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

I. PRELIMINARY MATTERS

A. Call to Order
B. Public Comments *
C. Report from library employees and unions, discussion of staff issues
   Comments / responses to reports and issues addressed in packet.
D. Report from Board of Library Trustees

II. CONSENT CALENDAR

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

A. Approve Minutes of July 10, 2013 Regular Meeting
   Recommendation: Approve minutes of the July 10, 2013 regular meeting of the Board of Library Trustees.

B. Approve Minutes of September 11, 2013 Regular Meeting
   Recommendation: Approve minutes of the September 11, 2013 regular meeting of the Board of Library Trustees.

C. 2014 Holiday Schedule for the Berkeley Public Library
   Recommendation: Adopt a resolution setting the public service hours for all branches of the Berkeley Public Library for the period January 2014 through December 2014.

D. Authorization to Open the Central Library and All Branches One Hour Late to Allow Adequate Time for All-Staff Meetings
   Recommendation: Adopt a resolution to open the Central Library and all branch libraries one hour later on January 31, May 30, August 29, and October 31, 2014 to allow adequate time for the all-staff meeting.

E. Contract Amendment: No. 8500 Bibliotheca ITG, LLC Request to Extend the Term of Services to June 30, 2014
   Recommendation: Adopt a resolution authorizing the Director of Library Services to amend Contract No. 8500 with Bibliotheca ITG, LLC for a revised expiration date of June 30, 2014 from October 28, 2013.

III. ACTION CALENDAR

A. Formal Bid Solicitation and Request for Proposals for Central Library Interior Improvements
   Recommendation: Approve the request to solicit proposals or invitation for bids that will be, or are planned to be, issued upon final approval by the Board of Library Trustees in regards to design services for identified interior infrastructure upgrades at the Central Library to enhance the safety and comfort of Library patrons.

IV. INFORMATION REPORTS

A. October 2013 Monthly Report from Library Director
   i. Library Development
   ii. Professional Activities
   iii. Programs, Services and Collections
   iv. Personnel
   v. Branch Bond Program Update

* Public Comments - speakers allowed 3 minutes each
B. **Branch Hours Expansion Plan Update**

C. **Library Budget Reserve Fund Update**

D. **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, November 13, 2013** at the **South Branch Library, 1901 Russell Street, 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 October 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.
MINUTES
BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES REGULAR MEETING
Wednesday, July 10, 2013, 6:30 P.M.
SOUTH BRANCH LIBRARY – 1901 RUSSELL STREET

Board of Library Trustees:
Chair Winston Burton         Darryl Moore
Vice Chair Abigail Franklin  Julie Holcomb
                              Jim Novosel

I. PRELIMINARY MATTERS

A copy of the agenda packet and a digital recording of the meeting is accessible at http://www.berkeleypubliclibrary.org/about_the_library/bolt/bolt.php

A. Call to Order: 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; Alicia Abramson, Manager Information Services; Megan McArdle, Manager for Collections, Adult and Teen Services; Jenifer Shurson, Assoc. Human Resources Analyst; Eve Franklin, Administrative Secretary.

B. Public Comments: None.

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

1. Andrea Mullarkey – spoke regarding Technical Services Workflow and Shelf Ready.

D. Report from Board of Library Trustees:

1. Trustee Franklin – Attended ALA Annual Conference in Chicago, the variety of programs was terrific.

2. Trustee Holcomb – Attended ALA Annual Conference. Learned that our teen librarian Jack Baur is known among librarians for his teen work. Recently used the Tool Lending Library for the first time, the staff were really helpful.

II. PRESENTATION CALENDAR

A. Technical Services Workflow / Shelf Ready

Alicia Abramson, Manager Information Services and Jenifer Shurson, Assoc. HR Analyst provided a presentation (Attachment #1.)

III. CONSENT CALENDAR

Action: M/S/C (Trustee Holcomb / Trustee Franklin to to adopt Resolution # R13-041 to adopt the Consent Calendar as presented.
Abstentions: None.
A. Approve minutes of June 12, 2013 Regular Meeting

From: Director of Library Services
Recommendation: Approve the minutes of the June 12, 2013 regular meeting as presented.
Financial Implications: None.
Contact: Donna Corbeil, Director of Library Services
Action: Adopted Resolution # R13-042.

B. 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

From: Director of Library Services
Recommendation: Adopt a resolution authorizing the acceptance and allocation of gift funds from the Berkeley Public Library Foundation constituting payment toward the Foundation’s Branch Library Capital Campaign pledge.
Financial Implications: see report.
Contact: Donna Corbeil, Director of Library Services
Action: Adopted Resolution # R13-043.

C. Fiscal Year 2013 Annual Gift Report

From: Director of Library Services
Recommendation: Adopt a resolution to approve the annual report to the Berkeley City Council of gifts received in FY 2013 as required by CC Resolution No. 65,444-N.S.
Financial Implications: see report.
Contact: Donna Corbeil, Director of Library Services
Action: Adopted Resolution # R13-044.

D. Purchase Authorization in Excess of Director of Library Services’ Granted Authority for FY 14

From: Administrative and Fiscal Services Manager
Recommendation: Adopt a resolution authorizing the Director of Library Services to enter into FY 2014 purchase agreements and approve payments to the specified vendors projected to exceed the Director’s delegated spending authority of $50,000 for services and $100,000 for goods, materials and equipment.
Financial Implications: see report.
Contact: Dennis Dang, Administrative and Fiscal Services Manager
Action: Adopted Resolution # R13-045.

E. Contract Amendment No. 8500 Bibliotheca ITC, LLC

From: Director of Library Services
Recommendation: Adopt a resolution to amend Contract No. 8500 with Bibliotheca ITG, LLC for the additional incremental amount of $52,994 for the purchase of automated materials handling equipment and installation at the Central Library for an amount not to exceed $900,000.
Financial Implications: see report.
Contact: Donna Corbeil, Director of Library Services
Action: Adopted Resolution # R13-045.
F. **Salary Increase for the Director of Library Services**

From: Julie Holcomb and Abigail Franklin, Trustees  
Recommendation: Adopt the resolution approving a $.831 per hour merit salary increase, effective July 13, 2013, for the Director of Library Services based on the personnel evaluation conducted on May 29, 2013.  
Financial Implications: see report.  
Contact: Julie Holcomb and Abigail Franklin, Trustees  
Action: Adopted Resolution # R13-046.

IV. **ACTION CALENDAR**

A. **Collections Disaster Recovery Plan**

Megan McArdle, Manager for Collections, Adult and Teen Services provided a presentation (attachment #2)  
From: Manager for Collections, Adult and Teen Services  
Recommendation: Adopt a resolution to approve the Library Disaster Plan as presented.  
Financial Implications: see report.  
Contact: Megan McArdle, Manager for Collections, Adult and Teen Services  
Action: M/S/C (Trustee Holcomb / Franklin to adopt Resolution # R13-047.  

Trustee Novosel left at 7:33 P.M.

B. **Library Work Plan FY 2014**

From: Director of Library Services  
 Recommendation: Adopt a resolution to approve the Library Work Plan for the biennial budget period, FY 2014 and 2015.  
 Financial Implications: see report.  
 Contact: Donna Corbeil, Director of Library Services  
Action: M/S/C (Trustee Franklin / Trustee Holcomb to adopt Resolution # R13-048.  

