</td>
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<td>50,000</td>
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<td>10,000</td>
<td>Xfr Fr: Est. for incr. AT&amp;T telecom</td>
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<td>(60,000)</td>
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<td>25,000</td>
<td>Xfr from: 40-31</td>
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<td>71-47</td>
<td>Mach &amp; Equip: Software &amp; Licenses</td>
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<td>5,000</td>
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<td>9303</td>
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<td>20,000</td>
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<td>9304</td>
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<td>Utilities: Refuse</td>
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<td>3,000</td>
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### Library Tax Fund (301)

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**Non-labor**:

- (Clmmt) By Fndly Gmt+UCB Gmt
- FY13 Incdnt Toolkit Gmt spnd-down
- Fndng prsrvd; Est. bsd on FY13 awrd
- Fndng prsrvd; Est. bsd on FY13 awrd
- Fndng prsrvd; Est. bsd on FY13 awrd
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<td>Rymnd Fmly Fdn FY 2013 gift (50%)</td>
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<td>30-38</td>
<td>Professional: Misc Prof Svcs</td>
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<td>Machinery and Equipment</td>
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<td>Furniture and Fixtures</td>
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<tr>
<td>307</td>
<td>9301</td>
<td>71-10</td>
<td>Small Equipment</td>
<td>(50,000)</td>
<td>Est., wind down of Branch projects</td>
<td></td>
</tr>
<tr>
<td>307</td>
<td>9301</td>
<td>71-44</td>
<td>Mach &amp; Equip: Computers And Printers</td>
<td>125,000</td>
<td>Est., wind down of Branch projects</td>
<td></td>
</tr>
<tr>
<td>307</td>
<td>9301</td>
<td>71-43</td>
<td>Mach &amp; Equip: Furniture And Fixtures</td>
<td>(100,000)</td>
<td>Est., wind down of Branch projects</td>
<td></td>
</tr>
<tr>
<td>308</td>
<td>9301</td>
<td>30-35</td>
<td>Professional: Engnrng &amp; Architectural Svcs</td>
<td>25,000</td>
<td>(50,000)</td>
<td>Delete Measure FF projects</td>
</tr>
<tr>
<td>308</td>
<td>9301</td>
<td>30-38</td>
<td>Professional: Misc Prof Svcs</td>
<td>600,000</td>
<td>(75,000)</td>
<td>Delete Measure FF projects</td>
</tr>
<tr>
<td>308</td>
<td>9301</td>
<td>40-31</td>
<td>Communications: Telephones</td>
<td>(10,000)</td>
<td>(10,000)</td>
<td>Delete Measure FF projects</td>
</tr>
<tr>
<td>308</td>
<td>9301</td>
<td>40-41</td>
<td>Utilities: Water</td>
<td>(15,000)</td>
<td>(15,000)</td>
<td>Delete Measure FF projects</td>
</tr>
<tr>
<td>308</td>
<td>9301</td>
<td>40-42</td>
<td>Utilities: Gas/Electricity</td>
<td>(59,250)</td>
<td>(59,250)</td>
<td>Delete Measure FF projects</td>
</tr>
<tr>
<td>308</td>
<td>9301</td>
<td>40-50</td>
<td>Printing and Binding</td>
<td>(25,000)</td>
<td>(25,000)</td>
<td>Delete Measure FF projects</td>
</tr>
<tr>
<td>308</td>
<td>9301</td>
<td>40-70</td>
<td>Advertising</td>
<td>(6,000)</td>
<td>(6,000)</td>
<td>Delete Measure FF projects</td>
</tr>
<tr>
<td>308</td>
<td>9301</td>
<td>40-90</td>
<td>Other</td>
<td>(285,192)</td>
<td>(335,192)</td>
<td>Delete Measure FF projects</td>
</tr>
<tr>
<td>308</td>
<td>9301</td>
<td>50-10</td>
<td>Rental of Land/Buildings</td>
<td>(57,500)</td>
<td>(57,500)</td>
<td>Delete Measure FF projects</td>
</tr>
<tr>
<td>308</td>
<td>9301</td>
<td>65-75</td>
<td>Building - New Construction</td>
<td>971,812</td>
<td>(1,362,608)</td>
<td>Delete Measure FF projects</td>
</tr>
<tr>
<td>308</td>
<td>9301</td>
<td>65-80</td>
<td>Other Infrastructure</td>
<td>(650)</td>
<td>(8,000)</td>
<td>Delete Measure FF projects</td>
</tr>
<tr>
<td>308</td>
<td>9301</td>
<td>70-42</td>
<td>Vehicles</td>
<td>(16,105)</td>
<td>(16,105)</td>
<td>Delete Measure FF projects</td>
</tr>
<tr>
<td>308</td>
<td>9301</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>308</td>
<td>9301</td>
<td></td>
<td>Measure FF Fund (308)</td>
<td>1,122,115</td>
<td>(2,019,655)</td>
<td>Non-labor</td>
</tr>
<tr>
<td>308</td>
<td>9301</td>
<td></td>
<td>Non-Labor</td>
<td>1,740,618</td>
<td>(3,046,442)</td>
<td>Total</td>
</tr>
<tr>
<td>----------------------</td>
<td>-----------------</td>
<td>---------------</td>
<td>------------------</td>
<td>------------------</td>
<td>----------------</td>
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</tr>
<tr>
<td></td>
<td>FINAL</td>
<td>ADOPTED</td>
<td>REVISED</td>
<td>PROJECTED</td>
<td>PROJECTED</td>
<td>PROJECTED</td>
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<tr>
<td><strong>Beginning Fund Balance</strong></td>
<td><strong>$ 1,540,808</strong></td>
<td><strong>$ 2,267,968</strong></td>
<td><strong>$ 2,267,968</strong></td>
<td><strong>$ 2,267,968</strong></td>
<td><strong>$ 2,259,320</strong></td>
<td><strong>$ 1,884,837</strong></td>
</tr>
<tr>
<td><strong>Revenues</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Library Services Tax</td>
<td>$ 14,606,137</td>
<td>$ 15,028,438</td>
<td>$ 15,028,438</td>
<td>$ 15,097,764</td>
<td>$ 15,399,720</td>
<td>$ 15,707,714</td>
</tr>
<tr>
<td>Fines/Fees</td>
<td>254,985</td>
<td>275,000</td>
<td>275,000</td>
<td>275,000</td>
<td>275,000</td>
<td>275,000</td>
</tr>
<tr>
<td>Misc. Revenue / Interest / Refunds</td>
<td>47,938</td>
<td>10,500</td>
<td>10,500</td>
<td>10,500</td>
<td>10,500</td>
<td>10,500</td>
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<tr>
<td><strong>TOTAL REVENUE</strong></td>
<td><strong>$ 14,909,060</strong></td>
<td><strong>$ 15,313,938</strong></td>
<td><strong>$ 15,313,938</strong></td>
<td><strong>$ 15,383,264</strong></td>
<td><strong>$ 15,685,220</strong></td>
<td><strong>$ 15,993,214</strong></td>
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<tr>
<td><strong>Expenditures</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Operations</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries, Wages, Benefits</td>
<td>11,740,958</td>
<td>$ 12,268,310</td>
<td>$ 12,268,310</td>
<td>$ 12,268,310</td>
<td>$ 12,723,446</td>
<td>$ 13,033,268</td>
</tr>
<tr>
<td>less: Labor Vacancy Savings</td>
<td>186,193</td>
<td>186,193</td>
<td>468,310</td>
<td>253,691</td>
<td>256,243</td>
<td>275,000</td>
</tr>
<tr>
<td>Personnel</td>
<td>11,740,958</td>
<td>12,082,117</td>
<td>12,082,117</td>
<td>11,800,000</td>
<td>12,469,755</td>
<td>12,777,025</td>
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<tr>
<td>Non-Personnel</td>
<td>516,299</td>
<td>696,585</td>
<td>819,896</td>
<td>719,746</td>
<td>897,385</td>
<td>697,285</td>
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<tr>
<td>Library Materials (incl Tool Lndng)</td>
<td>859,099</td>
<td>939,000</td>
<td>1,058,365</td>
<td>1,058,365</td>
<td>1,077,000</td>
<td>1,177,000</td>
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<tr>
<td>Misc. Professional Services</td>
<td>232,389</td>
<td>288,600</td>
<td>477,771</td>
<td>477,771</td>
<td>318,600</td>
<td>293,600</td>
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<tr>
<td>Utilities+Telephone</td>
<td>329,620</td>
<td>446,662</td>
<td>541,412</td>
<td>541,412</td>
<td>545,652</td>
<td>459,502</td>
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<td>Janitorial</td>
<td>157,763</td>
<td>180,000</td>
<td>178,907</td>
<td>178,907</td>
<td>225,000</td>
<td>225,000</td>
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<tr>
<td>Software Maintenance</td>
<td>238,126</td>
<td>315,000</td>
<td>300,303</td>
<td>300,303</td>
<td>325,000</td>
<td>350,000</td>
</tr>
<tr>
<td>Computer &amp; Software Purchase &gt;$1K</td>
<td>66,121</td>
<td>105,000</td>
<td>117,500</td>
<td>139,500</td>
<td>70,000</td>
<td>65,000</td>
</tr>
<tr>
<td>Building/Infrastructure</td>
<td>20,364</td>
<td>200,000</td>
<td>146,550</td>
<td>150,000</td>
<td>100,000</td>
<td>100,000</td>
</tr>
<tr>
<td><strong>Subtotal:</strong></td>
<td><strong>$ 14,160,739</strong></td>
<td><strong>$ 15,252,964</strong></td>
<td><strong>$ 15,722,821</strong></td>
<td><strong>$ 15,366,004</strong></td>
<td><strong>$ 16,028,392</strong></td>
<td><strong>$ 16,144,412</strong></td>
</tr>
<tr>
<td>Charges From Other Depts</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Finance - Billing (3601)</td>
<td>12,653</td>
<td>12,810</td>
<td>12,810</td>
<td>12,810</td>
<td>18,208</td>
<td>18,914</td>
</tr>
<tr>
<td>Facilities - Admn (5401) +Txcs (5403)</td>
<td>8,508</td>
<td>13,098</td>
<td>13,098</td>
<td>13,098</td>
<td>13,103</td>
<td>13,168</td>
</tr>
<tr>
<td><strong>Subtotal:</strong></td>
<td><strong>$ 21,161</strong></td>
<td><strong>$ 25,908</strong></td>
<td><strong>$ 25,908</strong></td>
<td><strong>$ 25,908</strong></td>
<td><strong>$ 31,311</strong></td>
<td><strong>$ 32,082</strong></td>
</tr>
<tr>
<td><strong>TOTAL EXPENDITURES</strong></td>
<td><strong>$ 14,181,900</strong></td>
<td><strong>$ 15,278,872</strong></td>
<td><strong>$ 15,748,729</strong></td>
<td><strong>$ 15,391,912</strong></td>
<td><strong>$ 16,059,703</strong></td>
<td><strong>$ 16,176,494</strong></td>
</tr>
<tr>
<td><strong>GROSS FUND BALANCE</strong> (Bal + Rev - Exp)</td>
<td><strong>$ 2,267,968</strong></td>
<td><strong>$ 2,303,034</strong></td>
<td><strong>$ 1,833,177</strong></td>
<td><strong>$ 2,259,320</strong></td>
<td><strong>$ 1,884,837</strong></td>
<td><strong>$ 1,701,557</strong></td>
</tr>
<tr>
<td>Annual Committed Reserve</td>
<td>$ 500,000</td>
<td>500,000</td>
<td>1,200,000</td>
<td>1,200,000</td>
<td>1,200,000</td>
<td>1,200,000</td>
</tr>
<tr>
<td>Uncommitted Fund Balance</td>
<td><strong>$ 2,267,968</strong></td>
<td><strong>$ 1,803,034</strong></td>
<td><strong>$ 1,333,177</strong></td>
<td><strong>$ 1,059,320</strong></td>
<td><strong>$ 684,837</strong></td>
<td><strong>$ 501,557</strong></td>
</tr>
</tbody>
</table>
Berkeley Public Library
All Divisions
109.475 Total FTE

