



BERKELEY PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES

REGULAR MEETING
February 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. Fiscal Year 2015 Budget Development

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 January 15, 2014 Regular Meeting**
Recommendation: Approve the minutes of the January 15, 2014 regular meeting of the Board of Library Trustees.
- B. **Library Facilities Naming Policy**
Recommendation: Adopt a resolution adopting the revised Berkeley Public Library Facilities Naming Policy as presented, effective February 13, 2014.
- C. **National Library Week Celebration**
Recommendation: Adopt a resolution authorizing the Director of Library Services to plan and execute a month long celebration in April 2014 and accept a gift of \$10,000 from the Friends of the Library to cover associated expenses.
- D. **Apply For, And If Awarded, Accept And Appropriate Pacific Gas & Electric (PG&E) Customized Incentive Program, Savings By Design Grant For The West Branch Improvement Project In An Amount Not To Exceed \$13,420.**
Recommendation: Adopt a resolution authorizing the Director of Library Services to apply for, and if awarded, accept and appropriate to fiscal year 2014/15 PG&E Savings-By-Design Program grant award funds for the West Branch Improvement Project in an amount not to exceed \$13,420.
- E. **Contract: City Mechanical**
Recommendation: Adopt a resolution authorizing the Director of Library Services to amend Contract No. 8874 with City Mechanical for the provision of HVAC maintenance and repair, and preventative maintenance (PM) services at all Library locations to a total not-to-exceed amount of \$150,000 and an ending term date of March 31, 2016.
- F. **Library Community Meeting Room Use Policy and Guidelines**
Recommendation: Adopt a resolution adopting the revised Berkeley Public Library Rules and Regulations for Use of Library Grounds, Buildings, and Equipment for Meetings and Other Events Policy as presented, effective February 13, 2014.

* Public Comments - speakers allowed 3 minutes each

IV. ACTION CALENDAR

A. Contract: Noll & Tam Architects and Planners for Programmatic, Architectural and Design Services for Central Library Area Improvements

Recommendation: Adopt a resolution authorizing the Director of Library Services to enter into a contract and any amendments with Noll & Tam Architects and Planners to provide a full range of programmatic, architectural and design services for the Central Library Area Improvements (Project) in an amount not to exceed \$80,000 for the projected period from February 13, 2014 through June 30, 2015.

V. INFORMATION REPORTS

A. February 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. FY 2014 Mid-year Budget Review

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, March 19, 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 February 5, 2014.

Donna Corbell, 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.



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MINUTES
BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES REGULAR MEETING
Wednesday, January 15, 2014, 6:00 P.M.

SOUTH BRANCH LIBRARY – 1901 RUSSELL STREET

Board of Library Trustees:

Chair Winston Burton	Darryl Moore
Vice Chair Abigail Franklin	Julie Holcomb
	Jim Novosel

I. PRELIMINARY MATTERS

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

A. Call to Order: 6:03 P.M.

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

Absent: None.

Also Present: Donna Corbeil, Director of Library Services; Suzanne Olawski, Deputy Director; Dennis Dang, Administrative and Fiscal Services Manager; Eve Franklin, Administrative Secretary.

Kirsten Cowan, Executive Director, Berkeley Public Library Foundation.

Trish Hawthorne, Board President, Berkeley Public Library Foundation.

B. Public Comments: None.

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

D. Report from Board of Library Trustees:

1. Trustee Franklin – Spoke regarding the West Branch reopening celebration.
2. Trustee Burton – Spoke regarding the success of the whole Measure FF process, impressed with the final product.
3. Trustee Moore – Spoke regarding the West Branch reopening celebration.
4. Trustee Novosel – Spoke regarding the West Branch reopening celebration.
5. Trustee Holcomb – Spoke regarding the West Branch reopening celebration.
6. Trustee Franklin – PLA Conference is coming up in March and ALA Annual Conference is in June.

II. Presentations

- A. **Berkeley Public Library Foundation** – Kirsten Cowan, Executive Director and Trish Hawthorne, Board President, Berkeley Public Library Foundation provided a presentation (Attachment 1.)

III. CONSENT CALENDAR

Item D Held for discussion.

Action: M/S/C Trustee Moore / Trustee Holcomb to adopt Resolution # R14-001 to adopt Consent Calendar items A, B, C & E.

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

A. Approve minutes of November 9, 2013 Special Closed Session Meeting

From: Director of Library Services

Recommendation: Adopt a resolution to approve the minutes of the November 9, 2013 Special Closed Session Meeting as amended.

Financial Implications: None.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution # R14-0026.

B. Authors Dinner

From: Deputy Director of Library Services

Recommendation: Adopt a resolution approving the arrangements in preparation for the eleventh annual Authors Dinner to be held on Saturday, February 8, 2014 at the Central Library.

Financial Implications: None.

Contact: Suzanne Olawski, Deputy Director of Library Services

Action: Adopted Resolution # R14-003.

C. E-Rate Discount

From: Information Technology and Technical Services Manager

Recommendation: Adopt a resolution approving ongoing participation and acceptance of Universal Service Discounts (E-Rate) into FY14.

Financial Implications: See report.

Contact: Alicia Abramson, Information Technology and Technical Services Manager

Action: Adopted Resolution # R14-004.

D. BranchVan Vehicle Disposal

Board Discussion.

From: Director of Library Services

Recommendation: Adopt a resolution authorizing the sale of the BranchVan vehicle.

Financial Implications: see report.

Contact: Donna Corbeil, Director of Library Services

Action: M/S/C Trustee Moore / Trustee Holcomb to adopt Resolution # R14-005 to adopt Consent Calendar item D.

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

E. Donation of Work of Art as Gift to Library.

From: Deputy Director of Library Services

Recommendation: Adopt a resolution authorizing the Director of Library Services to decline acceptance of a donation in the form of works of art per the Library's Gift / Donation Policy.

Financial Implications: None.

Contact: Suzanne Olawski, Deputy Director of Library Services

Action: Adopted Resolution # R14-006.

IV. INFORMATION REPORTS

A. January 2014 Monthly Branch Improvement Report

Discussion regarding celebrations during National Library Week in April.

From: Director of Library Services

Contact: Donna Corbeil, Library Director

Action: Received.

B. Tool Lending Borrowing Procedures

From: Director of Library Services

Contact: Jay Dickinson, Circulation Services Manager

Action: Received.

C. Library events

From: Director of Library Services

Contact: Donna Corbeil, Library Director

Action: None.

V. AGENDA BUILDING

The next meeting will be a Regular Meeting held at 6:00 PM on Wednesday, February 12, 2014 at the South Branch Library, 1901 Russell Street, Berkeley.

Future agenda items:

- National Library Week Celebrations
- Central Space Planning
- Mid Year FY14 Budget

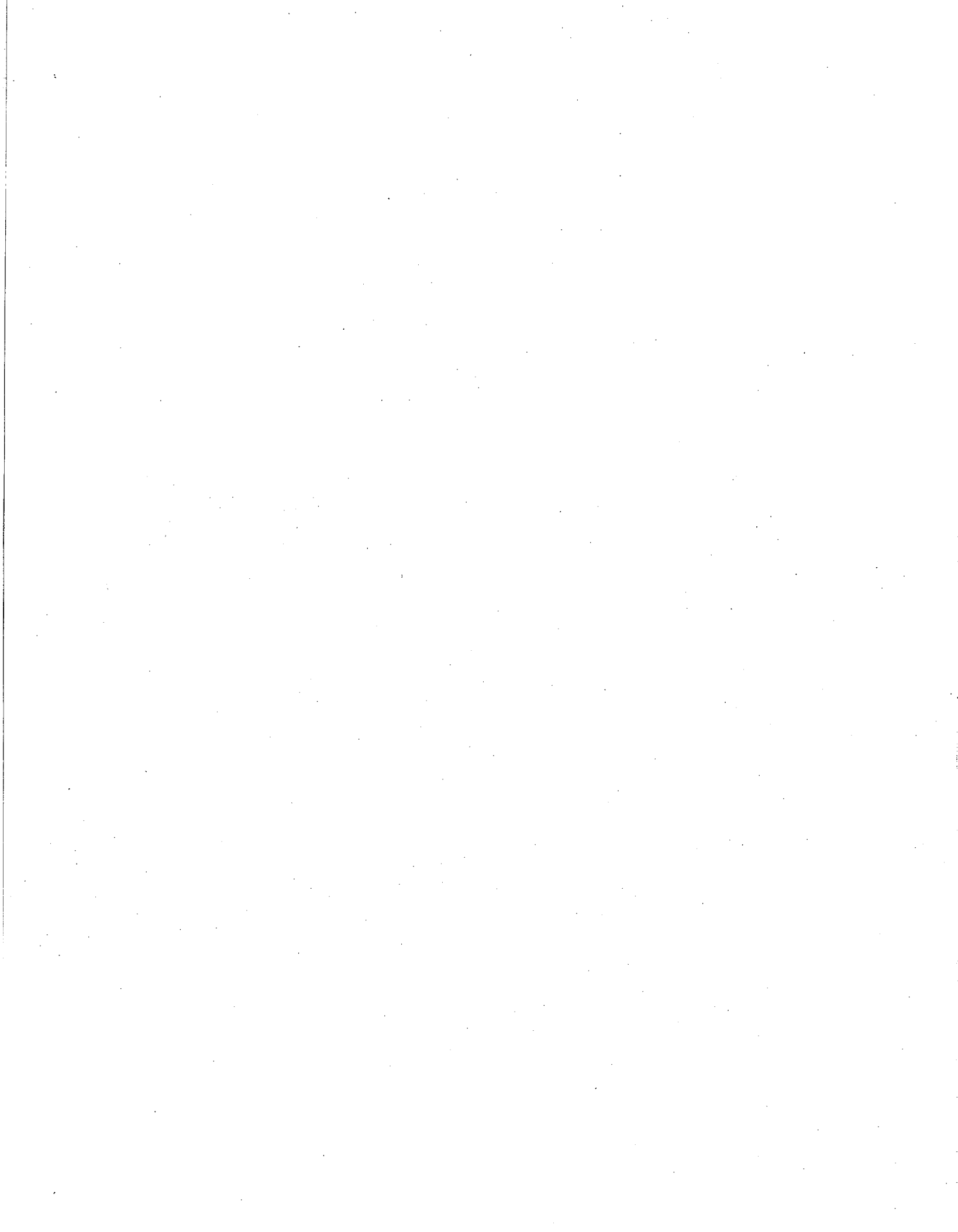
VI. ADJOURNMENT

Adjourned at 7:04 P.M.

COMMUNICATIONS: none.

SUPPLEMENTAL COMMUNICATIONS AND REPORTS:

1. Directions for the Future – Berkeley Public Library Foundation Update




**BERKELEY PUBLIC LIBRARY
FOUNDATION**

...

DIRECTIONS FOR THE FUTURE

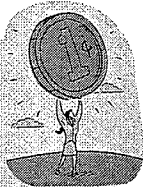
JANUARY 15, 2014



BERKELEY
PUBLIC LIBRARY
FOUNDATION


Our Guiding Vision:
The purpose of the Berkeley Public Library Foundation

We raise funds
for the library



And

We advocate
on behalf of the library



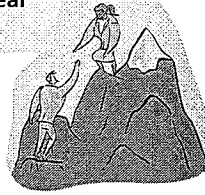
THE STORY SO FAR...

BPLF is committed to being a **source of significant support** to the Berkeley Public Library

Support is defined as both

- **direct financial support**
- and
- **resource support** in the form of **staff time, volunteer time, and advocacy and outreach**

This is reflected in our major planning documents approved by the board, our **Fiscal Year 2014 Budget**, and our **3-5 year Development Plan**



Why Now?

- The Neighborhood Libraries Campaign 2010-2013, raised a **\$1 million a year**
- 1/3 of those who donated had never given before
- Maintaining relationships with those who gave that **\$3 million** is key to ensuring their ongoing support of BPL

Creating a Plan

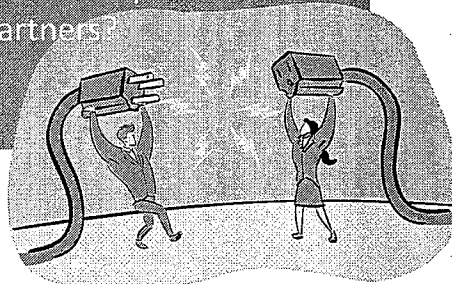
A path for financial sustainability was the first step in planning for the future

The goal of our Development plan was to create a roadmap for our fundraising and plants seeds for future growth

The plan outlines the feasibility of our financial projections and ongoing activity, by using our fundraising history to project realistic fundraising goals

MAKING THE CONNECTIONS

- How will we decide the priorities for support?
- How should our relationships with the Library, BOLT and FOL evolve to reflect our ongoing level of activity and the priorities of our partners?



SUPPORTING INNOVATION

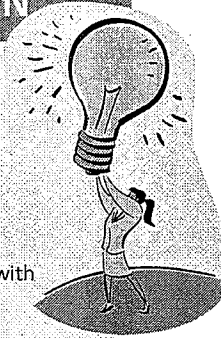
We want to support the library in **innovative initiatives that prepare the library to serve the community in the future**

Our libraries are already great – they can be *extraordinary*

Our location means we have opportunities for partnership with cutting-edge organizations and institutions

Our support could help the library take risks and reach out to new people and communities

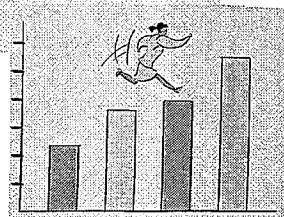
Innovative initiatives can combat the notion that libraries are 'passé'



SUPPORTING IMPACT

We would also like to support existing initiatives, facilities and services that have a **demonstrable quantitative and qualitative impact in the community.**

Library programs can have a measureable impact in key areas that matter to us and our donors, like Lifelong Learning, Closing the Opportunity Gap and the Digital Divide, and Economic Development.



BALANCING INNOVATION & IMPACT

How can we balance the need for accountability with the need for innovation?

How can we be an effective partner with the Library?

BPLF is committed to collaborating with Library in **effective and appropriate ways** that reflect the current and future needs of the community, and the needs and expertise of the library, and promote the sustainability of both organizations

These key values also apply to our relationship with the Library's critical support organization, the Friends of the Library



FUNDING PRIORITIES FOR 2014

Project #1:

Teen Services Enhancement Project at Central Library
General support of project approved by BPLF Board in September

Fiscal Year 2014: Support for Planning and Design Phase, financial commitment of at least \$100,000 in 2014 budget



FUNDING PRIORITIES FOR 2014

Project #2: Community Celebration and Outreach, Spring 2014

Library Communications Plan recommended BPL be more active and coordinated in communicating its achievements and services to the entire community and the Branch Improvement Project completion highlighted as an important opportunity to reach out to community.

Goals:

- celebrating and communicating achievement of new branches and their facilities and services
- Reaching new library patrons, especially from in-need and underrepresented groups
- Increasing awareness and engagement of current patrons
- Solicit input from patrons old and new about the library for the future.

Our help includes

- Assistance in coordination of planning by Foundation staff and hiring of non-profit communications consultant to coordinate and execute celebration plan, promotions, and related activities, and ensure goals are met
- Leveraging of celebrations to increase profile of Library support organizations (FOL and BPLF)
- Launching point for exploring model of other successful library support orgs who coordinate and support library communications and community outreach, bringing donors, advocates and patrons together



NEXT STEPS

Discuss with Stakeholders

BPL, BOLT, FOBPL, Donors, Volunteers

Develop Structure

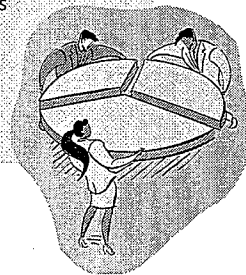
Work with Library and FOL leadership to develop joint mechanism(s) for proposing and selecting initiatives, collaborations and projects

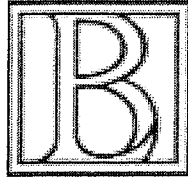
Announce and Share

Share our approach with donors, partners and stakeholders

Evaluate & Refine

Continue discussion and modify process and activities as we evaluate and received feedback





BERKELEY PUBLIC LIBRARY

CONSENT CALENDAR

February 12, 2014

TO: Board of Library Trustees
FROM: Donna Corbeil, Director of Library Services
SUBJECT: BERKELEY PUBLIC LIBRARY FACILITIES NAMING POLICY - REVISIONS

RECOMMENDATION

Adopt a resolution approving the revisions to the Berkeley Public Library Naming Policy as presented, effective February 13, 2014.

