



BERKELEY PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES

REGULAR MEETING AGENDA

FEBRUARY 13, 2008 AT 7:00 P.M.

CENTRAL LIBRARY MEETING ROOM 2090 KITTREDGE STREET

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

I. PRELIMINARY MATTERS

- A. **Call to Order**
- B. **Public Comments (7:00 – 7:30 p.m.)**
(Proposed 30-minute time limit, with speakers allowed 3 minutes each)
- C. **Approval of Agenda**

II. WORKSHOP

- A. **Presentation on the Berkeley Library Branch Master Facilities Plan activities and progress** – by Noll & Tam Architects
- B. **Workshop on the Library Facilities Master Plan Feasibility Study**
The public will be invited to comment and ask questions about the Library Facilities Master Plan Feasibility Study.

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 9, 2008 regular meeting**
Recommendation: Approve the minutes of the January 9, 2008 regular meeting of the Board of Library Trustees.
- B. **Administrative Regulation: Use of Video Monitoring Equipment**
Recommendation: Adopt the resolution adopting the Administrative Regulation to regulate the use of security cameras or video monitors in the Library for the purpose of observing and/or recording activities to deter crime and to aide in protecting the safety of individuals and library property.
- C. **Library Fee Schedule for 2008**
Recommendation: Adopt the resolution approving the Library Fee Schedule for 2008 and approve the Director of Library Services' submission of the fee schedule to the City of Berkeley, Budget Office, for inclusion in the City of Berkeley's Master Fee Schedule.
- D. **Beneficiary Gift from the Estate of Lawrence Shrader for \$25,115.47**
Recommendation: Adopt the resolution accepting the donation of \$25,115.47 from the estate of Lawrence Shrader, approve liquidating this asset now held by Charles Schwab Bank in Phoenix, Arizona, and approve depositing these funds into the Berkeley Public Library, Library Gift Fund, for allocation and expenditure in the future.
- E. **Letter of Support for the Friends of the Library's Bookstore Expansion**
Recommendation: Adopt the resolution authorizing Trustee Powell, as Chairperson of the Board of Library Trustees, to send a letter to the City Manager in support of the Friends of the Library's bookstore expansion.
- F. **Purchase Authority for Material Processing Supplies in Excess of Director of Library Services' Authority with the Vendor 3M Library Systems**

Recommendation: Adopt the resolution authorizing the Director of Library Services to enter into a purchase agreement and approve payments to purchase materials and supplies from 3M Library Systems in excess of her delegated spending authority.

IV. ACTION CALENDAR

- A. City of Berkeley's Climate Action Plan Resulting from Measure G**
Recommendation: Adopt the resolution supporting the Library's participation in implementation of the Berkeley Climate Action Plan following plan approval by the City Council of the City of Berkeley.
- B. FY2008 Mid-Year Budget Update and FY2009 Mid-Biennial Update**
Recommendation: Discussion and direction.

V. INFORMATION REPORTS

- A. Report from library employees and unions, discussion of staff issues**
 - 1. Comments / responses to reports and issues addressed in packet.
- B. Update on the Library's Work Plan Project: Privacy Policy**
- C. Status report from the ERC / Southwest Berkeley Library Needs Discussion Group on February 2007 activities**
- D. February 2008 Monthly Report from Library Director Donna Corbeil**
- E. Library events:** Flyers and press releases for various Library programs

VI. AGENDA BUILDING

Next regular meeting will be held at 7:00 p.m. on Wednesday, March 12, 2008 at the **West Branch Library, 1125 University Avenue**, Berkeley.

- A. Tracking Chart**

VII. CLOSED SESSION

- A. Public Employee Performance Evaluation** (*Pursuant to Government Code Section 54957*)
Title of position being evaluated: Director of Library Services
The Board of Library Trustees will recess into closed session to conduct a public employee performance evaluation.

VIII. ADJOURNMENT

Please refrain from wearing scented products at public meetings.

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.

To request a meeting agenda in large print, Braille, or on cassette, or to request a sign language interpreter, assistive-listening device or other accommodation for the meeting, please call (510) 981-6195 (voice) or (510) 548-1240 (TDD). Providing at least five (5) working days' notice prior to the meeting will help to ensure availability.

I hereby certify that the agenda for this special 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 8, 2008.



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

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



BERKELEY PUBLIC LIBRARY

WORKSHOP CALENDAR

February 13, 2008

WORKSHOP ON THE LIBRARY MASTER PLAN FEASIBILITY STUDY

ATTACHMENTS:

1. Building Evaluation Summary – by Noll & Tam Architects
2. Building Evaluation Chart – by Noll & Tam Architects
3. BPL Facilities Master Plan Survey Results
 - a. General Summary
 - b. Survey Responses
4. Background Information on the Facilities Master Plan for Branch Libraries
5. Berkeley Public Library Facilities Master Plan Patron and Staff Input Summary

Building Evaluation Summary

Summary of Process:

All four branches have been visited by representatives from Noll & Tam Architects and a team of consulting specialists and engineers. The buildings were evaluated based on conditions that could be observed without any destructive testing or disruption to regular library operations. The observations from all parties will be included in full in the final report; they are summarized for quick discussion on a single page here on the attached handout. First drafts of all the reports were submitted to the cost estimator to produce the numbers listed below. Please note, because of the early stage of this process, the numbers are not finalized; for purposes of discussion they should be increased by 25-30% to cover project costs that were not yet detailed.

Evaluation Strategy:

We have made a strategic decision that this initial cost, which we are calling the “baseline,” should include not only items necessary for building code and life safety issues, but also all other repairs and improvements that can be made without expanding the buildings. (The concept is that it would be foolish and impractical to upgrade all the wiring and install emergency lighting without simultaneously replacing the other existing light fixtures; therefore, we want to include both costs in the baseline estimate.)

We recognize that even this distinction is somewhat artificial since a great many of the problems the branches have cannot be solved at all without adding square footage to the buildings, but we hope it will serve a useful purpose to your decision process. At the end you will have a cost for completely fixing up the buildings you have, and another cost for doing that plus adding on to the buildings to solve their space problems. Similarly, the structural strategy (outlined in more detail below) assumes the necessity to upgrade the existing structures, even though that work is in fact voluntary if there is no new addition to the buildings.

Criteria for Structural Evaluation:

In evaluating the branch libraries our focus has been on identifying the buildings that are at particular risk. In general, if the building was constructed under modern codes and no significant deficiencies were identified by the previous reviewers or during our review, we have made no recommendation for upgrading. It is our expectation that these buildings will meet the life safety objective and, in general, will be repairable.

We have identified several buildings that either do not have creditable lateral systems, or as in the case of one building, has a lateral system that is known to be problematic. We expect that these buildings will experience a disproportionate

amount of damage in a major earthquake; thus, we have made recommendations for a voluntary seismic upgrade of these buildings.

The need for upgrades is supported by the previous seismic evaluations of these branches, which have made similar recommendations. The differences are attributable to different criteria and changes in the buildings codes in effect over the years.

The criteria used in the previous evaluations were characterized as “Substantial Life Safety” and “repairable damage”. These criteria differ in the level of damage expected and hence reflect the struggle to balance safety of staff and users of the library, the desire to preserve the existing buildings, the costs associated with mitigation measures, and likely future costs when a major earthquake occurs. Overlaying these issues are the building codes which reflect societies attempt to balance these competing interests and to set minimum levels of performance. Ultimately the right decision is subjective. The challenge for the Library is to consider and weigh the costs and consequences of these competing goals.

Ultimately the extent of the upgrades will depend on the condition of the individual building and the performance expected by the Library. Because the buildings were permitted under previous building codes, unless significant changes are made the buildings are not required to comply with the provisions of the 2007 California Building Code.

We recommend bringing these buildings up to the level that would be required by the City of Berkeley Building Code if a mandatory upgrade was required. Because this is a voluntary upgrade, consideration should be given to relaxing this proposed criterion when the costs are not commensurate with the increase in performance. This level of upgrade would not only improve the safety of the occupants but would also reduce the damage during an earthquake thus helping to preserve these civic resources.

Executive Summary by Building:

(In the final draft of this report, this section will include executive summaries from each consulting discipline. This preliminary draft only includes the architectural/ADA issues and the other disciplines that are represented in the attached summary handout.)

North Branch

The North Branch Library is beautiful and well-loved but is operating at such a greater level of use than it was designed for that it is almost impossible to function in a sensible way. (The staff performs daily miracles of service that help to conceal some of the building's shortcomings.) While the public areas could be brought close to ADA compliance with the work listed below, the staff areas are much too crowded for proper accessibility and that defect cannot be corrected without more space.

The North Branch has the following requirements that also apply to all of the buildings:

- Patch and repaint entire interior and exterior.
- Replace all carpet.
- Need more access to electricity throughout interiors!
- New shelving throughout at ADA spacing with correct racks for different media.
- Add high quality corkboards, etc. for display areas wherever possible.
- New interior signage throughout, in a style appropriate to the building.
- Refurbish all doors and upgrade hardware.
- Install new tile on floors and walls of all restrooms.
- Replace all toilet partitions with new high-quality partitions in an appropriate style.

Issues special to the North Branch:

- Rebuild original wooden windows that can be easily opened and closed by staff.
- Build a new, historically appropriate, wooden accessible circulation desk.
- Replace all lighting with replica fixtures from photographs and drawings.
- Completely remodel (e) women's restroom into a unisex ADA restroom for the public.
- Remodel (e) men's restroom for the staff, as close to ADA as possible.
- Redo floors with new high-quality linoleum.
- Replace all window blinds with historically appropriate shades.
- Refurbish (e) wooden built-in bookcases and wainscot, as well as original tables and chairs.
- Clean and re-install coved brass base - replace where missing.
- Overhaul fireplaces so they function - possibly install a gas fireplace in each?
- Replace both restroom doors with matching new doors that are 36" - rebuild openings.
- Remove odd soundproofing material coating in central room - replace with a different sound-absorbing feature?
- Sensitive cleaning of historic painting on ceiling woodwork in both reading rooms.

- Install new enclosed bookdrop.
- Replace floor-to-ceiling curtain in children's room.
- Come up with a better way to hang annual quilt show - remove loops of string.
- Consider rebuilding ramp at front porch to correct modern ADA dimensions.

Tentative baseline construction cost to repair: \$1,972,467

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South Branch

The South Branch Library is well-used and provides an impressive level of service, but so many functions are being addressed, in overlapping fashion, in such a small space that the overall impression is similar to that of an emergency facility operating after some natural disaster. While the public areas could be brought close to ADA compliance with the work listed below, the staff areas are much too crowded for proper accessibility and that defect also cannot be corrected without more space.

The South Branch has the following requirements that also apply to all four buildings:

- Patch and repaint entire interior and exterior.
- Replace all carpet.
- Need more access to electricity throughout interiors!
- New shelving throughout at ADA spacing with correct racks for different media.
- Add high quality corkboards, etc. for display areas wherever possible.
- New interior signage throughout, in a style appropriate to the building.
- Refurbish all doors and upgrade hardware.
- Install new tile on floors and walls of all restrooms.
- Replace all toilet partitions with new high-quality partitions in an appropriate style.

Issues special to the South Branch:

- Replace all broken pieces of decorative colored glass in the top row of concrete block.
- Restore all windows to full function. Replace multi-blade jalousie windows with new windows in a different style. (Consider replacing windows throughout to provide better insulation.)
- Improve shelving in all staff areas to take better advantage of space available.
- Remodel restrooms off meeting room to modern ADA standards.
- Replace restrooms off reading room with a single, accessible, unisex restroom.
- Restore original lighting - replace later lighting with lights more appropriate to building design.
- New accessible circulation desk.
- Roof should be replaced, as well as gutters and downspouts.
- Exterior wood trim (at soffits, etc.) is damaged and needs repair or replacement.
- Exterior paving adjacent to the building is broken and uneven - should be replaced.
- Exterior irrigation system is broken.
- According to staff, the building has flooded when there was high water in the street. Revise landscaping to protect against future recurrence.

Tentative baseline construction cost to repair: \$2,419,044

West Branch

The interior finishes of the West Branch Library have been replaced recently and give a cheerful impression, but the building exterior has been neglected. There is structural work necessary under the building due to damage from pests and water, and the remaining areas of original wood windows and trim are badly damaged. The 1970s additions to the building resulted in loss of any presence on the street; the resulting effect of the combined eras of building is practical invisibility.

While the public areas of the building are very close to ADA compliance, and could be brought to that point with the work listed below, the staff areas are much too crowded for proper accessibility. That defect cannot be corrected without more space or a complete reworking of the available space in a way that would significantly reduce the program area of the building.

The West Branch has the following requirements that also apply to all four buildings:

- Patch and repaint entire interior and exterior.
- Replace all carpet. (This was recently done at this branch and could be skipped unless major renovation work is done at the same time.)
- Need more access to electricity throughout interiors!
- New shelving throughout at ADA spacing with correct racks for different media. (Some new shelving has been recently provided at this branch, which doesn't need replacement unless the whole building is being redone.)
- Add high quality corkboards, etc. for display areas wherever possible.
- New interior signage throughout, in a style appropriate to each building.
- Refurbish all doors and upgrade hardware.
- Install new tile on floors and walls of all restrooms.
- Replace all toilet partitions with new high-quality partitions in an appropriate style.

Issues special to the West Branch:

- Remove dropped ceiling in adult reading room, expose and repair plaster ceiling and wooden trim (this will involve rerouting ductwork.)
- Rebuild original wooden windows so that they can be easily opened and closed by staff.
- Restore original skylight in historic reading room. This will involve reconstruction of a large section of the roof.
- Eliminate "pit" in picture book area.
- Build a new, historically appropriate, wooden accessible circulation desk.
- Replace all lighting in old part of building with replica fixtures from photographs and drawings.
- Provide new stack lighting.
- Redo floors with new high-quality linoleum.
- Refurbish what remains of original exterior at entry.

Tentative baseline construction cost to repair: \$2,664,943

Claremont Branch

The Claremont Branch Library is attractive, well-liked, and does a good job of serving many needs in spite of an odd assortment of spaces resulting from the combination of the new and old buildings. The small lobby is a particular choke-point that the staff called to our attention; if it could be enlarged there could be a much less problematic flow of patrons to children's programming and events in the meeting area.

While the public areas could be brought close to ADA compliance with the work listed below, the staff areas are much too crowded for proper accessibility and that defect cannot be corrected without more space.

The Claremont Branch has the following requirements that also apply to all four buildings:

- Patch and repaint entire interior and exterior.
- Replace all carpet.
- Need more access to electricity throughout interiors!
- New shelving throughout at ADA spacing with correct racks for different media.
- Add high quality corkboards, etc. for display areas wherever possible.
- New interior signage throughout, in a style appropriate to each building.
- Refurbish all doors and upgrade hardware.
- Install new tile on floors and walls of all restrooms (except in the two more recent accessible restrooms where finishes are of acceptable quality.)
- Replace all toilet partitions with new high-quality partitions in an appropriate style.






Issues special to the Claremont Branch:

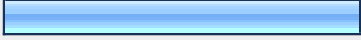


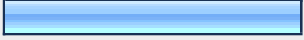
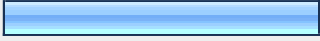

- Rebuild original wooden windows so that they can be easily opened and closed by staff.
- Add a skylight in the lobby to improve circulation area.
- Build a new, historically appropriate, wooden accessible circulation desk.
- Replace all lighting in old part of building with replica fixtures from photographs and drawings.
- Provide new stack lighting.
- Redo floors with new high-quality linoleum.
- Replace all window blinds with historically appropriate shades. Provide powered shades for high windows.
- Install new enclosed bookdrop.
- Overhaul fireplaces so they function - possibly install a gas fireplace in each?
- Refurbish (e) wooden built-in bookcases, as well as original tables and chairs.
- Refurbish original entry (now locked) to remain closed, but not look abandoned. Fix light fixture, install better signage, restore little porch.
- Consider rebuilding ramp up to front porch to correct modern ADA dimensions.

