



BERKELEY PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES

REGULAR MEETING
November 13, 2013

AGENDA
6:30 PM

SOUTH BRANCH
1901 RUSSELL STREET

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. PRESENTATION CALENDAR

- A. Library Website Design Update
- B. Branch Hours Expansion Implementation

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 September 16, 2013 Special Closed Session Meeting with Council](#)
Recommendation: Approve minutes of the September 16, 2013 Special meeting of the Board of Library Trustees.
- B. [Approve Minutes of October 9, 2013 Regular Meeting](#)
Recommendation: Approve minutes of the October 9, 2013 regular meeting of the Board of Library Trustees.
- C. [2014 Meeting Schedule for the Board of Library Trustees](#)
Recommendation: Adopt a resolution approving the dates, times and locations for the 2014 regular meeting schedule for the Board of Library Trustees.
- D. [Library Circulation Policy Revisions](#)
Recommendation: Adopt a resolution authorizing changes to the loan periods and renewal rates in the library circulation policy effective December 1, 2013 to: allow requests to be placed on periodicals; set the DVD/VHS/VCD circulation period at 21 days; and set the renewal rate at two for media (DVD/VHS/VCD, Music CDs) and magazines.
- E. [Amendment: Contract No. 9200 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 staff and public area chairs, work stations and other related furniture as needed at the Central library for a revised contracted value not-to-exceed \$290,000.
- F. [Open all Libraries One Hour Later, at 11:00 a.m. on November 15, 2013.](#)
Recommendation: Adopt a resolution approving that the Central Library and Branches open one hour late at 11:00 a.m. to allow staff time to attend a special all-staff meeting on November 15, 2013.
- G. [Study Room Use Policy](#)
Recommendation: Adopt a resolution to approve the Study Room Use Policy as presented effective December 1, 2013.

* Public Comments - speakers allowed 3 minutes each

- H. [Reappointment of Trustee Abigail Franklin](#)
Recommendation: Adopt a resolution approving the recommendation to City Council to reappoint Trustee Abigail Franklin to serve a second four-year term commencing January 2, 2014.

IV. ACTION CALENDAR

- A. [Board Of Library Trustees' Officer Elections](#)
Recommendation: Selection of Board Chairperson (President) and Vice-Chairperson (Vice-President) for a one-year term.

V. INFORMATION REPORTS

- A. [November 2013 Monthly Report from Library Director](#)
 - i. Library Development
 - ii. Professional Activities
 - iii. Programs, Services and Collections
 - iv. Personnel
 - v. Branch Bond Program Update
- B. [South Branch Library Naming Request](#)
- C. [FY 2013: 1st Quarter Budget Report](#)
- D. **Library Events:** Calendar of events and press releases for various Library programs are posted at <http://www.berkeleypubliclibrary.org>

VI. AGENDA BUILDING

The next meeting will be a Regular Meeting held at 6:00 PM on **Wednesday, December 11, 2013** at the **South Branch Library, 1901 Russell Street, Berkeley.**

VII. 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 November 6, 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
SPECIAL JOINT MEETING OF THE
BERKELEY CITY COUNCIL AND BOARD OF LIBRARY TRUSTEES
Monday, September 16, 2013, 5:30 P.M.

CITY COUNCIL CHAMBERS – 2134 Martin Luther King, Jr. Way

I. PRELIMINARY MATTERS

A copy of the agenda packet is accessible

at http://www.berkeleypubliclibrary.org/about_the_library/bolt/bolt.php

Call to Order: 5:30 p.m.

Present: Councilmembers Capitelli, Maio, Moore, Wengraf, Wozniak and Mayor Bates.

Trustee Novosel.

Donna Corbeil, Director of Library Services.

Absent: Councilmembers Anderson, Arreguin and Worthington.

Trustees Burton, Franklin, Holcomb and Moore.

Public Comments: Limited to items on this agenda only: 0 speakers.

II. CLOSED SESSION

Joint session with Board of Library Trustees and City Council

1. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION PURSUANT TO GOVERNMENT CODE SECTION 54956.9(a):

a. Helix Electric Inc. v. Arntz Builders; The American Insurance Company; City of Berkeley ACSC No. 2002 061480

b. Bay Systems Integrators, Inc. v. Helix Electric, Inc., City, American Ins. Co.; ACSC No. RG 03 089440

c. Arntz Builders v. City of Berkeley, Library Project Manager; ACSC No. BG 03 095394

d. Arntz Builders v. City of Berkeley, WestAmerica Bank; ACSC No. RG08 422279

Action: No reportable action taken.

III. OPEN SESSION

Public Reports of actions taken pursuant to Government Code section 54957.1.

IV. ADJOURNMENT

Adjourn: 5:20 p.m.

COMMUNICATIONS

None.

SUPPLEMENTAL COMMUNICATIONS AND REPORTS

None.

MINUTES
BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES REGULAR MEETING
Wednesday, October 9, 2013, 6:00 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: 6:08 P.M.

Present: Trustees Burton (6:27) Franklin, Moore and Novosel.

Absent: Trustee Holcomb.

Also Present: Donna Corbeil, Director of Library Services; Sarah Dentan, Children's and Neighborhood Services Manager; Megan McArdle, Collection Development Manager; Eve Franklin, Administrative Secretary.

B. Public Comments:

1. Charles Austin – Suggested renaming the South Branch in honor of Tarea Hall Pittman. (Attachment 1)

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

D. Report from Board of Library Trustees:

1. Trustee Novosel – Sunday Streets takes place Sunday, October 13.

II. CONSENT CALENDAR

Action Item A moved to Consent Calendar

Action: M/S/C (Trustee Moore / Trustee Novosel to adopt Resolution # R13-057 to adopt the Consent Calendar except for items A & C.

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

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: Adopted Resolution # R13-058.

B. Approve minutes of September 11, 2013 Regular Meeting

From: Director of Library Services

Recommendation: Adopt a resolution to approve the minutes of the September 11, 2013 regular meeting as presented.

Financial Implications: None.

Contact: Donna Corbeil, Director of Library Services

Adopted Resolution # R13-059

C. 2014 Holiday Schedule for the Berkeley Public Library

From: Director of Library Services

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.

Financial Implications: see report.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution # R13-060.

D. Authorization to Open the Central Library and All Branches One Hour Late to Allow Adequate Time for All-Staff Meetings

From: Director of Library Services

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.

Financial Implications: see report.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution # R13-061.

E. Contract Amendment: No. 8500 Bibliotheca ITG, LLC Request to Extend the Term of Services to June 30, 2014

From: Director of Library Services

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.

Financial Implications: see report.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution # R13-062.

Action Calendar Item A moved to Consent as item F.

F. Formal Bid Solicitation and Request for Proposals for Central Library Interior Improvements

Sarah Dentan (Children's and Neighborhood Services Manager) & Megan McArdle (Collection Development Manager) provided a presentation (Attachment 2)

From: Director of Library Services

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.

Financial Implications: see report.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution # R13-063.

III. ACTION CALENDAR

Action Calendar Item A moved to consent as item F.

IV. INFORMATION REPORTS

A. October 2013 Monthly Branch Improvement Report

From: Director of Library Services

Contact: Donna Corbeil, Library Director

Action: Received.

B. Branch Hours Expansion Plan Update

From: Neighborhood and Children's Services Manager

Contact: Sarah Dentan, Neighborhood and Children's Services Manager

Action: Received

C. Library Budget Reserve Fund Update

From: Director of Library Services

Contact: Donna Corbeil, Library Director

Action: Received.

D. Library events

From: Director of Library Services

Contact: Donna Corbeil, Library Director

Action: None.

V. AGENDA BUILDING

The next meeting will be a Regular Meeting held at 6:30 PM on Wednesday, November 13, 2013 at the South Branch Library, 1901 Russell Street, Berkeley.

Future agenda items:

- 2014 BOLT Meeting Schedule
- Study Room Policy

VI. ADJOURNMENT

Adjourned at 7:00 P.M.

This is to certify that the foregoing is a true and correct copy of the minutes of the regular meeting of October 9, 2013 as approved by the Board of Library Trustees

//s// _____

Donna Corbeil, Director of Library Services, acting as secretary to BOLT

COMMUNICATIONS: none.

SUPPLEMENTAL COMMUNICATIONS AND REPORTS:

1. Information on Tarea Hall Pittman
2. Central Library Interior Improvements Presentation



Pittman, Tarea Hall (1903-1991)

Tarea (Ty) Hall Pittman was a civil rights worker, social worker, and community activist. Born in Bakersfield, California in 1903, she was the second of the five children of William Hall and Susie Pinkney. Her father, a farm laborer who moved from Alabama to Bakersfield in 1895, helped his brothers found the Bakersfield Branch of the National Association for the Advancement of Colored People (NAACP).

Although Pittman experienced racial prejudice in Bakersfield, she did attend integrated public schools and in 1923 enrolled at the University of California, Berkeley. Black students were not allowed to reside in campus housing leading Pittman to use personal connections to find accommodations. Through these connections she also met William Pittman, a dental student whom she married in 1927.

Pittman became active in the NAACP and California State Association of Colored Women's Clubs in the early 1930s. She served as President of the Association from 1936 to 1938. Her work with the Association included voter registration and funding orphanages for African American children. In 1936 she organized west coast branches of the National Negro Congress and assisted in the creation of the Negro Education Council which provided research for and funded "Negroes in the News," a radio program devoted to publicizing positive news about the African American community. Pittman often hosted the programs as well and became a recognized radio personality across the U.S.