City Council

Board of Library Trustees

Director of Library Services
1.00 FTE

Deputy Director of Library Services
1.00 FTE

Assoc HR Analyst
1.00 FTE

Circulation Services
23.525 FTE

Administrative Secretary
1.00 FTE

Adult, Teen & Collection Mgmt
14.60 FTE

Technology and Collection Services
15.25 FTE

Neighborhood & Children's Services
46.10 FTE

Administrative Services
4.00 FTE

Facilities Management
2.00 FTE

Proposed FY14
04/01/13
Berkeley Public Library
Children’s Services Division
Total FTE 9.525
Berkeley Public Library

Adult Services Divisions

Total FTE 14.6

- Adult Services Manager
  - 1.00 FTE

- Senior Librarian
  - Collection Mgmt
  - 1.00 FTE

- Supervising Librarian
  - Ref/A&M
  - 1.00 FTE

- Librarian II
  - Teen Svc
  - 1.00 FTE

- Library Spec II
  - .90 FTE

- Librarian II
  - .90 FTE
  - Increase to 1.00 FTE

- Library Spec II
  - .50 FTE

- Librarian II
  - .50 FTE
  - To Be Added

- Library Spec II
  - .80 FTE
  - Increase to 1.00 FTE

- Librarian II
  - .50 FTE
  - To Be Cut

- Librarian II
  - .50 FTE
  - To Be Cut

- Librarian II
  - .50 FTE
  - To Be Cut

- Librarian II
  - .70 FTE

- Library Spec II
  - 1.00 FTE

- Librarian II
  - 1.00 FTE

- Librarian II
  - .50 FTE
  - To Be Cut

- Library Spec II
  - .50 FTE
  - To Be Cut

- Librarian I
  - .50 FTE
  - To Be Cut

- Librarian I
  - 1.00 FTE

- Library Spec II
  - .50 FTE

- Librarian II
  - 1.00 FTE

- Library Spec II
  - .50 FTE

- Librarian II
  - .50 FTE

- Librarian II
  - .50 FTE

Total FTE 14.6

Attachment 8
Berkeley Public Library
Technology & Collection Services
15.25 FTE

Technology & Collection Services Manager
1.00 FTE

Supervising Library Assistant
1.00 FTE

Library Assistant
.50 FTE

Library Aide
.50 FTE

Library Assistant
1.00 FTE

Supervising Librarian
1.00 FTE

Librarian II
1.00 FTE

Library Specialist II
1.00 FTE

Library Aide
.50 FTE

Library Assistant
.50 FTE

Library Specialist II
1.00 FTE

Library Specialist II
.75 FTE

Library Specialist II
1.00 FTE

Info Systems Specialist
1.00 FTE

IS Support Tech
1.00 FTE

Librarian II
1.00 FTE

Berkeley Public Library
15.25 FTE

Proposed FY14 04/01/13

Attachment 8
Berkeley Public Library
Central Services
Reference & Art Music
Total FTE 12.6

Librarian II
1.00 FTE

Supervising Librarian
1.00 FTE

Adult Services Manager

Library Specialist II
.90 FTE

Librarian II
.50 FTE

Librarian II
1.00 FTE

Library Specialist II
.50 FTE

Increase to 1.0 FTE

Librarian II
.50 FTE

To Be Cut

Librarian II
.50 FTE

To Be Cut

Librarian II
1.00 FTE

Library Specialist II
.50 FTE

To Be Cut

Librarian II
.50 FTE

To Be Added

Librarian II
1.00 FTE

Library Specialist II
1.00 FTE

Proposed FY14
04/01/13
Attachment 8
**Berkeley Public Library**

**Circulation Services Division**

**Total FTE 23.525**

- **Circulation Services Manager**
  - 1.00 FTE

- **Supervising Library Asst.**
  - 1.00 FTE
  - Library Specialist I
    - 1.00 FTE
    - Library Aide
      - 0.50 FTE
      - Library Assistant
        - 0.50 FTE
      - Library Aide
        - 0.375 FTE
      - Library Assistant
        - 0.375 FTE
    - Library Assistant
      - 1.00 FTE
      - Library Aide
        - 0.35 FTE
      - Library Aide
        - 0.35 FTE

- **Central Services Aide**
  - 1.00 FTE
  - Library Assistant
    - 0.75 FTE
  - Library Assistant
    - 0.50 FTE
  - Library Aide
    - 0.50 FTE
  - Library Aide
    - 0.375 FTE
  - Library Page
    - 0.35 FTE

- **Supervising Library Asst.**
  - 1.00 FTE
  - Library Specialist I
    - 1.00 FTE
    - Library Aide
      - 0.50 FTE
    - Library Assistant
      - 0.50 FTE
    - Library Aide
      - 0.50 FTE
    - Library Assistant
      - 0.50 FTE
    - Library Aide
      - 0.375 FTE
    - Library Page
      - 0.35 FTE

- **Central Services Aide**
  - 1.00 FTE
  - Library Assistant
    - 0.75 FTE
  - Library Assistant
    - 0.50 FTE
  - Library Aide
    - 0.375 FTE
  - Library Page
    - 0.35 FTE

- **Library Page**
  - 0.35 FTE

**Proposed FY14**

04/01/13

Attachment 8
Berkeley Public Library
North Branch
8.925 Total FTE

Supervising Librarian
1.00 FTE

Library Specialist II
.80 FTE
Increase to 1.0 FTE

Library Specialist II
.50 FTE

Library Specialist II
.50 FTE

Librarian II
1.00 FTE

Supervising Library Asst.
1.00 FTE

Library Assistant
.50 FTE

Library Assistant
.50 FTE

Library Assistant
.50 FTE

Library Aide
.50 FTE

Library Aide
.375 FTE
To Be Added

Library Aide
.375 FTE
To Be Cut

Library Aide
.375 FTE
To Be Cut

Library Aide
.375 FTE
To Be Added

Library Page
.35
To Be Added

Youth Enrollee
.20 FTE

Proposed FY14
04/01/13
Attachment 8
Berkeley Public Library
South Branch / Tool Lending
8.525 Total FTE

Supervising Librarian
1.00 FTE

- Supervising Library Assistant
  1.00 FTE

- Librarian II
  1.00 FTE

- Library Specialist II
  .50 FTE

- Library Specialist II
  .50 FTE

- Tool Lending Program
  2.075 FTE

- Tool Lending Specialist
  .70 FTE

- Tool Lending Specialist
  .70 FTE

- Library Aide
  .375 FTE

- Library Aide
  .375 FTE

- Library Aide
  .375 FTE

- Vacant
  To Be Cut

- Library Aide
  .50 FTE

- Youth Enrollee
  .20 FTE

- Library Aide
  .50 FTE

- Library Aide
  .50 FTE

- To Be Added
Berkeley Public Library

Berkeley Reads
2.50 Total FTE

Library Literacy Program Coordinator
1.00 FTE

Library Specialist I
1.00 FTE

Library Assistant
.50 FTE
Berkeley Public Library
Claremont Branch
7.95 Total FTE

Supervising Librarian
1.00 FTE

Supervising Library Asst.
1.00 FTE

Librarian II
1.00 FTE

Library Specialist II
.75 FTE

Library Specialist II
.50 FTE

Library Aide
.375 FTE

Library Aide
.375 FTE

Library Aide
.375 FTE

Library Assistant
.50 FTE

Library Assistant
.50 FTE

Youth Enrollee
.20 FTE

Librarian II
Teen Svc
1.00 FTE
Berkeley Public Library
Administration Division
4.00 Total FTE

Library Administrative Manager
1.00 FTE

Facilities

Accounting Office Specialist III
1.00 FTE

Accounting Office Specialist III
1.00 FTE

Office Specialist II
1.00 FTE

Proposed FY14
Attachment 8
04/01/13
Berkeley Public Library
Neighborhood Services Division
Total FTE 35.575