FISCAL IMPACTS OF RECOMMENDATION

None.

BACKGROUND

In 2011 the Board undertook a discussion regarding the naming of library facilities, this culminated in the adoption of a Library Facilities Naming Policy at a regular meeting of the board on January 11, 2012 by Resolution R12-004. The City Council adopted a policy regarding the naming and renaming of city facilities effective July 17, 2012, included in the *Berkeley City Council Rules of Procedure and Order*. To ensure the Library Board's policy on this matter is not in contradiction or conflict with the intent and language of the City's adopted policy a review of both policies with recommended revisions was undertaken by staff.

CURRENT SITUATION AND ITS EFFECTS

After extensive consideration and public discussion the Board considered and approved the Library Facilities Naming Policy, at the regular meeting of January 11, 2012. This policy (Attachment 4) was, when adopted, in accordance with city policy regarding this topic and policy area. Subsequently, following the board's action the City Council adopted revised rules of procedure and order which included revisions to the naming and renaming public facilities policy (Attachment 2), including the role of boards and commissions.

In the City's policy, Section 1, lead commissions are identified as the bodies, in addition to the Council and City manager's office, to receive and coordinate comment and input from other commissions and the public as appropriate. The Board of Library Trustees is so named among those Commissions and bodies so authorized. The Council has set the procedures for naming or renaming public facilities, these provisions detail the lead commission's process, and therefore the board's policy has been revised to

incorporate these mandates. The city policy is inclusive of areas within the building, and states the criteria apply to, "already named public facility, (such as a room within the facility or a feature within an established park)." The board's policy has likewise been revised to be inclusive as it relates to library facilities.

A revised Library facilities naming policy (Attachment 3), reflecting Council policy and other minor revisions is recommended to the Board for approval.

RATIONALE FOR RECOMMENDATION

These proposed revisions will align Library board approved policies and Library practices with those of the City and ensure that procedures are not only compatible but reflective of the Council's intent.

ALTERNATIVE ACTIONS CONSIDERED

No alternative action was considered.

FUTURE ACTION

None

Attachments:

1. Resolution
2. July 17, 2012 City Council rules of procedure and order, consent Item 02 - City of Berkeley, the Berkeley City Council Rules of Procedure and Order, Adopted by Resolution XX,XXX-N.S., Effective July 17, 2012; Appendix A: Policy for naming and Renaming Public Facilities, page 23-225; City of Berkeley Policy for Naming and Renaming Public Facilities att 2
3. Berkeley Public Library Facilities Naming Policy, revised February 12, 2014
4. Berkeley Public Library Facilities Naming Policy (January 11, 2012)

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

Library Facilities Naming Policy

**ADOPT A RESOLUTION APPROVING THE REVISIONS TO THE BERKELEY PUBLIC LIBRARY FACILITIES
NAMING POLICY AS PRESENTED, EFFECTIVE FEBRUARY 13, 2014.**

WHEREAS, the Board of Library Trustees regularly and as needed sets Library policy, inclusive of the procedures and criteria for naming of library facilities and may revise these policies as appropriate; and

WHEREAS, the Library Facilities Naming Policy was previously adopted at a regular meeting of the board on January 11, 2012; and

WHEREAS, the revised policy as presented, reflects City Council direction on this matter; and

WHEREAS, the Library Facility Naming Policy adopted by Resolution R12-004 is therefore out-of-date and hereby rescinded; and

WHEREAS, the City Council approved naming policy includes revised provisions detailing the lead commission's process and procedures; and

WHEREAS, the City policy is inclusive of areas within the building, and states the criteria apply to already named public facilities and a room within the facility or a feature within an established park, therefore the library policy was revised to be inclusive as it relates to library facilities.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to approve a revised Library Facilities Naming Policy (Attachment 3) as presented, effective February 13, 2014.

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

AYES:

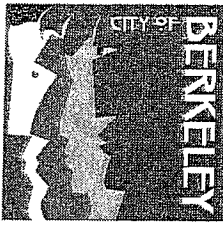
NOES:

ABSENT:

ABSTENTIONS:


Abigail Franklin, Chairperson

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



Office of the City Manager

CONSENT CALENDAR
July 17, 2012

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

RECOMMENDATION

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

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

FISCAL IMPACTS OF RECOMMENDATION

None.

CURRENT SITUATION AND ITS EFFECTS

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

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

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

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

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

BACKGROUND

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

RATIONALE FOR RECOMMENDATION

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

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

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

ALTERNATIVE ACTIONS CONSIDERED

None

CONTACT PERSON

Mark Numainville, Acting City Clerk, 981-6900

Attachments:

- 1: Resolution
 Exhibit A: City Council Rules of Procedure and Order
- 2: City Council Policy for Naming and Renaming Public Facilities
- 3: Text of revised language for Amendment to Chapter II, Section F
- 4: Text of revised language for Amendment to Chapter IV, Section A

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

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

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

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

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

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

Exhibits

A: City Council Rules of Procedure and Order

The Berkeley City Council Rules of Procedure and Order

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

APPENDIX A. POLICY FOR NAMING AND RENAMING PUBLIC FACILITIES

Purpose

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

Objective

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

Section 1 – Lead Commission

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

Board of Library Trustees

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

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

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

Section 2 – General Policy

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

Section 3 – Criteria for Naming of Public Facilities

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

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

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

Section 4 – Naming Standards Involving a Major Contribution

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

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

Section 5 – Procedures for Naming or Renaming of Public Facilities

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

1. Recommendations may also come directly of the City Boards or Commissions, the City Council, or City Staff.

B. The City Manager shall refer the application to the appropriate lead commission as defined in Section 1 of the City's policy on naming of public facilities, for that commission's review, facilitation, and recommendation of disposition.

1. The application shall contain the name or names of the persons or organization making the application and the reason for the requested naming or renaming.

C. The lead commission shall review and consider the application, using the policies and criteria articulated to the City Policy on Naming and Renaming to make a recommendation to Council.

1. All recommendations or suggestion will be given the same consideration without regard to the source of the nomination

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

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

CITY OF BERKELEY
POLICY FOR NAMING AND RENAMING PUBLIC FACILITIES

Purpose

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

Objective

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

Section 1 – Lead Commission

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

Board of Library Trustees

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

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

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

Section 2 – General Policy

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

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

Section 3 – Criteria for Naming of Public Facilities

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- A. Public Facilities are generally easier to identify by reference to adjacent street names, distinct geographic or environmental features, or primary use activity. Therefore, the preferred practice is to give City-owned property a name of historical or geographical significance and to retain these names.
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- C. The naming of a public facility or any parts thereof in recognition of an individual posthumously may only be considered if the individual had a positive effect on the community and has been deceased for more than 1 year.
- D. When a public facility provides a specific programmatic activity, it is preferred that the activity (e.g. skateboard park, baseball diamond) be included in the name of the park or facility.
- E. When public parks are located adjacent to elementary schools, a name that is the same as the adjacent school shall be considered.
- F. When considering the renaming of an existing public facility, in addition to applying criteria A-E above, proper weight should be given to the fact that: a name lends a site or property authenticity and heritage; existing names are presumed to have historic significance; and historic names give a community a sense of place and identity, continuing through time, and increases the sense of neighborhood and belonging.

Section 4 – Naming Standards Involving a Major Contribution

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

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

Section 5 – Procedures for Naming or Renaming of Public Facilities

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

1. Recommendations may also come directly of the City Boards or Commissions, the City Council, or City Staff.

B. The City Manager shall refer the application to the appropriate lead commission as defined in Section 1 of the City's policy on naming of public facilities, for that commission's review, facilitation, and recommendation of disposition.

1. The application shall contain the name or names of the persons or organization making the application and the reason for the requested naming or renaming.

C. The lead commission shall review and consider the application, using the policies and criteria articulated to the City Policy on Naming and Renaming to make a recommendation to Council.

1. All recommendations or suggestion will be given the same consideration without regard to the source of the nomination

D. The lead commission shall hold a public hearing and notify the general public of any discussions regarding naming or renaming of a public facility.

1. Commission action will be taking at the meeting following any public hearing on the naming or renaming.

E. The commission's recommendation shall be forwarded to Council for final consideration.

**Berkeley Public Library
Library Facilities Naming Policy**

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

1. This policy includes the naming of rooms or other areas or features within branch libraries or within other library facilities.
2. It shall be the general policy of the Board not to name any library facility for any person, living or deceased. However, in the rare instance where there are reasons so compelling that adding the name of a person to the geographic name of a specific branch library, or to another library facility, may be appropriate, it shall be the policy of the Berkeley Public Library to not recommend the naming of any library facility for any living person, or for any person deceased less than five years. This restriction permits the Board of Library Trustees to evaluate the lifetime contributions and accomplishments of a proposed honoree, and protects from making decisions in reaction to transitory or emotional considerations.
3. The Board of Library Trustees shall approve a change to the name of a specific branch library only where:
 - a. there must be a strong consensus among library users and, residents of the surrounding neighborhood, to change the name of the library facility in question;
 - b. the new name should avoid controversy and not carry the banner of a transitory cause, no matter how worthy, but rather, reflect the tradition and stability of the Library as an institution, and
 - c. it must be in the public interest to approve the proposed name.
 - d. A proposed honoree should reflect the spirit of the Berkeley Public Library's mission of free and equal access to information for all;
 - e. A proposed honoree is associated with a myriad of services and has dedicated a substantial amount of energy, time, resources, leadership and/or volunteer service to improve and benefit the Berkeley Public Library system or the library facility in question. The depth and breadth of the contributions must be obvious and compelling and must reflect a dedication and beneficence to the Berkeley Public Library system or the library facility in question over a great span of time.
4. Adding the name of a person to a library facility is reserved for the rare individual whose "Library Maintenance" address.

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

Procedures for naming or renaming a library facility or space therein is covered in, The Berkeley City Council Rules of Procedure and Order. The Board of Library Trustees is the designated 'lead commission': overseeing, evaluating, and ultimately advising the council on any naming or renaming application of a public facility, in this case library operated facilities. The city policy

further states, the lead commission shall receive and coordinate comment and input from other commissions and the public as appropriate. The procedure for hearing requests is set by the City of Berkeley, City Council Policy. Following completion of the process, the Board shall forward to Council its recommendation for final consideration.

In Addition,

1. If the proposal involves the addition of the name of a person to the geographic name of a library, the proponents of the name addition will be asked to provide thorough and rigorous written research demonstrating that the proposed honoree meets the stringent criteria set forth in this Policy.
2. The President shall schedule one or more meetings in the branch library for which the name is proposed and/or elsewhere in the neighborhood served by such facility, to obtain direct testimony from members of the public living in the neighborhood of the facility.
3. After giving proponents of the name change and the public an opportunity to be heard, after obtaining direct neighborhood testimony (in the case of a branch library proposed name change), and upon proper notice, the Board of Library Trustees shall call for a vote on the issue of whether the proposal meets the criteria set forth in this Policy and whether it is in the public interest to change the name of a library facility. The affirmative vote by a majority of the members of the Board of Library Trustees shall be required to recommend the change of a name of a library facility. In all cases involving branch libraries, the geographic name of the facility shall precede any added honorific name.
4. The Board of Library Trustees shall, either at the time it votes to recommend a name change, or in a subsequent meeting, designate the method of display of the new name or addition, which may be by exterior building signage, interior plaque, or any other means appropriate to the specific site. The party who proposed a name change of a branch library or other library facility shall bear all costs associated with changing the name, including staff time and material expenses, unless the Board of Library Trustees finds it in the public interest to waive this requirement in whole or in part.

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

Berkeley Public Library Board of Library Trustees

Library Facilities Naming Policy

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

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

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

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

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

In summary, adding the name of a person to a library facility is reserved for the rare

individual whose dedication and service to the Berkeley Public Library system or the library facility in question is extraordinary, unique and of the highest quality.

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

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



CONSENT CALENDAR

February 12, 2014

To: Board of Library Trustees
From: Donna Corbeil, Director of Library Services
Subject: National Library Week and Branch Celebration

RECOMMENDATION

Adopt a resolution approving the Celebration of the Berkeley Public Library, to coincide with National Library Week, with special events and programs throughout the month of April 2014.

FISCAL IMPACTS OF RECOMMENDATION

None

BACKGROUND

The Library typically hosts a variety of events and programs throughout the calendar year to attract library patrons of various ages to the library; to promote our collections and services; and to celebrate dates of importance to the community. Since the mid 1950's libraries throughout the country have participated in the American Library Association (ALA) sponsored National Library Week (<http://www.ala.org/nlw>), including Berkeley Public library. The event is a national observance, and as such a time to celebrate the contributions of our nation's libraries and librarians and to promote library use and support. This year the event is scheduled for April 13 through 19th.

Last year, the library participated in National Library Week in April; this included a variety of programs, publicity and reading of a proclamation by the City Council at their April 2, 2013 meeting further supporting our efforts.

In the Communications Plan (BOLT, July 10, 2013), the external survey findings brought with them recommended library responses - specific actions or next steps. One area of findings was in regard to public knowledge of library programs: "Awareness of events and programs at the BPL is moderate..., while interest in learning more about events and programs is relatively high". Among the consultant recommendations were: to increase the profile of the library; nurture partnerships with other non-profits and groups and develop new relationships; identify targeted media opportunities to highlight programs; and develop a re-occurring newsletter. One specific recommendation caught our interest and seemed most timely, to develop a celebration around the completion of the branch renovations. "These

kinds of celebration are excellent springboards for raising the profile of the Friends, the Foundation and the importance of the BPL. They offer an opportunity to ask "What Next?"

CURRENT SITUATION & ITS EFFECTS

In December 2013, the West Branch Library reopened, this final - the fourth, bond improvement program project marked the completion of the voter mandate in Measure FF. As with the previous three bond projects an opening celebration was held to mark opening day. These community celebrations have been very successful, bringing many new and previous library users to the branch for a day of celebration and highlighting the changes at each location.

April 2014 Celebration

We have much to celebrate this spring in our National Library Week program, including the completion in five-years of Measure FF. As such we recommend the week be extended to the whole month of April to celebrate Berkeley Public Libraries.

The focus of the celebration will include;

- Welcome the community back to the library after five years of construction - celebrate the completion of the four branch Library projects and Measure FF;
- Outreach to our new patrons and those that may not currently be aware of all of the library's many resources, including our beautiful facilities but also our many services and collections, professional staff and special events and;
- Thank you to all those that support the library; including voters, donors, advocates and our support organizations, the Friends of the Library and the Library Foundation, and encourage them all to stay involved as we move into the future.

Staff has already begun to plan for these events, which will included 'Friday Night' at the branch libraries, with the start of NLW on Sunday, April 13th reserved for an afterhours program in the Central Library reading room, all events are free and open to all.

To assist with the congratulatory component and to thank our many supporters Trustees are encouraged to attend events. There will be an opportunity at the beginning of most programs to say a few words and introduce the special guest(s). This is also a chance to thank the community and supporters.

Funding

At the May 29, 2013 special meeting of the Board the Biennial budget for FY 14 and 15 was approved. In that budget were allocated expenditures (Fund 301 and 306) for advertising, graphic services and marketing, with Friends grant moneys focused on programming. The library currently has FUND 301 moneys allocated for advertising and printing that can be directed to this event. In addition, \$25,000 of unrestricted Gift funds (Fund 306) will be designated for the purpose of funding April celebration events and programs: performers, musicians, author stipends, refreshments, guard services, and miscellaneous other expenses in support of the full calendar of public events and activities being planned by staff.

The Friends of the Library have generously made a grant award commitment of \$10,000 toward these events. This is in addition to the Friends of the Library grant of \$82,004 awarded at the beginning of this FY.

The Berkeley Public Library Foundation has provided significant financial and resource support making possible an independent project manager and the outreach and promotional portion of this initiative, vital to its success. They have put advocacy and bringing more people into the library and its services into their draft mission statement: "Libraries connect us, building our community, expanding our world, and changing lives. Through fundraising and advocacy, we amplify public investment in the Berkeley Public Library, to make a great library extraordinary." At the January 2014 Board presentation, the Library Foundation made public their commitment to support the April Celebration as one of two goals this year.

