



BERKELEY PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES

REGULAR MEETING
November 12, 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. PRESENTATION CALENDAR

- A. Library on Wheels - Anwan Baker

III. CONSENT CALENDAR

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

- A. **Approve minutes of August 28, 2014 Special Meeting**
Recommendation: Approve the minutes of the August 28, 2014 special meeting of the Board of Library Trustees.
- B. **Approve minutes of September 3, 2014, 3:00 PM Special Meeting**
Recommendation: Approve the minutes of the September 3, 2014 special meeting of the Board of Library Trustees.
- C. **Approve minutes of September 3, 2014, 6:00 PM Special Meeting**
Recommendation: Approve the minutes of the September 3, 2014 special meeting of the Board of Library Trustees.
- D. **Approve minutes of September 12, 2014 Special Meeting**
Recommendation: Approve the minutes of the September 12, 2014 special meeting of the Board of Library Trustees.
- E. **Approve minutes of September 25, 2014 Special Meeting**
Recommendation: Approve the minutes of the September 10, 2014 special meeting of the Board of Library Trustees.
- F. **Approve minutes of October 8, 2014 Special Meeting**
Recommendation: Approve the minutes of the October 8, 2014 special meeting of the Board of Library Trustees.
- G. **Authorization to Open the Central Library and All Branches One Hour Late to Allow Adequate Time for All-Staff Meetings**
Recommendation: Adopt a resolution to open the Central Library and all branch libraries one hour later on January 30, May 29, July 31 and October 30, 2015 to allow adequate time for the all-staff meeting.
- H. **2015 Holiday Schedule for The Berkeley Public Library**
Recommendation: Adopt the resolution approving the 2015 calendar of holidays for the Berkeley Public Library.
- I. **2015 Meeting Schedule for the Board of Library Trustees**
Recommendation: Adopt a resolution approving the dates, times and locations for the 2015 regular meeting schedule for the Board of Library Trustees.

* Public Comments - speakers allowed 3 minutes each

- J. Annual Report to City Council**
Recommendation: Adopt a resolution approving the Annual Report to the Berkeley City Council from the Board of Library Trustees for the period of July 2013 through June 2014.
- K. License agreement between Library and the Berkeley Public Library Foundation for use of space in the Central Library**
Recommendation: Adopt a resolution granting a License Agreement between the Library and Berkeley Public Library Foundation for the use of office space in the Central Library for the period from January 3, 2015 through January 2, 2018.
- L. License agreement between Library and the Friends of the Berkeley Public Library for use of space in the Central Library**
Recommendation: Adopt a resolution granting a License Agreement between the Library and Friends of the Berkeley Public Library for the use of office space and a retail space in the Central Library for the period from January 3, 2015 through January 2, 2018.

IV. ACTION CALENDAR

- A. Chairperson and Vice-Chairperson Nominations and Election of Chairperson and Vice-Chairperson**
Recommendation: Accept nominations and adopt a resolution electing one Trustee to sit as Chairperson and another to sit as Vice-Chairperson for a one-year term.
- B. Contract: First Alarm Security and Patrol, Inc. dba: First Security Services**
Recommendation: Adopt a resolution authorizing the Director of Library Services to enter into a contract and any amendments with First Security Services for the provision of security services at the Central Library and on request at any Library branch facility for a not-to-exceed amount of \$673,711 for the period of January 1, 2015 through June 30, 2019 subject to the annual appropriation of authorized funds.
- C. Amend Contract: Konica Minolta Business Solutions USA, Inc.**
Recommendation: Adopt a resolution authorizing the Director of Library Services to amend Contract No. 8977 with Konica Minolta Business Solutions USA, Inc. in an incremental amount of \$85,000 for an amended not-to-exceed value of \$180,000 for the continuing provision of leased public use copiers, printers, and related vending services at all Library locations and by extending the term date from February 26, 2015 to June 18, 2016 (and with the option to extend further on a month-to-month basis without any changes to lease and metered rates.)
- D. Amend Contract: L.J. Kruse Company**
Recommendation: Adopt a resolution authorizing the Director of Library Services to amend Contract No. 9004 with L.J. Kruse Company in an incremental amount of \$50,000 for facilities maintenance HVAC and plumbing systems preventative maintenance services and on-call servicing, and to extend the term of the contract from December 31, 2014 to December 31, 2016 for an amended not-to-exceed value of \$225,000.

V. INFORMATION REPORTS

- A. November 2014 Monthly Report from Library Director**
 - i. Library Development
 - ii. Professional Activities
 - iii. Programs, Services and Collections
 - iv. Personnel
 - v. Branch Bond Program Update
- B. FY15 – 1st Quarter Budget Report**
- C. Library events:** Calendar of events and press releases for various Library programs are posted at <http://www.berkeleypubliclibrary.org>

VI. AGENDA BUILDING

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

VII. ADJOURNMENT

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



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

Please refrain from wearing scented products to public programs.

I hereby certify that the agenda for this regular meeting of the Board of Library Trustees of the City of Berkeley was posted in the display cases located at 2134 Martin Luther King, Jr. Way and in front of the Central Public Library at 2090 Kittredge Street, as well as on the Berkeley Public Library's website on November 5, 2014.

//s//

Suzanne Olawski, Interim 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 SPECIAL MEETING
Thursday August 28, 2014, 4:30 PM**

CENTRAL LIBRARY – 2090 KITTREDGE 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 are accessible at <http://www.berkeleypubliclibrary.org/about/board-library-trustees>

A. Call to Order: 4:30 P.M.

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

Absent: none.

Also Present: Donna Corbeil, Director of Library Services; July Cole, Assoc. HR Analyst

B. Public Comments: none.

II. CLOSED SESSION

**A. Public Employee Appointment – Pursuant to Government code Section 54957.
Title: Director of Library Services**

Trustees interviewed two candidates, followed by Board discussion.

**B. Conference with Labor Negotiator Pursuant to Government Code Section 54957.6
City Negotiators: Abigail Franklin, Chair, Board of Library Trustees Unrepresented Employee: New
Director of Library Services**

III. OPEN SESSION

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

From: Chair, Board of Library Trustees

Contact: Abigail Franklin

Action: No action taken.

IV. ADJOURNMENT

Adjourned at 6:05 P.M.

COMMUNICATIONS: none

SUPPLEMENTAL COMMUNICATIONS AND REPORTS: none.

MINUTES
BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES SPECIAL MEETING
Wednesday, September 3, 2014, 3:00 PM

CENTRAL LIBRARY – 2090 KITTREDGE 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 are accessible at <http://www.berkeleypubliclibrary.org/about/board-library-trustees>

A. Call to Order: 3:05 P.M.

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

Absent: none.

Also Present: July Cole, Assoc. HR Analyst; Eve Franklin, Administrative Secretary

B. Public Comments:

1. Armin Arethna, Children’s Librarian – spoke regarding recruitment process for Director of Library Services.
2. Andrea Mullarkey, Teen Librarian – spoke regarding recruitment process for Director of Library Services

II. CLOSED SESSION

A. Public Employee Appointment – Pursuant to Government code Section 54957.
Title: Director of Library Services

Trustees interviewed two candidates, followed by Board discussion.

B. Conference with Labor Negotiator Pursuant to Government Code Section 54957.6
City Negotiators: Abigail Franklin, Chair, Board of Library Trustees Unrepresented Employee: New Director of Library Services

III. OPEN SESSION

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

From: Chair, Board of Library Trustees

Contact: Abigail Franklin

Action: No action taken.

IV. ADJOURNMENT

Adjourned at 5:40 P.M.

COMMUNICATIONS: none

SUPPLEMENTAL COMMUNICATIONS AND REPORTS: none.

MINUTES
BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES SPECIAL MEETING
Wednesday, September 3, 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 are accessible at <http://www.berkeleypubliclibrary.org/about/board-library-trustees>

A. Call to Order: 6:00 P.M.

Present: Trustees Franklin, Holcomb, Moore and Jim Novosel. Trustee Burton arrive at 6:10 PM.

Absent: none.

Also Present: Donna Corbeil, Director of Library Services; Dennis Dang, Administrative and Fiscal Services Manager; Sarah Dentan; Children's and Neighborhood Services Manager; Walter Johnson, Senior Building Maintenance Supervisor; Jay Dickinson, Circulation Manager; Eve Franklin, Administrative Secretary.

B. Public Comments: none.

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

1. Andrea Mullarkey, SEIU 1021 Shop Steward – spoke regarding library fee schedule and National Library Card Sign-up Month.
2. Director Corbeil – introduced Walter Johnson, Senior Building Maintenance Supervisor

D. Report from Board of Library Trustees:

1. Trustee Holcomb – Thanked Donna Corbeil for her work as Library Director.
2. Trustee Moore – Thanked Donna Corbeil for her work as Library Director.
3. Trustee Franklin – Thanked Donna Corbeil for her work as Library Director.
4. Trustee Novosel – Thanked Donna Corbeil for her work as Library Director.

II. PRESENTATIONS CALENDAR

National Library Card Sign-up Month Celebration:

Sarah Dentan, Children's and Neighborhood Services Manager provided a presentation. (Attachment 1)

III. CONSENT CALENDAR

M/S/C Trustee Burton / Trustee Novosel to adopt Resolution # R14-044 approving the Consent Calendar as presented.

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

A. Approve minutes of July 23, 2014 Special Meeting

From: Director of Library Services

Recommendation: Adopt a resolution to approve the minutes of the July 23, 2014 Special Meeting as presented.

Financial Implications: None.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution # R14-045.

B. Approve minutes of August 14, 2014 Special Meeting

From: Director of Library Services

Recommendation: Adopt a resolution to approve the minutes of the August 14, 2014 Special Meeting as presented.

Financial Implications: None.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution # R14-046.

C. Approve minutes of August 18, 2014 Special Meeting

From: Director of Library Services

Recommendation: Adopt a resolution to approve the minutes of the August 18, 2014 Special Meeting as presented.

Financial Implications: None.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution # R14-047.

D. Library Fee Schedule for FY 2015

From: Circulation Services Manager

Recommendation: Adopt the resolution approving the Library Fee Schedule for 2015 and approve the Director of Library Services' submission of the fee schedule to the City of Berkeley, Budget Office, for inclusion in the City of Berkeley's Master Fee Schedule.

Financial Implications: Unknown.

Contact: Jay Dickinson, Circulation Services Manager

Action: Adopted Resolution # R14-048.

E. Library Circulation Policy for FY 2015

From: Circulation Services Manager

Recommendation: Adopt a resolution authorizing changes to the feature film circulation period and renewal rates for ADA patrons effective October 1, 2014.

Financial Implications: None.

Contact: Jay Dickinson, Circulation Services Manager

Action: Adopted Resolution # R14-049.

F. California State Library FY 2015 Baseline Grant Funds from the California Library Literacy Services (CLLS) Program

From: Director of Library Services

Recommendation: Adopt a resolution authorizing the Director of Library Services to apply for and accept \$15,000 of FY 2015 CLLS baseline grant funds.

Financial Implications: see report.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution # R14-050.

G. FY 2014 Annual Closing Budget Report and FY 2015 Budget Amendment

From: Administrative and Fiscal Services Manager

Recommendation: Adopt a resolution amending the FY 2015 Revised Budget for all Fund entities based upon recommended re-appropriation of committed prior year funding and other adjustments totaling \$398,650.

Financial Implications: see report.

Contact: Dennis Dang, Administrative and Fiscal Services Manager

Action: Adopted Resolution # R14-051.

H. Friends of the Berkeley Public Library

From: Director of Library Services

Recommendation: Adopt a resolution acknowledging the sixty year anniversary of the Friends of the Berkeley Public Library.

Financial Implications: none.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution # R14-052.

I. Berkeley Reads

From: Director of Library Services

Recommendation: Adopt a resolution in celebration of adult literacy awareness month.

Financial Implications: none.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution # R14-053.

IV. INFORMATION REPORTS

A. September 2014 Monthly Report from Library Director

From: Director of Library Services

Contact: Donna Corbeil, Library Director

Action: Received.

B. Library events

From: Director of Library Services

Contact: Donna Corbeil, Library Director

Action: None.

V. AGENDA BUILDING

The September 10, 2014 regular BOLT meeting will be canceled.

The next meeting will be a Regular Meeting held at 6:00 PM on Wednesday, October 22, 2014 at the South Branch Library, 1901 Russell Street, Berkeley.

Future agenda items:

- Annual Report to City Council
- Strategic Plan Update

VI. ADJOURNMENT

Adjourned at 6:24 P.M.

COMMUNICATIONS: none

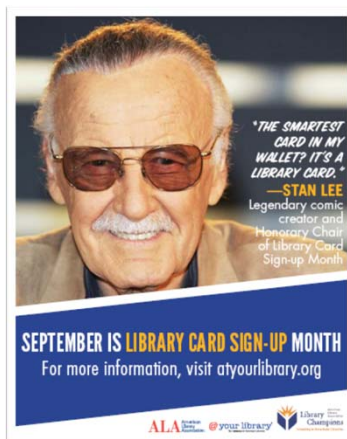
SUPPLEMENTAL COMMUNICATIONS AND REPORTS:

1. National Library Card Sign-up Month Celebration presentation

Berkeley Public Library's National Library Card Sign-up Month

September, 2014

Library Card Sign-up Month



Promotions

- Newsletters
- Print ads
- Facebook
- Special events
- Library card exhibit

September is Library Card Sign-up Month
@Berkeley Public Library



Enjoy Your Card!



- Download ebooks & audiobooks
- Stream independent & popular films
- Stream and download music
- Download magazines
- Use iPads, laptops and computers
- Reserve & download free museum passes
- Check out 50 items

Always FREE!

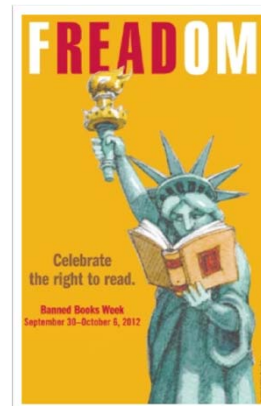
www.berkeleypubliclibrary.org

Banned Books Week

September 21 - 27, 2014

Honors the freedom to read and the value of free and open access – one of the Library's core values!

- Staged readings
- Banned Book and Book-to-Film discussions
- Banned Book Bike Tour
- Book Displays



Anniversaries

Happy 60th Anniversary to the
Friends of the Berkeley Public Library!



A great big THANK YOU to the
Friends of the Library
for their continued support;
sponsoring high quality,
engaging programming
and special events!



www.berkeleylibraryfriends.org

www.berkeleypubliclibrary.org

Anniversaries

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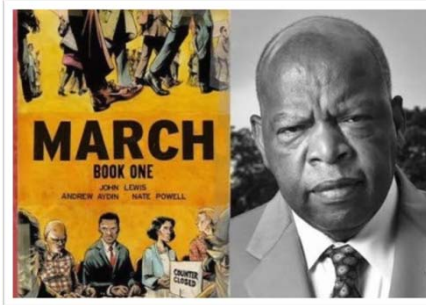
www.berkeleypubliclibrary.org



Special Event

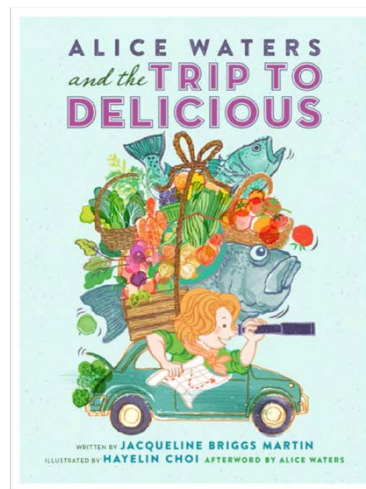
US Representative John Lewis
with Andrew Aikin

- Discussing *MARCH* (Book Two)
- Books available for purchase and signing
- Sunday, September 21, 2-4 pm
- Northbrae Community Church



Other Events

- Children's Author Jacqueline Briggs Martin @ Claremont
- Mascaritas Puppet Theater @ West
- Crafty Crafts for Kids @ South
- Comics & Censorship @ North
- Old Time Music Convention
Kid's Show @ Central



Library on Wheels

- Book collection, Wi-Fi hotspot
- Library card creation on the spot

- Solano Stroll
- North Berkeley Farmer's Market
- Banned Books Week Bike Tour



Made possible by a gift from the Berkeley Public Library Foundation.

Special Edition Library Cards



Available soon.



**MINUTES
BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES SPECIAL MEETING
Friday, September 12, 2014**

CENTRAL LIBRARY – 2090 KITTREDGE 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 are accessible at <http://www.berkeleypubliclibrary.org/about/board-library-trustees>

A. Call to Order: 12:31 P.M.

Present: Trustees Franklin, Holcomb, Moore and Novosel. Trustees Burton arrive 12:55 P.M.

Absent: Trustees Burton.

Also Present: July Cole, Assoc. HR Analyst; Eve Franklin, Administrative Secretary

B. Public Comments: none.

II. CLOSED SESSION

**A. Public Employee Appointment – Pursuant to Government code Section 54957.
Title: Director of Library Services**

Trustees interviewed 6 candidates, followed by Board discussion.

**B. Conference with Labor Negotiator Pursuant to Government Code Section 54957.6
City Negotiators: Abigail Franklin, Chair, Board of Library Trustees Unrepresented Employee: New
Director of Library Services**

III. OPEN SESSION

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

From: Chair, Board of Library Trustees

Contact: Abigail Franklin

Action: No action taken.

IV. ADJOURNMENT

Adjourned at 6:07 P.M.

COMMUNICATIONS: none

SUPPLEMENTAL COMMUNICATIONS AND REPORTS: none.

**MINUTES
BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES SPECIAL MEETING
Thursday, September 25, 2014**

CENTRAL LIBRARY – 2090 KITTREDGE 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 are accessible at <http://www.berkeleypubliclibrary.org/about/board-library-trustees>

A. Call to Order: 3:07 P.M.

Present: Trustees Burton, Franklin, Holcomb and Novosel. Trustee Moore arrived at 3:37 P.M.

Absent: None.

Also Present: Dennis Dang, Administrative and Fiscal Services Manager; Eve Franklin, Administrative Secretary

B. Public Comments: none.

II. CONSENT CALENDAR

A. Appointment of Interim Director of Library Services

From: Director of Library Services

Recommendation: Adopt a Resolution confirming the appointment of Suzanne Olawski as Interim Director of Library Services.

Financial Implications: None.

Contact: Donna Corbeil, Director of Library Services

Action: M/S/C Trustee Novosel / Trustee Burton to adopt Resolution # R14-54 confirming the appointment of Suzanne Olawski as Interim Director of Library Services.

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

Abstentions: None.

