



# BERKELEY PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES

SPECIAL MEETING  
July 23, 2014

AGENDA  
6:00 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. WORKSHOP CALENDAR

- A. Central Space Planning Study
  - 1. Presentation by Noll & Tam Architects
  - 2. Public Comment (2 minutes per speaker)
  - 3. Board Discussion

## III. PRESENTATION CALENDAR

- A. Director Recruitment Update

## IV. CONSENT CALENDAR

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

- A. **Approve minutes of June 11, 2014 Regular Meeting**  
Recommendation: Approve the minutes of the June 11, 2014 regular meeting of the Board of Library Trustees.
- B. **Fiscal Year 2014 Annual Gift Report**  
Recommendation: Adopt a resolution to approve the annual report to the Berkeley City Council of gifts received in FY 2014 as required by CC Resolution No. 65,444-N.S.
- C. **Purchase Authorization in Excess of Director of Library Services' Granted Authority for FY 15**  
Recommendation: Adopt a resolution authorizing the Director of Library Services to enter into FY 2015 purchase agreements and approve payments to the specified vendors projected to exceed the Director's delegated spending authority of \$50,000 for services and \$100,000 for goods, materials and equipment.
- D. **Approve Gift from Friends of the Library**  
Recommendation: Adopt a resolution to approve acceptance and expenditure of the annual gift to the Library from the Friends of the Berkeley Public Library for FY2015 in the amount of \$90,400.
- E. **Bequest: Estate of Pauline Moller Kolenda**  
Recommendation: Adopt a resolution accepting gift funds from the estate of Pauline Moller Kolenda in the sum of \$18,161.19 to support library material purchases in the area of audio / recorded books.
- F. **Revised Library Records Retention Schedule**  
Recommendation: Adopt a resolution approving the revised Records Retention Schedule pertaining to the Library as presented, effective August 1, 2014.
- G. **Library Internet Use Policy**  
Recommendation: Adopt a resolution authorizing revisions to the public computer use policy to require users to agree to the library's terms of use; to reflect practice of installing privacy screens on all public computer internet

\* Public Comments - speakers allowed 3 minutes each

use stations; and require Internet users be in good standing, defined as less than a maximum of \$100 in fines and/or fees, effective August 1, 2014.

**V. ACTION CALENDAR**

**A. Amend Contract No. 9563, Noll & Tam Architects**

Recommendation: Adopt a resolution authorizing the Director of Library Services to amend Contract No. 9563 with Noll & Tam Architects and Planners to provide for an increase of \$61,875, inclusive of a 10% contingency to execute project ASAs, to the expenditure authority, thereby, increasing the contract's allowable not-to-exceed amount to \$141,875 and to extend the term of the contract from June 30, 2015 to June 30, 2016.

**VI. INFORMATION REPORTS**

**A. July 2014 Monthly Report from Library Director**

1. Library Development
2. Professional Activities
3. Programs, Services and Collections
4. Personnel
5. Branch Bond Program Update

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

**VII. AGENDA BUILDING**

The next meeting will be a Regular Meeting held at 6:00 PM on Wednesday, September 10, 2014 at the **South Branch Library, 1901 Russell Street, Berkeley.**

**VIII. ADJOURNMENT**

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



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

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

I hereby certify that the agenda for this regular meeting of the Board of Library Trustees of the City of Berkeley was posted in the display cases located at 2134 Martin Luther King, Jr. Way and in front of the Central Public Library at 2090 Kittredge Street, as well as on the Berkeley Public Library's website on July 17, 2014.

//s//

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

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

**COMMUNICATIONS**

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

**MINUTES**  
**BERKELEY PUBLIC LIBRARY**  
**BOARD OF LIBRARY TRUSTEES REGULAR MEETING**  
**Wednesday, June 11, 2014, 6:00 P.M.**

SOUTH BRANCH LIBRARY – 1901 RUSSELL STREET

Board of Library Trustees:

Chair Abigail Franklin	Winston Burton
Vice Chair Julie Holcomb	Darryl Moore
	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/board-library-trustees>*

**A. Call to Order: 6:02 P.M.**

Present: Trustees Franklin, Holcomb, Moore and Jim Novosel.

Absent: Trustees Burton.

Also Present: Donna Corbeil, Director of Library Services; Suzanne Olawski, Deputy Director; Dennis Dang, Administrative and Fiscal Services Manager; Sarah Dentan, Neighborhood and Children’s Services Manager; Jenifer Shurson; Assoc. Human Resources Analyst; Eve Franklin, Administrative Secretary.

Andrea Mullarkey; Steve Douglas

**B. Public Comments:**

1. Steve Douglas, Library employee - spoke regarding the Senior Building Maintenance Supervisor position.

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

1. Andrea Mullarkey, SEIU 1021 Shop Steward – spoke regarding internal communications, asked Trustees to place internal communications as an agenda item at the next BOLT meeting.

**D. Report from Board of Library Trustees:**

1. Trustee Novosel - reported on the San Jose bond issue that just passed and a New Yorker article about the New York Public Library.

**II. Presentations**

**A. Director Recruitment Update**

Jenifer Shurson, Assoc. Human Resources Analyst , provided a presentation (Attachment 1) followed by board discussion.

BOLT will interview candidates on August 18.

### III. CONSENT CALENDAR

Item D (Library Fee schedule for FY2015) was pulled from the agenda.

Action Calendar Item A (Library Work Plan FY2015 was moved to consent calendar.

M/S/C Trustee Moore / Trustee Novosel to adopt Resolution # R14-032 approving the Consent Calendar as presented.

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

#### A. Approve minutes of May 20, 2014 Special Meeting

From: Director of Library Services

Recommendation: Adopt a resolution to approve the minutes of the May 20, 2014 Special Meeting as presented.

Financial Implications: None.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution # R14-033.

#### B. Amendment: Contract No. 9453, GNU Group

From: Director of Library Services

Recommendation: Adopt a resolution authorizing the Director of Library Services to amend Contract No. 9453 with GNU Group in an incremental amount of \$12,000 for the design, procurement and installation of signage services, and to extend the term of the contract from December 31, 2014 to June 30, 2015 for an amended not-to-exceed value of \$60,000.

Financial Implications: see report.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution # R14-034.

#### C. Amendment: Contract No. 8500 Bibliotheca ITG, LLC

From: Library Network Administrator

Recommendation: Adopt a resolution authorizing the Director of Library Services to execute an amendment to Contract No. 8500 with Bibliotheca ITG, LLC for the annual maintenance of the Library's Automated Material Handling (AMH), Self-Check and Materials Security Equipment, increasing the contract amount by \$197,703 for a total amount not to exceed \$1,097,703 and extending the term of the contract to June 30, 2017.

Financial Implications: see report.

Contact: Alicia Abramson, Library Network Administrator

Action: Adopted Resolution # R14-035.

#### D. Library Fee Schedule for FY 2015

Item pulled from agenda.

#### E. Library Work Plan FY 2015

Moved from Action Calendar  
From: Director of Library Services  
Recommendation: Adopt a resolution to approve the Library Work Plan for the second year of the biennial budget period, fiscal years 2014 and 2015.  
Financial Implications: see report.  
Contact: Donna Corbeil, Director of Library Services

#### **IV. ACTION CALENDAR**

##### **A. Library Work Plan FY 2015**

Item moved to Consent Calendar.

#### **V. INFORMATION REPORTS**

##### **A. June 2014 Monthly Report from Library Director**

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

##### **B. FY 2014 – 3rd Quarter FYTD Update**

From: Administrative Services Manager  
Contact: Dennis Dang, Administrative Services Manager  
Action: None.

##### **C. Report On Foundation Fund (307)**

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

##### **D. Library events**

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

#### **VI. AGENDA BUILDING**

The next meeting will be a Regular Meeting held at 6:00 PM on Wednesday, July 16, 2014 at the South Branch Library, 1901 Russell Street, Berkeley.

Future agenda items:

- Central Library Space Project
- Policy Updates
- Contracts
- Annual Gift Report to City Council
- Recruitment update
- Discussed Special Meeting in July

## **VII. ADJOURNMENT**

Adjourned at 7:11 P.M.

**COMMUNICATIONS:** none

### **SUPPLEMENTAL COMMUNICATIONS AND REPORTS:**


1. Director Recruitment Update presentation

# DOLS Recruitment

## DOLS Ad

**BRADBURY ASSOCIATES / GOSSAGE SAGER ASSOCIATES**  
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### Director-Library Services



**Director of Library Services**  
**Berkeley (CA) Public Library**

A spirited library seeks a spirited director. The Berkeley Public Library Board of Trustees seeks a creative and thoughtful Director of Library Services to lead a team of talented professionals continuing to position the Library as a prominent player in Berkeley's continuum of learning and exploration. Through traditional formats and growing digital collections, the Library serves as a local resource contributing to local creativity, preserving the community's collective history, nourishing the arts, supporting small businesses and job seekers, and welcoming its citizens and enriching their lives. The City of Berkeley has always put public libraries at the center of its life. A highly skilled and creative staff (113,178) at the Central Library and four branches, welcomed 1.4 million visitors in 2013 and scanned 1.6 million items. With a dedicated funding source (annual budget \$16 million) and a quality collection of 600,000 items, Berkeley Public Library leads the state in per capita use. A five-member Board of Trustees, appointed by the City Council, governs the Library. The Berkeley Public Library, Established in 1957, recently raised \$3 million dollars supporting the Branch Library renovation program. Additional support comes from the vital Friends of the Berkeley Public Library through money fundraising and advocacy efforts.

The City of Berkeley, "the city with a small population and a big reputation," is located on the eastern shore of the San Francisco Bay. With more than 120,000 residents, Berkeley is a welcoming and diverse community proud of their heritage as a center of academic achievement (University of California, Berkeley), scientific exploration, free speech, and the arts. People come for the culture and stay for the food. Berkeley is a cultural and urban destination where residents and visitors find a dynamic city with an international flavor. Attractions include two arts districts, the Berkeley Marina, state-of-the-art pedestrian and bicycle paths, stunning outdoor recreational opportunities, farmers markets, and unlimited senior activities. Oakland, San Francisco, and the rolling hills of wine country are all within close proximity of Berkeley and offer additional cultural and recreational amenities. For more information on the Library, Berkeley and the Bay Area, visit [BerkeleyLib.org](http://BerkeleyLib.org).

**Responsibilities:** The Director of Library Services serves as administrative head of the Library and reports to a Library Board of Trustees, serves as staff to the board, and is responsible for implementing policy, developing goals and objectives, supervising staff, administering the library budget and directing day to day operations. Although reporting to the Library Board, the Director serves as part of the City's management team. Major responsibilities include: developing and recommending service policy to the Board of Library Trustees; planning and directing the implementation of goals, objectives, policies, procedures, and service standards for the Library; evaluating the effectiveness of library services and

## Posted on 45+ sites

CALIFORNIA LIBRARY ASSOCIATION	BRANCH COORDINATORS Listserv	KANSAS LIBRARY ASSOCIATION LISTSERV
BAYNET	CALA (Chinese Americans Library Association)	MICHIGAN LIBRARY ASSOCIATION Listserv
CALJOBS	CENTRAL HEADS Listserv	MISSISSIPPI LIBRARY ASSOCIATION Listserv
CALIX	INALJ (I NEED A LIBRARY JOB) FORMERLY LISJOBS	MOUNTAIN PLAINS LIBRARY ASSOCIATION JOB LINE (11 STATES)
ALISJOBS Listserv	ISLAMANET (IL)	NEW JERSEY LIBRARY ASSOCIATION JOB LINE
AMERICAN LIBRARIES JOBLIST	LIBJOBS Listserv	NEW MEXICO LIBRARY ASSOCIATION Listserv
APALA-L (Asian Pacific Americans Library Association)	MADLISJOBS Listserv	NY LIBRARY ASSOCIATION Listserv
ARSL Listserv	NEW LIBRARIANS Listserv	OHIO LIBRARY Listserv
ASCLA (Assoc. of Specialized and Cooperative Library Agencies)	PUBLIB Listserv	PACIFIC NORTHWEST LIBRARY ASSOCIATION
BRADBURY ASSOCIATES/GOSSAGE SAGER ASSOCIATES	REFORMA (Latino and Spanish Speaking)	PENNSYLVANIA LIBRARY ASSOCIATION JOBLINE
COLORADO JOBLINE	DREXEL UNIVERSITY COLLEGE OF INFO SCIENCE AND TECHNOLOGY	RHODE ISLAND JOB LINE
DELAWARE LIBRARY ASSOCIATION	ILLINOIS GRADUATE SCHOOL OF LIBRARY AND INFORMATION SCIENCE	TENNESSEE LIBRARY ASSOCIATION Listserv
FLORIDA STATE LIBRARY LISTSERV	SAN JOSE STATE SpartanJobs	VIRGINIA LIBRARY ASSOCIATION JOBLINE

## Supplemental Questionnaire

- Aside from your current library, have you ever worked for/reported to a governing Board?
- Do you have experience working in a municipal library environment? Please describe briefly.
- Describe your qualifications for Director of Library Services with specific reference to your experience with: Personnel management and development; Budget development and implementation; Facility management; Creation and implementation of service plans; and Development and interpretation of administrative policy.
- **The Berkeley Public Library is part of an extended community that involves the Board of Library Trustees, the Friends of the Library, the Berkeley Public Library Foundation, library staff, neighborhood groups and business associations, civic organizations and, of course, the professional and political leadership of the city. What experience have you had working with diverse interest groups, forming and leading a coalition of such groups to support library services, and building consensus among such groups on library-related issues?**
- **What has been your experience with the management of technological change in libraries?**
- **Berkeley Public Library employees are represented by three different unions. Describe your labor relations experience.**
- **Describe an initiative in which you've been involved that did not start out as a public issue but became one with a political element taking and a political element took precedence. Describe the situation, your role and how you handled it. What was the outcome?**
- What are the three most important values you demonstrate as a leader? Provide an example of how you've demonstrated each of these leadership values in within your workplace.
- Please list what you feel are the two or three most significant, professional achievements thus far in your career. (Please be brief and concise.)
- If someone at Berkeley Public Library does an Internet search on your name and position (and someone probably will), is there anything that they might find that will need further explanation and/or clarification?
- In your professional career, have you had any instances of interrupted employment (where you left one job without having another to go to)?



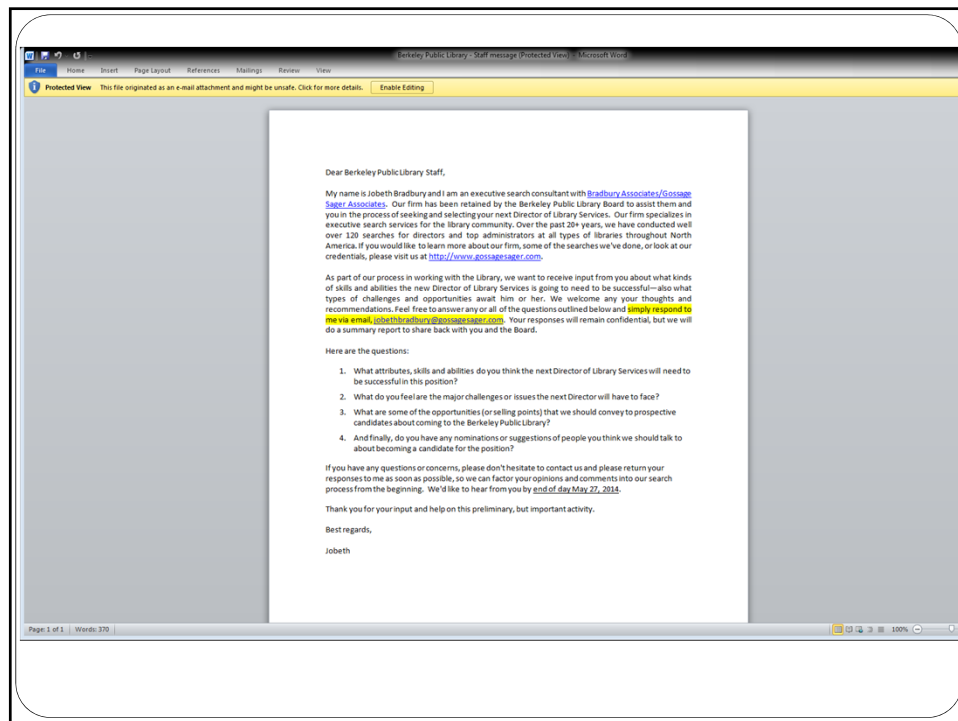
## Question Topics

### BOLT

- Diverse Populations (staff/patrons)  
Homeless/Mentally Ill
- Technology in Libraries
- Community Engagement:  
Local Orgs, COB Depts, Affiliate Orgs (Foundation/FOL)

### STAFF

- Vision – progressive but not too progressive
- Communication – good, clear, at all levels.
- Leadership Style – collaborative, open, able to effectively manage change



## Staff Feedback

What attributes, skills and abilities do you wish to see in your next Director of Library Services?