RATIONALE FOR RECOMMENDATION

We believe that this proposal will allow the staff to plan for a substantial array of programs and events of interest to all age levels and interests, promoting services and collections. This month-long program will address recommendations brought forward in the Library's recent Communications Plan and support the launch of the strategic planning process, just under way.

ALTERNATIVE ACTIONS CONSIDERED

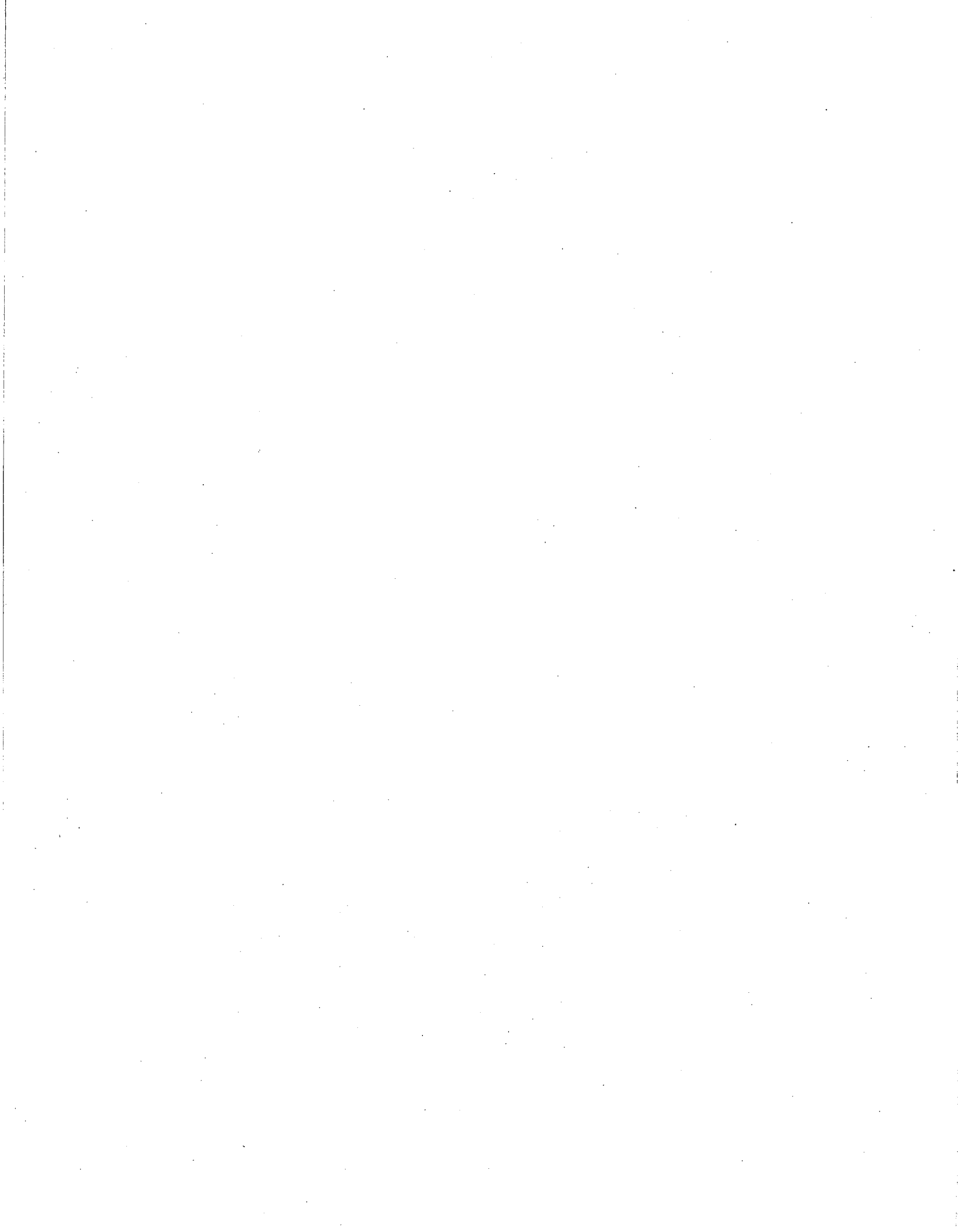
No alternative action was considered.

FUTURE ACTION

None

Attachments:

1. Resolution



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

APRIL 2014 LIBRARY WIDE CELEBRATION

**ADOPT A RESOLUTION APPROVING THE CELEBRATION OF THE BERKELEY PUBLIC LIBRARY, TO
COINCIDE WITH NATIONAL LIBRARY WEEK, WITH SPECIAL EVENTS AND PROGRAMS THROUGHOUT
THE MONTH OF APRIL 2014.**

WHEREAS, the Board has previously approved the Library's annual celebration of national library week, in 2014 this will extend to the whole month of April with a series of special programs and events.

WHEREAS, the library will hold special events during regular open hours and on designated evenings during regular closed hours, with all activities open and free to the public; and

WHEREAS, the West Branch Library opening in December 2013, concludes the Measure FF mandate to improve and renovate all four branch libraries; and

WHEREAS, to communicate to the community on the status of the Measure FF, branch bond program and to welcome all member of the community back for the full complement of library services; and

WHEREAS, upon completion of the four projects outreach to previous and new library patrons is desirable, such that the community is invited to the four branches and Central Library; and

WHEREAS, a promotional and marketing campaign will be undertaken such that those that may not currently be aware of all of the library's many resources, including our beautiful facilities but also our many services and collections, and professional staff are kept informed; and

WHEREAS, upon the completion of the bond program, it is a desire of the board that all those that supported this effort; including voters, donors, advocates and our support organizations, the Friends of the Library and the Library Foundation be congratulated and thanked; and

WHEREAS, the celebration will directly meet identified library communication goals, with Library funds allocated for the purposes of promotion and information, programming and events and other related expenses; and

WHEREAS, the Friends of the Library have demonstrated ongoing support of the library's mission, and public programming in particular, a grant award of \$10,000 to directly support these efforts has been committed.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to approve a celebration throughout the month of April 2014, to include National Library Week and to celebrate the programs and services of the Berkeley Public Library and the completion of Measure FF; and to approve the acceptance of a gift in the amount of \$10,000 from the Friends of the Library.

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

AYES:

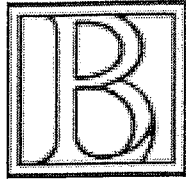
NOES:

ABSENT:

ABSTENTIONS:

Abigail Franklin, Chairperson

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



BERKELEY PUBLIC LIBRARY

CONSENT CALENDAR

February 12, 2014

TO: Board of Library Trustees

FROM: Donna Corbeil, Director of Library Services

SUBJECT: GRANT: PACIFIC GAS & ELECTRIC (PG&E) CUSTOMIZED INCENTIVE PROGRAM, SAVINGS BY DESIGN GRANT FOR THE WEST BRANCH IMPROVEMENT PROJECT IN AN AMOUNT NOT TO EXCEED \$13,420 IN FISCAL YEARS 2014/15.

RECOMMENDATION

Adopt a resolution authorizing the Director of Library Services to apply for, and if awarded, accept and appropriate, a Pacific Gas & Electric (PG&E) customized incentive program, Savings by Design Grant for the West Branch improvement project in an amount not to exceed \$13,420 in fiscal years 2014/15.

FISCAL IMPACTS OF RECOMMENDATION

None.

BACKGROUND

The West Branch project team with board support made an early commitment in the project planning phase to pursue as sustainable and as energy efficient a building as possible; exceeding the minimum Silver LEED mandate as one such goal. The Design team, Harley Ellis Devereaux (HED) has been a lead in this effort, providing needed reports and information related to the Savings By Design Incentive program and championing a Whole-Building- Design approach, beginning in the conceptual design phase. While it is not necessarily a large sum, the incentive program award does document the efforts made and memorializes the process.

The West Branch improvement project is designed to achieve Gold LEED rating, and is also a Zero Net Energy (ZNE) designed building, incorporating state-of-the-art energy efficiency concepts, such as a solar thermal and natural ventilation system. The energy systems in the newly designed and recently reopened library, are sized so that the amount of electricity produced by the system primarily offsets part or all of the electrical needs at the site itself – the off-set is attributable to the solar voltaic system incorporated into the design and other 'green' features.

CURRENT SITUATION AND ITS EFFECTS



The project architect, HED and West Bay Builders, the project contractor, have assisted the Library in completing the PG&E grant application for submission. This has included calculations on the estimated annual kWh production of the proposed system and a Whole Building Energy Analysis. The grant is an incentive program, to encourage entities to design and build new construction that will have a significant reduction in energy usage and a reduced reliance on the energy grid. For findings, see the Utility Incentive Worksheet (Attachment 1) and the Technical Review narrative (Attachment 2) which support the calculated award amount.

The owner certification of compliance and other required documents have been submitted to PG&E for consideration, confirmation of the calculated award is expected shortly.

RATIONALE FOR RECOMMENDATION

By accepting and appropriating the funds received the Library will complete the incentive award process begun several years ago, there is no negative impacts associated with acceptance of this grant award.

Attachments

1. Resolution
2. Utility Incentive Worksheet
3. Technical Review narrative



**BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

Attachment 1

RESOLUTION NO.: R14-0Xx

**AUTHORIZING THE DIRECTOR OF LIBRARY SERVICES TO APPLY FOR, AND IF AWARDED, TO ACCEPT
AND APPROPRIATE PACIFIC GAS & ELECTRIC GRANT FUNDS DURING FISCAL YEAR 2014/15.**

WHEREAS, the Berkeley Public Library actively seeks and welcomes government and private funding support for its myriad of services and programs; and

WHEREAS, the West Branch Library Improvement project is funded by Measure FF and a component of the project is heightened energy efficiency in a manner consistent with a Gold LEED rating; and

WHEREAS, the project's architectural design team of Harley Ellis Devereaux has designed the new library to meet Zero Net Energy standards, and has assisted with the technical information required to complete the application; and

WHEREAS, the Savings By Design Program Grant opportunity, administered by Pacific Gas & Electric Company, has determined that the West Branch Library project is eligible for a grant in an amount up to or equal to \$13,420; and

WHEREAS, for the Library to access these funds the board must 1) authorize acceptance of these monies, and 2) approve the appropriation of these monies to the budget before any portion thereof can be expended.

NOW, THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley hereby authorizes the Director of Library Services to apply for, and if awarded to accept and appropriate in fiscal year 2014/15 a PG&E Savings By Design Incentive Program Grant award in an amount not to exceed \$13,420.

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

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Abigail Franklin, Chairperson

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



UTILITY INCENTIVE WORKSHEET

UTIL-1

Project Name: City of Berkeley West Branch Library Date: 1/21/2014

Step 1 ANNUAL TDV ENERGY USE (kBtu/sqft-yr)

ENERGY COMPONENT	Standard	Proposed	Margin
Space Heating	25.23	2.97	22.26
Space Cooling	46.82	24.04	22.78
Indoor Fans	0.36	2.02	-1.66
Heat Rejection	0.00	0.00	0.00
Pumps	0.00	0.00	0.00
Domestic Hot Water	15.63	15.63	0.00
Lighting	78.80	34.73	44.07
Receptacle	77.08	77.08	0.00
Process	0.00	0.00	0.00
Process Lighting	0.00	0.00	0.00
TOTALS:	243.92	156.47	87.45

Step 2 PERCENT BELOW TITLE 24

Adjusted TDV Energy Use
(Excludes Process Energy)

Standard Design	Proposed Design	Margin
243.92	156.47	87.45

Margin	Standard Design	% Below Title 24*
87.45	243.92	35.9%

Incentive Eligibility: Yes No
 Owner Incentive (>=10%)

Conditioned Floor Area = 9,165.0 ft² sq. ft.

Step 3 ANNUAL SITE ENERGY USE

The values shown here are based upon the results of an EnergyPro Compliance energy analysis that uses Title 24 profiles as specified in the Alternative Calculation Method manual.

	Standard	Proposed	Margin
Average 2pm - 5pm Peak Demand (kW)	33.0	25.2	7.9

ENERGY COMPONENT	Standard		Proposed		Margin	
	Electricity (kWh)	Natural Gas (therms)	Electricity (kWh)	Natural Gas (therms)	Electricity (kWh)	Natural Gas (therms)
Space Heating	14,826	0	1,725	0	13,101	0
Space Cooling	16,876	0	7,111	0	9,765	0
Indoor Fans	167	0	936	0	-768	0
Heat Rejection	0	0	0	0	0	0
Pumps	0	0	0	0	0	0
Domestic Hot Water	7,067	0	7,067	0	0	0
Lighting	36,107	0	16,104	0	20,004	0
Receptacle	36,563	0	36,563	0	0	0
Process	0	0	0	0	0	0
Process Lighting	0	0	0	0	0	0
TOTALS:	111,607	0	69,505	0	42,101	0

Step 4 POTENTIAL OWNER INCENTIVE CALCULATION

	% Below Title-24* (from step 2)	Incentive Rate	Savings (from Step 3)	Subtotal
Electricity (kWh)	30.0%	30.0 ¢/kWh	42,101 kWh	\$12,630
Electricity (kW)		100.0 \$/kW	7.9 kW	\$790
Natural Gas		100.0 ¢/therm	0 therm	\$0
Owner Incentive				(\$150,000 max) = \$13,420

Potential incentives indicated on this report are available only through the Whole Building Approach Element of the Savings By Design Program for new construction and are NOT GUARANTEED. Projects MUST receive prior, written approval from The Utility during conceptual or early design development and must meet all other program requirements to qualify. Potential incentives are subject to program limitations based upon the incremental cost of the measures.



Project Name City of Berkeley West Branch Library	Date 1/21/2014
-------------------------------------------------------------	--------------------------

Step 1 ANNUAL TDV ENERGY USE (kBtu/sqft-yr)			
ENERGY COMPONENT	Standard	Proposed	Margin
Space Heating	25.23	2.97	22.26
Space Cooling	46.82	24.04	22.78
Indoor Fans	0.36	2.02	-1.66
Heat Rejection	0.00	0.00	0.00
Pumps	0.00	0.00	0.00
Domestic Hot Water	15.63	15.63	0.00
Lighting	78.80	34.73	44.07
Receptacle	77.08	77.08	0.00
Process	0.00	0.00	0.00
Process Lighting	0.00	0.00	0.00
TOTALS:	243.92	156.47	87.45

Step 2 PERCENT BELOW TITLE 24		
Adjusted TDV Energy Use (Excludes Process Energy)		
Standard Design	Proposed Design	Margin
243.92	156.47	87.45
Margin	Standard Design	% Below Title 24*
87.45	243.92	35.9 %
Incentive Eligibility		Yes No
Design Team Incentive (>=10%)		<input checked="" type="checkbox"/> <input type="checkbox"/>
Conditioned Floor Area =		9,165 sq. ft.

Step 3 ANNUAL SITE ENERGY USE

Average 2pm - 5pm Peak Demand (kW)	Standard	Proposed	Margin
	33.0	25.2	7.9

The values shown here are based upon the results of an EnergyPro Compliance energy analysis that uses Title 24 profiles as specified in the Alternative Calculation Method manual.

ENERGY COMPONENT	Standard		Proposed		Margin	
	Electricity (kWh)	Natural Gas (therms)	Electricity (kWh)	Natural Gas (therms)	Electricity (kWh)	Natural Gas (therms)
Space Heating	14,826	0	1,725	0	13,101	0
Space Cooling	16,876	0	7,111	0	9,765	0
Indoor Fans	167	0	936	0	-768	0
Heat Rejection	0	0	0	0	0	0
Pumps	0	0	0	0	0	0
Domestic Hot Water	7,067	0	7,067	0	0	0
Lighting	36,107	0	16,104	0	20,004	0
Receptacle	36,563	0	36,563	0	0	0
Process	0	0	0	0	0	0
Process Lighting	0	0	0	0	0	0
TOTALS:	111,607	0	69,505	0	42,101	0

Step 4 POTENTIAL DESIGN TEAM INCENTIVE CALCULATION

	% Below Title-24* (from step 2)		Incentive Rate		Savings (from Step 3)		Subtotal
Electricity (kWh)	(30.0 % / 3)	→	10.0 ¢/kWh	×	42,101 kWh	=	\$4,210
Electricity (kW)			33.33 \$/kW	×	7.9 kW	=	\$263
Natural Gas			33.3 ¢/therm	×	0 therm	=	\$0
Design Team Incentive						→	(\$50,000 max) = \$4,473

Potential incentives indicated on this report are available only through the Whole Building Approach-Design Team element of the Savings By Design Program for new construction and are NOT GUARANTEED. Projects MUST receive prior, written approval from The Utility during conceptual or early design development and must meet all other program requirements to qualify. Potential incentives are subject to program limitations based upon the incremental cost of the measures.