III. CLOSED SESSION

Trustee Moore arrived at 3:37 pm.

**A. Public Employee Appointment – Pursuant to Government code Section 54957.
Title: Director of Library Services**

Trustees interviewed 3 candidates, followed by Board discussion.

**B. Conference with Labor Negotiator Pursuant to Government Code Section 54957.6
City Negotiators: Abigail Franklin, Chair, Board of Library Trustees Unrepresented Employee: New Director of Library Services**

IV. OPEN SESSION

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

From: Chair, Board of Library Trustees

Contact: Abigail Franklin

Action: No action taken.

V. ADJOURNMENT

Adjourned at 6:45 P.M.

COMMUNICATIONS: none

MINUTES
BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES SPECIAL MEETING
Wednesday, October 8, 2014

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 are accessible at <http://www.berkeleypubliclibrary.org/about/board-library-trustees>

A. Call to Order: 6:00 pm.

Present: Trustees Franklin, Holcomb, Moore and Novosel. Trustee Burton arrived a 6:02 pm.

Absent: None.

Also Present: Suzanne Olawski, Interim Director of Library Services; Eve Franklin, Administrative Secretary

B. Public Comments:

1. Amy Roth – representing Friends of the Library, spoke regarding the One City, One Book program. Asked for a resolution of support.
2. Andrea Mullarkey, Shop Steward, SEIU 1021, thanked the board for the inclusive process for the selection of the new Director of Library Services and reported that staff is delighted that Jeff will be joining us.

II. ACTION CALENDAR

A. Appointment of Director of Library Services

Board discussion.

From: Board of Library Trustees Chairperson

Recommendation: Adopt a Resolution confirming the appointment of Jeff Scott to be Director of Library Services for the Berkeley Public Library effective November 9, 2014 at an annual salary of \$170,000.

Financial Implications: None.

Contact: Abigail Franklin, Chairperson, Board of Library Trustees

Action: M/S/C Trustee Holcomb / Trustee Moore to adopt Resolution # R14-55 confirming of Jeff Scott to be Director of Library Services for the Berkeley Public Library effective November 9, 2014 at an annual salary of \$170,000.

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

Abstentions: None.

III. ADJOURNMENT

Adjourned at 6:10 P.M.

COMMUNICATIONS: none



CONSENT CALENDAR

November 12, 2014

TO: Board of Library Trustees
FROM: Jeff Scott, Director of Library Services
SUBJECT: AUTHORIZATION TO OPEN THE CENTRAL LIBRARY AND ALL BRANCHES ONE HOUR LATE TO ALLOW ADEQUATE TIME FOR ALL-STAFF MEETINGS

RECOMMENDATION

Adopt a resolution to open the Central Library and all branch libraries one hour later on January 30, May 29, July 31 and October 30, 2015 to allow adequate time for the all-staff meeting.

FISCAL IMPACT

This report will have no fiscal impacts.

BACKGROUND

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

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

Standing items currently on the all-staff meeting agenda include:

- Introduction of new staff.
- Important news announcements (e.g. direction on political activity, changes to staff intranet, summer reading program details, on planning projects, budget update, recognition of staff achievements, etc.)
- Presentations by staff or guest on topic relevant to all (e.g. Privacy Policy trainings, demonstrations of new ADA-related equipment, workplace safety issues, committee reports, new policy introductions, strategic plan updates)

While these meetings are convened by the Director of Library Services, it is an opportunity for staff to speak to each other about special projects, services and other relevant issues. These all-staff meetings allow the Director and managers the opportunity to hand out staff awards, announce updates, and communicate pertinent information directly to all personnel. There is intrinsic value to the Library staff having the ability to hear important information directly from their managers. By delaying the Library's opening by one hour on these four mornings, continued staff participation in the meetings is anticipated, and in-depth topics will continue to be covered with adequate time for discussion.

CURRENT SITUATION AND ITS EFFECTS

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

FUTURE ACTION

No future action is required.

Attachments:

1. Resolution

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO.: R14-___

AUTHORIZATION TO OPEN THE CENTRAL LIBRARY AND ALL BRANCHES ONE HOUR LATE TO ALLOW ADEQUATE TIME FOR ALL STAFF MEETINGS IN 2015

WHEREAS, the Director of Library Services convenes quarterly meetings of all Library staff, including branch staffs, on the fifth Friday of months which have five Fridays; and

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

WHEREAS, the Library began this practice in 2008, with the library opening late at 11:00 a.m. with no detrimental effect on operation; and

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

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

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to authorize the Director of Library Services to open the Central Library and all branches one hour late on **January 30, May 29, July 31** and **October 30, 2015** in order to accommodate the all-staff meetings and allow adequate time for Library staff to open the libraries.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on November 12, 2014 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Abigail Franklin, Chairperson

Jeff Scott, Director of Library Services
Serving as Secretary to the Board of Library Trustees



CONSENT CALENDAR

November 12, 2014

TO: Board of Library Trustees
FROM: Jeff Scott, Director of Library Services
SUBJECT: 2015 HOLIDAY SCHEDULE FOR THE BERKELEY PUBLIC LIBRARY

RECOMMENDATION

Adopt the resolution approving the 2015 calendar of holidays for the Berkeley Public Library.

FISCAL IMPACT

This report will have no fiscal impacts.

BACKGROUND

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

CURRENT SITUATION AND ITS EFFECTS

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

The Central Library and the Branches are open on weekends and during evenings when many other City departments are closed. In the case of Thanksgiving Eve and New Year's Eve, the Library observes a day schedule, 10 AM to 6 PM. On the occasion that a holiday falls on a weekend day the Library closes on both the actual holiday and the observed holiday day, such as the upcoming Independence Day, Saturday, July 4, 2015. In this case, eligible employees will receive a paid holiday for one of the closed days. On the other day, for those employees normally scheduled to work both days, a schedule adjustment or other type of leave will be arranged in advance.

The draft 2015 Library Schedule of Holiday and Early Closures is attached (Attachment 2) for discussion and approval.

FUTURE ACTION

No future action is required.

Attachments:

1. Resolution
2. 2015 Berkeley Public Library Proposed Schedule of Holidays and Closings
3. 2014 Berkeley Public Library Schedule of Holidays and Closings
4. City of Berkeley 2015 Holiday Schedule

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO.: R14-___

APPROVAL OF THE 2015 HOLIDAY SCHEDULE FOR THE BERKELEY PUBLIC LIBRARY

WHEREAS, union contracts specify recognized holidays for employees in the various Represented Units of the City of Berkeley; and

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED that the board of Library Trustees of the City of Berkeley approves the attached 2015 schedule of holiday closures for the Berkeley Public Library.

ADOPTED by the Board of Library Trustees of the City of Berkeley during a regular meeting held on November 12, 2014.

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Abigail Franklin, Chairperson

Jeff Scott, Director of Library Services
Serving as Secretary to the Board of Library Trustees

Berkeley Public Library 2015 Schedule of Holidays & Early Closings

Date - Holiday

1. January 1, 2015 (Thursday) – New Year’s Day
2. January 19, 2015 (Monday) - Martin Luther King Jr. Day
3. February 16, 2015 (Monday) - President’s Day
4. May 18, 2015 (Monday) - Malcolm X Day
5. May 25, 2015 (Monday) - Memorial Day
6. July 3, 2015 (Friday) - Independence Day (observed)
7. July 4, 2015 (Saturday) - Independence Day **
8. September 7, 2015 (Monday) - Labor Day
9. October 12, 2015 (Monday) - Indigenous People’s Day
10. November 11, 2015 (Wednesday) - Veterans’ Day
11. November 25, 2015 (Wednesday) – Thanksgiving Eve (close early) *
12. November 26, 2015 (Thursday) – Thanksgiving Day
13. November 27, 2015 (Friday) –Thanksgiving Holiday
14. December 24, 2015 (Thursday) - Christmas Eve ***
15. December 25, 2015 (Friday) – Christmas Day
16. December 31, 2015 (Thursday) – New Year’s Eve (close early) *

* All Library locations will open at 10 a.m. and close at 6:00 p.m.

** Independence Day, actual on Saturday, City observed on Friday, July 3.

*** The Library is closed Christmas Eve instead of Lincoln’s birthday (February 13).

2014 Schedule of Holidays & Early Closings

Date - Holiday

1. January 1, 2014 (Wednesday) – New Year’s Day
2. January 20, 2014 (Monday) - Martin Luther King Jr. Day
3. February 17, 2014 (Monday) - President’s Day
4. May 19, 2014 (Monday) - Malcolm X Day
5. May 26, 2014 (Monday) - Memorial Day
6. July 4, 2014 (Friday) - Independence Day
7. September 1, 2014 (Monday) - Labor Day
8. October 13, 2014 (Monday) - Indigenous People’s Day
9. November 11, 2014 (Tuesday) - Veterans’ Day
10. November 26, 2014 (Wednesday) – Thanksgiving Eve (close early)
11. November 27, 2014 (Thursday) – Thanksgiving Day
12. November 28, 2014 (Friday) – Day after Thanksgiving Day
13. December 24, 2014 (Wednesday) - Christmas Eve
14. December 25, 2014 (Thursday) – Christmas Day
15. December 31, 2014 (Wednesday) – New Year’s Eve (close early)

City of Berkeley 2015 Holiday Schedule

Attachment 4

1. January 1, 2015 (Thursday) – New Year’s Day
2. January 19, 2015 (Monday) – Martin Luther King Jr. Birthday Observed
3. February 13, 2015 (Friday) – Abraham Lincoln Birthday Observed
4. February 16, 2015 (Monday) – George Washington Birthday Observed
5. May 18, 2015 – (Monday) – Malcolm X Birthday
6. May 25, 2015 – (Monday) - Memorial Day
7. July 3, 2015 – (Friday) – Independence Day
8. September 7, 2015 (Monday) – Labor Day
9. October 12, 2015 (Monday) – Indigenous People’s Day
10. November 11, 2015 (Wednesday) – Veteran’s Day
11. November 26, 2015 (Thursday) – Thanksgiving Day
12. November 27, 2015 (Friday) – Day after Thanksgiving
13. December 25, 2015 (Friday) – Christmas Day



CONSENT CALENDAR

November 12, 2014

TO: Board of Library Trustees
FROM: Jeff Scott, Director of Library Services
SUBJECT: 2015 MEETING SCHEDULE FOR THE BOARD OF LIBRARY TRUSTEES

RECOMMENDATION

Adopt a resolution approving dates, times and locations for the 2015 regular meeting schedule for the Board of Library Trustees.

FISCAL IMPACT

This report will have no fiscal impacts.

BACKGROUND

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

CURRENT SITUATION AND ITS EFFECTS

The regular meetings of the Board of Library Trustees normally occur on the second Wednesday of each month at 6:00 p.m. at the South Branch Library, 1901 Russell Street. The Board may choose to change any part of their regular meeting schedule, including the date, time or location and to schedule special meetings as needed in accordance with the Brown Act and the City of Berkeley Commissioners' Manual. During August, the Board has chosen to follow the City Council and other City commissions and take a meeting recess.

City Council:

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

January 20 and January 27, 2015

February 10 and February 24, 2015

March 10, March 17 and March 31, 2015

April 7 and April 28, 2015

Spring Recess – April 8 – April 27, 2015

May 12 and May 26, 2015

June 9, June 23 and June 30, 2015

July 14, 2015

Summer Recess – July 15, 2015 – September 14, 2015

September 15 and September 29, 2015

October 6, October 13 and October 27, 2015

November 3 and November 17, 2015

December 1 and December 15, 2015

Winter Recess – December 16, 2015 – January 18, 2016

The proposed *2015 Board of Library Trustees Meeting Schedule* is attached as Attachment 2.

FUTURE ACTION

No further action is required.

Attachments:

1. Resolution
2. 2015 Proposed Board of Library Trustees Meeting Schedule

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO.: R14-___

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

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

WHEREAS, the regular meetings of the Board are currently held on the second Wednesday of each month, except for August when there is a meeting recess, at 6:00 p.m. at the South Branch Library.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to approve the 2015 regular meeting schedule for the Board of Library Trustees as once per month, on the second Wednesday, at 6:00 P.M. to be held at the South Branch Library.

ADOPTED by the Board of Library Trustees of the City of Berkeley during a regular meeting held on November 12, 2014.

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Abigail Franklin, Chairperson

Jeff Scott, Director of Library Services
Serving as Secretary to the Board of Library Trustees

**Berkeley Public Library
Board of Library Trustees
2015 Meeting Schedule**

Regular Meeting Dates	Location
January 14, 2015	South Branch Library (1901 Russell Street)
February 11, 2015	South Branch Library (1901 Russell Street)
March 11, 2015	South Branch Library (1901 Russell Street)
April 15, 2015 *	South Branch Library (1901 Russell Street)
May 13, 2015	South Branch Library (1901 Russell Street)
June 10, 2015	South Branch Library (1901 Russell Street)
July 8, 2015	South Branch Library (1901 Russell Street)
{No meeting in August}	
September 9, 2015	South Branch Library (1901 Russell Street)
October 14, 2015	South Branch Library (1901 Russell Street)
November 18, 2015 **	South Branch Library (1901 Russell Street)
December 16, 2015 ***	South Branch Library (1901 Russell Street)

* In lieu of April 8, 2015 meeting (Passover)

** In lieu of November 11, 2015 meeting (Veteran's Day Holiday)

*** In lieu of December 9, 2015 meeting (Chanukah Day 3)



CONSENT CALENDAR

November 12, 2014

TO: Board of Library Trustees
FROM: Jeff Scott, Director of Library Services
SUBJECT: ANNUAL REPORT TO THE BERKELEY CITY COUNCIL

RECOMMENDATION

Adopt a resolution approving the Annual Report to the Berkeley City Council from the Board of Library Trustees for the period of July 2013 through June 2014.

BACKGROUND

Each year staff prepares a draft annual report to the Berkeley City Council for Board discussion. Following any revisions staff submits the Report to the City Clerk for inclusion on the City Council's agenda as an informational report.

FISCAL IMPACTS

This report will have no fiscal impacts.

CURRENT SITUATION AND ITS EFFECTS

As proscribed by the City of Berkeley's Charter, the Board of Library Trustees should make an annual report to City Council giving the condition of the Library with a summary of their proceedings. In addition, reports and information, as requested on specific topics, are shared with the Council. In the past these reports have been both written and oral. The current document also includes the third annual report on significant branch library improvement activities and the use of Measure FF bond funds.

FUTURE ACTION

Once the draft annual report is approved by the Board, it will be submitted to the City Clerk as an informational item for the Berkeley City Council's agenda.

Attachments:

1. Resolution
2. Berkeley Public Library Annual Report to the Berkeley City Council

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

**THE BOARD OF LIBRARY TRUSTEES APROVES AND AUTHORIZES THE DRAFT ANNUAL REPORT TO THE
BERKELEY CITY COUNCIL FOR THE JULY 2013 – JUNE 2014 FISCAL YEAR.**

WHEREAS, as proscribed by the City of Berkeley’s Charter, the Board of Library Trustees should make an annual report to City Council giving the condition of the Library with a summary of their proceedings; and

WHEREAS, each year staff prepares a draft annual report to the Berkeley City Council for Board discussion; and

WHEREAS, the Annual Report includes information about programs, services, and major activities and decisions of Library staff and Board of Library Trustees during the previous year; and

WHEREAS, the Annual Report is presented to the Berkeley City Council and the community to provide current information about the status and activities of the Library; and

WHEREAS, the current document also includes the third annual report on significant branch library renovation activities and the use of Measure FF bond funds, approved in November 2008.

NOW, THERFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley approves and authorizes the draft annual report for the July 2013 – June 2014 fiscal year.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on November 12, 2014.

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Abigail Franklin, Chairperson

Jeff Scott, Director of Library Services
Serving as Secretary to the Board of Library Trustee

The 2014 fiscal year was a period of significant activity for the Library perhaps most distinguished by the completion of a major multi-year capital improvement program while continuing to provide a full menu of library services. However, in addition to these achievements the Library designed and launched an all new public-use website with all the bells and whistles expected today, increased service hours at all four of our newly refreshed and expanded branches, and broadened the means with which we use to communicate with the community as part of our continuous effort to connect with all 116,768 Berkeleyans. So what was the result? Individually and cumulatively, accomplishing these activities resulted in improved library service for the community. Nonetheless, with a commitment to keep the momentum going beyond fiscal year 2014 two important new initiatives were launched: a 3-year Strategic Plan effort and the Central Library Space Planning project. Both of these projects, debuting in FY 2014 will have multi-year implications and are directly related to serving the community and providing the high level of services we are committed to, now, and into the future, with services and facilities that respond to the library needs of all Berkeleyans.

Projects Completed

The completion and reopening of the new West Branch Library was the cornerstone of our success in the completion of the four branch library projects funded by Measure FF.

Just five years after the definitive 'Yes' vote on bond Measure FF and the undertaking of an innovative Neighborhood Libraries Campaign partnership, Berkeley Public Library visitors now have access to libraries of the future throughout the City. Each of the four branch projects was completed successfully and within the allotted budget of \$26 million.

Complementing the opening festivities held in December for the newly rebuilt West Branch Library, a larger celebration was planned to proclaim the completion of the Measure FF branch improvement program. Introduced as *Branch Out* and held in April, this month long celebration of our four branch libraries highlighted their Next-Century features with an array of free events and activities and was combined with activities honoring National Library Week. National Library Week is a national observance that acknowledges the contributions of our nation's libraries and librarians and promotes library use and support. The Berkeley Public Library did this by inviting everyone to *Branch Out*, a month-long system-wide open house library-warming celebration with the aim to get our communities in to see and experience each of the new and improved Berkeley Public Library branches. *Branch Out* events and activities were designed to inspire all ages and interests to expand their horizons with an array offerings extending from after-hours concerts, art exhibits, e-book 'pop-up' libraries at food truck gatherings, author talks, mindfulness meditation, a kids sleep-over party for stuffed animals, a family-friendly First Friday of art and music, to visits with award-winning filmmakers, and much, much more. During the month of *Branch Out* the Library hosted 180 events that attracted over 5,800 attendees. We received overwhelming positive-feedback for the staffs' tremendous efforts.

Expanding library hours has been an ongoing priority for the Board of Library Trustees. The extension of hours at the four branch libraries beginning December 2, 2013 coincides with the completion of the Measure FF Branch Improvement Program.

Annual Report to City Council for period July 2013 through June 2014

The four neighborhood libraries, North, South, West, and Claremont are now open later on Tuesdays and earlier on Wednesdays, increasing the total number of open hours to 52 hours per week at each branch. This brings the number of open evenings to three per week, and mornings to five per week. The Central Library's hours were expanded in October 2006 and were not affected by this change. A publicity campaign was undertaken to spread the news: the Library is open, new branches – new hours – new materials. This expansion in service hours, beyond that prior to the Measure FF Branch Improvement Program, has been enthusiastically received by the community.