V. **INFORMATION REPORTS**

A. **July 2013 Monthly Report from Library Director**

Director Corbeil announced Deputy Director Douglas Smith’s resignation.  
From: Director of Library Services  
Contact: Donna Corbeil, Library Director  
Action: Received.

B. **Strategic Plan Update**

From: Deputy Director of Library Services  
Contact: Douglas Smith, Deputy Director of Library Services  
Action: Received.
C. **Public Access Technology**  
   From: Deputy Director of Library Services  
   Contact: Douglas Smith, Deputy Director of Library Services  
   Action: Received.

D. **Communication Plan Update**  
   From: Director of Library Services  
   Contact: Donna Corbeil, Library Director  
   Action: Received.

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

VI. **AGENDA BUILDING**

   The next meeting will be a Regular Meeting held at 6:30 PM on Wednesday, September 11, 2013 at the South Branch Library, 1901 Russell Street, Berkeley.

   Future agenda items:  
   - Children’s Services Presentation

VII. **ADJOURNMENT**

   Adjourned at 7:53 P.M.

**COMMUNICATIONS:** none.

**SUPPLEMENTAL COMMUNICATIONS AND REPORTS:**

1. Technical Services Workflow / Shelf Ready Presentation  
2. Collections Disaster Recovery Plan
LIBRARY TECHNICAL SERVICES
Making Changes to Support Public Service Priorities

Background
• Service priorities have evolved
• The budget is not unlimited
• Streamlining Technical Services has been successful for many other libraries
Library Service Priorities

- Renovated branches
- Additional hours at branches
- A focus on programming and outreach
- Public Access Computing
- Expanded collections, including downloadable books, music, databases

What does Technical Services Do?

- **Acquisitions**: Order materials, pay bills, receive materials
- **Cataloging**: Download cataloging records into Library Catalog and assign call numbers
- **Processing**: Final physical processing of books before we put them on the shelves
Vendor Provided Shelf Ready Services

Books arrive ready to put on shelf:
• Mylar covers
• Barcodes
• Property Stamps
• Spine Labels
• Cataloging Record
• RFID Tags

Outcomes
• Reduced time handling materials
• Fewer staff handling each item
• Opportunity to streamline workflow
• Staff time freed up to support other priorities
### The process

- Meetings
  - TS Staff, union, vendors, other Library systems
- Trainings
- Site visits
- Questionnaires / Shadowing
- Orientation & Skills Building

### Next Steps

- Continue to engage staff
- Finalize services agreement with vendor
- Work with staff & vendor to plan for implementation
- Report back to BOLT in the fall
In California, when we think DISASTER....
We think Earthquake...

Japan, 2011

What we should be worried about...
is WATER.

University of Hawaii, 2004
What do we do?

Univ. of Nebraska-Kearny, 2013

Goals of Library Collections Disaster Recovery Plan

- Collections only. Not meant to replace Emergency Handbook or General Disaster plan.
- Give staff facing a difficult and stressful situation tools to help them assess and salvage collections
  - Who should they call?
  - What should they do first?
  - Where can they find supplies?
In the event of an EMERGENCY, people first!

- Assess your own safety and act accordingly.
- Elicit help from a co-worker or another person in the area.
- Act to protect lives, then physical property.

In the event of any emergency involving library materials, follow these general rules:

- TIME is critical.
- Think creatively and avoid making uninformed decisions, which could cause irreversible damage.
- Stabilize collections as soon as possible.
- Provide as ideal an environment as possible for all collections exposed to the disaster.
• Protect materials which have not been affected by the disaster to prevent additional damage.
• Select the recovery method(s) best suited to the collection and type of damage.
• Take photographs of major damage before beginning recovery efforts.
• Keep track of books sent for repair

“Disasters strike every area of the country, and disasters do not spare libraries. Usually there is little or no warning, and the best defense is a plan for effective response.”

American Library Association
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: 6:36 P.M.

Present: Trustees Franklin, Holcomb, Moore and Novosel.

Absent: Trustees Burton.

Also Present: Donna Corbeil, Director of Library Services; Sarah Dentan, Children’s and Neighborhood Services Manager; Eve Franklin, Administrative Secretary.

B. Public Comments: None.

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

D. Report from Board of Library Trustees:

1. Trustee Holcomb – Looking forward to the presentation tonight. Looking forward to our whole community learning about the wonderful services we offer and collaborating with community partners.

2. Trustee Novosel – reported he visited a very unusual library this summer where you don’t have to return the books. Its located in Nevada and is called the California Library.

II. PRESENTATION CALENDAR

A. Children’s and Youth Services Report

Sarah Dentan, Children’s and Neighborhood Services Manager provided a presentation (Attachment #1.) Board discussion followed.

III. CONSENT CALENDAR

Item A held to next meeting.
Item C moved to Action.

Action: M/S/C (Trustee Moore / Trustee Novosel to adopt Resolution # R13-049 to adopt the Consent Calendar except for items A & C.)

A. Approve minutes of July 10, 2013 Regular Meeting

From: Director of Library Services
Recommendation: Adopt a resolution to approve the minutes of the July 10, 2013 regular meeting as presented.
Financial Implications: None.
Contact: Donna Corbeil, Director of Library Services
Action: Held for next meeting.

B. California State Library FY 2014 Baseline Grant Funds from the California Library Literacy Services (CLLS) Program

From: Director of Library Services
Recommendation: Adopt a resolution authorizing the Director of Library Services to apply for and accept $10,000 of FY 2014 CLLS baseline grant funds.
Financial Implications: see report.
Contact: Donna Corbeil, Director of Library Services
Action: Adopted Resolution # R13-050.

C. FY 2013 Annual Closing Budget Report and FY 2014 Budget Amendment

Moved to Action Calendar.

D. Amendment: Contract No. 9200 One Workplace L. Ferrari, LLC

From: Director of Library Services
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 new West Branch Library for a revised contracted value not-to-exceed $237,500.
Financial Implications: see report.
Contact: Donna Corbeil, Director of Library Services
Action: Adopted Resolution # R13-051.

E. Amendment: Contract No. 8159, Harley Ellis Devereaux Architects

From: Director of Library Services
Recommendation: Adopt a resolution recommending to the City Council that the City Manager be authorized to amend Contract No. 8159 with Harley Ellis Devereaux, to provide additional services on the West Branch Improvement Project in an incremental amount of $50,000 for a revised contracted value not-to-exceed $838,194.
Financial Implications: see report.
Contact: Donna Corbeil, Director of Library Services
Action: Adopted Resolution # R13-052.
F. Annual Report To The Berkeley City Council

From: Director of Library Services
Recommendation: Adopt a resolution approving the Annual Report to the Berkeley City Council from the Board of Library Trustees for the period of July 2011 through June 2012.
Financial Implications: None.
Contact: Donna Corbeil, Director of Library Services
Action: Adopted Resolution # R13-053.

G. 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.

From: Director of Library Services
Recommendation: Adopt a resolution authorizing the acceptance and allocation of gift funds from the Berkeley Public Library Foundation constituting payment toward the Foundation’s Branch Library Capital Campaign pledge.
Financial Implications: None.
Contact: Donna Corbeil, Director of Library Services
Action: Adopted Resolution # R13-054.