*% Below in this equation is limited to 30%.

NRNC Technical Review Log
Technical Reviewer: AESC
Date: 1/24/2014

Project: **West Berkeley Branch Library**
Project #: **105926-SBD**
Pre-review EP Version 5.1.8.3
Post-review EP Version 5.1.9.2
Title 24 Standards: 2008
Pre-review compliance margin: 35.9 %
Post- review compliance margin: 35.9%

Overview:

The project consists of the renovation and additions to the West Branch Berkeley public library located in Berkeley, California. This renovation and addition will result in the total new building to be 9,300 sq ft by adding about 6,800 sq ft to the existing building. The envelope is comprised of R-30 walls, R-55 roof insulation, R-9 floor slab, and high performance glazing. The building will also have LED stack lighting with occupancy sensors.

One of the main goals for this building is to achieve Zero Net Energy (ZNE) performance. To achieve ZNE, the design team implemented multiple Energy Efficient Measures (EEMs) to the whole building including the envelope. Some of these measures include added insulation, a trombe wall, daylighting, and radiant floor heating and cooling. Other EEMs include solar chimneys in the roof to provide natural ventilation, operable windows with CO₂ sensors, and on-site renewable energy generation. The on-site renewables include solar thermal integrated into the radiant floors for space heating and a photovoltaic array for power generation. Hot water will be supplied to the building with local electric flash heaters. All lighting for the building will have dimmable functions for daylighting control. Lighting will only be installed in certain places for visual tasks inside and outside to avoid unnecessary lighting.

The building has an air source heat pump as backup so no additional rooftop packaged equipment is needed. This backup will only be triggered to provide chilled water to the radiant floor when free cooling is not available. The model used during the design phase confirmed this building achieves an Energy Use Intensity (EUI) of 20 which is within the range of energy efficiency required to be able to achieve ZNE performance. When modeled in EnergyPro, this building achieved an EUI of 25 and performed 35.9% better than the Title-24 baseline.

The design team provided a Title-24 EnergyPro model and an analysis report. The design team applied a whole building approach in their design that integrated the EEMs throughout the design. The reviewer confirmed the submitted model to represent the design analysis. The submitted model is well built and free from errors.

The design team furnished an incremental cost analysis for the whole building EEMs including the envelope, lighting and HVAC measures totaling \$478,486.05 (excludes renewables). The incentive below is not capped based on measure costs.

(continued on the next page)

Summary:

Energy Savings and Incentives: 35.9% better than Title 24 standards.

<u>Savings:</u>	<u>Owner (\$):</u>
Electricity (kWh): 42,101	\$12,630
Electricity (kW): 7.9	\$790
Natural Gas (Therms): 0	\$0
Totals	\$13,420



CONSENT CALENDAR

February 12, 2014

To: Board of Library Trustees
From: Dennis Dang, Finance and Administrative Services Manager
Subject: CONTRACT AMENDMENT: CITY MECHANICAL

RECOMMENDATION

Adopt a resolution authorizing the Director of Library Services to amend Contract No. 8874 with City Mechanical for the provision of HVAC maintenance and repair, and preventative maintenance (PM) services at all Library locations to a total not-to-exceed amount of \$150,000 and an ending term date of March 31, 2016.

FISCAL IMPACTS OF RECOMMENDATION

The Adopted Budget for fiscal years 2014 and 2015 provided \$150,000 per year for building maintenance services inclusive of HVAC systems in budget code 301-9103.450-30-43. Consequent to the first Annual Appropriations Ordinance effected in October 2013 remaining FY 2014 available budgeted dollars for building maintenance services is \$94,338.

BACKGROUND

Since January 2012 the Library has been in contract with City Mechanical for on-call servicing and regular preventative maintenance services for the heating, ventilation, and air conditioning systems at the Central Library and branch libraries. Preventative maintenance servicing consists of four scheduled visits – at three months intervals, during a twelve-month period – whereby a qualified service technician performs on-site equipment inspection, lubrication, cleaning, and filters and belt changes. On call servicing to date has been primarily in response to the aging infrastructure at the Central Library and is foreseen to expand to the newly opened branch libraries in part due to the complexity and advanced technology of the new systems.

The Library executed a 24-month contract effective January 1, 2012 with City Mechanical after having received bids from City Mechanical, L. J. Kruse Company, and Marina Mechanical. City Mechanical as the low cost bidder was awarded the contract with an original value set at \$20,000 based on two years of PM servicing at the Central Library only. Subsequent amendments were intended to be based on actual on-call servicing needs and the reopening of the branch libraries. On June 5, 2012 an amendment was executed increasing the not-to-exceed value to \$42,000 to provide for on-call servicing. On

November 15, 2012 an amendment was executed increasing the not-to-exceed value to \$90,000 and extending the contract's termination date to March 31, 2014.

CURRENT SITUATION & ITS EFFECTS

With the recent reopening of the South and West branch libraries resulting in all five BPL service locations now providing a full menu of public services, the Library seeks to increase the contract's not-to-exceed value to \$150,000. The requested increased valuation is intended to fund HVAC servicing for immediate coverage system-wide and complement an existing secondary HVAC service vendor contract. The request to revise the contract's termination date from March 31, 2014 to March 31, 2016 is included to provide continuity in service.

RATIONALE FOR RECOMMENDATION

The Library currently relies on two vendors for HVAC maintenance and repair, and preventative maintenance (PM) services. City Mechanical is the Library's primary HVAC service vendor. In the event of an emergency having the flexibility to call either of two vendors has greatly enhanced the Library's ability to respond in a timely manner in situations of equipment failure, especially as one vendor may not have staffing or equipment availability on short notice. With the aging of the HVAC system at the Central Library and the complexity of the newer systems at the remodeled branches being able to respond quickly is essential to providing the level of service and comfort expected by patrons and staff.

ALTERNATIVE ACTIONS CONSIDERED

Not amending the contract for an extended termination date from March 31 2014 and an increased not-to-exceed value, currently at \$90,000 and \$18,557 of remaining value, would cause the contract to lapse and force the Library to rely on a single secondary vendor for all HVAC systems maintenance and troubleshooting services.

FUTURE ACTION

No future action is required at this time.

Attachments:

1. Resolution

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

AUTHORIZE THE DIRECTOR OF LIBRARY SERVICES TO AMEND CONTRACT NO. 8874 WITH CITY MECHANICAL FOR THE PROVISION OF HVAC MAINTENANCE AND REPAIR, AND PREVENTATIVE MAINTENANCE SERVICES AT ALL LIBRARY LOCATIONS TO A NOT-TO-EXCEED AMOUNT OF \$150,000 AND AN ENDING TERM DATE OF MARCH 31, 2016.

WHEREAS, the Berkeley Public Library currently contracts with City Mechanical to provide on-call maintenance and preventative maintenance services for the Central Library and four branch libraries; and

WHEREAS, the contract with City Mechanical was amended on June 5, 2012 to a not-to-exceed value of \$42,000; and

WHEREAS, the contract with City Mechanical was amended on November 15, 2012 to a not-to-exceed value of \$90,000 and an ending term date of March 31, 2014; and

WHEREAS, with the recent reopening of the South and West branch libraries resulting in all five BPL service locations now providing a full menu of public services, amending the City Mechanical contract will provide the Library continuity in equipment maintenance and repair services across all locations; 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. 8874 and approve payments with City Mechanical for the provision of HVAC maintenance and repair, and preventative maintenance services at all Library locations to a total amount not to exceed \$150,000 from January 1, 2012 through March 31, 2016.

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

AYES:

NOES:

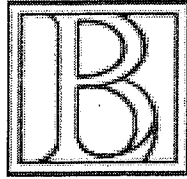
ABSENT:

ABSTENTIONS:

Abigail Franklin, Chairperson

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





BERKELEY PUBLIC LIBRARY

CONSENT CALENDAR

February 12, 2014

TO: Board of Library Trustees
FROM: Donna Corbeil, Library Director
SUBJECT: LIBRARY COMMUNITY MEETING ROOM USE POLICY AND GUIDELINES

RECOMMENDATION

Adopt a resolution adopting the revised Berkeley Public Library Rules and Regulations for Use of Library Grounds, Buildings, and Equipment for Meetings and Other Events Policy.

FISCAL IMPACT

None.

BACKGROUND

The primary purpose of the Berkeley Public Library's facilities is to serve as a venue for fulfilling the Library's mission of meeting the cultural, recreational, informational, and educational needs of its patrons. As part of this mission, the Library offers use of its community meeting rooms to civic, cultural, educational, or governmental organization; and for library hosted events and programs. The *Rules and Regulations for Use of Library Grounds, Buildings, and Equipment for Meetings and Other Events* was last revised and approved on September 12, 2012 at a regular meeting of the board.

CURRENT SITUATION AND ITS EFFECTS

At the September 2012 meeting, the rules of use were revised to formally make the meeting rooms available to the Library Foundation and Friends groups, as well as to other City of Berkeley departments and the Registrar of Voters during non-public hours; expanded use of Library facilities without requiring the presence of staff or hired security officers; and a few other minor changes.

Since this time several new opportunities have presented themselves that would require the board's approval to implement:

Eligibility

- Allow professional organizations serving librarians and libraries, such as BAYNET, BALIS, CLA and PLP to use the Library's meeting spaces for meetings, trainings and other events. Though they may not be located in Berkeley they serve the interest of Bay Area libraries and librarians by



locating programs in the local area, making them more accessible to a wider audience. These programs are usually open to members and guests and serve the interests of the library community. Staff recommends the board consider revising the policy to allow these groups to charge a nominal fee when required to cover costs, such as for a speaker.

Conditions of Use

- Staff recommends the board consider a change to the fees structure to allow the Library Foundation to charge or ask for donations at fund-raising events held in the Library. Further, to include the collection of fees for special events and the sale of books and other items in the library as part of their fund-raising efforts.
- Staff recommends the board consider a change to rules on sales to allow the Friends of the Library to collect fees from the sale of books and other items in the library. For example the Friends conduct quarterly book sales in the meeting room at the Central Library; these events include the collection of donations and moneys' for the sale of items.

These revisions (Attachment 3) will have no negative impact on library operations or use of the facilities for library events and programs but will allow us to better accommodate the efforts and activities of our two support organizations.

ALTERNATE ACTIONS

None.

FUTURE ACTION

No future action is anticipated at this time.

Attachments:

1. Resolution
2. Rules and Regulations for Use of Library Grounds, Buildings, and Equipment for Meetings and Other Events (September 2012)
3. *Revised* Rules and Regulations for Use of Library Grounds, Buildings, and Equipment for Meetings and Other Events



**BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

Attachment 1

RESOLUTION NO.: R14-0XX

**ADOPT THE REVISED BERKELEY PUBLIC LIBRARY RULES AND REGULATIONS FOR USE OF LIBRARY
GROUNDS, BUILDINGS, AND EQUIPMENT FOR MEETINGS AND OTHER EVENTS EFFECTIVE
FEBRUARY 13, 2014.**

WHEREAS, on an-as- needed basis the Board of Library Trustees reviews and revises library policies and practices to best meet the needs of the community and library; and

WHEREAS, the policy addressing *Use of Library Grounds, Buildings, and Equipment for Meetings and Other Events* was approved by the Board in September 2012; and

WHEREAS, as part of its mission, the Library offers use of its community meeting rooms to any civic, cultural, educational, or governmental organization that are Berkeley-based or locally operating government agencies; and

WHEREAS, the revised policy provides that the local requirement may be waived under limited circumstances for organizations and groups serving the library profession and benefitting or directly related to the provision of library services in the Bay Area; and

WHEREAS, the policy limited the conditions of use to prevent the Library Friends and the Foundation from collecting fees and direct-sales related to their fund-raising missions; and

WHEREAS, the revised policy recognizes that on occasion the sale of books and other materials and the charging of admission to special events would support the efforts of these two Library affiliated organizations, and not negatively impact the community or library operations.

NOW THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley adopts the revised *Rules and Regulations for Use of Library Grounds, Buildings and Equipment for Meetings and Other Events* (Attachment 3) effective February 13, 2014.

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

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Abigail Franklin, Chairperson

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



RULES AND REGULATIONS FOR USE OF LIBRARY GROUNDS, BUILDINGS, AND EQUIPMENT FOR MEETINGS AND OTHER EVENTS

POLICY

The Berkeley Public Library provides community meeting rooms for the instructional, recreational, and research needs of the Library and the Berkeley community. Groups and organizations may use meeting rooms when they are not needed for activities sponsored by the Library. Use of Library facilities by groups and organizations not affiliated with the Library or its official support organizations is restricted to the community meeting rooms, and the Central Library Electronic Classroom. A group is defined as 6 or more people. No group may use the meeting rooms in a way that would be disruptive. Permission to use the meeting rooms does not imply Library endorsement of the goals, policies, or activities of any group or organization. The Library reserves the right to revoke permission previously granted if deemed necessary.

Rules for use of the Central Library Electronic Classroom are contained within the Electronic Classroom Use and Reservation Policy.

Information regarding the policy for use of meeting rooms will be available to the public and posted on the Library's public web site.

ELIGIBILITY

1. Permission to use the Library's meeting rooms may be granted to Berkeley-based civic, cultural, educational organizations or businesses, or to locally-operating government agencies, departments or commissions.
2. To qualify as a Berkeley based group, organization or business, the group leader or person applying for use of the classroom must submit proof of address, such as a photocopy of a utility bill or letter addressed to the individual, group or business, or submit for inspection a driver's license or state issued identification card at the time of application. Organizations not located in Berkeley must submit proof of regular operation or programs within Berkeley such as sample brochures, newsletters, or web site printouts.
3. Any group or organization applying for the rooms must sign a statement that their organization does not discriminate in membership, or in service provision, on the basis of race, creed, color, religion, political affiliation, gender, sexual orientation, national origin, or disability, or in employment on a basis prohibited by California law

ISSUANCE OF PERMITS

4. Applications for use of the meeting rooms will be made available on the Library's web site and at the Library information desk, and will be approved by the Library Director or an authorized representative according to the following priorities:
 - a. Library sponsored or related meetings, programs, etc.,
 - b. Government agency sponsored programs serving the Berkeley community,

RULES AND REGULATIONS FOR USE OF LIBRARY GROUNDS, BUILDINGS, AND EQUIPMENT FOR MEETINGS AND OTHER EVENTS

- c. Non-profit public and/or social service organizations located in or operating on a regular basis in the City of Berkeley.
 - d. Berkeley-based for-profit entities offering a free, open-to-the-public event (e.g. job fair, training event, educational series).
5. The Director of Library Services or an authorized representative, e.g. the Deputy Director, Library Manager, or Branch Librarian, has authority to issue permits for the use of Library buildings, or grounds.
 6. An authorized representative of the organization should submit the request at least two weeks in advance on an official application form. This policy does not guarantee the applicant the facility or the time requested. Official request forms for meeting room use may be submitted online.
 7. Permits may be issued for up to three consecutive months from the date a reservation is requested. Renewal applications can be submitted at the end of the three-month period, but prior use of meeting rooms does not entitle applicants to future use. Groups should not expect to reserve in advance the same time period each month for extended periods. Meeting room use is limited to once a month. These restrictions do not apply to Library functions.