Tentative baseline construction cost to repair: \$2,684,909

		North	South	West	Claremont
Structural					
Mechanical	HVAC				
	plumbing				
Electrical	power				
	lighting				
	telecom				
Architectural	roofing				
	windows & doors				
	existing finishes				
ADA					
Hazardous Materials					
(comments based on site visits only; laboratory test results not yet received)		Small amount of pipe insulation and lead paint to be abated.	Large estimated amount of pipe insulation, wallboard and miscellaneous mastics that require abatement.	Small estimated amounts of pipe insulation, wallboard and miscellaneous mastics that require abatement.	Medium estimated amounts of pipe insulation, wallboard and miscellaneous mastics that require abatement.
Pest Damage					
		Termite damage at exterior wooden stairs; dry rot in some wooden trim.	Dry rot in soffits, fascias and other exterior wooden trim; damage suspected in roof.	Significant termite damage and rot in underfloor structure; dry rot in wooden trim.	Some termite damage and rot in underfloor structure; dry rot in some wooden trim.
Historic Character					
		Original building is in good to excellent condition and very little changed. Appropriate lighting should be installed and some finishes refurbished.	Original building is mostly still visible, although in only fair condition. Finishes are in need of restoration, and appropriate lighting should be installed.	Original building has been partly removed; what remains is seriously compromised. Restoration of historic features would require significant rebuilding.	Original building is in good condition. Appropriate lighting should be installed and some finishes refurbished. 1970s addition is not historically significant.

BPL Facilities Master Plan Results

1. How often do you use the Berkeley Public Library?			Response Percent	Response Count
At least once a week			64.9%	181
Once every three weeks			22.9%	64
Once a month			9.7%	27
Once a year			1.4%	4
Rarely			1.1%	3
			answered question	279
			skipped question	5

2. Besides the library building you are visiting, which other BPL branches do you visit?			Response Percent	Response Count
North			39.2%	60
West			33.3%	51
Literacy			3.3%	5
South			32.7%	50
Tool			34.6%	53
Claremont			22.2%	34
			answered question	153
			skipped question	131






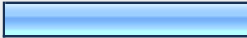

3. Please tell us what you think of this library building.

	Poor	Adequate	Good	Very Good	Excellent	Rating Average	Response Count
Condition of the outside of the library	3.3% (9)	21.4% (59)	30.4% (84)	30.4% (84)	14.5% (40)	3.32	276
Condition of the inside of the library	2.9% (8)	15.1% (42)	29.1% (81)	34.9% (97)	18.0% (50)	3.50	278
Ease of access entering the building	1.4% (4)	15.2% (42)	18.8% (52)	35.5% (98)	29.0% (80)	3.75	276
Ease of access inside the library	4.7% (13)	13.4% (37)	24.6% (68)	32.2% (89)	25.0% (69)	3.59	276
Layout and arrangements	4.7% (13)	17.5% (48)	25.9% (71)	32.5% (89)	19.3% (53)	3.44	274
Signs and signage	5.7% (15)	14.8% (39)	29.5% (78)	30.3% (80)	19.7% (52)	3.44	264
Service desks	1.1% (3)	11.7% (32)	24.8% (68)	28.5% (78)	33.9% (93)	3.82	274
Check-outs>Returns	2.6% (7)	14.0% (38)	20.6% (56)	29.4% (80)	33.5% (91)	3.77	272
Comfort	5.9% (16)	14.4% (39)	18.8% (51)	33.9% (92)	26.9% (73)	3.62	271
Lighting	4.8% (13)	11.7% (32)	21.6% (59)	32.6% (89)	29.3% (80)	3.70	273
Temperature	1.5% (4)	12.5% (34)	23.4% (64)	36.6% (100)	26.0% (71)	3.73	273
Acoustics	2.6% (7)	16.5% (44)	25.1% (67)	31.1% (83)	24.7% (66)	3.59	267
	answered question						281
	skipped question						3

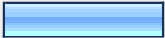
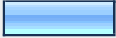


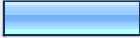




4. Please rate the following features in terms of importance to you in a library building.

	Not Important	Somewhat Important	Important	Very Important	Mandatory	Rating Average	Response Count
Quiet study room	16.6% (44)	24.9% (66)	23.0% (61)	24.2% (64)	11.3% (30)	2.89	265
Community meeting room	27.3% (72)	28.0% (74)	22.3% (59)	15.9% (42)	6.4% (17)	2.46	264
Computer center	18.3% (48)	19.0% (50)	26.2% (69)	17.1% (45)	19.4% (51)	3.00	263
Space for library programs	14.7% (38)	22.5% (58)	23.3% (60)	27.5% (71)	12.0% (31)	3.00	258
Seperate periodicals/magazine area	14.2% (37)	28.1% (73)	29.6% (77)	20.0% (52)	8.1% (21)	2.80	260
Seperate space for children/teens	4.2% (11)	14.4% (38)	27.8% (73)	26.6% (70)	27.0% (71)	3.58	263
Shelf space for popular materials	12.5% (32)	17.5% (45)	32.7% (84)	24.9% (64)	12.5% (32)	3.07	257
Seating and tables for reading	2.6% (7)	3.4% (9)	19.4% (52)	34.0% (91)	40.7% (109)	4.07	268
Well funcitoning service desks	1.1% (3)	3.0% (8)	16.4% (44)	38.8% (104)	40.7% (109)	4.15	268
	answered question						277
	skipped question						7


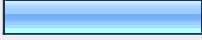


5. What is your age group?

		Response Percent	Response Count
11 and under		2.2%	6
12-17		6.1%	17
18-29		6.5%	18
30-44		14.7%	41
45-57		31.2%	87
58-69		26.9%	75
70+		12.5%	35
		answered question	279
		skipped question	5

6. What is your home zip code?

		Response Percent	Response Count
94702		17.3%	48
94703		11.9%	33
94704		6.1%	17
94705		13.7%	38
94707		14.8%	41
94708		7.6%	21
94709		6.1%	17
94710		5.1%	14
Other		17.3%	48
		answered question	277
		skipped question	7

7. Please identify the library branch you are visiting.

		Response Percent	Response Count
North		44.3%	125
West		21.6%	61
South		8.5%	24
Claremont		25.5%	72
		<i>answered question</i>	282
		<i>skipped question</i>	2

Berkeley Public Library Facilities Master Plan Survey

RESPONSES

West Branch

- The Branch Libraries are always bursting at the seams with patrons. They desperately need additions!
- Nice Library
- The Children's room is very noisy, i.e. the sound is heard all over the library, but I can't see how this could be helped. The librarians are helpful. Hard to see materials on top and bottom shelves (especially CDs). Love the library anyway.
- This library is great. We are very happy with the materials and the service. We this library even though we live in Albany.
- I really like the variety and amount of activities / toys that you offer in the Children's section. I also like that it is separated from the rest of the library by stairs.
- I like the improvements to the West Branch Library!
- Library staff is extremely helpful.
- 1) WiFi services are mandatory. 2) West needs outlets available for laptop users. ****
- Room with a door for kids to have loud fun.
- Better music selection, a few more computers
- The customer service at this library is EXCELLENT. My experience is that staff goes beyond it expectation to service the public. That's why I return frequently.
- Take out books
- The librarians are excellent at West Branch – always helpful, informative + willing to help you.
- Get a stamp! & CDs
- I use three different library systems (Contra Costa, Alameda, Berkeley) and am pleased with all of them. I use BPL West Branch because its on the way home and the ease of parking is superior (in a pinch one can always use the Pet Smart/Longs parking lot).
- Shelf space for new fiction books – they may or may not be “popular.”

Building Layout Comments

- Demo existing (outer walls) and Additions (enclose outside spaces and extend street-side portion of building)
- Add access to reading programs in back of building, add access to teens and adult reading on street-side of building, and add seating outside by the ramp.
- Add roof over all of the entry way
- Move bathroom facilities. Meeting room is valuable stack space! Every study table needs outlets for laptop users.
- More space between DVD/VHS shelf and CDs/Paperbacks shelf. More space in the Teen Area.
- Add comfy chairs around the adult fiction area.
- Add a chair or bench near the Adult New shelf.

South Branch

- Love the library
- Move South Branch to Ed Roberts Campus & keep existing South Branch building for the Tool Library and special functions.
- Rain is not directed away from entrance. Acoustics in library are good (unfortunately).
- Love this branch. Nicest workers.

- South Branch librarians are helpful – friendly. This is the most important thing.
- I appreciate the radiant floor heating. It's comfortable and I don't really notice it until its wintry outside. I like that So. Branch is so easy to use – feels very accessible most of time. It has great neighborhood value, a gathering spot. Perhaps something could be done for the school/students who use So. Branch late in the afternoon – there's a small number who occasionally act out – Is a good solution having their own table / own activity? Or do they need to be diverted to community work or an eye opening activity?

Building Layout Comments

- Reorganize or move the tables in from of the circulation desk.
- Maybe So. Branch should be all children & tool library w/ adult staff going to ERC in 2 yrs.
- Maybe move the computers so people who are walking by don't bump into the people focused at the computers.
- Put children's in meeting room and meeting room in Children's. Build a wall to separate from main adult library.

Claremont Branch

- Comfy chairs
- Temperature is cold, but that's ok!
- More books on tape for children. More Nancy Drew note books.
- I would like more books on tape for children.
- Glenn is very helpful.
- Sometimes too much noises/Voices in computer area
- It is not the newest biggest prettiest library I've used, but it does what it does very well + the staff are the best. We all eagerly anticipate our many visits.
- A staff that is happy and not overworked. Paid well.
- Fire Place! Yay! Change soap dispenser (no lotion holder!)
- This is a wonderful branch: its small but works well + has excellent staff.
- Safety is important now that people plug in their own computers + cords wherever
- Some "isolation structure" around service desks (walls, partitions, screen, etc.) since library transactions are rarely done with lowered voices anymore.
- I depend on the library. It's great. Self-checking makes me miss interaction w/ librarians, but I guess that's progress.
- The best: a considerate & friendly staff!
- Link+ is awesome! Some areas in adult fiction smell bad. Location of men's bathroom (in teen area) is terrible. Great idea to move holds to self-serve.

Building Layout Comments

- I love this library!
- Get rid of Teen Area – have never seen a teen in it. Get rid of computers – service not appropriate for a library.
- More people less tech!!
- Leave it alone! Please – It's a branch, not the main/Central – Its supposed to be "local."
- Is there space adjoining behind the community room that could be expanded if additional room is needed???
- Space is always limited. Earthquake restrictions may be harder than I imagine, but often novels do not all fit on shelves and get put in "overflow" or sold. I like perusing "overflow" but floor-to-ceiling stacks would hold many more books. I have even seen libraries use moving stacks that slide more stacks into a small area – it also makes reshelving an easier job.

- More use, change layout of teen area. Another table?
- Tape player!
- Meeting room area: I don't see this area used. Seems like dead space.
- Area in front of circulation desk: a tight area – people checking out and traffic to + fro, when busy this is very tight
- SOLAR PANELS upon the roof!
- I'm sure it will be difficult to make significant changes since the building does seem crowded right now. "Ribbon racks" are much more flexible for bike parking than those currently installed. The benches are great! Please keep them no matter what. Move main reference desk away from quieter areas (I am often distracted by loud voices @ reference desk when using computer).
- The donation books + hold books are too close together, but I don't know how this would get rearranged.
- Teen Area: never seen teens there
- Men's Bathroom: Terrible location! While I'm looking at teen A/V, it's almost like being inside the bathroom with the user!

North Branch

- The best thing about the libraries (for a family) is the variety of programs for kids!
- I like the tables / programs and selection of books. Use North Branch because the staff is nice and the building is warm & inviting also small. Parking like at the main branch is a nightmare.
- Need more open space – not so cluttered "service areas." Look like small town library from 1950s.
- The staff at North is very helpful
- The only real problem I note is the disgusting & overpowering smell in the women's restroom. How can we address this issue?
- It would be helpful if there was a notebook or something to write down what books you want the library to get.
- The North Branch is my favorite facility despite its limitations
- No musty smell is important
- I wish library (North) could open every morning @ 10:00
- Upgrade bathrooms – smells! Need more room/shelves for DVD, books on tape, CD, now MP3 books. Larger area for magazines, news
- Please do not waste our valuable tax money fixing what does not need fixing!
- I love the building and highly value having the branch. Staff is great!
- Outlets for laptops desk lamps
- Need more room for DVDs/videos. They need their own wall.
- North Branch building is cramped for space + floor plan is confining. Staff space/service desk are poorly configured, impinge on shelving, etc.
- At meetings, please address issue – when Library Aides push chairs in, do so without hitting tables, in order to avoid damaging beautiful oak chairs, denting upright part.
- 1) Need room when checking books out – I'm always having books fall off whatever they are stacked on. 2) Very congested, by entrance, book return, new books, movies floor area.
- I like the comfortable feel of the North Branch, but I also like the others. I don't go to the Main Library very often. Parking more difficult.
- Doing great – couldn't do without you! (Bathrooms need upgrade + more frequent cleaning)
- North is my favorite branch – its just too small. They do a fantastic job in the space they have, but its too small
- WiFi is detrimental to human health and well studied now by the Scandinavians – prefer none in library.

- My only “problem” with this beautiful, well-run, helpful library is the amount of noise that arises at times. Any small spaces are well worth squeezing for the charm.
- I make great use of requesting materials from other branches that I pick up here, so it doesn’t matter to me whether the books + DVDs I want are in this building so long as they are somewhere in the branch system. I don’t feel a need for this building to be changed to fit more materials if that’s a goal.
- Doors left open – cold air on computer users. Fix door stop on N. entrance door – door stop won’t stay up.
- I love N. Branch though its crowded. Its warm, cozy, friendly! Please continue the quilt show.
- The staff has always been very helpful. The computers are not user friendly.
- Me personally, I just want the books. As a member of the community, I want others satisfied – but they can fill out their own form.
- Bathrooms
- I understand lighting wants improvement so ceiling (at desk) can be seen – yes! Didn’t know ceiling existed. No need to change furniture in reading room – solid + comfortable.
- I love it the way it is! I’m more concerned about getting BOOKS.
- Building has a unique beauty of form and vibrations – as you expand/remodel – Preserve!
- LOVE the North Branch!
- Don’t change it too much!
- Computer (doc) program doesn’t function very well. Twice had an appointment, came in the doc. Didn’t show and it was a problem.
- The staff is excellent!
- Wonderful staff – beautiful architecture – but too crowded.
- I really hate the magnetic checkout system! Change the 50s lighting in main room to show the gorgeous ceiling. We need another computer and the computer should be more private.
- Don’t like cold, impersonal libraries – this one is pleasant, informal and helpful. Area near information desk could be neatened up a bit with cabinets to hide clutter – people very helpful.
- North Branch has done a great job utilizing this rather small space.
- This library is just about perfect. Don’t add or detract.
- North Branch is the step-child of the BPL system. Claremont has been enlarged, remodeled twice, as has West Branch, South Branch the newest has had more don’t to it. When will you improve this library? Better facilities, more space for books and a larger, better collection – both reference and other. Needs expansion of physical building and also the collection. Someone drew a plan several years ago but the Board spent all the month on Central Library, including expensive hand-carved chairs that are not even comfortable.
- Seems like North Branch gets less new books than other sites.
- This library is beautiful & accessible by walking for me – but it needs MORE ROOM. It is heavily used & often very crowded.
- Computers that will not destroy flash drives and floppy disks and yes I’ve written (to no avail) to the new library director & the head of I.T. about this & was ignored AGAIN. Computer stations that have adjustable height of monitor keyboard & chair (each independently adjustable) at every computer. Computers with private quiet location w/o constant nearby noise.
- The Public Library the best deal in town.
- I love North Branch! And the online reserve feature.
- Maybe one more self-checkout computer
- I think the staff is very responsive & attentive
- Bring back the original fixtures – the fluorescent lights detract from the beauty of the building. Update like at Main
- In the summer it is stuffy inside. More room for music/classical CDs – well, more, anyway
- The library is busy – it is important to note that many users are non-Berkeley residents.

- Please dump tons of old New Yorkers, Via Via Via & low-brown celebrity junk- Weed It! Or Reject It!