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

From: Director of Library Services
Recommendation: Adopt a resolution recommending City Council amend the existing Contract No. 7961 with Kitchell CEM, Inc. by increasing expenditure authority in the amount of $50,000 for a revised total contract amount not to exceed $1,523,580 for the provision of construction / project management services and LEED commissioning agent services for the branch library bond program.
Financial Implications: see report.
Contact: Donna Corbeil, Director of Library Services
Action: Adopted Resolution # R13-055.

IV. ACTION CALENDAR
A. FY 2013 Annual Closing Budget Report and FY 2014 Budget Amendment

From: Administrative and Financial Services Manager
Recommendation: Adopt a resolution amending the FY 2014 Revised Budget for all Fund entities based upon recommended re-appropriation of committed prior year funding and other adjustments totaling $2,245,523.
Financial Implications: see report.
Contact: Dennis Dang, Administrative and Financial Services Manager
Action: Adopted Resolution # R13-056.

V. INFORMATION REPORTS
A. September 2013 Monthly Branch Improvement Report

From: Director of Library Services
Contact: Donna Corbeil, Library Director
Action: Received.
B. September 2013 Monthly Report from Library Director

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

C. Library events

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

VI. AGENDA BUILDING

The next meeting will be a Regular Meeting held at 6:30 PM on Wednesday, October 9, 2013 at the South Branch Library, 1901 Russell Street, Berkeley.

Future agenda items:
- Reserve
- Project Labor Agreement
- Central Planning
- Website

VII. ADJOURNMENT

Adjourned at 7:40 P.M.

COMMUNICATIONS: none.

SUPPLEMENTAL COMMUNICATIONS AND REPORTS:

1. Children’s Services at Berkeley Public Library
Children’s Services at Berkeley Public Library
2012-2013

Early Childhood

- Relatively new focus for Children’s Library Programming
- Research indicates first two years are key for brain development
- Library is a trusted source of information for parents
Materials, Spaces

Library Cards
Family Place - Space

Family Place - Program
Preschool

- Support development of pre-reading skills and behaviors
- Start the library habit young
- Many partnerships for delivering services to this age group

Storytimes: Baby Bounce & Toddler Tales
Stories and Play

Kindergarten Scientist
Benefits for parents

- Parent Education during children’s programs
- Parenting resources and materials
- Programs for parents
- Reducing isolation

Family time
Partnerships

- California Head Start Association
- Berkeley Unified School District
- Public Health
- YMCA of Berkeley
- 2020 Vision

Elementary school

- Promoting reading for fun!
- Book Clubs & Author Visits
- Summer Reading
Materials, Spaces
Made possible by...

and...

BERKELEY PUBLIC LIBRARY
CONSENT CALENDAR
October 9, 2013

TO:        Board of Library Trustees
FROM:      Donna Corbeil, Director of Library Services
SUBJECT:   2014 HOLIDAY SCHEDULE FOR THE BERKELEY PUBLIC LIBRARY

RECOMMENDATION
Adopt the resolution approving the 2014 calendar of holidays for the Berkeley Public Library.

FISCAL IMPACT
This report will have no fiscal impacts.

BACKGROUND
The Board of Library Trustees approves the Library’s holiday schedule for the coming calendar year toward the end of the previous year. This schedule will result in the closure of all libraries, including the branches.

CURRENT SITUATION AND ITS EFFECTS
Union contracts specify recognized holidays for employees in the various Represented Units of the City of Berkeley. The Board sets the operating schedule for the Library. For the most part the Library follows the City of Berkeley practice when it comes to closing services for holidays. One major exception is that the Library does not participate in approved VTO (voluntary time off) days. One deviation in the holiday schedule, recognized in the SEIU Local 1021 Community Services Chapter Memorandum Agreement, is that the Library may close on Christmas Eve in lieu of Lincoln’s Birthday.

The Central Library and the Branches are open on weekends and during evenings when many other City departments are closed. In the case of Thanksgiving Eve and New Year’s Eve, the Library observes a day schedule, 10 AM to 6 PM.

The draft 2014 Library Schedule of Holiday and Early Closures is attached (Attachment 2) for discussion and approval.
FUTURE ACTION

No future action is required.

Attachments:
1. Resolution
2. 2014 Berkeley Public Library Proposed Schedule of Holidays and Closings
3. 2013 Berkeley Public Library Schedule of Holidays and Closings
4. City of Berkeley 2014 Holiday Schedule
WHEREAS, union contracts specify recognized holidays for employees in the various Represented Units of the City of Berkeley; and

WHEREAS, this schedule will result in the closure of all libraries, including the branches; and

WHEREAS, the Board of Library Trustees sets the operating schedule for the Library; and

WHEREAS, the Board of Library Trustees approves the Library’s holiday schedule for the coming calendar year toward the end of the previous year; and

WHEREAS, for the most part, and with the exception that the Library does not participate in approved VTO (voluntary time off) days, the Library follows the City of Berkeley practice when it comes to closing services for holidays.

NOW, THEREFORE, BE IT RESOLVED that the board of Library Trustees of the City of Berkeley approves the attached 2014 schedule of holiday closures for the Berkeley Public Library.

ADOPTED by the Board of Library Trustees of the City of Berkeley during a regular meeting held on October 9, 2013.

AYES:
NOES:
ABSENT:
ABSTENTIONS:

____________________________________________
Winston Burton, Chairperson

____________________________________________
Donna Corbeil, Director of Library Services
Serving as Secretary to the Board of Library Trustees
<table>
<thead>
<tr>
<th>Date - Holiday</th>
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<tbody>
<tr>
<td>1. January 1, 2014 (Wednesday) – New Year’s Day</td>
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<tr>
<td>2. January 20, 2014 (Monday) - Martin Luther King Jr. Day</td>
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<tr>
<td>3. February 17, 2014 (Monday) - President’s Day</td>
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<td>4. May 19, 2014 (Monday) - Malcolm X Day</td>
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<td>5. May 26, 2014 (Monday) - Memorial Day</td>
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<td>6. July 4, 2014 (Friday) - Independence Day</td>
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<td>7. September 1, 2014 (Monday) - Labor Day</td>
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<td>8. October 13, 2014 (Monday) - Indigenous People’s Day</td>
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<td>9. November 11, 2014 (Tuesday) - Veterans’ Day</td>
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<tr>
<td>10. November 26, 2014 (Wednesday) – Thanksgiving Eve (close early)</td>
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<td>11. November 27, 2014 (Thursday) – Thanksgiving Day</td>
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<td>12. November 28, 2014 (Friday) – Day after Thanksgiving Day</td>
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<tr>
<td>13. December 24, 2014 (Wednesday) - Christmas Eve</td>
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<td>14. December 25, 2014 (Thursday) – Christmas Day</td>
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<tr>
<td>15. December 31, 2014 (Wednesday) – New Year’s Eve (close early)</td>
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# 2013 Schedule of Holidays & Early Closings

<table>
<thead>
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<tbody>
<tr>
<td>1. January 1, 2013 (Tuesday) – New Year’s Day</td>
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<tr>
<td>2. January 21, 2013 (Monday) - Martin Luther King Jr. Day</td>
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<td>3. February 18, 2013 (Monday) - President’s Day</td>
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<td>4. May 20, 2013 (Monday) - Malcolm X Day</td>
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</tbody>
</table>
City of Berkeley 2014 Holiday Schedule