CONDITIONS OF USE

8. Permits are issued for specific hours and dates. When the authorized function is over, program organizers are responsible for vacating the facilities. Rooms will not be opened before the appointed time. Groups should schedule the reservation to include time for set-up and clean-up.
9. Except for events sponsored by the Library, its official support organizations, another City of Berkeley department with City staff present, or (for the purpose of hosting an official polling place) the Alameda County Registrar of Voters, the meeting rooms may only be used during the Library's open hours. Except for events sponsored by the Library and its official support organizations, the Central Library meeting room may only be used during the Library's open hours. Thirty minutes before closing the meeting room should be cleared, with all furniture replaced as required.
10. Due to fire codes, the room capacity may not be exceeded.
11. Permits for use of Library facilities for meetings shall be granted only on condition that meetings are open to the public unless they are for Library training purposes. The Library reserves the right of library staff to monitor any meetings held in its facilities (except lawful executive sessions of governmental bodies). A list of all meetings booked may be posted in a public area in the Library and on the Library's web site.

RULES AND REGULATIONS FOR USE OF LIBRARY GROUNDS,
BUILDINGS, AND EQUIPMENT FOR MEETINGS AND OTHER EVENTS

12. The following are not allowed in Library meeting rooms:
 - a. Fees: No group using community meeting rooms may charge a fee or ask for donations. The facilities will not be available for fund-raising events, except when the objective is related directly to the improvement of the Library. The Director of Library Services may approve the use of meeting rooms when an accredited public educational institution or professional organization must charge tuition for specific Library-related training courses.
 - b. Sales: No items or services may be sold or advertised, except for Library sponsored programs in which titles by a featured speaker/performer may be offered for sale by the speaker/performer or by the Friends of the Berkeley Public Library, the Berkeley Public Library Foundation or a vendor acting on behalf of either of those organizations). The speaker/performer must notify the Library when planning to offer titles for sale. In all cases, the speaker/performer or his/her representative collects payment, not library staff.
 - c. Smoking: Smoking or burning of items (incense, candles, etc.) is prohibited. In compliance with Section 13119 of the Health and Safety Code all decorations must be flame proofed.
 - d. Using tape, tacks, nails, or other fasteners to attach anything to the meeting room walls or furniture.
13. Each group using Library property is responsible for the condition of the room and must remove, after use of the facility, any equipment, materials, utensils, excess refuse, and other items belonging to the organization. Damage to Library property will be paid for by the organization booking the room.
14. Groups are responsible for setting up the meeting room for their own use and must leave the room in the same condition in which it was found, including the placement of chairs and tables.
15. Groups and organizations shall arrange for and provide their own special equipment and supply needs, including but not limited to laptop computers, cables, power cords, slide projectors, and any carts needed to transport such material. Please refer to the instructional pamphlet Berkeley Public Library Community Meeting Room Guide for guidelines and limitations on use of equipment in Library Community Meeting Rooms.
16. All publicity or flyers for the event that includes the name and/or address of the Library must clearly indicate that the event is not sponsored by the Berkeley Public Library.
17. The individual responsible for the meeting room reservation must notify the Library of meeting cancellations no less than 7 days prior to the scheduled reservation. Event scheduling changes require completion of a new application. No-shows or a failure to provide sufficient notice may result in loss of meeting room privileges.

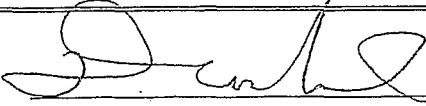
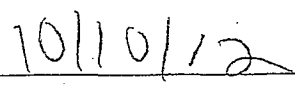
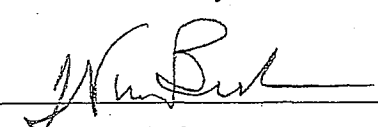
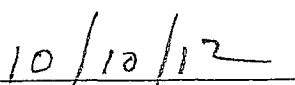
RULES AND REGULATIONS FOR USE OF LIBRARY GROUNDS,
BUILDINGS, AND EQUIPMENT FOR MEETINGS AND OTHER EVENTS

REVOCATION OF PERMITS

18. Permits may be revoked by the Library whenever the use of Library facilities and equipment interferes with regular Library use, whenever regulations have been violated, and/or whenever a reallocation of authorized hours is necessary to provide equitable access by all applicants for space.

REVIEW

19. This policy regarding the use of Library grounds, buildings, and equipment for meetings and other events will be reviewed every three years by the Board of Library Trustees.

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

RULES AND REGULATIONS FOR USE OF LIBRARY GROUNDS, BUILDINGS, AND EQUIPMENT FOR MEETINGS AND OTHER EVENTS

POLICY

The Berkeley Public Library provides community meeting rooms for the instructional, recreational, and research needs of the Library and the Berkeley community. Groups and organizations may use meeting rooms when they are not needed for activities sponsored by the Library. Use of Library facilities by groups and organizations not affiliated with the Library or its official support organizations is restricted to the community meeting rooms, and the Central Library Electronic Classroom. A group is defined as 6 or more people. No group may use the meeting rooms in a way that would be disruptive. Permission to use the meeting rooms does not imply Library endorsement of the goals, policies, or activities of any group or organization. The Library reserves the right to revoke permission previously granted if deemed necessary.

Rules for use of the Central Library Electronic Classroom are contained within the Electronic Classroom Use and Reservation Policy.

Information regarding the policy for use of meeting rooms will be available to the public and posted on the Library's public web site.

ELIGIBILITY

Permission to use the Library's meeting rooms may be granted to Berkeley-based civic, cultural, educational organizations or businesses, or to locally-operating government agencies, departments or commissions. The Director of Library Services may approve the use of meeting rooms for organizations or groups directly serving libraries, librarians and the interest of the library community but not based locally.

1. To qualify as a Berkeley based group, organization or business, the group leader or person applying for use of the classroom must submit proof of address, such as a photocopy of a utility bill or letter addressed to the individual, group or business, or submit for inspection a driver's license or state issued identification card at the time of application. Organizations not located in Berkeley must submit proof of regular operation or programs within Berkeley such as sample brochures, newsletters, or web site printouts.
2. Any group or organization applying for the rooms must sign a statement that their organization does not discriminate in membership, or in service provision, on the basis of race, creed, color, religion, political affiliation, gender, sexual orientation, national origin, or disability, or in employment on a basis prohibited by California law

ISSUANCE OF PERMITS

3. Applications for use of the meeting rooms will be made available on the Library's web site and at the Library information desk, and will be approved by the Library Director or an authorized representative according to the following priorities:
 - a. Library sponsored or related meetings, programs, etc.,

RULES AND REGULATIONS FOR USE OF LIBRARY GROUNDS,
BUILDINGS, AND EQUIPMENT FOR MEETINGS AND OTHER EVENTS

- b. Government agency sponsored programs serving the Berkeley community,
 - c. Non-profit public and/or social service organizations located in or operating on a regular basis in the City of Berkeley.
 - d. Berkeley-based for-profit entities offering a free, open-to-the-public event (e.g. job fair, training event, educational series).
4. The Director of Library Services or an authorized representative, e.g. the Deputy Director, Library Manager, or Branch Librarian, has authority to issue permits for the use of Library buildings, or grounds.
 5. An authorized representative of the organization should submit the request at least two weeks in advance on an official application form. This policy does not guarantee the applicant the facility or the time requested. Official request forms for meeting room use may be submitted online.
 6. Permits may be issued for up to three consecutive months from the date a reservation is requested. Renewal applications can be submitted at the end of the three-month period, but prior use of meeting rooms does not entitle applicants to future use. Groups should not expect to reserve in advance the same time period each month for extended periods. Meeting room use is limited to once a month. These restrictions do not apply to Library functions.

CONDITIONS OF USE

7. Permits are issued for specific hours and dates. When the authorized function is over, program organizers are responsible for vacating the facilities. Rooms will not be opened before the appointed time. Groups should schedule the reservation to include time for set-up and clean-up.
8. Except for events sponsored by the Library, its official support organizations, another City of Berkeley department with City staff present, or (for the purpose of hosting an official polling place) the Alameda County Registrar of Voters, the meeting rooms may only be used during the Library's open hours. Except for events sponsored by the Library and its official support organizations, the Central Library meeting room may only be used during the Library's open hours. Thirty minutes before closing the meeting room should be cleared, with all furniture replaced as required.
9. Due to fire codes, the room capacity may not be exceeded.
10. Permits for use of Library facilities for meetings shall be granted only on condition that meetings are open to the public unless they are for Library training purposes. The Library reserves the right of library staff to monitor any meetings held in its facilities (except lawful executive sessions of governmental bodies). A list of all meetings booked may be posted in a public area in the Library and on the Library's web site.

RULES AND REGULATIONS FOR USE OF LIBRARY GROUNDS,
BUILDINGS, AND EQUIPMENT FOR MEETINGS AND OTHER EVENTS

11. The following are not allowed in Library meeting rooms:
 - a. Fees: No group using community meeting rooms may charge a fee or ask for donations. The facilities will not be available for fund-raising events, except when the event or program is sponsored by the Friends of the Library or the Library Foundation, and approved in advance by the Director of Library Services. The Director of Library Services may approve the use of meeting rooms when an accredited public educational institution or professional organizations and library service affiliated groups must charge tuition for specific Library-related training courses or other associated costs directly related to the program.
 - b. Sales: No items or services may be sold or advertised, except for Library sponsored programs in which titles by a featured speaker/performer may be offered for sale by the speaker/performer or by the Friends of the Berkeley Public Library, the Berkeley Public Library Foundation or a vendor acting on behalf of either of those organizations). The speaker/performer must notify the Library when planning to offer titles for sale. In all cases, the speaker/performer or his/her representative collects payment, not library staff. Library support organizations, with the Director of Library Services approval may collect fees from the sale of books and other items in the library during scheduled events, including the sale of books in the meeting room.
 - c. Smoking: Smoking or burning of items (incense, candles, etc.) is prohibited. In compliance with Section 13119 of the Health and Safety Code all decorations must be flame proofed.
 - d. Using tape, tacks, nails, or other fasteners to attach anything to the meeting room walls or furniture.
12. Each group using Library property is responsible for the condition of the room and must remove, after use of the facility, any equipment, materials, utensils, excess refuse, and other items belonging to the organization. Damage to Library property will be paid for by the organization booking the room.
13. Groups are responsible for setting up the meeting room for their own use and must leave the room in the same condition in which it was found, including the placement of chairs and tables.
14. Groups and organizations shall arrange for and provide their own special equipment and supply needs, including but not limited to laptop computers, cables, power cords, slide projectors, and any carts needed to transport such material. Please refer to the instructional pamphlet Berkeley Public Library Community Meeting Room Guide for guidelines and limitations on use of equipment in Library Community Meeting Rooms.
15. All publicity or flyers for the event that includes the name and/or address of the Library must clearly indicate that the event is not sponsored by the Berkeley Public Library.

RULES AND REGULATIONS FOR USE OF LIBRARY GROUNDS,
BUILDINGS, AND EQUIPMENT FOR MEETINGS AND OTHER EVENTS

16. The individual responsible for the meeting room reservation must notify the Library of meeting cancellations no less than 7 days prior to the scheduled reservation. Event scheduling changes require completion of a new application. No-shows or a failure to provide sufficient notice may result in loss of meeting room privileges.

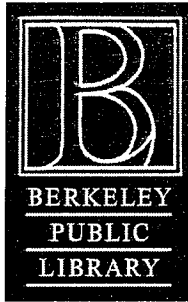
REVOCATION OF PERMITS

17. Permits may be revoked by the Library whenever the use of Library facilities and equipment interferes with regular Library use, whenever regulations have been violated, and/or whenever a reallocation of authorized hours is necessary to provide equitable access by all applicants for space.

REVIEW

18. This policy regarding the use of Library grounds, buildings, and equipment for meetings and other events will be reviewed every three years by the Board of Library Trustees.

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



ACTION CALENDAR

February 12, 2014

To: Board of Library Trustees

From: Suzanne Olawski, Deputy Director of Library Services

Subject: CONTRACT: NOLL & TAM ARCHITECTS AND PLANNERS FOR PROGRAMMATIC,
ARCHITECTURAL AND DESIGN SERVICES FOR CENTRAL LIBRARY AREA IMPROVEMENTS

RECOMMENDATION

Adopt a resolution authorizing the Director of Library Services to enter into a contract and any amendments with Noll & Tam Architects and Planners to provide a full range of programmatic, architectural and design services for the Central Library Area Improvements (Project) in an amount not to exceed \$80,000 for the projected period from February 13, 2014 through June 30, 2015.

FISCAL IMPACTS OF RECOMMENDATION

At the May 19, 2013 regular Board of Library Trustees meeting, the Trustees adopted the FY 2014-2015 Biennial Budget by BOLT Resolution No. 13-035 inclusive of \$125,000 to identify and prioritize strategic capital improvements for projects including infrastructure and Central Library repairs and improvements for possible actions, a budget priority identified by BOLT Resolution No. 12-084. At the September 11, 2013 regular Board meeting, the Trustees authorized additional funding, per BOLT Resolution 13-056, for a total amount of \$175,000 in further support of Central Library infrastructure needs as identified in RFP 14-10812 Central Library Area Improvements.

BACKGROUND

In April 2002, the Central Library completed a major renovation and earthquake retrofitting project financed by Measure S, a 1996 voter approved \$30 million bond measure to finance the rehabilitation of the Central Library and other downtown Berkeley civic center area improvements. At completion, the Central Library was dramatically enlarged (100,000 sq. ft.), retrofitted, and restored. The goal for the Central Library's major renovation and expansion effort was to adapt the historical structure for the delivery of library services into the 21st century without diminishing the building's original significance and charm.

In early 2009 at the time of planning for the Measure FF Branch Libraries Improvement Program the Library engaged the services of Page + Moris, LLC, a design consultancy office, that included a study of usage limited to the first three floors of the Central Library and associated recommendations for interior facility enhancements. The final report was completed in August that year and presented a range of

findings and suggested responses. Based on the Library's then available resources and operational constraints some of the findings were implemented while others were left to be addressed at a future date.

Since that time, staff has identified additional Central Library facility needs as well as opportunities for service enhancements beyond those identified in the Page + Moris study.

CURRENT SITUATION & ITS EFFECTS

After a competitive solicitation, eight (8) firms responded to RFP 14-10812 Central Library Area Improvements. The firm of Noll & Tam Architects and Planners was selected based on their extensive library building and design experience, with an additional enhancement due to the firm being a Berkeley based firm. Staff has negotiated with Noll & Tam Architects and Planners to provide a full range of programmatic, architectural and design services for the Project and has reached an agreement for services and reimbursable expenses in the amount of \$70,765 and an approximately 12% contingency, for a total amount not to exceed amount of \$80,000.

The scope of work includes the provision of full design services, including architectural, engineering, interior design, historic preservation and consulting services during the design phase of the Project. Contracted design services are to encompass developing alternatives and innovative solutions to improve interior public spaces within the existing square footage and without substantial structural modification. The goal of the selected design is that it be a cost effective solution meeting stakeholders' requirements, and be able to be phased in to allow for continuation of services while selected areas are under renovation. Design services are to be completed within an agreed upon schedule and fees shall be paid on a monthly basis based on percentage of work completed.

RATIONALE FOR RECOMMENDATION

More than twelve years have passed since the physical layout of Central Library was comprehensively evaluated in regards to the provision of public services. Over this time the interface between technology and contemporary library services have significantly evolved with the continued expansion of the internet, CDs and DVDS, online services and applications, and streaming media and electronic materials. The Berkeley Public Library is challenged to meet this evolving environment and its influence on how patrons perceive and use library services in the 21st century.

ALTERNATIVE ACTIONS CONSIDERED

Alternative action is not to seek improvements to the Central Library and to decline contributory Project gift funding from the Berkeley Public Library Foundation.

FUTURE ACTION

No future action is required at this time.