- North Branch 8.925 FTE
- West Branch 7.675 FTE
- Literacy 2.50 FTE
- Claremont Branch 7.95 FTE
- South Branch 6.45 FTE
- Tool Lending Library 2.075 FTE
Berkeley Public Library
All Divisions
111.575 Total FTE

City Council

Board of Library Trustees

Director of
Library Services
1.00 FTE

Deputy Director of
Library Services
1.00 FTE

Assoc HR Analyst
1.00 FTE

Circulation Services
23.525 FTE

Administrative
Secretary
1.00 FTE

Adult, Teen &
Collection Mgmt
14.60 FTE

Technology and
Collection Services
FTE
15.25 FTE

Administrative
Services
4.00 FTE

Facilities
Management
2.00 FTE

Neighborhood &
Children’s Services
48.20 FTE

Proposed FY15
04/01/13
Berkeley Public Library
Public Services Divisions
Total FTE 62.80

Deputy Director

Adult Services
Manager 1.00 FTE

Senior Librarian
Collection Mgmt 1.00 FTE

Supervising Librarian
1.00 FTE

Reference 7.6 FTE

Art & Music 4.0 FTE

Teen Services

Supervising Librarian
1.00 FTE

Children’s Services 7.525 FTE

Supervising Librarian 1.00 FTE

North 9.075 FTE

Senior Librarian
Children’s Services 1.00 FTE

West 8.30 FTE

Senior Librarian
Children’s Services 1.00 FTE

South 7.30 FTE

Neighborhood &
Children’s Services
Manager 1.00 FTE

Tool Lending 2.075 FTE

Claremont 8.425 FTE

Literacy 2.50 FTE

Proposed FY15
04/01/13
Attachment 9
Berkeley Public Library
Children’s Services Division
Total FTE 9.525
Berkeley Public Library
Technology & Collection Services
15.25 FTE

Technology & Collection Services Manager
1.00 FTE

Supervising Library Assistant
1.00 FTE

Library Assistant
.50 FTE

Library Aide
.50 FTE

Library Assistant
1.00 FTE

Supervising Librarian
1.00 FTE

Librarian II
1.00 FTE

Library Specialist II
1.00 FTE

Library Specialist II
.75 FTE

Library Specialist II
1.00 FTE

Info Systems Specialist
1.00 FTE

Info Systems Specialist
1.00 FTE

IS Support Tech
1.00 FTE

Librarian II
1.00 FTE
Berkeley Public Library
Central Services
Reference & Art Music
Total FTE 12.6

- Adult Services Manager
  - Librarian II Teen Svc 1.00 FTE
    - Library Specialist II .90 FTE
    - Librarian II 1.0 FTE
    - Librarian II .70 FTE
    - Librarian II 1.00 FTE
  - Librarian II .50 FTE
  - Library Specialist II 1.00 FTE
  - Librarian II .50 FTE
  - Library Specialist II .50 FTE

- Supervising Librarian 1.00 FTE
  - Librarian II 1.0 FTE
  - Librarian II .50 FTE
  - Librarian II 1.00 FTE
  - Library Specialist II .50 FTE
Berkeley Public Library
South Branch / Tool Lending
9.375 Total FTE

Supervising Librarian
1.00 FTE

Supervising Library Assistant
1.00 FTE

Librarian II
1.00 FTE

Library Specialist II
.50 FTE

Library Specialist II
Increased to 1.0 FTE

Tool Lending Program
2.075 FTE

Tool Lending Specialist
.70 FTE

Tool Lending Specialist
.70 FTE

Library Assistant
.50 FTE

Library Aide
.375 FTE

Library Aide
.375 FTE

Tool Lending Specialist
.675 FTE

Youth Enrollee
.20 FTE

Library Page
.35 FTE
To Be Added

Proposed FY15
04/01/13
Attachment 9
Berkeley Public Library
West Branch
8.3 Total FTE

**Supervising Librarian**
1.00 FTE

- Supervising Library Asst.
  1.00 FTE

- Library Assistant
  1.00 FTE

- Library Aide
  0.375 FTE

- Library Aide
  0.375 FTE
  **To Be Cut**

- Library Aide
  0.50 FTE
  **To Be Added**

- Library Aide
  0.50 FTE
  **To Be Added**

- Library Page
  0.35 FTE
  **To Be Added**

- Youth Enrollee
  0.20 FTE

- **Increase to 1.0 FTE**

- **Library Specialist II**
  0.50 FTE

- **Library Specialist II**
  0.50 FTE

- Librarian II
  1.00 FTE

- Librarian II
  1.00 FTE

- **Library Aide**
  0.375 FTE
  **To Be Added**

- **Library Aide**
  0.375 FTE

- **Librarian II Teen Svc**
  1.00 FTE
Berkeley Public Library

Berkeley Reads

2.50 Total FTE

Library Literacy Program Coordinator
1.00 FTE

Library Specialist I
1.00 FTE

Library Assistant
.50 FTE

Proposed FY15

04/01/13
Berkeley Public Library
Claremont Branch
8.425 Total FTE

Supervising Librarian
1.00 FTE

Supervising Library Asst.
1.00 FTE

Library Aide
.375 FTE

Library Aide
.375 FTE

Library Aide
.375 FTE
To Be Cut

Library Aide
.50 FTE
To Be Added

Library Aide
.375 FTE

Library Assistant
.50 FTE

Library Assistant
.50 FTE

Library Page
.35 FTE
To Be Added

Youth Enrollee
.20 FTE

Librarian II
1.00 FTE

Library Specialist II
.75 FTE

Library Specialist II
.50 FTE

Librarian II
Teen Svc
1.00 FTE

To Be Cut

Library Aide
.375 FTE

Library Aide
.50 FTE
To Be Added
Berkeley Public Library
Administration Division
4.00 Total FTE

Library Administrative Manager
1.00 FTE

Accounting Office Specialist III
1.00 FTE

Accounting Office Specialist III
1.00 FTE

Office Specialist II
1.00 FTE

Facilities
Berkeley Public Library
Neighborhood Services Division
Total FTE 37.675

Library Services Manager

North Branch 9.075 FTE
West Branch 8.3 FTE
Literacy 2.50 FTE

Claremont Branch 8.425 FTE
South Branch 7.30 FTE
Tool Lending Library 2.075 FTE
**POSITIONS FTE SUMMARY BY DIVISION**  
**FY14**

<table>
<thead>
<tr>
<th>Division Name</th>
<th>TOTAL FTE FY14</th>
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## POSITIONS FTE SUMMARY BY DIVISION

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## POSITIONS FTE BY CLASSIFICATION

### FY14

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MINUTES
BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES REGULAR MEETING
Wednesday, March 13, 2013, 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: 6:38 P.M.

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

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

Trustee Franklin asked to revise the agenda as follows: Move Consent Calendar item H to Action Calendar and make it the first item following Preliminary Matters. Move Kitchell CEM Quarterly Update before Library Budget FY14/15 Workshop.

B. Public Comments:

1. Armin Arethna – Claremont Branch employee spoke on branch library hour discussion.
2. Karin Soe-Lai – Claremont Branch employee spoke on branch library hour discussion.
3. Dawn Swanson – intermittent, resident, former librarian at Claremont branch library spoke on branch library hour discussion.
4. Steve Douglas – employee, lead maintenance person, resident, spoke on branch library hour discussion and ongoing facility issues.

C. Report from library employees and unions, discussion of staff issues:

1. Diane Hayes, President of the Community Services local chapter of SEIU 1021 spoke on branch library hour’s discussion.
2. Andrea Mullarkey, Employee and Shop Steward at library spoke on branch library hour’s discussion and possible changes to other staff assignments.

D. Report from Board of Library Trustees:

1. Trustee Franklin – reported that Jenifer Shurson, HR Analyst has provided a template for doing the Directors performance evaluation.
2. Trustee Novosel – reported on the February 25 article about the library on the Berkeleyside website.
II. ACTION CALENDAR

Consent Calendar item H was moved to Action Calendar item A

A. Gratitude to Berkeley Public Library Foundation on Successful Completion of its Capital Campaign

From: Director of Library Services
Recommendation: BOLT expresses its deep gratitude and congratulations to the Berkeley Public Library Foundation on the successful completion of its capital campaign.
Financial Implications: None.
Contact: Donna Corbeil, Director of Library Services
Action: M/S/C (Trustee Franklin / Trustee Holcomb to adopt Resolution# R13-020.
Abstentions: None.

III. PRESENTATIONS CALENDAR

A. Kitchell CEM Quarterly Update

Steve Dewan provided an update on the Branch Library Improvement Project (Attachment 1). Board Discussion followed.

IV. WORKSHOP

A. Library Budget FY14/15 Workshop

1. Presentation by Dennis Dang, Administrative and Financial Services Manager (Attachment 2)
2. Public Comment
   i. Dawn Swanson – We should wait to expand hours, see how things shake out.
3. Followed by Board Discussion.

V. CONSENT CALENDAR

Action: M/S/C (Trustee Holcomb / Trustee Novosel to adopt Resolution# R13-012 to adopt the Consent Calendar as presented.
Abstentions: Trustee Franklin abstained from item A.

A. Approve minutes of January 29, 2013 Special Closed Session Joint Session Meeting with City Council

From: Director of Library Services
Recommendation: Approve the minutes of the January 29, 2013 special closed session joint session meeting with City Council.
Financial Implications: None.
Contact: Donna Corbeil, Director of Library Services
Action: Adopted Resolution# R13-013 to approve minutes as amended.
B. Approve minutes of February 13, 2013 Regular Meeting

From: Director of Library Services
Recommendation: Approve the minutes of the March 13, 2013 regular meeting.
Financial Implications: None.
Contact: Donna Corbeil, Director of Library Services
Action: Adopted Resolution# R13-014 to approve minutes as amended.