1. January 1, 2014 (Wednesday) – New Year’s Day
2. January 20, 2014 (Monday) – Martin Luther King Jr. Birthday Observed
3. February 10, 2014 (Monday) – Abraham Lincoln Birthday Observed
5. May 19, 2014 – (Monday) – Malcolm X Birthday
6. May 26, 2014 – (Monday) - Memorial Day
7. July 4, 2014 – (Friday) – Independence Day
8. September 1, 2014 (Monday) – Labor Day
10. November 11, 2014 (Tuesday) – Veteran’s Day
11. November 27, 2014 (Thursday) – Thanksgiving Day
12. November 28, 2014 (Friday) – Day after Thanksgiving
13. December 25, 2014 (Thursday) – Christmas Day
TO: Board of Library Trustees
FROM: Donna Corbeil, Director of Library Services
SUBJECT: AUTHORIZATION TO OPEN THE CENTRAL LIBRARY AND ALL BRANCHES ONE HOUR LATE TO ALLOW ADEQUATE TIME FOR ALL-STAFF MEETINGS

RECOMMENDATION
Adopt a resolution to open the Central Library and all branch libraries one hour later on January 31, May 30, August 29 and October 31, 2014 to allow adequate time for the all-staff meeting.

FISCAL IMPACT
This report will have no fiscal impacts.

BACKGROUND
In the past, all-staff meetings have been held from 8:30-9:30 am prior to the Library opening, allowing 30 minutes for preparation to open the branches and Central Library at 10:00 am. Branch staffs had an even shorter period of time to rush back to the branches facilities and open on time, or they regretfully had to leave the meeting or miss it entirely. With only an hour available, the presentations and announcements have sometimes of necessity been shortened to the point that full, detailed communication to the staff at large has not been possible.

All Library staff are expected to attend these meetings. Full-time employees who wish to attend but who are not scheduled to work during that time may adjust their schedules to accommodate the meetings. Employees who work less than full-time and who are not scheduled to work may add the appropriate amount of time to their timesheets that week if their schedules cannot be adjusted. Intermittent staff are not paid to attend these all-staff meetings. These practices would continue.

Standing items currently on the all-staff meeting agenda include:
- Introduction of new staff.
- Important news announcements (e.g. direction on political activity, changes to staff intranet, summer reading program details, updates on the branch library projects, budget update, recognition of staff achievements, etc.)
- Presentations by staff or guest on topic relevant to all (e.g. Privacy Policy trainings, demonstrations of new ADA-related equipment, workplace safety issues, committee reports, new policy introductions, strategic plan updates)
While these meetings are convened by the Director of Library Services, it is an opportunity for staff to speak to each other about special projects, services and other relevant issues. These all-staff meetings allow the Director and managers the opportunity to hand out staff awards, announce updates, and communicate pertinent information directly to all personnel. There is intrinsic value to the Library staff having the ability to hear important information directly from their managers. By delaying the Library’s opening by one hour on these four mornings, continued staff participation in the meetings is anticipated, and in-depth topics will continue to be covered with adequate time for discussion.

CURRENT SITUATION AND ITS EFFECTS

At the December 10, 2008 BOLT meeting, at the request of the Director of Library Services, the Board authorized the Library to open an hour later on five Fridays throughout the course of the 2009 calendar year to allow for additional time for more productive meetings and provide ample time for staff to prepare for opening. Since this time, this schedule change has permitted effective, informative meetings, with enough time for staff to prepare Libraries to open. Management review of the extended meetings has concluded that they continue to provide advantageous circumstances for in-depth discussion of policy implementation (for example, the Privacy Policy training) and important planning information related to the Branch projects. Library staff would like to continue this practice, with the goal of using this time to improve communication regarding policies and other topics of professional value to employees.

FUTURE ACTION

No future action is required.

Attachments:
1. Resolution
RESOLUTION NO.: R13-0##

AUTHORIZATION TO OPEN THE CENTRAL LIBRARY AND ALL BRANCHES ONE HOUR LATE TO ALLOW ADEQUATE TIME FOR ALL STAFF MEETINGS IN 2014

WHEREAS, it has been the practice for the Director of Library Services to convene quarterly meetings of all Library staff, including branch staffs, on the fifth Friday of months which have five Fridays from 8:30 a.m. to 10 a.m.; and

WHEREAS, these meetings allow staff to speak to each other about special projects, services and other relevant issues, and permit the Director and managers the opportunity to hand out staff awards, announce updates, and communicate pertinent information directly to all personnel; and

WHEREAS, prior to 2008, all-staff meetings have been held from 8:30-9:30 am prior to the Library opening, allowing 30 minutes for preparation to open the branches and Central Library at 10:00am; and

WHEREAS, by delaying the Library’s opening by one hour on these four mornings, continued staff participation in the meetings is anticipated, and in-depth topics will continue to be covered with adequate time for discussion; and

WHEREAS, opening an hour later on all-staff meeting days has provided effective and productive meetings, with adequate time for Library staff to prepare for opening.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to authorize the Director of Library Services to open the Central Library and all branches one hour late on January 31, May 30, August 29 and October 31, 2014 in order to accommodate the all-staff meetings and allow adequate time for Library staff to open the libraries.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on October 9, 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: Donna Corbeil, Director of Library Services  
SUBJECT: CONTRACT AMENDMENT: NO. 8500 BIBLIOTHECA ITG, LLC REQUEST TO EXTEND THE TERM OF SERVICES TO JUNE 30, 2014

RECOMMENDATION
Adopt a resolution authorizing the Director of Library Services to amend Contract No. 8500 with Bibliotheca ITG, LLC for a revised expiration date of June 30, 2014 from October 28, 2013.

FISCAL IMPACTS OF RECOMMENDATION
None.

BACKGROUND
Bibliotheca is providing hardware, software, and services related to library material self-check, automated materials handling, and a materials security system at all Library locations under Contract No. 8500 (amended to #8500A on December 12, 2011; amended to #8500B on September 17, 2012) for the period from October 29, 2010 through October 28, 2013, at an initial not-to-exceed amount of $447,006. Authorization for the contract was granted by the Board of Library Trustees on October 18, 2010 by BOLT Resolution No.: R10-077 in an amount not to exceed $447,006. Funding was allocated for the provision of hardware, software, supplies and services related to self-check, materials security, and automated materials handling systems (AMH) – with staff noting the need for further study of automated materials handling equipment. At the time of the contract’s execution the Library made a best efforts estimation of a not-to-exceed valuation for services to be rendered during the contract’s duration.

Authorization to increase the contracted amount by $400,000 and amend the contract to include the installation, delivery, configuration and provision of training services for the AMH systems at North and Claremont branch libraries in FY 12 was authorized by the Board of Library Trustees on September 11, 2011 in BOLT Resolution No.: R11-060; consequently, amending Contract No. 8500 to 8500A.

A subsequent amendment to the contract was effected as authorized by BOLT Resolution No.: 12-055 to revise the Scope of Services by approving the purchase of additional equipment, inclusive of automated materials handling, for the South and West branch libraries. There was no change to the contract’s not-to-exceed value.
To date, Bibliotheca has successfully fulfilled its vendor obligation to provide self-check, material security and related equipment and services for all locations of the Berkeley Public Library and automated materials handling systems (AMH) equipment and services for the North, Claremont, and South branch libraries. The AMH systems at North, Claremont, and South are installed and fully operational as stipulated per the contract, thus to date fulfilling core contract delivery obligations.