Building Layout Comments

- More space for audio recorded books would be nice, but not at the expense of well-balanced compromises already in place. Do not encroach on existing open traffic space in front of circ. desk.
- Increase computer terminals. Extend building and increase shelf-space collection in back of Adult Fiction and Teen Area.
- Lots of under utilized wall space in general. New Materials shelf: back to back shelves, instead of against entry (lots of room wasted here). Space between Circulation Desk and Children's Videos: Too Tight!
- I like it the way it is! Thank you for everything!
- Space seems to be used as well as possible. Building isn't large enough, but expense of enlarging is probably prohibitive.
- Utilize this unused area. Outside space behind staff offices: build-out towards property line. Outside space behind Adult Non-Fiction: build-out. More shelves for books, magazines, newspapers.
- Create lobby space with terminals
- Fireplaces could be removed
- Spaces on either side of entry way: cramped area. Adult Non-Fiction: inadequate shelving, space, narrow aisles. Poorly configured staff space service desks. Branch needs larger space! (has site area available for expansion)
- All work well at present
- I don't understand why teenagers need their own room. They should be able to be quiet. If there were some way of putting the circ desk further from the reading tables, that would be great. People tend to talk loudly to the library staff.
- I use everything. Keep the beauty + charm. I've lived nearby since 1971.
- Audio books and Paperback shelves: Move to Adult Non-Fiction area. Children's Videos shelf: Move into Children's room.
- Don't change! I love this comfortable, easy-to-use library!
- I think this is a beautiful old building and it works just fine for me.
- Generally lighting is ugly and not in sympathy with the character of the building.
- If you can go down – several floors or add a tower.
- Remove fireplaces and replace with shelves
- Open up the entrance by the women's restroom – It's a maze.
- Nothing just refinish/replace/restore as needed to preserve this jewel of a building.
- New Materials area: this area gets very crowded. Adult CDs area: too crowded. Adult-Fiction area: could you make more room between shelves.
- Teen area: add teen computers, more chairs and more teen books.
- I would add better self-checkout areas. I had the opportunity to use the self-check at Palo Alto Library and their system is much better (ok I know they probably have more money). Might explore other machines. Thank you!
- I would somehow create a "door" to children's area so it doesn't matter if my child is talking.
- Need community room, a real teen area, offices for staff, space for an expanded reference room with chairs and tables, a computer center. Space needed for more good quality books, maybe fewer mysteries, more biographies and history. This library is heavily used why has nothing been done to it for 30, 40 or 50 years?? Now is the time.
- Children's area: I like the way this functions as a multi-purpose area + separates "loud" activities. Children's reading area: too crowded. Circulation Desk: seems to be a lot of

wasted space, push this back. Info Desk area: too crowded. Videos area: this area very crowded. Entry way: completely open entry way.

- More book stacks, take out Teen Area, add Community Room to back of building, increase Staff Area, push back Circulation Desk and have more computers, and have a parking lot in the back.
- More recoded books (tape, CD)
- All is needed, build another wing
- Too bad the building is not larger.
- Children's area: I can't speak to the usage of this space. What do parents think? An awful lot of space per patron as compared to the rest of library. Front of library: this whole area is too cramped, trying to get everything in. Tables in Adult Non-Fiction area: smaller tables, I have never seen them all full. Add on to the back of the building.



February 13, 2008
Berkeley, California

BACKGROUND INFORMATION ON THE FACILITIES MASTER PLAN FOR BRANCH LIBRARIES

Berkeley Public Library Branches

The Berkeley Public Library, established in 1893, has a Central Library and four branches, including a Tool Library.

In 1996, the report *Berkeley Branch Libraries Feasibility Study* was completed in which Bull Stockwell Allen & Ripley, Architects and Planners, examined “the long term needs of the Berkeley Branch Libraries” and proposed “design alternatives and budgets to meet those needs.” This report is available in the library’s reference collections.

A similar study of the Central Library was conducted by the same firm in 1995. As a result in 1996, Berkeley voters passed a \$30 million bond to restore and expand the Central Library. Beginning in 1997, the Berkeley Public Library Foundation (BPLF) raised an additional \$4 million to pay for furnishings, furniture, and equipment (costs not covered by the bond measure).

In 2008 the Berkeley Public Library has undertaken a new, major planning initiative: the development of a *Branch Library Master Facility Plan*. The final plan will be based on a **20-year Library Facilities Master Plan (LFMP) feasibility study** to be completed by the local firm Noll & Tam for the Berkeley Public Library. The February 13, 2008, Board of Library Trustees Workshop is a chance for the public to ask questions and to give input on the assessment phase as the Library continues its study of its branch library buildings.

Berkeley’s branch libraries must be flexible enough to address not only current, but also future, public service needs; therefore this project is focused on the capacity of the facilities themselves. The goal of the project is to develop pertinent facility information and knowledge that will further the ability of the Library to make solid strategic decisions regarding facility expenditures useful in the short term, and that will be considered a significant asset in developing plans for the future. The study will address the following areas:

- Assessing the physical ability of the branch libraries to serve the needs of the community
- Examining the potential of existing facilities to meet future facility use needs



Branch Library Histories

A. Claremont (5,500 S.F.)

The branch was built in 1924. In 1975 it was expanded to adjacent property purchased for that purpose. In 2000 there was a small renovation (\$250,000) with the focus on ADA accessibility improvements, such as restroom expansion and general refreshments included reconfigured shelving, interior painting, new carpet, improvement to wiring and new book return.

B. North Branch (3,175 S.F.)

The library was built at this site in 1936 and was never completed – according to the original plans, there was to be a two-story wing to the West of the current office space that included a Reference Room and a public meeting room. The building was last updated in the early 1970s.

C. South Branch (4,500 S.F.)

Built in 1961, the building is the same as it was originally built, with only the addition of the meeting room in 1974.

D. Tool Library (approximately 500 S.F.)

A trailer to provide the tool service was added to the South Branch lot in 1979; since that time, storage space has been added and a concrete block building replaced the trailer.

E. West Branch (5,500 S.F.)

The branch was built in 1923, with a Carnegie grant and was remodeled in 1974. In 2003 significant renovation and expansion plans were developed for “Proposition 14”, the California State Library Bond Fund Act grant application by Group 4 Architects.

Purpose of the Plan

Following the physical evaluation of each building, the Board will decide whether or not existing buildings could or should be expanded and/or renovated, how much square footage could /should be added and the estimated cost of improvements. Consideration will be given to feasibility of expanding or renovating the site, staff and public space needs, parking, pedestrian and vehicular traffic patterns, present and future technology needs, etc. At least two scenarios will be developed for each location, depending on whether expansion is recommended or not and if space is available for growth. These options may be based on already defined needs as outlined in previous studies, such as the West Branch Expansion in addition to recommendations developed by examining standards and facility related data from similar communities and libraries. Of course, community input in setting a course for the future is critical.

For further information on the **FACILITIES MASTER PLAN FOR BRANCH LIBRARIES**

and periodic updates go to www.berkeleypubliclibrary.org and click on [Our Organization](#),

go to http://berkeleypubliclibrary.org/about_the_library/our_organization.php, or please phone 510-981-6195, 510-548-1240 (TTY).



Berkeley Public Library Facilities Master Plan Patron and Staff Input Summary

February 6, 2008

Since 1893 the Berkeley Public Library (BPL) has had a proud tradition of serving the cultural, informational, educational, and recreational needs of its community. The Library serves as an important focal point of civic and social life by providing space for meetings, hosting cultural events, and sponsoring literacy and other community outreach programs.

BPL Facilities Master Plan feedback from both library patrons and staff indicates a well supported and beloved public service and much utilized facilities; however, there is a growing need for more space not only for larger collections of new materials and more computers to meet public demand but also for library programs and quiet study space.

Analysis of library usage patterns reveals that many of the BPL patrons are very mobile in their use patterns, patronizing more than one library branch to utilize services, and indicates a pattern in the areas most frequented during their branch visits, including public service desks, computers, new materials, children's, and seating and/or programming space.

The existing branches are not able to meet adequately the current demand for library services in the neighborhoods they serve because

- The existing libraries are too small and crowded to be able to adequately serve the patrons in their neighborhoods. When patrons browse the stacks, they find the aisles are too tight and corners too hard to navigate and notice that many of the shelves are so crowded that materials must be placed too low or too high to be easily accessed.
- The existing branches were not designed to support the kinds of services and programs that current libraries provide, for example, space for library programming and adequate data and electrical infrastructure needed for public access and personal computers. There are long waits to use existing computers and safety concerns with personal laptop cords being stretched across floor space to electrical outlets. At peak times, finding a chair to sit and read may be a challenge, and the chairs that are available will likely be near to an active children's section or a lively group of teenagers meeting after school.
- Crowded work spaces encroach on public floor space and inefficient service desks limit the ability of library staff to effectively deliver the highest quality service to library patrons. Staff and patrons compete for use of the same space, leading to excessive noise from not only staff but also on-going programs and/or after school congregation.

The functionality of the branches is compromised further because of outstanding maintenance needs as well as significant issues relating to the Americans with Disabilities Act, energy efficiency standards, and other building code requirements that need to be addressed in the branches.

Berkeley Public Library Facilities Master Plan Patron and Staff Input Summary
February 6, 2008

The surveys and visual polling done at each branch provide a functional analysis of how patrons and staff use the library and how well the existing branches operate, noting problems that interfere with library services and programs such as poor layout, acoustics, lighting, seating, computers, and crowded poor-functioning service desks. Current BPL branch functional needs include:

- Adequate space for staff to be able to perform their jobs effectively and efficiently and not encroach on public use space. Currently materials delivery and handling are done in public use space and at some branches personnel issues have to be conducted off site in order to provide necessary privacy.
- Adequate space for the Tool Lending Library to efficiently provide service in an improved environment, effectively display, store and repair tools, and to be able to provide “how-to” programs.
- Adequate space for materials and equipment storage is mandatory. At some branches storage is limited or almost non-existent and materials have to be stored in public meeting rooms and janitorial closets, additionally, book carts are kept in front of public restroom entrances and in walkways.
- Adequate space for Library programming, group study, and literacy tutoring is needed to reduce the noise level in common public use spaces and to allow for full access to all library collections and spaces which at some branches are blocked when hosting programs.
- Adequate space for common and compatible use to allow for comfortable seating and quiet reading/studying areas, inviting and uncluttered lobby spaces, ADA compliant and well-functioning service desks, art and community information display space, and appropriate height shelving.
- Adequate space for more public access computers for general public use as well as information literacy instruction. Currently branch computers are blocking aisles, are located next to public restroom facilities, and are in general use public areas which does not provide for maximum viewing privacy.
- Adequate space for public and staff restrooms. At some branches public restrooms are located inappropriately next to browsing collections and staff share public restroom facilities. All branch restrooms need repairs, to be brought up to code, made ADA compliant, and have proper ventilation systems.

The functional problems and space needs found at the BPL branches negatively affect both staff and patrons as the functional limitations of these facilities do not adequately support current Library services and are prohibitive in allowing for new services, programs and materials. The demand for and expectation of library services will only continue to grow and in order to continue *to support independent learning, personal growth, and the individual's need for information* new and improved facilities are needed.

**Berkeley Public Library
Board of Library Trustees**

Regular Meeting
January 9, 2008

MINUTES
7:00 p.m.

South Branch Library
1901 Russell Street

PRELIMINARY MATTERS

A. Call to Order

The regular meeting of December 12, 2007 was called to order at 7:03 p.m.

Present: Trustees Carolyn Henry Golphin, Susan Kupfer, Ying Lee, and Therese Powell

Absent: Trustee Darryl Moore (*arrived later*)

Also present: Director of Library Services Donna Corbeil, Deputy Director of Library Services Douglas Smith, Alisa Furuzawa, Administrative Secretary, and Jane Scantlebury, Art & Music Supervising Librarian

B. Public Comments

1. Amy Roth, President of the Friends of the Berkeley Public Library, spoke about the Friends' interest in expanding the Channing Way bookstore space to include the storefront next to them. They will be making a proposal to the City Manager and property manager and asked for the Board of Library Trustees' support.

C. Approval of Agenda

R08-01 Moved by Trustee Kupfer, seconded by Trustee Lee, to approve the agenda. Motion passed unanimously.

PRESENTATIONS

A. Ed Roberts Campus / Southwest Berkeley Library Needs Assessment

Presentation by Hatchuel Tabernik & Associates

Jamie Harris, Senior Planner with Hatchuel Tabernik & Associates (HTA), and Chandreve Clay, Planning Coordinator for HTA and the lead for this project, presented their progress and findings. The assessment was done in three phases with the first phase being complete. The first phase consisted of identifying the underserved area by mapping regular users (those who have used their library card within the last year). Phase two is the data collection phase to develop a picture of the library needs within the target area by doing community surveying, which includes random telephone interviews, online surveys on the BPL website, and face-to-face interviews conducted by UC student interns. In February, HTA will begin analyzing the data while the UC interns conduct research on innovative best practices for library services. In March, the Library Staff Committee will look at the results and best practices to come up with recommendations on providing services to the underserved area in Southwest Berkeley. In April, during the third phase HTA will take the recommendations and put them out in the community through community meetings, focus groups, and a few key interviews. In May HTA will have a final report to present to the Board of Library Trustees.

HTA distributed three different maps of Berkeley containing statistical information on regular users of the library by *Zip Code*, by *Census Tract*, and as a *percentage of Total Population by US Census Block Group*. In the beginning there was debate among Library staff on what the boundaries of Southwest Berkeley are. By mapping the number of regular users, HTA was able to show where the low numbers of users are and considered this the underserved service area. The borders of this underserved area are Sacramento Street, the Bay, Dwight Way and the Oakland border. During the meeting with the Library Staff Committee it was decided that this area would be defined as the "underserved part of South Berkeley," instead of Southwest Berkeley. Survey results from those who live or work within this area will be included in the final report.

All of the half-mile radii around the Central Library and branches show that those people use the library frequently, except for the South Branch which doesn't have the "very high" percentage of users that the others do. All of the work done to produce the maps will be sent to the library for future usage.

HTA plans on having one large community meeting (location to be determined) and smaller focus group meetings (most likely to take place at the South Branch Library) in order to gather information and allow the public the chance to comment and ask questions.

Presentation by Dave Fogarty, Office of Economic Development

Mr. Fogarty presented general information on recent population changes in Berkeley, since the 2000 US Census. He distributed tables that compare the 2000 US Census results with recent data from the American Community Survey (ACS), which is a new census bureau program that attempts to measure population change in between the decennial census surveys. The ACS survey is a sample survey; but the sample is large enough that they are able to get valid data for communities as small as Berkeley.

The 2006 ACS results show the Berkeley population has increased since 2000; although the official position of the City of Berkeley is that the 2000 population count of 102,743 was an under-count because there was evidence presented that they missed a lot of the student population in the south campus area. Therefore, the 2006 ACS estimates are most likely also low since the projected population is based on the 2000 US Census counts.

There has been a considerable amount of housing development in Berkeley, particularly in the downtown area and on the commercial corridors in the mixed use buildings. There have been at least 1,500 housing units added to the mixed use buildings, mostly in the late-1990s and into the first year of the present century, causing the population to go up. Wealthy households, particularly in the hills, have actually merged some of the second units, which used to be rented out, into their own single-family homes.

The main trend in Berkeley is towards gentrification because the home values in Berkeley are inflating at an exceptionally high rate. This has an effect on the composition of the population. In 1970, 23% of the population in Berkeley was Black, but as the World War II generations who purchased homes in the 1950s and 1960s sell the family homes they are bought by other nationalities causing the noticeable racial change and reduction of the Black population, down to less than 10%.

The income mix is now considerably more affluent than it was 20 years ago. In the table, under occupations, 62% of people listed their occupation as management, professional or related. What used to be the blue collar population, listed as production, transportation or material moving, is now down to 3% of the overall population that can no longer afford to live here. These changes can be explained by who can afford to live in Berkeley.

There are also changes in the demography of Berkeley because the number of foreign-born people and people speaking a language other than English at home has increased. The ACS results say that more than 14,000 people speak English less than very well, which may have implications for the library.