Berkeley Public Library launched a new website featuring improved navigation, a new visual identity, and renewed focus on the community after a year-long planning effort with design assistance from a website consultant.

The Library's website is an important piece of our service plan that allows patrons to log into their account online, checkout downloadable music, movies, magazines and books, search full-text databases, and access the library's online catalog and much more 24/7. One of the goals set for the website was to showcase the Library's connection to the community while providing easy access to dynamic print, music, film and digital collections. As part of the development of the website, the Library's web team from the start of the project involved staff and community members, soliciting input, conducting user testing and collecting and analyzing survey data. As a result of this invaluable feedback, the site expresses Berkeley Public Library's commitment to meeting our users' wide range of interests as well as providing convenient access.

With an increasing number of people accessing the Library while on-the-go, the website was conceived with mobile users in mind and adapts to tablets and mobile devices easily, without requiring an app. Built on the open-source Drupal platform, the website is constructed with a responsive design approach, blending in usability and accessibility as top priorities.

Berkeley Public Library expands access to our services and special events with new Electronic Newsletters.

In July 2013, staff presented a *Library Communication Plan* to the Library Board for their consideration. The report, developed by a staff committee and an outside public relations consultant, included recommendations related to internal and external Library communications. Addressing the report's findings has been a priority of staff and the board throughout the fiscal year. One recommendation that surfaced from community feedback was the need to increase regular communication with citizens regarding library services, events and programs. As a result, an electronic newsletter was developed with a unique design tailoring format and content to each of the three age-appropriate e-newsletter audiences. The first of these monthly newsletters was launched in April, with the others debuting shortly after.

Anyone can receive newsletter updates, simply by signing up once to receive the newsletter(s) of their choice from the Library's website or Facebook page. Common to each issue is the latest information on what is happening at the Berkeley Public Library. The new monthly e-newsletters capture the highlights of upcoming programs, events and services and have a feature section with more information on special

Annual Report to City Council for period July 2013 through June 2014

projects and new services, such as promoting summer reading to children and their families. The Library is excited to have introduced yet another way to stay in contact with all of our communities.

After three months, we boast a subscriber email list of over 8,800 and an overall open rate for all our three newsletters of 36.8% (3,166 contacts) and a click-through rate of 13.85% (438) – which is much higher than the industry average of 23.9% open and a click-through rate of 13.2% for government agencies or that of the 24.7% open rate and a click-through rate of 10.4% for museums. We are confident of increasing the popularity and usage of this new service.

NEW Initiatives begun in FY 2014, setting the priorities for FY 2015

Central Library Space Planning

The Library's board approved the initiation of an interior design process for the Central Library public spaces in October. Following an open RFP process for consultants to propose design services related to limited area improvements at the Central Library, a local firm was selected. Noll & Tam Architects and Planners has been charged to develop alternatives and innovative solutions to improve interior public spaces within the existing square footage of the Central Library, while respecting the features and improvements, including historical elements made during past renovation. The design team, working closely with staff will engage community stakeholders to develop a plan and options to ensure the Library's continued ability to meet patron needs into the future at our busiest location.

The design firm is providing a full range of programmatic, architectural and design services for the Central Library project. Goals include improving the layout of collections, lighting, placement of the public computers, and addressing the need for quiet and group study areas, as well as adequate and appropriate space to meet the needs of teens and youth. The firm has extensive library design and building experience.

Modern library services have significantly evolved with the continuing expansion of the internet, multi-media, online services, streaming media and electronic materials. The Library believes our spaces must also reflect the challenge of this evolving environment and respond to how patrons perceive and use the Library in the 21st century. An integral part of the input process enacted by the design firm was to host a series of teen focus groups to solicit input into the teen space design and hold two community meetings to allow the public to provide input into the planning process, these public workshops occurred in April. The first phase was completed, and in June the Library board approved the expansion and relocation of the Central Library teen space to the first floor and authorized further design work in FY 2015.

Strategic Planning Effort Launched

This fall staff began internal discussions related to strategic planning, the previous 3-year plan was extended and updated by the board to a 5-year plan with minor revisions. With the conclusion of the

Annual Report to City Council for period July 2013 through June 2014

branch projects and the final initiatives of the 5-year plan underway or completed, FY14 was designated as the period to begin a new process. Three public components were identified for the information gathering phase. A community survey was made available and promoted between April 4th and May 2nd. This marked the launch of the Library's community based strategic planning process, encouraging people to give us their input on a variety of issues in order to better serve the needs of the Berkeley community over the next three years. This feedback will inform the Library's strategic planning efforts to help guide the Library's future services and programs. During the months of May and June, staff engaged in one-to-one community stakeholder interviews, soliciting feedback on what the Library does well and what are the community issues of importance to them. In July, the Library continued these efforts by hosting interactive "town hall" community meetings. The board will discuss the draft plan this fall, considering the analysis of data and demographic information gathered, direct community input, and staff visioning sessions.

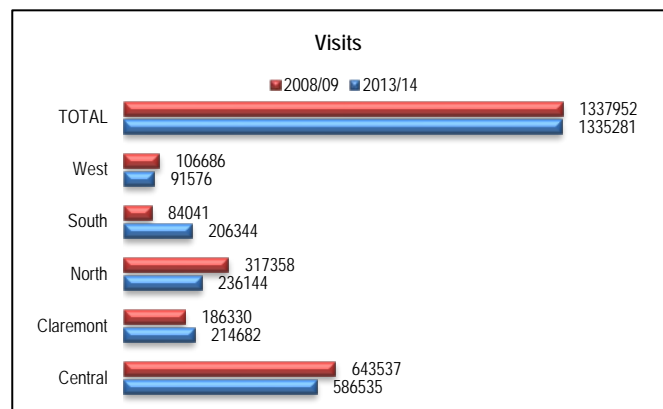
Statistical Highlights

Every year the Library gathers statistics about usage, visitors, checkouts, programs and collections, as well as information on operations and fiscal conditions to share with the California State Library. Information on the state of public libraries in California is gathered and published and available to the public on the State Library's website.

After five years of disruption to normal operations, the Measure FF branch library renovation bond program was completed in fiscal year 2014. The last report inclusive of normal operations statistics was in FY2008/09. We thank the community for their patience and understanding, and staff for their flexibility and determination to continue providing the high level of service we are committed to; and to everyone for adjusting to the various openings and closings and moving of materials, services and people among locations. There is much to be proud and appreciative of at the Library because of the generosity of the community and the commitment of our dedicated staff.

In FY 2014 the Library is again operating five libraries, with increased public seating, computer access, larger improved community meeting spaces and expanded open hours. What is clear from the data is:

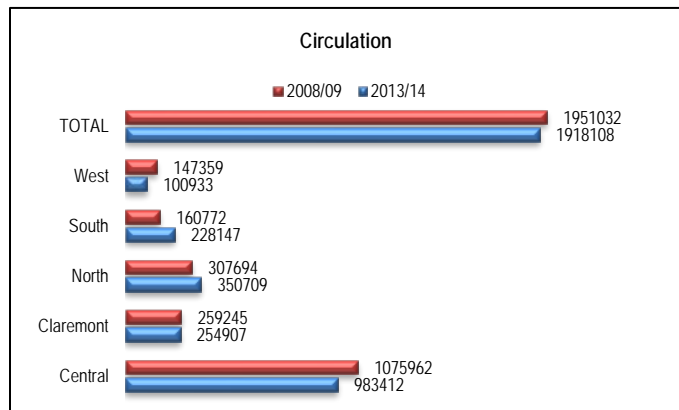
- The number of visitors to the Central Library and the open branches did go down at the peak of the bond program;
- The re-opening of the branches saw a marked increase in visitors; at the South Branch the number of visitors more than doubled between 2009 and 2014; at the West Branch, open just six-months in FY 2014, the number of visitors almost reached the annual total for 2009.



Annual Report to City Council for period July 2013 through June 2014

- The number of items checked out at the newly opened South Branch is up over 40% since 2009, and West Branch checkouts are on target to far exceed 2009 levels at the 6-month mark.

The branch renovations have resulted in a resurgence of use and brought new activity to the neighborhoods where they are located. All of our branches continue to see new visitors and experience increased usage.



Services

Programming, Events & Activities

The Library considers programming to be one of our core services, striving to provide both unique and regular ongoing events that appeal to all ages and interests. The renovated branches are now places that easily accommodate a variety of events in pleasant and attractive environments. Each branch now features fully accessible designed spaces to host programs and community activities. One result has been an increase in the diversity and quantity of children’s programs and activities. With the reopening of the South and West branches staff implemented the Family Place program. And, in recognition of the importance of play in a child’s development, all locations now offer some form of “stay and play,” whereby toys are made available in the meeting room for children and their parents or caregivers to play together in an unstructured free-form environment. Additionally, with the expansion of the size of the branch libraries, staff has opened Summer Reading to preschoolers for the first time ever. Participation among preschoolers and their caregivers was very strong this past summer.

Adult and Family Literacy

BerkeleyREADS, the Library’s adult literacy program housed at the newly rebuilt West Branch, provided direct-client service to 217 adult learners and 26 families through one-on-one/drop-in/small-group instruction in reading, writing, mathematics, family, health and cultural arts literacy, and a computer lab; adult learner leadership was provided by 140 volunteer tutors (donating 5,040 hours).

Programming

At all four branch libraries staff has planned and held on average over 100 more programs in 2014 than in 2009, and oftentimes with twice or larger the number of attendees. The Central Library has also increased programming, with a robust calendar of events for all ages held in the Community Meeting Room, the Children’s program room, the Art and Music floor, the main reading room on the second floor, and out front on the plaza weather permitting. In FY 2009, the Library hosted a total of 1,322 programs with 33,993 attendees system-wide; in FY 2014 the total number of programs was 1,987 with 50,375 attendees, approximately a 50% increase. Staff has engaged the community in many new ways,

Annual Report to City Council for period July 2013 through June 2014

using targeted publicity to promote Library services and programs, including engaging new users on social media, maintaining a freshly designed events page on the website, publishing electronic newsletters, as well as increasing real-world community outreach efforts.

Larger and well-designed community spaces have resulted in increased capacity and higher attendance at featured activities. The children's weekly story time at North Branch, which previous to the Measure FF funded expansion did not have a dedicated space for events, hosted 181 children's programs attracting 5,895 attendees in FY 2009; in FY 2014, 451 programs were held with 9,003 attendees. New and renovated spaces have resulted in greater access to library services and the opportunity to introduce more children and their caregivers to our services. These numbers only represent Library activities, the community meeting spaces are also well used by local groups and citizen organizations.

Special Events & Community Connections

The Library has long prided itself on the diversity of events and activities it offers on an ongoing basis for free. Because of the Bay Area's rich cultural climate, staff are able to draw on a pool of local authors, artists, musicians, teachers and performers, who have generously brought their talents to Library venues to share and engage the community. The Library historically has been a showcase for this talent, both up-and-coming and established artists, feeding our desire as a community for shared experiences and a place to gather. From its beginnings the Library has embraced its role as a key participant and builder of communities in Berkeley, and with our newly renovated modern and accessible branches the Library is now able to offer more collections, programs and space for learning at every level.

In April, a month long series of events and activities were held to celebrate libraries as part of National Library Week and to thank Berkeley's residents for their ongoing support of the Library. More of these types of programs will occur in the future, as the role of the Library expands its place in the cultural and learning environment, enhancing Berkeley's social life.

Access to Information

The Library's website is an essential access point to services and collections with over one-million virtual visits in 2014. Patrons can access the recently redesigned website from home, work, or in the Library, using any type of PC, laptop, smart phone or tablet.

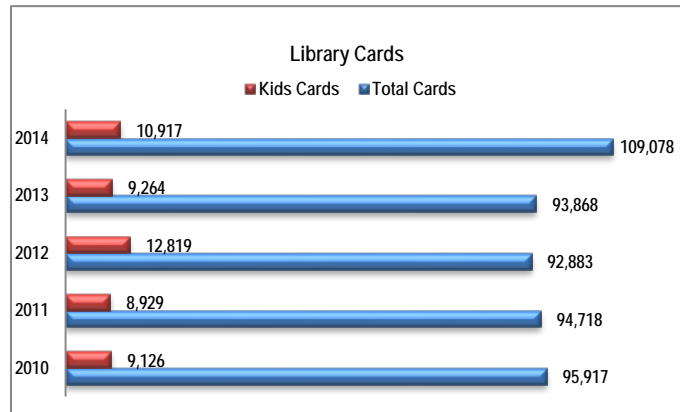
The number of public access computers increased at each branch location as part of the branch renovation projects to a total of 121. These workstations are distributed throughout the various spaces, with dedicated stations for children and teens. A laptop lending program is also in place, providing additional equipment for the public and greater flexibility to visitors in how they use the Library's computer resources. Use in the Library of computer workstations totaled 176,479 sessions in 2014, up from 158,789 in 2013. All locations also offer WiFi access to patrons, travelers, entrepreneurs, students and others who may be visiting downtown or a neighborhood branch and want the convenience of using their own equipment. No library card is required to use the Library's WiFi service.

Annual Report to City Council for period July 2013 through June 2014

Collections

In recent years the Library has expanded well beyond traditional print, DVD and CD formats, adding digital collections representing eBooks, downloadable magazines and music, streaming movies and music, and online full text databases of general and scholarly resources. All visitors are welcome and encouraged to use these resources and collections and to take advantage of staff expertise.

In FY 2014, the number of library card holders reached almost 110,000, with 10% of these children's card holders. Cardholders checked out just shy of two-million items, with over 610,000 of these being non-book materials and over 710,000 children's materials. The number of electronically available items checked out tripled since last year to 146,000; these include eBooks and downloadable audio books.



Throughout the year, staff continues to explore new resources and services that may be of interest to our patrons, as a result fiscal year 2014 saw the introduction of several new electronic databases.

Fiscal year 2015 will represent the first full year with all branch libraries open and fully functional. Our patrons are beginning to re-establish their use patterns, finding their way to the new and renovated spaces, as well as old favorites.

Board of Library Trustee (BOLT) Proceedings & Activities

Trustee Appointments

The Chair and Vice-Chair elections occurred in November 2013; Abigail Franklin was elected Chair and Julie Holcomb as Vice-Chair by Resolution No.: R13-073. Trustee Franklin was reaffirmed as Chair following her reappointment to a second four-year term. Abigail Franklin was recommended by the Board for a second 4-year term by Resolution No.: R14-020, to commence January 2, 2014.

The board established a two-person subcommittee to assist with the Director of Library Services recruitment by Resolution No.: R14-031, appointing Trustees Holcomb and Franklin.

The Council reappointed Council Member Moore to the Board of Library Trustees for the period ending January 31, 2014.

Meetings

The Board set on November 13, 2013 the regular BOLT meeting time as the second Wednesday of the month, excepting the summer recess taken in August.

Annual Report to City Council for period July 2013 through June 2014

The Board held regular meetings on: July 10, 2013; September 11, 2013; October 9, 2013, November 13, 2013; January 15, 2014; February 12, 2014; March 19, 2014; and April 9, 2014.

The Board held one Special Session on May 20, 2014.

The board canceled two regular meetings on: December 11, 2013 and May 14, 2014.

Activities and Significant Decisions

Services

The board set the 2014 Library Holiday Schedule by passage of Resolution No.: R13-060 at the October regular meeting.

As part of the Strategic Plan and Biennial Budget discussions in FY 2014, the board explored options related to increasing the open hours of the four branch libraries. Previous actions led to the implementation of increased branch service hours commencing December 2, 2013. By Resolution No.: R13-034 the board approved the hours change on May 29, 2013 at a regular meeting. Branch service hours were increased to 52 hours per week at each of the facilities with one additional morning and one additional evening added to the permanent schedule.

The Board approved National Library Week activities for the month of April at the regular meeting in February 2014 by Resolution No.: R14-010.

Fiscal

At the regular meeting of September 11, 2013 the board adopted an amended FY 2014 Library budget by BOLT Resolution No.: R13-056.

The board began the FY 2015 budget development process (year 2 of the biennial budget) at the February 12, 2014 regular meeting with a presentation by staff and a FY 2014 mid-year budget status report. At the regular board meeting of March 19, 2014 a FY 2014/15 budget workshop was held.

A proposed preliminary FY 2015 budget update was presented at the regular board meeting of April 9, 2014.

At the Special Board meeting of May 20, 2014 by Resolution No.: R14-026 a FY 2015 library tax rate recommendation was approved to set the library tax rate at the 2015 San Francisco Bay Area Consumer Price Index of 2.7874% and by Resolution No.: R14-030 to approve the FY 2015 Library budget for all funds as presented. Board recommendations were transmitted to City Council for approval. In addition, the FY 2014 Library Work Plan was adopted as revised to reflect year two budget priorities and Library initiatives by Resolution No.: R14-035, this action revised the plan previously approved by BOLT Resolution No.: R13-049 at the regular board meeting of September 10, 2013.

The Library applies for and accepts grant awards throughout the year directly related to supporting operations and services, during the reporting period these included:

Annual Report to City Council for period July 2013 through June 2014

- State of California - California Library Literacy Services (CLLS) Program NTE \$10,000 by Resolution No.: R13-050 for the Library's Literacy program
- Grant from CALIFA Group for a BOOKS4U grant to purchase print materials for adults and in support of CORE in an amount not to exceed \$7,000
- Universal Service Fund (E-Rate) Program funding for \$31,024.80 for FY2013/14
- Pacific Gas and Electric Company (PG&E) Savings by Design Incentive Grant for the West Branch Library in the amount of \$13,420
- The Library Foundation made multiple gifts totaling \$400,000 throughout the year related to the Branch Neighborhood Libraries Campaign in support of the Measure FF program

The FY 2014 Gift Report to Council was approved by the board at a special meeting in July 2014, the report was sent to the Council as a report in the September 9, 2014 City Council Meeting Agenda Packet.

Policy

Approval of:

- Collection Disaster Recovery Plan
- Library Circulation Policy
- Study Room Use Policy
- Library Facilities Naming Policy
- Administrative Regulation: Non-commercial Photography and Filming in the Library
- Unattended Children in the Library Policy
- Use of Library Grounds, Buildings and Equipment for Meetings and Other Events

Branch Renovation Program, Measure FF

Since Berkeley's voters approved Measure FF in November 2008, the Berkeley Public Library has embarked on its building program to enhance library services and to improve accessibility, code compliance, and seismic safety at all neighborhood branches to serve the our communities well into the future. Information, current plans and project information, links to make a comment, and links to notices of past meetings are available at <http://www.berkeleypubliclibrary.org/about/planning/about-library-bond-faq1>. The Berkeley Public Library has renovated two historic branches and built two new branch libraries, creating green, energy efficient, modern neighborhood spaces for the Berkeley community, information on the sustainable aspects of the projects is available at <http://www.berkeleypubliclibrary.org/locations/sustainable-spaces>. Each branch is now a vibrant space able to host a variety of creative and welcoming uses, featuring seating for quiet contemplation, group study, teen rooms, and community multi-purpose rooms for activities and events, and as a place for community groups to gather.