C. Library Fine and Fee Schedule 2013
From: Director of Library Services
Recommendation: Adopt the resolution approving the Library Fine and Fee Schedule for 2013 and approve the Director of Library Services’ submission of the fee schedule to the City of Berkeley, Budget Office, for inclusion in the City of Berkeley’s Master Fee Schedule.
Financial Implications: See report.
Contact: Donna Corbeil, Director of Library Services
Action: Adopted Resolution# R13-015.

D. Bay-Friendly Landscaping Grant
From: Director of Library Services
Recommendation: Adopt a resolution accepting and appropriating Stopwaste.org managed Bay-Friendly grant funds for the Claremont Branch Improvement Project in an amount not to exceed $15,000.
Financial Implications: See report.
Contact: Donna Corbeil, Director of Library Services
Action: Adopted Resolution# R13-016.

E. Accept LSTA Grant funds
From: Director of Library Services
Recommendation: Adopt a resolution accepting and appropriating the LSTA Literacy Initiatives - Literacy Material Funds Reimbursement Program in the amount of $4,500 for FY13.
Financial Implications: See report.
Contact: Donna Corbeil, Director of Library Services
Action: Adopted Resolution# R13-017.

F. Accept and Appropriate Chancellor’s Community Partnership Grant Funds for a Library Environmental Sustainability Study in an Amount not to Exceed $30,000 In FY 2013/14 and FY14/15.
From: Director of Library Services
Recommendation: Adopt a resolution authorizing the Director of Library Services to apply for, accept and appropriate to FY 2013/14 a UC Berkeley Chancellor’s Community Partnership Fund Grant for the “CAL Berkeley Library Environmental Sustainability Team” project in an amount not to exceed $30,000.
Financial Implications: See report.
Contact: Donna Corbeil, Director of Library Services
Action: Adopted Resolution# R13-018.

G. Contract No. 8657 Amendment: Avidex
From: Library Information Systems Administrator
Recommendation: Adopt a resolution authorizing the Director of Library Services to amend Contract No. 8657 with Avidex Industries, LLC in an incremental amount of $19,911.00 for a total revised contract value not-to-exceed $85,000.00; and to amend the Contract’s date of expiration to September 30, 2015 from December 31, 2012.
Financial Implications: See report.
Contact: Alicia Abramson, Library Information Systems Administrator
Action: Adopted Resolution# R13-019.

H. Gratitude to Berkeley Public Library Foundation on Successful Completion of its Capital Campaign

Item H moved to Action Calendar.

VI. INFORMATION REPORTS

A. March 2013 Monthly Branch Improvement Project Report from Library Director

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

B. March 2013 Monthly Report from Library Director

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

C. Citywide Community Emergency Exercise on April 27, 2013

From: Director of Library Services
Contact: Abigail Franklin, Vice Chair, Board of Library Trustees
Action: Discussion.

D. Library events

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

VII. AGENDA BUILDING

The next meeting will be a Regular Meeting held at 6:30 PM on Wednesday, April 10, 2013 at the North Branch Library, 1170 The Alameda, Berkeley.

- Budget

VIII. ADJOURNMENT

Adjourned at 8:36 p.m.

COMMUNICATIONS: None.

SUPPLEMENTAL COMMUNICATIONS AND REPORTS:

1. Library Budget FY14/15 Presentation
2. Kitchell CEM Quarterly Update Presentation
BOLT Progress Report
Branch Library Improvement Project

March 13, 2013

Agenda

• General Program Update
  • Progress Since 12/19/12
    - Construction Milestones
  • Schedule Update
  • Budget & Cost Control Update

March 13, 2013
General Program Update – Progress Since 12/19/12

• SOUTH CONSTRUCTION - MILESTONES
  • Construction Start: April 2, 2012
  • Contractual Substantial Completion: March 1, 2013
  • Projected Substantial Completion: April 2, 2013
    - 1 month delay attributed to soil issues (contamination, moisture issues) as well as retaining wall design
  • Contractual Final Completion: April 2, 2013
  • Projected Final Completion: May 2, 2013

General Program Update – Progress Since 12/19/12

• SOUTH CONSTRUCTION ACTIVITIES
  • PG&E connection this week
  • Cabinetry installation
  • Floor tile installation
  • Painting
  • Completing exterior finishes
  • Site work
General Program Update – Progress Since 12/19/12

• SOUTH SUMMARY
  • As of February 28, 2013:
    - Contract Duration: 91% complete
    - Current Billing: 72%
  • Current Change Order Value: $31,637 (0.7% of original Contract Value)

WEEKLY CONSTRUCTION UPDATE

Work scheduled to be performed the week of March 11, 2013:
- Site utility connections (continued)
- PG&E power connections
- Fire grading of risers
- Work at basement areas
- Dressup and formwork at site furniture (walkways)
- Interior painting
- Casework installation
- MEP/fit work (continued)

Work scheduled to be performed the week of March 18, 2013:
- Work at basement areas
- Irrigation installation
- Installation of balance of retaining walls
- Power installation
- Casework installation (continued)
- MEP/fit work (continued)
- Plumbing fixture installation
- Doors and hardware installation
- Ceiling installation
- Flooring installation

For any concerns related to construction activities, please contact the Construction Manager, Kristin CEGU, at (909) 455-5692 or kristin@kitchell.com
General Program Update – Progress Since 12/19/12

• WEST CONSTRUCTION - MILESTONES
  • Construction Start: June 18, 2012
  • Contractual Substantial Completion: May 19, 2013
  • Projected Substantial Completion: July 27, 2013
    - Delays attributed by West Bay Builders to soil issues (contamination) and inclement weather
  • Contractual Final Completion: June 18, 2013
  • Projected Final Completion: August 26, 2013

• WEST CONSTRUCTION ACTIVITIES
  • Glu-lam installation
  • Wall framing
  • Skylight framing
  • Electrical rough-in
  • Work starting soon:
    - Fire sprinkler & plumbing rough-in
    - Scaffolding
    - Roofing
General Program Update – Progress Since 12/19/12

• WEST SUMMARY

• As of January 31, 2013:
  - Contract Duration: 62% complete
  - Current Billing: 27%

• Current Change Order Value: $17,531 (0.3% of original Contract Value)

---

WEEKLY CONSTRUCTION UPDATE

Work scheduled to be performed the week of March 11, 2013:
  - Rough-in electrical conduit (continued)
  - Roof & wall framing (continued)
  - Skylight framing (continued)
  - Install exterior wall & roof sheathing (continued)

Work scheduled to be performed the week of March 18, 2013:
  - Rough-in electrical conduit (continued)
  - Roof & wall framing (continued)
  - Install exterior wall & roof sheathing (continued)
  - Fire sprinkler piping installation
BOLT Progress Report
Branch Library Improvement Project
March 13, 2013

Schedule Update

- Impacted Master Schedule
- Program Completion date will be delayed until Summer 2013
- Delays to completion of Claremont and start of West not reflected
- Delays to start of South not reflected
- Schedule Update pending

Berkeley Public Library - Updated Master Schedule
August 27, 2009

Berkeley Public Library - Updated Master Schedule
May 15, 2012
Schedule Update

- Current anticipated Program Final Completion (based on current West schedule) – September 2013
- Unanticipated delays experienced to date:
  - Bid protest for Claremont project
  - Re-bid of North project
  - Extended EIR process & lawsuit, Suspension of design activities
  - Delays on Claremont project
  - Delays to completion of West design
  - Soil issues at South and West
  - West contractor delays

Budget & Cost Control Update

- As of 02/28/13 - $17,718,872 of the $26,015,000 Bond Fund Expended – 68.1%
- Current major expenses – Construction billing & Utility fees
III Consent, Item A
Attachment 1

BOLT Progress Report
Branch Library Improvement Project

March 13, 2013

QUESTIONS?
Board of Library Trustees

Budget Priorities for FY 2014-2015

- Identify and prioritize strategic capital improvements, including infrastructure and Central Library repairs and improvements for possible action
- Maintain the stability of operating budget and plan for future operational needs – including establishing / maintaining a balanced budget
- Undertake a Strategic Planning process for the period beginning January 2014
- Consider options / strategies to increase branch library hours of service
Budget Strategies for FY 2014-2015

Maximize Delivery of Core Library Services with Available Resources

- Modify Position Hours
- Strategically Deploy Staff for Operational Efficiencies
- Infrastructure Improvements
- Leveraging Technology (AMH, self-check)
- Strategic Plan Update
- Extended Hours at Branches
- Pursue grants and gifts funding
- Monitor CA State Library funding

Projected Revenue and Fund Balance

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III Consent, Item A
Attachment 2

FY14: Projected Revenues
Library Tax Fund 301, and 302, 304, 305
$15,735,220

Library Tax Fund, $15,399,720, 97.9%
Library Tax Fund (Other), $285,500, 1.8%
Public Library Fund, $0, 0.0%
Grants Fund, $30,000, 0.2%
Transaction Based Reimbursements Fund, $20,000, 0.1%

FY14: Projected Expenditures
Library Tax Fund 301, and 302, 304, 305
$16,075,661

Library Tax Fund (labor), $12,602,179, 78.4%
Library Tax Fund (nonlabor), $3,449,637, 20.3%
Public Library Fund, $0, 0%
Grants Fund, $47,845, 0.3%
Transaction Based Reimbursements, $76,000, 0.5%
Library Tax Fund (301)
FY11 – FY15 ($)
Budget Highlights

FY 2014 Incremental Increase in Dollars

Non-Discretionary

- CalPERS: $271,861
- Medical Insurance: $151,409
- South and West Branches' Operations: $66,450

Discretionary

- Automated Materials Handling: $200,000 (1x)
- General Library Materials: $135,000
- Central Library Teen Space Remodel: $100,000 (1x)
- ILS System Reporting Enhancements: $30,000
- Strategic Plan Update: $25,000 (1x)
- Promotional Programs: $20,000
- Tool Lending Library Materials: $3,000
- Adult Programs: $5,000