Attachments:

1. Resolution

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO.: R14-0XX

CONTRACT: NOLL & TAM ARCHITECTS AND PLANNERS FOR PROGRAMMATIC, ARCHITECTURAL AND DESIGN SERVICE FOR CENTRAL LIBRARY AREA IMPROVEMENTS

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

WHEREAS, in 2009 the consulting services of Page + Moris, LLC were retained to identify interior facility enhancements limited to the first three floors of the Central Library; and,

WHEREAS, based on the Library's then available resources and operational constraints some of the findings were implemented while others were left to be addressed at a future date; and,

WHEREAS, the Library has since identified additional facility needs and opportunities beyond those specified in the 2009 Page + Moris study, inclusive of the fourth and fifth floors of the Central Library; and,

WHEREAS, at the September 11, 2013 regular Board meeting, the Board of Library Trustees authorized additional funding, per BOLT Resolution 13-056, for a total amount of \$175,000 in support of the Central Library infrastructure needs; and,

WHEREAS, Library staff has Staff has negotiated with Noll & Tam Architects and Planners to provide a full range of programmatic, architectural and design services for the Project and has reached an agreement for services and reimbursable expenses in the amount of \$70,765 and to provide for an approximately 12% contingency allowance of \$9,235 for a contract total not-to-exceed amount of \$80,000, for the period February 13, 2014 through June 30, 2015.

NOW, THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley adopt a resolution to execute a contract and any amendments with Noll & Tam Architects and Planners to provide the full range of programmatic, architectural and design services for the Central Library Area Improvements project in an amount not-to-exceed \$80,000 for all services and reimbursable expenses during the projected period from around February 12, 2014 through June 30, 2015.

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

AYES:

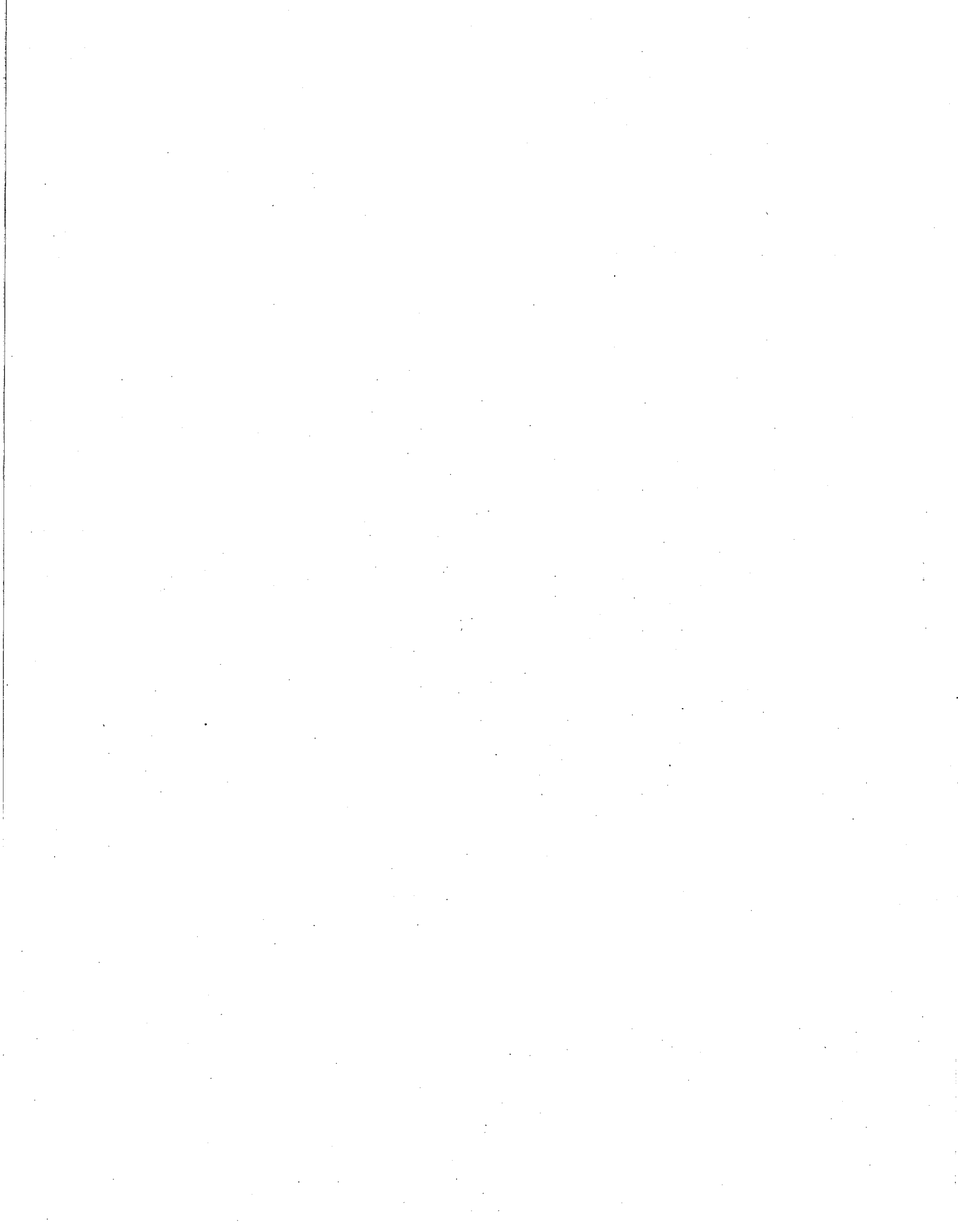
NOES:

ABSENT:

ABSTENTIONS:

Abigail Franklin, Chairperson

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





INFORMATION CALENDAR

February 12, 2014

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

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FISCAL IMPACT

This report will have no fiscal impacts.

LIBRARY DEVELOPMENT

Conferences / Staff Development

The 2014 annual American Library Association conference is scheduled for June 26 through July 1, to be held in Las Vegas this year: <http://ala14.ala.org/>. A number of library staff will be attending.

The bi-Annual Public Library Association conference will be held March 11 through 13, 2014 in Indianapolis. For more information go to: <http://www.placonference.org>.

Reforma's fifth national conference is now scheduled and will take place in San Diego, March 25-29, 2015. For more information go to: <http://reforma.org/rncv>. REFORMA is a National Association to Promote Library and Information Services to Latinos and the Spanish; the theme for the upcoming conference is "Bibliotecas sin fronteras: creando nuestro futuro / Libraries without Borders: Creating Our Future." RNC V will offer timely and informative pre-conference seminars, author readings, continuing education workshops, enlightening panel discussions, and vendor exhibits.

E-Reading Rises as Device Ownership Jumps | Pew Research Center's Internet & American Life Project

The full report is available at <http://pewinternet.org/Reports/2014/E-Reading-Update.aspx>

The proportion of Americans who read e-books is growing, but few have completely replaced print books for electronic versions. The percentage of adults who read an e-book in the past year has risen to 28%, up from 23% at the end of 2012. At the same time, about seven in ten Americans reported reading a book in print, up four percentage points after a slight dip in 2012, and 14% of adults listened to an audiobook.

Though e-books are rising in popularity, print remains the foundation of Americans' reading habits. Most people who read e-books also read print books, and just 4% of readers are "e-book only." Audiobook listeners have the most diverse reading habits overall, while fewer print readers consume books in other formats.

Broadband Study

In July 2013, the State Library asked California libraries to respond to a very comprehensive broadband survey; the assessment of this input was just released. The full report is now available at: <http://www.library.ca.gov/lds/broadband.html>. This has been a tremendous effort involving a very large group of people. The state library now has a very complete picture of connectivity in California which will be used in setting priorities and influencing funding allocations at the state level.

PROGRAMS

Free job counseling at the library continued into 2014. Experienced career counselors from North Cities One Stop provided drop-in career counseling the fourth Wednesday of every month at 2:00. p.m. in the Central Library's Third Floor Electronic Classroom in Downtown Berkeley. Counselors provided assistance with job search strategies, social networking, creating or improving a resume, interviewing, salary negotiation and more.

West Branch is open just in time for the popular tax help clinics. Starting Tuesday, February 4th and continuing weekly through the month from 12:00pm to 4:00pm, free tax preparation help is provided by AARP volunteers in the branch Community Meeting Room by appointment first with any walk-ins served on the basis of no shows. AARP Tax assistance is available to anyone (not just seniors or low-income individuals). Tax preparer speaks Spanish.

OPERATIONS & FACILITIES

Webpage launched

The library officially launched the new website on Friday, January 31, 2014 after almost a year of hard work on staffs' part, in conjunction with the web design vendor Mediatrope. Staff will continue to collect and respond to input, but it is off to a great start.

Annual Report FY 2013

The Library's annual report for fiscal year 2013, based on the Board's FY2013 Report to Council is complete and available online on the library website in an interactive version; B&W printable and color printable versions are posted for easy printout. In addition, postcards advertising the availability of the completed report were printed and made available at all locations; mailed to those on our contact list; and shared with the Friends and Foundation to assist with distribution. This report includes photographs and an abbreviated version of the information send to Council, focusing on the highlights of greatest interest to the public.

BOND PROGRAM

Public Art

The final art glass pieces were installed at the West Branch Library on January 23, 2014, and they look fantastic.

The library has now completed the public art component of the bond program, with art pieces selected through the Civic Art Commission and with the Board of Library Trustees' collaboration and cooperation. The projects, listed below, were paid for with Measure FF, bond program revenue, included the installations in the construction phase of the projects. They are all now permanently installed with accompanying plaques. The library managed the artist contracts and with the assistance of David Snippen as our consultant, oversaw the installations and coordination with the artist and contractors. Mary Ann Merker, from the City Manager's Office was critical in the selection process and assisting with the Civic Arts process and communications with the Civic Arts Commission. Truly a group effort!

West Branch: Spectrascapes #1-4 by WOWHAUS, Scott Constable, and Ene Osteråas-Constable

South Branch: Mosaics by Gina Dominguez

Claremont Branch: Bookshelves by Eric Powell

North Branch: A Patchwork of Trees by Marion Coleman

Program Management

Closeout of the construction contract for both South and West is pending. Kitchell CEM has reduced their support to two days per week as the closeout of the final projects is well underway and construction activities completed.

West Branch

The design team at HED submitted in January 2014, an application for the West Branch Library project for an AIA award. The AIA COTE Top Ten Green Projects Awards program recognizes exemplary and innovative built projects that establish a standard of overall design excellence that creatively integrates

sustainable design strategies, demonstrating their benefits while educating and inspiring the profession and the public. More information on the award is available on the AIA website at:
http://info.aia.org/blast_images/kc/COTE_14_awards.html.

**INFORMATION CALENDAR**

February 12, 2014

TO: Board of Library Trustees

FROM: Dennis Dang, Administrative Services Manager

SUBJECT: FY14 – 1ST HALF BUDGET REPORT

INTRODUCTION

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

Fund	Revenue		Expenditures (xcl Encmb)	
	Actual 6-mos	YoY	Actual 6-mos	YoY
Library Tax (301)	\$8,466,981	5.7%	\$7,335,979	8.0%
Transaction Based Reimb (302)	\$10,617	-0.9%	\$27,485	23.5%
Grants (304)	\$25,000	-70.5%	\$7,682	763.1%
Public Library (305)				-100.0%
Gifts (306)	\$1,197	-0.3%	\$47,432	34.7%
Foundation Branch FF&E (307)	\$400,000	60.0%	\$343,814	4686.5%
Measure FF (308)	\$1,901	-84.0%	\$2,977,807	-22.2%

BACKGROUND

FY 2014 is the first year of the two-year biennial budget cycle encompassing fiscal years 2014 and 2015. This cycle's biennial budget was adopted on May 19, 2013 by BOLT Resolution No.: R13-035. An adjustment to the budget occurred during the first quarter of FY 2014 as the first of the fiscal year's Annual Appropriations Ordinance actions were authorized by the board with the approval of BOLT Resolution No.: R13-056 on September 11, 2013. The Library is not requesting a second Annual Appropriations Ordinance action at this time due to no substantial changes across all Fund groups to the fiscal year's current outlook.

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 second quarter, revenues stood at \$8,466,981 representing an increase of 5.7% YOY, of which \$8,108,967 was received in December from the County for library tax collections. The net year-over change in revenue, amounting to \$456,029, was attributable primarily to an incremental gain of \$459,899 sourced from the December library tax receipt. Revenue offsets reflected a drop in library fines and miscellaneous revenue at \$14,318. In late November 2013, the City released an updated tax receipt estimate for the fiscal year that projected an incremental gain of \$129,064 to an amount of \$15,999,834.

Library Tax Fund expenditures excluding encumbrances at \$7,335,979 were 8.0% above the prior year period yielding a variance of \$543,111 driven by \$102,643 incrementally in higher labor spending for staff salaries and \$86,012 in PERS contributions. Major non-labor costs increases were for library materials up \$107,120, the recently completed installation of the VoIP telephone system installation at \$59,082, and \$65,521 for computer equipment primarily for staff desk-top computer replacement at the Central Library. The first Annual Appropriations Ordinance for the fiscal year was effected in October 2013 with an upward adjustment of \$300,413 encompassing increased spending for library materials, a project for furniture replacement at the Central Library, and Central Library selected area improvements for which RFP solicitation 14-10812 was concluded on November 19, 2013. The January 2014 mid-year projection expects no changes to non-labor expenditures and a favorable variance of \$186,133 on personnel costs.

GIFTS FUND

The Gifts Fund includes monies received through donations from the Berkeley Public Library Foundation, the Friends of the Berkeley Public Library, the generosity of many individuals and organizations, and trusts such as the Alice Meyer Trust Fund, The Raymond Family Foundation, and the DuPree Family Foundation. Revenue at mid-year at \$1,197 was flat to last year's same period receipt of \$1,201. Almost, half of this fiscal year's to-date gift funding was from the Foundation in support of branch opening festivities at the South and West branch libraries.

Expenditures, net of encumbrances, at \$47,432 were 34.7% over the prior year primarily due to Childrens' and West Branch opening festivities programming; supplies for Literacy, Art & Music, and Café Literario the West Branch's Spanish language reading and discussion program; and library material purchases to enhance the West Branch's opening day collection. The remaining balance in the Alice Meyer Trust stood at \$124,859 with 1st half expenditures at \$8,941. The first Annual Appropriations Ordinance adjusted budgeted Fund expenditures higher by \$14,800 due to carrying over of unspent FY 2013 monies primarily for BerkeleyREADS activities and West Branch opening day collection purchases initiated in fiscal year 2013 and set for completion by 2013 calendar year-end. Mid-year FY 2014 projections remain essentially unchanged to the revised budget.

ALL OTHER FUNDS

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

The sole revenue source into the TBR Fund (302) remains usage from public-use photocopying which was flat \$10,617 as compared to the same period last fiscal 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. In the 1st quarter the Grants Fund (304) accepted \$10,000 for the first portion of FY 2014's CLLS grant for adult literacy services, and \$15,000 from the Alameda County Waste Management authority for the installation of Bay Friendly landscaping at the recently renovated Claremont Library Branch; no grant revenues were received in the 2nd quarter.

All Other Funds expenditures at \$35,167 was up 46.9% year-over, this incremental increase of \$11,231 was driven by public-use copier rental expense inclusive of copier equipment rental for the reopened South and West branch libraries, and spending for a revitalized and fund-stabilized BerkeleyREADS program. The first Annual Appropriations Ordinance effected in October 2013 did not impact the Other Funds grouping.

MEASURE FF FUNDS

Two Fund accounts serve the Branch Libraries Improvement Program that was initiated by the passage of Measure FF in November 2008. The primary program Fund, the Measure FF Fund, services the actual design, engineering, and construction needs for each of the four branches and is the repository for the bond sale proceeds. The second Fund, the Foundation FF&E Fund, is a Berkeley Public Library Foundation funded account directed to support the furnishing, fixtures, and equipment needs of the finished branch facilities through a capital campaign fundraising effort. During the 1st quarter the Library received \$400,000 constituting the final payment in proceeds from the Foundation's FF&E capital campaign fund. The Measure FF Fund received an additional \$615 in 2nd quarter interest revenue bringing interest income through the fiscal year 1st half to \$1,901.

At the end of the 2nd quarter, the Measure FF Fund expended \$2,977,807, and held \$592,623 in encumbrances. Major FF Fund 2nd quarter expenditures were \$49,280 yielding a 1st half total of \$98,036 to Kitchell CEM in project management fees; and \$1,976,274, rendering a 1st half payment total of \$2,652,627, to West Bay Builders for West Branch Library construction.