Annual Report to City Council for period July 2013 through June 2014

The New West Branch Library reopened on December 14, 2013; this final branch project marked the conclusion of the Measure FF improvement projects with all four facilities fully operational.

At the June 12, 2013 regular meeting of the board a revised bond program budget was adopted by Resolution No.: R13-039.

At the May 20, 2014 special meeting of the board the Measure FF Bond Program budget for FY2015 was approved by Resolution No.: R14-029.

As needed the board has recommended to Council for approval, contracts and contract amendments related to the implementation of the branch library bond measure, and submitted informational reports on the status of related activities:

- March 2014 Status Report on Civic Art component for Measure FF Program



CONSENT CALENDAR

November 12, 2014

TO: Board of Library Trustees

FROM: Jeff Scott, Director of Library Services

SUBJECT: LICENSE AGREEMENT BETWEEN LIBRARY AND THE BERKELEY PUBLIC LIBRARY FOUNDATION FOR USE OF SPACE IN THE CENTRAL LIBRARY

RECOMMENDATION

Adopt a resolution granting a three-year License Agreement with the Berkeley Public Library Foundation for the use of office space in the Central Library for the period from Saturday, January 3, 2015 through Tuesday, January 2, 2018.

BACKGROUND

The Berkeley Public Library Foundation, a nonprofit 501(c)(3) organization, is dedicated to raising funds to support and enhance the facilities, programs, and services of the Berkeley Public Library. Most recently the Foundation successfully completed the Neighborhood Libraries Campaign raising \$3 million to furnish and equip the four newly refreshed branch libraries. In 2002, the Foundation raised \$4.1 million in capital campaign funds for the purchase of furniture, fixtures and equipment for the then newly renovated and expanded historic Central Library. And the Foundation is the host of the Annual Authors Dinner that since its inaugural in 2002 has become one the cultural highlights in the City of Berkeley.

The Board of Library Trustees, at a regular meeting held on November 9, 2011, approved Resolution No.: R11-080 granting a three-year license agreement for the use of office space at the rate of \$1 per year. The period of this expiring agreement extended from January 1, 2012 through January 2, 2015. Staff recommends the execution of a new agreement for three years at the same rate of \$1 per year.

CURRENT SITUATION

In the Central Library, the Foundation utilizes office space on the third floor to conduct business related to the support of the Berkeley Public Library. The Foundation annually gifts funding to the Library that are either raised through their activities as a non-profit organization or received through donations that subsequently pass-through to the Library. The Library is not seeking or requesting any changes to the designated allotted space or general arrangements of use for the spaces subject to this license agreement.

FISCAL IMPACT

The total revenue for this license agreement is \$3.00 over the term of this agreement.

FUTURE ACTION

No future action is necessary.

Attachments

1. Resolution

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO.: R14-0##

LICENSE AGREEMENT BETWEEN THE BERKELEY PUBLIC LIBRARY AND THE BERKELEY PUBLIC LIBRARY FOUNDATION FOR USE OF SPACE IN THE CENTRAL LIBRARY

WHEREAS, the Berkeley Public Library Foundation provides support for the facilities, programs, and services of the Berkeley Public Library; and

WHEREAS, the Berkeley Public Library has a license agreement with the Berkeley Public Library Foundation for the use of office space in the Central Library located at 2090 Kittredge Street, Berkeley, CA 94704; and

WHEREAS, the agreement approved by the Board of Library Trustees on November 9, 2011 by passage of Resolution No.: R11-080 granted a three-year license agreement for the use of office space in the Central Library at the rate of \$1 per year for the period extending from January 1, 2012 through January 2, 2015; and

WHEREAS, the Berkeley Public Library Foundation is responsible for maintenance of the licensed space; and

WHEREAS, the license agreement is requested for the purpose of permitting the Berkeley Public Library Foundation to support the Library by engaging in activities that support and enhance Library facilities, programs, and services to the Berkeley community;

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley that the Director of Library Services is authorized to execute a license agreement and any amendments with the Berkeley Public Library Foundation for the use of office space at the Central Library for the period from January 3, 2015 through January 2, 2018 at a lease rate of \$1.00 per year.

ADOPTED by the Board of Library Trustees of the City of Berkeley during a regular meeting held on November 12, 2014 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Abigail Franklin, Chairperson

Jeff Scott, Director of Library Services
Serving as Secretary to the Board of Library Trustees



CONSENT CALENDAR

November 12, 2014

TO: Board of Library Trustees

FROM: Jeff Scott, Director of Library Services

SUBJECT: LICENSE AGREEMENT BETWEEN LIBRARY AND THE FRIENDS OF THE BERKELEY PUBLIC LIBRARY FOR USE OF SPACE IN THE CENTRAL LIBRARY

RECOMMENDATION

Adopt a resolution granting a three-year License Agreement with the Friends of the Berkeley Public Library for the use of office space and a retail space in the Central Library for the period from Saturday, January 3, 2015 through Tuesday, January 2, 2018.

BACKGROUND

The Friends of the Berkeley Public Library, a nonprofit 501(c)(3) organization, is dedicated to enhancing the Berkeley Public Library through fundraising and advocacy efforts. Annual gift funding from the Friends allows the Library to host a varied and expansive range of programs, projects, and events at all five Library locations; and supports the Library's enduring commitment to serve as a community resource that enriches and reflects Berkeley's diverse, multi-cultural communities.

The Board of Library Trustees, at a regular meeting held on November 9, 2011, approved Resolution No.: R11-081 granting a three-year license agreement for the use of office and bookstore spaces at the rate of \$1 per year. The period of this expiring agreement extended from January 1, 2012 through January 2, 2015. Staff recommends the execution of a new agreement for three years at the same rate of \$1 per year.

CURRENT SITUATION

In the Central Library, the Friends operate a small bookstore in the lobby area and utilize office space adjacent to the Circulation room as storage and a sorting place to process donated materials. The Friends' annual gift funding to the Library is raised through sales at their two bookstores, one is located in the Central Library and the other is at an off-site location in the Telegraph Channing Shops Mall. The bookstore in the Telegraph Channing Shops Mall is not part of this agreement. The Library is not seeking or requesting any changes to the designated allotted space or general arrangements of use for the spaces subject to this license agreement.

FISCAL IMPACT

The total revenue for this license agreement is \$3.00 over the term of this agreement.

FUTURE ACTION

No future action is necessary.

Attachments

1. Resolution

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO.: R14-0##

LICENSE AGREEMENT BETWEEN THE BERKELEY PUBLIC LIBRARY AND THE FRIENDS OF THE BERKELEY PUBLIC LIBRARY FOR USE OF SPACE IN THE CENTRAL LIBRARY

WHEREAS, the Friends of the Berkeley Public Library provides support for Library programs and activities; and

WHEREAS, the Berkeley Public Library has a license agreement with the Friends of the Berkeley Public Library for the use of office space and a retail space in the Central Library located at 2090 Kittredge Street, Berkeley, CA 94704; and

WHEREAS, the agreement approved by the Board of Library Trustees on November 9, 2011 by passage of Resolution No.: R11-081 granted a three-year license agreement for the use of office and retail spaces in the Central Library at the rate of \$1 per year for the period extending from January 1, 2012 through January 2, 2015; and

WHEREAS, the Friends of the Berkeley Public Library is responsible for maintenance of the licensed spaces; and

WHEREAS, the license agreement is requested for the purpose of permitting the Friends of the Berkeley Public Library to support the Library by engaging in activities that support and enhance Library programs, projects, and events offered to the Berkeley community;

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley that the Director of Library Services is authorized to execute a license agreement and any amendments with the Friends of the Berkeley Public Library for the use of office space and a retail space at the Central Library for the period from January 3, 2015 through January 2, 2018 at a lease rate of \$1.00 per year.

ADOPTED by the Board of Library Trustees of the City of Berkeley during a regular meeting held on November 12, 2014 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Abigail Franklin, Chairperson

Jeff Scott, Director of Library Services
Serving as Secretary to the Board of Library Trustees



ACTION CALENDAR

November 12, 2014

TO: Board of Library Trustees
FROM: Jeff Scott, Director of Library Services
SUBJECT: DISCUSSION AND NOMINATIONS FOR THE SELECTION OF BOARD CHAIRPERSON (PRESIDENT) AND VICE-CHAIRPERSON (VICE-PRESIDENT)

INTRODUCTION

Each year the Board of Library Trustees elects Officers for a one-year term. Following discussion, the Board will nominate Trustees to sit as Chairperson and Vice-Chairperson, for the term commencing November 13, 2014, for a one-year term.

FISCAL IMPACT

This report will have no fiscal impacts.

BACKGROUND

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

CURRENT SITUATION AND ITS EFFECTS

Regular Chair and Vice-Chair elections occurred in November 2013, at that time Trustee Franklin was elected Chair and Trustee Holcomb Vice-Chair.

Process

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

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

FUTURE ACTION

No future action is needed.

Attachments:

1. Resolution

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO.: R14-___

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

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to appoint _____ to sit as Chairperson for the remainder of 2014 and through the time of election in 2015 and to appoint _____ to sit as Vice-chair for the same period.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on November 12, 2014 by the following vote:

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

Abigail Franklin, Chairperson

Jeff Scott, Director of Library Services
Serving as Secretary to the Board of Library Trustees



CONSENT CALENDAR

November 12, 2014

TO: Board of Library Trustees
FROM: Jeff Scott, Director of Library Services
SUBJECT: CONTRACT: FIRST ALARM SECURITY AND PATROL, INC. DBA: FIRST SECURITY SERVICES

RECOMMENDATION

Adopt a resolution authorizing the Director of Library Services to enter into a contract and any amendments with First Alarm Security and Patrol, Inc. dba: First Security Services for the provision of security services at the Central Library and on request at any Library branch facility for a not-to-exceed amount of \$673,711 for the period of January 1, 2015 through June 30, 2019 subject to the annual appropriation of authorized funds.

BACKGROUND

Security service during regular hours of operation at the Central Branch and at all branch sites for special events is currently provided under an agreement set to expire December 31, 2014 with Universal Security Solutions.

Anticipating the upcoming expiration of the Universal Security Solutions contracts with the City and the Library, the City, with the Library participating, released RFP (Specification number 14-10839-C) on March 12, 2014. The RFP was advertised for six weeks. On April 24, 2014, twenty-two responses were received of which all were reviewed and evaluated by a staff committee with representation from Public Works; Parks, Recreation and Waterfront, Police, the City Manager's office, as well as the Library. Nine proposals met all of the requirements of the RFP. The three top ranked organizations were invited to present their proposals in-person followed by a question and answer session. At the conclusion of these activities, First Security Services was determined to have presented the most responsive offer with the highest qualification score to best meet the City's and Library's security need.

CURRENT SITUATION

The Library's contract with Universal Security Solutions will expire on December 31, 2014. This contract was in effect from November 1, 2009 and initially awarded through June 30, 2012. The Library exercised two single year option periods granted in the contract extending the contract for fiscal years 2013 and 2014. At the end of the second extension period during FY 2014 the contract was further extended out to December 31, 2014 to allow for a thorough evaluation of all response packages received from the release of RFP (Specification number 14-10839-C.)

FISCAL IMPACT

The revised FY 2015 Library Tax Fund budget includes funding for security services. Based on current billings, security services for FY 2015 are projected at \$130,238. The funding requested herein is supported by the FY 2015 Library Tax Fund budget. Funding beyond FY 2015 will be budgeted each year pursuant to the City's annual budgeting process.

The Library is able to secure competitive rates for security services through achieved economies of scale as a participant attached to the City-wide administered RFP (Specification number 14-10839-C).

The contract with First Security Services for the period of January 1, 2015 through June 30, 2019 is not to exceed \$673,711.

FUTURE ACTION

No future action is necessary.

Attachments

1. Resolution

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO.: R14-0##

Attachment 1

CONTRACT: FIRST ALARM SECURITY AND PATROL, INC. DBA: FIRST SECURITY SERVICES

WHEREAS, the Berkeley Public Library currently contracts with a vendor to provide security services for the Central Library during public operating hours and at all branch locations for special events; and

WHEREAS, the current contract with Universal Security Solutions expires December 31, 2014; and

WHEREAS, a Request for Proposal process was conducted by the City of Berkeley for like services, in which the Library participated; and

WHEREAS, First Security Services was determined to have presented the most responsive offer with the highest qualification score to best meet the City's and Library's security need; and

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to authorize the Director of Library Services to enter into a contract and any amendments with First Alarm Security and Patrol, Inc. dba: First Security Services for the provision of security services at the Central Library and on request at any Library branch facility for a not-to-exceed amount of \$673,711 for the period of January 1, 2015 through June 30, 2019 subject to the annual appropriation of authorized funds.

ADOPTED by the Board of Library Trustees of the City of Berkeley during a regular meeting held on November 12, 2014 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Abigail Franklin, Chairperson

Jeff Scott, Director of Library Services
Serving as Secretary to the Board of Library Trustees



CONSENT CALENDAR

November 12, 2014

TO: Board of Library Trustees
FROM: Suzanne Olawski, Deputy Director of Library Services
SUBJECT: CONTRACT AMENDMENT: KONICA MINOLTA BUSINESS SOLUTIONS USA, INC.

RECOMMENDATION

Adopt a resolution authorizing the Director of Library Services to amend Contract No. 8977 with Konica Minolta Business Solutions USA, Inc. by increasing the contracted not-to-exceed amount to \$180,000 for the continuing provision of public use copiers, printers, and related vending services at all Library locations and by extending the term date to end on June 18, 2016 and with the option to extend further on a month-to-month basis without any changes to lease and metered rates.

BACKGROUND

As do most public and school library systems, the Berkeley Public Library currently, and for many years, has offered its patrons the ability to make photocopies from hard copy material, such as non-circulating reference books or periodicals, and to print content from public computers for a fee. Over the most recent six month period for which counts are available, extending from mid-April through mid-October this year, the average aggregated meter count for copies at all five Library locations averaged 14,316 per month.

On July 20, 2011 the Library published competitive Request for Proposals number 11-10600 "Berkeley Public Library Lease for Public Access Multifunctional Copiers & Vend Equipment and Service" soliciting proposals for providing public access multifunctional copiers and related vending services at all five locations. Among the proposals received Konica Minolta was evaluated as the most comprehensive, receiving the highest score in terms of equipment, presented maintenance and servicing, and reviews received from libraries and other organizations in California with similar type installations. On October 12, 2011, the board approved Resolution No.: 11-069 authorizing the Library entered into an agreement with Konica for the solicited services. In early 2012, the Library and Konica executed a contract extending from February 27, 2012 through February 26, 2015.

CURRENT SITUATION

Konica Minolta is the sole provider for public use copiers, printers, and related vending services at all Library locations. To date, Konica has satisfactorily performed the services as contracted. Additionally, due to the staggered openings of the branch libraries stemming from the Measure FF Branch Libraries Improvement Program expiration dates for the copier leases among the branches and the Central Library do not expire on a single date. With the requested amendment, the included twenty month

extension period from the funding date as recorded by US Bank – the equipment’s leasing agency – would remedy this situation, bringing all equipment leases to a single expiration date. And on September 3, 2014 the board approved Resolution No.: 14-048 revising the current fee for all paper copying regardless of the original source format to \$0.15 and eliminating the fee for scanning services which was \$0.10. Prior copying fees were \$0.25 from hardcopy sources and \$0.15 from public PCs.

FISCAL IMPACT

The cost of the contract at a not-to-exceed value of \$180,000 is partially offset by miscellaneous revenue generated from the copies, scans, and print jobs. Based on the existing fees and the average use of the existing copy machines and printers, the anticipated revenue is approximately \$1,800 per month. The remainder of the cost will be supported by other funding available in the Transaction Based Reimbursements Fund (302). The funding requested herein is supported by the FY 2015 Transactions Based Reimbursements Fund (302) budget and will be captured in the upcoming biennial fiscal years 2016 and 2017 budgets.

FUTURE ACTION

No future action is necessary.

Attachments

1. Resolution

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

Attachment 1

CONTRACT AMENDMENT: KONICA MINOLTA BUSINESS SOLUTIONS USA, INC.

WHEREAS, the Berkeley Public Library currently contracts with Konica Minolta Business Solutions USA, Inc. to provide public use copiers, printers, and related vending services at all Library locations; and

WHEREAS, Konica as the sole provider for public use copiers, printers, and related vending services at all Library locations has satisfactorily performed the services as contracted; and

WHEREAS, due to the staggered openings of the branch libraries stemming from the Measure FF Branch Libraries Improvement Program expiration dates for the copier leases among the branches and the Central Library do not expire on a single date and extending the existing agreement twenty months from the date of funding as recorded by the leasing agency, US Bank, would remedy this situation; and

WHEREAS, the cost of the contract is partially offset by miscellaneous revenue generated from the copies and print jobs with any remaining cost supported by other funding available in the Transaction Based Reimbursements Fund (302); and

WHEREAS, the funding requested herein is supported by the FY 2015 Transactions Based Reimbursements Fund (302) budget and will be captured in the upcoming biennial fiscal years 2016 and 2017 budgets; and

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to authorize the Director of Library Services to amend Contract No. 8977 with Konica Minolta Business Solutions USA, Inc. by increasing the contracted not-to-exceed amount to \$180,000 for the continuing provision of public use copiers, printers, and related vending services at all Library locations and by extending the term date to end on June 18, 2016 and with the option to extend further on a month-to-month basis without any changes to lease and metered rates.

ADOPTED by the Board of Library Trustees of the City of Berkeley during a regular meeting held on November 12, 2014 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Abigail Franklin, Chairperson

Jeff Scott, Director of Library Services
Serving as Secretary to the Board of Library Trustees



CONSENT CALENDAR

November 12, 2014

TO: Board of Library Trustees
FROM: Dennis Dang, Finance and Administrative Services Manager
SUBJECT: CONTRACT AMENDMENT: L.J. KRUSE COMPANY

RECOMMENDATION

Adopt a resolution authorizing the Director of Library Services to amend Contract No. 9004 with L.J. Kruse Company increasing the contracted not-to-exceed amount to \$225,000 for the continuing provision of HVAC and plumbing systems maintenance servicing at all Library locations and extending the term date to end on December 31, 2016.