Even with the gentrification described there are limits because of the nature of Berkeley's housing. Over half of the housing units are actually rentals because Berkeley has control over the conversion of rental housing to owner-occupied housing. This puts a certain restriction on the gentrification phenomenon because we have a large population of renters, including students who make up half the rental market. This guarantees that Berkeley will be diverse and won't become an entirely upper-income city.

The hills have lost housing units, but the downtown especially has had the addition of housing units in the recent years. There has also been a development boom in Southwest Berkeley. Along the San Pablo corridor there are about 250 housing units that have been approved for development within the next three years. The trend toward development in that area is expected to continue. The City of Berkeley requires any housing development to provide 20% affordable units, defined as affordable households making 81% or below the median income. Recently the City has offered condominium developers an in-lieu fee instead of supplying the actual onsite units.

If the condominium projects on south San Pablo are successful, it is expected that more projects will come in the future causing a considerable amount of development in that area. Most of the projects have two-bedroom units and could house a small family, but in general most of the rental housing is targeted toward students.

The University wants to incubate retirement housing for faculty and relatives of existing faculty members since one of the constraints when recruiting is potential faculty with elderly relatives that they want to have nearby, and there are no (few?) good retirement facilities. The University is attempting to find a location for a large retirement development.

B. Oral Update Report on the Art & Music Division's programs and activities

Jane Scantlebury, Art & Music Supervising Librarian, gave a presentation on the programs and activities of the Art & Music Division (A&M). A&M includes art, music, architecture, film, theatre, sports and recreation, all of the subjects that are in the 700s of the Dewey Decimal System. A&M occupies the 5th floor of the Central Library and has:

- 29,000 books that come in regular size, folios and jumbos;
- 15,000 CDs, including a wonderful collection of sound effects and music minus one, which is a CD you play along with;
- 6,000 vinyl records;
- 180 current subscriptions to magazines in the area of art & music and recreation;
- a circulating slide collection, 38,000 slides and 60 sets that are well used, making BPL the only northern California library that has one;
- 275 books with various songs in them and each song is indexed in a card catalog by staff;
- a clip file, an adjunct to the Reference clipping file, that has hundreds of files of local press articles organized by subject; and
- museum passes.

At the A&M Reference Desk, staff answers 1,800-1,900 questions a month. A large portion of A&M staff's work also consists of programming, such as the Summer of Love Film Clips, the Baguette Quartette, and the Library Staff Art Show. Future programs will include:

- the continuation of the Noontime Concerts, the next one will be a classical guitarist playing on January 17, 2008;
- on three upcoming Saturdays there will be an art class with Jan Wurm on sketchbooks; and
- two events for Black History Month, *Sweet Soul Music* (rare soul music performance clips from the 1960s and early-1970s) and *Davey D* (hip-hop historian and DJ).

Programming in the library has caused people to see the library as a place to gather, socialize, and take classes with other people in the community. What makes the programming exceptional is the planning and publicity, including flyers, press releases and public service announcements.

A&M staff consists of four shelvers, two Library Specialists, four Librarians (one full-time), and one full-time Supervising Librarian. A&M staff has an incredible depth of knowledge of the collection and catalog and assists patrons in finding specific music scores, esoteric art pieces, esoteric artists, and specific songs on CD.

Active musicians use the A&M collection when they need to find a specific piece for an audition and they come to get sheet music for recordings. Gigging musicians use the collection to find new music to add to their set or to find pieces that they have been hired to play but are not in their personal collection, and A&M staff also assists musicians who are performing in the Berkeley BART stations.

Some of those who patronize the A&M Division are church musicians, classroom/private music teachers, music students for pieces recommended by teachers, and those who are looking for holiday/celebration music (e.g. Christmas, graduation, weddings). There are also non-musician listeners who have heard music or are preparing to hear music at a performance and come in to for a particular piece and teachers of other subjects who want images or music to enhance their courses.

With the idea of building connections with schools, our SJSU intern will be developing an outreach plan to identify art, music, film and theatre schools in the area so that staff can send out information on what our collection provides. A&M staff may also put together an open house for teachers in the spring or fall.

In the next year or two A&M staff would like to find ways to organize their programming into an overall Library programming plan so that all divisions are informed about what is going on in the rest of the library.

Trustee Darryl Moore arrived to the meeting at 8:18 p.m.

CONSENT CALENDAR

- | | |
|---------------|--|
| R08-02 | Moved by Trustee Kupfer, seconded by Trustee Lee, to approve the Consent Calendar. Motion passed unanimously. |
| R08-03 | Approved the minutes of the December 12, 2007 regular meeting. |
| R08-04 | Adopted the resolution 1) adopting the Administrative Regulation regarding reserving library materials and 2) discontinuing the \$1.00 penalty fine for non-pickup of reserved items. |
| R08-05 | Adopted the resolution adopting the Administrative Regulation establishing Berkeley Public Library policy regarding non-commercial photography and filming, and the parameters under which it may take place in Library facilities. |
| R08-06 | Adopted the resolution authorizing the Central Library and all Branches to open one hour late on February 29, May 30, August 29, and October 31, 2008 to allow adequate time for the quarterly all-staff meetings. |
| R08-07 | Adopted the resolution accepting the grant funds, in the amount of \$66,762, from the California State Library for the 2007/08 California Library Literacy Services Award. |
| R08-08 | Adopted the resolution authorizing the Director of Library Services to negotiate and execute a 3-year contract with Freitas Landscape & Maintenance for the provision of landscape maintenance services for all branches of the Berkeley Public Library for the period of January 10, 2008 through January 10, 2011 in a total amount not to exceed \$72,000. |

ACTION CALENDAR

C. Library Strategic Planning Timeline and Process

Deputy Library Director Doug Smith discussed the strategic planning timeline and process, in which Library staff will begin preparation of a new Strategic Plan for the Library that focuses on service priorities for the next three years. This new Strategic Plan will be a continuation of the previous Strategic Plan done during 2002-2004 that was brought before the Board of Library Trustees but was never formally approved. The process for the previous Plan was very community-involved and resulted in community needs statements that ended with a lengthy list of service and facilities objectives.

A Library staff steering committee has been formed to assess the results of the previous Plan and then decide on ways to move forward with the new Plan. A consultant has been hired to assist staff

with this process. Staff is planning on bringing the draft Strategic Plan to the Board before the end of the fiscal year.

Two community meetings are being planned. The steering committee will be reviewing the list of stakeholders involved in the previous Plan and invite them to participate in the new process. Deputy Director Smith is interested in getting recommendations for new people. All of these stakeholders will be invited to attend a community meeting.

New needs statements will be developed from which new service objectives will be decided upon. Surveying will also be part of the process and will be built upon the Southwest Berkeley Needs Assessment surveys, although these will focus on a citywide basis. Staff will be partnering with a UC Berkeley market research course with graduate students to assist in the surveying process. A few members of the steering committee will be going to the first meeting of the class and present the library needs to them. The class will then develop the survey for Library review. The steering committee will also be looking at other libraries, their studies and surveys on service.

The Board thanked Deputy Director Smith for his work on the process.

R08-09 Moved by Trustee Moore, seconded by Trustee Kupfer, to adopt the resolution approving the timeline and scope of work to conduct the Library Strategic Plan. Motion passed unanimously.

INFORMATION REPORTS

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

Andrea Segall, Vice President of SEIU 1021, spoke on behalf of the union and gave a year-end presentation on three issues that concern staff on productivity and how it transpired over the past year, three projects that deserve recognition for the year because of its positive impact on staff, and three individuals who the union would like to thank for helping to build a good working relationship.

The first issue that concerns staff and affects morale is having an administration that values input from the staff who are working with the public as an integral part of providing good service, encourage communication on all levels and from every direction, and value and recognize workers' contributions. Over the past year all these things have improved dramatically throughout the library and the monthly joint labor management meetings have been very productive. The second issue of concern is communication. There is now a weekly e-mail newsletter that assists in getting vital information out to all staff. The third area of concern is the opportunity to recognize various staff. The Annual Report that was released this year recognized staff for their hard work, which staff appreciated seeing in writing. The monthly reports given by the Director to the Board stress the hard work staff is putting in and the programs and projects they are working on. Staff has also appreciated the Director, Deputy Director and Managers who attend programs because it shows that their hard work is being noticed.

The three projects that deserved recognition were: 1) the Staff Art Show that Nga Trinh, Teresa Albro, Lynn Murdock and Marti Morec did a lot of work on; 2) the Labor Day Staff Picnic, which Lisa Hesselgesser, Phillippa Caldeira and Doug Smith worked to organize; and 3) the YouTube video that Jay Dickinson and Eric Knudsen put together featuring various Library staff.

All of the Trustees were thanked for their work in getting the organization to the place it is now. The entire management team and Administration staff have also worked hard and been flexible this year in getting issues resolved and building a positive environment. There were three particular individuals recognized: 1) Doug Smith, who has taught by example and worked on establishing a respectful work place, 2) Alisa Furuzawa, because of her assistance in organizing and communicating information to all staff, including union leadership; and 3) Donna Corbeil, who always has an open door policy, which has been very useful during the past year of transition. Donna has made fiscal responsibility – to avoid layoffs – a priority, and she has honored the spirit of the agreement worked out by past BOLT chair Susan Kupfer and the union to end discrimination against union activists.

The union hopes to be part of the upcoming budget process. They would like to be involved in the discussions because they feel they may have input that would be useful in particular areas of personnel.

- B. Status report from the ERC/Southwest Berkeley Library Needs Discussion Group on December 20087 activities
- C. Status report from the Berkeley Public Library Facilities Master Plan Advisory Committee on December 2007 activities

Suzanne Olawski, the new Neighborhood Services Manager, was introduced. She has been working with the Director and the Steering Committee on the Library Facilities Master Plan. The surveys for the Master Plan have been finalized and will be going out to all the branches for distribution. Each branch has their own customized survey with a layout of the particular branch on the back for markup to get feedback on what they would change about their branch. Each branch will also have a large poster of their floor plan hung up for patrons to place dots on those areas of the library that they used that day. Library staff will be collecting surveys over the next three weeks.

At the Central Library there will be a large area map hung up showing all of the Berkeley Libraries and surrounding libraries (e.g. Kensington Library, Oakland libraries) asking patrons to place dots on those libraries they've used in the past three weeks. The three week period is being used because of the deadlines that are coming up and it's the loan period for materials.

Noll & Tam's project team has been visiting the branches and doing their assessments of the branch buildings. Branch staff prepared and presented input to the project team on their views of the building and what they believe needs work. The next Advisory Committee meeting will be on February 7, 2008.

- D. January 2008 Monthly Report from Library Director Donna Corbeil

CLOSED SESSION

- A. Public Employee Performance Evaluation (Pursuant to Government Code Section 54957)
Title of position being evaluated: Director of Library Services
The Board of Library Trustees will recess into closed session to conduct a public employee performance evaluation.

The scheduled Closed Session was canceled and will be rescheduled for the next meeting.

AGENDA BUILDING

- **February meeting will be at the Central Library:**
 - Noll & Tam Architects presentation on the Library Branch Facilities Master Plan and workshop for the public to comment
 - Consent Item authorizing a letter in support of the Friends of the Berkeley Public Library's bookstore expansion
 - Action Item to give an update on the FY2008 mid-year and FY2009 mid-biennial budgets

ADJOURNMENT

R08-10 Moved by Trustee Moore, seconded by Trustee Kupfer, to adjourn the meeting at 9:29 p.m. Motion passed unanimously.



BERKELEY PUBLIC LIBRARY

CONSENT CALENDAR

February 13, 2008

TO: Board of Library Trustees

FROM: Donna Corbeil, Director of Library Services

SUBJECT: ADMINISTRATIVE REGULATION: USE OF VIDEO MONITORING EQUIPMENT

RECOMMENDATION

Adopt the resolution adopting the Administrative Regulation to regulate the use of security cameras or video monitors in the Library for the purpose of observing and/or recording activities to deter crime and to aide in protecting the safety of individuals and library property.

FISCAL IMPACT

This report will have no fiscal impacts.

BACKGROUND

The Berkeley Public Library is not automatically obliged to adhere to the City of Berkeley's Administrative Regulations. The Board of Library Trustees may set policies and regulations governing Library operations for the Berkeley Public Library. Such policies should be formally adopted by the Board by resolution.

CURRENT SITUATION AND ITS EFFECTS

A report regarding the use of closed circuit video cameras and monitors was on the December 2007 BOLT Consent Calendar for discussion and approval. The current report reflects the requested clarifications/revisions: inclusion of criteria for expansion of the program, connection to the Privacy Policy (under development), additional information on the need or justification for the cameras and an explanation of why no cameras are in the branches.

CCTV (closed circuit television) or video monitoring equipment is installed in a variety of public and private institutions to address a variety of scenarios with the objectives of deterrence, detection or some combination of the two. In preparing this item policies from a number of entities were reviewed.

The Central Library has had security cameras for many years; the installation of three VHF video cameras pre-dates the expansion and renovation of the building completed six years ago. In 2006, fifteen digital cameras replaced these and the software that manages the system with computer-based digital recording. At this time, cameras were placed at the Bancroft entry



(inside and outside), the staff parking area, 3rd floor public hallway, at the meeting room entry and at the public entrance, facing both into the building and outside. Multiple cameras at the main entry replaced one VHF camera. No video or closed circuit cameras are in any other Library facilities but may be as the Library renovates branch facilities and /or as need warrants.

Upon approval, staff will develop operational processes related to the placement of cameras; guidelines related to locating the monitoring equipment; specification of which personnel is authorized to operate the system, including monitoring or viewing the recordings; public noticing or signage; system maintenance; and managing requests from law enforcement. In addition, the procedures will stipulate a process to review complaints or hear concerns regarding camera locations.

FUTURE ACTION

No future action is anticipated at this time.

Attachments:

1. Resolution
 - a. Administrative Regulation: Use of Video Monitoring Equipment

RESOLUTION NO.: 08-____

ADOPTION OF THE ADMINISTRATIVE REGULATION TO REGULATE THE USE OF SECURITY CAMERAS OR VIDEO MONITORS IN THE LIBRARY FOR THE PURPOSE OF OBSERVING AND/OR RECORDING ACTIVITIES TO DETER CRIME AND TO AIDE IN PROTECTING THE SAFETY OF INDIVIDUALS AND LIBRARY PROPERTY

WHEREAS, in 2006, fifteen digital cameras, and the software that manages the system, were installed with computer based digital recording; and

WHEREAS, use of video monitoring addresses the need to safe guard property and personnel; and

WHEREAS, the Berkeley Public Library is committed to establishing and maintaining an environment that is secure and safe for both library employees and library visitors; and

WHEREAS, procedures must be in place to address operational issues and internal processes related to the placement of cameras.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to adopt the attached Administrative Regulation related to the use of security cameras or video monitors in the Library for the purpose of observing and/or recording activities to deter crime and to aide in protecting the safety of individuals and Library property.

**BERKELEY PUBLIC LIBRARY
ADMINISTRATIVE REGULATIONS**

A.R. Number:	6.5
ORIGINAL DATE:	02/13/08
BOLT Resolution #:	08-__
REVISED DATE:	n/a
PAGE:	1 of 2

SUBJECT: Use of Video Monitoring Equipment

I. PURPOSE

The Berkeley Public Library is committed to establishing and maintaining an environment that is secure and safe for both employees and library visitors, and maintaining the security of its property and facilities. This can be accomplished by establishing rules of conduct and following best security practices. The purpose of this policy is to regulate the use of security cameras and video monitors to observe and / or record activities in Library facilities to enhance security, deter crime and to aid in protecting the safety of individuals and the property of the library.

II. POLICY

Video cameras and video recording equipment may be installed on Library property, including the Central Library and the four-branch sites, as a tool to address specific security related problems, as a deterrent to criminal activity and /or to assist in the apprehension of those breaking Library rules and /or the law. Staff will review the placement of recording equipment annually. The Library will add new equipment when there is a need, as budget allows and if the facility can accommodate the technology. Likewise, the Library will reconsider equipment that is no longer meeting the criteria and conditions established by the Library. Utilizing security-monitoring equipment is an option under the following conditions:

- A vulnerable area is difficult to monitor due to staffing patterns and assignments;
- A lack of direct site lines;
- The area would be burdensome to monitor due to it's size or remoteness;
- A previous incident of a severe nature occurred at this location;
- A site experiences recurrent security related incidents.