- The ability to assess our situation, incorporate the views of staff and public, articulate a vision, and persuade the staff and public to go for it!
- The ability to interact positively with everyone from the Foundation members to library pages
- Brings a genuine interest in learning more about this community and library – the people, processes, knowledge and ideas that each person brings into the building. From that I believe will come a spirit of experimentation and innovation, a humanistic approach to staff and patrons, and a love of this very open town.
- Clear communicator

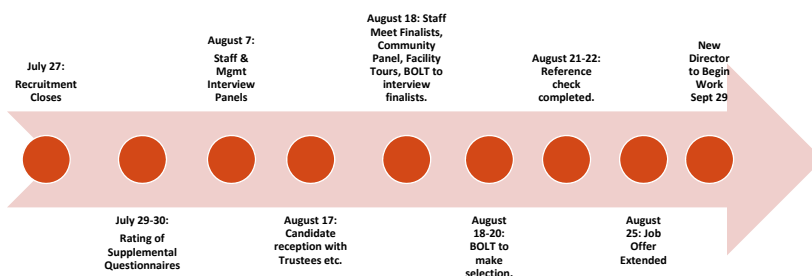
What are the challenges or issues the new Director will have to face?

- The library is transitioning into the digital age and BPL needs to redefine its focus and goals
- The library lacks a common culture: each department/service has its own culture, but there's no unification
- Low staff morale: cutbacks, transfers, reorganizations created a feeling of little support from Administration

What are the selling points of the library, the position, and the community?

- We are also home to a burgeoning class of voluntarily homeless youth, chronically underemployed and the mentally ill. We have the flavor of an urban library system in a comfortably green city. For someone who likes people and is fascinated by the diversity of the human experience, there are few places better to exploring these things than Berkeley Public Library.
- We are very, very fiscally sound, especially for California.
- This is not a place where you have to defend your work with books, where people ask why you need libraries when you have google, or any of that nonsense. The staff, even the folks who are change-averse, love the library and the public. And our public loves us!

## Recruitment Timeline





**CONSENT CALENDAR**

July 23, 2014

**TO:** Board of Library Trustees  
**FROM:** Donna Corbeil, Director of Library Services  
**SUBJECT:** FY 2014 ANNUAL GIFT REPORT

**RECOMMENDATION**

Adopt a resolution to approve annual reporting to the City Council of gifts received in FY 2014 as mandated by CC Resolution No. 65,444-N.S.

**FISCAL IMPACT**

There is no fiscal impact from this report.

**BACKGROUND**

The Open Government Ordinance (Ord. 7,166-N.S.) approved by the City Council in 2011 includes a section on the acceptance of gifts of \$1,000 or more. At the July 13, 2011 regular meeting of the board, Resolution R11-051 was adopted, requesting City Council delegate to the Board of Library Trustees the authority to accept on behalf of the Library any gifts of funds, goods, or services up to \$200,000. On September 20, 2011 the Council considered the item and approved it on consent by Resolution No. 65,444-N.S.

The approved Council resolution includes a stipulation, "Mandating annual reporting from the Board of Library Trustees of gifts in excess of \$1,000 in aggregate in an informational report to be presented before the Council on a regular meeting agenda." Information relevant to this report has been prepared by staff for board consideration and review prior to communication to the City Council. The submitted report will fulfill the ordinance's obligation covering the period from July 1, 2013 through June 30, 2014.

**CURRENT SITUATION AND ITS EFFECTS**

The Board of Library Trustees accepts gifts throughout the fiscal year; for the period from July 1, 2013 through June 30, 2014 the following gifts equal to or in excess of \$1,000 aggregate by donor were received and accepted into Library Fund accounts and will be reported to the City Council: the Berkeley Public Library Foundation for \$400,000 and the Friends of the Berkeley Public Library for \$92,004. At the April 29, 2014 regular meeting, City Council adopted a resolution accepting a donation from the Estate and Trust of Mary Jo Pace (passed through the Berkeley Public Library Foundation) in the sum of \$686,250.34 by Resolution No. 66,555-N.S.

**FY 2014 Gift Receipts**

Report to CC	Donor	Value	Fund	Purpose
No	Private Donor (Common Knowledge)	\$100	306	BerkeleyREADS
No	Private Donor (Dewey)	550	306	South Branch
No	Private Donor (Kittams)	100	306	Childrens
No	Private Donor (Rosenthal)	100	306	Unrestricted
No	Private Donor (Lau)	100	306	Claremont Branch – Childrens+Music
No	Private Donor (Lee)	25	306	Unrestricted
No	Private Donor (Glynn)	200	306	Adult Collections
No	Private Donor (Grembek)	30	306	Unrestricted
No	BPL Foundation	500	306	Branch Opening Festivities
<b>Yes</b>	<b>Friends of BPL</b>	<b>82,004</b>	<b>306</b>	<b>Gift for FY 2014 Programs</b>
<b>Yes</b>	<b>Friends of BPL</b>	<b>10,000</b>	<b>306</b>	<b>BranchOut APR 2014 Festivities</b>
<b>Yes</b>	<b>BPL Foundation</b>	<b>400,000</b>	<b>307</b>	<b>We ♥ Our Libraries capital campaign</b>
<b>Yes</b>	<b>BPL Foundation: Pass-through</b>	<b>686,250</b>	<b>307</b>	<b>Pace Trust for North Branch</b>
<b>BPL</b>	<b>Total</b>	<b>\$1,179,959</b>		

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

*Measure FF Library Improvement Program*

Furniture, fixtures, and equipment essential to the successful implementation of the Measure FF Branch Library Improvement Program is generously funded by The Berkeley Public Library Foundation through the *We ♥ Our Libraries* capital campaign. Campaign proceeds received during fiscal year 2014 totaled \$400,000. These monies are held and expended from the dedicated Foundation FF&E Fund (307); a Fund established solely to administer campaign receipts.

FY 2014 Foundation FF&E – receipts at June 30, 2014:

\$200,000 July 10, 2013 R13-043

\$200,000 September 11, 2013 R13-054

Total Fund expenditures at June 11, 2014 were reported to the Board of Library Trustees at their regular meeting in an informational report as \$1,646,321, with encumbrances of \$15,145. In December 2013, construction of the final branch project was completed marked by the reopening for full public services of the West Branch Library.

FURTHER ACTION

None.

Attachments:

1. Resolution

**BOARD OF LIBRARY TRUSTEES**

**RESOLUTION NO.: R14-\_\_\_**

**FY 2014 ANNUAL LIBRARY GIFT REPORT TO THE CITY COUNCIL**

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

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

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

WHEREAS, this year’s report covers the fiscal year period from July 1, 2013 through June 30, 2014; and

WHEREAS, gifts to the Library subject to reporting to the City Council during this period are: the Berkeley Public Library Foundation for \$400,000, the Friends of the Berkeley Public Library for \$92,004; and a Berkeley Public Library Foundation pass-through from the Pace Trust for \$686,250; and

WHEREAS, on April 29, 2014, City Council adopted a resolution accepting a donation from the Estate and Trust of Mary Jo Pace in the sum of \$686,250.34 by Resolution No. 66,555–N.S.

BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley hereby authorizes the submission of the Library’s annual gift report to the Berkeley City Council.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on July 23, 2014 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

\_\_\_\_\_  
Abigail Franklin, Chairperson

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





**CONSENT CALENDAR**

July 23, 2014

TO: Board of Library Trustees

FROM: Dennis Dang, Administrative and Fiscal Services Manager

SUBJECT: PURCHASE AUTHORIZATION IN EXCESS OF DIRECTOR OF LIBRARY SERVICES' GRANTED AUTHORITY FOR FISCAL YEAR 2015

**RECOMMENDATION**

Adopt the resolution authorizing the Director of Library Services to enter into fiscal year 2015 purchase agreements and approve payments to specified vendors for services encompassing utility, telephone and intranet/internet services, library materials, state taxes, professional services, and office supplies projected to exceed the director's delegated spending authority of \$50,000 for services and \$100,000 for goods, materials, and equipment.

**FISCAL IMPACT**

No additional appropriation is necessary.

The projected costs of these expenditures for these vendors are provisioned for in the revised fiscal year 2015 budget adopted by the Board of Library Trustees on May 20, 2014 by BOLT Resolution No.: R14-030.

**BACKGROUND**

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

On May 20, 2014, the board approved BOLT Resolution No.: R14-030 updating the FY 2015 Budget, which included funds for services, goods, materials and equipment.

CURRENT SITUATION

Commencing July 1, 2014, the Library will begin processing fiscal year 2015 purchase requisitions for services, goods, materials, and equipment to support Library operations. Using fiscal year-to-date 2014 expenditure levels as a guide, purchases with several vendors are expected to exceed the purchasing authority delegated to the Director of Library Services by the Board of Library Trustees. Under current rules, the director must receive board approval for any purchase in excess of the authorized spending limit for any vendor once that vendor's cumulative fiscal year purchases exceed the authorized spending limit.

ALTERNATIVE ACTIONS

The alternative considered is to enter into initial purchase agreements not to exceed the director's spending authority and return to the board per purchase once cumulative purchases exceed the granted authority. It is the Administrative and Fiscal Services Manager's recommendation that the Director of Library Services be granted increased spending authority for the specified vendors – per Attachment 2 – during FY 2015. This request is consistent with recognized best practices for purchasing procedures and adheres to the City's purchasing policy.

FUTURE ACTION

No future action is necessary.

Attachments:

1. Resolution
2. FY15 Authorization for Purchase of Services, Materials and Supplies from Specified Vendors



**BOARD OF LIBRARY TRUSTEES**  
**RESOLUTION NO.: R14-0##**

**Attachment 1**

**PURCHASE AUTHORIZATION FOR SELECTED VENDORS IN EXCESS OF  
DIRECTOR OF LIBRARY SERVICES' GRANTED AUTHORITY FOR FISCAL YEAR 2015 PER ATTACHMENT 2**

WHEREAS, the Board of Library Trustees on June 10, 2008 passed Resolution No.: 08-56 authorizing the Director of Library Services to enter into purchase orders for services up to \$50,000; and

WHEREAS, the Board of Library Trustees on October 14, 2009 passed Resolution No.: 09-94 authorizing the Director of Library Services to enter into purchase orders for goods, materials, and equipment up to \$100,000; and

WHEREAS, the Board of Library Trustees on May 20, 2014 passed Resolution No.: R14-030 updating the budgets for revenue and expenditures for fiscal year 2015; and

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

NOW THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley authorizes the Director of Library Services to execute fiscal year 2015 purchase agreements and payment approvals for the specified vendors as named per Attachment 2 for services, materials, and supplies in excess of the delegated spending authority.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on July 23, 2014 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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Abigail Franklin, Chairperson

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



FY 2014: PURCHASES TO 23JUN14 BY VENDOR AND FUND

Vendor Name	Auth*	PO#+	301 Lib Tax	302 TBR	304 Grants	306 Gifts	307 Fndtn	308 Mse FF	Total BPL
WEST BAY BUILDERS INC	CC	91379						\$3,141,055	\$3,141,055
<b>BAKER &amp; TAYLOR, INC.</b>	DoLS		407,997			39,646			447,643
BIBLIOTHECA	DoLS	86767	172,491				124,971		297,462
<b>PACIFIC GAS &amp; ELECTRIC CO</b>	DoLS		261,904						261,904
UNIVERSAL BUILDING SERVICE	DoLS	97645	198,580						198,580
GONSALVES & STRONCK CONSTRUCTION	CC	90462						193,977	193,977
<b>OVERDRIVE, INC</b>	DoLS		187,008						187,008
INNOVATIVE INTERFACES INC	DoLS	97646	166,869						166,869
BANK OF MARIN	CC	93073						165,573	165,573
KITCHELL CEM	CC	77168						154,110	154,110
ONE WORKPLACE	DoLS	94847	52,896				84,181		137,076
<b>MISC. VENDOR-PROPERTY TAX</b>	DoLS		120,619						120,619
<b>UNIVERSAL PROTECTION SERVI</b>	DoLS		117,592						117,592
<b>MIDWEST TAPE</b>	DoLS		112,086			3,651			115,737
<b>DELL MARKETING LP</b>	DoLS		66,885				43,928		110,813
<b>STATE BOARD OF EQUALIZATIO</b>	DoLS		75,464			5,368	28,567	31	109,429
MG WEST COMPANY	DoLS	98086					89,163		89,163
<b>AT&amp;T</b>	DoLS		87,270						87,270
<b>AMS.NET, INC</b>	DoLS		72,582					500	73,082
<b>EBSCO INFORMATION SERVICES</b>	DoLS		61,647						61,647
<b>CDW-GOVERNMENT</b>	DoLS		35,734				18,783		54,516
CITY MECHANICAL, INC.	DoLS	89830	47,944						47,944
GNU GROUP	DoLS	98234					47,302		47,302
KONICA MINOLTA BUSINESS SO	DoLS	90880		41,675					41,675
SWERVE CO OF CALIFORNIA	DoLS	97582	1,421				38,340		39,761
<b>CENGAGE LEARNING INC</b>	DoLS		37,011						37,011
HARLEY ELLIS DEVEREAUX	CC	79992						33,885	33,885
CONTRACT OFFICE GROUP	DoLS	94864	16,487				9,979		26,466
MEDIATROPE LLC	DoLS	94227	26,000						26,000
<b>&gt; \$25,000 at 23JUN14</b>			\$2,326,486	\$41,675	\$0	\$48,665	\$485,213	\$3,689,129	\$6,591,169

\* CC = City Council; DoLS = Director of Library Services.

+ Subject to Contract Agreement and Purchase Order.

**BOLD** Subject to Director of Library Services authorization by BOLT to execute fiscal year 2015 purchase agreements and payment approvals.





CONSENT CALENDAR

July 23, 2014

**TO:** Board of Library Trustees  
**FROM:** Donna Corbeil, Director of Library Services  
**SUBJECT:** GIFT: FRIENDS OF THE BERKELEY PUBLIC LIBRARY

RECOMMENDATION

Adopt a resolution accepting gift funds from the Friends of the Berkeley Public Library in the sum of \$90,400.

FISCAL IMPACTS OF RECOMMENDATION

The acceptance of this gift will have no negative impact on the Library budget. Upon board acceptance, the gift funds will be deposited into Fund 306 (Library Gift Fund) in fiscal year 2015.

The Library will appropriate these funds to the fiscal year 2015 budget at the time of the first annual appropriation ordinance (AAO1) submittal to the expenditure budget.

CURRENT SITUATION AND ITS EFFECTS

The Friends of the Library annually allocate a portion of donations received and proceeds from sales to the Library to support programs and public service.