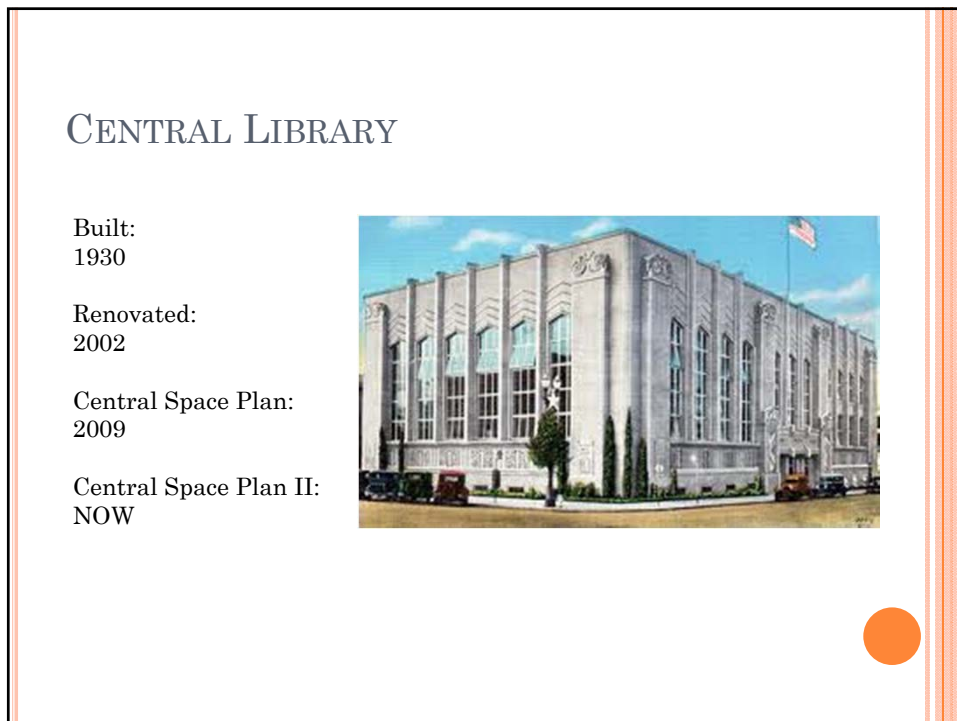
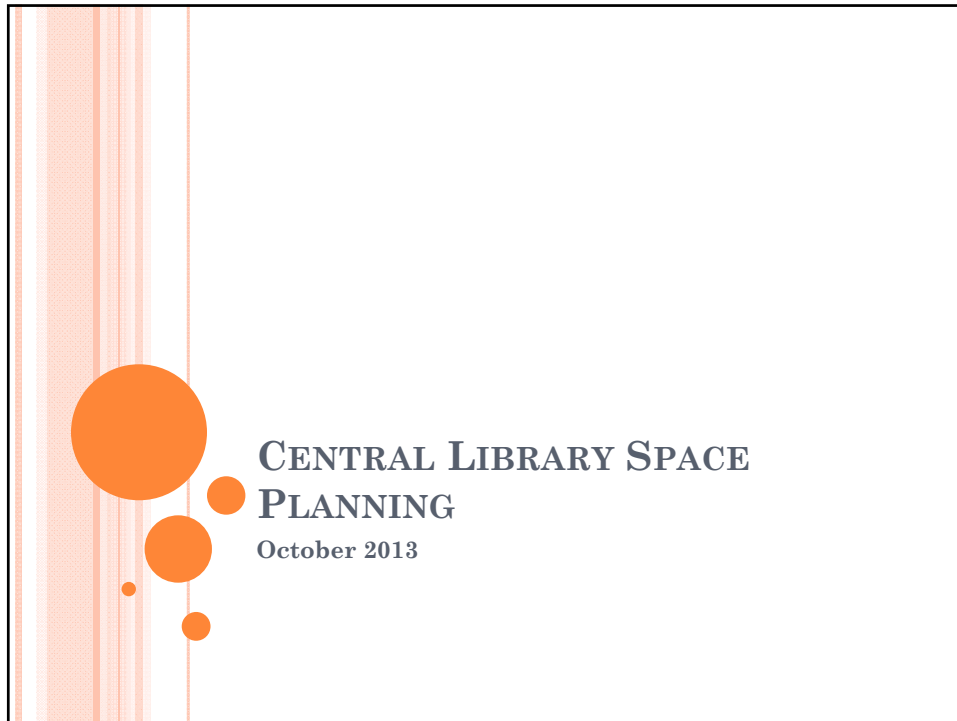
After dropping out of school to marry her husband and support his career, Pittman returned to college and received an A.B. in social service from San Francisco State College in 1939. In 1941, Pittman, anticipating the large scale migration of blacks to the West Coast, began helping the first arrivals from the South integrate into Bay Area communities. She also organized protests against Kaiser Shipyards and other war industries in 1941 and 1942 to force them to hire African Americans.

Pittman, always an active clubwoman, served as President of the California Council of Negro Women from 1948 to 1951. She also continued her civil rights work, helping to desegregate the Oakland Fire Department in 1952 and working on behalf of the NAACP, helping to lobby successfully for the California Fair Employment Practice (FEP) bill which was signed into law in 1959 by Governor Edmund "Pat" Brown. Partly because of this success Pittman served as Director of the West Coast Region of the NAACP from 1961 to 1965. During her tenure, she worked to get FEP laws passed in Arizona, Alaska, and Nevada.

Pittman retired from the NAACP in 1970 but continued to broadcast the "Negroes in the News" radio program into the late 1970s. After protracted illness, she passed away on July 31, 1991, having been an integral part of the civil rights and social welfare movements in the Bay Area and the West Coast for much of the 20th Century.

Sources:

Gordon Morris Bakken and Alexandra Kindell, *Encyclopedia of Immigration and Migration in the American West* (Thousand Oaks, California: Sage Publications, 2006); Tarea Hall Pittman, Joyce A Henderson, Earl Warren Oral History Project, *Tarea Hall Pittman, NAACP Official and Civil Rights Worker: An Interview* (Berkeley, California: Bancroft Library, University of California/Berkeley, 1974); Albert S Broussard, *Black San Francisco: The Struggle for Racial Equality in the West 1900-1954* (Lawrence, Kansas: University Press of Kansas, 1993).



CENTRAL PLANNING 2009

- First 3 floors only
- Chose only certain parts of plan to implement
 - New Service Desk on 1st Floor
 - Increased number of self-check stations
 - New Shelving for DVDs and New Books
 - Expanded Area for self-serve Holds
 - Moved all 900s to 2nd floor Reading Room
 - Consolidate and expand International Language holdings
 - Moved Magazines and Newspapers to 3rd floor
 - Moved 3rd floor computers to 2nd floor – all Internet computers together
 - Removed Paging Desk from 3rd floor



GOALS FOR SPACE PLANNING 2014

- Teen space
- Study rooms
- More seating
- Lighting improvements
- Improved access to collection

Any and all improvements should incorporate flexibility and allow us to adapt to future needs and service models



TIMELINE FOR RFP

- Issue RFP THU October 10, 2013
- Non-mandatory Tour & Meeting FRI, November 1, 2013
- Proposals due TUE, November 19, 2013
- BOLT Approval of Contract WED, December 11, 2013
- Notice to proceed FRI, December 20, 2013



TEEN ROOM - NOW



TEEN ROOM - NOW



TEEN ROOM - NOW



TEEN SPACES – NEW BRANCHES



North Branch, photo Wakely 2013



TEEN SPACES – NEW BRANCHES



Claremont Branch



TEEN SPACES – NEW BRANCHES



South Branch, photo by Wakely 2013

FIRST FLOOR



FIRST FLOOR



SECOND FLOOR



SECOND FLOOR



SECOND FLOOR



SECOND FLOOR



SECOND FLOOR



THIRD FLOOR



FOURTH FLOOR - CHILDREN'S



FOURTH FLOOR - CHILDREN'S



FOURTH FLOOR - CHILDREN'S



FOURTH FLOOR - CHILDREN'S



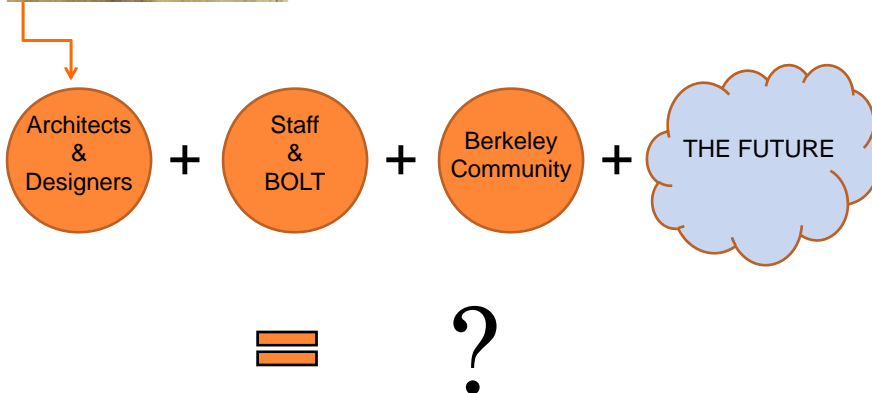
FIFTH FLOOR – ART & MUSIC



FIFTH FLOOR – ART & MUSIC



Central Library 1931





CONSENT CALENDAR

November 13, 2013

TO: Board of Library Trustees
FROM: Donna Corbeil, Director of Library Services
SUBJECT: 2014 MEETING SCHEDULE FOR THE BOARD OF LIBRARY TRUSTEES

RECOMMENDATION

Adopt a resolution approving dates, times and locations for the 2014 regular meeting schedule for the Board of Library Trustees.

FISCAL IMPACT

This report will have no fiscal impacts.

BACKGROUND

The Board of Library Trustees approves the following year's regular meeting schedule during one of its last meetings toward the end of each year. These regular meeting dates currently fall on the second Wednesday of each month, except for August due to a meeting recess.

CURRENT SITUATION AND ITS EFFECTS

The regular meetings of the Board of Library Trustees normally occur on the second Wednesday of each month at 6:30 p.m. at the South Branch Library, 1901 Russell Street. The Board may choose to change any part of their regular meeting schedule, including the date, time or location and to schedule special meetings as needed in accordance with the Brown Act and the City of Berkeley Commissioners' Manual. During August, the Board has chosen to follow the City Council and other City commissions and take a meeting recess.

City Council:

Winter Recess – December 18, 2013 – January 20, 2014

January 21 and January 28, 2014

February 11 and February 25, 2014

March 11 and March 25, 2014

April 1 and April 29, 2014

Spring Recess – April 2 – April 28, 2014

May 6 and May 20, 2014

June 3, June 10 and June 24, 2014

July 1 and July 15, 2014

Summer Recess – July 16, 2014 – September 8, 2014

September 9, September 16 and September 30, 2014

October 7, October 21 and October 28, 2014

November 18, 2014

December 9 and December 16, 2014

Winter Recess – December 17, 2014 – January 19, 2015

The proposed *2014 Board of Library Trustees Meeting Schedule* is attached as Attachment 2.

The board will change the regular meeting time effective December 1, 2013 from 6:30 PM to 6:00 PM. appropriate noticing of the change will be included in agenda postings to allow the public to be made sufficiently aware of the change.

FUTURE ACTION

No further action is required.

Attachments:

1. Resolution
2. 2014 Proposed Board of Library Trustees Meeting Schedule

BOARD OF LIBRARY TRUSTEES
RESOLUTION NO.: R13-###

APPROVAL OF THE REGULAR MEETING SCHEDULE FOR THE BOARD OF LIBRARY TRUSTEES

WHEREAS, the Board of Library Trustees approves the next year's regular meeting schedule for the Board of Library Trustees during one of its last meetings each year; and

WHEREAS, the regular meetings of the Board are currently held on the second Wednesday of each month, except for August when there is a meeting recess, at 6:30 p.m. at the South Branch Library.

WHEREAS, the board has determined that the meeting start time of 6:00 P.M. is more convenient, after several meetings were held at this time, such that the regular meeting time will be changed to 6:00 P.M. effective December 1, 2013 unless otherwise noticed.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to approve the 2014 regular meeting schedule for the Board of Library Trustees as once per month, on the second Wednesday, at 6:00 P.M. to be held at the South Branch Library.

ADOPTED by the Board of Library Trustees of the City of Berkeley during a regular meeting held on November 13, 2013.