CURRENT SITUATION AND ITS EFFECTS

Contract No. 8500B with Bibliotheca extends from October 29, 2010 through October 28, 2013, at a BOLT approved amount of $847,006.

At the regular BOLT meeting of July 10, 2013 the board passed Resolution No.: R13-046 granting the Director of Library Services the authority to increase the contracted amount by $52,994 to a not-to-exceed value of $900,000 thus allowing the contract’s value to fully cover the expected purchase costs of procuring automated materials handling equipment for the Central Library. Consistent with this, the fiscal year 2014 budget includes an appropriation of $100,000 in budget code 301-9101-450.70-41 to complete the Central Library’s AMH equipment purchase by fiscal year-end. If additional funding is needed – but, not to exceed a revised NTE limit of $900,000 – budgeted capital projects’ monies in Department/Division 9150 (Library Administration: Capital Projects) will be accessed.

Funding for the self-check equipment, security gates, and AMH for the West Branch Library will remain unchanged with funding sourced from the proceeds of the Berkeley Public Library Foundation’s We ♥ Our Libraries FF&E Capital Campaign Fund (307).

Inclusion of a complete automated materials handling system at each new branch library was integral to the architectural design at each facility such that the physical environment was conceived to foster and support the efficient delivery of library services to the greatest extent possible; and, now that the branch program is advancing towards the final site reopening of the four projects – the West Branch Library – the Library is expanding full system implementation to the Central Library with a targeted completion date to be no later than fiscal year-end 2014.

The ability of a fully functioning automated materials handling system to instantly process library materials, i.e., completing the check-in process and then pre-sorting them into staff designated categories allows for significant service improvements. The AMH systems assist staff in handling elevated flows in regards to library materials by automatically sorting them into a number of categories including items to be put in transit for delivery, those to remain in the library, and those to be processed to fulfill holds. Additionally, AMH systems reduce the number of times an individual staff member handles each item, and therefore results in materials moving quicker through the check-in, shelving, and delivery processes. And, similar to the experience at the three open branch libraries an AMH component added to the circulation system will allow more staff to have more time to interact with patrons, and facilitate a quicker turn-around on lending availability of returned materials; thus, enhancing overall library services.

Attachments
1. Resolution
WHEREAS, on October 18, 2010 by BOLT Resolution No.: R10-077 the Board of Library Trustees authorized the Director of Library Services to execute Contract No. 8500 and any amendments with Bibliotheca Inc. to provide self-check, Automated Materials Handling and a Materials Security System at the five library locations of the Berkeley Public Library for an amount not to exceed $447,006 for the period from October 29, 2010 through October 28, 2013; and

WHEREAS, at the time of contract execution staff noted the need for further study of automated materials handling equipment and the Library made a best efforts estimation of a not-to-exceed valuation for services to be rendered during the contract’s duration; and

WHEREAS, on September 14, 2011 by BOLT Resolution No.: R11-060 the Board of Library Trustees authorized the Director of Library Services to amend Contract No. 8500 to increase the contracted not-to-exceed amount up to $847,006 for the purchase and installation of AMH and related equipment and services for North and Claremont branches; and

WHEREAS, on September 12, 2012 by BOLT Resolution No.: R12-055 the Board of Library Trustees authorized the Director of Library Services to amend Contract No. 8500 to revise the Scope of Services by approving the purchase of additional equipment, inclusive of automated materials handling, for the South and West branch libraries; and

WHEREAS, on July 10, 2013 by BOLT Resolution No.: R13-046 the Board of Library Trustees authorized the Director of Library Services to amend Contract No. 8500 to increase the contracted not-to-exceed amount up to $900,000 for the purchase and installation of AMH and related equipment and services for the Central Library; and

WHEREAS, the Measure FF Branch Libraries Improvement Program is advancing towards completion, the Library is expanding full AMH system implementation to include the Central Library to be completed no later than fiscal year-end 2014; and

WHEREAS, Bibliotheca has successfully fulfilled its vendor obligation to provide self-check and material security and handling related services, hardware, software and supplies as contracted; and

NOW THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley hereby authorizes the Director of Library Services to execute an amendment to Contract No. 8500 for amending the contracted Term of Services date to June 30, 2014.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on October 9, 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
ACTION CALENDAR
October 9, 2013

TO: Board of Library Trustees
FROM: Donna Corbeil, Director of Library Services
SUBJECT: Formal Bid Solicitation and Request for Proposals for Central Library Interior Improvements

RECOMMENDATION
Approve the request to solicit proposals or invitation for bids that will be, or are planned to be, issued upon final approval by the Board of Library Trustees in regards to design services for identified interior infrastructure upgrades at the Central Library to enhance the safety and comfort of Library patrons.

FISCAL IMPACT
The estimated cost is $75,000. This expenditure is included in the FY 2014 Library Tax Fund budget and was appropriated inclusive to the adoption of the board approved Annual Appropriations Ordinance (Resolution No.: R13-056) on September 11, 2013. Appropriated funds have been set aside in budget code 301-9101-450.30-38. Although an overall project budget has yet to be determined, project funding will be limited within the confines of the Library’s resources and be managed by the Library. Bond funds are not available for this project.

BACKGROUND
On June 10, 2008, the board adopted Resolution No.: R08-56 establishing the purchasing authority of the Director of Library Services for services at $50,000. And, on October 14, 2009, the board adopted Resolution No.: R09-113 establishing the purchasing authority of the Director of Library Services for goods, materials, and equipment at $100,000. Due to the nature of this request for services exceeding $50,000, if the board accepts this request, the Library will proceed with procedural efforts to initiate bid or proposal solicitation within one week of the board’s approval.

CURRENT SITUATION AND ITS EFFECTS
In early 2009 at the time of planning for the Measure FF Branch Libraries Improvement Program the Library engaged the services of Page + Moris, LLC, a design consultancy office, that included a study of usage at the Central Library and recommendations for interior facility enhancements. The final report
was completed in August that year and presented a range of findings and suggested responses. Based on the Library’s then available resources and operational constraints some of the findings were implemented while others were left to be addressed at a future date. A report delivered to the board on the project is posted on the Library’s website, under BOLT Past Meetings, Agenda Packets and Audio: Special Meeting, February 16, 2011 – Information Report item no. IV.D., Central Library Project Update.

Additionally, the Berkeley Public Library Strategic Plan 2008-2011, Shaping the Future of Your Library, (subsequently extended through 2013) included as a service response, “Providing a welcoming, safe, comfortable environment”, “Strategic Goal “#4: Berkeley residents enjoy libraries with welcoming, safe, functional and comfortable environments”, and “Initiative 4e: Identify physical enhancements to make the Central Teen Room more welcoming to teen patrons”.

Since this time staff has identified additional facility needs and opportunities beyond those identified in the Page + Moris study which remains relevant to the service environment at the Central Library. And, as the Page + Moris study was confined to the first three floors, opportunities for service enhancements via physical modifications outside of those floors were not included.