Video surveillance for security purposes at the library is limited to locations and uses that do not violate the reasonable expectation of privacy. Such areas may include those of public usage, including the grounds, parking lots, entrances and interior hallways. Video surveillance will be conducted in a professional manner and in a manner consistent with other existing library and city policies. No audio will be recorded. Management of the video monitoring equipment by Library staff is included in the Library's Privacy Policy.

This policy does not imply or guarantee that any or all cameras will be recording images, or monitor in real time, 24 hours a day, seven days a week. Recordings are normally retained for a

A.R. NUMBER: 6.5

period of 30 days. Video recordings and photos obtained through the video monitoring system will be released as necessary and in accordance with applicable laws, such as in response to search warrants, court orders, requests by the police for an active investigation, or to forestall the imminent escape of a suspect or destruction of evidence.

Video monitoring and recording will be conducted in a manner consistent with all existing local and applicable laws and ordinances.

Library staff will develop procedures for the ongoing management of equipment, including criteria for placement of cameras at new locations.

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



BERKELEY PUBLIC LIBRARY

CONSENT CALENDAR

February 13, 2008

TO: Board of Library Trustees
FROM: Donna Corbeil, Director of Library Services
SUBJECT: LIBRARY FEE SCHEDULE FOR 2008

RECOMMENDATION

Adopt the resolution approving the Library Fee Schedule for 2008 and approve the Director of Library Services' submission of the fee schedule to the City of Berkeley, Budget Office, for inclusion in the City of Berkeley's Master Fee Schedule.

FISCAL IMPACT

This report will have no fiscal impacts.

BACKGROUND

The Berkeley Public Library has historically charged fines and fees for various purposes, including the late return of materials, lost materials, replacement of library cards, etc. Periodically, these charges are reviewed and may be raised, reduced or discontinued; all changes are brought as agenda items to the Board of Library Trustees for consideration and approval.

CURRENT SITUATION AND ITS EFFECTS

City of Berkeley, Finance Office staff is in the process of gathering all proposed fee and tax increases with the objective of creating a City of Berkeley Master Fee Schedule FY2009.

Fees

The Board of Library Trustees is responsible for setting Library fees and fines. The Budget Office has asked all City Departments to forward a chart of current fines and fees. The Library has brought individual fee and fine resolutions to the Board, but not in a summary chart format. This format will allow for better revenue source tracking and oversight.

Taxes

A number of City taxes and assessments are increased by "formula", based on specific inflationary indices: Bay Area Consumer Price Index (CPI) or per capita California Personal Income Growth (PIG). The Library Tax is in this category. This tax and others, such as the Parks Tax, Paramedic Tax, etc., do not require a public hearing for inflationary-based increases. The City Manager's Office is planning on developing these tax reports and coordinating adoption on the June 24, 2008 City Council agenda with the FY2009 Mid-biennial Budget



Update for a first reading. The inflationary indices for the April-to-April period are usually available in early May. Staff will bring this information to the Board for action at that time.

FUTURE ACTION

Establish a practice of annual review of the Library fine and fee schedule in February of each year.

FUTURE ACTION

No future action is required at this time.

Attachments:

1. Resolution
2. BPL Fines and Fees
3. Tool Library Fines and Fees

RESOLUTION NO.: 08-___

APPROVAL OF THE LIBRARY FEE SCHEDULE FOR 2008 AND AUTHORIZATION FOR THE DIRECTOR OF LIBRARY SERVICES TO SUBMIT THE FEE SCHEDULE TO THE CITY OF BERKELEY, BUDGET OFFICE, FOR INCLUSION IN THE CITY OF BERKELEY'S MASTER FEE SCHEDULE

WHEREAS, the Berkeley Public Library has historically charged fines and fees for various purposes, including the late return of materials, lost materials, and replacement of library cards; and

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

WHEREAS, the City is in the process of gathering all proposed fee and tax increases to create a City of Berkeley Master Fee Schedule FY2009; and

WHEREAS, the Budget Office has asked all City Departments to forward a chart of current fines and fees; and

WHEREAS, a number of City taxes and assessments are increased based on specific inflationary indices (e.g. Bay Area Consumer Price Index (CPI) or per capita California Personal Income Growth (PIG)) and the City Manager's Office will be developing tax reports for approval by the City Council.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to approve the Library Fee Schedule for 2008 and approve the Director of Library Services' submission of the fee schedule to the City of Berkeley, Budget Office, for inclusion in the City of Berkeley's Master Fee Schedule.

BPL Fines and Fees**Fines**

Materials	Per day	Maximum
Books (Adult)	\$0.25	\$5.00
Books (Children's)	No fines	
Magazines (Adult)	\$0.25	\$5.00
Magazines (Children's)	No fines	
Videos (VHS/DVD/VCD)	\$1.00	\$10.00
Music Cassettes/CDs (Adult)	\$0.25	\$5.00
Music Cassettes/CDs (Children's)	No fines	
Audio books (Cassettes/CDs/Adult)	\$0.25	\$5.00
Audio Books (Cassettes/CDs/Children's)	No fines	
Phonorecords	\$0.25	\$5.00
Interlibrary Loan	Dependent on Loaning Institution	Dependent on Loaning Institution
Link+	\$1.00	\$15.00
Kits	\$0.25	\$5.00
Slides	\$1.00	\$10.00
Museum Card	\$2.00	\$36.00

Patrons who are seniors pay \$0.10 a day for materials which are normally \$0.25 a day.

Replacement of Circulating Materials

All BPL materials = Purchase price of item + \$10 Processing fee + \$5 billing fee.

Link+ - Flat fee of \$115, dependent on loaning institution, which will often times merely ask for the cost of the book plus local processing fees.

ILL replacement fees are dependent on the loaning institution.

Miscellaneous fees

Interlibrary Loan request - \$2.00

Lost card - \$1.00

Lost/damaged case (DVD/CD) - \$5.00

Torn/Lost RFID Tag - \$5.00

Lost/Damaged Barcode - \$3.00

Returned check fee - \$20.00

Recovery of delinquent accounts (collection agency) - \$20.00

-Other damages as determined by staff-

Items for sale

Flash Drives (1GB) - \$16.00

Computer Diskettes - \$0.50

<u>Fines Per Day</u>	<u>Gardening & Digging</u>
\$2	Picks, Railroad
\$2	Picks, Mattock
\$2	Pick, Hand
\$2	Pitchfork
\$2	Pole Pruner
\$1	Pole Pruner Ext Handle
\$2	Pole Saw
\$5	Post Hole Digger
\$2	Pruning Saw
\$2	Pruning Shear, Hand
\$2	Rake (leaf, bow, grading)
\$10	Rototiller
\$2	Shovel, Round or Square Pt.
\$2	Soil Tamper, 8", 10"
\$2	Spade, Garden
\$2	Spading Fork
\$2	Slate Bar
\$2	Street Broom
\$6	String Hammer (WeedEater)
\$2	Swing Sickle
\$2	Telegraph Bar
\$1	Trowels, Cultivators (hand)
	<u>Ladders</u>
\$15	Extension (16', 24', 28')
\$5	Ladder Jacks
\$5	Orchard Ladder (8')
\$5	Step (2', 4', 6', 8', 10')
\$1	Roof Jacks
	<u>Material Handling</u>
\$5	Piano dolly
\$5	Hand Trucks (Refrig, Delivery)
\$5	Wheelbarrow, Contractor's
	<u>Mechanical Tools</u>
\$2	Bolt Cutter, 24"
\$1	Bolt Cutter, Mini
\$1	Cable Cutters, Various
\$1	Channellocks, Various
\$1	Crimpers, Various
\$2	Cutters (side & end)
\$2	Impact Screwdriver
	Grinder (see pwr tools)
\$2	Grommet Kit
\$1	Files, Various
\$2	Hammer, Sledge (3, 4, 8, 10 lb)
\$2	Hacksaw
\$1	Hex / Torx Key Set
\$1	Nut Drivers, Various
\$1	Punches, Various
\$1	Pliers, Various
\$2	Pop Riveter
\$15	Saw, Abrasive Cut-Off
\$1	Screwdrivers, Various
\$1	Tin Snips, Various

<u>Fines Per Day</u>	<u>Mechanical Tools</u>
\$2	Staple Gun, Various
\$2	Swaging Tool
\$1	Vise Grips, Various
\$1	Wrenches, Allen
\$1	Wrench, Crescent
\$1 - 2	Wrenches, Metric & Std.
	<u>Plumbing and Drain Cleaning</u>
\$2	Basin Wrench
\$1	Caulking Iron
\$2	Closet (toilet) Auger
\$1	Drain Flusher, Various
\$2	Drain Snakes, Hand
\$18	Drain Snake, Elect., 50' *
\$1	Faucet Handle Puller
\$1	Faucet Seat Wrench
\$1	Garbage disp. Wrench
\$1	Gas Pressure Tester
\$5	Pipe Cutter, Cast Iron *
\$2	Pipe Cutter, Various
\$5	Pipe Reamer, Various
\$5	Pipe Vise, Various
\$2	Pipe Wrenches, Various
\$2	Pipe Threader Die
\$2	Pipe Threader Handle
\$1	Tube Bender, Spring or Level
\$2	Tubing Cutter
\$5	Sewer Rods
\$2	Shower Valve Shockets
\$5	Submersible Pump
\$2	Test Plug, Various
\$2	Water Meter Key
\$1	Water Pressure Tester
	<u>Power Tools</u>
	<u>Drills and Bits</u>
\$6	Drill Motor, VSR, 1/2", 3/8"
\$15	Drill, Right Angle, 1/2"
\$2	Drill Bit, Ship Auger
\$2	Drill Bit, Bellhanger
\$2	Drill Bit, Self-Feed
\$1	Drill Bit, Extension
\$2	Drill Bit, HSS Twist, <1/2"
\$1	Drill Bit, HSS Twist, >1/2"
\$5	Drill Press, Stationary
\$2	Push Drill
\$2	Hand Drill
\$1	Hole Saw, Various Sizes
\$1	Hole Saw Mandrel
	<u>Sanders and Grinders</u>
\$6	Angle Grinder, 4-1/2"
\$6	Angle Grinder, 7", 9"
\$5	Belt Sander, 3x21, 4x24
\$6	Benchtop Grinder
\$6	Disc Sander, 7"
\$5	Random Orbit Sander, 5" & 6"
\$5	Vibrating, 1/4, 1/2 Sheet

<u>Fines Per Day</u>	<u>Saws</u>
\$6	Saw, Circular (Skilsaw)
\$15	Saw, Power Miter (Chop)
\$6	Saw, Reciprocating (Sawzall)
\$5	Saw, Saber (Jigsaw)
\$15	Saw, Table, 8"
\$18	Saw, Tile (Wet Saw)

Tools We Do Not Have

Air Tools & Compressors
Automotive Tools
Carpet Cleaning Tools
Chainsaws
Floor Sanding Equipment
Gasoline Powered Tools
Hoists, come-alongs, etc.
Janitorial tools
Paint & Garden Sprayers
Powder Actuated Tools
Power Augers
Power Washers
Scaffolding

Who Can Borrow Tools?

The Tool Library is restricted to Berkeley Residents and to people who own property in Berkeley.

To use the Tool Library, bring with you a photo ID, your Berkeley Public Library card and a bill in your name that you have received recently. Tool Library staff confirm your Berkeley residence in this way. Once confirmed, the Tool Library staff will stamp your Library card with TLL, indicating you are cleared to borrow from the Tool Library.

You must be at least 18 years old to borrow tools.

Borrowing Guidelines

- You must present your library card in order to checkout a tool. Additional ID may be required.
- Lending periods vary from 3-7 days. Check the due date on your receipt.
- Fines vary from \$1 - \$15/day
- Most tools may be renewed once. Renew tools online at www.berkeleypubliclibrary.org
- All tools must be returned to the Tool Library during their open hours.

Hours of Operation

Sunday	Closed
Monday	Closed
Tuesday	10:00 - 5:30
Wednesday	12:00 - 7:30
Thursday	12:00 - 7:30
Friday	1:00 - 5:30
Saturday	10:00 - 5:30

**Clean Tools BEFORE
You Return Them.**



BERKELEY PUBLIC LIBRARY

CONSENT CALENDAR

February 13, 2008

TO: Board of Library Trustees

FROM: Donna Corbeil, Director of Library Services

SUBJECT: BENEFICIARY GIFT FROM THE ESTATE OF LAWRENCE SHRADER FOR \$25,115.47

RECOMMENDATION

Adopt the resolution accepting the donation of \$25,115.47 from the estate of Lawrence Shrader, approve liquidating this asset held by Charles Schwab Bank in Phoenix, Arizona, and approve depositing these funds into the Berkeley Public Library, Library Gift Fund, for allocation and expenditure in the future.

FISCAL IMPACT

This report will have a future beneficial fiscal impact.

BACKGROUND

In December 2007, Charles Schwab Bank located in Phoenix notified the Director of Library Services that Mr. Schrader had named the Berkeley Public Library as the beneficiary of an IRA account he held with them. Upon Mr. Schrader's death the funds were to be transferred to the Library and, upon completion of the necessary paperwork, this asset will belong to the Library.

CURRENT SITUATION AND ITS EFFECTS

The Director of Library Services will represent the Library as the authorizing agent in this transaction, acting under the guidance of the City Attorney's Office. Library staff has researched Mr. Schrader's connection with the City of Berkeley and Berkeley Public Library. He was Professor Emeritus at Mills College. According to his colleagues, he was a driving force in the Mills college Department of Government from 1963 to 1989. In addition, he was a regular patron at the Claremont Branch. We will prepare a press release to acknowledge the gift publicly once we deposit the check and have completed our research.

The gift will be included in the Library budget report, Revenue, Library Gift Funds, and will be available for allocation in the next budget cycle, FY 2009.

FUTURE ACTION

No further action is required.

Attachments:

1. Resolution

RESOLUTION NO.: 08-___

BENEFICIARY GIFT FROM THE ESTATE OF LAWRENCE SHRADER FOR \$25,115.47

WHEREAS, in December 2007 the Charles Schwab Bank notified the Director of Library Services that Mr. Lawrence Shrader had named the Berkeley Public Library as the beneficiary of an IRA account he held with them; and

WHEREAS, upon Mr. Shrader's death the funds were to be transferred to the Library; and

WHEREAS, upon completion of the necessary paperwork, these assets will belong to the Library; and

WHEREAS, the Director of Library Services will represent the Library as the authorizing agent in this transaction under the guidance of the City Attorney's office; and

WHEREAS, Library staff will research Mr. Shrader's connection with the City of Berkeley and the Berkeley Public Library before publicly acknowledging the gift; and

WHEREAS, this gift will be included in the Library budget report, Revenue, Library Gift Funds, and will be available for allocation in the next budget cycle,

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to accept the donation of \$25,115.47 from the estate of Lawrence Shrader.

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Board of Library Trustees of the City of Berkeley to approve liquidating this asset now held by Charles Schwab Bank in Phoenix, Arizona.

NOW, THEREFORE, BE IT FURTHER RESOLVED, by the Board of Library Trustees of the City of Berkeley to approve depositing these funds in the Berkeley Public Library, Library Gift Fund, for allocation and expenditure in the future.

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Board of Library Trustees of the City of Berkeley to publicly acknowledge Mr. Shrader's generosity to the Berkeley Public Library after efforts of the Library staff to identify and describe Mr. Shrader and his colleagues.



BERKELEY PUBLIC LIBRARY

CONSENT CALENDAR

February 13, 2008

TO: Board of Library Trustees

FROM: Donna Corbeil, Director of Library Services

SUBJECT: LETTER OF SUPPORT FOR THE FRIENDS OF THE LIBRARY'S BOOKSTORE EXPANSION

RECOMMENDATION

Adopt the resolution authorizing Trustee Terry Powell, as Chairperson of the Board of Library Trustees, to send a letter to the City Manager in support of the Friends of the Library's bookstore expansion.