At the May 20, 2014 Special Meeting of the board, the fiscal year 2015 budget was approved by Resolution #R14-30 for revenues of \$16,861,314 and expenditures of \$19,120,989. Included in the approved budget were gift funds totaling \$80,000 from the Library Friends group. The award amount was a projected estimate and is revised by the agenda item to \$90,400, a difference of \$10,400. As stated at that time, the award amount will be revised during the first annual appropriations ordinance adjustments in FY 2015.

DIVISION / PROGRAM		AMOUNT REQUESTED		
			Services & Contracts	Supplies
<b>Staff and Volunteer Focused</b>				
1	Staff development/training	5,200	4,500	700
2	Employee Wellness	1,800	150	1,650
3	Volunteer Services celebration	400		400
<b>Library Wide Programs</b>				
5	Berkeley READS - Literacy Program	3,500	500	3,000
6	Children's Services -Summer reading & programs	40,000	30,000	10,000
7	Teen Services - Programs, Summer reading, etc.	6,000	2,000	4,000
<b>Branch / Central Departments</b>				
9	Special collections projects (NEW)	9,000	1,500	7,500
10	Reference - central	5,500	5,200	300
11	Art & Music - central	6,000	5,000	1,000
12	West Branch	6,000	3,500	2,500
13	South Branch	3,300	2,300	1,000
14	Claremont Branch	3,700	2,600	1,100
<b>TOTALS</b>		<b>90,400</b>	<b>56,750</b>	<b>33,150</b>

**BACKGROUND**

The Board of Library Trustees has in the past managed the acceptance and appropriation of all grants, and gifts, including substantial gifts, donations, and monetary awards designated for use by the Library, as part of the regular budget management process, including quarterly budget reports, the annual budget appropriation. Since 2008, the Library has had a Gift Policy (A.R. Number 10.11) which addresses the acceptance of gifts by the Board of Library Trustees.

In all cases of gifts to the Library up to \$200,000 and not related to the Berkeley Public Library Foundation's Branch Libraries FF&E capital campaign, City Council Resolution No. 65,444-N.S. states, "...the Council of the City of Berkeley hereby delegates to the Board of Library Trustees the authority to accept: (1) any gifts of funds, goods, or services made to the Library up to \$200,000 that do not include unduly restrictive conditions on their use...and mandates annual reporting to the Council of gifts in excess of \$1,000 in aggregate in an informational report to be presented before the Council on a regular meeting agenda."

This generous gift of the Friends of the library will be used to fund library programs and services as indicated above.

RATIONALE FOR RECOMMENDATION

The Library regularly receives gift funding and support from the Berkeley Public Library Foundation, the Friends of the Berkeley Public Library, as well as many individuals and organizations. Donations and gifts are greatly appreciated by the Library as they allow the Library to augment and enhance the delivery of public services in a tangible and visible manner that benefits the quality of life standards enjoyed by all members of the Berkeley community.

Attachments

1. Resolution





**BOARD OF LIBRARY TRUSTEES**

**RESOLUTION NO.: R14-0##**

**Attachment 1**

**ACCEPT GIFT FUNDS FROM THE FRIENDS OF THE LIBRARY**

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

WHEREAS, following passage of the Open Government Ordinance by the City Council, the City Council by passage of Resolution No. 65,444-N.S. delegated to the Library Board of Trustees the authority to accept any gifts of funds, goods, or services made to the Library up to \$200,000 that do not include unduly restrictive conditions on their use, and all gifts from the Library Foundation constituting payments toward the Foundation's Branch Library FF&E Campaign; and

WHEREAS, the Library has a Gift Policy (A.R. Number 10.11), which addresses the acceptance of gifts by the Board of Library Trustees and includes a requirement for annual reporting to the City Council for any gift received over \$1,000 in aggregate; and

WHEREAS, the Board approved the acceptance of \$80,000 in gift funds from the Library Friends group in Revenue projections for FY 2015 in approving the Library's budget at the Special meeting of May 20, 2014 by Resolution #R14-30; and

WHEREAS, the Library will appropriate these funds to the fiscal year 2015 budget at the time of the first annual appropriation ordinance (AAO1) submittal to the expenditure budget; and

NOW, THEREFORE BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley hereby approves the acceptance of gift funds from the Friends of the Berkeley Public Library in the sum of \$90,400, and the appropriation of these funds to the fiscal year 2015 expenditure budget for acquisition of library materials on account line 306-9402-450 at the time of the fiscal year's first annual appropriation ordinance (AAO1) submittal.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on July 23, 2014 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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Abigail Franklin, Chairperson

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





CONSENT CALENDAR

July 23, 2014

**TO:** Board of Library Trustees  
**FROM:** Donna Corbeil, Director of Library Services  
**SUBJECT:** BEQUEST: ESTATE OF PAULINE MOLLER KOLENDA

RECOMMENDATION

Adopt a resolution accepting gift funds from the estate of Pauline Moller Kolenda in the sum of \$18,161.19.

FISCAL IMPACTS OF RECOMMENDATION

The acceptance of this gift will have no negative impact on the Library budget. Upon board acceptance, the full bequest of \$18,161.19 will be deposited into Fund 306 (Library Gift Fund) and assigned dedicated Project Code 15LB30 in fiscal year 2015.

The Library will appropriate these funds to the fiscal year 2015 budget at the time of the first annual appropriation ordinance (AAO1) submittal to the expenditure budget for acquisition of library materials on account line 306-9402-450.55-60 15LB30.

CURRENT SITUATION AND ITS EFFECTS

The Library has been designated a recipient charity in the settlement of the Pauline Moller Kolenda Estate.

The Pauline Moller Kolenda Estate has generously bequeathed to the Library a share of the estate for the acquisition of audiobooks by modern authors. The recommendation to accept the bequest is consistent with passage of a resolution by the City Council on September 20, 2011 accepting the recommendation of the Board of Library Trustees' Resolution No. 11-051, delegating to the board the authority to accept any non-duly restrictive gift of funds, goods, or services to the Library up to \$200,000 or gifts of any amount assignable to the Berkeley Public Library Foundation FF&E Capital Campaign Fund, and the annual reporting to the City Council of any gift in excess of \$1,000.

BACKGROUND

The Board of Library Trustees has in the past managed the acceptance and appropriation of all grants, and gifts, including substantial gifts, donations, and monetary awards designated for use by the Library, as part of the regular budget management process, including quarterly budget reports, the annual

budget appropriation. Since 2008, the Library has had a Gift Policy (A.R. Number 10.11) which addresses the acceptance of gifts by the Board of Library Trustees.

In all cases of gifts to the Library up to \$200,000 and not related to the Berkeley Public Library Foundation's Branch Libraries FF&E capital campaign, City Council Resolution No. 65,444-N.S. states, "...the *Council of the City of Berkeley hereby delegates to the Board of Library Trustees the authority to accept: (1) any gifts of funds, goods, or services made to the Library up to \$200,000 that do not include unduly restrictive conditions on their use...and mandates annual reporting to the Council of gifts in excess of \$1,000 in aggregate in an informational report to be presented before the Council on a regular meeting agenda.*"

This generous bequest of the Pauline Moller Kolenda Estate is below the \$200,000 threshold and does not contain conditions that the Library deems *unduly restrictive*. Additionally, being unrelated to the FF&E capital campaign, the acceptance of this gift is solely subject to the board's acceptance in order for the Library to receive the funds into Fund 306 (Library Gift Funds). This gift will be reported to the City Council in the *Fiscal Year 2015 Annual Gift Report*.

#### RATIONALE FOR RECOMMENDATION

The Library regularly receives gift funding and support from the Berkeley Public Library Foundation, the Friends of the Berkeley Public Library, as well as many individuals and organizations. Donations and gifts are greatly appreciated by the Library as they allow the Library to augment and enhance the delivery of public services in a tangible and visible manner that benefits the quality of life standards enjoyed by all members of the Berkeley community.

The Library is honored to have been named a recipient for this generous bequest from the Pauline Moller Kolenda Estate.

#### Attachments

1. Resolution

**BOARD OF LIBRARY TRUSTEES**  
**RESOLUTION NO.: R14-0##**

**Attachment 1**

**ACCEPT GIFT BEQUEST FROM THE PAULINE MOLLER KOLENDA ESTATE**

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

WHEREAS, following passage of the Open Government Ordinance by the City Council, the City Council by passage of Resolution No. 65,444-N.S. delegated to the Library Board of Trustees the authority to accept any gifts of funds, goods, or services made to the Library up to \$200,000 that do not include unduly restrictive conditions on their use, and all gifts from the Library Foundation constituting payments toward the Foundation's Branch Library FF&E Campaign; and

WHEREAS, the Library has a Gift Policy (A.R. Number 10.11), which addresses the acceptance of gifts by the Board of Library Trustees and includes a requirement for annual reporting to the City Council for any gift received over \$1,000 in aggregate; and

WHEREAS, the Pauline Moller Kolenda Estate has generously bequeathed to the Library a share of the estate for the acquisition of audiobooks by modern authors; and

WHEREAS, the Library will appropriate these funds to the fiscal year 2015 budget at the time of the first annual appropriation ordinance (AAO1) submittal to the expenditure budget for acquisition of library materials on account line 306-9402-450.55-60 15LB30; and

NOW, THEREFORE BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley hereby approves the acceptance of gift funds from the Pauline Moller Kolenda Estate in the sum of \$18,161.19, and the appropriation of these funds to the fiscal year 2015 expenditure budget for acquisition of library materials on account line 306-9402-450.55-60 15LB30 at the time of the fiscal year's first annual appropriation ordinance (AAO1) submittal.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on July 23, 2014 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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Abigail Franklin, Chairperson

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





**CONSENT CALENDAR**

July 23, 2014

**TO:** Board of Library Trustees  
**FROM:** Donna Corbeil, Director of Library Services  
**SUBJECT:** REVISED LIBRARY RECORDS RETENTION SCHEDULE

**RECOMMENDATION**

Adopt a resolution approving the revised Records Retention Schedule pertaining to the Library as detailed below.

**FISCAL IMPACT**

This report will have no fiscal impacts.

**BACKGROUND**

The Board of Library Trustees last reviewed and approved the Library's Records Retention Schedule with passage of BOLT Resolution No.: 13-009 at the regular meeting of February 13, 2013. The City Council of the City of Berkeley last revised the citywide policy on November 27, 2012 - Records Retention Schedule. The Library is in compliance with the City's Records Management Program, Resolution No. 65,943-N.S. The Records Retention Schedule-General details the management and storage of administrative records applicable to all departments, boards and commissions, inclusive of the Library ([www.ci.berkeley.ca.us/uploadedFiles/Clerk/Level\\_3 -  
\\_Records/Records%20Retention%20Schedule%20Nov%2027%202012.pdf](http://www.ci.berkeley.ca.us/uploadedFiles/Clerk/Level_3_-_Records/Records%20Retention%20Schedule%20Nov%2027%202012.pdf)). The Records Retention Schedule is a listing of all record types produced or maintained by a unique delegated authority and the necessary actions regarding the disposition of those records; and of which, the Library adheres to such a schedule appropriate to its operations. On those occasions when the Library determines it to be necessary to revise items included in the Library's Records Retention Schedule, those requests are forwarded to the City for review and approval prior to presentation for adoption by the board.

**CURRENT SITUATION AND ITS EFFECTS**

The Library currently follows the record retention policy for financial and general records as set forth by the Records Management Program of the Office of the City Clerk, including the Records Management Manual and Records Retention Schedule. The record management guidelines and schedule covers administrative records; budget documents; citizen complaints; contracts and leases; correspondence and memos regarding policies, programs and services; financial reports; grant related documents; publications and reports; manuals; personnel records; and organizational charts. Included in the general schedule are the retention requirements for city-wide boards and commissions, including agendas, resolutions, minutes, attendance records and tapes.

The Record Retention Schedule applicable to specific departments was reviewed, and revisions recommended (Attachment 2); revisions to the previously approved section include adding the notation 'none' where appropriate.

FUTURE ACTION

None.

Attachments:

1. Resolution
2. Library Records Retention Schedule (Revised)



**BOARD OF LIBRARY TRUSTEES**  
**RESOLUTION NO.: R14-###**

**Attachment 1**

**APPROVAL OF THE REVISED RECORDS SCHEDULE ITEMS PERTAINING TO THE LIBRARY**

WHEREAS, the City of Berkeley's Records Retention Schedule-General details the management and storage of administrative records applicable to all departments, and boards and commissions; and

WHEREAS, the City of Berkeley's Records Retention Schedule is a listing of all records produced or maintained by a unique delegated authority and the necessary actions regarding the disposition of those records and to which the Library adheres to such a schedule appropriate to its operations; and

WHEREAS, when the Library determines it to be necessary to revise items included in the Library's Records Retention Schedule those requests are forwarded to the City for review and approval prior to presentation for adoption by the board; and

WHEREAS, the Library board last reviewed and adopted changes to the library specific rules on February 27, 2012; and

WHEREAS, Library staff has reviewed the adopted schedule and compiled a list of revised items specific to the Library for submission to the Office of the City Clerk; and

WHEREAS, the Library abides by the Records Retention Schedules: Policy, Objectives and Responsibilities approved by the City Council and as administered by the Office of the City Clerk.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to approve the revised Records Retention Schedule adopted by the City Council of the City of Berkeley on November 27, 2012 for items pertaining to the Library; and the Library Records Retention Schedule as presented.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on July 23, 2014 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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Abigail Franklin, Chairperson

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



**Berkeley Public Library**  
**Records Retention Schedule**

Attachment 2

Shaded items are new

RS/ITEM NO.	RECORD SERIES TITLE/SUBTITLE AND DESCRIPTION (IF APPLICABLE)	RETAIN IN OFFICE	STORAGE	DESTROY	STATUTORY REFERENCE
LIBR101	<b>Borrower Registration Records</b> Records documenting the registration of authorized borrowers	AE+2	none	US	Dept. Policy
LIBR102	<b>Cash Receipts</b> Daily deposit of monies from Library	2	5	7	Dept. Policy
LIBR103	<b>Circulation Records</b> Records documenting the circulation of library materials to individual borrowers	US	none	US	Dept. Policy
LIBR104	<b>Circulation Statistical Reports</b> Refers to California state Library annual public library survey	PERM	none	PERM	Dept. Policy
LIBR105	<b>Library Catalog</b>	US	none	US	Dept. Policy
LIBR106	<b>Overdue Records</b> Library fines information for accounts unsettled <i>over \$50</i>	5	none	5	Dept. Policy
LIBR107	<b>Overdue Records</b> Library fines information for accounts unsettled <i>under \$50</i>	3	none	3	Dept. Policy
LIBR108	<b>Employee Personnel Files</b> Includes personnel Action/Information forms used to create / change information in the personnel records of individual employees regarding hiring, termination, transfer, performance evaluations, pay grade, position/job title, leaves of absence, name changes and similar actions.	AT+5	none	AT+5	GC 34090 GC6250, Dept. Policy [seeHR704- library retains its own personnel records]
LIBR109	<b>Capital Improvements - Project Files</b> Library construction projects, etc.	CL+2	PERM	PERM	Dept. Policy

**Berkeley Public Library**  
**Records Retention Schedule**

Attachment 2

Shaded items are new

RS/ITEM NO.	RECORD SERIES TITLE/SUBTITLE AND DESCRIPTION (IF APPLICABLE)	RETAIN IN OFFICE	STORAGE	DESTROY	STATUTORY REFERENCE
LIBR110	<p><b>EMPLOYEE SERVICE RECORD</b>  “Employee Cardex File” -  Employment history summary for each employee. Contains: name; date of birth; social security number; positions held, with dates of hire, promotion, transfer, or demotion; dates of leaves of absence or suspension that affect computation of length of service; wage or salary rate for each position held, including step or merit increases within grades; and date of separation.  Access is restricted to the Director of Human Resources, Deputy Director of Human Resources, Employee Relations Officer, and Employee Transaction Unit staff. Director of Human Resources may designate other staff access.</p>	PERM	None	PERM	Dept. Policy [see HR701- library retains employee service records]
LIBR111	<p><b>MEDICAL LEAVE RECORDS</b>  May include family leave records, certifications</p>	CL+5	25	CL+30	FMLA 1993, 29 CFR 1910.20, 29 CFR 1602.30, 29 CFR 1602.32 [see HR702- Library retains employee medical files]

**Retention Codes**

- AE After Expiration
- AT After Termination
- CL Close/Completion
- US Until Superseded
- PERM Permanent



**CONSENT CALENDAR**

July 23, 2014

**TO:** Board of Library Trustees  
**FROM:** Jay Dickinson, Circulation Services Manager  
**SUBJECT:** LIBRARY INTERNET USE POLICY

**RECOMMENDATION**

Adopt a resolution authorizing revisions to the public computer use policy to require users agree to the library's terms of use agreement and to reflect practice of installing privacy screens on all public computer internet use stations, effective August 1, 2014.