Library Tax Fund (301)

Fund Balance FY11 – FY15 ($)

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<td>Projected</td>
<td>Final</td>
<td>Final</td>
</tr>
<tr>
<td>Begin Fund Balance</td>
<td>$1,790,825</td>
<td>$2,520,421</td>
<td>$2,267,968</td>
<td>$1,540,808</td>
<td>$1,461,883</td>
</tr>
<tr>
<td>Surplus / Shortfall</td>
<td>(18,193)</td>
<td>(266,596)</td>
<td>252,453</td>
<td>727,160</td>
<td>78,925</td>
</tr>
<tr>
<td>Reserve (fixed $ value)</td>
<td>(1,200,000)</td>
<td>(1,200,000)</td>
<td>(1,200,000)</td>
<td>(1,200,000)</td>
<td>(1,200,000)</td>
</tr>
<tr>
<td>End Fund Balance</td>
<td>$572,632</td>
<td>$1,053,825</td>
<td>$1,320,421</td>
<td>$2,267,968</td>
<td>$1,540,808</td>
</tr>
<tr>
<td>Discretionary</td>
<td>(288,000)</td>
<td>(513,000)</td>
<td>(288,000)</td>
<td>(513,000)</td>
<td>(288,000)</td>
</tr>
<tr>
<td>Adjusted Fund Balance</td>
<td>$284,632</td>
<td>$540,825</td>
<td>$1,032,421</td>
<td>$2,267,968</td>
<td>$1,540,808</td>
</tr>
</tbody>
</table>
Personnel: Estimated Cost of Proposed Staff Changes
(excludes Extended Branch Hours)

<table>
<thead>
<tr>
<th>Position</th>
<th>Department</th>
<th>Prior</th>
<th>Proposed</th>
<th>Hours Change</th>
<th>FY14</th>
<th>FY15</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library Page</td>
<td>Branches</td>
<td>None</td>
<td>Four 14-hr</td>
<td>+56</td>
<td>$39,370</td>
<td></td>
</tr>
<tr>
<td>Librarian II</td>
<td>Reference</td>
<td>One 30-hr</td>
<td>One 40-hr</td>
<td>+10</td>
<td>$35,079</td>
<td></td>
</tr>
<tr>
<td>Building Maintenance Mechanic</td>
<td>Facilities</td>
<td>Unbudgeted</td>
<td>On-call / NTE</td>
<td></td>
<td>$25,000</td>
<td></td>
</tr>
<tr>
<td>Library Specialist</td>
<td>Art+Music</td>
<td>One 32-hr</td>
<td>One 40-hr</td>
<td>+8</td>
<td>$18,150</td>
<td></td>
</tr>
<tr>
<td>Library Specialist</td>
<td>North</td>
<td>One 32-hr</td>
<td>One 40-hr</td>
<td>+8</td>
<td>$18,150</td>
<td></td>
</tr>
<tr>
<td>Librarian II</td>
<td>Childrens</td>
<td>Two 20-hr</td>
<td>One 40-hr</td>
<td>+0</td>
<td>$7,406</td>
<td></td>
</tr>
<tr>
<td>Library Aide</td>
<td>North</td>
<td>Two 15-hr</td>
<td>One 20-hr</td>
<td>-10</td>
<td>$3,814</td>
<td></td>
</tr>
<tr>
<td>Library Tax Fund</td>
<td>Total</td>
<td></td>
<td></td>
<td>+72</td>
<td>$146,969</td>
<td></td>
</tr>
</tbody>
</table>

Branch Hours Discussion:
Extended hours – evenings

- Extend evening hours @ all four Branches
  - Four hour increase: Monday & Tuesday, 6-8 pm (all branches open til 8pm, Mon-Thurs.)
  - [est. personnel cost = $180,000]

- Add Monday and Friday hours @ Tool Lending
  - Seven hour increase: Monday 1-6 pm, Friday 10 am - 12 noon
  - [est. personnel cost = $65,000]
Extended hours – Sundays

Add Sunday hours @ all four Branches and Tool Lending

- Four hour increase: Sunday 1-5 pm
- [est. personnel cost = $950,000 ]

Extended hours – Sundays

Add Sunday hours at one branch

- West: [est. personnel cost = $135,000]
- South/TLL: [est. personnel cost = $225,000]
- North: [est. personnel cost = $125,000]
- TLL: [est. personnel cost = $65,000]
### Extended hours – Sunday Options

<table>
<thead>
<tr>
<th>West Branch</th>
<th>North Branch</th>
</tr>
</thead>
<tbody>
<tr>
<td>New, landmark building</td>
<td>Newly renovated building</td>
</tr>
<tr>
<td>Easy transit access, parking</td>
<td>Easy parking</td>
</tr>
<tr>
<td>Possible Literacy programming</td>
<td>Busiest Branch Library</td>
</tr>
<tr>
<td>Furthest from Central</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>South Branch and Tool</th>
<th>Other possibilities:</th>
</tr>
</thead>
<tbody>
<tr>
<td>New, landmark building</td>
<td>Two branches open on Sundays</td>
</tr>
<tr>
<td>Easy transit access</td>
<td>[est. $50,000 on top of combined branch costs]</td>
</tr>
<tr>
<td>Tool Library access</td>
<td>West + Tool open on Sundays</td>
</tr>
<tr>
<td>Closest to Central</td>
<td>North + Tool open on Sundays</td>
</tr>
</tbody>
</table>

### Summary:

**Budget for FY 2014-2015**

**Budget Unknowns:**
- CalPERS Contribution Rate for 2015
- COLAs for FY 2014 and FY 2015
- Extended Branch Hours
- Library Tax Index Rate for FY 2014

**Address priorities & service commitments:**
- Utilize, fund balance prudently
- Make incremental changes
- Maintain libraries fiscal health
FY 14/15 Biennial Budget Presentation

Calendar

4OCT12 — BOLT Biennial Budget Introduction
NOV12 — Director/Deputy Director Budget Meetings with Department Managers
30NOV12 — All-Staff Budget Update
DEC12 — Director/Deputy Director Budget Meetings with Department Managers
19DEC12 — BOLT Adoption of Biennial Budget Priorities
1MAR13 — Staff Workshop I
13MAR13 — BOLT Workshop I
##APR13 — Staff Workshop II
10APR13 — BOLT Workshop II and Budget Report
8MAY13 — BOLT Draft Biennial Budget and Possible Adoption
12JUN13 — BOLT Biennial Budget Adoption
25JUN13 — City Council Biennial Budget Adoption

FY 14/15 Biennial Budget Presentation

Conclusion

• Public Comments and
• Board Discussion
RESOLUTION NO.: R13-___

THE BOARD OF LIBRARY TRUSTEES APPROVES RE-OPENING THE SOUTH BRANCH LIBRARY AND TOOL LENDING LIBRARY

WHEREAS, In November 2008, voters approved the sale of $26M in bonds to renovate, expand, and make seismic and access improvements at the four neighborhood branch libraries; and

WHEREAS, at the February 8, 2012 regular meeting of the board a resolution was adopted authorizing the temporary closure of the South Branch Library effective March 18, 2012 for new construction for a term of approximately 15 months and relocation of the Tool Lending Library operation off-site prior to this closure; and,

WHEREAS, the Tool Lending Library has been temporarily operating out of a rented storefront at 2525 8th Street, at Dwight Way; and the Branch Library Van has been providing services to the South Branch community at 1730 Oregon Street; and

WHEREAS, both of these temporary services will be suspended so that staff may return to operate the South Branch facility; therefore the Tool Library temporary location will close at 5:30 PM, Saturday, April 20 and the Branch Van will discontinue service at the end of day, Saturday, April 27; and

WHEREAS, the new South Branch Library designed by the architectural design firm of Field Paoli Architects and constructed by Gonsalves & Stronck Construction Company, with a public art installation by Gina Dominguez of Snapshot Mosaics is nearing completion; and

WHEREAS, the Library will be outfitted the space with new interior furniture, fixtures and equipment purchased with funds provided by the Berkeley Public Library Foundation’s Neighborhood Libraries Campaign; and

WHEREAS, previously the occasions of closing for construction and re-openings of renovated bond funded projects have been marked by a community celebration, so should the special occasion of the completion of the South Branch Library project.

NOW, THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley adopts a resolution authorizing the Director of Library Services to re-open the South Branch Library and Tool Lending Library on Saturday May 11, 2013 in order to complete Measure FF branch library authorized improvements.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on April 10, 2013 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

____________________________________________
Winston Burton, Chairperson

____________________________________________
Donna Corbeil, Director of Library Services
Secretary of the Board of Library Trustees
TO: Board of Library Trustees

FROM: Donna Corbeil, Director of Library Services

SUBJECT: ACCEPT GIFT FUNDS FROM THE BERKELEY PUBLIC LIBRARY FOUNDATION IN THE AMOUNT OF $200,000 CONSTITUTING PAYMENT TOWARD THE FOUNDATION’S BRANCH LIBRARY CAPITAL CAMPAIGN PLEDGE

RECOMMENDATION

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

FISCAL IMPACTS OF RECOMMENDATION

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

BACKGROUND

The Berkeley Public Library Foundation has demonstrated a strong history of support for the Library, particularly raising capital funds to support facility improvements. With the passage of Measure FF, the Foundation kicked off a major fund raising campaign in support of our branch libraries. At the December 9, 2009, regular meeting, the board adopted Resolution No. R09-120 recognizing the establishment of the Foundation’s Branch Library Capital Campaign for purchasing the furnishings, fixtures, equipment, and materials associated with the Branch Library Improvement Program and authorized a donor recognition plan.

At the April 14, 2010, BOLT meeting Resolution No. 10-028 was approved, accepting the Berkeley Public Library Foundation Board of Directors’ resolution to undertake a major multi-year capital campaign for the Measure FF bond program in the amount of $2.5 million to fund the furniture, fixtures, equipment, and other expenses associated with the Branch Library Improvement Program. As of April 2013 inclusive of this gift the Foundation has made payments totaling $1,700,000 for this purpose to Fund 307.