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Winston Burton, Chairperson

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

**Berkeley Public Library
Board of Library Trustees
2014 Meeting Schedule**

Regular Meeting Dates	Location
January 8th	South Branch Library (1901 Russell Street)
February 12 th	South Branch Library (1901 Russell Street)
March 12 th	South Branch Library (1901 Russell Street)
April 9 th	South Branch Library (1901 Russell Street)
May 14 th	South Branch Library (1901 Russell Street)
June 11 th	South Branch Library (1901 Russell Street)
July 9 th	South Branch Library (1901 Russell Street)
{No meeting in August}	
September 10 th	South Branch Library (1901 Russell Street)
October 15 th	South Branch Library (1901 Russell Street)*
November 12 th	South Branch Library (1901 Russell Street)
December 10th	South Branch Library (1901 Russell Street)

*In lieu of October 8, 2013 meeting



CONSENT CALENDAR

November 13, 2013

TO: Board of Library Trustees

FROM: Jay Dickinson, Circulation Services Manager

SUBJECT: LIBRARY CIRCULATION POLICY REVISIONS, INCLUDING LOAN PERIODS AND RENEWAL RATES

RECOMMENDATION

Adopt a resolution authorizing changes to the loan periods and renewal rates in the library circulation policy effective December 1, 2013 to: allow requests to be placed on periodicals; set the DVD/VHS/VCD circulation period at 21 days; and set the renewal rate at two for media (DVD/VHS/VCD, Music CDs) and magazines.

FISCAL IMPACT

None

BACKGROUND

The library has established policies and procedures for the lending of materials including fine amounts, circulation periods, etc. These policies and limits are reviewed from time to time to ensure that the Library is delivering service to its patrons in the way that best reflects their needs and preferences, while simultaneously protecting the integrity of the collection.

CURRENT SITUATION AND ITS EFFECTS

Borrowers often make comments that having different loan periods for different material types provides a sometimes confusing experience. Likewise various materials can be renewed less than others, and periodicals remain the only circulating material type that is non-holdable.

It is not uncommon for a patron returning materials beyond the due date to mention that they were confused about dates on returning materials due to these variances. The recommended revisions to the policy will address this issue.

RATIONALE FOR RECOMMENDATION

Though the library issues receipts at checkout and gives patrons' access to their accounts online, there remains a level of confusion for patrons concerning due dates which vary between types of materials. Many libraries in the Bay Area and around the State and Country have instituted uniform loan periods across all material types in response to similar situations, including San Francisco Public Library, Hayward Public Library, and Sacramento Public Library. In each case no negative effects were reported, and in fact the most common response was "our patrons love it."

The greatest advantage to this change, which will institute uniformity in due dates and allowable renewals across material types, is to give borrowers a more streamlined experience. They would need only to remember one date for any group of materials checked out on the same day. This should reduce those situations in which patrons incur late fines simply because they were confused, or had misplaced their receipt.

-Currently-

Material	Loan Period	Renewals
DVD/VHS/VCD	7 Days	1 Renewal
Books on CD/Cassette/MP3	21 Days	2 Renewals
Music on CD/Cassette/MP3	21 Days	1 Renewal
Magazines (non-holdable)	21 Days	1 Renewal

-After proposed changes-

Material	Loan Period	Renewals
DVD/VHS/VCD	21 Days	2 Renewal
Books on CD/Cassette/MP3	21 Days	2 Renewals
Music on CD/Cassette/MP3	21 Days	2 Renewal
Magazines	21 Days	2 Renewal

Though increasing renewals will effectively keep an item from returning to the shelf for a longer period, all limit changes considered here will be on hold-able items. Holds prevent renewals by patrons, and ensure that the item will be returned for use by others.

Patrons have not previously been allowed to place holds on back issues of magazines, though many have frequently asked that they be allowed to do so. After some consideration and discussion among staff, it has been agreed that making this change would have a minimal impact. Many databases and the new application ZINIO have made magazines and articles available to patrons digitally, so the amount of requests such a change would produce would be small. Allowing requests on magazines, with a small impact to staff, would further bring borrowing policies into uniformity, and have the same positive effects as above.

FUTURE ACTION

None

Attachments:

1. Resolution
2. Circulation Policies Revised 12/13

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO.: R13-___

LIBRARY CIRCULATION POLICY REVISIONS

WHEREAS, the library has established policies and procedures for the lending of materials including fine amounts, circulation periods, including loan periods; and

WHEREAS, periodically these are brought before the Board of Library Trustees for review and may be raised, reduced, or discontinued; and

WHEREAS, the last revisions to the Fine & Fee Schedule and Circulation Policies occurred at the September 12, 2012 regular meeting of the board; and

WHEREAS, on a regular basis the library reviews it's policies and practices to ensure they are meeting the service needs of borrowers and library visitors, proposals that would improve services are brought to the board for consideration; and

WHEREAS, effective December 1, 2013 the borrowing polices for the library are revised to allow requests to be placed on periodicals; set the DVD/VHS/VCD circulation period at 21 days; and set the renewal rate to two for media (DVD/VHS/VCD, Music CDs) and magazines.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to approve revisions to the Berkeley Public Library Circulation Policy and authorizes the Director of Library Services to implement the changes as approved.

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

Circulation Policies (Rev 12/13)

Loan limits, fees, and fines

All patron types are limited to a maximum of 50 items overall, except for Shelter and Temporary Patron cards, which are limited to 3 and 1 respectively.

Materials	Fines Per Day	Loan Period in Days
Books	\$0.25	21
Books on CD/Cassette	\$0.25	21
DVD/VHS	\$0.25	21
Magazines	\$0.25	21
Music CD/Cassette/Vinyl	\$0.25	21
Tools	\$1-\$15	3 or 7
Link+	\$1.00	21
Laptops/iPads	N/A	2 hours

Children's items have no overdue fines. Patrons with senior cards (age 60+) pay \$0.10 per day fines on print and audio material.

All patron types are limited to 12 reserves, except for Shelter and Temporary Patron which are limited to 3 and 1 respectively.

Lost, Stolen and Damaged Items

The Library charges a replacement fee for lost and stolen items. This fee includes the price of the item and a non-refundable \$15.00 fee. Your account will be blocked when you have not returned an item by the time a bill is sent for it. If the items are still not returned within 8 weeks after the due date, and you owe \$50.00 or more, you will be referred to a collection agency. If so, you will be charged \$20.00 in addition to the bill.

If an item is returned damaged, you will be charged for repair of the item, up to and including full replacement cost. Link+ items = flat fee of \$115.00, dependent on loaning institution, which will often times merely ask for the cost of the book plus local processing fees.

Maximum Fines

The maximum overdue fine for **all materials is \$5.00 for each item**. Library accounts are blocked when fines exceed \$10.00. The maximum overdue fine for Link+ items is \$15.00 for each item.

Replacement Library Cards

There is a \$2.00 fee for lost or stolen replacement cards. There is no charge for worn out or damaged cards and replacement cards requested at account renewal.

Renewing Materials

Items may be renewed as follows on the week that they are due if the item is not already on reserve.

- Books 2 renewals
- Books on CD/Cassette 2 renewals
- DVD/VHS 2 renewals
- Magazines 2 renewals
- Music CD/Cassette/Vinyl 2 renewals
- Tools yes
- Link+ 1 renewal
- Laptops/iPads no



CONSENT CALENDAR

November 13, 2013

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 \$52,500 for the procurement of furniture and associated delivery, temporary storage, and installation services for staff and public area chairs, workstations and other related furniture at the Central Library for an amended not-to-exceed value of \$290,000 for the period projected from February 18, 2013 through March 31, 2014.

FISCAL IMPACT

The total cost of the revised contract is valued at \$290,000. This expenditure is included in the FY 2014 Library Tax Fund expenditures budget and will be expensed through budget code **301-9101-450.70-43/71-43**.

BACKGROUND

Contract No. 9200 with One Workplace L. Ferrari, LLC had its origins from the issuance of Request for Proposals Specification No. 13-10717 released on December 17, 2012 seeking branch library furniture procurement and installation services for the South Branch Library. On May 14, 2013, to ensure design consistency across the branches Contract No. 9200 was amended under authority of BOLT Resolution: R13-027 to include staff furniture and services for the West Branch Library. A further contract amendment occurred on September 19, 2013 as authorized by BOLT Resolution: R13-051 for public area furnishings at the West Branch Library as solicited by Request for Proposals Specification No. 14-10770 released on July 12, 2013.

In an earlier separate Request for Proposals (Specification No. 11-10601) dating to August 9, 2011, One Workplace had been selected and contracted for furniture procurement and installation for the North and Claremont branch libraries under Contract No. 8831. These previous purchases were made using Measure FF program FF&E Gift funds.

The value of the requested amendment specified herein exceeds the spending limit of \$100,000 for the purchase of goods allowed to the Director of Library Services as enunciated in the Library's Purchasing Manual and consequently must be authorized by the Board of Library Trustees.

CURRENT SITUATION AND ITS EFFECTS

The Library has identified a variety of office furniture needs at the Central Library. This contract increase will allow the Library to replace current office furnishings dating from the 2002 Measure S Central Library major renovation and seismic retrofit project. In the twelve or so intervening years the furniture purchased at that time has experienced heavy use, with chairs broken and in disrepair, including worn parts and fabric. In addition, some workstations / desks do not meet current ergonomic best practices and/or standards, of particular importance for staff dependent on adequate equipment and furnishings to complete their work safely and productively. The replacement / new pieces will be similar in design and style to that recently installed at the branches and will address both ergonomic and functional needs.

RATIONALE FOR RECOMMENDATION

One Work Place was the selected vendor in separate Request for Proposals conducted for the Claremont, North, South and West 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.

Attachments:

1. Resolution

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO.: R13-0##

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

WHEREAS, One Workplace has been the selected vendor in three request for proposals (Specification No. 14-10770, Specification No. 13-10717 and Specification No. 11-10606) and has demonstrated its ability to offer a cost-effective and expedient furniture purchasing program for the range of purchases required by the Library; and

WHEREAS, the Library has contracted with One Workplace for furniture procurement and installation services at all branch locations during the Measure FF Branch Libraries Improvement Program; and

WHEREAS, the Library has identified a variety of office furnishing needs throughout the Central Library; and

WHEREAS, the Library strives to ensure that staff have safe and functional equipment, including office workstations to ensure a safe and productive work environment; and

WHEREAS, the last major purchase of such furnishings for the Central Library occurred at the time of the 2002 Measure S Central Library major renovation and seismic retrofit project; 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 so necessitates board approval.

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 \$52,500 for the procurement of furniture and associated delivery, and installation services for the Central Library for the period projected from February 18, 2013 through March 31, 2014 for an amended not-to-exceed value of \$290,000.

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



CONSENT CALENDAR

November 13, 2013

To: Board of Library Trustees
From: Jenifer Shurson, Human Resources Analyst
Subject: LATE OPENING ON NOVEMBER 15, 2013

RECOMMENDATION

Adopt a resolution approving that the Central Library and Branches open one hour late at 11:00 a.m. to allow staff time to attend a special all-staff meeting on November 15, 2013.