FISCAL IMPACT

This report will have no fiscal impacts.

BACKGROUND

The Friends of the Berkeley Public Library have been a part of the Berkeley community and the Berkeley Public Library for over 50 years. Prior to the closure of the old Central Library building, the Friends held book sales in the courtyard next to the Library. Approximately nine years ago, when the Central Library began renovations, the courtyard was no longer available and the Friends moved into a space in the Telegraph/Channing Mall. The Friends generate \$100,000 a year in income and over 90% of all proceeds go directly back to the Library. All books that are sold are donated to the Friends and all of their staff is made up of volunteers.

In the past the Friends have supported collections, special programs (e.g. summer reading program, free books for The Big Read), computers for the adult literacy program, computer management software for the public computers, and significant gifts to the Berkeley Public Library Foundation for their campaigns.

CURRENT SITUATION AND ITS EFFECTS

The Friends believe they have reached the maximum amount of income they could receive for their current space because of its size limitations. They are hoping to add the space contiguous to their Channing Way store. The Friends have a strong Board, architects, space planners and fundraisers all on board with the expertise to assist with the expansion.

The Friends will be making a proposal to the City Manager and Property Manager to occupy the space and negotiate rental payments. Extensive improvements need to be made to the current space and also the proposed space, which the Friends will pay for. This will all be done while keeping the current space open and operational.



It is possible that there are other possible tenants and the Property Manager may reject the Friends' proposal in favor of someone else that may be willing to pay a higher rent. The Friends are prepared to pay some rent, but they are hoping that the City of Berkeley will take into consideration the City's overall interest. The Friends will continue to fundraise for the Library, but are also hoping to be an anchor for the Mall that is representative of the City in that they are 100% volunteer and beneficial to City services.

The Friends asked for the Board of Library Trustees' support during the Board's January 9, 2008 regular meeting.

FUTURE ACTION

No further action is required.

Attachments:

1. Resolution

RESOLUTION NO.: 08-___

**AUTHORIZING TRUSTEE THERESE POWELL TO SEND A LETTER OF SUPPORT FOR
THE FRIENDS OF THE BERKELEY PUBLIC LIBRARY'S BOOKSTORE EXPANSION**

WHEREAS, the Friends of the Berkeley Public Library have been a part of the Berkeley community and the Berkeley Public Library for over 50 years;

WHEREAS, the Friends Bookstore sells books that are donated to them and are 100% volunteer staffed;

WHEREAS, the Bookstore averages revenue of \$100,000 per year, with 92-93% of their proceeds going directly back to the Library to support collections, special programs, and many other various needs;

WHEREAS, the Friends believe they have reached the maximum amount of income they could receive for their current space because of its size limitations;

WHEREAS, the Friend are hoping to add the space contiguous to their Channing Way bookstore to their current store; and

WHEREAS, the Friends will be making a proposal to the City Manager and the Property Manager to occupy the space and negotiate rent.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to authorize Trustee Therese Powell, as Chairperson of the Board of Library Trustees, to send a letter of support of the Friends of the Library's bookstore expansion.



BERKELEY PUBLIC LIBRARY

CONSENT CALENDAR

February 13, 2008

TO: Board of Library Trustees

FROM: Donna Corbeil, Director of Library Services

SUBJECT: PURCHASE AUTHORITY FOR MATERIAL PROCESSING SUPPLIES IN EXCESS OF DIRECTOR OF LIBRARY SERVICES AUTHORITY WITH THE VENDOR 3M LIBRARY SYSTEMS

RECOMMENDATION

Adopt the resolution authorizing the Director of Library Services to enter into a purchase agreement and approve payments to purchase materials and supplies from 3M Library Systems in excess of her delegated spending authority.

FISCAL IMPACT

The total cost of purchases will not exceed the annual allocation of funding; the FY 2008 estimate was \$60,000 for supplies used by the Berkeley Public Library Technical Services Division to process books, media and other materials.

BACKGROUND

On June 13, 2007, the Board adopted the FY 2008 budget, which included funds for services, materials and supplies. The Board of Library Trustees authorized the Director of Library Services to make purchases in excess of her delegated authority of \$50,000 for materials and supplies at its July 11, 2007 meeting. Among the vendors, Checkpoint Systems was included as the supplier of library processing supplies for an estimated expenditure of \$60,000.

Effective January 1, 2008, Checkpoint Systems began a partnership with 3M Library Systems for the provision of processing supplies and circulation related equipment. 3M Library Systems will be the provider of security and productivity products including radio frequency (RF) security system related supplies, media storage cases and other products that are interoperable with the Library's circulation equipment. Staffing will remain consistent with Checkpoint customer service practices as many of the personnel previously associated with that division are now reporting to 3M Library Systems.

Approval to purchase with 3M will ensure there is no disruption in the provision of new materials for circulation. Future funding for processing related supplies and materials will be included in the FY 2009 Library Budget.

FUTURE ACTION

No future action is needed.

Attachments:

1. Resolution

RESOLUTION NO.: R08-__

AUTHORIZING THE DIRECTOR OF LIBRARY SERVICES TO ENTER INTO A PURCHASE AGREEMENT AND APPROVE PAYMENTS FROM 3M LIBRARY SYSTEMS IN EXCESS OF HER DELEGATED AUTHORITY IN AN AMOUNT NOT TO EXCEED THE FUNDS ALLOCATED FOR THIS PURPOSE, \$60,000

WHEREAS, on June 13, 2007, the Board of Library Trustees adopted the FY2008 budget, including funds for services, materials and supplies; and

WHEREAS, on July 11, 2007, the Board of Library Trustees authorized the Director of Library Services to make certain purchases from vendors in excess of her delegated authority of \$50,000 for materials and supplies; and

WHEREAS, among those certain vendors, Checkpoint Systems was included as the supplier of library processing supplies for an estimated expenditure of \$60,000; and

WHEREAS, effective January 1, 2008, Checkpoint Systems began a partnership with 3M Library Systems for the provision of processing supplies and circulation related equipment; and

WHEREAS, a new purchase order must be executed with 3M Library Systems in order to continue receiving security and productivity products and other products interoperable with the Library's circulation equipment.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to authorize the Director of Library Services to execute a purchase order with 3M Systems for the provision of material processing supplies for the 2008 FY in an amount not to exceed \$60,000.



BERKELEY PUBLIC LIBRARY

ACTION CALENDAR

February 13, 2008

TO: Board of Library Trustees

FROM: Donna Corbeil, Director of Library Services

SUBJECT: CITY OF BERKELEY'S CLIMATE ACTION PLAN RESULTING FROM MEASURE G

RECOMMENDATION

Adopt a resolution supporting Library participation in implementation of the Berkeley Climate Action Plan following plan approval by City Council.

FISCAL IMPACT

Fiscal impacts from this action are unknown at this time.

BACKGROUND

In the fall of 2006 City of Berkeley voters approved Measure G; 81% of residents voted to direct the City to come up with a plan to reduce greenhouse gas emissions by 80% by the year 2050. The City's Office of Energy & Sustainable Development is responsible for drafting a plan for City Council review and approval. All city departments will participate in ways appropriate for the Department. The draft Plan was made available to the public in late January 2008, with a presentation to the City Council that occurred on January 29, 2008, and a final Plan approved before end of FY 2008.

CURRENT SITUATION AND ITS EFFECTS

Each city department is working with Timothy Burroughs, the Climate Action Coordinator since May 2007, and his staff on the particular role of that city department. The general categories of these efforts are building energy use, transportation demand management, land use planning, green purchasing, zero waste, climate adaptation, green economy, performance measures and community coordination.

At a meeting with Mr. Burroughs in December 2007, Library staff discussed possible ideas for Library participation. The area of community outreach seemed to have the greatest potential for Library involvement. Ideas discussed included:

- Collaborate on an author series at the Central Library with a theme relevant to the Plan
- Provide public exhibit or display space for Plan-related projects and initiatives in the branch libraries
- Assist with community distribution of materials and as a location where reports, etc. can be viewed



- Develop booklists or bookmarks of book and movie titles held by the library and available for checkout on topics relevant to the Plan
- Provide a venue for community meetings
- Incorporate energy efficient measures and sustainable building concepts into Library renovations and other facility projects when possible

Additional information about the Plan and Measure G are available on the City of Berkeley website at: <http://www.cityofberkeley.info/measureG>.

FUTURE ACTION

No further action is required.

Attachments:

1. Resolution

RESOLUTION NO.: 08-____

**SUPPORT OF THE LIBRARY'S PARTICIPATION IN IMPLEMENTATION OF THE
BERKELEY CLIMATE ACTION PLAN FOLLOWING APPROVAL BY THE CITY COUNCIL OF
THE CITY OF BERKELEY**

WHEREAS, in the fall of 2006 the City of Berkeley voters approved Measure G, directing the City to come up with a plan to reduce greenhouse gas emissions by 80% by the year 2050;

WHEREAS, all city departments will participate in appropriate ways for their department;

WHEREAS, a draft Plan will be available to the public in late January, with a tentative presentation to the City Council in early February, and a final Plan will be approved in March 2008; and

WHEREAS, Library staff met with the Climate Action Coordinator and determined possible ways for the Library to participate.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to support the Library's participation in implementation of the Berkeley Climate Action Plan followed by the City Council's approval of the Plan.



BERKELEY PUBLIC LIBRARY

ACTION CALENDAR

February 13, 2008

TO: Board of Library Trustees

FROM: Donna Corbeil, Director of Library Services

SUBJECT: FY 2008 MID-YEAR BUDGET REPORT & FY 2009 MID-BIENNIAL FISCAL UPDATE

RECOMMENDATION

Adopt a resolution approving the timeline and process for discussion, review and approval of the FY 2009 Mid-Biennial Library Budget process.

FISCAL IMPACT

There is no fiscal impact from this report. However, the actions taken as part of the budget process may have an impact on the Library's finances.

BACKGROUND

The Board of Library Trustees adopted its two-year budget for Fiscal Year 2008 and Fiscal Year 2009, on June 13, 2007 after several months of discussion and review and after holding both a BOLT workshop (March 2007) and a public hearing on the Library budget (April 2007). The Library's two-year budget covers the period of July 1, 2007 – June 30, 2009. The City of Berkeley FY 2008 and FY 2009 Adopted Budget Book includes Library budget information: the *Library Tax Fund, five-year forecast and Library Financial Summary*. The June 2007 Board of Library Trustee packet included two documents relevant to the current discussion, *Submission of Proposed FY 2008 and FY 2009 Berkeley Public Library Budget for Discussion and Adoption* and *Discussion and adoption of proposal to develop a Library Work Plan for FY 2008 and FY 2009*.

CURRENT SITUATION AND ITS EFFECTS

FY 2008 Mid-year Update

We are half way through the 2008 fiscal year. The *Y-T-D Expenditure Details: FY 08* (Attachment 1) shows that as of December 3, 2007, 47.4% of the adjusted personnel budget is expended and 43.9% of the non-personnel budget is expended.

Revenues

The FY 2008 Library Tax revenues represent a 4.42% California personal income growth (PIG) increase. The total amount assessed is \$12,964,248 for FY 2008 (Attachment 2: Library Tax



Fund: 5-Year Fund Analysis). The Library has other sources of revenue, including funds dispersed by the California State Library, grants, gifts, including donations from the Friends of the Library and the Library Foundation, and income from collected Library fines and fees (Attachment 3: All Other funds: 5-Year Fund Analysis).

On January 15, 2008 the California State Library, Office of the State Librarian, informed us the PLF (Public Library Fund) payment to Berkeley Public Library in FY 2008 is \$40,852. This is a reduction of approximately \$20,000 from last fiscal year. TBR (Transaction Based Reimbursement) is reimbursed based on usage and we are not anticipating much of a change in these rates at this point; although, this could change as the State continues to implement budget saving measures and program reductions.

At the end of FY 2007, the Library had a fund balance of \$1,261,323. The Library allocates carry forward or fund balance money as revenue when developing the library budget. Additional fund balance may be created when the entire allocated budget is not expended. Usually, savings are the result of salary savings from vacant positions and no back filling or additional hours. In the allocated FY 2008 budget, \$750,837 of this balance is budgeted to bridge the structural deficit. In the adopted FY 2009 budget, \$410,000 of the remaining balance bridges the shortfall between anticipated revenues and allocated expenditures. The adjusted FY 2008 shortfall could be less, based on mid-year expenditure percentage trends. The Library anticipates expending or encumbering all allocated non-personnel funds in FY 2008.

The difference between revenues and expenditure will result in a negative budget beginning in FY 2010 and continuing thereafter, if no changes are made. The fund balance or carry forward is projected to be fully expended as a source of revenue at that time. The projected surplus or shortfall for each FY is indicated on the 5-Year Fund Analysis; this is represented as the difference between revenues and expenditures.

Expenditures

FY 2007 year-end adjusted expenditures (percent of funds actually spent) were 90% for non-personnel and 94% for personnel. If the expenditure of current year allocated funds continues at the Y-T-D (mid-year) rates, the projected fund balance or carry forward will be greater than anticipated in the adopted FY 2008 budget. The Y-T-D Expenditure Detail for mid-year FY 2008, at less than 100% rates reduces the shortfall from \$750,837 to \$592,118. The Library will actively explore additional methods, in addition to incurring salary savings, and continued allocation of the diminishing carry forward or fund balance, to reduce the gap between projected expenditures and revenues prior to FY 2010 to avoid a deficit situation.

Personnel costs will increase in FY 2009 through FY 2011 because of labor negotiated cost of living increases, though the exact amount to be included in the contract terms are not set at this time, we are assuming 3.0% for FY 2009 planning. These increases are included in the projected 5-year fund analysis for planning purposes.

FY 2009 Mid-Biennial Update

When the Board adopted the FY 2008 & FY 2009 Biennial Budget, they adopted a two-year budget. Therefore, while we will be adjusting the FY 2009 Adopted Budget to factor in budget changes made since June 2007, updating personnel costs that reflect new benefit rates, and the adopted Cost of Living Adjustments, I am not anticipating embarking on a full budget process for FY 2009. That said I do anticipate bringing some recommended changes for consideration and possible adoption that specifically address the Library's structural deficit.



Library Tax Increase

The Library Tax may be increased by “formula,” based on specific inflationary indices: Bay Area Consumer Price Index (CPI) or per capita California Personal Income Growth (PIG). Figures for the April-to-April period will be available in May 2008. At that time, the Board will recommend any applicable increase to City Council for adoption as part of the Finance Department FY 2009 Mid-Biennial Budget Update. The City’s Finance office has suggested a 4.0% increase be assumed for planning purposes.

Budget Planning Process

An extensive budget planning process for FY 2008 and 2009 occurred in the period leading up to the adoption of the Library budget in June 2007. The FY 2009 budget planning process has already begun (Attachment 4: FY 2008/ 2009 Summary Timeline). We have already begun the mid-cycle review with City staff and completing activities related to adjusting the FY 2009 budget. Library staff will participate by submitting budget change proposals (additions, reductions, reallocations) to the Director by February 20, 2008. Concurrently, the Director will be meeting with each Library manager and program coordinator to review his/her section’s budget. Proposals that will directly affect the Library’s structural budget deficit in a positive manner, i.e. contributing to its reduction, will be favored.

Activities in the Library Work Plan for FY 2008 and FY 2009 (Attachment 5) will require continued fiscal support in order to be completed. The Library Work Plan reflects the Library Budget priorities set by the Board during the FY 2008/2009 budget planning process and subsequently.

FUTURE ACTION

Upon approval the Library will report the Amended FY 2009 Library Budget to the City Manager’s Office for inclusion in the FY 2009 Mid-Biennial Budget Update to City Council.