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

CURRENT SITUATION AND ITS EFFECTS

The Berkeley Public Library Foundation has indicated that they are prepared to make regular gifts to the Library through the fiscal year; the current gift of $200,000 is intended to contribute to the Measure FF renovations.

This recommendation to accept the latest installment of gift funds is consistent with passage of a resolution by the City Council on September 20, 2011 accepting the recommendation of the Board of Library Trustees’ Resolution No. 11-051, delegating to the board the authority to accept any non-duly restrictive gift of funds, goods, or services to the Library up to $200,000 or gifts of any amount assignable to the Berkeley Public Library Foundation FF&E Capital Campaign Fund, and the annual reporting to the City Council of any gift in excess of $1,000.

Following board approval the funds will be appropriated to fund procurement of furniture, computers, equipment, and services from vendors in accordance with the Library’s purchasing policy.

RATIONALE FOR RECOMMENDATION

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

Attachments
1. Resolution
RESOLUTION NO.: R13-___

ACCEPT GIFT FUNDS FROM THE BERKELEY PUBLIC LIBRARY FOUNDATION
IN THE AMOUNT OF $200,000 CONSTITUTING PAYMENT TOWARD THE FOUNDATION’S
BRANCH LIBRARY CAPITAL CAMPAIGN PLEDGE

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

WHEREAS, at the regular BOLT meeting of April 14, 2010, by a vote of five ayes and no nays, Resolution 10-028 was approved accepting the Foundation’s commitment to raise $2.5 Million to fund expenses associated with the branch library bond projects (Measure FF); and

WHEREAS, the Foundation has donated to date a total of $1,700,000 inclusive of this donation toward the Branch Library FF&E Campaign; and

WHEREAS, gift funds received from the Foundation for the purpose of the Branch Library FF&E Campaign, and once accepted by the board will be allocated towards the procurement of furniture, computers, equipment, and services from vendors as appropriate to the outfitting of the renovated branch libraries, and in accordance with the Library’s purchasing policy; and

WHEREAS, following passage of the Open Government Ordinance by the City Council, the City Council by passage of Resolution No. 65,444-N.S. 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.

NOW, THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley hereby authorizes the acceptance of $200,000 from the Berkeley Public Library Foundation and the allocation of these funds to procure needed furnishings and equipment for the branch library Measure FF projects.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on April 10, 2013 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
To: Board of Library Trustees
From: Dennis Dang, Administrative Services Manager
Subject: CONTRACT AMENDMENT: NO. 8264 SYSERCO, INC.

RECOMMENDATION
Adopt a resolution authorizing the Director of Library Services to amend Contract No. 8264 with Syserco, Inc. for service maintenance and monitoring of the Alerton Building Management System at the Central Library and the soon to-be-reopened South Branch Library in an incremental amount of $41,500.00 for a contracted value not-to-exceed $85,000.00; and to amend the Contract’s date of expiration to February 28, 2018 from February 28, 2015.

FISCAL IMPACT
Funding for this contract is budgeted in the FY 2013 Library Tax Fund, and will be included in the FY 2014 and FY 2015 budgets.

The CMS number for this amendment request is PR5ZP.

BACKGROUND
As the exclusive manufacturer’s dealer for Northern California, Syserco, Inc. has been the sole service supplier of the installed Alerton manufactured Building Management System (BMS) since the 2002 reopening of the then enlarged and renovated Central Library. The BMS system controls the Central Library’s mechanical systems encompassing the HVAC, electrical, and lighting systems. The continuous proper functioning of these systems is essential to the daily operations of the Central Library. Syserco as the original designer, installer, and to date sole BPL service provider for the BMS is the exclusive local area manufacturer’s representative and so uniquely trained and qualified to render the necessary system maintenance monitoring and servicing.

The Library’s contract with Syserco provides mechanical systems support on an annual subscription basis with additional repair and replacement services on a time and material basis. Subscription services include: disaster recovery, preventative maintenance reports and recommendations, annual preventative maintenance performed routines, remote customer support services, and a limited menu of emergency coverage.
The Director of Library Services is granted authority by the Board of Library Trustees for expenditures up to $100,000.00 for goods, materials, and equipment pursuant to BOLT Resolution R09-94, and up to $50,000.00 for services pursuant to BOLT Resolution R08-56. This request for contracted services exceeds the Director’s authority.

CURRENT SITUATION AND ITS EFFECTS

Amending Contract No. 8264 is necessary for several reasons: to add additional monies to provide for non-covered service calls, to encompass the South Branch Library, and to provide for subscription fee coverage. The contract is set to expire on February 28, 2015, but to date has only $11,854 remaining of which $7,951 is owed for the current contract year. The $41,500 requested incremental increase to the contract would cover subscription fees through February 28, 2018 and provide $10,193 for non-covered service calls.

Since the 2002 reopening of the enlarged and renovated Central Library the Library has had a recurring service agreement with Syserco to monitor and perform preventative maintenance routines related to the BMS system. In addition, the Library’s contract with Syserco typically includes additional funds for time and material (T&M) services falling outside of the subscription service package. Used T&M services most frequently involve repair and replacement service calls (non-covered service calls); however, T&M charges may also be incurred for system modifications and emergency response outside of normal business hours.

Pertinent to this amendment request is an expansion beyond the Library’s past agreements to include services for a branch library. The new South Branch Library will be equipped with a Syserco installed Alerton BMS. Although, the South Branch system would include a standard one-year warranty, modifications or repairs to the system may be required that fall outside of the warranty’s scope; as well, including the South Branch Library in the amendment’s scope would allow immediate coverage once the warranty period expires.

Attachments:
1. Resolution
WHEREAS, on February 22, 2010 the Library entered into Contract No. 8264 with Syserco, Inc., to provide monitoring and preventative maintenance routines, and time and material services related to the building management system at the Central Library to a total amount not to exceed $22,275.00; and

WHEREAS, on August 6, 2012 the Library amended Contract No. 8264 with Syserco, Inc. to a total amount not to exceed $43,500.00, and to extend the ending term date to no later than February 28, 2015; and

WHEREAS, since the 2002 reopening of the enlarged and renovated Central Library the Library has had a recurring service agreement with Syserco to monitor and perform preventative maintenance routines related to the building management system including additional funds for time and material (T&M) services falling outside of the subscription service package; and

WHEREAS, amending Contract No. 8264 provides funding for non-covered service calls, subscription fee coverage up to February 28, 2018, and extends the scope of services to the new South Branch Library.

NOW, THEREFORE, BE IT RESOLVED that the Board of Library Trustees adopts a resolution to amend Contract No. 8264 with Syserco, Inc. for an incremental increase of $41,500.00, thereby increasing the contracted total not-to-exceed amount to $85,000.00, and to amend the Contract’s date of expiration to February 28, 2018 from February 28, 2015; and

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on April 10, 2013 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
To: Board of Library Trustees

From: Donna Corbeil, Director of Library Services

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

RECOMMENDATION

Adopt a resolution recommending to the City Council that the City Manager be authorized to amend Contract No. 7961 with Kitchell CEM, Inc. for the provision of additional construction and project management services, and LEED commissioning agent services for the Measure FF, branch library improvement bond program in an incremental amount of $100,000 for a revised contracted value not-to-exceed $1,473,580.

FISCAL IMPACT

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

The CMS number for this amendment request is CAWSN.

CURRENT SITUATION AND ITS EFFECT

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

The Claremont and North Branch Improvement Projects were completed in 2012. In June 2012 the board approved an increase of $175,000 to be added to the contract for a revised total contract of $1,373,580 to allow for construction project management related services beyond the original timeline.

The West Branch Library Project, the final project in the Measure FF bond program, will be delayed from the original schedule in part due to delays in going out to bid; as well as soil removal after demolition having taken longer than anticipated. The most recent anticipated completion date is August/September 2013; it was originally scheduled for completion in June 2013. The Library is in contract with Kitchell for project management responsibilities for all branch library projects. This extension of the West Branch’s construction phase was unanticipated and will result in added costs directly related to the assignment of additional personnel. Additionally, the Branch Library Improvement Program
closeout will extend beyond the initially scheduled program end date resulting in increased program management related costs. As all contingency funds have been allocated, staff recommends an increase of $100,000 be added to the contract for a revised total contract of $1,473,580. To account for delays, time-wise, staff recommends the contract term be extended three month from September 30, 2013 to December 30, 2013.

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

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

And on February 26, 2013, pursuant to Section 2 of the Contract, the contracted termination date was amended to June 30, 2014 to accommodate the South and West branch project delays.

CURRENT SITUATION AND ITS EFFECT

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

Continued project management services are recommended for the duration of the program. Staff has identified a need for additional services related to the West Branch construction phase and the completion of the bond program closeout process beyond the originally anticipated end-date of the bond program. The City does not have the internal resources or staff expertise necessary to perform the specialized services required. To incorporate the costs of an additional three months of construction and project management services estimated to be necessary to complete the construction of the West Branch, staff recommends an increase of $100,000 be added to the contract for a revised total contract amount of $1,473,580.

Attachments:

1. Resolution
RESOLUTION NO.: R13-____

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

WHEREAS, the Branch Library Improvement 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 the four neighborhood branch libraries; and

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

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

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

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

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

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

WHEREAS, staff recommends a contract amendment in the amount of $100,000 to accommodate the projected three months necessary to complete the construction of the West Branch, yielding a revised authorized contract amount not to exceed $1,473,580; and

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

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to recommend to the City Council execution of an amendment to Contract No. 7961 with Kitchell CEM, Inc. to authorize an amended contract value not to exceed $1,473,580.00.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on April 10, 2013 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
TO: Board of Library Trustees

FROM: Donna Corbeil, Director of Library Services

SUBJECT: AMENDMENT: CONTRACT NO. 9200, ONE WORKPLACE L. FERRARI, LLC

RECOMMENDATION

Adopt a resolution authorizing the Director of Library Services to amend Contract No. 9200 with One Workplace L. Ferrari, LLC in an incremental amount of $80,000 for the procurement of furniture and associated delivery, temporary storage, and installation services for the Measure FF renovated West Branch Library for the period projected from February 18, 2013 through March 31, 2014 for an amended not-to-exceed value of $210,000.