Now as the Measure FF program nears its completion the Library has an opportunity to refocus on the infrastructure needs at the Central Library and re-examine the recommendations and outstanding issues identified in the initial study (as well as those received from staff) but not addressed specifically in the changes considered or made. In addition, the fourth floor, children’s services and the fifth floor, Art & Music areas will be included in a building scan to identify:

- Opportunities to improve the layout of collections and operations, including new furniture, types of seating, stack display types and arrangements, public service desk locations and configurations, and public computer configuration and placement
- Improved lighting that meets all applicable standards, including that for libraries
- Way-finding signage and visibility
- Interior finishes, including wall coverings and flooring
- Selection and specifications related to furniture and fixtures
- Options to address the need for quiet and group study areas
- Options to address the need for adequate and appropriate space to meet the needs of teens, youth, and their caregivers
- Deferred maintenance issues relevant to the public spaces and provision of service
- And, challenges and opportunities to prepare for the future by integrating flexibility as a goal in planning

Requested design services encompass developing alternatives and innovative solutions to improve interior public spaces within the existing square footage and without substantial structural modification. The Central Library building is a historical landmark and as such will require that the features and improvements made in the 2002 renovation and expansion be respected. The selected design must be a cost effective solution meeting stakeholder’s requirements within budget and fiscal constraints. In addition, the Central Library cannot be closed for a significant period of time possibly requiring that project components be phased in to allow operation on some floors or parts thereof, while select areas are under renovation.

While recognizing that the various floors may operate semi-independently, providing specific services, all of the Central Library’s public spaces and services are interconnected such that the Library is seeking
a holistic solution whereby design challenges are addressed comprehensively in order for this continuing project to be considered successful.

A total budget for the project has not been established and the selected design team will be expected to assist with identifying a range of solutions and projecting construction costs. With this request the Library intends to solicit a full package of design services even though it is likely that construction will be phased in extending perhaps beyond fiscal year 2014 subject to scope and cost.

RATIONALE FOR RECOMMENDATION

The City does not have the available in-house work force to perform the specialized services required for a project as described herein.

ALTERNATIVE ACTIONS CONSIDERED

No alternative actions were considered due to the specialized expertise required.

Attachments:
1. Resolution
FORMAL BID SOLICITATION AND REQUEST FOR PROPOSAL FOR CENTRAL LIBRARY AREA IMPROVEMENTS

WHEREAS, on June 10, 2008, the Board of Library Trustees adopted Resolution No.: R08-56 establishing the purchasing authority of the Director of Library Services for services at $50,000; and

WHEREAS, on October 14, 2009, the Board of Library Trustees adopted Resolution No.: R09-113 establishing the purchasing authority of the Director of Library Services for goods, materials, and equipment at $100,000.; and

WHEREAS, in early 2009 the Library engaged the services of Page + Moris, LLC, a design consultancy office, that included a study of usage at the Central Library and recommendations for interior facility enhancements; and

WHEREAS, since completion of the Page + Moris study, staff has identified additional facility needs and opportunities beyond those identified in the study; and

WHEREAS, as the Measure FF program nears its completion the Library has an opportunity to refocus on the infrastructure needs at the Central Library and re-examine the recommendations and outstanding issues identified in the Page + Moris study (as well as those received from staff) but not addressed specifically in the changes considered or made; and

WHEREAS, due to the nature of this request for services exceeding $50,000, acceptance by the board is required for the Library to proceed with procedural efforts to initiate bid or proposal solicitation; and

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 pursue a formal bid solicitation and Request for Proposal for Central Library Area Improvements design services at an estimated amount of $75,000.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on October 9, 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: OCTOBER 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 2014 annual American Library Association conference is scheduled for June 26 through July 1, to be held in Las Vegas this year: http://ala14.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 will be held March 11 through 13, 2014 in Indianapolis. For more information go to: http://www.placonference.org.

PROGRAMS

One of the library’s most popular services for community groups, clubs and non-profits are the meeting rooms. Recently the library created a brochure with the details of the current branches open and central
to simplify and put in one place all of the information needed to get started. A copy is attached (Attachment 1). Once West Branch is ready to open that location will be added and additional copies printed. The information is also available on the library’s webpage.

The Library launched a new service, online magazines through a service called Zinio: https://www.rbdigital.com/berkeleyca/service/zinio/landing?

If you haven’t looked yet, at it is available from the library’s home page with your library card number - great for people on the run, with iPads, laptops or your home computer.

Program Highlights

At the Central library drop in (free) job counseling and resume writing workshops continue.

The Claremont book club is continuing to meet. On September 25th, the club discussed the acclaimed 2012 novel Code Name Verity, written by Elizabeth Wein. The club is open to everyone and books are available at the branch.

Staff Art Show

The 8th annual staff art show starts on October 16 at the Central Library. All staff is invited to participate. The wonderful variety of original talent is on display in the cases on the 1st, 2nd and 5th floors and hung in the gallery space on the first floor. The reception will be held on Saturday, October 19, from 12:00 – 1:00 PM in the first floor gallery lobby.

OPERATIONS & FACILITIES

AMH Central

A 17 bin Automated Materials Handling machine will be installed in the Central Library sorting room during the week of October 28th. In preparation for the install some minor changes have been made to the room – two counters were removed from the East and West walls, and the Swerve designed staff work station is being split into two pieces, replacing the removed counters. 3 ranges of collapsible shelving were also removed, to allow for the carts in the room that will be displaced by the machine. Staff are preparing for the install by consolidating sorting carts, and a training team has been chosen. Training will take place for all Circulation staff members within the first 48 hours after install.

PERSONNEL

Meet and Confer

The meet and confer process regarding changes to the technical services unit of the library, to discuss impacts and consider alternatives to vendor shelf-ready services and to allow for the repurposing of staff to support service priorities has been concluded. As previously reported the library has been engaged in a meet and confer process with SEIU Local 1021 – Community Services unit regarding the expanded use of pre-processing and shelf ready services from our material processing vendors to increase efficiencies and enable us to reallocate staff resources from Technical Services to support identified priorities including; a greater focus on programming, expanded service hours, and more direct engagement of the community through outreach and collaborative efforts. Recently, the process which began last February was concluded following 6 meetings and much correspondence over the proposal’s potential impacts and alternatives. The final plan with changes is scheduled to go into effect beginning October 7, 2013.
With the introduction of shelf-ready services, acquisitions, cataloging and processing tasks and routines will be revised; some technical services staff will be reassigned or transferred to other library divisions; materials testing with Baker and Taylor will begin; and the vendor will begin applying shelf-ready services to fiction orders.

A two phase approach is planned, with the second wave of changes anticipated to begin in December, with the vendor to take on the designated areas of non-fiction at that time and to complete the anticipated workflow changes and reassignments.

**Recruitment**

Several significant recruitments were under way in August and September, with interviews for the Deputy Director conducted in September. The candidate selected to fill the vacancy is Suzanne Olawski, as you may recall Suzanne worked for the library several years ago as Manager of Branches, she left to accept an increase in responsibility at another library and we are very pleased to have her return to take up this opportunity. The Supervising Librarian, branch head for South Branch will be selected in October.