BACKGROUND

The Library has in place two contracts for HVAC system servicing, one with City Mechanical and another with L.J. Kruse Company. The City Mechanical contract is the more comprehensive agreement in that it includes HVAC preventative maintenance (PM) servicing in addition to on-call servicing, while the L.J. Kruse contract excludes the PM servicing component but additionally includes plumbing services. Having both contracts in place addresses the critical nature to Library operations of a properly functioning HVAC system, providing the ability and flexibility to procure vendor response on a timely and cost effective basis. A first amendment to increase contract funding to \$40,000 occurred on August 6, 2012.

In fiscal year 2013, to satisfy the emission limits imposed by the Bay Area Air Quality Management District *Regulation 9, Rule 7* regarding inorganic pollutants -- nitrogen oxides and carbon monoxide -- emission limits on units with a rated heat input greater than 2million BTU/hour, the Library was compelled to replace the Central Library's existing boiler measuring 2,800,000 BTUs with a compliant unit by December 31, 2013. In response to satisfy compliance standards the agreement was further amended to accommodate purchase and installation costs at a not-to-exceed value of \$175,000. Boiler replacement costs were \$126,646.

CURRENT SITUATION

As of October 7, 2014, total spending on the L.J. Kruse purchase order (#91259) stood at \$155,171. Excluding the Central Library's boiler replacement in fiscal year 2013 spending attributable to L.J. Kruse amounted to \$28,525 which averages out to \$12,225 over a 12-month period.

FISCAL IMPACT

The revised FY 2015 Library Tax Fund budgets \$164,780 for building and structure maintenance services. The funding requested herein is supported by the FY 2015 Library Tax Fund budget.

FUTURE ACTION

No future action is necessary.

Attachments

1. Resolution

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

Attachment 1

CONTRACT AMENDMENT: L.J. KRUSE COMPANY

WHEREAS, the Berkeley Public Library currently contracts with L. J. Kruse Company to provide on-call HVAC and plumbing maintenance services for the Central Library and four branch libraries; and

WHEREAS, the contract with L. J. Kruse Company was amended on August 6, 2012 to a not-to-exceed value of \$40,000; and

WHEREAS, the contract with L. J. Kruse Company was amended on February 8, 2013 to a not-to-exceed value of \$175,000 to provide for the purchase and installation of a new the boiler at the Central Library compliant with the updated emission limits as contained in Bay Area Air Quality Management District's Regulation 9, Rule 7; and

WHEREAS, the Library accepted completion and installation of the new boiler at the Central Library on June 28, 2013; and

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to authorize the Director of Library Services to amend Contract No. 9004 and approve payments with L. J. Kruse Company for HVAC and plumbing maintenance services for a not-to-exceed amount of \$225,000 for the period of June 1, 2012 through December 31, 2016.

ADOPTED by the Board of Library Trustees of the City of Berkeley during a regular meeting held on November 12, 2014 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Abigail Franklin, Chairperson

Jeff Scott, Director of Library Services
Serving as Secretary to the Board of Library Trustees



INFORMATION CALENDAR

November 12, 2014

TO: Board of Library Trustees
FROM: Jeff Scott, Director of Library Services
SUBJECT: NOVEMBER 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.

PROFESSIONAL ACTIVITIES

Association for Library Services to Children (ALSC) National Institute, Future of Libraries annual conference and Uncharted: Berkeley Festival of Ideas staff reports (Attachment 1).

PROGRAMS, SERVICES AND COLLECTIONS

Donor Recognition Event

A special after-hours event was held at the North Branch Library on Saturday, October 18 to celebrate the generous gift to the Library from the Nello and Mary Jo Pace Trust. Members of her family, the community, staff and the board were present.

North Branch Library Author Event featuring Congressman John Lewis Program

An author event featuring Congressman John Lewis, funded by the Pace Trust donation, was held offsite at the Northbrae Community Church on Sunday, September 21 and was well received by an audience of approximately 200 participants.

Fantastic Comics sold over 100 copies of the Congressman's first book in the *March* trilogy, as well as several dozen copies of *Martin Luther King and the Montgomery Story* – the seminal work originally distributed in 1957 by the Fellowship of Reconciliation that spurred Lewis to action during the Civil Rights movement and later prompted him along with co-author Andrew Aydin to create a comic book.

Berkeley City Councilmember Darryl Moore (District 2) gave an enthusiastic introduction to Congresswoman Barbara Lee (D-CA 13th District), who followed with a rousing, impassioned introduction of her friend and fellow Representative, John Lewis.

Congressman Lewis delivered a heartfelt presentation about the book, his experiences during the Civil Rights Movement, and the power of forgiveness. He implored the young people in the audience – and there were many – to carry on the work and continue to push back against social injustice.

Ceding the floor to Aydin, the Congressman’s social media editor and co-author offered up a brief but moving speech about working with Congressman Lewis in his D.C. office and on the books, and how Lewis has inspired him to continue to carry the flag of nonviolence in the face of what he perceives to be an erosion of equality in the U.S.

Lewis and Aydin stayed for much of the hour after the conclusion of the formal program and signed a varied assortment of items (books, comics, t-shirts, a golf ball, etc.) that were brought up to them by audience members.

The entire program was very well received. Patrons have congratulated and thanked the Library for bringing Congressman Lewis to North Berkeley.

Library on Wheels (LOW) book bike launch

The Library launched the new mobile library service program, Library on Wheels, in September, bringing books and other material into the community via a specially designed book bike. LOW debuted during the annual Solano Stroll event on September 14 and led a bike tour to each of the Library’s facilities during Banned Books Week.

Banned Books Week celebrated at the Library

Banned Books Week was celebrated September 21-27. Various activities were held at the Library in honor of intellectual freedom, including a Super Cinema Film Series featuring “banned” books made into movies, book discussions, and a Library on Wheels bike tour encouraging community members to ride along from branch to branch with stops to read from John Steinbeck’s *Of Mice and Men*.

National Library Card Sign up Month

September was National Library Card Sign-up Month, a time when libraries across the country remind parents that a library card is the most important school supply of all. Various activities were held during the month in celebration; most notably the release of six new library card designs, including one that recognized the Friends of the Berkeley Public Library 60th Anniversary. Over 1800 new library cards were issued during the month.

Friends of the Berkeley Public Library 60th Anniversary

The Library hosted a special recognition event to honor and thank the Friends of the Berkeley Public Library for sixty years of service to the community and their generous support of the Library. The Friends were feted with a special cake, cards, music, and words of gratitude from many of their fans.

PERSONNEL

Appointments

Rosie Merlin has been hired as the new librarian for Collections Development. Rosie previously worked for nearly ten years at the San Francisco Public Library where she spearheaded their One City One Book program. There she served on various collection development teams, participated in building community partnerships and outreach activities, as well as an active participant and contributor to system-wide

programming and social media efforts. Rosie has a background in publishing and her extensive knowledge is a welcome addition to the Berkeley Public Library.

Communication

As previously reported the Library's Leadership Development group has been working on the internal communication recommendations made by the original committee and included in the Communications Plan Report (Regular meeting of July 10, 2013):

- Increase internal communication on programming, services, and policies so that all staff is well-informed on what the Library has to offer and to recognize the beneficial impact and support these resources can provide to residents, and to ensure that staff is fully equipped to encourage, support, and sustain a safe and welcoming environment in the Library for all. In addition, to develop and share key messages and implementation details to ensure staff support and to build enthusiasm.
 - ✓ *Expand and improve Library intranet, make it more accessible and easily searchable with social media tools used to share information, questions, calendars and policy manuals.*
 - ✓ *Staff person assigned to the task of supporting promotional activities, including sending out press releases, mailings, online event calendar postings, etc.*
 - ✓ *Promote interdepartmental sharing, post group and committee meeting notes and actions on the intranet.*
 - ✓ *Establish best practices internally related to: consistent unit meetings; time and location to check email; access to information regarding training and staff development opportunities; foster effective interpersonal communication practices; effective meetings, etc.*
 - ✓ *Internal staff newsletter that is responsive to staff information needs and wants.*

Intranet Upgrade Project

As reported in the June 2014 BOLT meeting, a group of staff lead by Alicia Abramson (Manager of IT and Technical Services) and Jay Dickinson (Manager of Circulation Services) are working on a project to replace the Library's current intranet site that debuted in 2005. The intranet site is a library-wide tool for finding meeting minutes, forms, archived copies of the Library's staff newsletter as well as information about Library policies, procedures and more. However, the system is aging and not as flexible or usable as current generation products.

Additionally, in the final Library Communications Plan, presented to BOLT in July 2013, a recommendation was made to "expand and improve Library intranet, make it more accessible and easily searchable with social media tools used to share information, questions, calendars and policy manuals" in order to improve overall staff communication and awareness of what is going on at the Library.

The intranet project team is currently evaluating several software options for replacing the current system and plans to conclude the evaluation process, including solicitation of input from staff, by December. The current plan is to select, implement and launch a new intranet site by the end of March 2015.

BOND PROGRAM

North Branch

Two efforts are underway at the North Branch Library. The first is the replacement and rebuilding of the upper windows in the rotunda lobby area. Work took place during the last week of October, during which North Branch Library provided reduced services out of the lower level. The second is to address checking in the original wood trusses, a naturally occurring cracking of wood as it ages. The original design team, ARG

Architects, and their consultant engineer are working with the Library on a proposal to shore-up the identified trusses in a manner that will ensure the long-term preservation of the space and respect the aesthetic quality. BHM Construction, Inc. will be addressing the truss repair and restoration work. Truss work is scheduled for November; and staff will work to mitigate any impacts to service.

Attachments:

1. Staff Conference Reports

Association for Library Service to Children (ALSC) National Institute

September 18-20, 2014 in Oakland, CA

The ALSC National Institute, a division of the American Library Association, is a two and a half day learning opportunity focused solely on youth services librarianship...the Institute is a great place to network with colleagues, attend practical child-focused programs, and meet the authors/illustrators you know and love. It's designed for front-line library staff, children's literature experts, education and library school faculty and other interested adults.

David Howd – Librarian

I attended Bill Morris Breakfast, Inspired Collaboration: Early childhood partnerships, thinking outside the storytelling box, justice in fiction. I collaborate with Berkeley School District's Early Childhood Education people. It's fascinating to see programs others are doing around the country. The idea of letting people know what we can do for them is important. I have started using many of the ideas in my current story times to keep parents alerted to the importance of their role in helping children prepare for learning. I'd like to use more rhymes and poetry in sessions, and do some other programs for the preschool set. When I do book reviewing, I need to be alert to justice themes, and use these ideas when book talking.

Armin Arethna – Librarian

I attended the closing day of the ALSC Institute 2014, and enjoyed three fun programs.

STEAM PROGRAMING FOR PRESCHOOLERS AND ELEMENTARY GRADES:

The amazing Amy Koester had plenty of ideas to introduce STEAM elements to our younger patrons. These innovative programs, incorporating concepts of science, technology, engineering, art and music encourage kids' open ended exploration of materials and concepts, and their creative problem solving. The hands-on learning feeds the kids' curiosity, encourages their creativity and promotes multiple literacies – science, technology, etc. Steam programs are a great way to promote the collection and a love of the library, as well as increasing interest in STEAM topics. That can be as simple and hands-off as an Observation Station (different object like rocks, shells, seeds, magnifying glass, map) or more involved like an entire story time talking about one concept with activity and handouts. Lego programs, board games, rainbow looms all use math concepts. Important for young kids is the use of everyday tools like scissors, measuring tape, droppers, etc.

THE SCIENCE OF POETRY

This program brought together poets who wrote about science, and scientists who wrote poems. Sylvia Vardell introduced Margarita Engle, Susan Blackaby, and Janet Wong. We got to hear the poets read their own poems, and then talk a little bit about the intersection of poetry and science in each of their lives. All of them also stressed the importance of reading poetry out loud to all ages! The Poetry Friday Anthology for Science by Sylvia Vardell and Janet Wong is a wonderful connection of science and poetry, for grades K through 5. We got little pocket poetry to take home. This would be a great program for a visiting class, to write just short 2 short verses of 4 lines each on a particular topic or topics.

CLOSING SESSION WITH ANDREA DAVIS PINKNEY

Andrea Davis Pinkney gave a rousing speech; she sang, recited and told us personal anecdotes about her life and her family. She called us "Fairy God-Librarians", and told us about her struggles with reading. The library and theater set her free from the bonds of shame of not being able to read until 6th grade,

which is why visual literacy (pictures telling the story) is so important to her. The Alvin Ailey Dance Troupe and her church gospel choir changed her life. She talked about some of her books and how they affected her – like when she trained at a boxing studio to be authentic for *Bird in a Box*. She talked about how she manages being married to her illustrator Brian Pinkney and gave us a peek into how they keep their family life separate from the books they are working on. Interesting and inspiring, Andrea Davis Pinkney was a great speaker.

Erica Dean Glenn – Librarian

Everyday Advocacy

One of the best programs I attended. The main thrust of this was to let us know that we have small, but potentially powerful opportunities on an everyday basis to advocate for our libraries. It's about turning passive support into educated action.

- Jenna Nemec-Loise (Chicago PL): Think of what you say when people ask you what you do as a children's librarian. Instead of responding: I do story times, or I facilitate the Summer Reading Program, think of the group you work with and the deep down goal of what your everyday actions do. She had us write preliminary samples – one of mine was instead of saying we do Summer Reading, I would say "I am helping to eradicate summer slide and the achievement gap by promoting and facilitating Summer Reading at the Library."
- Helen Bloch (Oakland PL): "we are already performers – every story time, every class visit, we are actually advocating for the library." Determine your Who, What, Where (internal and external advocacy). Who: Allies, Budget Deciders, Local Media – if you can get a local blog to cover your story, then major newspapers will often scour the blogs to see what the community is interested in. What: Demonstrate the value of children's services (create an information bank of your statistics, research on the value of library services, and stories in the media that relate to libraries – also, create a place where your patrons can document their library stories). As was said in another program I attended – talk about the stats, and then talk about how your program helps to fix or create those stats.
- Katie O'Dell (Multnomah Co. PL): all about making connections. Do your research to back up your ideas when advocating for a new initiative or program in the library. Know the library's mission, goals, and priorities – if they are not clearly defined, make your own.

Inspired Collaboration

- Nancee Dahms-Stinson (Springfield-Greene Co. Library, MO): **Take advantage of any networking opportunity for early childhood professionals.** Share your expertise, but more importantly, show it. Make your connections with families based on *their* needs. Keep it short and make it fun! Book Party – activities with homemade materials. **Educate your partners about your value and resources.** Be honest and cost effective. Train your partners to accomplish your mission. **Make sure you articulate that you understand the connection between poverty and illiteracy and that you want to end that cycle and its impact on the community's economy** (appeals to politicians, esp.). Sell yourself to your board – tell them what you are doing.
- Dorothy Stoltz (Carroll Co., MD): How can a library contribute to a collaborative effort? **A place for self-guided learning is valued by parents.** Parent Café – bring in someone to talk and then let parents do in-depth discussion on one or two questions. At the end, ask "what more can the library do for you and your family?" Carroll Co. does with at-risk parents. Library Café – same idea, lighter conversations.
- Christy Estrovitz (SFPL): Collaboration with SF Early Literacy Network. How are they successful in working together to achieve goals? They meet monthly, share what they do, create work plan

goals and work in workgroups. They advocate for each other. Build relationships – important! One of the things that they have worked together to create is an Early Literacy Buffet -- bring in providers and educators. Have a partnership showcase. Keynote speaker. Professional Development workshops created by partners. Then dance party, gratitude circle, debrief with coordinating partners and staff. This whole program before debrief takes about 2.5 hours one morning.

- Kathy Shahbodaghi (Columbus Metropolitan Library, OH): They do a Ready to Read program visiting at risk families at home. They also have parenting classes at an area high school. What are some of the partnership practices: schedule time for regular communication and sell your vision, how the organizations can have a mutual benefit. She also said; don't make your presentations to families complicated. "Cut out the 'stuff'. You can teach every early literacy skill with one good book."
- Betsy Diamant-Cohen (Enoch Pratt, PL, MD): Program with health department was called B'More for Healthy Babies. Worked with home health visitors – in their training they didn't just lecture, but included exercises.

Thinking Outside the StoryTime Box

Wonderful program! Lots of great preschool programming ideas that are not story time. We've done some of these – very fun, with statistics and fact to back up the importance of this type of programming.

Why it's important to expand beyond story time for preschoolers:

- Reach different types of kids,
- During a program -draw focus to 1-2 of the 5 early learning practices
- Give different learning experiences
- Highlight parts of the collection
- Model a range of early literacy positive activities for parents/caregivers

Easy Programming for Discerning Tweens

- Ernie Cox (College Community School District, Iowa) and Penny Peck (formerly of San Leandro PL, and at San Jose State University) – Ernie talked about how connecting with their peers is the most important thing for tweens.
- **Growth during this age range (9-12) is on par with the developmental changes that happen to kids between the ages of 0-5.** He mentioned a book by Chip Wood called *Yardsticks* – about child development. These kids need lots of food, start to be interested in social issues, 65% of them are on social media, very concerned with fitting in, need to develop relationships with trusted adults.
- Book Party with games and crafts related to your theme. Movie programming – trivia, compare book v. film, sing-alongs. Makers programs – coding, game design (STEAM), Scratch programming. **The less you put out samples of what it is supposed to be, the better (more imaginative) the outcomes will be.** Minecraft – requires a server – they polled and found out of all the video games, the kids wanted to do Minecraft. You pay per seat for Minecraft. Digital Photo Collage – can use this to talk about ethical use. Stop Motion Animation Club (partner with museums, art teachers). Mock Newbury/Caldecott, Contests related to displays, Library tour scavenger hunts (we've done these).

Removing Barriers to Early Literacy

- Colorado Libraries – applied for research grant for planning. Did an environmental scan, parent survey, parent focus group – looking for strategies to reach parents of 0-3 year olds, ages 25-45. People tended to get their parenting information from internet, print, doctors.
- Barriers: Access and Acceptance – transportation, hours, program time, attitude towards kids in the library, fines, having more kids tended to correlate with having less income, and less reading aloud to kids (however, parents with graduate degrees also tended to read to their children less), need to train staff in cultural proficiency (unspoken middle class rules) – training around how we interact with lower income families and how our preconceived notions of how people behave influence that.
- Decided to promote early literacy online and in businesses, stores, and service providers. They created Story Blocks – short videos of a rhyme of song and the connection to early learning practices.
- Idaho Commission on Libraries faced horrible barriers to early literacy – 52% of kids in ID receive WIC, 20% of kids in ID entering kindergarten do not recognize 3 letters of the alphabet. 26% more only recognized fewer than 11 letters. Large state – some people 30 miles from nearest library. There is little state funding for early literacy.
- Solution? Read to Me? Books to Go? (my notes unclear here as to the title of the program) – consists of outreach, public information, and professional development. Uncataloged books in bags sent in bins to daycares, centers, which check out bags on a weekly basis. The providers (daycares, etc.) have to know the importance of literacy development or they won't follow through. Some parents won't participate because they are worried about the child losing books. Library replaces books at no cost, no questions asked – only a 4-5% lost rate. Libraries choose their partners – partners must commit to running the program for 3 years.