**FISCAL IMPACT**

This report will have no fiscal impacts.

**BACKGROUND**

The Library's current Internet Use Policy was adopted in October of 2007, by BOLT Resolution R07-106 (Attachment 2). Recent review of this policy has shown the need for some slight revisions to it. Consistent with its mission of providing resources in a wide variety of formats to meet the cultural, informational, recreational, and educational needs of the community it serves, the Berkeley Public Library provides its patrons free access to the Internet. The Library recognizes electronic resources as vital to the provision of information that is at the core of a public library's role in its community. In view of the complex issues associated with access to electronic information, the American Library Association urges libraries to formally adopt Internet use policies developed from their specific missions and goals. Many public libraries have done so. In response, the Berkeley Public Library staff researched the policies of other libraries and developed this policy based on the practical experience of its employees, in both public service and information technology roles, in order to assist the staff at large in managing the way that Internet access is provided to the public.

**CURRENT SITUATION AND ITS EFFECTS**

The Internet Use Policy as revised (Attachment 3) establishes policy regarding patron responsibilities for content and behavior while accessing the internet in Library facilities, and connecting user

responsibilities with the Library Rules of Conduct. This policy affirms the safeguarding of library users' First Amendment Rights, intellectual freedom, and equity of access.

In the current version of the policy privacy screens are mentioned as being available on request. In the time since the policy was instated privacy screens have been installed on all Internet computers – the wording has been changed to reflect this.

Patron accounts with fines and fees in excess of \$100 are blocked from Internet access computers. This information has been added to the policy.

Each time a patron logs into an Internet Access computer they must agree to the terms of use. This is now mentioned in the policy, and the digital version of the policy will include a link to the terms of use.

Terms of use:

*I agree to use the Internet at The Berkeley Public Library with the understanding that I am responsible for appropriate use of the Internet and of the computer itself. Use of the computers is subject to the library's Rules of Conduct policy and permission may be revoked if the library's rules of conduct are violated. See a librarian for a copy of the library's rules of conduct policy.*

*I realize that I am responsible for any damage that may occur while I am using the computers at the Berkeley Public Library. Intentional vandalism of the library's computer equipment may result in suspension from the library and/or legal action. This includes downloading of malicious computer programs that alter the original configuration of the machine, changing the home page of the browser, damaging the hardware by intentional misuse, or in any other way interfering with the configuration and functionality of the system.*

*I, hereby, hold harmless the Berkeley Public Library (including the Library Board of Trustees, employees, agents, or subcontractors) for the content of the material that is retrieved through the Internet, or for any actions that may occur as a result of such actions.*

#### FUTURE ACTION

No further action is required.

Attachments:

1. Resolution
2. Internet Use Policy (Approved 10/24/2007)
3. Library Internet Use Policy - Revised

**BOARD OF LIBRARY TRUSTEES**  
**RESOLUTION NO.: R14-###**

**REVISED LIBRARY INTERNET USE POLICY**

WHEREAS, the Berkeley Public Library provides its patrons free access to the Internet through a wireless network and at public access computers available in all branches, which is consistent with the Library's mission; and

WHEREAS, the Board adopted an Internet Use Policy on October 24, 2007 by Resolution R07-106; and

WHEREAS, recent review of the policy by staff has resulted in recommended revisions, including a requirement that all users agree to the terms of use, which are displayed each time a patron logs into a computer; and

WHEREAS, use of public computers is limited to patrons in good standing, so defined as those below a \$100 maximum fine threshold, above which they are blocked from Internet computer use; and

WHEREAS, the current equipment standard for public access workstations has been revised to include installation on all computers of a privacy screen where previously this was cost-prohibitive but desirable.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to adopt the revised Internet Use Policy, which establishes policy regarding patron responsibilities for content and behavior while accessing the Internet in Library facilities, effective August 1, 2014.

ADOPTED by the Board of Library Trustees of the City of Berkeley during a Special Meeting held on July 23, 2014 by the following vote:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

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Abigail Franklin, Chairperson

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





**BERKELEY PUBLIC LIBRARY  
ADMINISTRATIVE REGULATIONS**

<b>A.R. Number:</b>	<b>10.16</b>
ORIGINAL DATE:	10/24/07
BOLT Resolution #:	R07-106
REVISED DATE:	n/a
PAGE:	1 of 2

**SUBJECT: Internet Use Policy**

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**I. PURPOSE**

The purpose of this administrative regulation is to set forth a policy governing the use of the Internet by patrons in any Berkeley Public Library facility, and upon which procedures for implementing this policy can be based.

**II. POLICY**

The Berkeley Public Library provides public access to the Internet to fulfill, in part, the Library's mission of developing resources and services that meet the cultural, informational, recreational, and educational needs of Berkeley's diverse, multicultural community, and of supporting the individual's right to know by providing free access to information. The Library adheres to the American Library Association's policy statement *Access to Electronic Information, Services, and Networks: An Interpretation of the Library Bill of Rights*, which supports the right of individuals to choose library materials for themselves, including those in electronic formats. All Library computers must be used in accordance with this policy and the Berkeley Public Library Rules of Conduct.

Responsibility for Content: The Berkeley Public Library does not monitor and has no control over the information available on the Internet and cannot be held responsible for the content, accuracy, or quality of the information retrieved. Not all information available on the Internet is accurate, complete, up-to-date, lawful, or philosophically acceptable to all individuals. The Library does not limit access to sites on the Internet or censor information that some may find offensive.

The Library encourages parents and guardians to participate with their children in using Library resources and the Internet. The Library affirms the right and responsibility of a parent to determine and monitor their child's Internet access. Computers reserved for the exclusive use by children, or children with guardians, are available in children's areas of the Library.

The user is ultimately responsible for selecting which sites to visit but should be aware that Library computers are in a public area and that others may be involuntarily exposed to what is displayed. Privacy screens are available for computers upon request. However, these screens do not fully prevent other library users from seeing what you are viewing. Users are asked to respect the privacy of others and adhere to the Library Rules of Conduct. Violations may result in the loss of Library privileges.

**AR 10.16**

Use of Library Equipment: Illegal activities or activities that interfere with or disrupt the network, users, services, or equipment are prohibited. Use of the Library’s computers for the transmission, dissemination, and/or duplication of information is regulated under various state and federal laws. The Library expects all users to comply with such laws. There are time limits on Library computer use per day; the limit may vary according to location and level of demand. Violation of these limits in any way, including representing oneself as another person by access codes or library card number may result in loss of Library privileges.

<p><b>Reviewed by:</b> _____ Director of Library Services <span style="float:right">Date</span></p>
<p><b>Approved by:</b> _____ Chair, Board of Library Trustees <span style="float:right">Date</span></p>

**BERKELEY PUBLIC LIBRARY  
ADMINISTRATIVE REGULATIONS**

<b>A.R. Number:</b>	<b>10.16</b>
ORIGINAL DATE:	10/24/07
BOLT Resolution #:	R07-106
REVISED DATE:	07/23/2014
PAGE:	1 of 2

**SUBJECT: Internet Use Policy**

## **I. PURPOSE**

The purpose of this administrative regulation is to set forth a policy governing the use of the Internet by patrons in any Berkeley Public Library facility, and upon which procedures for implementing this policy can be based.

## **II. POLICY**

The Berkeley Public Library provides public access to the Internet to fulfill, in part, the Library's mission of developing resources and services that meet the cultural, informational, recreational, and educational needs of Berkeley's diverse, multicultural community, and of supporting the individual's right to know by providing free access to information. The Library adheres to the American Library Association's policy statement *Access to Electronic Information, Services, and Networks: An Interpretation of the Library Bill of Rights*, which supports the right of individuals to choose library materials for themselves, including those in electronic formats. All Library computers must be used in accordance with this policy and the Berkeley Public Library Rules of Conduct.

Responsibility for Content: The Berkeley Public Library does not monitor and has no control over the information available on the Internet and cannot be held responsible for the content, accuracy, or quality of the information retrieved. Not all information available on the Internet is accurate, complete, up-to-date, lawful, or philosophically acceptable to all individuals. The Library does not limit access to sites on the Internet or censor information that some may find offensive.

The Library encourages parents and guardians to participate with their children in using Library resources and the Internet. The Library affirms the right and responsibility of a parent to determine and monitor their child's Internet access. Computers reserved for the exclusive use by children, or children with guardians, are available in children's areas of the Library.

The user is ultimately responsible for selecting which sites to visit but should be aware that Library computers are in a public area and that others may be involuntarily exposed to what is displayed. Privacy screens are installed on all Internet access computers. However, these screens do not fully prevent other library users from seeing what you are viewing. Users are asked to respect the privacy of others and adhere to the Library Rules of Conduct. Violations may result in the loss of Library privileges.

Use of Library Equipment: Illegal activities or activities that interfere with or disrupt the network, users, services, or equipment are prohibited. Use of the Library's computers for the transmission, dissemination, and/or duplication of information is regulated under various state and federal laws. The Library expects all users to comply with such laws. There are time limits on Library computer use per day; the limit may vary according to location and level of demand.

**A.R. Number 10.16 Internet Use Policy**

Violation of these limits in any way, including representing oneself as another person by access codes or library card number may result in loss of Library privileges.

To use an Internet access computer, a patron must have a Berkeley Public Library card in good standing. Accounts whose fines and fees exceed \$100 are blocked from access to Internet computers.

Each time a patron logs onto an Internet Access computer, they must agree to the [terms of use](#).

<b>Reviewed by:</b> _____ Director of Library Services	_____
<b>Approved by:</b> _____ Chair, Board of Library Trustees	_____



**ACTION CALENDAR**

July 23, 2014

To: Board of Library Trustees  
From: Suzanne Olawski, Deputy Director of Library Services  
Subject: CONTRACT NO. 9563 AMENDMENT: NOLL & TAM ARCHITECTS AND PLANNERS

**RECOMMENDATION**

Adopt a resolution authorizing the Director of Library Services to amend Contract No. 9563 with Noll & Tam Architects and Planners to provide for an increase of \$61,875, inclusive of a 10% contingency to execute project ASAs, to the expenditure authority, thereby, increasing the Contract's allowable not-to-exceed amount to \$141,875 and to extend the term of the Contract from June 30, 2015 to June 30, 2016.

**FISCAL IMPACTS OF RECOMMENDATION**

Funding for this amendment is to be provided from 301 funds appropriated in the FY 2015 expenditures budget update approved at the May 20, 2014 regular Board of Library Trustees meeting per BOLT Resolution 14-030, for a total amount of \$175,000 in further support of Central Library infrastructure needs.

**BACKGROUND**

On October 10, 2013, a Request for Proposals (RFP 14-10812) titled Central Library Area Improvements was issued; following a competitive solicitation and vetting process, the firm of Noll & Tam Architects and Planners was selected based on their extensive library building and design experience, with an additional enhancement due to the firm being a Berkeley based firm.

On February 12, 2014, the Board by Resolution R14-014 approved a contract and any amendments with Noll & Tam Architects and Planners to provide the full range of programmatic, architectural and design services for the Central Library Area Improvements project in an amount not-to-exceed \$80,000.

**CURRENT SITUATION & ITS EFFECTS**

Noll & Tam Architects and Planners is providing programmatic, architectural and design services for the Central Library Area Improvements project. To date, the space study and conceptual design phase of the project has been completed. The design firm has consistently met their contractual agreement and been available for meetings and consultations as needed.

An amendment is needed for the design firm to move onto the next phases of the project inclusive of schematic and design development. The scope of work includes the provision of full design services, including architectural, engineering, interior design, historic preservation and consulting services during the schematic and design development phases of the project. These phases will require meetings with Library staff and community members in order to further develop project goals. Design services are to encompass developing detailed drawings and floor plans, researching requirements and outlining material specifications as well as refining and revising schemes until a final scheme is selected by the Library for the next project phase. Cost estimates will be presented during each project phase. Design services are to be completed within an agreed upon schedule and fees shall be paid on a monthly basis based on percentage of work completed.

Staff recommends an additional \$61,875, inclusive of a 10% contingency to execute project ASAs, for architectural schematic and design development services. The result will be a revised not-to-exceed amount of \$141,875.

Attachments:

1. Resolution

**BOARD OF LIBRARY TRUSTEES**

**RESOLUTION NO.: R14-\_\_\_**

**CONTRACT NO. 9563 AMENDMENT: NOLL & TAM ARCHITECTS AND PLANNERS**

WHEREAS, the firm of Noll & Tam Architects and Planners was selected in a competitive City of Berkeley RFP solicitation (#14-10812) solicitation to provide programmatic, architectural and design services for public area improvements at the Central Library; and,

WHEREAS, on February 12, 2014, the Board by Resolution R14-014 approved a contract and any amendments with Noll & Tam Architects and Planners to provide the full range of programmatic, architectural and design services for the Central Library Area Improvements project in an amount not-to-exceed \$80,000; and,

WHEREAS, to date, Noll & Tam Architects and Planners has completed the space study and conceptual design phase of the Central Library Area Improvements project; and,

WHEREAS, amendment is needed for the design firm to move onto the next phases of the project inclusive of schematic and design development; and,

WHEREAS, at the May 20, 2014 regular Board meeting, the Board of Library Trustees by adoption of BOLT Resolution 14-030 authorized appropriated FY 2015 expenditures budget funding of \$175,000 in support of Central Library infrastructure needs; and,

WHEREAS, Library staff recommends an additional \$61,875, inclusive of a 10% contingency to execute project ASAs, for architectural schematic and design development services for a total not-to-exceed amount of \$141,875.

NOW, THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley adopt a resolution to amend Contract No. 9563 with Noll & Tam Architects and Planners to provide for an increase of \$61,875, inclusive of a 10% contingency to execute project ASAs, to the expenditure authority, thereby, increasing the Contract's allowable not-to-exceed amount to \$141,875 for schematic and design development services to extend the term of the Contract from Tuesday, June 30, 2015 to Thursday, June 30, 2016.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a special meeting held on July 23, 2014 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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Abigail Franklin, Chairperson

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







**INFORMATION CALENDAR**

July 23, 2014

**TO:** Board of Library Trustees  
**FROM:** Donna Corbeil, Director of Library Services  
**SUBJECT:** JULY 2014 MONTHLY REPORT FROM THE DIRECTOR OF LIBRARY SERVICES

**INTRODUCTION**

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

**FISCAL IMPACT**

This report will have no fiscal impacts.

**LIBRARY DEVELOPMENT**

*Library Newsletters launched*

Our overall open rate for all our newsletters of 36.8% (3166 contacts) and our click-through rate of 13.85% (438) is much higher than the Industry average of 23.9% open and a 13.2% click-through for government agencies or the 24.7% open and a 10.4% click-through for museums.