**CITY COUNCIL**

On the regular City Council meeting of October 1, 2013 consent calendar for consideration:

5. **Annual Report on Gifts Received in Excess of $1,000 Aggregate Value**
   From: Board of Library Trustees
   Recommendation: Adopt a Resolution accepting the Library's annual gift report.
   Financial Implications: None
   Contact: Donna Corbeil, Commission Secretary, 981-6100

**OTHER**

The City of Berkeley annual report has been released, it is available on the city’ website at: http://www.ci.berkeley.ca.us/uploadedFiles/City_Manager/Level_3_-_General/2013%20Annual%20Report_Web%20Version_FINAL.pdf

The branch bond program / library were included this year under the theme of sustainability.

**BOND PROGRAM**

**West Branch**

The library bond BLOG has some action shots of the West Branch tree installation which occurred on Friday, September 27, 2013, http://www.bplbranches.blogspot.com/. The tree is a Cork Oak; more on this species is at: http://en.wikipedia.org/wiki/Cork_Oak

The chain-link fence with slats was installed along the perimeter of the lot with our residential neighbors and the hotel. Now that the tree is in place the remaining permanent fencing (Dreamdex) will be put up to secure the rest of the site. Work continues with the substantial completion date as the end of October. The majority of furnishings have been ordered, this includes everything with a long lead time. All furniture is anticipated to be in place early December. No set date for opening has been determined, but is anticipated by the end of the calendar year.

Attachments:

1. meeting room brochure
Eligibility
To reserve the Community Meeting Room, an individual or organization must:

- be a Berkeley-based individual or organization or show proof of regular operation or programs within Berkeley such as brochures, newsletters & website printouts showing programs in Berkeley.
- sign a non-discrimination statement.

Applying to use a Community Meeting Room

- Applications are taken on a first-come, first-served basis.
- Applications must be submitted at least two weeks in advance but not more than 12 weeks in advance of your event.
- A separate application is required for each event.
- Remember to include time for chair and table set-up and cleanup in your reservation.
- We are unable to hold a reservation without a completely filled out, signed and dated application.
- Email applications to the email address shown on the chart on the reverse or deliver to the library where you want to use the community meeting room.

Applications are prioritized to the following uses:
1. Library sponsored events,
2. Government agencies serving the Berkeley community,
3. Non-profit public and/or social service organizations located in or operating on a regular basis in the City of Berkeley,
4. Berkeley-based for-profit entities offering a free, open-to-the-public event (e.g. job fair, training event, or educational series).

Please note: the Library staff reserves the right to revoke permission previously granted.

Using the Community Meeting Rooms (CMR) at the Berkeley Public Library

- The CMR may only be used during the Library’s open hours. Exceptions are: events sponsored by the Library, its official support organizations, another City of Berkeley department with City staff present, or (for the

Our Community Rooms can be set up to meet a variety of event needs.

October 2013
The purpose of hosting an official polling place is to accommodate the Alameda County Registrar of Voters.

- CMR must be cleared as required 30 minutes prior to closing time. See the chart to the right for details.
- CMR use is limited to one time per month per organization.
- Your event must be open to the general public.
- Any flyers or other publicity for your meeting that includes the name and/or address of the Library, must state the following: “Wheelchair accessible. Please refrain from wearing scented products to public programs. PLEASE NOTE: This event is not sponsored by the Berkeley Public Library. Groups and organizations may use meeting rooms when they are not being used for activities sponsored by the Library. Permission to use the meeting rooms does not imply Library endorsement of the goals, policies or activities of any group or organization. For more information on meeting rooms at the Berkeley Public Library, visit www.berkeleypubliclibrary.org”.
- No items or services may be sold or advertised nor may the meeting sponsor charge a fee or ask for donations to attend.
- No smoking or burning of items including candles.
- For room capacity see the chart to the right however the exact number the room can accommodate depends upon configuration.
- Groups must provide their own special equipment and supplies. Please refer to the instructional pamphlet Berkeley Public Library Community Meeting Room Guide for guidelines and limitations on the use of the equipment in the CMR.
- If you cater food to your meeting, please meet the caterers outside the front of the library and escort them to the CMR. Library staff cannot provide assistance. All waste must be removed at the end of the event.
- Groups are responsible for set-up and break-down for their own use. Chairs and tables are to be stored as indicated by staff. We recommend you budget your time to allow for set-up and break-down.

### Community Meeting Room Hours

**Central Library**
2090 Kittredge Street

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<th>Monday</th>
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- **The Community Meeting Room** will accommodate up to 110 people depending upon configuration. To check on availability, contact: Administration.
P: 510-981-6119 Email: BPLMeetingRoom@ci.berkeley.ca.us

- **The Electronic Classroom** will accommodate up to 20 students. Please Note: There are fees to use this room. For more information and to check on availability, please contact: Valerie Nelson
P: 510-981-6129 Email: BPLEC@ci.berkeley.ca.us

### Community Meeting Room Hours

**Branch Locations:**

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<th>Monday</th>
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- **North Branch**
1170 The Alameda

The **Community Meeting Room** will accommodate up to 96 people depending upon configuration. To check on availability, please contact: Staff.
P: 510-981-6256 Email: BPLCRNorth@ci.berkeley.ca.us

- **South Branch**
1901 Russell Street

The **Community Meeting Room** will accommodate up to 110 people depending upon configuration. To check on availability, please contact: Staff.
P: 510-981-6260 Email: BPLCRSouth@ci.berkeley.ca.us

- **West Branch**
1125 University Avenue

**COMING SOON… A new community meeting space at West Branch!**
Anticipated to open late 2013.
To: Board of Library Trustees
From: Sarah Dentan, Neighborhood and Children’s Services Manager
Subject: REPORT ON PROGRESS OF PREPARATION FOR EXPANSION OF BRANCH LIBRARY HOURS

INTRODUCTION
This report outlines preparations made ahead of the December 2, 2013 extension of Branch Library hours.

FISCAL IMPACTS
This report will have no fiscal impact.

BACKGROUND
As part of Strategic Plan and Biennial Budget discussions the board explored options related to increasing the open hours of the four branch libraries. At the regular February 2013 meeting staff reported on the results of a community survey and options. After considering various service scenarios the board approved at the regular board meeting in May a new operating schedule to take effect in FY 2014; resulting in an increase in branch hours from 48 to 52 hours per week at each of the facilities with one additional morning and one additional evening added to the permanent schedule. The expanded hours are:

- Monday 10-6
- Tuesday 10-8
- Wednesday 10-8
- Thursday 12-8
- Friday 10-6
- Saturday 10-6

This change is effective Monday, December 2, 2013.
SCHEDULES

Branch Supervisors have been working closely with branch staff to establish schedules that meet the library’s needs while minimizing disruption for staff. All branch staff have now seen proposed schedules, as schedules have been presented at staff meetings and to staff individually. Adjustments are being made based on staff feedback, and final schedules will be disseminated soon.

COMMUNICATION

Staff is developing a communication plan to maximize the public’s exposure to new hours. In addition to press releases, posters and postcards, we will be buying print and internet ads. Ad design is being completed now to meet press deadlines.
TO:       Board of Library Trustees
FROM:    Donna Corbeil, Director of Library Services
SUBJECT: Library Tax Fund Reserve – Value and Use

INTRODUCTION
This report addresses the Library Tax Fund (301) reserve amount established by BOLT Resolution No: 12-039 on June 13, 2012.