FISCAL IMPACT

The total cost of the revised contract is valued at $210,000. This expenditure is included in the Foundation FF&E Fund (307) FY 2013 Budget and will be expensed through budget code 307-9301-450.##-## 10LB26. The Foundation FF&E Fund is a gift supported fund with proceeds sourced from the Berkeley Public Library Foundation’s $2.5M Neighborhood Libraries Campaign.

BACKGROUND

The Branch Improvement Program, similarly referred to as Measure FF, is the funding source for facility improvements to the branch libraries and encompasses the areas of project management, and design and construction. The West Branch Library architectural design team, Harley Ellis Devereaux Corporation, has interior design services as part of its contract for project design services. Due to the uniqueness of each branch location, the interior design including furnishings, for each particular location has been distinctly selected to respond to and complement that facility’s architectural design and expressed community wishes. However, in back-office staff areas, particularly in regards to office cubicle furniture systems, which are a material proportion of the selected furniture, the Library has been able to standardize furniture selection yielding purchasing cost savings due to manufacturer and authorized sales channel relationships without compromising design intent. Consequent to this choice, One Workplace as the provider for the bulk of furniture purchases at the other three branch libraries is the most cost-effective vendor to act as the primary sourcing agent for the West Branch Library.

The West Branch will have a new community room with state-of-the art A/V equipment. The room is designed for flexibility to allow for a variety of programs and will be furnished with easily maneuverable and durable furniture that can serve multiple needs. Adult reading areas will be furnished for comfort...
with lounge-style chairs. The dedicated teen space will feature new contemporary teen friendly chairs and tables. And, the children’s area will be complemented with furnishings that are colorful, playful, durable, and appropriate in size and functionality. All of the chosen furnishings are an essential component to the efficient and effective operation of the new building and were selected to maximize patron and staff comfort in an open and welcoming space.

The Berkeley Public Library Foundation has demonstrated a consistent and enduring commitment of support for the Library, particularly in raising capital funds to fund facility improvements. Today the Foundation is leading a $2.5M capital campaign fund drive entitled the Neighborhood Libraries Campaign for the provision of essential interior furniture, fixtures, and equipment that are prohibited from purchase using Measure FF bond proceeds, which by law is restricted to “the acquisition or improvement of real property.” Among the improvements to be paid for by the capital campaign are computers, furniture, AMH, display units, and other equipment.

At a regular meeting of the Board of Library Trustees held on December 9, 2009, the Board unanimously adopted BOLT Resolution No.: 10-028 accepting the March 2010 Foundation’s Board of Directors’ resolution to undertake a major capital campaign to fund furniture, fixtures, equipment and other expenses associated with the renovation or new construction of the four Berkeley Public Library Branches.

CURRENT SITUATION AND ITS EFFECTS

Consequent to the Board of Library Trustees unanimously adopting BOLT Resolution No.: 13-006 on February 14, 2013, granting the authority to the Director of Library Services to execute Contract No. 9200 with One Workplace for $130,000, the Library seeks to amend the existing agreement to include the procurement of furniture and associated delivery, temporary storage, and installation services for the newly constructed West Branch Library expected to be open fall 2013.

On December 17, 2012 the Library released Specification No. 13-10717, a request for proposal for branch library office and public furniture procurement and installation services specifically addressed to the South Branch Library. After a thorough review and evaluation of the bids received One Workplace was awarded Contract No. 9200 for $130,000 to provide the bulk of the South Branch Library’s office and public furnishings. With One Workplace also having successfully been selected in the earlier request for proposal (Specification No. 11-10601) for the North and Claremont Branch libraries the Library requests that the existing contract be amended to include furniture, fixtures, and equipment for the West Branch Library in an incremental value of $80,000, yielding an amended not-to-exceed value of $210,000, and to extend the duration of the contract from December 30, 2013 to a projected end date of March 31, 2014. The value of this requested amendment exceeds the spending limit of $100,000 for the purchase of goods allowed to the Director of Library Services as stated in the Library’s Purchasing Manual.

The Library requests the Board’s considered consent due to the imminent Fall 2013 reopening of the West Branch Library. Much of the furniture selected for the branch entails extended ordering lead times of 12 to 16 weeks necessitating prompt action by Library Administration personnel to process front-end tasks including contract amendment, reconfirming furniture selections with the architect, placing the order with the vendor, and for the Library to coordinate delivery and installation schedules with One Workplace L. Ferrari and the branch library’s construction contractor, as well as all other contracted service providers participating in move-in activities.
RATIONALE FOR RECOMMENDATION

One Work Place was the selected vendor in separate Request for Proposals conducted for the Claremont, North and South Branch Libraries, and offers the most cost-effective and expedient furniture purchasing program for the range of purchases required by the Library.

ALTERNATIVE ACTIONS CONSIDERED

No alternative actions were considered due to the coordinative complexity required of the purchase presented herein and the limited administrative staffing resources within the Library.

Attachments:
1. Resolution
WHEREAS, the West Branch Library architectural design team, Harley Ellis Devereaux Corporation, is contracted to perform interior design services that encompass design and layout of office space and public areas including the selection of furniture, fixtures, and equipment appropriate to the space and functional needs pertinent to staff and library patrons; and

WHEREAS, the Berkeley Public Library Foundation is conducting a capital campaign fund drive entitled the Neighborhood Libraries Campaign for the provision of essential interior furniture, fixtures, and equipment that are prohibited from purchase with Measure FF bond proceeds, which by law is restricted to “the acquisition or improvement of real property”; and

WHEREAS, the West Branch Library is in the construction phase and its completion is anticipated in fall 2013; and

WHEREAS, One Workplace having been the selected vendor in two request for proposals (Specification No. 13-10717 and Specification No. 11-10606) has demonstrated its ability to offer the most cost-effective and expedient furniture purchasing program for the range of purchases required by the Library; and

WHEREAS, the value of Contract No. 9200 with One Workplace L. Ferrari, LLC exceeds the spending limit of $100,000 for the purchase of goods allowed to the Director of Library Services; and

WHEREAS, in consideration of the long lead times involved for procurement of furniture and furniture systems, and the myriad activities requiring coordination to reopen the West Branch library immediate action is warranted.

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to grant the Director of Library Services the authority to amend Contract No. 9200 with One Workplace L. Ferrari, LLC in an incremental amount of $80,000 for the procurement of furniture and associated delivery, temporary storage, and installation services for the Measure FF renovated West Branch Library for the period projected from February 18, 2013 through March 31, 2014 for an amended not-to-exceed value of $210,000.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on April 10, 2013 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
TO: Board of Library Trustees
FROM: Donna Corbeil, Director of Library Services
SUBJECT: APRIL 2013 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.

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

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/](http://www.bplbranches.blogspot.com/)

PROJECT UPDATES

South
The public art pieces are under construction and will be installed prior to opening. Internal planning is underway to transition the temporary tool library to the new facility and for staff to move back in and set-up for opening. Opening related activities are underway, including initiation of the process for a Certificate of Occupancy, which is required for all new structures.

West
A recent article in a building trade journal discusses the unique aspects of the West Branch Library design:
Small but mighty: Berkeley public library’s net-zero gem

The Building Team for Berkeley, Calif.’s new 9500-sf West Branch library aims to achieve net-zero—and possibly net-positive—energy performance with the ...
www.bdcnetwork.com/small-mighty-berkeley-public-library’s...

The public art pieces are under construction and will be installed prior to opening. The current anticipated Final Completion date is Fall 2013.

North

On March 28, 2013 the Berkeley Design Advocates, Biennial Awards for Design Excellence presentation was held. The North Branch Library renovation was honored as a recipient of the award, one among 9 honorees. Projects considered for the award were completed in Berkeley between November 2010 and December 2012, the award is meant to highlight the best in design and to recognize the best local architectural efforts during this period and encourage excellence. The branch library was one among four public projects, the others were UCB buildings. To accept the award for the North Branch library were myself, Cathleen Malmstrom, Architectural Resources Group (designer); Doug Tom, Tom Elliot Fisch (interiors); and Alice Prussin (Lighting design), a copy of the certificate is attached (A).

Claremont

The branch is complete; the warranty period is in effect. The 11-month post substantial completion warranty walkthrough by the commissioning agents occurred in mid-March at the branch. Bay Friendly Landscaping certification is approved and a BFL sign was designed and installed in the planting area on the exterior of the library, completing the certification process (Attachment B).

ATTACHMENTS:

1. Berkeley Design Advocates Award 2013
2. Claremont Branch BFL signage picture
Tony Bruzzone, BDA President

Builder/Contractor: BHM Construction Inc.
Graphic Design: Urban Design
Lighting: Alice Ruskin Associates
Landscape Architect: PGA Design Inc.
Civil Engineers: Obeekman and Associates
 MEP: Timmons Design Engineers
Structural Engineering: Turner and Robinson
Architects: Architectural Resources Group
Owners: City of Berkeley
Project Team:

1170 THE ALAMEDA
BERKELEY LIBRARY
NORTH BRANCH

Awards for Design Excellence
BERKELEY DESIGN ADVOCATES
2013
TO: Board of Library Trustees

FROM: Donna Corbeil, Director of Library Services

SUBJECT: APRIL 2013 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
Conferences / Staff Development
The 2013 annual American Library Association conference is scheduled for June 27 through July 2nd, to be held in Chicago this year: http://ala13.ala.org/. A number of library staff will be attending.

In addition, the annual California Library Association Conference will be held in Long Beach, November 3-5, 2013: http://conference.cla-net.org/.