We have sent out a Total of 8801 emails with our new newsletter attached:

Art and Culture	1 issue	939 contacts
Children's	2 issues	394 "
General News	3 issues	1836 "
Summer Teen	2 issues	82 "

- Started with 1971 contacts
- YTD of 2063 contacts
- 92 sign ups from the Website signup form
- Posted on Facebook with sign up subscription available

Below is a link to the current table of results and below that a comparison by industry chart:

[https://ui.constantcontact.com/rnavmap/evaluate.rnav/pidAAqNQ2ETf72AhWT80QVG193?activepage=report.ecampaigns&pageName=report.ecampaigns&action=printver&page.number=1&rpt.column=last\\_run&rpt.order=DESC](https://ui.constantcontact.com/rnavmap/evaluate.rnav/pidAAqNQ2ETf72AhWT80QVG193?activepage=report.ecampaigns&pageName=report.ecampaigns&action=printver&page.number=1&rpt.column=last_run&rpt.order=DESC)

### **California State Library Budget Update**

Greg Lucas, the newly appointed State Librarian sent a budget update to the field for FY2015:

*On Friday, June 20, Gov. Brown signed the main budget bill for the state, SB 852. Total spending is over \$152 billion of which \$45 billion, nearly half of the general fund, is spent on public schools and community colleges. Health and human services programs receive \$30 billion from the general fund. Higher education spending is \$12 billion.*

*Lawmakers and the governor agreed on some modest gains for California public libraries:*

#### **Connect California public libraries to broadband - \$3.25 million.**

*Work has begun with the Corporation for Education Network Initiatives in California to develop a plan to provide libraries with higher speed broadband access. Of the \$3.25 million, \$1 million is one-time and earmarked for helping libraries with hookup challenges. This amount is dwarfed by the need expressed by the more than 97 percent of the state's libraries that responded to our recent broadband survey. That same survey will help establish the priority list for hookups.*

#### **California Library Literacy Services - \$1 million**

*This one-time allocation augments the \$2.8 million previously earmarked for this important statewide effort to help millions of Californians learn to read. While the State Library plans to provide the utmost flexibility to local libraries in determining the best use for these additional dollars, there's no promise of the same level of funding in subsequent fiscal years.*

#### **California Library Services Act - \$2 million**

*Again, a one-time augmentation. We're working to determine where these limited funds could have the biggest impact. Your input would be very helpful. Again, we hope to provide more detailed information in mid-July.*

### PROFESSIONAL ACTIVITIES

The annual American Library Association Conference was held in June in Las Vegas, both staff and Trustees were present. Staff has prepared brief reports highlighting their experiences (Attachment 1).

### PROGRAMS, SERVICES AND COLLECTIONS

The City of Berkeley, Berkeley Children's Budget Project for FY 2013 was completed for delivery to the City Council. The library was included in this effort (Attachment 2).

#### *Programs*

Summer reading continues.... *Paws to Read!*

Play our annual summer reading game. Read and earn prizes! Play Friday, June 13 through Saturday, August 16. The 2014 Summer Reading Program is sponsored by The Friends of the Berkeley Public Library and other community sponsors, including Fenton's Creamery, Bay Area Discovery Museum, Pegasus Books, Albany Bowl and the San Francisco Bay Ferry.

*Donate to the Berkeley Humane Society!* Drop off gifts for our animal friends at all Berkeley Public Library locations June 13 - August 16.

#### *FREE ARTIST'S RECEPTION*

July 11, 2014 Berkeleyside It's List for the weekend included the Library:



Painting by Pete Najarian

Berkeley artist Pete Najarian discussed his work during a free artist's reception on Sunday afternoon, July 13, at 2 p.m. in Berkeley Public Library's Central Catalog Lobby. An exhibition of Najarian's work is currently on view through Aug. 3 in the first floor Catalog Lobby. The retrospective comprises figurative paintings connected to his writing and *plein air* landscapes influenced by local master painters.

#### PERSONNEL

##### *Art & Music Staff Move*

The Art & Music staff members have moved down to the Adult Services workroom and have settled into their new workstations. All computers have been relocated and set up and staff continues to work on their assigned tasks and be scheduled on the Art & Music service desk, providing the same specialty service as they had been. Supervisory check-in is ongoing and concerns and needs are addressed as they arise, such as the desire for book carts to transport work between floors and desk schedules. The new workroom environment provides for better ventilation and natural light as well as improved supervision of the division, supervisor access and greater staff support to one another.

##### Post-renovation Branch Survey

A month-long internal survey was conducted for staff feedback regarding branch operations post-renovation. Overall, library staff report feeling very positive about library operations after the renovation, with 76% of respondents rating their branch's overall functioning "above average" or "exceptional". Some locations report recurrent problems with specific design elements or pieces of equipment; these have been evident since the openings of the respective branches. Staff's perception is that the public is even happier with the new and renovated libraries, with 85% reporting they feel the public would rate the branch "above average" or "exceptional". According to staff, those members of the public who express displeasure post-renovation are occasionally concerned about a perceived reduction in collection sizes. While staff appear confident in their ability to operate with current staffing, they are less enthusiastic. When asked how they rated their ability to function within their current staffing, the largest group of staff, 40%, indicated "average", while 27% reported "below average" or "poor" and 30% indicated "above average". Comments indicate the upcoming increase in Teen Librarian hours, from .5 FTE to 1 FTE in each branch, is expected to help ease the strain on the schedule. Facility

issues are generally related to design issues (airflow, urinal placement) that we've been aware of since the opening of the respective branches; as many of these issues are recurring, they show up in multiple areas of the survey. Staff do offer some suggestions for minor changes (to collection layout, for example) that might improve the experience for the public. Post renovation, the library's branches are well regarded by staff and public both. Overall, the experience of working in the branches is a positive one, and although there is some concern about the tightness of the schedule at some points during the week, staff feel they are able to deliver above average or exceptional service to the public.

#### OTHER

##### *City Council Consent Calendar*

June 10, 2014 1<sup>st</sup> reading and June 24<sup>th</sup> 2<sup>nd</sup> reading

##### [FY 2015 Special Tax Rate: Fund the Provision of Library Services](#)

From: City Manager

Recommendation: Adopt first reading of an Ordinance setting the FY 2015 tax rate for funding the provision of Library Services in the City of Berkeley at \$0.1856 (18.56 cents) per square foot for dwelling units and \$0.2806 (28.06 cents) per square foot for industrial, commercial, and institutional buildings.

Financial Implications: See report

##### [FY 2015 Tax Rate: Fund Debt Service on Neighborhood Branch Library Improvements Project General Obligation Bonds-Election of November 2008](#)

From: City Manager

Recommendation: Adopt first reading of an Ordinance setting the FY 2015 tax rate for funding the debt service on the Neighborhood Branch Library Improvements Project General Obligation Bonds (Measure FF, November 2008) at 0.0100%.

Financial Implications: See report

#### BOND PROGRAM

Attached (Attachment 3) is the June 30, 2014 Cost Control Report (CCR) for the Berkeley Public Library Branch Improvement Program (Measure FF). At \$24,737,208 of total program expenditures, 95.2% of the \$26,015,000 budgeted funding has been expended. Expenditure revisions to the previous version ending May 31, 2014 have been highlighted with bold text.

#### Attachments:

1. ALA Staff Reports
2. CoB Children's Budget Project Report
3. Measure FF, CCR for period ending June 30, 2014

## ALA Staff Reports

### Andrea Mullarkey (Collection Development Librarian)

I attended the ALA Annual Conference primarily because of committee obligations. As the chair of the NMRT Orientations Committee I was in Las Vegas to lead our committee in hosting an orientation session for 300 conference attendees. I also served for the past 6 months as a member guide to a group of Emerging Leaders who completed their project for NMRT and so I was able to join them for the debut of their project. In addition, I currently serve as a member of the Bylaws & Organization committee for LITA and we met in Las Vegas to revisit a large-scale project to review and propose amendments to the Bylaws for the division and to welcome new committee members to the team.

While I was obligated to be at the Midwinter meeting for these reasons, it was also perfectly timed for me as I learned the week before that I would be the new teen librarian at the South Branch. I attended multiple sessions on library services to teens, game-making, Banned Books week, privacy, teen book awards, comics in libraries and more. I also was able to visit with several of our current vendors in the exhibit hall and get updates on projects to upgrade products including Baker & Taylor's TS360 as well as get a preview of upcoming teen titles and collect many ARCs from YA publishers.

I am grateful to the Friends of the Berkeley Public Library for funds they make available for conference attendance and the support that Berkeley Public Library has given me in enhancing my professional involvement through ALA committees and division work. I look forward to transforming many of these exciting ideas into action at South Branch for the benefit of our patrons.

### Sarah Dentan, Library Manager

Thank you for continuing to support my participation in ALA and to attend annual and midwinter conferences. I've attached a brief report of my conference highlights.

#### *Committee Participation:*

I serve on the ALA Training, Orientation and Leadership Development Committee (TOLD). This committee supports ALA Committee chairs and interns in their activities by providing training in procedure and best practices and providing regular reminder/support via e-mail. At annual I participated in our planning session for the first half of the fiscal year, and the annual lunch/training session for ALA Committee Chairs.

#### *Sessions of interest:*

*Summer Reading* – Summer reading has existed in libraries for at least 100 years. Over time, shifts have been made (librarians choosing books to kids choosing books, etc.). Currently, most summer reading programs use extrinsic rewards (i.e. you do what we ask and you get a prize), research supports shifting to intrinsic rewards (you choose what you want to do and the reward is in the achievement). Also, parents are tired of “plastic crap.” In this session we heard a number of examples of programs that traded in the traditional read-this, get-that model for programs where kids set their own reading and learning goals, and were rewarded with participation in group art projects, experiential prizes, and personal satisfaction. The program also provided numerous examples of summer programming that supports design thinking through individual and group creative challenges.

*Gale Analytics on Demand* – Program by head of Alteryx analytics and data blending corp. Demographics are useful to libraries as well as Private industry. Program provided an overview of importance/use of analytics to assess performance of service as well as for marketing, examples of private sector use. Sacramento Public is using product, Amy Calhoun is contact.

*Book Groups* – Standard book groups often around a genre (literary fiction, “Mysterious Monday”). Through experimentation, have found best idea is to keep book group/author visits separate; cook book authors are the exception, always nice to have a chef cook (cooperate with Whole Foods learning kitchen). This program provided a number of ideas for one-off and shorter-term book clubs and book-related programming, to hook folks outside of the usual book-club suspects (men, commuters, 20s and 30s), as well as ideas for supporting existing book clubs.

### **Jack Baur (Teen Librarian)**

#### Conference Sessions Presented:

- Moderated “Technology, Literacy, and 21<sup>st</sup> Century Teens” author panel with Scott Westerfeld, Neal Shusterman, and Lindsey Leavitt for YALSA pre-conference
- “Dynamic Duos: School and Public Library Collaboration” with Jessica Lee (Willard Middle School)
- “Comic Book Petting Zoo” with Amanda Jacobs Foust (Marin County Free Library)
- “Getting Ready for Banned Books Week” with Eva Volin (Alameda Free Library), Nathan Hale (author), and Charles Brownstein (Comic Book Legal Defense Fund).

#### Conference Sessions Attended:

- Best and Worst Manga
- Common Core in the Public Library
- Issues of Representation and Identity in Teen Fiction
- The Apps are Alright! Exploring the Role of Apps in Children and Teen Library Services
- Cyberbullying
- Comics Bakery with Raina Telgemeier and David Roman
- YALSA Coffee Klatch

#### Events Attended:

- Printz Award Gala
- Eisner Award Reception

#### Meetings:

- Met with Comic Book Legal Defense Fund to plan materials for Banned Books Week. I am helping the CBLDF develop a number of materials, including a BBW guide for libraries, a “Working with Libraries” guide for comics professionals and publishers, and book discussion guides for a number of graphic novels that should be recognized during BBW. Also preparing two print articles for BBW in cooperation with CBLDF.
- Met with Infopeople about developing content for their webinar series.

#### Other Achievements:

- Conducted 5 interviews for “In the Library With a Comic Book” podcast
- Secured a visit from Raina Telgemeier and Kazu Kibuishi to the Berkeley Public Library this Fall
- Met with publishers of Andrew McNeal Publishing group who were interested in learning more about graphic novel collections in libraries.
- Met with about half a dozen other publishers about sending ARCs to the Berkeley Public Library.

## **Raylene Ezike, South Branch**

There was much to see, hear and learn at the annual ALA conference. I greatly appreciated being able to be there. I tried to attend a cross section of sessions that reflected the interests of our staff and patrons. I came home inspired.

For Staff:

- Leaning Your Library's Materials Handling Workflows (great session) (getting materials out to the public efficiently, empowering staff to take ownership of their workspace, avoiding wasted time and effort)
- Best Practice- Mary Ann Venner Head of Access Services: Getting Staff Involved (great session) (single service point for circulation and reference)

For Patrons:

- Is the Public Library the New Education Institution of the Future?
- The Aspen Institute Dialogue on Public Libraries ( the learner at the center, the library as the People's University, the library as a platform physical and virtual)
- Library as Place: Experiences of Homeless Men in Public Libraries in Vancouver, Canada (many similarities to our homeless patrons)
- Graphic Novel/Gaming Stage: Cosmo Eisele and Pierce Watters: Pathfinder Roleplaying Game (teen and young adult interest)
- ALSC Charlemae Rollins Presidents Program- The Ripple Effect: Library Partnership that Positively Impact Children, Families, Communities, and Beyond (wonderful presentation, multicultural)

Other Events:

- Auditorium Speaker Series featuring Ilyasah Shabazz (her children's book about the childhood of Malcolm X; Ellie Goldstein of BHS is investigating bringing her to Berkeley as a joint school, library and city venture)
- Philippe Petit: United for Libraries (encouraging creativity, thinking outside the box) Advice from Petit: Do not run away from the problem, go meet it.
- Poetry Blast (fun with words, talking out loud, we could do this)
- Now Showing @ ALA: The Whole Gritty City (promoting independent films)
- Growing Libraries, Growing Librarians: Partnership with Libraries and Library Schools in Africa (mobile libraries and e-libraries for students in remote areas, making library resources global, Book Aid)
- Human Libraries- Recording personal stories

## **Michele McKenzie (Art & Music Librarian)**

I attended a few ALA conference sessions, explored the exhibition hall and engaged vendors. I am the current chair of the ALA Notable Videos for Adults Awards and a member of the SF 2015 Gala Committee of the Video Round Table. I also served as a presenter on the Video Round Table (VRT) panel Video Librarianship 101: Public Libraries. I appreciated having had the opportunity to network with other librarians and learn more about current issues in media librarianship.

Here are a few highlights:

- 1) I contributed a presentation on DVD Security Issues to the VRT panel Video Librarianship 101: Public Libraries. This program was designed specifically to help attendees learn more about the basics of video librarianship. The panel of speakers tackled such topics as building the best video collection for your community; streaming; DVD security issues; and film programming.
- 2) I also attended the panel for Video Librarianship 101: Academic Libraries. This panel included an informative presentation on making sense of “fair usage”, “public performance rights” and “institutional rates.” This particular presentation has motivated me to create a presentation for BPL staff on film programming. This presentation will synthesize some of the available guidelines and resources in an effort to help librarians interested in doing films programs at BPL.
- 3) At the VRT Membership and Executive Board Meeting I reported on the planning for the VRT ALA Annual – San Francisco (2105) Gala and the new committee member selections for the ALA Notable Videos for Adults Awards.