Attachments:

Resolution

1. Y-T-D Expenditure Details: FY 08
2. Library Tax Fund: 5-Year Fund Analysis
3. All Other Funds: 5-Year Fund Analysis
4. FY 2008/ 2009 Summary Timeline
5. Library Work Plan Summary

RESOLUTION NO.: 08-__

APPROVAL OF THE TIMELINE AND PROCESS FOR DISCUSSION, REVIEW AND APPROVAL OF THE FY2009 MID-BIENNIAL LIBRARY BUDGET PROCESS

WHEREAS, on June 13, 2007 the Board of Library Trustees adopted its two-year budget for Fiscal Year 2008 and Fiscal Year 2009;

WHEREAS, the FY2009 budget planning process has already begun and activities have been completed related to adjusting the FY2009 budget;

WHEREAS, budget change proposals will be submitted to the Director of Library Services by the end of February and review of the budget will occur with staff; and

WHEREAS, activities in the Library Work Plan for FY2008 requires continued fiscal support in order to be completed.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to approve the timeline and process for discussion, review and approval of the FY2009 Mid-Biennial Library Budget process.

BERKELEY PUBLIC LIBRARY FUND

Y-T-D Expenditure Details: FY08

as of 12/03/07

	Adopted Budget	Adjusted Budget	Y-T-D Actuals	Encumbrances	Balance	% Expended	Target*
Salaried Employees	6,886,835	6,886,835	3,175,996		3,710,839	46.1%	
Hourly Employees	540,103	212,300	145,045		67,255	68.3%	
Monthly Rated - Partially Benefitted		327,803	155,690		172,113	47.5%	
Misc. Wage Payments	-	-	94,544		(94,544)		
OT and Additional Hours	10,500	10,500	10,605		(105)	101.0%	
Benefits	<u>3,852,852</u>	<u>3,852,852</u>	<u>1,766,134</u>		<u>2,086,718</u>	<u>45.8%</u>	
	11,290,290	11,290,290	5,348,014		5,942,276	47.4%	50.0%
Prof./Tech. Services	605,450	690,044	259,643	303,466	126,935	81.6%	
Grants/Gov. Payments	5,000	5,000	2,754	-	2,246	55.1%	
Other Purchased Services	528,960	533,739	279,038	166,864	87,837	83.5%	
Rentals/Leases	30,850	22,700	9,745	7,035	5,920	73.9%	
Mail/Delivery Services	32,500	32,500	4,932	12,843	14,725	54.7%	
Supplies	313,479	314,806	109,407	77,560	127,839	59.4%	
Library Materials	1,057,121	1,057,121	493,610	-	563,511	46.7%	
Purchased Property Services	150,000	150,000	76,967	68,033	5,000	96.7%	
Infrastructure	25,000	116,993	77,334	16,289	23,370	80.0%	
Property	221,000	227,771	26,110	23,935	177,726	22.0%	
Property Under Cap Limit	54,500	72,443	32,567	6,052	33,824	53.3%	
Internal Services	8,037	8,997	2,937		6,060	32.6%	
Debt Service	111,392	119,335	55,696	55,696	7,943	93.3%	
Balance Sheet Accounts		(90,264)					
	<u>3,143,289</u>	<u>3,261,185</u>	<u>1,430,740</u>	<u>737,773</u>	<u>1,092,672</u>	<u>43.9%</u>	
Total Expenditures	14,433,579	14,551,475	6,778,754	737,773	7,034,948	51.7%	

BERKELEY PUBLIC LIBRARY
LIBRARY TAX FUND: 5-YEAR FUND ANALYSIS

	FY 2007 FINAL	FY 2008 ADOPTED	FY 2008 ADJUSTED	FY 2008 PROJECTED	FY 2009 PROJECTED	FY 2010 PROJECTED	FY 2011 PROJECTED	FY 2012 PROJECTED
Beginning Fund Balance	1,508,800	1,261,323	1,261,323	1,261,323	510,486	-470,983	-1,250,618	-1,828,703
Revenues								
Library Tax	12,415,484	13,209,469	13,209,469	12,964,248	13,482,818	14,022,131	14,583,016	15,166,337
Grants	74,500	0	7,000	7,000	0	0	0	0
Fines/Fees	270,123	251,000	251,000	251,000	251,000	251,000	251,000	251,000
Donations/Private Contributions	8,577	0	0	0	0	0	0	0
Miscellaneous Revenues	6,108	2,000	2,000	2,000	2,000	2,000	2,000	2,000
TOTAL REVENUE:	\$12,774,792	\$13,462,469	\$13,469,469	\$13,224,248	\$13,735,818	\$14,275,131	\$14,836,016	\$15,419,337
Expenditures								
Operations								
Personnel	10,231,377	11,272,418	11,272,418	10,696,028	11,610,591	11,958,908	12,317,676	12,687,206
Non-Personnel	1,605,188	1,809,776	1,852,736	1,852,736	1,809,776	1,869,776	1,869,776	1,869,776
Library Materials	953,347	1,057,121	1,057,121	1,057,121	1,007,121	1,007,121	1,007,121	1,007,121
RFID Loan Repayment	111,392	111,392	119,335	119,335	111,392			
Computer & Software Purchase	24,364	115,000	115,000	115,000	110,000	100,000	100,000	100,000
CIP	32,412	50,000	116,993	116,993	50,000	100,000	100,000	100,000
Subtotal:	12,958,080	14,415,707	14,533,603	13,957,213	14,698,880	15,035,805	15,394,573	15,764,103
Charges From Other Depts								
Finance - Billing	13,367	9,786	9,786	9,786	10,080	10,382	10,693	11,014
Facilities - Toxics		8,086	8,086	8,086	8,329	8,578	8,836	9,101
Interfund Transfers	50,822	0	0	0	0	0	0	0
Subtotal:	64,189	17,872	17,872	17,872	18,408	18,960	19,529	20,115
TOTAL EXPENDITURES:	\$13,022,269	\$14,433,579	\$14,551,475	\$13,975,085	\$14,717,288	\$15,054,766	\$15,414,102	\$15,784,218
Projected Surplus/(Shortfall) {Rev - Exp}	\$ (247,477)	\$ (971,110)	\$ (1,082,006)	\$ (750,837)	\$ (981,469)	\$ (779,635)	(578,085)	(364,881)
GROSS FUND BALANCE {Bal + Rev - Exp}	\$ 1,261,323	\$ 290,213	\$ 179,317	\$ 510,486	\$ (470,983)	\$ (1,250,618)	\$ (1,828,703)	\$ (2,193,584)
Budget Recommendations								
Revised Gross Fund Balance {Gross Fund Balance - Budget Recommendations and Adjustments}	\$ 1,261,323	\$ 290,213	\$ 179,317	\$ 510,486	\$ (678,256)	\$ (1,215,862)	\$ (1,793,947)	\$ (2,158,828)
Annual Committed Reserve (1% of annual Tax Revenue)	\$ -	\$ 132,095	\$ 132,095	\$ 129,642	\$ 134,828	\$ 140,221	\$ 145,830	\$ 454,990
Uncommitted Fund Balance	\$ -	\$ 158,118	\$ 47,222	\$ 380,844	\$ (813,085)	\$ (1,356,083)	\$ (1,939,777)	\$ (2,613,818)

Assumptions:

Tax Rate Increase: 4.42% for FY08 and 4.0% forward

COLA: 4.8% FY08; 3% FY09 forward (pending contract negotiations)

BERKELEY PUBLIC LIBRARY
ALL OTHER FUNDS: 5-YEAR FUND ANALYSIS

	FY 2007 FINAL	FY 2008 ADOPTED	FY 2008 ADJUSTED	FY 2008 PROJECTED	FY 2009 PROPOSED	FY 2010 PROJECTED	FY 2011 PROJECTED	FY 2012 PROJECTED
Beginning Fund Balance	130,722	235,339	235,339	235,339	333,807	287,891	279,210	263,981
Revenues								
Public Library Fund (SB 358)*	60,839	61,000	61,000	40,549	40,549	40,549	40,549	40,549
Library Literacy Services*	62,141	64,000	83,870	83,870	64,000	64,000	64,000	64,000
Direct Loan Program	213,979	175,000	175,000	175,000	175,000	175,000	175,000	175,000
Inter-Library Loan Program	5,549	0	0	0	0	0	0	0
Miscellaneous Grant Revenue	6,980	0	0	0	0	0	0	0
TOTAL REVENUE:	\$349,488	\$300,000	\$319,870	\$299,419	\$279,549	\$279,549	\$279,549	\$279,549
Expenditures								
Operations								
Personnel	154,017	130,532	205,703	124,370	211,874	218,230	224,777	231,521
Non-Personnel	55,189	40,000	85,790	85,790	70,000	70,000	70,000	70,000
Library Materials	35,665	31,000	36,707	36,707	0	0	0	0
Subtotal:	244,871	201,532	328,200	246,867	281,874	288,230	294,777	301,521
TOTAL EXPENDITURES:	\$244,871	\$201,532	\$328,200	\$246,867	\$281,874	\$288,230	\$294,777	\$301,521
Projected Surplus/Shortfall (Rev - Exp)	104,617	98,468	(8,330)	52,552	(2,325)	(8,681)	(15,228)	(21,972)
GROSS FUND BALANCE (Bal + Rev - Exp)	\$ 235,339	\$ 333,807	\$ 227,009	\$ 287,891	\$ 331,482	\$ 279,210	\$ 263,981	\$ 242,010
Budget Recommendations	\$ -	\$ -	\$ -	\$ 1	\$ -	\$ -	\$ -	\$ -
{Gross Fund Balance - Budget Recommendations and Adjustments}		\$ 333,807	\$ 227,009	\$ 287,890	\$ 331,482	\$ 322,801	\$ 307,572	\$ 285,601

Assumptions:

COLA: 4.8% FY08; Assume 3% FY09 and forward

*California Library Services per capita funds are dependent on Annual State Budget projections

**FY 2008 / 2009 Summary Timeline
Fiscal Planning and Library Work Plan Development**

Timeline

June 13, 2007	Adopt a resolution approving the FY 2008 and FY 2009 Proposed Budget as presented, accept the FY 2008 grant award from the Friends of the Berkeley Public Library in the amount of \$86,688 and accept the donation from the Berkeley Public Library foundation in the amount of \$53,000
September 19, 2007	FY 2007 Annual budget Update: 4 th Quarter and Year-end Report; Adopt a resolution amending the FY 2008 Adopted Budget based upon recommended re-appropriation of FY 07 funding and other adjustments authorized since July 1, 2007
October 24, 2007	Status Report on the Library Work Plan
November 14, 2007	Priority designation for Library Work Plan Projects for FY 2008
December 12, 2007	Adopt a resolution amending the FY 2008 Adopted Budget based upon recommended re-appropriation of FY 2007 funding and discussion of information regarding the status of the Library's finances
January 2008	Staff begins mid-year and mid-biennial budget review / discussions
February 2008	FY 2008 Mid-Year Update & FY 2009 Mid-Biennial Update (BOLT)
March 2008	FY 2009 Proposed changes and recommendations; Library Work Plan Status Report
April 2008	DRAFT FY 2009 Mid-biennial Budget Update; 3 rd quarter FY 2008 Budget Update Report
May 2008	BOLT approve FY 2009 Mid-biennial Budget Update and recommend Library Tax Inflationary increase to City Council; FY 2009 Library Work Plan Status Update
June 2008	City Council adopts Updated FY 2009 Library Budget and Library Tax rate

* Does not include agenda items that were requests for approval to negotiate contracts, authority to purchase or requests to accept funds from Foundation or outside agency, such as grant funds.

LIBRARY PROJECTS

	Project Title	Priority	Lead	Budget	Timeline
1	Administrative Regulations & Policy Development	DP	D. Smith, J. Shurson & L. Perkins (J. Dickinson Circ P&P)	None	Ongoing
2	Privacy Policy	SP	A. Abramson	\$5,000	Consultant contacted Feb '08
3	Signage	DP	J. Dickinson	TBD	Feb '08
4	Increase hours of operation at branches	CI	D. Corbeil & S. Olawski	TBD	March '08
5	Explore South Branch to ERC	CI	D. Corbeil, A. Bern & BOLT Sub-committee	\$25,000	Analysis of cost completed by N&T, presentation to BOLT
6	WiFi at Central & Branches	CI	A. Abramson	\$25K in '07 \$10K in '08	Central complete & banners up
7	High speed internet @ Branches	DP	A. Abramson	\$10K-\$20K each location	Trenching and installation underway @ West Branch
8	Library Master Facilities Plan (Branches)	CI	D. Corbeil & S. Olawski	\$175,000	BOLT approved contract neg. 9/19/07
9	Strategic planning w/ public, staff and BOLT	CI	D. Smith	\$10,000	Staff committee planning community meetings & survey
10	Study Southwest Berkeley Needs	CI	D. Corbeil, A. Bern & Staff Committee	\$25,000	In progress, HTA consultants hired, grant funded
11	Annual Report, Graphics and Marketing Design	SP	D. Corbeil, A. Bern, A. Furuzawa & Staff Group	\$5,000	Consultant hired 10/07, complete by 11/16/2007
12	Intranet Redesign	DP	A. Abramson & Staff Group	None	Ongoing
13	Children's Webpage Design	DP	L. Perkins	\$15,000	RFP in Sep '07
14	Web Online Public Access Catalog (WebOPAC) Redesign	DP	A. Abramson, S. Lim & Staff Web OPAC Group	None	Ongoing
15	Online Applications	DP	J. Dickinson, A. Abramson & S. Lim	None	Nov '07
16	Wireless Inventory Wands / PDA	DP	T. Kottkamp & J. Dickinson	Minimal	Nov '07
17	Staff Development / Training Plan	DP	J. Shurson, A. Abramson, A. Bern & Admin Svcs Manager	TBD	Jan '08
18	Teen Webpage	DP	K. Finney and L. Perkins	< \$500	
19	Collection Development Policy	DP	Collection Dev. Librarian	\$0	

CI = Critical Initiative
SP = Special (Board initiated) Project
DP = Department (Staff initiated) Project

Work Plan #2 Privacy Policy Status**Lead** Alicia Abramson**Description**

American Library Association states:

A privacy policy communicates the library's commitment to protecting users' personally identifiable information. A well-defined privacy policy tells library users how their information is utilized and explains the circumstances under which personally identifiable information might be disclosed.

Libraries need to post privacy policies publicly. Privacy: An Interpretation of the Library Bill of Rights states that, "Users have the right to be informed what policies and procedures govern the amount and retention of personally identifiable information, why that information is necessary for the library, and what the user can do to maintain his or her privacy."

Budget \$7000**Deliverables**

Step	Detail	Status
Hire privacy consultant	Hired Karen Coyle, through BALIS	Completed January 2008
Conduct an audit of current practices regarding collection and retention of personally identifiable Information (PII)	Consultant is reviewing results of existing practices and will identify any areas that require more information.	Partially completed January 2008
Conduct audit of areas identified by consultant	Provide consultant with requested data to be incorporated into report	February 2008
Review audit findings, consultant report & recommendations	Establish a small task force to review audit findings and consultant's recommendations based on current practices & review of applicable laws	March 2008
Draft policy	Task force & consultant to collaborate on draft Policy	March 2008
Final review of draft report & policy	Revise and make final edits to proposed policy and report for BOLT	April 2008
Present policy & report to BOLT		May 2008



BERKELEY PUBLIC LIBRARY

INFORMATION CALENDAR

February 13, 2008

TO: Board of Library Trustees

FROM: Trustee Terry Powell
Trustee Ying Lee

SUBJECT: STATUS REPORT FROM THE ERC / SOUTHWEST BERKELEY LIBRARY NEEDS DISCUSSION GROUP ON FEBRUARY 2007 ACTIVITIES

INFORMATION

Library Trustees Ying Lee and Terry Powell, along with others from the Library staff and the Library Foundation have drafted a summary (see attached) of their ongoing discussions regarding library service in south and southwest Berkeley and the consideration of moving or adding library services at the Ed Roberts Campus (ERC) building, to be built east of the Ashby BART station. The summary includes the three topics of physical parameters, community needs, and fiscal realities. This summary represents a starting point for the City of Berkeley's Board of Library Trustees to explore further discussions on this issue.

BACKGROUND

At their October 18, 2006, meeting the Board of Library Trustees appointed members Ying Lee and Terry Powell to continue to study the library needs of South Berkeley and the issues of the possibility of Berkeley Public Library's participation in the Ed Roberts Campus. Alan Bern, Berkeley Public Library's Community Relations Librarian, and Christopher Adams, now President of the Board of Directors of the Berkeley Public Library Foundation, have also been participating in this discussion group. Director of Library Services Donna Corbeil joined the group in early 2007 and Roxanne Figueroa, Executive Director of the Berkeley Public Library Foundation, joined the group in spring 2007.