FISCAL IMPACTS OF RECOMMENDATION

None

BACKGROUND

The Library typically conducts four (4) all staff meetings per calendar year. The Board has previously authorized the Library locations to open one hour later at 11:00 a.m. on these days to allow staff to attend this meeting, return to their work locations and prepare for opening. While we have already conducted our four (4) all staff meetings for 2013, we are planning to schedule an additional and special meeting to include all staff in an important initiative regarding the Library's values and mission.

CURRENT SITUATION & ITS EFFECTS

The Library's current Mission Statement was adopted in 1987. As community needs continue to evolve, so do the library's service goals and it is important to continue to dialogue with all levels of staff and the community about this ongoing evolution. This is particularly important now as the Library gears up to begin its strategic planning process. It would be beneficial to bring all levels of staff together to discuss and clarify the Library's changing purpose, identify the Library's core values and assess how those two things relate to each other and the development of the strategic plan. Additionally it is important to call out the challenges that the Library faces as an institution and how to address or overcome them to successfully meet our goals. To do this, we are planning to conduct a large group exercise or workshop with staff and management which will be facilitated by an experienced trainer. From this collaborative brainstorming and discussion session, the group will propose a list of core values and specific purposes which will be presented to the Board and possibly considered as an addendum to the Library's current Mission statement. The process is intended to engage all levels of staff in the important conversation

about why we are here, why we do what we do and how as individuals we play a part but will also contribute to team building and generally improve employee morale simply through participation. In order to ensure that we involve as many staff as possible in this worthwhile effort, the Library is requesting approval to open all Library locations one hour late at 11:00 a.m. on Friday, November 15, 2013, to allow staff to attend the workshop.

RATIONALE FOR RECOMMENDATION

We believe that this proposal will allow a greater number of staff to participate in a valuable workshop regarding Library values and purpose that will ultimately assist in the development of the Berkeley Public's upcoming strategic planning process as well as enhance team dynamics and improve organizational morale.

ALTERNATIVE ACTIONS CONSIDERED

No alternative action was considered.

FUTURE ACTION

None

Attachments:

1. Resolution

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO.: R13-___

**OPEN ONE (1) HOUR LATE AT 11:00 A.M. ON
FRIDAY, NOVEMBER 15, 2013 TO ALLOW ALL STAFF MEETING**

WHEREAS, the Board has previously approved the Library to open one hour late on days when one of the four annual all staff meetings are conducted; and

WHEREAS, the Library has already conducted four (4) all staff meetings during the calendar year 2013; and

WHEREAS, the Library in preparation of the start of the strategic planning process chooses to engage staff in a workshop on Library values, purpose, goals; and

WHEREAS, this workshop will be conducted during a 5th and special all staff meeting on November 15, 2013; and

WHEREAS, following Board approval all Library locations will open one hour late at 11:00 a.m. on Friday, November 15, 2013.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to approve the proposal to open all Library locations one hour late at 11:00 a.m. on Friday, November 15, 2013, so that staff can attend a meeting and workshop.

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



CONSENT CALENDAR

November 13, 2013

TO: Board of Library Trustees
FROM: Sarah Dentan, Neighborhood & Children's Services Manager
SUBJECT: LIBRARY STUDY ROOM USE POLICY

RECOMMENDATION

Approve a resolution adopting the Library Study Room Use Policy.

FISCAL IMPACT

No direct fiscal impact is foreseen.

BACKGROUND

The primary purpose of the Berkeley Public Library's facilities is to serve as a venue for fulfilling the Library's mission of meeting the cultural, recreational, informational, and educational needs of its patrons. As part of this mission, the Library offers study rooms for small group use.

CURRENT SITUATION AND ITS EFFECTS

The Branch Library Improvement program included small study rooms at the South and West Branches, and future improvements may result in study rooms being added to existing facilities. Area libraries with study rooms generally restrict duration and frequency of use, as well as minimum and maximum occupancy levels, and this policy is in line with those guidelines.

The South Branch has been beta-testing the proposed policy guidelines and has found them to be workable for staff and equitable for users. Adopting the guidelines as library policy will ensure continuity and consistent enforcement as the policy is applied throughout the system.

FUTURE ACTION

None.

Attachments:

1. Resolution
2. Study Room Use Policy

BOARD OF LIBRARY TRUSTEES
RESOLUTION NO.: R13-___

Attachment #1

BERKELEY PUBLIC LIBRARY STUDY ROOM USE POLICY

WHEREAS, the Board of Library Trustees has the authority to develop policies related to the operation of the Berkeley Public Library, and has done so in the past; and

WHEREAS, the Branch Library Improvement program included small study rooms at the South and West Branches; and

WHEREAS, future improvements may result in more study rooms being added to existing facilities; and

WHEREAS, a Study Room Policy is necessary to manage use of study rooms for their intended purpose of study sessions for a broad number of Library users.

NOW, THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley adopt the Berkeley Public Library Study Room Use Policy as presented effective December 1, 2013.

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

ORIGINAL DATE:	
BOLT Resolution #:	
REVISED DATE:	
PAGE:	1

BERKELEY PUBLIC LIBRARY POLICIES

SUBJECT: STUDY ROOM USE POLICY

I. PURPOSE

The purpose of this policy is to set forth rules governing the use of small study rooms in Berkeley Public Library facilities.

II. POLICY

The Library study rooms are available on a first-come, first-served basis; reservations are not accepted. These rooms are intended primarily for one-hour study sessions for a broad number of Library users, and are not intended for multi-hour use. Although available to single users, study rooms are designed to accommodate two people. Maximum occupancy is four people.

Register at the Service Desk

One person from the group must sign up at the Library Service Desk to use the room. This person will be responsible for the room's condition during its use. When the room is vacated, the responsible person must check out at the Service Desk. Sign-in sheets are discarded at the close of each day.

Time Limits

In order to maximize use of the room during busy times, there is a one-hour time limit for each group when others are waiting (this limit applies to all people in a group). Upon request, groups will be permitted use of the room for one additional hour if there is no other group waiting to use the room. The maximum amount of time a group may use the room is two hours .

Study Room Use

1. The Berkeley Public Library Rules of Conduct apply to the use of the study rooms.
2. The study room windows may not be covered at any time.
3. In accordance with the Library's Unattended Children Policy, users under the age of 8 must have adult supervision.
4. The following rules for the use of Library Community Meeting Rooms also apply to the study rooms:
 - a. Fees: no group may charge a fee or ask for donations.
 - b. Sales: no items or services may be sold or advertised. Private tutoring is permitted.

- c. No tape, tacks, or other fasteners may be used to attach anything to the study room walls or furniture.

Users not following these policies will not be permitted use of the rooms. Library staff has discretionary authority to remove users from a study room should behavior be inconsistent with the purpose of the room's use and/or is disruptive to others in the Library.

Reviewed by:		
	Director of Library Services	Date
 Approved by:	 	
	Chair, Board of Library Trustees	Date



CONSENT CALENDAR

November 13, 2013

To: Board of Library Trustees

From: Donna Corbeil, Director of Library Services

Subject: Reappoint Trustee Abigail Franklin to serve a second four-year term commencing January 3, 2014

RECOMMENDATION

Adopt a resolution approving the recommendation to City Council to reappoint Trustee Abigail Franklin to serve a second four-year term commencing January 3, 2014.

BACKGROUND

The Board of Library Trustees consists of five members appointed by the City Council upon recommendation of the Board of Library Trustees. Board members are appointed for terms of four years, serve without compensation, and must be Berkeley residents.

Trustee Abigail Franklin's first four year term will end on January 2, 2014. The Board may choose to recommend to the City Council reappointment of Trustee Franklin to a second term or initiate a recruitment process to select a new applicant.

FISCAL IMPACT

There is no fiscal impact.

CURRENT SITUATION AND ITS EFFECTS

Trustee Franklin is currently serving as a Trustee as a result of her appointment to the board by City Council resolution on December 15, 2009 for a four-year term commencing January 2, 2010. Per Berkeley Municipal Code Chapter 3.04.010, "The term of office of the members of the board shall be four (4) years." The practice of the Board has been to support Trustees expressing an interest in serving a second term of office by putting forward a recommendation to the city council in advance of the terms expiration to ensure continuity and a full complement of Trustees to conduct business.

Trustee Franklin has indicated a willingness and desire to serve a second term.

FUTURE ACTION

There is no action required.

Attachments:

1. Resolution

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO.: R13-###

**REAPPOINTMENT OF ABIGAIL FRANKLIN TO THE BOARD OF LIBRARY TRUSTEES
FOR A SECOND FOUR-YEAR TERM ENDING ON January 3, 2018**

WHEREAS, Trustee Abigail Franklin's first four-year term will end on January 2, 2014; and

WHEREAS, Trustee Franklin is eligible for a second four-year term, which will end on January 3, 2018; and

WHEREAS, Trustee Franklin is currently serving as Vice-Chair of the Board of Library Trustees.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to recommend that the City Council of the City of Berkeley reappoint Trustee Abigail Franklin for a second four-year term beginning on January 3, 2013 and ending on January 3, 2018.

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

November 13, 2013

TO: Board of Library Trustees

FROM: Donna Corbeil, Director of Library Services

SUBJECT: DISCUSSION AND NOMINATIONS FOR THE SELECTION OF BOARD CHAIRPERSON (PRESIDENT) AND VICE-CHAIRPERSON (VICE-PRESIDENT)

INTRODUCTION

Each year the Board of Library Trustees elects Officers for a one-year term. Following discussion, the Board will nominate Trustees to sit as Chairperson and Vice-Chairperson, for the term commencing November 14, 2013, for a one-year term.

FISCAL IMPACT

This report will have no fiscal impacts.

BACKGROUND

Each year the Board of Library Trustees appoints a Trustee to sit as Chairperson and a second Trustee to sit as Vice-Chairperson for the following year. *Section 3.04.040 Organization of Board* of the City of Berkeley Municipal Code specifies that each year the Board of Library Trustees shall elect one of its members president and another vice president for a term of one year, on or about the first meeting of the board in October of each year.

CURRENT SITUATION AND ITS EFFECTS

Regular Chair and Vice-Chair elections occurred in October 2012, at that time Trustee Burton was elected Chair and Trustee Franklin Vice-Chair.

Process

In October or November of each year, an open nominations process is followed for the election of officers for the Board of Library Trustees Chair and Vice-Chair one-year term to the Board of Library Trustees. Nominations taken "from the floor" allow all of the Trustees the opportunity to nominate others as well as themselves.

The election of officers is a public process, with the vote announced at the conclusion of voting. The one-year term will commence at the first scheduled meeting in December, or the meeting following the election.

FUTURE ACTION

No future action is needed.