### **Alan Bern (Central Children’s Librarian)**

In Las Vegas I attended a **LLAMA\_BES – Preconference Serving Homeless Library Users in Academic and Public Libraries**. It was one of the best preconferences I have attended. It was organized by Minnesota architect, Jeffrey Scherer, FAIA, Founding Principal, MS&R with over 40 years of design experience working with libraries and commercial office buildings ([msrdesign.com/people/jeffrey-scherer/](http://msrdesign.com/people/jeffrey-scherer/)):

There are, at least, 23 definitions of homelessness: it is vital to remember that the group we in libraries tend to think of first is the chronically homeless. Unlike some of the chronically homeless, most homeless people are neither mentally ill, nor addicted to drugs, nor uneducated, nor criminals.

Although homelessness in the U.S. has actually decreased in the last year or two by a couple of percentage points, it has increased in the arena of families; and so many families are still right on the edge of losing their homes. The largest growing group of homeless people is women and children: e.g., the percent of homeless families is up 10% in Charlotte, North Carolina. In the U.S. children make up over 15% of the homeless population, and, if one uses the definition of the schools, many more are considered homeless; for example, a kid who lives with his uncle (for whatever reason) and may come to school without a proper breakfast or without proper rest is considered homeless by the schools. There are about 4,770 homeless kids in Charlotte, over 3% of total K-12 enrollment. In Berkeley 478 students, 5% of registered BUSD students, are listed as homeless. Very big numbers, indeed.

Libraries have an opportunity, with training, to work more closely with other organizations serving those experiencing homelessness. There is also an opportunity to work with social workers (e.g., SFPL or SJPL) or with other professionals serving those experiencing homelessness within our libraries to better serve these populations. Working better and smarter with these populations will help libraries as well.

For those with access to ALA Connect, please go to <http://connect.ala.org/search/site/homelessness> for the posted presentations (top hits on this page).

### **Armin Arethna, Children’s Librarian, Central**

Thank you for supporting my attendance at conferences. The opportunity to hear about ideas and programs from different parts of the country, to find out about new books coming out, and to talk to authors, publishers and colleagues from different systems, inspires me every time I attend a conference.

The ALA Annual Conference 2014 at Las Vegas was an exciting one for me, and different from my previous conference experiences. I am presently serving on the Newbery Committee; I attended Newbery Committee



Meetings on two days, setting the stage for our discussions during the upcoming Midwinter meeting. I also took a couple of chances to walk the Exhibit Hall and pick up many arcs to carry on my Committee reading.

My schedule this conference left hardly any time to attend programs, especially when programs were spread out among the Las Vegas Convention Center and various hotel conference rooms on the Strip. As a result, I was not able to see an entire program, but was able to pop into a couple of partial events.

I attended the Newbery –Caldecott Banquet and enjoyed the wonderful speeches delivered by the winners, the delightful ambiance of anticipation, excitement, and meeting old friends, and the annual occasion to see my friends and colleagues all dressed up. I also attended the ALSC Awards and, with a crowd of children's and teen librarians, cheered the authors and publishers honored. Our Alan Bern's Notable Video Committee gifted the entire crowd with a fun slogan for the conference – Whack-a-duck!

This year I was invited to a few events hosted by publishers, where I enjoyed talking to librarians from around the country and got the opportunity to hear some authors/publishers talk about their recent books.

I appreciate Berkeley Public Library's support of my continued attendance at ALA Conferences, and I am honored to serve on the 2015 Newbery Committee.





# Berkeley Children's Budget Project

FAST  
FACTS  
CHILDREN'S  
BUDGET  
FY13

TOTAL  
CHILDREN'S  
BUDGET  
\$12,243,541

PROPORTION  
OF ALL CITY  
SPENDING  
4%

PRINCIPAL  
SOURCE OF  
FUNDING  
GENERAL  
FUND

LARGEST  
CATEGORY OF  
SERVICE  
HEALTH &  
WELLNESS

NUMBER OF  
SUPPORTED  
PROGRAMS &  
SERVICES 101

## Children's Budgeting 101

### **"How much is spent, by whom, for what?"**

*No business would make investment decisions without such a picture. No community trying to do a better job of helping children to develop and thrive should do less."*

- Mark Friedman & Anna Danegger  
A Guide to Developing & Using Family & Children's Budgets

A Children's Budget is a map of the investments a community makes in its young people. The ultimate goal of a Children's Budget is to provide detailed information to decision makers—whether they are politicians, voters, or City employees—so that they may make the best decisions possible when allocating funds to programs and services for children and youth.

## Components of the Budget

### DEFINITION OF CHILDREN

The City used a **zero to eighteen years age range** to define children and youth. However, programs which served a slightly wider age range, for example 16-21, and did not have a breakdown of their users' ages are included in their entirety.

### CATEGORIES INCLUDED

All programs and services offered by the City which **directly serve children and youth** or **serve families because of the presence of children** (for example, WIC) are included.

### CATEGORIES EXCLUDED

**Capital projects** | **Expenditures that generally—but not specifically—benefit children**, such as transportation, parks, and general fire, police, and library services.

### FUNDING SOURCES

All **funds which the City administers** were included, whether they were from the General Fund, County, State or another source. Alameda County or Berkeley Unified School District budgets are not represented in these totals.

### TYPES OF COSTS

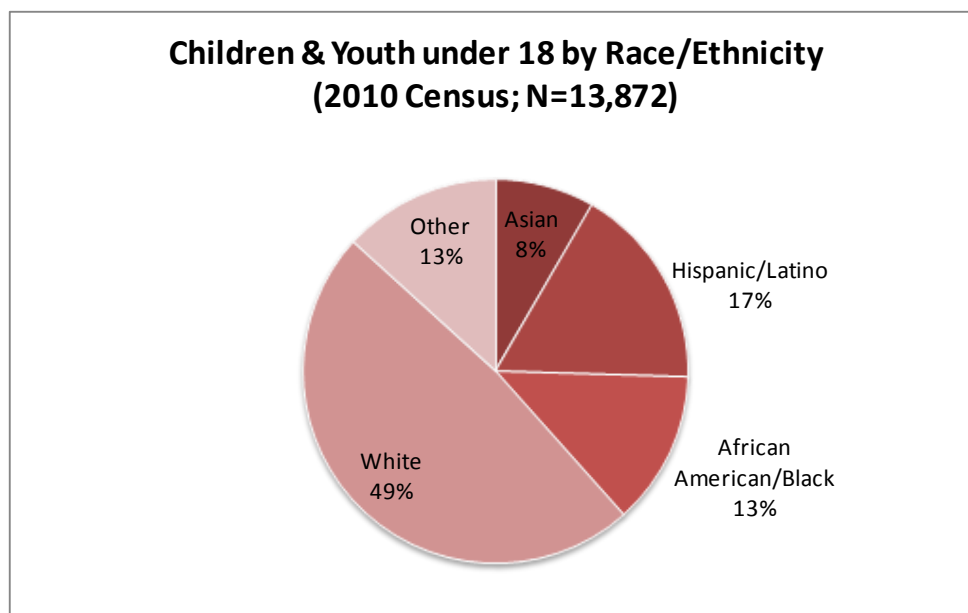
Only **direct costs** of operating services are included, such as staffing and program supplies. Maintenance and capital costs are not reflected in the totals reported, nor are indirect costs such as payroll and IT support. For internal purposes, the City's Finance Department estimates the average Indirect Cost Rate of City Departments at 15.73 percent.

# Children & Youth in Berkeley

## General Information

- **Total children (0-18):** 17,715 or 15.7% of the City's total population
- **By age range:** (0-5) 28%; (6-12) 29%; (13-18) 43%
- **Children age 5-17 speaking a language other than English at home:** 2,477
- **Number of children age 17 and under living below the Federal Poverty Level :** 1,729
- **Children and youth enrolled in:**  
Public school - 72.5%, Private School - 27.5%
- **Number of students enrolled in Berkeley Unified School District:** 9,779

## Berkeley Children & Youth by Race/Ethnicity



\*Data from ACS S0901 Children Characteristics 2008-2012 ACS 5-Year Estimates, 2010 Census, Berkeley Unified School District, CA Dataquest, and City of Berkeley's Health Status Report (2013).

## K-12 SCHOOLS

- 11 public elementary schools
- 3 public middle schools
- 2 public high schools (Berkeley High School and Berkeley Technology Academy)
- 6 WASC-accredited private elementary/secondary schools
- 3 charter middle/high schools

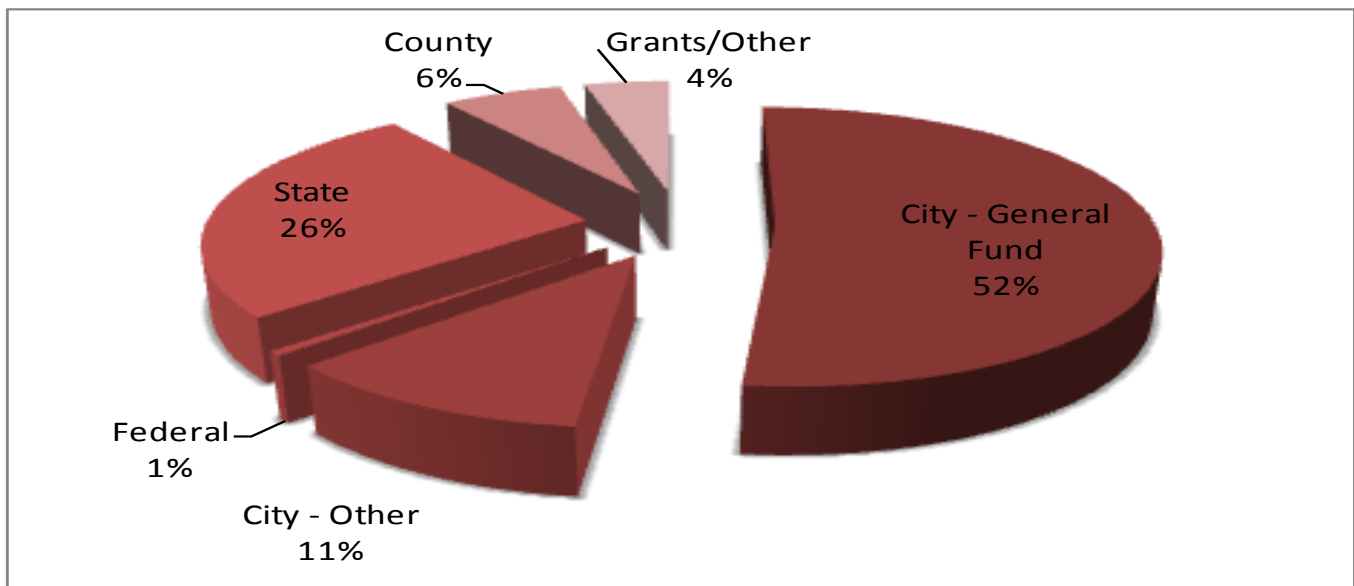
## AMENITIES IN BERKELEY

- 5 public libraries
- 2 public swimming pools
- 105 walking trails
- 39 miles of designated bike routes
- 1 skateboard park
- 1 Adventure Playground
- 15 sports fields
- 52 parks
- 4 community centers
- 1 clubhouse
- 20 community gardens
- A public marina with berths for 1,000 boats
- 1 small-boat launch ramp
- 3 public small boat docks
- Shorebird Nature Center
- 1 mile-long fishing pier
- 80+ acres of state park
- 1 adult school
- University of California Berkeley
- Berkeley City College
- 5 WASC-accredited colleges

# Key Findings

## Investments by Funding Source

While the state plays a significant role in funding children's services, particularly in Public Health, the General Fund is by far the most significant funder of children's services.



## Investments by Age Range Served

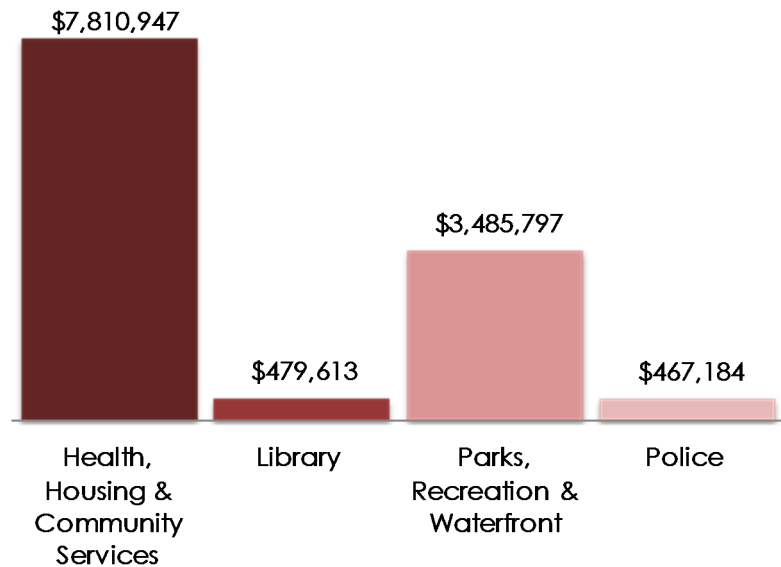
City programs serve a variety of age groups within the 0-18 age range, therefore programs were categorized based upon their primary demographic of service. For example, those programs that exclusively serve those in the 0-5 range were classified as "Early Childhood," and so on. The All Children & Youth (0-18) category below represents those programs and services available to children of *all* ages and is a unique category, rather than a summation of the preceding age groups.

Age Range Served by Program/Service	Amount	% of Total
All Children & Youth (0-18)	\$ 3,767,260	31%
Children - General (0-13)	\$ 374,000	3%
Early Childhood (0-5)	\$ 1,970,503	16%
General School-Aged (5-18)	\$ 945,610	8%
Primary School-Aged (5-12)	\$ 2,234,397	18%
Secondary School-Aged (13-18)	\$ 2,951,771	24%

# Key Findings

## Investments by Department

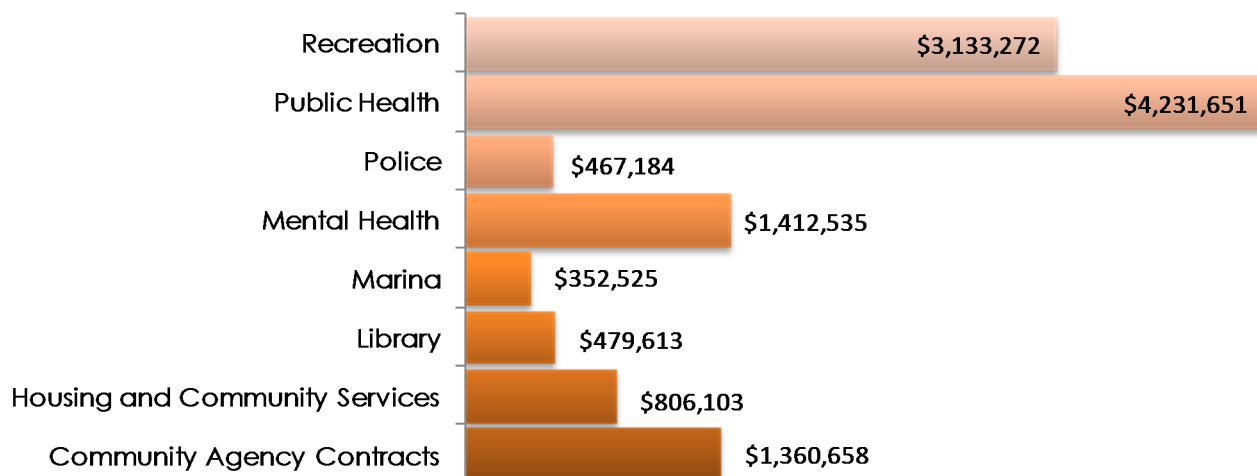
The City is organized into twelve Departments, three of which operate children and youth services: Health, Housing & Community Services; Parks, Recreation & Waterfront, and the Police Department. Additionally, the Berkeley Public Library System, which is publicly funded but reports to the Board of Library Trustees rather than the City Manager, also operates children and youth programs.