The bi-Annual Public Library Association conference dates have been announced, the event will be held March 11 through 13, 2014 in Indianapolis. For more information go to: http://www.placonference.org.

On March 6 and 7 the director attended the California Public Library Director Forum in Sacramento (Report attached as Attachment 1).

PROGRAMS
While only April the children’s Services staff have begun to plan summer reading related activities. A preview is included (Attachment 2).

OPERATIONS & FACILITIES
In compliance with the California Public Utilities Commission’s (CPUC) Commercial Industrial Boiler Efficiency Program, the Library has contracted with the L.J. Kruse Company of Berkeley to replace the existing boiler at the Central Library with two new high efficiency condensing boilers. The CPUC’s
program encourages installation of energy-efficient equipment to reduce energy consumption, and will pay to the Library a rebate to be determined by the type of energy-efficient measure taken. The boiler installation is scheduled to take place during the week of June 17, 2013 and the duration of the work will last for several days. The installation will require temporary closure of Kittredge Street to accommodate the operation of a crane to lift and retrieve equipment from the roof of the Central Library Kittredge Street building, and will also have impacts on the availability of heating and cooling to the interior spaces of the building. Because of this, this project was scheduled to happen when cold or warm weather conditions would be least likely to affect the comfort levels of the users and staff of the Library.

OTHER

City Council Consent Calendar of February April 2, 2013 –

At the regular meeting of the City Council a proclamation honoring National Library Week was read and presented. (Attachment 3)

ATTACHMENTS:
1. Director’s Forum summary
2. Summer reading 2013
3. National Library Week council proclamation
4. Memo from City Clerk: Rules Regarding Commission Subcommittees
Directors Forum Report  by Donna Corbeil

On March 6 and 7 I attended the California Public Library Director Forum in Sacramento. This event was hosted by the California State Library; it included speakers and discussions on topics including projects affecting California’s libraries; budgetary and fiscal conditions – predictions and impacts on libraries; and state library services.

Every two years or less the State Library organizes a forum around topics of interest to library director’s throughout the state, this one was no exceptions. The brochure / handout piece, “The emerging story of California Public libraries”, was discussed in a few different contexts. The piece itself came about form a previous forum and the assistance of a consultant working with a task force over about a year’s time. One of the themes was promoting your library to decision-makers, working with the community to pass a bond measure or sustain facial support in difficult economic times. The State library staff discussed in depth their roles and what they can offer in the way of programs and assistance to libraries throughout California; federal and state funding; and major projects throughout the state and nationally. The State Library recently commissioned to interesting studies, one on the organization of public libraries throughout the state, including funding, populations served and comparative data. The second was a Recession Impact Study, the effect of the recession on libraries, including key indicators such as hours open, number of staff, visitors etc. Since funding has eroded for some municipalities they have had to get even more creative to continue to provide the services needed but it has taken its toll.

Overall, a useful event, with key speakers on topics of great relevance and an opportunity to first hand engage with the state library staff.
Summer reading at BPL – Report by Sarah Denton, Neighborhood and Children’s Services Manager

Summer Reading will run from June 14th through August 17th, 2013. The Children’s theme for this year is “Reading is So Delicious”, and a number of our programs are centered on food – its production (Uncle Jer’s Honeybees, Claremont), preparation (Chef Traci’s Cooking Program, Claremont) and its enjoyment (Movies for Junior Foodies, North; Annie Barrows Author Tea, Central). Additionally, the library will be participating in the statewide, CLA sponsored “Acquire a Taste for Giving: a Reading is So Delicious Food Drive”.

In addition to our themed programs, a full line up of actors, puppeteers and even performing dogs are scheduled for the summer. Finally, local favorite Jose Luis Orozco is making a special trip back to Berkeley to perform at South Branch in July!

**Summer’s Line Up –so far**

Summer Reading Program runs from Friday, June 14-Saturday, August 17
Student Friends sign ups begin June 24 – program ends (August 9?)

June
19 – Uncle Jer’s Honeybees, 3:30pm – Claremont
20 – Children’s Author Tea with Annie Barrows, 2:00pm – Central (36 spaces, ages 5-8)
24 – Magical Moonshine Theater, Puppylocks 3:30pm – North
28 – Magical Moonshine Theater, 10:30am – South (preschool)

July
3 – (in-house program) Surprise Garden, 1:30pm – Central
9 – Kenn Adams Adventure Theater, 4:00pm – South
11 – Games Galore July Blitz! (3 weeks in July, 1 week in August), 4:00pm – Central
16 – Busy Bee Dogs, 2:00pm – Central
17 – Chef Traci’s Cooking Program (discussing ages. 3 week program 7/17-7/31) – 6:00pm
20 – Jose Luis Orozco, 10:30am – South
25 – Movies for Junior Foodies, 3:30pm – North (3 weeks 7/25 – 8/8 - How to Eat Fried Worms, Willy Wonka, Ratatouille)
CELEBRATING NATIONAL LIBRARY WEEK

WHEREAS, libraries everywhere play a vital role in supporting the quality of life in their communities; and
WHEREAS, more than ever, in the current economic downturn our nation’s public libraries make a difference in the lives of millions of Americans; and
WHEREAS, library employees are trained to help people of all ages and backgrounds find and interpret the information they need to live, learn and work in a challenging economy; and
WHEREAS, libraries serve as crucial technology hubs for people in need of free Web access, computer training, and assistance finding job resources; and
WHEREAS, libraries are part of the American Dream – places for opportunity, education, self-help and lifelong learning; and
WHEREAS, library use is up nationwide among all types of library users, continuing a decade-long trend; and
WHEREAS, libraries, librarians, library workers and supporters across America are celebrating National Library Week; and
WHEREAS, Berkeley has demonstrated its strong support for public libraries, demonstrated by the opening of two renovated branch libraries, the North Branch Library and Claremont Branch Library, in Spring 2012 and will see the opening of new South and West Branch libraries in 2013.

NOW THEREFORE, BE IT RESOLVED that I, Mayor Tom Bates, on behalf of the City of Berkeley proclaim National Library Week

April 14 through April 20, 2013 and encourage all residents to visit the library this week to take advantage of the wonderful library resources available at their library, because communities thrive at their library.

Tom Bates
Mayor

April 2, 2013
March 26, 2013

To: Commission Secretaries

From: Mark Numainville, City Clerk

Subject: Rules Regarding Commission Subcommittees

Recently, several questions have been raised regarding the structure of Berkeley commission subcommittees and the Brown Act. Previous advice regarding the participation of non-subcommittee members was based on an incorrect interpretation of the Brown Act and its relation to City policy on commission subcommittees.

While the Brown Act describes two types of subcommittees (ad hoc and standing), under City policy, boards and commissions are limited to creating ad hoc subcommittees.

Although the Brown Act does not include ad hoc subcommittees in its definition of a legislative body, under City policy, ad hoc subcommittees are required to comply with the public meeting requirements of the Brown Act that apply to legislative bodies. However this requirement does not confer all the rights of a standing subcommittee on Berkeley ad hoc subcommittees.

Specifically, members of the parent commission may not attend meetings of an ad hoc subcommittee of that commission, even as observers, if their attendance would result in a quorum of the parent commission being present. Also, they may not participate via proxy by submitting a written communication to the subcommittee.

The purpose of the subcommittee is to study a specific issue and to make a recommendation to the full commission. The full commission has adequate opportunity for input when the subcommittee reports its findings and makes its recommendation. The full commission has final decision making authority on the disposition of the subcommittee’s work.

Please see the attached summary for clarification. If you or your commissioners have any questions regarding this policy, please contact Mark Numainville or Rose Thomsen in the City Clerk Department.

cc: City Manager
City Attorney
1. Definition
The Brown Act definitions for legislative bodies relevant to City commissions are described
below.

1. The governing body of the local agency, such as the City Council, is a legislative body.
   (Government Code section 54952(a).)

2. All commissions, committees, boards or other bodies of a local agency, whether advisory or
decision-making, temporary or permanent, created by charter, ordinance, resolution or
formal action of the legislative body, are themselves legislative bodies. (Section 54952(b).)
Thus, every task force, committee or other advisory group, however denominated, is
likewise a “legislative body,” if it was created by formal action of the council or commission,
such as by motion.

3. All committees of a quorum of the legislative body are legislative bodies. (Section
54952(b)). In addition, attendance of a subcommittee meeting by an alternate, even as an
observer, would result in a meeting of the legislative body if his or her presence would make a quorum of the commission.

While the Brown Act describes two types of subcommittees (ad hoc and standing), under City
policy, boards and commissions are limited to creating ad hoc subcommittees.

An ad hoc subcommittee is one that is composed solely of less than a quorum of the parent
body (no citizens, members of other commissions, Council members or other persons may be
included), has a finite charge, no meeting schedule established by the parent body, and a
duration of no more than one year.

Although the Brown Act does not include ad hoc subcommittees in its definition of a legislative
body, under City policy, ad hoc subcommittees are required to comply with the public meeting
requirements of the Brown Act that apply to legislative bodies. However this requirement does
not confer all the rights of a standing subcommittee on Berkeley ad hoc subcommittees.

2. Exceptions
In the Commissioners’ Manual, under Chapter IV.B. 4. Exceptions - Gatherings That Are Not
“Meetings,” exception b. Attendance at a Meeting of a Standing Subcommittee, As
Observers does not apply to ad hoc subcommittees.

3. Additional Subcommittee Rules
These rules are listed to ensure compliance with the Brown Act in the decision making process.

1. Members of the parent commission may not attend meetings of an ad hoc subcommittee of
that commission, even as observers, if their attendance would result in a quorum of the
parent commission being present. Also, they may not participate via proxy by submitting a
written communication to the subcommittee.

2. A commissioner appointed to be an alternate member of the subcommittee may not attend
a subcommittee meeting as an observer if their attendance would result in a quorum of the
parent commission being present.

* * *