Tech Access on a Budget

- Provide access to devices, experience and information about technology, human engagement around the child's engagement with technology – having more librarians involved in creation will raise the quality. Devices can have an educational component – make a connection show a photo or video from the web to relate to a story time theme or hard to explain concept. Supporting engagement rather than passive consumption. Homer PL did a MaKey MaKey program with turning everyday objects into a game controllers or computer keyboards using a circuit board. Suzanne Flint talked a lot about what funders are looking for and the importance of being specific and not just jumping on the newest bandwagon. Now funders are looking for outcomes – how is this tool going to make a change? What value does it add? What developmental tasks or learning goals does it support? “We are not digital natives [and neither are the kids] children's librarians are the trail guides.”
- Mentioned Cyberwise – teaching parents about kids technology. Common Sense Media mentioned, IQ Smart Parent, also Joan Ganz Cooney's work on kids and media, Pierce County PL has information on how parents can use technology.

Emma Coleman – Librarian

Sing, Talks, Write and Play with Math and Science-Saroj Ghoting & Pamela Martin-Diaz

In story times the goal is to model for adults how math and science concepts suffuse everything and are not distinct from early literacy. SG says, “Research shows parents allow more discussion when using a factual book with their child.” Pamela Martin-Diaz was the other presenter and talked about a couple of early literacy outreach initiatives that she launched. One sounded great and something appropriate for

BPL-signs inside buses that gave an early literacy tip that could be tried out while on the bus. PMartin-Diaz offered her signs to any system that wanted to use them.

Programming for Tweens-Penny Peck & Ernie Cox

It would be fun to be a student at Ernie Cox's middle school. PP and EC made a strong case for why tweens need the library. EC is coming from a school setting and that flavored his presentation (captive audience, teachers as contacts).

Tech Access on a Budget- Cen Campbell, Suzanne Flint, Claudia Haines, Mary Ann Scheuer

LittleLit.com-Families are using the technology already we can offer our expertise. "Librarians as media mentors." The core values being addresses by this panel include:

- access to tech/media or lack thereof
- engagement (child to adult, older child to older child, child to device, patron to librarian)
- creativity-creating content
- learning- there is no substitute for human interaction, tools(tech) have their place, learning styles vary, environment and background of participants are important, be process oriented, set up best circumstances for learning at the most appropriate time

Funding discussion-

There are a lot of interesting slides about this part of the session. The expert from the state library said that grant requests have to be air tight, must perfectly match the stated goals, how the money will be used, and grant seekers must be able to demonstrate efficacy. Corporate grants are less onerous. Research shows smaller budgeted projects are more likely to get their funding than ones with bigger budgets. But ask for enough money to fulfill outcomes. Lowballing can be fatal.

If seeking money for technology, make sure you know what your library's infrastructure can support.

Questions for new media- What does new media add? Who benefits? How would new media be implemented for each age group (be age appropriate)? Remember, tech or new media cannot be the goal. Need people to talk about the devices, not a device for everyone.

Media "diets" are set early in life and are hard to change. Parents may not be aware that this is already happening. Help parents ask, "What do you hope your child is getting out of this experience?"

Every Child Ready to Read en Espanol-Saroj Ghoting, Abigail Morales, Ana-Elba Pavon

- -Latino children are the fastest growing demographic-23% nationally
- -How to serve the Latino community-through personal connections, grassroots, word of mouth, organizations, non-profits, health agencies, churches, schools,
- -persistence is key
- -Know your Latino community. Where are people from? South or Central America? Urban or rural? Class background? Homogeneous/singular community? Pre K teachers and school principals can give you an idea of how prepared kids are for school and background information about their families (Education, where they're from).
- -"Every Child Ready to Read en Espanol "came about through a collaborative effort between Reforma and ALSC. Features series of workshops, some parents only. Recommended bibliography is [here](#).

STEAM Power Your Library-Amy Koester

- STEAM=Science, technology, engineering, arts, math.
- School age STEAM programs should focus on concepts through hands on activities. Kids should be given the opportunity to test and observe featured concepts.
- Infuse STEM into arts projects. Not about crafts, about creativity.
- Always include a visual element and be prepared to scaffold (templates, coaching, guidelines, modeling, etc...)
- Activity stations-1 on 1 personal access to STEAM, self-paced, highlight STEAM collection. Keep it simple, include signage, change regularly. Offer something families can do at home. Provide readers advisory and display books, videos that extend activity.
- Hobby groups-Stargazers, LEGO
- Start with what you have.

Uncharted: Berkeley Festival of Ideas

October 24-25, 2014 in Berkeley, CA

*Conversations with leading thinkers, hands-on experiences, wonderful food and drink over two days in downtown Berkeley...**Uncharted** brings some of the world's great thinkers for two thrilling days of discussion, debate, and workshops designed to engage and inspire.*

Alan Bern – Librarian

In this two-day conference, program after program presented new and probing ideas. Many began conversations and led to further questions, some asked at the presentations by attendees, others brought to our minds afterwards. A true festival of ideas . . . continuing! Kudos to Berkeleyside and UNCHARTED.

Here are just a few of my questions and thoughts provoked by these excellent programs:

- From Quentin Hardy's interview of Ken Goldberg on Robots, my biggest question was one that they began: what about the issues of ethics, security, and privacy? Many modern humans are so fast and strong in technology, but often forget these important ramifications to their technological advances.
- *What makes a dangerous idea?* Andrés Roemer in conversation with Dan Schifrin. "Roemer is a Mexican diplomat, Consul General of Mexico in San Francisco, California, US. He is also a journalist, civil servant and academic." en.wikipedia.org/wiki/Andrés_Roemer. Roemer is the organizer in Mexico of the "Festival of Dangerous Ideas" and was a perfect speaker for this event. He was interviewed by Dan Schifrin: "Daniel Schifrin is producer and moderator of the new conversation series "Ideas of Late," which explores the intersection of academia, art and social issues through a Jewish lens." (berkeleyideas.com/team/daniel-schifrin/) Roemer stated over and over in the interview that what interested him most was the WHY of human behavior. A good example might be 3-D printers, another UNCHARTED program: what would we (libraries, for instance) do with them; and have we factored in a number of safety issues currently being discussed? WHY is a most vital question that we often leave out of our discussions and much of our decision-making. He also discussed *Demonocracy*, "the gradual deceit or manipulation of the legitimate leader of a democratic country over the decisions of the citizens to choose and vote, restricting their true freedom and individual rights; it is a failure of democracy." (en.wikipedia.org/wiki/Andrés_Roemer) Has our society already headed in that truly dangerous direction? And how would we know?
- Perhaps the most moving moment of the first day of UNCHARTED was a Pop-up performance by Vincent Medina, Jr., who has been "learning the language of his Muwekma Ohlone tribe [Chochenyo] primarily from field notes and wax cylinder recordings" (<https://heydaybooks.com/qa-with-vincent-medina/>) made by elders of his tribe in the 1930s. These materials had not been used or consulted for well over 80 years, but thanks to the amazing Bancroft Library collection, Medina has saved his tribe's language since no one alive had been using the Chochenyo language. Medina spoke in both Chochenyo and English in his address.
- An astonishing fact: in March 2014 Latinos became the majority population in California. Question: are California libraries adequately serving this majority population?

- *When kids plan cities:* Deborah McKoy was interviewed by Dan Schiffrin. “Deborah McKoy is the Executive Director and Founder of the UC Berkeley Center for Cities and Schools at the Institute of Urban and Regional Development and a lecturer in the Department of City and Regional Planning and the Graduate School of Education. Her research and teaching focuses on the intersection of educational reform, urban & metropolitan planning, community development and public policy. Central to her work is the critical role young people play in urban and metropolitan change and transformation.” (<http://www.berkeleyideas.com/team/deborah-mckoy/>) Historically cities have worked in isolation, as have school districts, to a great extent; and, in the main, the two have certainly not worked much together. Further, both have been organized around industrial systems which no longer exist. There is a large difference between education and learning: learning takes place all the time, and hybrid learning will be the future of learning. For the departments of Education and Environmental Design to be on the opposite ends of the UCB campus is both wrong and out-of-time and is metaphorically powerful. Cities and schools must talk to each other. Young people can be engaged to plan and work on building communities together. This is both education and practical action, and is empowering. McKoy has been doing this for over ten years, and all the tools are available on her website. Her program has been rarely duplicated, which is a great shame in my opinion.

Abstract: “Y-PLAN (Youth -- Plan, Learn, Act, Now!) is an award-winning educational strategy and action research initiative that builds young peoples' knowledge and skills for college, career, and citizenship while creating healthy, sustainable, and joyful communities. This symposium talk will present an overview of the Y-PLAN educational methodology and theoretical background, describe the range of projects being implemented from Berkeley to New York City to Tohoku, Japan and lessons learned from formative assessment currently underway for the Y-PLAN National Initiative.”
 Y-PLAN GOALS – <http://y-plan.berkeley.edu/strategy/>

Y-PLAN has two core goals: **1) to authentically engage schools and young people in city planning and community development decisions;** and **2) to foster learning experiences for all participants.** The name Y-PLAN is a play on words: *Why plan? Why planning? Why include youth in planning?*

The Y-PLAN experience shows that youth can effectively participate in the development of their communities and the physical and social spaces where they live and learn. Unencumbered by previous models or traditional views of “how things are done,” young people use their intimate understanding and unique perspective of “place” to provide innovative and positive suggestions.

Y-PLAN also challenges professionals to explain what they do, in terms youth will understand. Uniting young people with local elected officials, private and nonprofit housing developers, city and regional planners, and others seeking to improve their communities forms what learning scholars Jean Lave and Etienne Wenger call a “community of practice.”

My Question: How could libraries play a part in these exciting and vital programs for young people AND adults interacting with young people?

- *If you can make it here, you can make it anywhere* – Dale Dougherty in conversation with Quentin Hardy
 In this fascinating discussion of Maker Faires and Makerspaces, I wondered whether Deborah McKoy’s work with young people might combine well with this movement. After all, many high school students (male, but also some female) used to learn to solder as a matter of course, and now

one goes to a Maker Faire and pays \$40 to learn how to do solder. Granted, these are skills we should all have, but should they not still reside in the school system as well. Berkeley Public Library has tinkered with Makerspaces. Should Berkeley Public Library sponsor/hold Maker Faires?

- *The 2% problem: why isn't Silicon Valley diverse?* Kalimah Priforce in conversation with Lance Knobel "At eight years old, Kalimah held a successful hunger strike against his Bedford-Stuyvesant Brooklyn group home to add more books to its library which drew the attention of a community of Buddhist monks and nuns who privately tutored him until the age of 14. He left the order as an angry trouble-making high schooler, but in Harlem, NY, he was eventually discovered and nurtured by Dr. Lorraine Monroe, a world-class educator, whose mentorship sowed the seeds to him becoming a social innovator."

Kalimah Priforce is a revolutionary activist whose primary goal is to break the 2% (number of African Americans) barrier and other barriers of underrepresented groups in Silicon Valley; he runs Qeyno Labs (<http://www.qeyno.com/>): Priforce works with partners to engage young people in Hackathons: "What is a Hackathon? Hackathons gather together technologists (coders), artists (designers), and problem solvers (innovators) to build a web or mobile app that can change the world, create a business, or both!" (<http://www.qeyno.com/>) Priforce has studied the practical realities of these young people and, for example, teaches them to code on Gameboys which many of them own, rather than computers that many of them do not own. Further, they learn to design apps that are attuned to their actual needs such as an app that alerts others that "I am alone in a threatening situation." Think Trayvon Martin.

"Zip Codes Should Never Determine a Child's Destiny." <http://www.priforce.com> On a more personal note, Priforce always wanted to be an astronaut: he still thinks it may happen! Meanwhile he is doing great works. Priforce, who began as a radical library patron, is making a difference in the lives of young people underrepresented in our Tech sectors. How very important is that!

- We own many of these books (at URL below) by UNCHARTED presenters, but not all, and there may be other books by these authors that we want to consider since some of the authors are both local and 'recommended' in that they are owned by other LINK+ public libraries.

James C. Moore – Supervising Librarian

Uncharted: The Berkeley Ideas Festival is a two day event that brings together leaders from a remarkably broad range of backgrounds to explore ideas in a truly unscripted style. The topics included everything from robotics, to information architecture, to city planning and it's relation to education and health to the so-called "coloring" of the United States in the coming decades. Relating some of these ideas to Berkeley Public Library may seem like at stretch at first glance but, as I soon quickly learned, the whole power of such a festival is its interdisciplinary approach. Every discussion seemed to circle back to the connective question of "how do we as humans live as fully and healthily as possible while respecting our overall role in planet's health?"

My take away for the Berkeley Public Library is to continue thinking in an interdisciplinary fashion by considering more ways in which we can collaborate with educational institutions, local business and other cultural institutions to increase our creativity and effectiveness. Perhaps, we can do some direct tie-in with the festival next year by purchasing and distributing copies of the books by the various featured speakers. One very specific area where I think we could act is by participating in Laura Howard-

Gayeton's and Douglas Gayeton's "The Lexicon of Sustainability" project. It is a project which uses "information art" and pop-up exhibits to humanize and demystify complicated facts around how to live, eat and consume in a more sustainable way. It allows people from all of the country to share the sustainability stories whether they are organic farmers or an urban community creating their own community garden. They invite just about anyone and anywhere to act as a guest curator. This is something that I am very interested in bringing to BPL one day. It seems to be a feasible project and that is very much relevant to our communities.

Rachel MacNeilly - Manager

I recently attended Uncharted in downtown Berkeley. There are a few take away ideas that I can see planting seeds of new styles of programming and community building, creating the library as a force for connecting people with ideas and activities in the East Bay and beyond.

My immediate thought is to work with Uncharted (and similar events and organizations like BAM/PFA, Bay Area Bookfest...) to create curated book, music and digital media lists to support our communities intellectual participation in local events. Some of the ideas and questions brought up in the course of the event inspired participants to learn more, think more deeply about the topics and themes; it is a natural fit to guide participants to easily find more information and access what our society is debating and exploring.

Also, the event strengthened the notion of thematic, or campaign driven, programming as something I'd really like the library to explore. Some of the ideas around that will serve us well with the all ages Summer Reading coming up next year.

Deirdre Cerkanowicz – Library Specialist

I attended Uncharted 2014 on October 24-25, 2014, called the Berkeley Festival of Ideas for Infovores. I want to thank the Library for giving me the opportunity to attend the two-day event. I enjoyed the opportunity to learn about advances in the fields of robotics, genetics, medicine, psychology, popular culture, public policy politics, language, philosophy and more. It had a decidedly local focus with many of the speakers being professors at UC Berkeley, Stanford and ----. Local chefs, writers, and tech workers but with an editor from the New York Times and thrown in. Some highlights include:

Robotics in the cloud was a discussion between Ken Goldberg, a professor of New Media and Quentin Hardy, a technology editor the New York Times. As they talked about Robotics in the cloud, I thought of the impact that this would have on public libraries. Computers and the Internet have had a huge impact on how libraries catalog and store their collections and on how users access our collections. The discussion revolved around several topics. Will robots get smart enough to take over the world, artificial intelligence, the [da Vinci®](#) robot used in surgery? Robots can do repetitive task well, such as suturing or debridement, leaving the surgeon to focus and be less fatigued for the detailed surgery.

What makes a dangerous idea was a fascinating conversation between Andreas Roemer, Consul General of Mexico and a journalist and scholar and local professor and curator Daniel Schifrin. I am interested in Latin Affairs and enjoyed hearing about Roemer's work in Mexico and his take on policy and government issues there.

Wedded bliss: inside the case for marriage equality saw a more personal side on the protest against Prop 8 and how taking the issue to court impacted one family in particular for the sake of many families.

The most human human: Some of the content of this mirrored ideas I heard early in the Robot Cloud discussion. Brian Christian talked about the [Turning Award](#), which is awarded for major contributions of lasting importance in computing. Phrases like half-duplex and duplex theory of mind were bandied about. One of the most interesting statements I heard was how email had changed the way that authors Jonathon Franzen and a fellow author, David Foster Wallace's correspondence changed from long handwritten letter to short terse emails. Other comments about the paradox of choice, Godel's complexity and terms like "Buffer bloat" where patch-switched networks are supposed to slow down when faced with too much information. That is what we are suffering from now. It occurred to me that computers and robots are good at certain tasks but run into trouble when faced with paradox, that maybe that is what shows we are humans. Computers can handle complexity of calculating but not of paradox-two thing being true at the same time.

Will you still need me, will you still feed me: I was already familiar with Laura Carstensen's work from a TED talk I saw. How the aging population faces challenges and positive changes at the same time. People have more of a lifetime so that they do not have to crowd all their schooling and experience into the beginning but can spread it out and recreate and redefine who they are over the years. She mentioned [Stanford Distinguished Careers](#) Institute is an opportunity for established leaders from all walks of life who are eager to transform themselves for roles with social impact at the local, national, and global levels.

Uncharted Lab II with Jump Associates: From the start I had decided to attend this Lab because I was interested in different ways for groups to work together to brainstorm or think more creatively. We broke up into small groups and tried coming up with good ideas. Then we explained how we got the ideas. Then the [jump](#)[®] associates gave up an assignment based on using revenue sources and a lemonade stand to come up with ideas. This was fun and very productive. Even organization or individuals can use this method for coming up with ideas. Revenue does not have to be actual money or profits.

If you can make it here, you can make it anywhere: After my lab, I dropped in to catch the last part of this session on the Maker phenomenon. Many libraries have jumped on the 3-D printer and Maker bandwagon, but is it a new thing? Talk about using kites to take photos, drones, [Edison boards](#) and more. It is human to make things but the Maker Movement allows for creativity on many levels and is changing the way companies are run.

Here comes the sun: the new energy future: Interesting talk about using the sun chemically like plant do to create energy instead of electrical energy like current photovoltaics. Still in the early stages of creating a liquid fuel, it offers solutions to fossil fuel consumption.