## Investments by Division

Departments are further broken down into Divisions, which lead the delivery of specific service areas. When looking at the Division breakdown below, it is important to note two key facts.

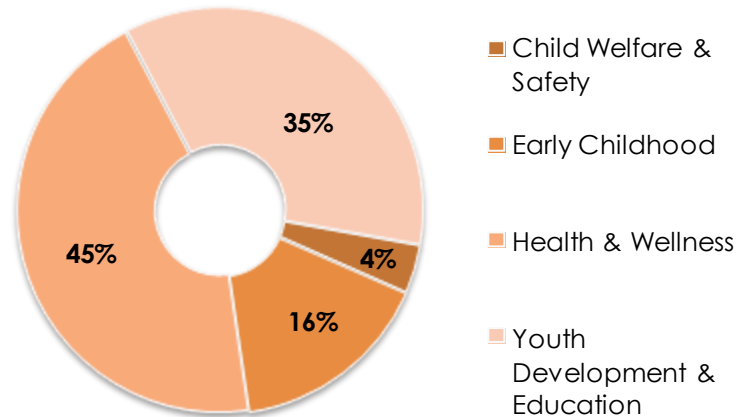
- Berkeley is one of only three cities in the state to operate as its own Public Health Jurisdiction and one of two cities to operate as its own Mental Health jurisdiction. Berkeley is the only city in the state to operate as both. Together, the Public and Mental Health Divisions are the primary provider of public and mental health services for Berkeley residents, and act as the administrator for state funds which are designated for this purpose. This accounts for the relatively large size of the Public Health and Mental Health budgets.
- The Housing & Community Services Division of the Health, Housing & Community Services Department administers the City's community agency contracting process. They also work with the Recreation Division to grant funds to community agencies serving children and youth.



# Key Findings

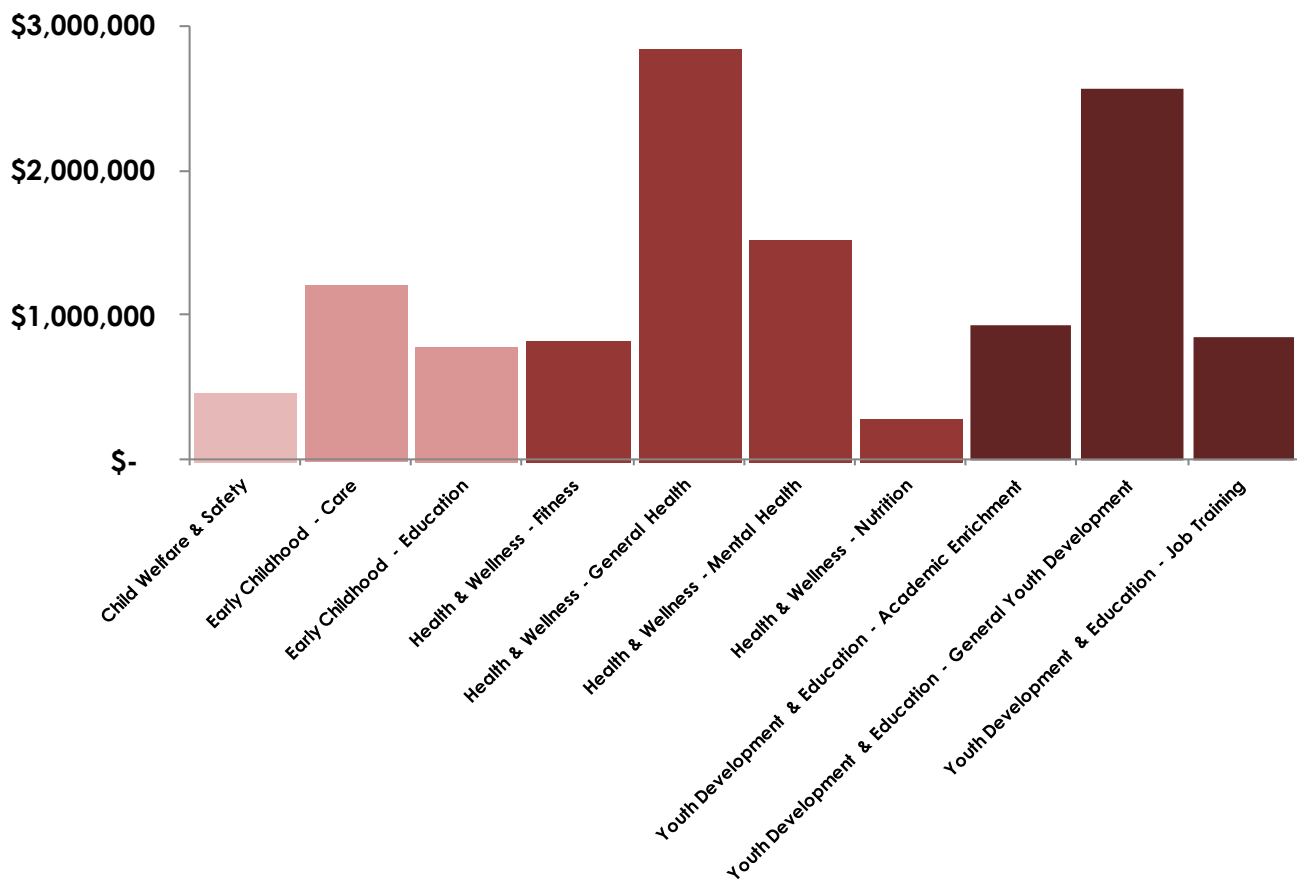
## Investments by Service Category

The City's investments were also classified into four categories of service, Child Welfare & Safety, Early Childhood, Health & Wellness and Youth Development & Education. These categories were developed based upon an analysis of programs currently operated by the City and illustrate the general areas in which the City invests.



## Investments by Focus Area

More refined "focus areas" were developed within each category (except Child Welfare & Safety, which was not deemed large enough to have meaningful sub-categorizations). These Focus Areas provide a more nuanced picture of how the City chose to support children and youth in FY13.



# Key Findings

## Community Partners

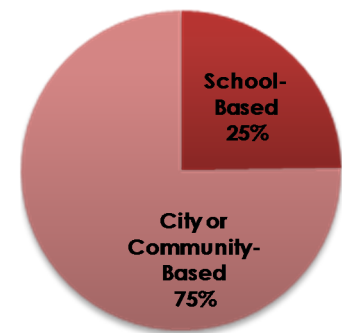
The City works together with a wide range of partners in the community to deliver high quality resources to Berkeley's young people. In this effort, the City works particularly closely with Berkeley Unified School District (BUSD) and youth-serving Community Agencies who are partially funded through a competitive City grant process.

### Berkeley Unified School District

Since 2008 the City of Berkeley has been working in close concert with BUSD on the 2020 Vision Initiative. 2020 Vision is a multi-stakeholder effort dedicated to ensuring equitable academic outcomes for all Berkeley's students by the year 2020.

In addition to its leadership role with 2020 Vision, the City supports BUSD in a variety of other ways. The City operates or funds ten school-based programs, including mental health services, academic support programs and a range of wellness supports such as a high school-based health clinic which receives \$950,000 from the City to support direct service costs.

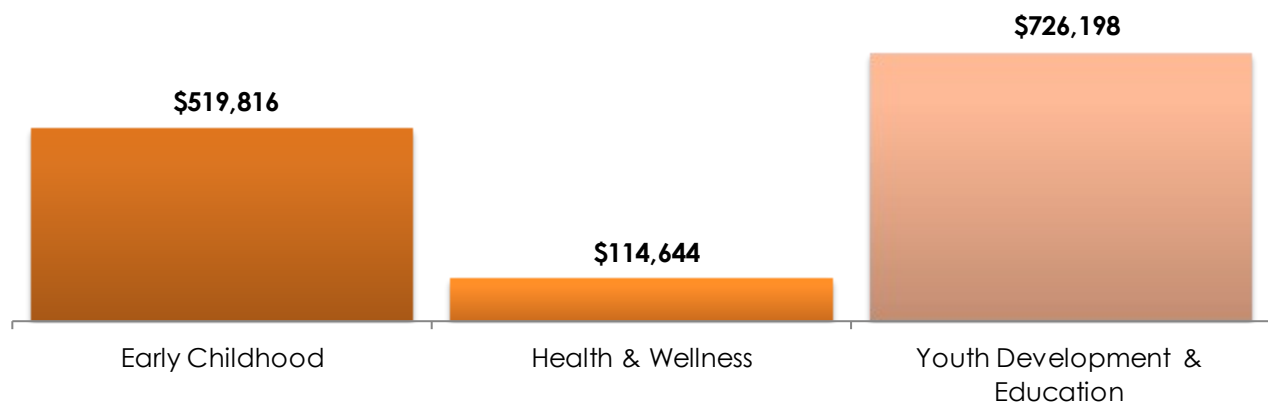
### Investments in School-Based Services



## Community Agencies

The City allocates just over \$1.3 million to local Community Agencies operating children's and youth programming. Community Agencies meet a diverse array of the needs of Berkeley children and youth, providing everything from early childhood education to out-of-school time programming.

### Community Agency Funding by Service Category







## PROGRAM COST CONTROL REPORT

BERKELEY PUBLIC LIBRARY Branch Library Improvement Program		Revised Budget December 19, 2012	Previous Month's Committed Costs	Current Committed Costs	Expended to Date	Notes - Since 1JAN14
<b>NORTH BRANCH</b>						
	Hard Costs	\$ 4,578,065	\$ 4,578,065	\$ 4,578,065	\$ 4,572,252	
	Soft Costs	\$ 1,033,804	\$ 1,013,563	\$ 1,021,063	\$ 1,014,722	
	Project Contingency	\$ -	\$ 20,241	\$ 12,741	\$ -	
	<i>Branch Total</i>	\$ 5,611,869	\$ 5,611,869	\$ 5,611,869	\$ 5,586,975	
<b>SOUTH BRANCH / TOOL LENDING</b>						
	Hard Costs	\$ 5,044,500	\$ 5,032,500	\$ 5,032,500	\$ 4,813,503	
	Soft Costs	\$ 1,435,176	\$ 1,408,468	\$ 1,408,468	\$ 1,314,706	
	Project Contingency	\$ 49,844	\$ 88,552	\$ 88,552	\$ -	
	<i>Branch Total</i>	\$ 6,529,520	\$ 6,529,520	\$ 6,529,520	\$ 6,128,208	
<b>WEST BRANCH</b>						
	Hard Costs	\$ 5,883,500	\$ 6,053,000	\$ 6,053,000	\$ 5,792,154	
	Soft Costs	\$ 1,371,183	\$ 1,357,569	\$ 1,357,569	\$ 1,286,612	
	Project Contingency	\$ 259,772	\$ 103,886	\$ 103,886	\$ -	
	<i>Branch Total</i>	\$ 7,514,455	\$ 7,514,455	\$ 7,514,455	\$ 7,078,766	
<b>CLAREMONT BRANCH</b>						
	Hard Costs	\$ 3,080,755	\$ 3,080,330	\$ 3,080,330	\$ 3,074,823	
	Soft Costs	\$ 955,219	\$ 942,381	\$ 942,381	\$ 942,381	
	Project Contingency	\$ -	\$ 13,263	\$ 13,263	\$ -	
	<i>Branch Total</i>	\$ 4,035,974	\$ 4,035,974	\$ 4,035,974	\$ 4,017,204	
<b>TOTAL SITE COSTS</b>		\$ 23,691,818	\$ 23,691,819	\$ 23,691,819	\$ 22,811,153	
<b>GENERAL PROGRAM SOFT COSTS</b>						
	Programming Consultant	\$ 60,000	\$ 60,000	\$ 60,000	\$ 58,794	
	IT Consultant	\$ 125,000	\$ 127,660	\$ 127,660	\$ 123,274	2
	Bond Consultant	\$ 100,000	\$ 100,000	\$ 100,000	\$ 89,918	
	City Consultant	\$ 200,000	\$ 200,000	\$ 200,000	\$ 168,036	2
	Construction Management	\$ 996,990	\$ 1,428,975	\$ 1,428,975	\$ 1,428,975	1, 2
	Accessibility Consultant	\$ 1,000	\$ 250	\$ 250	\$ 250	
	Legal Fees	\$ 100,000	\$ -	\$ -	\$ -	
	Bond Fees	\$ 95,000	\$ 37,825	\$ 39,825	\$ 39,825	2
	Public Relations	\$ 30,000	\$ 30,000	\$ 30,000	\$ 19,759	2
	Tool Library Rental / Moving	\$ 50,000	\$ 50,000	\$ 50,000	\$ 37,050	
	Contract Authorized Contingencies	\$ 108,962	\$ 1,977	\$ 1,977	\$ -	
	Bookmobile	\$ -	\$ -	\$ -	\$ -	
<b>TOTAL GENERAL PROGRAM COSTS</b>		\$ 1,866,952	\$ 2,036,687	\$ 2,038,687	\$ 1,965,881	
<b>TOTAL PROGRAM &amp; SITE COSTS</b>		\$ 25,558,770	\$ 25,728,505	\$ 25,730,505	\$ 24,777,033	
<b>PROGRAM CONTINGENCY</b>		\$ 456,230	\$ 286,495	\$ 284,495	\$ -	
<b>TOTAL PROGRAM BUDGET</b>		\$ 26,015,000	\$ 26,015,000	\$ 26,015,000	\$ 24,777,033	*

\* Total less Bond Fees for comparison to BPL report -&gt;

\$ 24,737,208.21

## Notes - Since 01/01/14

- 1 Kitchell - Executed ASA #7 (as of 1/17/14)
- 2 Budget Line Item Commitment Revised to Reconcile Expenses to Date (BPL, 1/31/14; 3/31/14; 5/31/14; 6/30/14)