Attachments:

1. Resolution

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO.: R13-0##

**APPOINTMENT OF A TRUSTEE TO SIT AS CHAIRPERSON AND A TRUSTEE TO SIT AS VICE-CHAIRPERSON
FOR THE BOARD OF LIBRARY TRUSTEES**

WHEREAS, each year the Board of Library Trustees must appoint a Chairperson and Vice-Chairperson to sit in those capacities for the following year; and

WHEREAS, the Board wishes to establish a consistent practice for this process to be followed in the current term and in the future, such that in October or November of each year, an open nominations process will occur, to be followed by election of Library Trustee Chair and Vice-Chair for a one-year term to the Board of Library Trustees; and

WHEREAS, nominations will be taken "from the floor", thereby allowing all of the Trustees the opportunity to nominate others as well as themselves; and

WHEREAS, the election of officers is a public process, with the vote announced at the conclusion of voting with the term commencing at the first scheduled meeting in November.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to appoint _____ to sit as Chairperson for the remainder of 2013 and through the time of election in 2014 and to appoint _____ to sit as Vice-chair for the same period.

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



INFORMATION CALENDAR

November 13, 2013

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

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.

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

South

The Library, in conjunction with the Berkeley Public Library Foundation and the Harry Weininger Family, invite the community to join us for a special evening at the South Branch Library, featuring local

renowned author Jaron Lanier in conversation with John Gage. How is technology transforming the library and the people in it? Author Jaron Lanier, who *The New York Times* calls a “mega-wizard in futurist circles,” sits down with scientist and philanthropist John Gage to answer that question, and investigate how the frenetic pace of technological change and information technology are fundamentally altering our libraries. The second annual event is underwritten by the Berkeley Public Library Foundation, through the generosity of the Harry Weininger Family. The event will take place on Friday, November 15, 2013, at 6 P.M.

OPERATIONS & FACILITIES

North

The Western Council of Construction Consumers made their annual Owners’ Project Excellence Awards at a luncheon on October 18, 2013. The North Branch Library was awarded a distinguished project award, one of four projects to receive an honor in the in the highest category. Kitchell CEM nominated the library and attended, along with myself and a representative from ARG, the lead design team for the project.

Central

This past month the Central Library experienced several mechanical problems, the most serious was a failed transformer that controlled the AC in the IT server room and community meeting room, leaving the equipment at risk of overheating. The critical work required to remediate the problem was identified and staff worked quickly to address the problem and identify the solution, replacement of the failed unit for a total project cost of approximately \$7,500.

On Monday, 10/25 installation of the new automated handling system by Bibliotheca, in the Central Library sorting room began. The completion of the installation took several days and the system was up and functioning as Monday, November 4, 2013.

PERSONNEL

Suzanne Olawski, the newly hired Deputy Director began work on Monday October 28, we are very pleased to have her return and take on this new opportunity. In addition, three other key positions have been filled: Michael Kwende has been selected for the position of Children’s Librarian at the Claremont Branch and began work at the branch on October 21st; Sierra Gribble has been selected for the 40hr Library Specialist II position in Reference, she began work on November 4th; and James Moore was selected to fill the Supervising Librarian, branch head position at the South Branch Library, he began work on November 6th.

BOND PROGRAM

Branches

The East Bay Chapter of the AIA (American Institute of Architect) has planned an architect’s tour of Claremont, South and North for November 2, 2013. The design teams will participate and it is an opportunity to showcase the projects to local professionals - <http://aiaeb.org/2013/10/tour-of-three-libraries/>

West Branch

All furniture and collections are anticipated to be in place early December. The opening date has been set for December 14, 2013, Saturday. An all-day series of activities is planned with the ribbon-cutting and brief remarks at 10 a.m. to kick off the celebration. The library will observe a 10 A.M. to 5 P.M. operating schedule that day and return to regular hours on the following Monday. Special events and activities will be planned throughout the day.

Donor Signage

The Library has contracted with the consulting firm of GNU Group after concluding an RFP process in July/August 2013. The process resulted in two proposals for consideration; the firm that will best meet the library's needs on this project was selected. The project is for the design, fabrication and installation of donor signage at the North, South, West and Claremont branch libraries. Signage will recognize individual donors. These sign types are already in place at Claremont and North and will be likewise installed at South and West. One large wall plaque memorializing the Neighborhood Libraries Campaign's successful completion by the Berkeley Public Library Foundation and the many donors to the capital campaign will be installed prominently at each location. The current status of the project is preliminary design, with the Library working closely with the vendor and the Executive Director of the Foundation. A March 2014 completion date is anticipated to coincide with donor recognition events planned for that time period.



INFORMATION CALENDAR

November 13, 2013

TO: Board of Library Trustees
FROM: Donna Corbeil, Director of Library Services
SUBJECT: SOUTH BRANCH LIBRARY NAMING REQUEST

INTRODUCTION

At the October 9, 2013 regular meeting of the Board a member of the public requested, during the public comment period, that the board consider a name change for the South Branch Library.

FISCAL IMPACT

This report will have no fiscal impacts.

BACKGROUND

In anticipation of completion of the branch library renovation projects the board took up a discussion of the question of (re)naming facilities at the regular meeting of July 2011, and continued consideration of the matter at the September 2011, November 2011 and December 2011 meetings. The board approved a relevant library policy at the January 11, 2012 meeting by Resolution R12-004 - Approval of the Berkeley Public Library Facilities Naming Policy (Attachment A).

The City Council for the City of Berkeley, reviewed the city's naming policy around the same period, with a complete packet of current and past policy and practice included as a consent item on the January 17, 2012 regular meeting of the Council. This information is available at: <http://www.ci.berkeley.ca.us/uploadedFiles/Clerk/Level 3 - City Council/2012/01Jan/2012-01-17 Item 20 City of Berkeley Policy for Naming.pdf>.

At the July 17, 2012 regular meeting of the City Council, *The Berkeley City Council Rules of Procedure and Order, effective July 17, 2012* were approved on the Consent Calendar, adding the Policy on Naming and Renaming Public Facilities as Appendix A: <http://www.ci.berkeley.ca.us/uploadedFiles/Clerk/Level 3 - City Council/2012/07Jul/2012-07-17%20Item%2002%20City%20Council%20Rules%20of%20Procedure%20and%20Order.pdf>. (Attachment B)

CURRENT SITUATION

At the regular board meeting of October 13, 2013, during public comment Mr. Charles Austen asked the board to consider renaming the South Branch Library of the Berkeley Public Library in memory and recognition of local resident Tarea Hall Pittman. Mr. Austen submitted biographical information about Ms. Hall and her contributions to the community (Attachment C).

Process

The City Council policy designates the Board of Library Trustees as the lead commission in regards to library facilities. Section 5, Criteria for Naming or Renaming of public facilities is the relevant section pertaining to the South Branch and states:

- A. *Any person or organization may make a written application to the city manager requesting that a public facility or portion thereof, be named or renamed.*
 1. *Recommendation may also come directly of the city Boards or commissions, the City Council, or City Staff.*
- B. *The City Manager shall refer the application to the appropriate lead commission as defined in section 1 of the City's policy on naming of public facilities, for that commission's review, facilitation, and recommendation of disposition.*
 1. *The application shall contain the name or names of the persons or organization making the application and the reason for the requested naming or renaming.*
- C. *The lead commission shall review and consider the application, using the policies and criteria articulated in the City Policy on Naming and Renaming to make a recommendation to Council.*
 1. *All recommendations or suggestions will be given the same consideration without regard to the source of the nomination*
- D. *The lead commission shall hold a public hearing and notify the general public of any discussions regarding naming or renaming of a public facility.*
 1. *Commission action will be taken at the meeting following any public hearing on the naming or renaming.*
- E. *The commission's recommendation shall be forwarded to Council for final consideration.*

NEXT STEPS

The city procedures require a written request to initiate consideration from the individual or group interested in a name change. Pending such a submission from the member of the public no action is currently required.

Attachments:

1. Berkeley Public Library Board of Library Trustees, Library Facilities Naming Policy & Resolution
2. City Council, Rules and Procedures of Order: Naming Addendum
3. Pittman, Tarea Hall (1903-1991)



**BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

RESOLUTION NO.: R12-004

APPROVAL OF THE BERKELEY PUBLIC LIBRARY FACILITIES NAMING POLICY.

WHEREAS, the Board of Library Trustees has the authority to develop policies related to the operation of the Berkeley Public Library, and has done so in the past; and

WHEREAS, the Branch Library Improvement program has resulted in positive attention to the neighborhood libraries, such that a discussion of their importance to the community and history of Berkeley has been recognized; and

WHEREAS, at its regular meeting in September 2011 the Board established a subcommittee, under the terms outlined in the City of Berkeley Commissioner's Handbook, consisting of Trustees Holcomb and Novosel, to, with the assistance of staff, research and draft a Library Facilities Naming Policy; and

WHEREAS, drafts of the Library Facilities Naming Policy were discussed with revisions agreed upon at the Board's regular meetings on November 9, 2011 and December 14, 2011; and

WHEREAS, a naming policy will be available to address any future requests for facility name changes and to set a process and criteria by which the board may consider such a request, be it in honor of an individual or to designate a neighborhood / geographical appellation.

NOW, THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley to adopt the Berkeley Public Library Facilities Naming Policy as presented effective January 12, 2012.

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

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Winston Burton, Chairperson

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

Berkeley Public Library Board of Library Trustees

Library Facilities Naming Policy

It has been the practice of the Berkeley Public Library, and shall henceforth be the formal policy of the Board of Library Trustees, to name libraries according to their geographic location in the City and/or to identify each branch facility with the neighborhood where it is located or the neighborhood it primarily serves. This policy enables patrons to easily ascertain the general location of a Library facility. While Berkeley's Central Library was originally known as "Main," our North, South, Claremont and West branch libraries have maintained their original names since the early part of the 20th century, although they have all changed locations at least once, and an "Ashby" branch was apparently merged into the South Berkeley Branch in 1927.

This policy does not address the naming of rooms or other areas or features within branch libraries or within other library facilities. This is addressed by Resolution 09-120, adopted by a vote of the Board of Library Trustees on December 9, 2009, and by Berkeley Public Library Gift/Donation Policy, Administrative Regulation 10.11.

It shall be the general policy of the Berkeley Public Library not to name any library facility for any person, living or deceased. However, in the rare instance where there are reasons so compelling that adding the name of a person to the geographic name of a specific branch library, or to another library facility, may be appropriate, it shall be the policy of the Berkeley Public Library not to name any library facility for any living person, or for any person deceased less than five years. This restriction permits the Board of Library Trustees to evaluate the lifetime contributions and accomplishments of a proposed honoree, and protects from making decisions in reaction to transitory or emotional considerations.

The Board of Library Trustees shall approve a change to the name of a specific branch library only where:

1. there must be a strong consensus among library users and, residents of the surrounding neighborhood, to change the name of the library facility in question;
2. the new name should avoid controversy and not carry the banner of a transitory cause, no matter how worthy, but rather, reflect the tradition and stability of the Library as an institution, and
3. it must be in the public interest to approve the proposed name.
4. A proposed honoree should reflect the spirit of the Berkeley Public Library's mission of free and equal access to information for all;
5. A proposed honoree is associated with a myriad of services and has dedicated a substantial amount of energy, time, resources, leadership and/or volunteer service to improve and benefit the Berkeley Public Library system or the library facility in question. The depth and breadth of the contributions must be obvious and compelling and must reflect a dedication and beneficence to the Berkeley Public Library system or the library facility in question over a great span of time;

In summary, adding the name of a person to a library facility is reserved for the rare individual whose dedication and service to the Berkeley Public Library system or the library facility in question is extraordinary, unique and of the highest quality.