All in the mind: I had previous heard a TED talk by Claude Steele so was somewhat familiar with his book but found the talk fascinating. Our minds can play tricks on us and stereotypes can have a negative effect not just on those making them, as they don't see the whole human but those who even think they are exposed to them. It can cause such a threat that it influences tests and other behaviors.

Why make music? I was disappointed that John Adams was not one of the speakers as scheduled but can understand the stress that the recent controversy about the latest production of his opera, *The Death of Klinghoffer* had caused him. We watched a short video produced by the New York Times about the controversy. Matias Tarnopolsky, executive and artistic director of Cal Performance had attended

the opera in New York City and gave his impressions of the events. He also discussed how the Opera Theater of Saint Louis handled a 2011 production of the opera with much less controversy by holding community previews and other educational events and [materials](#). This reminded me of when books are challenged for content and some of the issues we deal in with Banned Books and other materials. Libraries have a continuing role in educating and exposing the public with concerns about censorship.

Can appropriate technology be inappropriate? Thought provoking ideas about how to make positive change in the world. Does everything need to be done for economic reasons? The example of a small portable refrigerator for storing and protecting vaccines can seem insurmountable but can make a huge difference in the lives of many people.

Being ourselves in a post-social world: I found the conversation a bit frivolous compared to some of the others. I was interested in hearing from someone who was involved in the early day of Facebook and her take on social media. The discussion of the limitations of various social media format in helping us express who we are when it is hard enough to know ourselves without worrying about how technology say in the form of Facebook or twitter does not allow us to express ourselves. Yes I found it interesting that people are going back to creating their own websites to express themselves but

The 2% problem: why isn't Silicon Valley diverse? One of my favorite speakers of the two days was Kalimah Priforce of Queno Labs and is "transform[ing] children's lives through education, social innovation and technology. "I love how he said that the "Hood will hack Silicon Valley" not the other way around. He is involved in programs teaching girls and minorities how to code can only enrich the field Libraries can play a large role in continued learning by all ages and make technology accessible to all. I would love to see his organization do some hackathons at our Library.

Conclusion: Some of the same things that are a core mission of libraries: access to information and in the case of technology, open source information that can be used for altering genes, creating new life forms or creating 3-D organic or robots are a two-edged sword. They can be used for good or for evil. Who has access to Big Data and how is it used. How to be inclusive of all people? What makes us human with all our flaws, complexities and triumphs? How will we crowdsource ethics and policies when technology is changing faster than lawmakers can legislate? How will we maintain privacy in the era of open access, open source and Big Data? I will be reading and researching new ideas for quite some time.

Future of Libraries 10.0: Libraries Fostering Communities

October 14, 2014 in San Francisco, CA

The Future of Libraries 10.0 is the latest in an annual series of one-day conferences which highlight innovations taking place in libraries today.

Will Marston – Librarian

I went to this conference primarily for the presentation on SoundSwell, which is Santa Cruz Public Library's online local music collection. There were, however, other wonderful programs highlighted.

The Pop-Up Libraries and the mobile Bicycle Programs were fun and exciting. I am signed up to be a LOW, library on wheels, rider and seeing the different configurations of bikes and their traveling trailers was very inspiring, though some of these folks don't seem to have hills like Berkeley to contend with! This seems like it will be a program that Berkeley will want to expand in the future. It is a great way to publicize library programs and collections. Instead of waiting for an event like the old How Berkeley Can You Be parade or Solano Stroll, this is a rolling advertisement for the library.

After the ESL Conversation Club talk I think everyone was planning on trying to get this going for their own library systems. This program seems fairly low-maintenance and self-sustaining. The presenters showed how popular the programs are in their libraries with a non-staff member volunteer or moderator guiding the proceedings of the club. The formats include rotating groups of participants sharing such topics as seasonal sayings and talking about favorite books, movies, etc.

The Mobile Self-Publishing examples were exciting and might be something I could explore with the teens who come to West Branch. The presenter outlined his program where he gathered student writings, edited them, formatted them, and then published a collection in a very short time. He then was able to market it and use the proceeds for future school writing projects.

The Seed Libraries talk reminded me how innovative and specialized public library collections can be. While this isn't something I can use specifically, seeing the way this program sprouted up in Hayward was very interesting. I recalled Berkeley Public Library's art lending library from long ago, which allowed patrons to check out framed prints of artwork. Here the collection is of local plant seeds, which is overseen by a couple of master gardeners. Patrons can take home a few seeds from the hundreds on offer and hopefully bring back some of the seeds from the plants they grow. The whole set-up with an old card catalog housing the collection takes up about as much space as a desk.

SoundSwell is based on a program developed by Iowa City Public Library. I looked into launching a version of this in Berkeley when I worked in Art & Music. It is a very lovely idea of hosting local music for download from the library website. The Santa Cruz librarian who presented, Diane Cowen, described the process she went through of acquiring local music and then getting it into a format for use by the library. The library pays musicians up to \$100 for two year's rights, which allows patrons to download the music for free. There is a lot of work involved cataloging the tracks and getting it all on the site, but it is something I would love to see Berkeley do someday.

The last presentation was called Reverse Required Reading, which is a lovely program that Jennifer Laredo, the Teen Librarian at Los Gatos Public Library launched with her teen patrons. Basically she approached a group of teacher and staff at the local schools and asked them to read and review teen

books, a kind of reverse homework. The teens have responded very enthusiastically, and most of the adults have expressed surprise and satisfaction with the titles they have been assigned.

Amanda Myers - Supervising Librarian

It's great to hear about progressive projects and programs that libraries are offering to their communities in the bay area. There were several projects that I could see potentially implementing at West Branch.

Mountain View Public Library has recently installed a bike fixit station. This station is a place where a person can do simple mechanical work on their bike. The station houses all of the necessary bike tools (all tethered inside the station with strong cords) and a pump for inflating tires. Bikes and libraries have shared interest in renewable resources. I think this station would be greatly appreciated and used by patrons at West Branch, many of whom bike to their library. If we could find a spot to put this **\$1400 station**, I think it would be a great asset to our branch. In the past year, I have partnered with East Bay bike Coalition to offer free bike safety and maintenance classes; I think this station would make bike maintenance classes in the future, that much easier and beneficial to my patrons. I am in contact with the librarian who sponsored this program at Mountain View and he has provided me with the vendor information. The station can be purchased here: <http://www.dero.com/products/fixit/>.

While the station doesn't require very much space, it does need *some* space (the only real obstacle I can foresee to implementing this project at West Branch). To get a better sense of the space it would require, please look at these photos of the station at Mountain View: <https://www.flickr.com/photos/mvpl/sets/72157648891956325/>

The second attractive program, an informal ESL conversation class, I think would be a big success at West Branch. We frequently have international patrons dropping in who are here for a year (or longer) as a result of their (or their partner's) work or research at CAL. These patrons are often hesitant but excited to practice using English. The ESL classes are generally loosely structured by always tied to a theme (ie. October is Halloween); the theme serves to pull the attendees into America's cultural fold by connecting folks to commonly used words or phrases (ie. "Trick or Treat" and "costumes"). Several of the successful ESL groups also discussed the use of "regular" or native speakers who wished to volunteer or participate in the group. Native speakers can be helpful in their willingness to give opportunities for the ESL speakers to practice using English and in their desire to connect with these (frequent) newer members to the community.

Dan Beringhele - Librarian

I was fortunate to attend the Future of Libraries Conference presented by the Pacific Library Partnership's Staff Development Committee. The conference featured several presentations on how libraries around the Bay Area have implemented bicycling which are inspiring as we move forward with the Library on Wheels. Also of interest were the programs on serving ESL learners and Seed Libraries.

There were 3 libraries on hand discussing their bicycling outreach and programming. Mana Tominaga of the Oakland Public Library spoke as part of the Pop-Up Libraries panel. Mana had been very generous with her advice and experience when Anwan and I were first planning the Library on Wheels and it was interesting to hear of the success that Oakland has had with their Bike Library. Oakland's Bike Library differs in that their collection is composed of donations that are loaned on the honor system. Oakland takes the same approach to using the Bike Library to provide library services beyond books, with wifi

and digital services available. Oakland has also been successful doing crafts at Bike Library events and received a Books-to-Action grant to promote bicycling in Oakland.

The Mountain View Public Library received a grant for a Dero Fix-it Station. The Dero is a kiosk in front of the Library that has bike tools and a pump secured to it. Anyone passing by can utilize the station to make their own repairs. Mountain View has hosted a mobile bike mechanic on several occasions to visit the Library and teach repair skills. They have also held bicycle-based craft programs and partnered on a tour of South Bay Libraries with the San Jose Public Library. Michelle Rowic from SJPL was on hand to talk about the success of this tour and a previous Librarian-lead ride of SJPL branches that she organized.

The Santa Clara, Mountain View and Sunnyvale Libraries discussed the ESL Conversation Clubs that each of their libraries hosted. These clubs serve as organized conversation activities for those interested in improving their English skills. I have been interested in reaching out to the ESL community in Berkeley, especially the Language Studies International (LSI), the school located just 2 blocks away on Center Street. This panel provided ideas on how to focus services to the ESL community.

Two Librarians from The Hayward Public Library were on hand to discuss Seed Libraries. Several libraries around the Bay Area have been collecting seeds from local gardeners and distributing them to other gardeners in the community. An interesting discussion of the legalities of Seed Libraries took place afterwards. As patented, genetically modified crops become more prevalent, libraries are becoming worried about facing legal consequences of distributing patented seeds.

Additional panels discussed teen reading programs, online hosting of local music, pop-up story times, and mobile self-publishing. The conference was very informative and I appreciated the opportunity to attend.

Rachel MacNeilly - Manager

The Future of Libraries showcases initiatives and blossoming ideas from California libraries. While not all 'visionary' ideas, this year's lineup included some programs that we might partner with and expand into our city. The biking tours of regional libraries seems to be a nice way to develop professional relationships outside of the walls of the library, and in congress with other systems, allowing genuine, experience based relationships and ideas to grow.

This annual event is always great for networking and catching up with local professionals when we rarely have the chance to do so otherwise, and to have (often spirited) debates about what direction each library system may be choosing to explore.

Andrea Mullarkey – Librarian

The theme of this year's Future of Librarians day-long workshop was "Libraries Fostering Communities" and I learned about a number of interesting projects being done by Bay Area libraries. Several tied in nicely with initiatives Berkeley Public Library is already doing including things like the Bike Library at Oakland Public Library and pop-up story times at Santa Clara City Library. These brought new perspectives and ideas to enhance the services we already offer. Several other sessions were of interest conceptually but it was more difficult to see how to integrate them into the service offerings at Berkeley Public. But the two most exciting ideas are things I would like to explore here in Berkeley. First there is the reverse required reading program that the teen librarian is hosting in Los Gatos. I am excited about the possibility of engaging young adults in a broader conversation about reading through a community-

wide project like this. And the second idea that I got very excited about is the possibility of starting an ESL Conversation Club. At this event we heard from three libraries on the Peninsula which have successful programs to bring English Language Learners together for conversation practice and cultural exchange. This is a service patrons have requested in Berkeley and hearing from colleagues who have demonstrated the effectiveness of their projects inspired me to believe it would be possible to say yes to this request for patrons here in Berkeley. I was pleased to be at the Future of Libraries with my branch head and librarians from other BPL locations because it has enabled us to start a meaningful conversation about this idea without needing to spend a lot of time getting folks up to speed. As usual, this was a fruitful and inspiring day.

Deirdre Cerkanowicz – Library Specialist

As usual, the event provided many great ideas including some that we could incorporate at Berkeley Public Library. It was great to see Bill Kolb, manager of North Branch emceeding the event.

Pop-Up Libraries and Programs

The San Mateo County Library created [Big Lift Little Libraries](#) - structures similar to mail or newspaper boxes filled with children's books that were placed in strategic locations. The books could be returned to the boxes, at the libraries, or could be kept permanently. The main idea was to get books into the hands of children and create a culture of reading

Lisa Harris of Alameda County Library talked about [PULSE/Pop up libraries](#) for everyone, which were placed at Social Service agencies and jails for both inmates and their visitors to use. These were vending machine where patrons could acquire temporary cards that allowed them to borrow books from the vending machines. The machines were not cheap but make books accessible to a new audience of readers.

Cheryl Lee of Santa Clara Library gave a dynamic presentation about holding storytimes outside of the [library walls](#). She has a sales background and sold her supervisor on letting her try the idea. She made contact with businesses, from the local Tesla dealership to a pizza parlor, and by contacting parents groups, was able to get many parents and kids to attend the storytimes. Many businesses have asked her back but she has not repeated a location yet. I asked her how she promoted her events and said she was "flyer-averse", and promoting through Facebook and parents groups-social media, email, etc. I asked her about any issues with holding library events in businesses, thinking how anti-business Berkeley can be; but she said it was a win-win between the library, the attendees and the businesses.

The Oakland library presented their [Bike Library](#), which works in a similar way to our Library on Wheels. I was surprised, that when asked, the presenter did not seem to know whether any biking test was necessary or whether staff needed to sign waivers to take out the bike trailer.

ESL Conversation Clubs

The speakers from [Mountain View](#) and [Sunnyvale](#) programs were similar; both involved bringing in someone with ESL experience to help start the program. There was lots of time for interaction between the participants, Holidays were particularly popular with staff, and participants dressing up say for Halloween, or bring snacks for Christmas or learning how to make "turkeys" drawn from handprints and other sorts of American popular culture that many of the people did not know. Bringing in and sharing food from their countries was very popular, too.

Writing and Publishing

Since Berkeley Public Library is doing National Novel Writing Month in November, I was particularly interested learning more about publishing in the library setting. Several years ago, Future of Libraries had a presentation from the Sacramento Public Library on the [J Street press](#). While it is a rewarding program, it can also be labor-intensive working with the writers from concept, to preparing it for publication with the [Espresso Book Machine® \(EBM\)](#)

In addition, eBooks are becoming more popular. Several formats can be used to publish online. The one that the speaker talked about was Smashwords, which allows a manuscript to be formatted in such a way that it can be published in several formats electronically.

These programs offer way for libraries and the public to create content. Henry Bankhead is from Los Gatos and knew the founder and CEO of Smashwords. The presentation was on having teens write, layout and [publish an anthology](#) with the help of adults. Teens often feel that they have no voice or no choices in their lives. Writing and interacting with adults in a positive way help. The sense of accomplishment they get in writing a book is very valuable and it can bring the whole family together when the teens did the reading from their newly published book.

Bicycle Programs

In addition to having bikes used to carry books around, there were some other ideas for using bikes. One was to have a [Dero Fixit station](#) like the Mountain View Library. Another idea was bike tours or bike races as a way of introducing bikers to library locations. We did this on an informal basis when we did our Banned Books Bike tour, but San Jose Public Libraries took it a step further and had a [Gira de Libro](#) tour where people signed up.

Seed Libraries

Seed Libraries have become more popular as the trend for people to grow their own food increases. I have volunteered for the [Richmond Seed Library](#) and am familiar with the [Bay Area Seed Interchange Library](#) (BASIL) at the Ecology Center in Berkeley. [Hayward](#) gave a presentation on how they set up their seed library in a very small space. I was impressed with their graphic design used. There has been some controversy and problem when the [State of Pennsylvania](#) came down on a seed library for possible terrorism.

SoundSwell Local Music Project

Apparently, Santa Cruz is a hotspot for live music, with many musicians living in the area. Diane Cowen of Santa Cruz public library came up with an idea to have a [database of local music](#). The SoundSwell Local Music Project was funded by a Library Services and Technology Act (LSTA) Eureka! grant for the proof of concept phase of the project and created through a partnership between the [Santa Cruz Public Libraries](#) and the [Santa Cruz Rehearsal Studios](#).

Reverse Required Reading

This is a great program for teen librarians to work on. The idea is to get an adult who is influential in some young person's life to read a book recommended by the teen. Los Gatos gave another presentation, this one by Jenifer Laredo, teen librarian. An example would be asking a well-liked teacher, coach, parent or other adult to read a recommended young adult book and to share what they thought of it. The way of approaching the adult reminded me of our technique used to try to talk with our key informants.

Conclusion

I want to thank the Library for sending me to Future of Libraries. I enjoy meeting with staff from other systems and learning new ways of serving the public. I made several suggestions above of ways we can improve our services based on what I learned.

Rosie Merlin - Librarian

I attended the Future of Libraries conference hosted at SFPL on October 14, 2014. The theme was Libraries Fostering Communities and presenters from Bay Area libraries discussed various outreach and programming efforts which are helping them reach new patrons and engage existing patrons in creative and thoughtful ways. Ideas presented ranged from a storytime road show which travels around various businesses in Palo Alto to numerous book bike efforts to my favorite, the Reverse Require Reading project at Los Gatos Public, where the teen librarian is encouraging influential adults in the community to connect with teens through teen literature. Teens are invited to nominate important adults in their life to read a YA book and then write a brief report, pose for a picture and promote their participation. It's a charming way to give teens some power and to encourage an intergenerational literary experience.

I also thought that ESL Conversation Clubs seemed like a relatively low-cost and low-effort, high-reward program which serves an existing and expressed need in many communities. The models presented seemed to really nurture community and to help people build the kinds of connections which can make life easier and more rewarding.

Given BPL's commitment to a new Library on Wheels, I appreciated hearing about ways to extend the effort, like through a bike Fix-It station and through continued partnership with neighboring organizations.

Seed libraries feel like a natural fit for Berkeley. Given that the Eco-Store already provides this service, a possible partnership with them could bring the effort in a specific and unique way to the branches.



INFORMATION CALENDAR

November 12, 2014

TO: Board of Library Trustees
FROM: Dennis Dang, Administrative Services Manager
SUBJECT: FY15 – 1ST QUARTER BUDGET REPORT

INTRODUCTION

Library fiscal year 2015 1Q results by Fund are as follows:

Fund	Revenue		Expenditures (xcl Encmb)	
	Actual 1Q	YoY	Actual 1Q	YoY
Library Tax (301)	\$312,885	5.4%	\$3,463,585	6.0%
Transaction Based Reimb (302)	\$6,041	1.8%	\$15,183	18.0%
Grants (304)	\$15,000	-40.0%	\$7,628	95.7%
Public Library (305)				
Gifts (306)	\$65,030	7918.5%	\$28,484	129.6%
Foundation Branch FF&E (307)		-100.0%	\$16,243	-89.9%
Measure FF (308)	\$297	-76.9%	\$9,918	-98.7%

BACKGROUND

FY 2015 is the second year of the two-year biennial budget cycle encompassing fiscal years 2014 and 2015. The two year biennial budget was adopted by the Board of Library Trustees on May 29, 2013 by Resolution No.: R13-035. On May 20, 2014, by approval of Resolution No.: 14-030, the board updated the fiscal year 2015 budget to reflect current conditions. On September 3, 2014, by approval of Resolution No.: 14-051, the board accepted into the budget carried over prior-year encumbered values and other budget adjustments as part of the first amendment to the FY 2015 Annual Appropriations Ordinance.