Architectural design costs at December 31, 2013:

CC Authorized	Contracted w/ASAs	Site	Designer	FY14-1 st Half	Expended to Date	Expended /CC Auth
\$751,245	\$748,860	NB	Architectural Resources Group	\$0	\$728,619	97.0%
\$637,132	\$627,145	CB	Gould Evans Baum Thornley	\$0	\$614,322	96.4%
\$893,500	\$879,033	SB	Field Paoli	\$7,141	\$862,614	96.5%
\$788,194	\$788,194	WB	Harley Ellis Devereaux	\$22,885	\$745,909	94.6%
\$3,070,071	\$3,043,232	Total	Architectural Design Services	\$30,026	\$2,951,464	96.1%

General Contractor construction costs at December 31, 2012:

CC Authorized	Contracted w/COs	Site	General Contractor (incl. escrow)	FY14-1Q	Expended to Date	Expended /CC Auth
\$4,760,000	\$4,508,765	NB	BHM *contract closed*	\$0	\$4,508,765	94.5%
\$3,300,000	\$2,994,394	CB	Fine Line *contract closed*	\$0	\$2,994,394	90.7%
\$4,963,000	\$4,658,482	SB	Gonsalves & Stronck	\$0	\$4,569,658	92.0%
\$5,985,000	\$5,534,190	WB	West Bay Builders	\$2,652,627	\$5,073,121	84.8%
\$19,008,000	\$17,695,831	Total	Construction Services	\$2,652,627	\$17,145,938	90.2%

Actual 1st half expenditures from the Foundation FF&E Fund totaled \$343,814 of which the bulk was for West Branch furniture and equipment. Additionally, encumbrances totaled \$146,808. Encumbrances encompassed donor signage and West Branch furniture and equipment purchases. The first Annual

Appropriations Ordinance adjusted the Foundation FF&E Fund and the Measure FF Fund for an expected close-out in FY 2014.

SUMMARY OF OPERATIONS EXPENSES

At the end of the fiscal year 2014, 1st half actual expenses in the operating Funds (all funds excluding the two Branch Libraries Improvement Program Funds) ended at 47.2% of the revised budget versus the benchmark of 50.0%, and under last year's trend of 49.1%. Savings to date are due to position vacancies, and timing of programs and projects.

In regards to the City's annual Mid-year Budget Projections exercise the Library is not seeking adjustments to the revised FY 2014 budget through the fiscal year's second Annual Appropriations Ordinance action as we believe the variances illuminated through the Mid-year Budget Projections exercise are not sufficiently material to warrant such an action.

A 3rd quarter financial report will be presented to the board upon availability of financial results.

Attachments:

1. 2Q-FY 2014 Revenues by Fund
2. 2Q-FY 2014 Expenditures by Fund
3. FY 2014 Mid-year Revenue Budget Projections
4. FY 2014 Mid-year Expenditures Budget Projections
5. Library Tax Fund: 5-Year Fund Analysis
6. Gifts Fund: 5-Year Fund Analysis
7. Other Funds: 5-Year Fund Analysis
8. BPL Foundation FF&E Fund: 5-Year Fund Analysis
9. Measure FF Fund: 5-Year Fund Analysis

Attachment 1

2Q-FY 2014 REVENUES BY FUND

BERKELEY PUBLIC LIBRARY
REVENUE DEC14

data as of:
21-Jan-14

Berkeley Public Library										
Ele/Obj	Account Description	Lib Dscr 301	DL/LL 302	Grants 304	Pub Lib 305	Gift 306	FF&E 307	Mse FF 308	Rfse Coll 820	Revenue FY14
01-01	Refund on Bills	2,000								2,000
05-01	Over and Shorts									129
10-01	Collection by City								6,294	6,294
13-15	Library Tax	15,870,770								15,870,770
20-07	Library Svc&Constr Act			30,000						30,000
20-11	Library Fines	223,000								223,000
20-12	Link + Fines									948
20-15	Lost Book Fines	30,000								12,635
20-21	Tool Lending Fines	20,000								4,783
23-12	BPL Foundation						400,000			400,000
23-13	Friends of BPL					82,004				82,004
30-01	Interest-Investment Pool							1,500		1,500
50-02	Inter-Library Book Loan									
50-03	Direct Book Loan									
61-01	Max Recycling and Composting			15,000						15,000
65-01	Meeting Room Fees	2,000								2,000
80-99	1-Time Grant /w Proj Code									
99-01	Appropriations Ord #1									
99-03	Donations									981
99-99	Miscellaneous Revenue	8,500	20,000							15,770
Adjusted	Berkeley Public Library	16,156,270	20,000	45,000		82,004	400,000	1,500	6,294	16,711,068
01-01	Refund on Bills	7,500								7,500
05-01	Over and Shorts	129								129
10-01	Collection by City								4,787	4,787
13-15	Library Tax	8,349,463								8,349,463
20-07	Library Svc&Constr Act			10,000						10,000
20-11	Library Fines	86,370								86,370
20-12	Link + Fines	948								948
20-15	Lost Book Fines	12,635								12,635
20-21	Tool Lending Fines	4,783								4,783
23-12	BPL Foundation						400,000			400,000
23-13	Friends of BPL									
30-01	Interest-Investment Pool					216		1,901		2,117
50-02	Inter-Library Book Loan									
50-03	Direct Book Loan									
61-01	Max Recycling and Composting			15,000						15,000
65-01	Meeting Room Fees									
80-99	1-Time Grant /w Proj Code									
99-01	Appropriations Ord #1	3,068,190	180,223	45,450	56,283	484,449	596,179	5,245,412		9,676,186
99-03	Donations					981				981
99-99	Miscellaneous Revenue	5,153	10,617							15,770
Acti+Upstd	Berkeley Public Library	11,535,171	190,840	70,450	56,283	485,646	996,179	5,247,313	4,787	18,586,669

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

BERKELEY PUBLIC LIBRARY : EXPENDITURES DEC FY14														6	50.0%
Berkeley Public Library + CoB														YTD DEC	
Elmnt-Object	Description	Actuals + Encumbrances												Actual FY14	% REV Spent
		Bdgt.ORG FY14	Bdgt.REV FY14	Lib Dscr 301	DL/ILL 302	Grants 304	PLF 305	Gift 306	FFE 307	Mse FF 308	Cap Imp 610				
11-01	Monthly Rated Employees	7,277,854	7,277,854	3,348,131										3,355,730	46.1%
11-03	Hourly and Daily Rated Empl	299,890	299,890	110,463		6,090								133,214	44.4%
11-04	Monthly Rated - Part Benefitted	319,628	319,628	115,813										115,813	36.2%
11-51	Retro Pay No Pers & SRIP			131										131	
11-59	Reg Retro Gross Adjust.			2,212										2,212	
11-60	Excess Hours Pay		1,645	83,445				921						84,366	5128.6%
12-12	General Summer Youth	11,296	11,296	845										845	7.5%
13-01	O/T-Monthly Rated Employee	6,771	6,771												
13-05	Holiday Pay	5,081	5,081												
	Prsnl Svcs-Salaries and Wages	7,920,520	7,922,165	3,661,040		6,090		921						3,692,311	46.6%
20-11	Medical Insurance	1,203,727	1,203,727	494,702										495,832	41.2%
20-12	Dental Insurance	168,737	168,737	70,766										70,881	42.0%
20-13	Life Insurance	7,431	7,431	3,246				1						3,251	43.7%
20-21	Cash-in-Lieu	51,221	51,221	43,573				61						43,634	85.2%
20-31	Pers/Misc Other	2,265,079	2,265,079	1,065,726				294						1,068,347	47.2%
20-34	PARS (3.75%)	26,191	26,191	7,423		228		2						7,653	29.2%
20-36	SRIP	285,496	285,496	66,655				30						66,705	23.4%
20-40	Medicare Tax	104,920	104,920	50,749		85		14						51,200	48.8%
20-63	Retirement Med: Misc. Emp Medical Trusts	159,525	159,525	75,562				16						75,724	47.5%
20-71	Workers Comp: Workers Comp Charges	163,417	163,417	82,283		108		18						83,064	50.8%
20-82	Allowances: Shoes Allowance	1,012	1,012	1,012										1,012	100.0%
20-87	Terminal Payouts-Misc.Emp	133,947	133,947	65,147				16						65,302	48.8%
20-90	Other Employee Benefits	280,372	280,372	131,770				32						132,084	47.1%
20-91	Commuter Check	19,724	19,724	9,214				4						9,234	46.8%
27-20	Fringe Benefits (Budget)	21,393	21,393												
	Prsnl Svcs-Fringe Benefits	4,892,192	4,892,192	2,167,828		421		488						2,173,923	44.4%
20-99	Salary Savings	(253,691)	(253,691)												
	Personal Services-Employee	12,559,021	12,560,966	5,828,868		6,511		1,409						5,866,234	46.7%

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

BERKELEY PUBLIC LIBRARY : EXPENDITURES DEC FY14												6	50.0%	
Berkeley Public Library + CoB												YTD DEC		
Elmnt-Object	Description	Bdgt.ORG FY14	Bdgt. REV FY14	Actuals+Encumbrances	Lib Dscr	DL / ILL	Grants	PLF	Gift	FFE	Mse FF	Cap Imp	Actual FY14	% REV Spent
30-35	Professional: Engrng & Architectural Svcs	75,000	171,119		301	302	304	305	306	307	308	610	147,988	86.5%
30-38	Professional: Misc Prof Svcs	1,220,600	1,222,013	253,424			937		20,214	48,365	171,885		494,825	40.5%
30-39	Hazardous Materials Handling	2,000	2,000	148									148	7.4%
30-42	Maint Svcs: Office Equip Maint Svcs	8,000	8,500	5,000									5,000	58.8%
30-43	Maint Svcs: Bldg & Structures Maint Svcs	159,400	255,602	145,168									145,168	56.8%
30-44	Maint Svcs: Field Equip Maint	86,950	104,777	22,938									22,938	21.9%
30-46	Maint Svcs: Computer Maintenance	5,000	5,000	2,516									2,516	50.3%
30-47	Maint Svcs: Software Maintenance	325,000	314,460	247,423						654			248,077	78.9%
30-51	Bank Credit Card Fees	4,500	4,500	1,821									1,821	40.5%
	Purchased Prof & Tech Svcs	1,886,450	2,087,971	678,438			937		20,214	49,019	319,873		1,068,481	51.2%
35-20	County/State/Fed Pymts.	5,000	5,000	1,433									1,433	28.7%
	Grants & Gvrnmtl Payments	5,000	5,000	1,433									1,433	28.7%
40-10	Professional Dues and Fee	47,250	47,250	21,942									21,942	46.4%
40-20	Insurance	575	575											
40-31	Communications: Telephones	137,200	195,142	117,407									117,407	60.2%
40-33	Communications: Cellular	14,550	14,550	4,260									4,260	29.3%
40-41	Utilities: Water	28,500	28,500	25,500									25,500	89.5%
40-42	Utilities: Gas/Electricity	295,000	294,110	220,151									220,151	74.9%
40-43	Utilities: Refuse	34,252	34,252	8,275									8,275	24.2%
40-50	Printing and Binding	29,600	42,786	6,050					197		7,670		13,917	32.5%
40-61	Travel: Commerical Travel	2,000	2,000	427					188				615	30.8%
40-62	Travel: Meals & Lodging	3,000	3,000	2,727									2,727	90.9%
40-63	Travel: Registration/Admin Fees	12,100	17,100	5,933					300				6,233	36.5%
40-64	Travel: Transportation	1,500	1,500	773									773	51.5%
40-70	Advertising	16,044	17,644	1,083					369		464		1,916	10.9%
40-80	Books and Publications	16,000	16,000	16,000									16,000	100.0%
40-90	Other	150,804	73,887											
	Other Purchased Services	788,375	788,296	430,528					1,054		8,134		439,716	55.8%
50-10	Rental of Land/Buildings	500	720								3,750		3,750	520.8%
50-20	Rental of Equip/Vehicles	41,500	45,311			43,811							43,811	96.7%
50-30	Rental of Office Equipment & Furniture	10,000	11,150	7,292									7,292	65.4%
50-40	Rental of Software & Licenses	75	75											
	Rentals / Leases	52,075	57,256	7,292		43,811					3,750		54,853	95.8%

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

BERKELEY PUBLIC LIBRARY : EXPENDITURES DEC FY14											6	50.0%	
Berkeley Public Library + CoB											YTD DEC		
Elmnt-Object	Description	Bdgt ORG FY14	Bdgt REV FY14	Actuals + Encumbrances							Cap Imp 610	Mse FF 308	% REV Spent
				Lib Dscr 301	DL / ILL 302	Grants 304	PLF 305	Gift 306	FFE 307	Actual FY14			
51-10	Postage	22,000	22,000	8,900								8,900	40.5%
51-20	Messenger/Deliver	25,000	25,000		5,000							5,000	20.0%
	Mail Services	47,000	47,000	8,900	5,000							13,900	29.6%
55-11	Office Supplies	30,000	32,350	15,437								15,437	47.7%
55-20	Field Supplies	176,925	200,761	103,958				10,306				117,441	58.5%
55-34	Equip & Veh Supp: Spare Replacement Par	12,000	12,000										
55-50	Food	1,500	4,500					1,921				1,921	42.7%
55-60	Library Materials	1,202,000	1,287,252	517,608		234		15,207				533,049	41.4%
	Supplies	1,422,425	1,536,863	637,003		234		27,434				667,848	43.5%
60-20	Outside Janitorial Svcs	200,000	203,182	200,000								200,000	98.4%
	Purchased Property Services	200,000	203,182	200,000								200,000	98.4%
65-70	Building - Existing Construction	150,000	159,994	9,908								9,908	6.2%
65-75	Building - New Construction	2,334,420	4,648,829									3,208,452	69.0%
65-80	Other Infrastructure	7,350	7,350										
65-90	Machinery and Equipment		59,593	59,082								59,082	99.1%
	Infrastructure	2,491,770	4,875,766	68,990								3,277,442	67.2%
70-41	Machinery and Equipment	580,036	489,869	52,994						98,039		151,033	30.8%
70-43	Furniture and Fixtures	506,000	259,369	15,333						168,944		184,277	71.0%
70-44	Computers & Printers	145,000	137,585	24,823						29,306		54,129	39.3%
70-47	Computer Softwares & Lic	25,000	25,000										
	Property	1,256,036	911,823	93,150						296,289		389,439	42.7%
71-10	Small Equipment	20,500	20,204	2,470								2,470	12.2%
71-43	Mach & Equip: Furniture And Fixtures	332,425	182,118	54,818						87,886	775	143,479	78.8%
71-44	Mach & Equip: Computers And Printers	175,000	211,085	77,577						52,393		129,970	61.6%
71-47	Mach & Equip: Software & Licenses	20,000	14,375	595						1,858		2,453	17.1%
	Under Cap Limit	547,925	427,782	135,460						142,137	775	278,372	65.1%
75-35	Mail Services	1,764	1,764	882								882	50.0%
75-50	City Vehicles/Fuel & Main	7,800	7,800	6,691								6,691	85.8%
75-60	City Parking Permits	500	500										
75-90	Internal City Training	500	500										
	nal Services	10,564	10,564	7,573								7,573	71.7%
99-01	Appropriations Ord #1		1,732,540										
99-11	Appropriations Ord #1 Offset Acct		(1,732,540)										
	Balance Sheet Accounts												
	Other Expenses	8,707,620	10,951,503	2,268,767	48,811	1,171		48,702		490,622	3,540,984	6,399,057	58.4%
	Berkeley Public Library + CoB	21,266,641	23,512,169	8,097,635	48,811	7,682		50,111		490,622	3,570,430	12,265,291	52.2%

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Attachment 3
FY 2014 MID-YEAR REVENUE BUDGET PROJECTIONS

DEPARTMENT: LIBRARY	FY 2014 Adopted Budget	FY 2014 Adjusted Budget	YTD Actuals	2nd Half Projected Revenues	Total Projected Revenues	Projected Balance/Deficit
1) 301 - Library Discretionary	16,156,270	16,156,270	434,518	15,857,151	16,291,669	(135,399)
2) 302 - Direct Loan/Inter-Lib Loan	20,000	20,000	9,233	10,767	20,000	-
3) 304 - Grants Fund	45,000	45,000	25,000	20,632	45,632	(632)
4) 305 - Public Library Fund			-		-	-
5) 306 - Gifts Fund	82,004	82,004	1,151	82,504	83,655	(1,651)
6) 307 - Foundation FF&E	1,000,000	400,000	400,000		400,000	-
7) 308 - Measure FF	1,500	1,500	1,754		1,754	(254)
Totals	17,304,774	16,704,774	871,656	15,971,054	16,842,710	(137,936)
Assumptions:						
1) County tax revenue estimate per CoB NOV 2013 update up \$129K over budget.						
2) No change to revenue projection -- public copier revenues.						
3) No additional grant funds anticipated.						
4) Program grant funding discontinued.						
5) Favorable balance due to \$1K gift for South and West opening fetes, miscellaneous donations and interest earnings.						
6) Capital program ending; additional receipts not expected.						
7) Interest earnings.						