PROCEDURES FOR EVALUATING PROPOSALS TO CHANGE THE NAME OF A LIBRARY FACILITY

1. Any member of the Board of Library Trustees or member of the public may propose a change to the name of a specific branch library by submitting a request in writing to the Board of Library Trustees, or by making an oral request during public open time at any regularly scheduled meeting of the Board of Library Trustees. If the proposal involves the addition of the name of a person to the geographic name of a library, the proponents of the name addition must submit thorough and rigorous written research demonstrating that the proposed honoree meets the stringent criteria set forth in this Policy.
2. The Chair, Vice-Chair and Library Director shall determine whether a proposal is sufficiently documented to warrant further consideration by the Board of Library Trustees. Where a proposal does not appear to meet the criteria of this Policy, or where the proposal lacks sufficient documentation to determine whether it satisfies the criteria, the President shall advise its proponents of the deficiencies and provide a reasonable opportunity for the proponents to supplement the request. The President shall keep the Board of Library Trustees advised as to the existence and status of pending naming requests.
3. The President of the Board of Library Trustees shall place any proposal that appears to meet the criteria set forth in this Policy on the Board of Library Trustees agenda for general discussion and public comment at one or more regular or special meetings of the Board of Library Trustees. The President shall schedule one or more meetings in the branch library for which the name is proposed and/or elsewhere in the neighborhood served by such facility, to obtain direct testimony from members of the public living in the neighborhood of the facility.
4. At any time after giving proponents of the name change and the public an opportunity to be heard, after obtaining direct neighborhood testimony (in the case of a branch library proposed name change), and upon proper notice, the Board of Library Trustees shall call for a vote on the issue of whether the proposal meets the criteria set forth in this Policy and whether it is in the public interest to change the name of a library facility. The affirmative vote by a majority of the members of the Board of Library Trustees shall be required to approve the change of a name of a library facility. In all cases involving branch libraries, the geographic name of the facility shall precede any added honorific name.
5. The Board of Library Trustees shall, either at the time it approves a name change, or in a subsequent meeting, designate the method of display of the new name or addition, which may be by exterior building signage, interior plaque, or any other means appropriate to the specific site. The party who proposed a name change of a branch library or other library facility shall bear all costs associated with changing the name, including staff time and material expenses, unless the Board of Library Trustees finds it in the public interest to waive this requirement in whole or in part.



Office of the City Manager

CONSENT CALENDAR
July 17, 2012

To: Honorable Mayor and Members of the City Council
 From:  Christine Daniel, City Manager
 Submitted by: Mark Numainville, Acting City Clerk
 Subject: City Council Rules of Procedure and Order

RECOMMENDATION

Adopt a Resolution revising the City Council Rules of Procedure and Order to:

1. Add the City Council Policy for Naming and Renaming Public Facilities;
2. Amend the section on Council Recess Periods, as it pertains to City Manager approval authority, to coincide with new agenda deadlines under the Open Government Ordinance;
3. Amend the procedures for yielding of time during public comment; and
4. Rescind Resolution 65,337–N.S.

FISCAL IMPACTS OF RECOMMENDATION

None.

CURRENT SITUATION AND ITS EFFECTS

At the January 31, 2012 meeting, Council adopted a formal policy for the naming and renaming of public facilities (Attachment 2). Updates to the City Council Rules of Procedure and Order are necessary to include this new policy.

For the Recess Period, the Rules of Procedure currently define the recess period as a period of time longer than 21 days without a regular or special meeting of the Council. This definition is used to determine the time in which the City Manager may approve certain routine, yet time sensitive administrative items. However, with the expanded agenda timelines contained in the OGO, the actual time of administrative need for urgent approval has been shifted.

The proposed change to the time period during which the City Manager is granted approval authority is the day after the Agenda Committee meeting for the last regular meeting before a Council recess through the deadline for submission of staff reports for the first meeting after the Council recess. Please see Attachment 3 for revised language.

Yielding time to another speaker during periods of public comment at Council meetings is currently permitted. Speakers wishing to yield their time are asked to approach the

public speaker podium along with the individual to whom they wish to yield their time. This allows the speaker to publicly announce their intention to yield their time, thus providing clarity for the audience, the presiding officer, and the official record on who has yielded time, and how much time should be allotted to the speaker receiving the yielded time. The revisions to the language in the Rules of Procedure capture and formalize this process. Language is also being added to clarify that an individual may only speak once at public comment on any item, unless called upon by the Mayor or a Councilmember to answer a specific inquiry, which is also per current practice. Please see Attachment 4 for revised language.

BACKGROUND

The City Council Rules of Procedure and Order governs the duties of the Council, the conduct of meetings, the agenda, procedural matters and facilities. The rules have been amended as necessary over time to improve the function of the Agenda Committee and the conduct of City Council meetings.

RATIONALE FOR RECOMMENDATION

To ensure the contents of the City Council Rules of Procedure and Order are current by including the City Council's newly adopted policy.

To adjust the window of time that the City Manager may approve items of administrative urgency to account for the new agenda deadlines in the Open Government Ordinance.

To further clarify the process of public comment at City Council meetings and yielding of one's time.

ALTERNATIVE ACTIONS CONSIDERED

None.

CONTACT PERSON

Mark Numainville, Acting City Clerk, 981-6900

Attachments:

1: Resolution

Exhibit A: City Council Rules of Procedure and Order

2: City Council Policy for Naming and Renaming Public Facilities

3: Text of revised language for Amendment to Chapter II, Section F

4: Text of revised language for Amendment to Chapter IV, Section A

RESOLUTION NO. ##,###-N.S.

RE-ADOPTING THE CITY COUNCIL RULES OF PROCEDURE AND ORDER AND
RESCINDING RESOLUTION NO. 65,337-N.S.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Council Rules of Procedure and Order attached hereto and incorporated by reference shall govern all proceedings of the City Council therein described, subject to the exception and deviations provided for in such rules.

BE IT FURTHER RESOLVED that violation of these rules shall not be construed as a penal offense, excepting that breach of the peace or willful failure to comply with the lawful orders of the Council or its presiding officer shall be punishable as misdemeanors under applicable law.

BE IT FURTHER RESOLVED that the Council shall review its Rules of Procedure in March of each odd-numbered year.

BE IT FURTHER RESOLVED that Resolution No. 65,337-N.S. is hereby rescinded.

Exhibits

A: City Council Rules of Procedure and Order

The Berkeley City Council Rules of Procedure and Order

Adopted by Resolution XX,XXX–N.S.
Effective July 17, 2012

- E. Unless restricted by covenant, facilities named after an individual should not necessarily be considered a perpetual name.

Section 3 – Criteria for Naming of Public Facilities

When considering the naming of a new public facility or an unnamed portion or feature within an already named public facility (such as a room within the facility or a feature within an established park), or, the renaming of an existing public facility the following criteria shall be applied:

- A. Public Facilities are generally easier to identify by reference to adjacent street names, distinct geographic or environmental features, or primary use activity. Therefore, the preferred practice is to give City-owned property a name of historical or geographical significance and to retain these names.
- B. No public facility may be named for a living person, but this policy can be overridden with a 2/3 vote of the City Council.
- C. The naming of a public facility or any parts thereof in recognition of an individual posthumously may only be considered if the individual had a positive effect on the community and has been deceased for more than 1 year.
- D. When a public facility provides a specific programmatic activity, it is preferred that the activity (e.g. skateboard park, baseball diamond) be included in the name of the park or facility.
- E. When public parks are located adjacent to elementary schools, a name that is the same as the adjacent school shall be considered.
- F. When considering the renaming of an existing public facility, in addition to applying criteria A-E above, proper weight should be given to the fact that: a name lends a site or property authenticity and heritage; existing names are presumed to have historic significance; and historic names give a community a sense of place and identity, continuing through time, and increases the sense of neighborhood and belonging.

Section 4 –Naming Standards Involving a Major Contribution

When a person, group or organization requests the naming or renaming of a public facility, all of the following conditions shall be met:

- A. An honoree will have made a major contribution towards the acquisition and/or development costs of a public facility or a major contribution to the City.
- B. The honoree has a record of outstanding service to their community
- C. Conditions of any donation that specifies that name of a public facility, as part of an agreement or deed, must be approved by the City Council, after review by and upon recommendation of the City Manager.

Section 5 –Procedures for Naming or Renaming of Public Facilities

- A. Any person or organization may make a written application to the City Manager requesting that a public facility or portion thereof, be named or renamed.

1. Recommendations may also come directly of the City Boards or Commissions, the City Council, or City Staff.
- B. The City Manager shall refer the application to the appropriate lead commission as defined in Section 1 of the City's policy on naming of public facilities, for that commission's review, facilitation, and recommendation of disposition.
 1. The application shall contain the name or names of the persons or organization making the application and the reason for the requested naming or renaming.
- C. The lead commission shall review and consider the application, using the policies and criteria articulated to the City Policy on Naming and Renaming to make a recommendation to Council.
 1. All recommendations or suggestion will be given the same consideration without regard to the source of the nomination
- D. The lead commission shall hold a public hearing and notify the general public of any discussions regarding naming or renaming of a public facility.
 1. Commission action will be taking at the meeting following any public hearing on the naming or renaming.
- E. The commission's recommendation shall be forwarded to Council for final consideration.

APPENDIX A. POLICY FOR NAMING AND RENAMING PUBLIC FACILITIES

Purpose

To establish a uniform policy regarding the naming and renaming of existing and future parks, streets, pathways and other public facilities.

Objective

- A. To ensure that naming public facilities (such as parks, streets, recreation facilities, pathways, open spaces, public building, bridges or other structures) will enhance the values and heritage of the City of Berkeley and will be compatible with community interest.

Section 1 – Lead Commission

The City Council designates the following commissions as the ‘Lead Commissions’ in overseeing, evaluating, and ultimately advising the Council in any naming or renaming of a public facility. The lead commission shall receive and coordinate comment and input from other Commissions and the public as appropriate.

Board of Library Trustees

Parks and Recreation Commission –Parks, recreation centers, camps, plazas and public open spaces

Public Works Commission –Public buildings (other than recreation centers), streets and bridges or other structures in the public thoroughfare.

Waterfront Commission –Public facilities within the area of the City known as the Waterfront, as described in BMC 3.36.060.B.