## PROJECT COST CONTROL REPORT

North Branch Renovation and Expansion		* Revised Budget - December 19, 2012	Previous Month's Committed Costs	Current Committed Costs	Expended to Date	Notes - Since 1JAN14
<b>SITE HARD COSTS</b>						
<b>General Contractor</b>						
	Contract / Estimate	\$ 4,360,000	\$ 4,360,000	\$ 4,360,000	\$ 4,360,000	
	Approved Change Order Requests	\$ 148,765	\$ 148,765	\$ 148,765	\$ 148,765	
	Pending Change Order Requests	\$ -	\$ -	\$ -	\$ -	
	Change Order Contingency	\$ -	\$ -	\$ -	\$ -	
<b>Other Project Hard Costs</b>						
	Public Art	\$ 43,202	\$ 43,202	\$ 43,202	\$ 43,202	
	Miscellaneous Purchase Orders	\$ 13,850	\$ 13,550	\$ 13,550	\$ 9,850	
	- Berkeley Shade - Rotunda Film	\$ 350	\$ 350	\$ 350	\$ 350	
	- i-Sys - Door Re-Wiring	\$ 3,474	\$ 3,474	\$ 3,474	\$ 3,461	
	- Johnson Controls - Rain Detector	\$ 3,275	\$ 3,275	\$ 3,275	\$ 3,275	
	- Urbain Design - BFL Signage	\$ 5,150	\$ 5,450	\$ 5,450	\$ 3,350	
<b>TOTAL SITE HARD COSTS</b>		\$ 4,578,065	\$ 4,578,065	\$ 4,578,065	\$ 4,572,252	
<b>SITE SOFT COSTS</b>						
	Architectural and Engineering Fees	\$ 682,950	\$ 662,802	\$ 670,302	\$ 663,962	1,2
	Executed ASAs	\$ 65,910	\$ 65,817	\$ 65,817	\$ 65,817	
	LEED Commissioning	\$ 31,236	\$ 31,236	\$ 31,236	\$ 31,236	
	LEED Fees	\$ 3,400	\$ 3,400	\$ 3,400	\$ 3,400	
	Special Inspections & Testing	\$ 13,586	\$ 13,586	\$ 13,586	\$ 13,586	
	Miscellaneous Consultants	\$ 7,613	\$ 7,613	\$ 7,613	\$ 7,613	
	City Fees (Planning Studies, etc.)	\$ 8,505	\$ 8,505	\$ 8,505	\$ 8,505	
	Building Permit	\$ 97,917	\$ 97,917	\$ 97,917	\$ 97,917	
	Inspections	\$ 12,565	\$ 12,565	\$ 12,565	\$ 12,565	
	Environmental Consultants & Studies (CEQA)	\$ 50	\$ 50	\$ 50	\$ 50	
	Utility Fees - PG&E	\$ 22,815	\$ 22,815	\$ 22,815	\$ 22,815	
	Utility Fees - AT&T	\$ 7,989	\$ 7,989	\$ 7,989	\$ 7,989	
	Utility Fees - EBMUD	\$ 17,463	\$ 17,463	\$ 17,463	\$ 17,463	
	Geotechnical Survey & Report	\$ 14,406	\$ 14,406	\$ 14,406	\$ 14,406	
	Survey Fees	\$ 8,200	\$ 8,200	\$ 8,200	\$ 8,200	
	Hazmat Monitoring/Testing Services	\$ 10,280	\$ 10,280	\$ 10,280	\$ 10,280	
	Temporary Storage Costs	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	
	Printing/Plan Reproduction	\$ 10,775	\$ 10,775	\$ 10,775	\$ 10,775	
	Bid Advertising	\$ -	\$ -	\$ -	\$ -	
	Moving Costs	\$ 12,145	\$ 12,145	\$ 12,145	\$ 12,145	
	Contract Authorized Contingencies	\$ -	\$ -	\$ -	\$ -	
<b>TOTAL SITE SOFT COSTS</b>		\$ 1,033,804	\$ 1,013,563	\$ 1,021,063	\$ 1,014,722	
<b>TOTAL SITE COSTS</b>		\$ 5,611,869	\$ 5,591,628	\$ 5,599,128	\$ 5,586,975	
<b>PROJECT CONTINGENCY</b>		\$ -	\$ 20,241	\$ 12,741	\$ -	
<b>TOTAL SITE BUDGET</b>		\$ 5,611,869	\$ 5,611,869	\$ 5,611,869	\$ 5,586,975	

## Notes - Since 01/01/14

- 1 Budget Line Item Commitment Revised for Rotunda Truss Reinforcement Work (BPL, 6/30/14)
- 2 Budget Line Item Commitment Revised to Reconcile Expenses to Date (BPL, 6/30/14)

Period Ending 30JUN14



## PROJECT COST CONTROL REPORT

South & Tool Lending Branch Renovation and Expansion		Revised Budget - December 19, 2012	Previous Month's Committed Costs	Current Committed Costs	Expended to Date	Notes - Since 1JAN14
<b>SITE HARD COSTS</b>						
<b>General Contractor</b>						
	Contract / Estimate	\$ 4,500,000	\$ 4,613,000	\$ 4,613,000	\$ 4,613,000	1
	Approved Change Order Requests	\$ -	\$ 160,844	\$ 160,844	\$ 160,844	1
	Pending Change Order Requests	\$ -			\$ -	
	Change Order Contingency	\$ 430,000	\$ 189,156	\$ 189,156	\$ -	
<b>Other Project Hard Costs</b>						
	Public Art	\$ 64,500	\$ 64,500	\$ 64,500	\$ 35,747	1
	Miscellaneous Purchase Orders	\$ 50,000	\$ 5,000	\$ 5,000	\$ 3,912	
<b>TOTAL SITE HARD COSTS</b>		<b>\$ 5,044,500</b>	<b>\$ 5,032,500</b>	<b>\$ 5,032,500</b>	<b>\$ 4,813,503</b>	
<b>SITE SOFT COSTS</b>						
	Architectural and Engineering Fees	\$ 785,000	\$ 785,000	\$ 785,000	\$ 774,179	1
	Executed ASAs	\$ -	\$ 94,033	\$ 94,033	\$ 93,071	
	LEED Commissioning	\$ 31,156	\$ 31,236	\$ 31,236	\$ 31,236	1
	LEED Fees	\$ 5,000	\$ 5,000	\$ 5,000	\$ 1,800	1
	Special Inspections & Testing	\$ 30,000	\$ 8,354	\$ 8,354	\$ 8,354	
	Miscellaneous Consultants	\$ 15,000	\$ 10,000	\$ 10,000	\$ 1,795	
	City Fees (Planning Studies, etc.)	\$ 20,000	\$ 26,952	\$ 26,952	\$ 26,952	
	Building Permit	\$ 150,000	\$ 136,544	\$ 136,544	\$ 136,529	
	Inspections	\$ 75,000	\$ 75,000	\$ 75,000	\$ 29,715	
	Environmental Consultants & Studies (CEQA)	\$ 50,000	\$ 45,758	\$ 45,758	\$ 45,758	
	Utility Fees - PG&E	\$ 37,500	\$ 19,115	\$ 19,115	\$ 19,115	
	Utility Fees - AT&T	\$ 12,500	\$ -	\$ -	\$ -	
	Utility Fees - EBMUD	\$ 10,000	\$ 96,430	\$ 96,430	\$ 96,430	
	Geotechnical Survey & Report	\$ 15,000	\$ 14,578	\$ 14,578	\$ 14,578	
	Survey Fees	\$ 10,000	\$ 6,200	\$ 6,200	\$ 6,200	
	Hazmat Monitoring/Testing Services	\$ 35,000	\$ 11,767	\$ 11,767	\$ 11,767	
	Temporary Storage Costs	\$ 37,500	\$ 4,500	\$ 4,500	\$ 4,500	
	Printing/Plan Reproduction	\$ 20,000	\$ 15,000	\$ 15,000	\$ 4,194	1
	Bid Advertising	\$ 1,500	\$ -	\$ -	\$ -	
	Moving Costs	\$ 16,520	\$ 8,534	\$ 8,534	\$ 8,534	
	Contract Authorized Contingencies	\$ 78,500	\$ 14,467	\$ 14,467	\$ -	
<b>TOTAL SITE SOFT COSTS</b>		<b>\$ 1,435,176</b>	<b>\$ 1,408,468</b>	<b>\$ 1,408,468</b>	<b>\$ 1,314,706</b>	
<b>TOTAL SITE COSTS</b>		<b>\$ 6,479,676</b>	<b>\$ 6,440,968</b>	<b>\$ 6,440,968</b>	<b>\$ 6,128,208</b>	
<b>PROJECT CONTINGENCY</b>		<b>\$ 49,844</b>	<b>\$ 88,552</b>	<b>\$ 88,552</b>	<b>\$ -</b>	
<b>TOTAL SITE BUDGET</b>		<b>\$ 6,529,520</b>	<b>\$ 6,529,520</b>	<b>\$ 6,529,520</b>	<b>\$ 6,128,208</b>	

## Notes - Since 04/01/14

1 Budget Line Item Commitment Revised to Reconcile Expenses to Date (BPL, 1/31/14; 3/31/14; 4/30/14; 5/31/14, 6/30/14)



## PROJECT COST CONTROL REPORT

West Branch Renovation and Expansion		Revised Budget - December 19, 2012	Previous Month's Committed Costs	Current Committed Costs	Expended to Date	Notes - Since 1JAN14
<b>SITE HARD COSTS</b>						
<b>General Contractor</b>						
	Contract / Estimate	\$ 5,265,000	\$ 5,495,000	\$ 5,495,000	\$ 5,490,168	1
	Approved Change Order Requests	\$ -	\$ 236,954	\$ 236,954	\$ 236,954	1
	Pending Change Order Requests	\$ -	\$ -	\$ -	\$ -	
	Change Order Contingency	\$ 490,000	\$ 253,046	\$ 253,046	\$ -	
<b>Other Project Hard Costs</b>						
	Public Art	\$ 73,500	\$ 53,000	\$ 53,000	\$ 53,555	1
	Miscellaneous Purchase Orders	\$ 55,000	\$ 15,000	\$ 15,000	\$ 11,476	1
<b>TOTAL SITE HARD COSTS</b>		\$ 5,883,500	\$ 6,053,000	\$ 6,053,000	\$ 5,792,154	
<b>SITE SOFT COSTS</b>						
	Architectural and Engineering Fees	\$ 716,540	\$ 716,540	\$ 716,540	\$ 690,816	
	Executed ASAs	\$ -	\$ 71,654	\$ 71,654	\$ 66,093	
	LEED Fees	\$ 5,000	\$ 5,000	\$ 5,000	\$ 2,900	1
	Special Inspections & Testing	\$ 35,000	\$ 12,148	\$ 12,148	\$ 12,148	
	Miscellaneous Consultants	\$ 15,000	\$ 5,000	\$ 5,000	\$ 7,500	1
	Administration Costs	\$ -	\$ -	\$ -	\$ -	
	City Fees (Planning Studies, etc.)	\$ 20,000	\$ 39,933	\$ 39,933	\$ 39,933	
	Building Permit	\$ 158,478	\$ 130,637	\$ 130,637	\$ 130,605	
	Inspections	\$ 100,000	\$ 60,000	\$ 60,000	\$ 38,470	1
	Environmental Consultants & Studies (CEQA)	\$ 50,000	\$ 64,521	\$ 64,521	\$ 64,521	
	Utility Fees - PG&E	\$ 37,500	\$ 64,602	\$ 64,602	\$ 64,602	
	Utility Fees - AT&T	\$ 12,500	\$ -	\$ -	\$ -	
	Utility Fees - EBMUD	\$ 10,000	\$ 113,915	\$ 113,915	\$ 113,915	
	Geotechnical Survey & Report	\$ 10,000	\$ 15,000	\$ 15,000	\$ 8,699	
	Survey Fees	\$ 4,000	\$ 3,028	\$ 3,028	\$ 3,028	
	Hazmat Monitoring/Testing Services	\$ 50,000	\$ 9,735	\$ 9,735	\$ 9,735	
	Temporary Storage Costs	\$ 37,500	\$ 8,250	\$ 8,250	\$ 8,250	
	Printing/Plan Reproduction	\$ 20,000	\$ 20,000	\$ 20,000	\$ 14,461	1
	Bid Advertising	\$ 1,500	\$ -	\$ -	\$ -	
	Moving Costs	\$ 16,520	\$ 17,606	\$ 17,606	\$ 10,936	1
	Contract Authorized Contingencies	\$ 71,645	\$ -	\$ -	\$ -	
<b>TOTAL SITE SOFT COSTS</b>		\$ 1,371,183	\$ 1,357,569	\$ 1,357,569	\$ 1,286,612	
<b>TOTAL SITE COSTS</b>		\$ 7,254,683	\$ 7,410,569	\$ 7,410,569	\$ 7,078,766	
<b>PROJECT CONTINGENCY</b>		\$ 259,772	\$ 103,886	\$ 103,886	\$ -	
<b>TOTAL SITE BUDGET</b>		\$ 7,514,455	\$ 7,514,455	\$ 7,514,455	\$ 7,078,766	

## Notes - Since 01/01/14

1 Budget Line Item Commitment Revised to Reconcile Expenses to Date (BPL, 1/31/14; 3/31/14; 4/30/14; 5/31/14; 6/30/14)

Period Ending 30JUN14



## PROJECT COST CONTROL REPORT

Claremont Branch Renovation and Expansion		* Revised Budget - December 19, 2012	Previous Month's Committed Costs	Current Committed Costs	Expended to Date	Notes - Since 1JAN14
<b>SITE HARD COSTS</b>						
<b>General Contractor</b>						
	Contract / Estimate	\$ 2,970,000	\$ 2,970,000	\$ 2,970,000	\$ 2,970,000	
	Approved Change Order Requests	\$ 24,394	\$ 24,394	\$ 24,394	\$ 24,394	
	Pending Change Order Requests	\$ -	\$ -	\$ -	\$ -	
	Change Order Contingency	\$ -	\$ -	\$ -	\$ -	
<b>Other Project Hard Costs</b>						
	Public Art	\$ 34,570	\$ 34,570	\$ 34,570	\$ 34,570	
	Miscellaneous Purchase Orders	\$ 42,714	\$ 42,714	\$ 42,714	\$ 37,207	
	- Agnitsch Electric - Lighting Revisions	\$ 4,722	\$ 4,722	\$ 4,722	\$ 4,722	
	- Berkeley Shade - Additional Shades	\$ 4,355	\$ 3,930	\$ 3,930	\$ 3,930	
<b>TOTAL SITE HARD COSTS</b>		<b>\$ 3,080,755</b>	<b>\$ 3,080,330</b>	<b>\$ 3,080,330</b>	<b>\$ 3,074,823</b>	
<b>SITE SOFT COSTS</b>						
	Architectural and Engineering Fees	\$ 577,075	\$ 564,252	\$ 564,252	\$ 564,252	
	Executed ASAs	\$ 50,070	\$ 50,070	\$ 50,070	\$ 50,070	
	LEED Commissioning	\$ 30,156	\$ 30,156	\$ 30,156	\$ 30,156	
	LEED Fees	\$ 3,400	\$ 3,400	\$ 3,400	\$ 3,400	
	Special Inspections & Testing	\$ 16,548	\$ 16,548	\$ 16,548	\$ 16,548	
	Miscellaneous Consultants	\$ 396	\$ 396	\$ 396	\$ 396	
	City Fees (Planning Studies, etc.)	\$ 8,211	\$ 8,211	\$ 8,211	\$ 8,211	
	Building Permit	\$ 75,089	\$ 75,089	\$ 75,089	\$ 75,089	
	Inspections	\$ 20,840	\$ 20,840	\$ 20,840	\$ 20,840	
	Environmental Consultants & Studies (CEQA)	\$ 50	\$ 50	\$ 50	\$ 50	
	Utility Fees - PG&E	\$ 5,797	\$ 5,797	\$ 5,797	\$ 5,797	
	Utility Fees - AT&T	\$ 8,650	\$ 8,650	\$ 8,650	\$ 8,650	
	Utility Fees - EBMUD	\$ 107,953	\$ 107,938	\$ 107,938	\$ 107,938	
	Geotechnical Survey & Report	\$ -	\$ -	\$ -	\$ -	
	Survey Fees	\$ 10,190	\$ 10,190	\$ 10,190	\$ 10,190	
	Hazmat Monitoring/Testing Services	\$ 10,868	\$ 10,868	\$ 10,868	\$ 10,868	
	Temporary Storage Costs	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	
	Printing/Plan Reproduction	\$ 7,501	\$ 7,501	\$ 7,501	\$ 7,501	
	Bid Advertising	\$ -	\$ -	\$ -	\$ -	
	Moving Costs	\$ 16,426	\$ 16,426	\$ 16,426	\$ 16,426	
	Contract Authorized Contingencies	\$ -	\$ -	\$ -	\$ -	
<b>TOTAL SITE SOFT COSTS</b>		<b>\$ 955,219</b>	<b>\$ 942,381</b>	<b>\$ 942,381</b>	<b>\$ 942,381</b>	
<b>TOTAL SITE COSTS</b>		<b>\$ 4,035,974</b>	<b>\$ 4,022,711</b>	<b>\$ 4,022,711</b>	<b>\$ 4,017,204</b>	
<b>PROJECT CONTINGENCY</b>		<b>\$ -</b>	<b>\$ 13,263</b>	<b>\$ 13,263</b>	<b>\$ -</b>	
<b>TOTAL SITE BUDGET</b>		<b>\$ 4,035,974</b>	<b>\$ 4,035,974</b>	<b>\$ 4,035,974</b>	<b>\$ 4,017,204</b>	

Notes - Since 01/01/14