FISCAL IMPACT
There is no fiscal impact from this report.

BACKGROUND
As directed by the City Council the City maintains an established reserve fund of 8% of gross General Fund revenues equivalent to approximately 30-days of funding for City operations aimed to address one-time priority programs, smooth out economic swings, buffer the loss of state and federal revenues, and for the continuation of city services in the event of a catastrophic disaster.

Since (and perhaps before) the Board of Library Trustees adopted 2008’s 5-Year Library Strategic Plan the Library has been charged with as one of its specific enumerated board priorities, the establishment of a City-like reserve fund. Over the years as a difficult economic environment seemed to preclude its establishment, the board and Library continued to maintain a dialogue that recognized its desirability as a response tool in the event of any unanticipated adverse circumstance. It was not until adoption of the FY 2013 budget after several years of moderate operational changes focused on expenditure containment did the Library feel reasonably comfortable, from a financial stand-point, to initiate a first step of setting aside $500,000 for this purpose. Nonetheless, the Library as in many of its actions typically looks to the City as a guidepost – in this case an ~8% reserve – and remained committed to a goal of increasing the reserve to closer align with that of the City’s set-aside percentage. As the fiscal year unfolded and the Library was increasingly confident of the balance between revenue and expenditures, upon the Library’s request the board granted a further increase to the reserve value consequently meeting the 8% of revenues benchmark. And most recently, at the regular meeting of BOLT on September 11, 2013 Resolution No.:13-056 authorized an update to the reserve value at $1,300,000 maintaining the 8% alignment with projected FY 2014 revenues.
Resolution history of the Library set-aside reserve is as follows:

- BOLT Resolution No.: 12-039 dated 13JUN12: Established a $500,000 reserve amount as inclusive to the adopted FY 2013 budget.
- BOLT Resolution No.: 12-057 dated 12SEP12: Established a $1,200,000 reserve amount – increase of $700,000 – inclusive to the FY 2013 budget amendment.
- BOLT Resolution No.: 13-056 dated 11SEP13: Established a $1,300,000 reserve amount – increase of $100,000 – inclusive to the FY 2014 budget amendment.

CURRENT SITUATION AND ITS EFFECTS

The Library Tax Fund reserve was established under the basic guideline of the City’s reserve that it represent 8% of gross General Fund revenues equivalent to approximately 30-days of funding for City operations in the event of an unanticipated adverse circumstance. The board may want to further explore and delineate appropriate uses – e.g., in FY 2013, the City used $168,701 to fill a portion of a $1.8M deficit – as well as discuss the format of the Library’s Library Tax Fund reporting table that includes the reserve amount. As currently configured the table (Attachment 1) is designed to function as a working tool to be employed by the board in fulfillment of its mission to provide direction and oversight of the Library’s operations. This table is supplemented by a host of other tables and schedules in the budget reports regularly provided to the board. On the other hand, the City Council budget report (Attachment 2) is summary in format and informational in purpose and provides top-line number guidance. Regardless of the reporting format the reserve at the Library is treated consistently with those of the City in that the reserve is held in its respective Fund.

FUTURE ACTION

The Library at the board’s direction will modify reporting format if desired.

Attachments:

1) Example BPL: Library Tax Fund
2) Example CoB: Library Financial Summary
## EXAMPLE BPL: LIBRARY TAX FUND

### Revenues

- **Library Services Tax**: $14,606,137\(\) 15,253,044\(\) 15,870,770\(\) 15,870,770\(\) 15,999,834\(\) 16,188,185\(\) 16,188,185\(\) 16,188,185\(\) 16,511,949\(\)
- **Fines/Fees**: 254,985\(\) 210,984\(\) 275,000\(\) 275,000\(\) 275,000\(\) 275,000\(\) 275,000\(\)
- **Misc. Revenue / Interest / Refunds**: 47,938\(\) 24,664\(\) 10,500\(\) 10,500\(\) 10,500\(\) 10,500\(\) 10,500\(\) 10,500\(\) 12,000\(\)


### Expenditures

#### Operations

- **Salaries, Wages, Benefits**: $11,740,958\(\) 11,928,221\(\) 12,729,231\(\) 12,729,231\(\) 12,729,231\(\) 12,854,469\(\) 12,854,469\(\) 12,854,469\(\) 12,965,103\(\)
- **Non-Personnel**: 516,299\(\) 536,892\(\) 904,005\(\) 1,003,058\(\) 1,053,058\(\) 799,005\(\) 799,005\(\) 799,005\(\) 800,000\(\)
- **Library Materials (incl Tool Lndng)**: 859,099\(\) 990,423\(\) 1,152,000\(\) 1,152,000\(\) 1,227,000\(\) 1,277,000\(\) 1,277,000\(\) 1,277,000\(\) 1,500,000\(\)
- **Utilities+Telephone**: 329,620\(\) 284,052\(\) 509,402\(\) 551,344\(\) 551,344\(\) 459,402\(\) 459,402\(\) 459,402\(\) 459,402\(\)


#### Charges From Other Depts

- **Finance - Billing (3601)**: $12,653\(\) 11,719\(\) 18,110\(\) 18,110\(\) 18,110\(\) 18,812\(\) 18,812\(\) 18,812\(\) 20,000\(\)
- **Facilities - Admn (5401) + Txcs (5403)**: 8,508\(\) 9,551\(\) 13,034\(\) 13,034\(\) 13,034\(\) 13,096\(\) 13,096\(\) 13,096\(\) 14,000\(\)

**Subtotal**: $21,161\(\) 21,270\(\) 31,144\(\) 31,144\(\) 31,144\(\) 31,908\(\) 31,908\(\) 31,908\(\) 34,000\(\)

**TOTAL EXPENDITURES**: $14,181,900\(\) 14,688,415\(\) 16,130,691\(\) 16,544,003\(\) 16,844,416\(\) 16,254,141\(\) 16,254,141\(\) 16,329,141\(\) 16,934,103\(\)

### Projected Surplus/(Shortfall)

- **(Rev - Exp)**: $727,160\(\) 800,277\(\) 25,579\(\) (387,733)\(\) (559,082)\(\) 219,544\(\) 219,544\(\) 144,544\(\) (135,154)\(\)
- **GROSS FUND BALANCE** (Bal + Rev - Exp): $2,267,968\(\) 3,068,245\(\) 3,093,824\(\) 2,680,512\(\) 2,509,163\(\) 3,313,368\(\) 3,133,056\(\) 2,653,707\(\) 2,518,553\(\)

### Annual Committed Reserve

- **Uncommitted Fund Balance**: $2,267,968\(\) 1,868,245\(\) 1,893,824\(\) 1,480,512\(\) 1,209,163\(\) 2,113,368\(\) 1,700,056\(\) 1,353,707\(\) 1,218,553\(\)

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G:\ADMIN\FINANCE\BUDGETS\5YEAR\All Funds\Prjctn FY10_14_29AUG13.xlsx printed: 2-Oct-13
# BERKELEY PUBLIC LIBRARY FINANCIAL SUMMARY

## EXPENDITURES

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<td>17,249,049</td>
<td>23,584,859</td>
<td>19,181,975</td>
<td>21,267,571</td>
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## By Division:

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<td>Library Administration</td>
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## By Fund:

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## General Fund FTE

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