Section 2 – General Policy

- A. Newly acquired or developed public facilities shall be named immediately after acquisition or development to ensure appropriate public identity.
- B. No public facility may be named for a living person, but this policy can be overridden with a 2/3 vote of the City Council.
- C. Public facilities that are renamed must follow the same criteria for naming new facilities. In addition, the historical significance and geographical reference of the established name should be considered when weighing and evaluating any name change.
- D. The City encourages the recognition of individuals for their service to the community in ways that include the naming of activities such as athletic events, cultural presentations, or annual festivals, which do not involve the naming or renaming of public facilities.
- E. Unless restricted by covenant, facilities named after an individual should not necessarily be considered a perpetual name.

Section 3 – Criteria for Naming of Public Facilities

When considering the naming of a new public facility or an unnamed portion or feature within an already named public facility (such as a room within the facility or a feature

within an established park), or, the renaming of an existing public facility the following criteria shall be applied:

- A. Public Facilities are generally easier to identify by reference to adjacent street names, distinct geographic or environmental features, or primary use activity. Therefore, the preferred practice is to give City-owned property a name of historical or geographical significance and to retain these names.
- B. No public facility may be named for a living person, but this policy can be overridden with a 2/3 vote of the City Council.
- C. The naming of a public facility or any parts thereof in recognition of an individual posthumously may only be considered if the individual had a positive effect on the community and has been deceased for more than 1 year.
- D. When a public facility provides a specific programmatic activity, it is preferred that the activity (e.g. skateboard park, baseball diamond) be included in the name of the park or facility.
- E. When public parks are located adjacent to elementary schools, a name that is the same as the adjacent school shall be considered.
- F. When considering the renaming of an existing public facility, in addition to applying criteria A-E above, proper weight should be given to the fact that: a name lends a site or property authenticity and heritage; existing names are presumed to have historic significance; and historic names give a community a sense of place and identity, continuing through time, and increases the sense of neighborhood and belonging.

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When a person, group or organization requests the naming or renaming of a public facility, all of the following conditions shall be met:

- A. An honoree will have made a major contribution towards the acquisition and/or development costs of a public facility or a major contribution to the City.
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 - 1. The application shall contain the name or names of the persons or organization making the application and the reason for the requested naming or renaming.
- C. The lead commission shall review and consider the application, using the policies and criteria articulated to the City Policy on Naming and Renaming to make a recommendation to Council.
 - 1. All recommendations or suggestion will be given the same consideration without regard to the source of the nomination

- D. The lead commission shall hold a public hearing and notify the general public of any discussions regarding naming or renaming of a public facility.
 - 1. Commission action will be taking at the meeting following any public hearing on the naming or renaming.
- E. The commission's recommendation shall be forwarded to Council for final consideration.

The City of Berkeley Policy for Naming and Renaming Public Facilities was adopted by the Berkeley City Council at the regular meeting of January 31, 2012.

**INFORMATION CALENDAR**

November 13, 2013

TO: Board of Library Trustees

FROM: Dennis Dang, Administrative Services Manager

SUBJECT: FY14 – 1ST QUARTER BUDGET REPORT

INTRODUCTION

Library fiscal year 2014 1Q results by Fund are as follows:

Fund	Revenue		Expenditures (xcl Encmb)	
	Actual 1Q	YoY	Actual 1Q	YoY
Library Tax (301)	\$296,962	42.9%	\$3,269,055	6.0%
Transaction Based Reimb (302)	\$5,936	10.8%	\$12,865	-3.5%
Grants (304)	\$25,000		\$3,897	
Public Library (305)				-100.0%
Gifts (306)	\$811	338.4%	\$12,404	-28.0%
Foundation Branch FF&E (307)	\$400,000		\$161,527	2462.7%
Measure FF (308)	\$1,286	-6.5%	\$750,204	-53.5%

BACKGROUND

FY 2014 is the first year of the two-year biennial budget cycle encompassing fiscal years 2014 and 2015. This cycle's biennial budget was adopted on May 19, 2013 by BOLT Resolution No.: R13-035. An adjustment to the budget occurred during the first quarter of FY 2014 as the first of the fiscal year's Annual Appropriations Ordinance actions were authorized by the board with the approval of BOLT Resolution No.: R13-056 on September 11, 2013.

CURRENT SITUATION AND ITS EFFECTS***LIBRARY TAX FUND***

The Library Tax Fund includes revenue derived from the dedicated library tax, fines and fees, and miscellaneous revenue. At the end of the first quarter, revenues stood at \$296,962 an increase YoY of 42.9%. The change in revenue, amounting to \$89,175, was due to \$108,867 in library tax receipts, partially offset by a drop of \$20,434 from library fines and miscellaneous revenue. Miscellaneous revenue last fiscal year was favorably impacted by two non-recurring events totaling \$8,883. The

decline in revenue from fines this quarter likely reflects the lowering of fines to an across-the-board \$0.25 rate that went into effect on October 1, 2012.

Library Tax Fund expenditures excluding encumbrances at \$3,269,055 were 6.0% above the prior year period, this \$184,483 spending encompassed an increase in non-labor expenditures for I.T. infrastructure equipment for necessary system integration into the City's VoIP network, desktop computer purchases for public and staff equipment refresh, and higher labor costs primarily for CalPERS benefits. Period offsets were seen in software maintenance fees, and books and subscriptions, and were likely more a result of timing than actual realized savings.

GIFTS FUND

The Gifts Fund includes monies received through donations from the Berkeley Public Library Foundation, the Friends of the Berkeley Public Library, the generosity of many individuals and organizations, and trusts such as the Alice Meyer Trust Fund, The Raymond Family Foundation, and the DuPree Family Foundation. The Fund's first quarter revenue at \$811 was up 338.4% from the prior year's receipts of \$185; this increase was attributable to a private party donation to the South Branch Library.

Expenditures at \$12,404 dropped 28.0% from the prior year primarily due to the lack of library materials spending from the Alice Meyer Trust Fund; this is likely a timing issue. The Friends of the Library gift funding continued to support targeted programs throughout the Library with larger period expenditures in Children's and Art and Music.

ALL OTHER FUNDS

All Other Funds is typically composed primarily of funding from California State Library administered programs such as the Public Library Fund (defunct), the California Library Literacy Services program, the Library Services and Technology Act, and the Direct Book Loan Transaction Based Reimbursements (TBR) program (defunct).

Similar to FY 2013, the sole revenue source into the TBR Fund (302) is public-use photocopier revenue which in the first quarter reached \$5,936 an increase of 10.8% over the same period last year. Photocopier revenues are included as part of this Funds grouping to match with the associated expenditures which are in part supported by prior year's non-restricted State Library TBR receipts. The Grants Fund (304) accepted the first portion of FY 2014's CLLS grant equivalent to \$10,000 for adult literacy services, and \$15,000 from the Alameda County Waste Management authority for the installation of Bay Friendly landscaping at the recently renovated Claremont Library Branch.

All Other Funds expenditures at \$16,762, or 11.9% of the revised budget, consisted of \$12,126 from public-use copier rental expense, \$739 for TBR delivery services, with the remaining attributable to Berkeley READS grant program spending.

MEASURE FF FUNDS

Two Fund accounts serve the Branch Libraries Improvement Program that was initiated by the passage of Measure FF in November 2008. The primary program Fund, the Measure FF Fund, services the actual design, engineering, and construction needs for each of the four branches and is the repository for the bond sale proceeds. The second Fund, the Foundation FF&E Fund, is a Berkeley Public Library Foundation funded account directed to support the furnishing, fixtures, and equipment needs of the finished branch facilities through a capital campaign fundraising effort. During the quarter the Library received a payment of \$400,000 in proceeds from the Foundation's FF&E capital campaign fund, this payment concludes campaign receipts to the Library. The Measure FF Fund received interest revenue of \$1,286.

At the end of the first quarter, the Measure FF Fund expended \$750,204, and held \$2,752,877 of encumbrances. Major FF Fund period expenditures were \$48,756 to Kitchell CEM in project management fees, and \$676,353 for West Branch Library construction payments to West Bay Builders.

Architectural design costs at September 30, 2013:

CC Authorized	Contracted w/ASAs	Site	Designer	FY14-1Q	Expended to Date	Expended /CC Auth
\$751,245	\$748,860	NB	Architectural Resources Group	\$0	\$728,619	97.0%
\$637,132	\$627,145	CB	Gould Evans Baum Thornley	\$0	\$614,322	96.4%
\$893,500	\$879,033	SB	Field Paoli	\$7,141	\$862,614	96.5%
\$788,194	\$788,194	WB	Harley Ellis Devereaux	\$0	\$723,025	91.7%
\$3,070,071	\$3,043,232	Total	Architectural Design Services	\$7,141	\$2,928,580	95.4%

General Contractor construction costs at September 30, 2012:

CC Authorized	Contracted w/COs	Site	General Contractor (incl. escrow)	FY14-1Q	Expended to Date	Expended /CC Auth
\$4,760,000	\$4,508,765	NB	BHM	\$0	\$4,508,765	94.5%
\$3,300,000	\$2,994,394	CB	Fine Line <i>*contract closed*</i>	\$0	\$2,994,394	90.7%
\$4,963,000	\$4,658,482	SB	Gonsalves & Stronck	\$0	\$4,569,658	92.0%
\$5,985,000	\$5,515,718	WB	West Bay Builders	\$676,353	\$3,096,847	51.7%
\$19,008,000	\$17,677,359	Total	Construction Services	\$676,353	\$15,169,664	79.8%

Actual expenditures from the Foundation FF&E Fund totaled \$161,527, with an encumbered amount of \$240,006. Spending and encumbrances encompassed largely West Branch furniture and equipment purchases.

SUMMARY OF OPERATIONS EXPENSES

At the end of the first quarter, actual expenses in the operating Funds (all funds excluding the two Branch Libraries Improvement Program Funds) ended at 19.5% of the revised budget versus the period benchmark of 25.0%, and moderately under last year's trend. Savings to date are due to position vacancies, and more so to timing of programs and projects.

A half-year financial report will be presented to the board in early 2014.