CURRENT SITUATION AND ITS EFFECTS

LIBRARY TAX FUND

The Library Tax Fund includes revenue derived from the dedicated library tax, fines and fees, and miscellaneous revenue. At the end of the first quarter, revenues stood at \$312,885 an increase YoY of 5.4%. First quarter revenue from the library tax was up year-over by \$15,612, making up 98.0% of the

Fund's total \$15,923 increase. Receipts from lost book fines fell \$1,524 from the same period last fiscal year.

Library Tax Fund expenditures excluding encumbrances at \$3,463,585 were 6.0% above the prior year period, this \$194,530 spending was driven by software maintenance and service fees primarily to vendors: Innovative Interfaces and Bibliotheca, and for library materials. On the payroll side CalPERS benefits was the main driver impacting higher compensation costs. Offsets were seen in I.T. related areas as spending was either non-existent or negligible for computers, and machinery and equipment as compared to last fiscal year when work was still ongoing with the VoIP switchover, and the Library was in the midst of a major refreshment of staff PCs.

GIFTS FUND

The Gifts Fund includes monies received through donations from the Friends of the Berkeley Public Library, the generosity of many individuals and organizations, and trusts, such as, in years past the Alice Meyer Trust Fund, The Raymond Family Foundation, and the DuPree Family Foundation. The Fund's first quarter revenue at \$65,030 was up 7918.5% from the prior year's receipts of \$811 as 50% of the Friends FY 2015 commitment was received earlier than last fiscal year, and a gift of \$18,161 was received from the Pauline Moller Kolenda Estate for the purchase of audiobooks by contemporary authors.

Expenditures at \$28,484 rose 129.6% from the prior year due to Children's, Art and Music, and Reference programs and branch field supply purchases funded by the Friends award, and children's library materials funded by the Alice Meyer Trust Fund.

ALL OTHER FUNDS

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

Since FY 2013, the sole revenue source into the TBR Fund (302) is public-use photocopier revenue which in the first quarter was \$6,041, an increase of 1.8% over the same period last year. Photo-copier revenues are included as part of this Funds' grouping to match with the associated expenditures which are in part supported by prior year's non-restricted State Library TBR receipts. The Grants Fund (304) received only one payment equaling \$15,000 for the first portion of FY 2015's CLLS grant. This represented an increase of \$5,000 from last fiscal year but, overall Grants Fund receipts were down 40.0%. Additionally, the Library received an award of \$15,000 from the Alameda County Waste Management authority for the installation of Bay Friendly landscaping at the renovated Claremont Library Branch.

All Other Funds expenditures at \$22,811, rose 36.1% YoY. Two factors drove this increase: 1) The Link+ program, an unincorporated private, nonprofit California based association focused on expanded access of library collections – and of which the Library is a member – changed the program's delivery service provider to Tricor increasing the monthly delivery fee 144% to \$902/month in the first year under a new six year agreement expiring in 2020; and 2) a final payment to Qiupu for development of the Patron Incident Database.

FOUNDATION FUND

The Foundation Fund captures all funding support received either directly from the Berkeley Public Library Foundation or funneled through the Foundation as pass-through gifting such as last fiscal year's

bequeathment from the Nello and Mary Jo Pace Trust,. Spending in the Fund fell 89.9%, down \$145,284, due primarily to the winding down of the branch furniture, fixtures, and equipment program. However, alongwith trailing branch furniture expenses new expenses to the Fund included North Branch spending funded by last fiscal year’s pass-through gift from the Nello and Mary Jo Pace Trust.

MEASURE FF FUND

The Measure FF Fund services the actual design, engineering, and construction needs for each of the four branches and is the repository for the bond sale proceeds. As of the close of fiscal year 2014, all major architectural design and engineering contracts, and general contractor construction contracts have been completed. Among those major contracts, the only remaining open contract is the West Branch’s general contractor contract for West Bay Builders which is waiting on resolution of a last stop payment notice for \$4,832.50; and of which payment once issued will close out the contract.

During the first quarter, the Measure FF Fund realized expenditures of \$9,835 related largely to ending activities at the North Branch for the repair and replacement of the rotunda windows. The original scope of work during the major renovation phase did not include work to the rotunda windows.

Project Management costs at June 30, 2014:

CC Authorized	Contracted w/ASAs	Site	Project Manager	Expended	Expended /CC Auth	Expended /Cntrctd
\$1,523,580	\$1,521,603	All	Kitchell CEM <i>*closed*</i>	\$1,521,603	99.8%	100.0%

Architectural Design costs at June 30, 2014:

CC Authorized	Contracted w/ASAs	Site	Designer	Expended	Expended /CC Auth	Expended /Cntrctd
\$751,245	\$748,860	NB	Architectural Res Grp <i>*closed*</i>	\$728,619	96.9%	97.3%
\$637,132	\$627,145	CB	GEPT <i>*closed*</i>	\$614,322	96.4%	98.0%
\$893,500	\$879,033	SB	Field Paoli Architects <i>*closed*</i>	\$867,249	97.1%	98.7%
\$838,194	\$788,194	WB	Harley Ellis Devereaux	\$756,909	90.0%	96.0%
\$3,120,071	\$3,043,232	Total	Architectural Design Services	\$2,967,099	95.1%	97.5%

General Contractor construction costs at June 30, 2014:

CC NTE Authorized	Contracted w/COs	Site	General Contractor (incl. escrow)	Expended (excl. w/h)	Expended /CC Auth	Expended /Cntrctd
\$4,760,000	\$4,508,765	NB	BHM <i>*closed*</i>	\$4,508,765	94.7%	100.0%
\$3,300,000	\$2,994,394	CB	Fine Line <i>*closed*</i>	\$2,994,394	90.7%	100.0%
\$4,963,000	\$4,773,844	SB	Gonsalves & Stronck <i>*closed*</i>	\$4,773,844	96.2%	100.0%
\$5,985,000	\$5,731,954	WB	West Bay Builders	\$5,727,122	95.3%	99.5%
\$19,008,000	\$18,008,957	Total	Construction Services	\$18,004,125	94.7%	100.0%

SUMMARY OF OPERATIONS EXPENSES

At the end of the first quarter, actual expenses excluding encumbrances in the operating Funds (all Funds excluding the Measure FF Fund) ended at 19.5% of the revised budget versus the period benchmark of 25.0%. The bulk of savings to date are due to position vacancies, and timing of the Central Library space planning project.

A half-year financial report will be presented to the board in early 2015.

Attachments:

1. 1Q-FY 2015 Revenues by Fund
2. 1Q-FY 2015 Expenditures by Fund

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Attachment 1

1Q-FY 2015 REVENUES BY FUND

BERKELEY PUBLIC LIBRARY										data as of:
REVENUE SEP15										16-Oct-14
Berkeley Public Library										
Ele/Obj	Account Description	Lib Dscr 301	DL/ILL 302	Grants 304	Pub Lib 305	Gift 306	FF&E 307	Mse FF 308	Rfse Coll 820	Revenue FY15
01-01	Refund on Bills	2,000								2,000
05-01	Over and Shorts									
10-01	Collection by City								10,140	10,140
13-15	Library Tax	16,345,912								16,345,912
20-07	Library Svc&Constr Act			30,000						30,000
20-11	Library Fines	223,000								223,000
20-12	Link + Fines									
20-15	Lost Book Fines	30,000								30,000
20-17	Lib/Fin Act/S.B. 358									
20-18	Calif Library Svcs Board									
20-21	Tool Lending Fines	20,000								20,000
23-12	BPL Foundation									
23-13	Friends of BPL					80,000				80,000
30-01	Interest-Investment Pool									
50-02	Inter-Library Book Loan									
50-03	Direct Book Loan									
61-01	Max Recycling and Composting									
65-01	Meeting Room Fees	2,000								2,000
80-99	1-Time Grant /w Proj Code									
99-01	Appropriations Ord #1									
99-03	Donations									
99-99	Miscellaneous Revenue	8,500	20,000							28,500
Adjusted	Berkeley Public Library	16,631,412	20,000	30,000		80,000			10,140	16,771,552
01-01	Refund on Bills									
05-01	Over and Shorts	72								72
10-01	Collection by City								2,699	2,699
13-15	Library Tax	256,108								256,108
20-07	Library Svc&Constr Act			15,000						15,000
20-11	Library Fines	46,983								46,983
20-12	Link + Fines	436								436
20-15	Lost Book Fines	4,782								4,782
20-17	Lib/Fin Act/S.B. 358									
20-18	Calif Library Svcs Board									
20-21	Tool Lending Fines	2,267								2,267
23-12	BPL Foundation									
23-13	Friends of BPL					46,200				46,200
30-01	Interest-Investment Pool					95		297		392
50-02	Inter-Library Book Loan									
50-03	Direct Book Loan									
61-01	Max Recycling and Composting									
65-01	Meeting Room Fees									
80-99	1-Time Grant /w Proj Code									
99-01	Appropriations Ord #1									
99-03	Donations					18,735				18,735
99-99	Miscellaneous Revenue	2,237	6,041							8,278
Act+Upstd	Berkeley Public Library	312,885	6,041	15,000		65,030		297	2,699	401,952

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Attachment 2
1Q-FY 2015 EXPENDITURES BY FUND (1 of 3)

BERKELEY PUBLIC LIBRARY : EXPENDITURES SEP FY15										3	25.0%
Berkeley Public Library + CoB		Actuals+Encumbrances								YTD SEP	
Elmnt-Object	Description	Bdgt ORG FY15	Bdgt REV FY15	Lib Dscr 301	DL / ILL 302	Grants 304	Gift 306	FFE 307	Mse FF 308	Actual FY15	% REV Spent
11-01	Monthly Rated Employees	7,599,325	7,599,325	1,500,220						1,500,220	19.7%
11-03	Hourly and Daily Rated Empl	271,947	271,947	53,542		3,269			81	56,892	20.9%
11-04	Monthly Rated - Part Benefitted	147,903	147,903	18,369						18,369	12.4%
11-60	Excess Hours Pay			30,953						30,953	
12-12	General Summer Youth	11,296	11,296	3,026						3,026	26.8%
13-01	O/T-Monthly Rated Employee	6,771	6,771	330						330	4.9%
13-05	Holiday Pay	5,081	5,081								
Prsnl Svcs-Salaries and Wages		8,042,323	8,042,323	1,606,440		3,269			81	1,609,790	20.0%
20-11	Medical Insurance	1,222,558	1,222,558	219,944						219,944	18.0%
20-12	Dental Insurance	186,609	186,609	32,777						32,777	17.6%
20-13	Life Insurance	8,498	8,498	1,704						1,704	20.1%
20-21	Cash-in-Lieu	84,796	84,796	24,414						24,414	28.8%
20-31	Pers/Misc Other	2,426,091	2,426,091	484,165						484,165	20.0%
20-34	PARS (3.75%)	23,741	23,741	2,872		123				2,995	12.6%
20-36	SRIP	297,789	297,789	36,451						36,451	12.2%
20-40	Medicare Tax	110,047	110,047	22,336		46			1	22,383	20.3%
20-63	Retirement Med: Misc. Emp Medical Trusts	166,077	166,077	33,762						33,762	20.3%
20-71	Workers Comp: Workers Comp Charges	172,325	172,325	33,992		58			1	34,051	19.8%
20-82	Allowances: Shoes Allowance	1,012	1,012	1,012						1,012	100.0%
20-87	Terminal Payouts-Misc.Emp	140,094	140,094	28,798						28,798	20.6%
20-90	Other Employee Benefits	296,655	296,655	59,239						59,239	20.0%
20-91	Commuter Check	19,964	19,964	4,249						4,249	21.3%
27-20	Fringe Benefits (Budget)	20,450	20,450								
Prsnl Svcs-Fringe Benefits		5,176,706	5,176,706	985,715		227			2	985,944	19.0%
20-99	Salary Savings	(256,243)	(256,243)								
Personal Services-Employee		12,962,786	12,962,786	2,592,155		3,496			83	2,595,734	20.0%

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

BERKELEY PUBLIC LIBRARY : EXPENDITURES SEP FY15										3	25.0%
Berkeley Public Library + CoB			Actuals+Encumbrances							YTD SEP	
Elmnt- Object	Description	Bdgt ORG FY15	Bdgt REV FY15	Lib Dscr 301	DL / ILL 302	Grants 304	Gift 306	FFE 307	Mse FF 308	Actual FY15	% REV Spent
30-12	Professional: Stipends		6,277	4,374						4,374	69.7%
30-35	Professional: Engrng & Architecural Svcs	50,000	134,692	35,283					37,625	72,908	54.1%
30-38	Professional: Misc Prof Svcs	620,750	763,284	191,489			12,149	900	12,399	216,937	28.4%
30-39	Hazardous Materials Handling	2,000	2,000								
30-42	Maint Svcs: Office Equip Maint Svcs	6,500	7,500	5,000						5,000	66.7%
30-43	Maint Svcs: Bldg & Structures Maint Svcs	174,000	189,780	93,126						93,126	49.1%
30-44	Maint Svcs: Field Equip Maint	86,950	100,246	17,462						17,462	17.4%
30-46	Maint Svcs: Computer Maintenance	5,000	5,000								
30-47	Maint Svcs: Software Maintenance	350,000	383,629	184,469						184,469	48.1%
30-51	Bank Credit Card Fees	4,500	4,500	1,035						1,035	23.0%
Purchased Prof & Tech Svcs		1,299,700	1,596,908	532,238			12,149	900	50,024	595,311	37.3%
35-20	County/State/Fed Pymts.	5,000	5,000	1,610						1,610	32.2%
Grants & Gvrnmntl Payments		5,000	5,000	1,610						1,610	32.2%
40-10	Professional Dues and Fee	47,250	47,350	22,994					100	23,094	48.8%
40-20	Insurance	575	575								
40-31	Communications: Telephones	87,200	114,544	67,504						67,504	58.9%
40-33	Communications: Cellular	14,550	14,550	4,260						4,260	29.3%
40-41	Utilities: Water	32,500	32,500	21,500				4,000		25,500	78.5%
40-42	Utilities: Gas/Electricity	300,000	300,000	203,113				15,000		218,113	72.7%
40-43	Utilities: Refuse	34,252	34,252	4,399						4,399	12.8%
40-50	Printing and Binding	17,850	26,319	6,621			107			6,728	25.6%
40-61	Travel: Commerical Travel	2,000	2,446				446			446	18.2%
40-62	Travel: Meals & Lodging	3,000	3,759	1,209			759			1,968	52.4%
40-63	Travel: Registration/Admin Fees	20,600	21,378	5,055			57			5,112	23.9%
40-64	Travel: Transportation	4,500	3,695	112			471			583	15.8%
40-70	Advertising	16,044	20,665	5,745				121		5,866	28.4%
40-80	Books and Publications	16,000	16,000	16,000						16,000	100.0%
40-90	Other	197,500	116,979								
Other Purchased Services		793,821	755,012	358,512			1,840	19,121	100	379,573	50.3%
50-10	Rental of Land/Buildings	1,500	2,100					600		600	28.6%
50-20	Rental of Equip/Vehicles	41,500	43,881		16,635		246			16,881	38.5%
50-30	Rental of Office Equipment & Furniture	10,000	11,145	5,000						5,000	44.9%
50-40	Rental of Software & Licenses	75	75								
Rentals / Leases		53,075	57,201	5,000	16,635		246	600		22,481	39.3%

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

BERKELEY PUBLIC LIBRARY : EXPENDITURES SEP FY15										3	25.0%
Berkeley Public Library + CoB		Actuals+Encumbrances								YTD SEP	
Elmnt-Object	Description	Bdgt ORG FY15	Bdgt REV FY15	Lib Dscr 301	DL / ILL 302	Grants 304	Gift 306	FFE 307	Mse FF 308	Actual FY15	% REV Spent
51-10	Postage	47,000	47,000	11,730						11,730	25.0%
51-20	Messenger/Deliver	13,000	13,000		5,000					5,000	38.5%
Mail Services		60,000	60,000	11,730	5,000					16,730	27.9%
55-11	Office Supplies	31,450	31,447	15,531						15,531	49.4%
55-20	Field Supplies	175,721	216,572	88,373		132	6,875	145		95,525	44.1%
55-34	Equip & Veh Supp: Spare Replacement Parts	12,000	10,855								
55-50	Food	1,500	8,727	1,305			532			1,837	21.0%
55-60	Library Materials	1,377,000	1,382,270	316,623			7,226			323,849	23.4%
Supplies		1,597,671	1,649,871	421,832		132	14,633	145		436,742	26.5%
60-20	Outside Janitorial Svcs	205,000	220,924	215,924						215,924	97.7%
Purchased Property Services		205,000	220,924	215,924						215,924	97.7%
65-70	Building - Existing Construction	650,000	692,424						36,161	36,161	5.2%
65-75	Building - New Construction	1,126,030	1,054,852						10,557	10,557	1.0%
Infrastructure		1,776,030	1,747,276						46,718	46,718	2.7%
70-41	Machinery and Equipment	72,342	68,577	6,348				1,227		7,575	11.0%
70-43	Furniture and Fixtures	75,000	162,558	50,865				28,657		79,522	48.9%
70-44	Computers & Printers	40,000	40,000								
70-47	Computer Softwares & Lic	25,000	43,000	35,990		4,000				39,990	93.0%
Property		212,342	314,135	93,203		4,000		29,884		127,087	40.5%
71-10	Small Equipment	25,500	26,560	6,321				(4)		6,317	23.8%
71-43	Mach & Equip: Furniture And Fixtures	50,000	57,905					3,152		3,152	5.4%
71-44	Mach & Equip: Computers And Printers	50,000	50,000	3,644						3,644	7.3%
71-47	Mach & Equip: Software & Licenses	20,000	6,000								
Property Under Cap Limit		145,500	140,465	9,965				3,148		13,113	9.3%
75-35	Mail Services	1,764	1,764	441						441	25.0%
75-50	City Vehicles/Fuel & Main	7,800	7,800	3,482						3,482	44.6%
75-60	City Parking Permits	500	500								
Internal Services		10,064	10,064	3,923						3,923	39.0%
99-01	Appropriations Ord #1		(29,379)								
Balance Sheet Accounts			(29,379)								
Other Expenses		6,158,203	6,527,477	1,653,937	21,635	4,132	28,868	53,798	96,842	1,859,212	28.5%
Berkeley Public Library + CoB		19,120,989	19,490,263	4,246,092	21,635	7,628	28,868	53,798	96,925	4,454,946	22.9%