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**Attachment 4
FY 2014 MID-YEAR EXPENDITURES BUDGET PROJECTIONS**

DEPARTMENT: LIBRARY	FY 2014 Adopted Budget	FY 2014 Adjusted Budget	Adjusted Personnel Budget	Personnel YTD Actuals	2nd Half Projected Personnel Expenditures*	Total Personnel Expenditures	Adjusted Non-Personnel Budget	Projected Non-Personnel Expenditures	Total Projected Expenditures	Projected Balance/Deficit
1) 301 - Lib Lib Discretionary	16,099,547	16,813,272	12,475,540	4,849,419	7,439,988	12,289,407	4,337,732	4,337,732	16,627,139	186,133
2) 302 - Drc't Ln/Inter-Lib Ln	76,000	79,811			-		79,811	79,811	79,811	-
3) 304 - Grants Fund	68,646	68,646	25,001	5,483	19,518	25,001	43,645	33,645	58,646	10,000
4) 305 - Public Library Fund										
5) 306 - Gifts Fund	260,504	276,206	1,645	840	907	1,747	274,561	274,561	276,308	(102)
6) 307 - Foundation FF&E	1,557,694	996,180					996,180	996,180	996,180	-
7) 308 - Measure FF	3,173,106	5,246,910	31,336	26,225	28,323	54,548	5,215,574	5,192,362	5,246,910	-
Totals	21,235,497	23,481,025	12,533,522	4,881,967	7,488,736	12,370,703	10,947,503	10,914,291	23,284,994	196,031
Shaded Areas have calculated formulas in them. Please change only after discussing with Budget Office.										
Assumptions:										
1) 2nd Half labor adjusted to 98.5% of budget.projected non-labor projects: Central infrastructure interior upgrades, completion of web redesign+VoIP+Cntrl AMH.										
2) Public copiers' leasing and supplies, and Link+ delivery services.										
3) CLLS=\$30,632 (bdgt=\$30K) must spend 100% by 30JUN13=\$25,001 labor+\$5,631 non-labor. Reduce Claremont Branch Bay Friendly expense by \$10K.										
4) Discontinued CA State Library funding										
5) Friends FY 2014 award for programs: Central Library Area upgrades, Alice Meyer Trust spend-down on Children's Collections.										
6) Branch FF&E program close-out.										
7) Measure FF close-out for South and West.										

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**Attachment 5
LIBRARY TAX FUND (301): 5-YEAR FUND ANALYSIS**

	FY 2012 FINAL	FY 2013 FINAL	FY 2014 ADOPTED	FY 2014 REVISED	FY 2014 PROJECTED	FY 2015 ADOPTED	FY 2015 REVISED	FY 2015 PROJECTED	FY 2016 PROJECTED
Beginning Fund Balance	\$ 1,540,808	\$ 2,267,988	\$ 3,068,245	\$ 3,068,245	\$ 3,068,245	\$ 3,093,824	\$ 2,380,099	\$ 2,701,631	\$ 2,700,384
Revenues									
Library Services Tax	\$ 14,606,137	\$ 15,253,044	\$ 15,870,770	\$ 15,870,770	\$ 15,999,834	\$ 16,188,185	\$ 16,188,185	\$ 16,042,394	\$ 16,363,242
Fines/Fees	254,985	210,984	275,000	275,000	275,000	275,000	275,000	275,000	275,000
Misc. Revenue / Interest / Refunds	47,938	24,664	10,500	10,500	16,835	10,500	10,500	10,500	12,000
TOTAL REVENUE	\$ 14,909,060	\$ 15,488,692	\$ 16,156,270	\$ 16,156,270	\$ 16,291,669	\$ 16,473,685	\$ 16,473,685	\$ 16,327,894	\$ 16,650,242
Expenditures									
Operations									
Salaries, Wages, Benefits	\$ 11,740,958	\$ 11,928,221	\$ 12,729,231	\$ 12,729,231	\$ 12,543,098	\$ 12,854,469	\$ 12,854,469	\$ 12,854,469	\$ 13,240,103
Salaries, Wages, Benefits less: Labor Vacancy Savings			253,691	253,691	253,691	256,243	256,243	256,243	275,000
Personnel	\$ 11,740,958	\$ 11,928,221	\$ 12,475,540	\$ 12,475,540	\$ 12,289,407	\$ 12,598,226	\$ 12,598,226	\$ 12,598,226	\$ 12,965,103
Non-Personnel	516,299	536,892	904,005	1,166,741	1,053,058	799,005	799,005	799,005	800,000
Library Materials (incl Tool Lndng)	859,099	990,423	1,152,000	1,227,000	1,227,000	1,277,000	1,277,000	1,277,000	1,500,000
Misc. Professional Services	232,389	249,284	318,600	650,924	472,042	293,600	293,600	293,600	300,000
Utilities+Telephone	329,620	284,052	509,402	566,454	551,344	459,402	459,402	459,402	450,000
Janitorial	157,763	161,230	200,000	203,182	203,182	205,000	205,000	205,000	210,000
Software Maintenance	238,128	154,770	325,000	313,805	340,182	350,000	350,000	350,000	350,000
Computer & Software Purchase >\$1K	66,121	37,014	65,000	49,632	90,924	65,000	65,000	65,000	75,000
Building/Infrastructure	20,364	325,259	150,000	159,994	400,000	175,000	175,000	250,000	250,000
Subtotal:	\$ 14,160,739	\$ 14,667,145	\$ 16,099,547	\$ 16,813,272	\$ 16,627,139	\$ 16,222,233	\$ 16,222,233	\$ 16,297,233	\$ 16,900,103
Charges From Other Depts									
Finance - Billing (3601)	\$ 12,653	\$ 11,719	\$ 18,110	\$ 18,110	\$ 18,110	\$ 18,812	\$ 18,812	\$ 18,812	\$ 20,000
Facilities - Admn (5401) +Txcs (5403)	8,508	9,551	13,034	13,034	13,034	13,096	13,096	13,096	14,000
Subtotal:	\$ 21,161	\$ 21,270	\$ 31,144	\$ 31,144	\$ 31,144	\$ 31,908	\$ 31,908	\$ 31,908	\$ 34,000
TOTAL EXPENDITURES	\$ 14,181,900	\$ 14,688,415	\$ 16,130,691	\$ 16,844,416	\$ 16,658,283	\$ 16,254,141	\$ 16,254,141	\$ 16,329,141	\$ 16,934,103
Projected Surplus/(Shortfall) {Rev - Exp}	\$ 727,160	\$ 800,277	\$ 25,579	\$ (688,146)	\$ (366,614)	\$ 219,544	\$ 219,544	\$ (1,247)	\$ (283,861)
GROSS FUND BALANCE {Bal + Rev - Exp}	\$ 2,267,988	\$ 3,068,245	\$ 3,093,824	\$ 2,380,099	\$ 2,701,631	\$ 3,313,368	\$ 2,599,643	\$ 2,700,384	\$ 2,416,523
Annual Committed Reserve	\$ 2,267,988	\$ 1,868,245	\$ 1,893,824	\$ 1,180,099	\$ 1,401,631	\$ 2,113,368	\$ 1,399,643	\$ 1,400,384	\$ 1,116,523

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Attachment 6
GIFTS TAX FUND (306): 5-YEAR FUND ANALYSIS

	FY 2012 FINAL	FY 2013 FINAL	FY 2014 ADOPTED	FY 2014 REVISED	FY 2014 PROJECTED	FY 2015 ADOPTED	FY 2015 REVISED	FY 2015 PROJECTED	FY 2016 PROJECTED
Beginning Fund Balance	\$ 609,927	\$ 531,885	\$ 484,450	\$ 484,450	\$ 484,450	\$ 305,950	\$ 290,248	\$ 291,797	\$ 241,797
Revenues									
Friends of BPL	\$ 86,810	\$ 76,028	\$ 82,004	\$ 82,004	\$ 82,004				
BPL Foundation	500	500							
Donations/Private	6,882	5,928							
Interest/Misc. Revenues	140	858			1,651				
TOTAL REVENUE	\$ 94,332	\$ 83,314	\$ 82,004	\$ 82,004	\$ 83,655	\$ -	\$ -	\$ -	\$ -
Expenditures									
Operations									
Personnel	\$ 3,202	\$ 2,021		\$ 1,645	\$ 1,747				
Non-Personnel	39,065	38,582	85,504	39,667	39,685				
Professional Services	58,946	38,196	125,000	174,876	174,876				
Library Materials	62,367	51,950	50,000	60,018	60,000	50,000	50,000	50,000	30,000
TOTAL EXPENDITURES	\$ 172,377	\$ 130,749	\$ 260,504	\$ 276,206	\$ 276,308	\$ 50,000	\$ 50,000	\$ 50,000	\$ 30,000
Projected Surplus / (Deficit)	\$ (78,045)	\$ (47,435)	\$ (178,500)	\$ (194,202)	\$ (192,653)	\$ (50,000)	\$ (50,000)	\$ (50,000)	\$ (30,000)
GROSS FUND BALANCE									
(Bal + Rev - Exp)	\$ 531,885	\$ 484,450	\$ 305,950	\$ 290,248	\$ 291,797	\$ 255,950	\$ 240,248	\$ 241,797	\$ 211,797

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Attachment 7

OTHER FUNDS (302, 304, 305): 5-YEAR FUND ANALYSIS

	FY 2012 FINAL	FY 2013 FINAL	FY 2014 ADOPTED	FY 2014 REVISED	FY 2014 PROJECTED	FY 2015 ADOPTED	FY 2015 REVISED	FY 2015 PROJECTED	FY 2016 PROJECTED
Beginning Fund Balance	\$ 266,656	\$ 253,529	\$ 281,955	\$ 281,955	\$ 281,955	\$ 202,941	\$ 198,498	\$ 209,130	\$ 153,130
Direct Loan Fund (302)	194,613	199,151							
Grants Fund (304)	13,330	(3,015)							
Public Library Fund (305)	58,713	57,393							
Revenues									
Direct Loan Fund	\$ 36,205								
Literacy Services & LSTA		43,288	30,632	30,000	30,632	30,000	30,000	30,000	
Miscellaneous Grant Revenue	15,000	50,691	15,000	15,000	15,000				
Public Library Fund (SB 358)			20,000	20,000	20,000	20,000	20,000	20,000	30,000
Other	21,987	19,976							
TOTAL REVENUE	\$ 73,192	\$ 113,955	\$ 65,632	\$ 65,000	\$ 65,632	\$ 50,000	\$ 50,000	\$ 50,000	\$ 30,000
Expenditures									
Operations									
Personnel	\$ 3,234	\$ 24,331	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 35,000
Non-Personnel	83,084	56,544	119,646	123,457	113,457	81,000	81,000	81,000	80,000
Library Materials		4,654							
TOTAL EXPENDITURES	\$ 86,318	\$ 85,529	\$ 144,646	\$ 148,457	\$ 138,457	\$ 106,000	\$ 106,000	\$ 106,000	\$ 115,000
Projected Surplus/Shortfall									
(Rev - Exp)	\$ (13,126)	\$ 28,426	\$ (79,014)	\$ (83,457)	\$ (72,825)	\$ (56,000)	\$ (56,000)	\$ (56,000)	\$ (85,000)
GROSS FUND BALANCE									
(Bal + Rev - Exp)	\$ 253,529	\$ 281,955	\$ 202,941	\$ 198,498	\$ 209,130	\$ 146,941	\$ 142,498	\$ 153,130	\$ 68,130

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**Attachment 8
BPL FOUNDATION FF&E FUND (307): 5-YEAR FUND ANALYSIS**

	FY 2011 FINAL	FY 2012 FINAL	FY 2013 FINAL	FY 2014 ADOPTED	FY 2014 REVISED	FY 2014 PROJECTED	FY 2015 ADOPTED	FY 2015 REVISED	FY 2015 PROJECTED
Beginning Fund Balance	\$ 50,000	\$ 249,745	\$ 307,694	\$ 596,181	\$ 596,181	\$ 596,181	\$ 38,487	\$ -	\$ -
Revenues									
Foundation	\$ 200,000	\$ 800,000	\$ 650,000	\$ 1,000,000	\$ 400,000	\$ 400,000			
Misc./ Interest									
TOTAL REVENUE	\$ 200,000	\$ 800,000	\$ 650,000	\$ 1,000,000	\$ 400,000	\$ 400,000	\$ -	\$ -	\$ -
Expenditures									
Personnel									
Consultants	255	37,952	6,544	100,000	70,331	70,331			
Furniture and Fixtures		383,846	224,709	800,000	349,997	349,997	200,000		
Equipment		314,932	124,578	657,694	575,853	575,853	50,000		
Miscellaneous/Other		5,320	5,682						
TOTAL EXPENDITURES	\$ 255	\$ 742,050	\$ 361,513	\$ 1,557,694	\$ 996,181	\$ 996,181	\$ 250,000	\$ -	\$ -
Projected Surplus/Shortfall (Rev - Exp)	\$ 199,745	\$ 57,950	\$ 288,487	\$ (557,694)	\$ (596,181)	\$ (596,181)	\$ (250,000)	\$ -	\$ -
GROSS FUND BALANCE (Bal + Rev - Exp)	\$ 249,745	\$ 307,694	\$ 596,181	\$ 38,487	\$ -	\$ -	\$ (211,513)	\$ -	\$ -
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**Attachment 9
MEASURE FF FUND (308): 5-YEAR FUND ANALYSIS**

	FY 2009 FINAL	FY 2010 FINAL	FY 2011 FINAL	FY 2012 FINAL	FY 2013 FINAL	FY 2014 ADOPTED	FY 2014 REVISED	FY 2014 PROJECTED
Beginning Fund Balance		\$ 9,955,299	\$ 8,510,959	\$ 22,130,714	\$ 13,726,851	\$ 5,245,411	\$ 5,245,411	\$ 5,245,411
Revenues								
Bond Proceeds	\$ 10,000,000	13,641	\$ 16,428,536	5,508	17,486	1,500	1,500	1,754
Misc./ Interest			28,477	5,508	17,486	1,500	1,500	1,754
TOTAL REVENUE	\$ 10,000,000	\$ 13,641	\$ 16,457,013	\$ 5,508	\$ 17,486	\$ 1,500	\$ 1,500	\$ 1,754
Expenditures								
Bond Issuance: Costs/Premiums	35,425		310,207					
Operations								
Personnel	9,277	\$ 6,126	\$ 35,234	\$ 100,760	\$ 87,783	\$ 31,336	\$ 31,336	\$ 31,336
Consultants		1,324,942	1,337,742	1,321,658	883,464	750,000	500,000	500,000
Building		112,704	1,023,319	6,770,851	7,175,207	2,334,420	4,649,330	4,649,330
Misc./Utilities/Other		14,209	111,169	135,316	308,455	50,000	58,895	58,895
Other Infrastructure/Public Art			19,587	80,790	44,017	7,350	7,350	7,350
TOTAL EXPENDITURES	\$ 44,702	\$ 1,457,981	\$ 2,837,258	\$ 8,409,375	\$ 8,498,926	\$ 3,173,106	\$ 5,246,911	\$ 5,246,911
Projected Surplus/Shortfall (Rev - Exp)	\$ 9,955,299	\$ (1,444,340)	\$ 13,619,755	\$ (8,403,867)	\$ (8,481,440)	\$ (3,171,606)	\$ (5,245,411)	\$ (5,245,157)
GROSS FUND BALANCE (Bal + Rev - Exp)	\$ 9,955,299	\$ 8,510,959	\$ 22,130,714	\$ 13,726,851	\$ 5,245,411	\$ 2,073,805	\$ -	\$ 254

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