Attachments:

1. 1Q-FY 2014 Revenues by Fund
2. 1Q-FY 2014 Expenditures by Fund

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Attachment 1

1Q-FY 2014 REVENUES BY FUND

BERKELEY PUBLIC LIBRARY									data as of:
REVENUE SEP FY14									16-Oct-13
Berkeley Public Library									
Ele/Obj	Account Description	Lib Dscr 301	DL/ILL 302	Grants 304	Gift 306	FF&E 307	Mse FF 308	Rfse Coll 820	Revenue FY14
01-01	Refund on Bills	2,000							2,000
05-01	Over and Shorts								
10-01	Collection by City							6,294	6,294
13-15	Library Tax	15,870,770							15,870,770
20-07	Library Svc&Constr Act			30,000					30,000
20-11	Library Fines	223,000							223,000
20-12	Link + Fines								
20-15	Lost Book Fines	30,000							30,000
20-21	Tool Lending Fines	20,000							20,000
23-12	BPL Foundation					400,000			400,000
23-13	Friends of BPL				82,004				82,004
30-01	Interest-Investment Pool						1,500		1,500
50-02	Inter-Library Book Loan								
50-03	Direct Book Loan								
61-01	Max Recycling and Composting			15,000					15,000
65-01	Meeting Room Fees	2,000							2,000
80-99	1-Time Grant /w Proj Code								
99-01	Appropriations Ord #1								
99-03	Donations								
99-99	Miscellaneous Revenue	8,500	20,000						28,500
Adjusted	Berkeley Public Library	16,156,270	20,000	45,000	82,004	400,000	1,500	6,294	16,711,068
01-01	Refund on Bills								
05-01	Over and Shorts	26							26
10-01	Collection by City							2,568	2,568
13-15	Library Tax	240,496							240,496
20-07	Library Svc&Constr Act			10,000					10,000
20-11	Library Fines	44,509							44,509
20-12	Link + Fines	449							449
20-15	Lost Book Fines	6,306							6,306
20-21	Tool Lending Fines	2,717							2,717
23-12	BPL Foundation					400,000			400,000
23-13	Friends of BPL								
30-01	Interest-Investment Pool				121		1,286		1,407
50-02	Inter-Library Book Loan								
50-03	Direct Book Loan								
61-01	Max Recycling and Composting			15,000					15,000
65-01	Meeting Room Fees								
80-99	1-Time Grant /w Proj Code								
99-01	Appropriations Ord #1								
99-03	Donations				690				690
99-99	Miscellaneous Revenue	2,459	5,936						8,395
Actl+Upstd	Berkeley Public Library	296,962	5,936	25,000	811	400,000	1,286	2,568	732,563

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Attachment 2

1Q-FY 2014 EXPENDITURES BY FUND (1 of 3)

BERKELEY PUBLIC LIBRARY : EXPENDITURES SEP FY14

Berkeley Public Library + CoB

Actuals+Encumbrances

YTD SEP

Elmnt-Object	Description	Bdgt ORG FY14	Bdgt REV FY14	Lib Dscr 301	DL / ILL 302	Grants 304	Gift 306	FFE 307	Mse FF 308	Actual FY14	% REV Spent
11-01	Monthly Rated Employees	7,277,854	7,277,854	1,464,912					3,813	1,468,725	20.2%
11-03	Hourly and Daily Rated Empl	299,890	299,890	42,590		2,584			8,270	53,444	17.8%
11-04	Monthly Rated - Part Benefitted	319,628	319,628	56,667						56,667	17.7%
11-51	Retro Pay No Pers & SRIP			131						131	
11-60	Excess Hours Pay		1,645	36,897			336			37,233	2263.4%
12-12	General Summer Youth	11,296	11,296	845						845	7.5%
13-01	O/T-Monthly Rated Employee	6,771	6,771								
13-05	Holiday Pay	5,081	5,081								
Prsnl Svcs-Salaries and Wages		7,920,520	7,922,165	1,602,042		2,584	336		12,083	1,617,045	20.4%
20-11	Medical Insurance	1,203,727	1,203,727	220,974					619	221,593	18.4%
20-12	Dental Insurance	168,737	168,737	31,314					63	31,377	18.6%
20-13	Life Insurance	7,431	7,431	896					1	897	12.1%
20-21	Cash-in-Lieu	51,221	51,221	19,697						19,697	38.5%
20-31	Pers/Misc Other	2,265,079	2,265,079	466,498			114		1,168	467,780	20.7%
20-34	PARS (3.75%)	26,191	26,191	3,503		97				3,600	13.7%
20-36	SRIP	285,496	285,496	32,875			23		10	32,908	11.5%
20-40	Medicare Tax	104,920	104,920	22,297		36	5		175	22,513	21.5%
20-63	Rtrmnt Med: Misc. Emp Medical Trusts	159,525	159,525	32,985			6		73	33,064	20.7%
20-71	Workers Comp: Workers Comp Charges	163,417	163,417	37,774		46	6		327	38,153	23.3%
20-82	Allowances: Shoes Allowance	1,012	1,012	1,012						1,012	100.0%
20-87	Terminal Payouts-Misc.Emp	133,947	133,947	28,470			6		70	28,546	21.3%
20-90	Other Employee Benefits	280,372	280,372	57,469			12		142	57,623	20.6%
20-91	Commuter Check	19,724	19,724	4,486					9	4,495	22.8%
27-20	Fringe Benefits (Budget)	21,393	21,393								
Prsnl Svcs-Fringe Benefits		4,892,192	4,892,192	960,250		179	172		2,657	963,258	19.7%
20-99	Salary Savings	(253,691)	(253,691)								
Personal Services-Employee		12,559,021	12,560,666	2,562,292		2,763	508		14,740	2,580,303	20.5%

Attachment 2
1Q-FY 2014 EXPENDITURES BY FUND (2 of 3)

Berkeley Public Library + CoB		Actuals+Encumbrances						YTD SEP			
Elmnt-Object	Description	Bdgt ORG FY14	Bdgt REV FY14	Lib Dscr 301	DL / ILL 302	Grants 304	Gift 306	FFE 307	Mse FF 308	Actual FY14	% REV Spent
30-35	Professional: Engnrng & Architecural Svcs	75,000	171,119						147,989	147,989	86.5%
30-38	Professional: Misc Prof Svcs	1,220,600	1,524,613	227,706		900	8,422	48,365	147,410	432,803	28.4%
30-39	Hazardous Materials Handling	2,000	2,000	148						148	7.4%
30-42	Maint Svcs: Office Equip Maint Svcs	8,000	8,500	5,000						5,000	58.8%
30-43	Maint Svcs: Bldg & Structures Maint Svcs	159,400	259,102	113,418						113,418	43.8%
30-44	Maint Svcs: Field Equip Maint	86,950	104,277	21,377						21,377	20.5%
30-46	Maint Svcs: Computer Maintenance	5,000	5,000	2,516						2,516	50.3%
30-47	Maint Svcs: Software Maintenance	325,000	340,782	245,548						245,548	72.1%
30-51	Bank Credit Card Fees	4,500	4,500	939						939	20.9%
Purchased Prof & Tech Svcs		1,886,450	2,419,893	616,652		900	8,422	48,365	295,399	969,738	40.1%
35-20	County/State/Fed Pymts.	5,000	5,000	1,433						1,433	28.7%
Grants & Gvrnmntl Payments		5,000	5,000	1,433						1,433	28.7%
40-10	Professional Dues and Fee	47,250	47,250	20,107						20,107	42.6%
40-20	Insurance	575	575								
40-31	Communications: Telephones	137,200	179,142	109,902						109,902	61.3%
40-33	Communications: Cellular	14,550	14,550	4,260						4,260	29.3%
40-41	Utilities: Water	28,500	28,500	25,500						25,500	89.5%
40-42	Utilities: Gas/Electricity	295,000	295,000	220,150						220,150	74.6%
40-43	Utilities: Refuse	34,252	34,252	4,101						4,101	12.0%
40-50	Printing and Binding	29,600	42,786	3,350					8,894	12,244	28.6%
40-61	Travel: Commerical Travel	2,000	2,000	427						427	21.4%
40-62	Travel: Meals & Lodging	3,000	3,000	1,524						1,524	50.8%
40-63	Travel: Registration/Admin Fees	12,100	17,100	2,759						2,759	16.1%
40-64	Travel: Transportation	1,500	1,500	88						88	5.9%
40-70	Advertising	16,044	16,414	477			373			850	5.2%
40-80	Books and Publications	16,000	16,000	16,000						16,000	100.0%
40-90	Other	150,804	68,800								
Other Purchased Services		788,375	766,869	408,645			373		8,894	417,912	54.5%
50-10	Rental of Land/Buildings	500	720								
50-20	Rental of Equip/Vehicles	41,500	45,311		43,810					43,810	96.7%
50-30	Rental of Office Equipment & Furniture	10,000	11,150	7,291						7,291	65.4%
50-40	Rental of Software & Licenses	75	75								
Rentals / Leases		52,075	57,256	7,291	43,810					51,101	89.3%

Attachment 2

1Q-FY 2014 EXPENDITURES BY FUND (3 of 3)

Berkeley Public Library + CoB		Actuals+Encumbrances							YTD SEP		
Elmnt-Object	Description	Bdgt ORG FY14	Bdgt REV FY14	Lib Dscr 301	DL / ILL 302	Grants 304	Gift 306	FFE 307	Mse FF 308	Actual FY14	% REV Spent
51-10	Postage	22,000	22,000	8,700						8,700	39.5%
51-20	Messenger/Deliver	25,000	25,000		5,001					5,001	20.0%
Mail Services		47,000	47,000	8,700	5,001					13,701	29.2%
55-11	Office Supplies	30,000	30,250	14,338						14,338	47.4%
55-20	Field Supplies	176,925	200,496	97,047			3,070			100,117	49.9%
55-34	Equip & Veh Supp: Spare Replacement Parts	12,000	12,000								
55-50	Food	1,500	3,500				366			366	10.5%
55-60	Library Materials	1,202,000	1,203,334	194,769		(21)	286			195,034	16.2%
Supplies		1,422,425	1,449,580	306,154		(21)	3,722			309,855	21.4%
60-20	Outside Janitorial Svcs	200,000	203,182	200,000						200,000	98.4%
Purchased Property Services		200,000	203,182	200,000						200,000	98.4%
65-70	Building - Existing Construction	150,000	159,994	9,908						9,908	6.2%
65-75	Building - New Construction	2,334,420	5,518,944						3,184,048	3,184,048	57.7%
65-80	Other Infrastructure	7,350	7,350								
Infrastructure		2,491,770	5,745,881	69,049					3,184,048	3,253,097	56.6%
70-41	Machinery and Equipment	580,036	664,869					84,832		84,832	12.8%
70-43	Furniture and Fixtures	506,000	554,369	6,377				161,385		167,762	30.3%
70-44	Computers & Printers	145,000	127,208	6,634				5,002		11,636	9.1%
70-47	Computer Softwares & Lic	25,000	25,000								
Property		1,256,036	1,371,446	13,011				251,219		264,230	19.3%
71-10	Small Equipment	20,500	20,504	769						769	3.8%
71-43	Mach & Equip: Furniture And Fixtures	332,425	361,408	9,911				60,246		70,157	19.4%
71-44	Mach & Equip: Computers And Printers	175,000	211,995	69,812				41,703		111,515	52.6%
71-47	Mach & Equip: Software & Licenses	20,000	13,465	595						595	4.4%
Property Under Cap Limit		547,925	607,372	81,087				101,949		183,036	30.1%
75-35	Mail Services	1,764	1,764	441						441	25.0%
75-50	City Vehicles/Fuel & Main	7,800	7,800	4,547						4,547	58.3%
75-60	City Parking Permits	500	500								
75-90	Internal City Training	500	500								
Internal Services		10,564	10,564	4,988						4,988	47.2%
Other Expenses		8,707,620	12,684,043	1,717,010	48,811	879	12,517	401,533	3,488,341	5,669,091	44.7%
Berkeley Public Library + CoB		21,266,641	25,244,709	4,279,302	48,811	3,642	13,025	401,533	3,503,081	8,249,394	32.7%