Although no decision has been made regarding actions to meet the library needs of the South Berkeley Community, we are continuing in the information-gathering stage in order to narrow our foci.

SOUTH BERKELEY COMMUNITY'S LIBRARY NEEDS AND ERC DISCUSSION GROUP GOALS:

- (1) Further investigate library needs of the South and Southwest Berkeley communities, with specific outreach to leaders and active members of those communities.
- (2) Continue to investigate the Ed Roberts Campus possibility for South Branch.
- (3) Develop additional information on a bookmobile, primarily for Southwest Berkeley, given the interest of the Berkeley Public Library Foundation and the possibility of collaborating with the City of Emeryville and its School District and, perhaps, others.

Attachments:

1. South and Southwest Berkeley Library Services & Needs Discussion Group Report, February 2008

South and Southwest Berkeley Library Services & Needs Discussion Group Report February 2008

Summary: The existing South Branch facility does not fully meet the needs of its community. Library patronage in the neighborhood of the South Branch and in Southwest Berkeley in general is substantially lower than other parts of the city.¹ Establishing a new South Branch in the Ed Roberts Campus to be built east of the Ashby BART station would be a significant step toward enhancing library service for this part of the city. While the inclusion of a new facility has significant financial implications, it would expand the library's reach to new groups of patrons such as commuters, disabled users, other neighbors, and ethnically diverse groups in a part of the city undergoing significant demographic changes.

Recommendations: BOLT should actively consider and investigate the financial parameters and alternatives of a possible move of South Branch into the Ed Roberts Campus while retaining the existing South Branch facility for other library services, such as the Tool Lending Library and Berkeley Reads (Adult Literacy Program).

INTRODUCTION

For the past year Trustees Powell and Lee, working with Director Corbeil, library staff, and representatives of the library foundation have studied ways to improve access to library services in the area of the city near the South Branch and in South and Southwest Berkeley neighborhoods. This study began because:

- The Ed Roberts Campus invited the library to consider establishing a branch as part of the Campus's facilities which will be under construction later this year.
- The South Branch building was in need of improvements, and location in the ERC could provide a solution to its needs.
- The ERC program and location offered a unique opportunity to serve the disabled community and BART commuters and to make the library an important community center, as well as to move forward with a facility which would be better able to incorporate 21st century technologies in information services, universal design, and energy conservation.

This report summarizes what we have learned and what still needs to be studied under three main headings:

- **Physical parameters:** We report on the problems of the existing South Branch and the opportunities offered by a move to the ERC.
- **Community needs:** We report on what we have learned and are learning from community forums, consultant studies, surveys, staff findings, and formal and informal feedback from the community.
- **Fiscal realities:** We report on the probable costs of a move to ERC and studies of alternative ways of resolving the competing service demands of the existing branch.

The report rests on the following assumptions:

- The existing South Branch building and site will be retained and will continue to be used for library and community needs.
- The Tool Lending Library will not move to the ERC.
- This report reflects what we know today; all the information we may need is not yet available.

PHYSICAL PARAMETERS

Based on a 1996 study of the branches and the 2007 study by Noll & Tam, we have determined that the South Branch deficiencies include:

- Structural deficiencies, including seismic.
- Technological shortcomings for staff and patrons: inadequate wiring and lack of space for computers.
- Lack of space to meet current standards for disabled access, such as turning space for wheelchairs.
- Lack of a separate area for teens.
- Inadequate space for collections
- Insufficient reading areas for general patrons.
- An inadequate community meeting room.
- Inadequate staff space and staff restrooms.

We considered the following possible alternative solutions:

- Stay in place and expand, horizontally or vertically. This alternative is problematic because of the architectural qualities of the existing building.
- Stay in the existing building envelope but re-prioritize services by relocating some services to allow expansion of others. This alternative may also be problematic; earlier studies have identified the existing structural fabric (concrete floor slab with imbedded heating pipes; open beam ceiling) as making structural corrections and technological upgrades difficult.
- Stay in place but relocate the Tool Lending Library.
- Relocate principal library services to the ERC or elsewhere and use the current site for specific programs (e.g. retention/expansion of the Tool Lending Library; expansion/relocation of the Berkeley Reads program, and/or community partnerships).
- Provide a bookmobile. This alternative may meet some other needs of Southwest Berkeley but is an augmentation, not a substitute, for full branch services at the South Branch.
- Consider a kiosk in the ERC building. This alternative does not meet the service needs of the South Berkeley area; however, adding a kiosk convenient to, or even inside, the Ashby BART station could be an important part of the move to ERC.

It would announce the presence of the new branch library; it could provide a unique service to commuters; and it could be a pilot project for kiosks at other BART stations or in other underserved areas of the city.

We have learned that a space in the Ed Roberts Campus offers the following opportunities:

- It offers a way for the library to boldly and specifically address the needs of the disabled community.
- It offers a way to provide various library services to reach commuters, who are recognized as infrequent library users. The Oakland Library's experience with their new Fruitvale branch, adjacent to the BART station, exemplifies this.
- It offers a way of directly reaching Shattuck/Adeline arts and merchant stakeholders, who have expressed interest in having the branch close by.
- It offers a way to reach additional neighborhoods in South and Southwest Berkeley.
- It offers the possibility of three different sized configurations: 6,200 SF, 8,300 SF, and 9,100 SF, all of which offer more space than the existing South Branch and thus the opportunity for expanded programs.
- Being part of an entirely new facility offers the opportunity for state-of-the-art infrastructure and energy conservation efficiencies.
- It offers the opportunity to be part of what may become a "landmark" building, both architecturally and sociologically, accomplishing the integration and mainstreaming the disabled community and demonstrating universal design for the next generation of libraries.
- It offers the opportunity to make the library part of a vital and exciting neighborhood complex which will include a café, a childcare center, computer labs, a fitness center, and community meeting rooms.
- It offers an opportunity for collaboration and possible partnership with nearby non-profits.
- It offers possible collaboration with the Center for Accessible Technology, which is focused on the computing needs of all computer users, including disabled users

We have identified these issues as concerns:

- The Tool Lending Library is inappropriate for the ERC location because of traffic and parking constraints.
- While the ground floor may be the most desirable location available in the ERC, it is the smallest and least visible option. The two larger available spaces are on the second floor, and while both are open to a central atrium and dramatic spiral ramp, the usable atrium space is on the first floor.
- Location inside the ERC may pose a problem for library identity, although we noted that with proper signage new branch libraries in Oakland and San Francisco, built as part of larger complexes, have been very successful.

COMMUNITY NEEDS

We have analyzed the needs of South Berkeley and the broader concept of Southwest Berkeley in formal and informal ways.

A study conducted by HTA² determined the following:

- Statistically, there is qualified support for a move of the branch to the ERC
- At less than 5,000 square feet South Branch is too small to accommodate the services needed.
- It needs more computers and areas for a larger collection.
- It needs a separate meeting room (the current room is half occupied by staff working areas).
- It needs a defined teen area and a larger children's area, both designed to reduce noise disturbance to other areas.
- It needs more staff space.
- The South Branch is used by very few Hispanics, especially in comparison to the West Branch, despite similar demographics in both tributary areas.
- The demographics of the South and Southwest Berkeley areas are changing in terms of age, more ethnic diversity, increased household income, and greater housing ownership.
- Land uses are also changing, with more mixed use in commercial areas and new condominium developments on the Ashby and San Pablo corridors

We conducted neighborhood forums at St. Paul's AME Church and at the Over 60 Clinic, and we met in small groups or individually with community members. We confirmed many of the above findings and in addition learned:

- The merchants and artists of the South Berkeley area are generally supportive of a move to ERC. They regard the ERC and its tenants as adding to foot traffic and street life, slowing vehicular traffic, improving safety, and increasing neighborhood vitality.
- Local seniors are generally supportive, although, surprisingly, many of them now use Central rather than South Branch and do not perceive it to be "their" resource.
- Many want the present site to remain with community and library uses even if the branch moves.
- Some neighbors and neighborhood groups have concerns with the move, especially about its potential impact for children's services and on issues of access across busy streets. Some have petitioned BOLT against the move.
- Some community members have expressed concern with the lack of identity if there is not a library "building" in South Berkeley.
- Confusion over possible developments around the Ashby BART Station revealed neighborhood fears of change and gentrification.
- Many people knew only about the Tool Lending Library and not the other branch facilities. There is strong sentiment for expanding the Tool Lending facilities.

- Many are enthusiastic about possible collaboration with the ERC and the values it brings.

Library staff have met and discussed possible options around a possible move. Generally they have seen the move as a way to provide more services and improve efficiency of service and are positive about the potential of increased space.

FISCAL REALITIES

Move to the Ed Roberts Campus:

Purchase: The ERC consortium has offered the library a purchase option of shell space at \$400/SF. This equates to:

- 6,200 SF = \$2.48 million
- 8,400 SF = \$3.32 million
- 9,100 SF = \$3.64 million

Tenant Improvements, Furniture, and Equipment: Noll & Tam has estimated the Tenant Improvements costs as follows³:

- 6,200 SF: TIs: \$1,198,337; Furnishings & Equipment: \$96,755
- 8,400 SF: TIs: \$1,572,344; Furnishings & Equipment: \$118,705
- 9,100 SF: TIs: \$1,703,041; Furnishings & Equipment: \$122,550

Kiosk: Capital costs for a small kiosk to serve BART commuters would be approximately \$100,000.

Lease, or Lease with purchase option: This option must be explored with ERC and the City.

Upgrades to South Branch: The options of retaining and improving the existing South Branch facility are the subject of a separate study and could include:

- Renovation within present building envelope
- Renovation and expansion on the existing site

We recommend that these options be investigated and that cost estimates be developed by Noll & Tam.

Financing options:

- **Purchase of building interest:** This could be a condominium or similar sort of arrangement. Purchase of this interest and the needed tenant improvements (TIs) to finish out the space would represent capital costs and could be financed with a

city-issued bond. Furniture, fixture, & equipment (FF&E) for the space would need to be financed through funds raised by BPLF.

- **Lease or lease with option to purchase at a later date:** A lease might be negotiated; its rate is unknown at this time. Further investigation and discussion is needed with both ERC and the City. Funding of tenant improvements also will need to be discussed with ERC, and might be funded through a branch bond issue or other mechanism. Furniture, fixture, & equipment (FF&Es) for the space would be financed, as above, through funds raised by Berkeley Public Library Foundation.
- **Innovative funding:** Linking funding to “improvements in access” or other cutting-edge issues offers the possibility of several different sources:
 - Seek funds from such sources as the Gates Foundation and Federal government
 - Emphasize innovations in library service specifically created by a *physical space* that is important for learning and serving the public.
 - Present as a model of service/computer access.
 - Seek funding for fighting recession (re: California’s CETA history, with immediate use requirement, or loss of funding).
 - Stress green issues because of link to transportation hub.
 - A combination of the above.

Operating Costs: Any option that expands the present branch size and any option that divides the Tool Library from the branch will add some operational costs to the library budget. Operating costs are not recoverable through a capital projects bond issue.

- **Maintenance Costs:** With either a purchase or a lease option there would be continuing maintenance fees for the library’s pro rata share of ERC operating costs, including commons areas.
- **Staff costs:** It’s estimated that staff costs at ERC would be similar to the existing South Branch, less the staff costs for the Tool Lending Library, which would not move. Staff costs are essentially a function of the hours of operation. There has been discussion of alternative options, such as a partial move of branch operations, a move of some or all literacy programs to the space to be vacated in the South Branch building, and/or expansion of the Tool Lending Library.
- **Lease (Rental) Costs:** Any lease or rental would need to be funded by the Library’s operating budget.

¹ The area defined as Southwest Berkeley is as shown on the map below: [To add]

² *Berkeley Branch Libraries Feasibility Study*, Bull Stockwell Allen & Ripley Architects , October 2006

³ Noll & Tam, *Space Planning & Cost Analysis Report*, Berkeley Public Library – Branch at Ed Roberts Campus, August 1, 2007



BERKELEY PUBLIC LIBRARY

INFORMATION CALENDAR

February 13, 2008

TO: Board of Library Trustees
FROM: Donna Corbeil, Director of Library Services
SUBJECT: FEBRUARY 2008 MONTHLY REPORT FROM LIBRARY DIRECTOR

INTRODUCTION

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

FISCAL IMPACT

This report will have no fiscal impacts.

PERSONNEL

A summary of the positions filled and lists developed in the last month is attached.

LIBRARY DEVELOPMENT

Library Leg Day

Each year the California Library Association sponsors Library Legislative Day. This year the date is April 16, 2008 in Sacramento. Additional information about the purpose and plans for the event are available on the California Library Association website: <http://www.cla-net.org/legislation/legday.php>. Librarians and library supporters from throughout the State will converge on Sacramento to discuss library related issues with State legislatures and their staffs. I encourage you to join in advocating for Libraries at the State Capital. I will let you know when registration for the event opens.

BALIS

The January 18, 2008 BALIS (Bay Area Library and Information System) Administrative Council meeting was held at the Berkeley Public Library. It had been some years since we'd hosted this meeting so it was a pleasure to have other Bay Area directors, who hadn't been here, visit the Central Library.

PROFESSIONAL ACTIVITIES

Conferences

The 2008 Midwinter Meeting of the American Library Association took place in Philadelphia, PA, from January 11-16, 2008. Staff attending the conference this year included Alan Bern, Vi Dyas and Linda Perkins. Alan and Linda provided brief overviews of their activities at the conference, both of which are attached.



Library Resource List

During the January 9, 2008 regular Board of Library Trustees meeting, the Trustees requested a list of resources that are used by Library staff in order to keep track of all the changes in the profession be compiled for their information. A number of Library staff forwarded their resources, including websites, blogs, podcasts, and discussion lists. This list is attached to the report.

PROGRAMS, SERVICES AND COLLECTIONS

Programs

The Quilt Show 2008 will return to the North Branch on May 1st. Flyers and publicity will be distributed beginning February 1, 2008.

The Art and Music Section staff is planning another exciting lecture series. The five-part Monday night series begins April 21st with a focus on the Berkeley environment, including an overview about Berkeley environmental history, the New Deal/WPA in Berkeley, and the greening of the Bay Area, and will include local authors and activities. More information will be forthcoming soon.

National Library Week April 13-19th, 2008: 50th Anniversary

First sponsored in 1958, National Library Week is a national observance sponsored by the American Library Association (ALA) and libraries across the country each April. This year will be the 50th Anniversary of observance.

In 1957, the committee developed a plan for National Library Week based on the idea that once people were motivated to read, they would support and use libraries. With the cooperation of ALA and with help from the Advertising Council, the first National Library Week was observed in 1958 with the theme "Wake Up and Read!" National Library Week was observed again in 1959, and the ALA Council voted to continue the annual celebration. When the National Book Committee disbanded in 1974, ALA assumed full sponsorship.

Over the last fifty years the Berkeley Public Library has chosen to celebrate the observance of National Library Week in various ways. Last year we focused on recognizing Library workers and all they do to provide the services we provide.

This year's theme is "Join the circle of knowledge @ your library." Utilizing this theme, Library staff will develop a celebration that recognizes the unique role the Berkeley Public Library has in the community. A series of programs and events for library patrons of all ages will occur during the week of April 13-19, 2008 that will highlight the many different types of services available, from Berkeley Reads adult literacy to Children's programming at the branch libraries. People come together at our libraries for community meetings, lectures, author programs, music recitals, to do research, to get job search help, use public access computers, search the Internet, to complete homework help and to borrow tools, among many other reasons. This week of recognition is to promote the many library services the public library, school libraries and academic libraries provide to the Berkeley community.

Trustee Moore, as the Library's City Council representative, will request a resolution from the Berkeley City Council proclaiming the week of April 13-19, 2008 as National Library Week in Berkeley in recognition of Berkeley Public Library's contributions in the community and to celebrate the contributions of libraries, librarians and library workers in schools, campuses and communities locally and nationwide.



Facilities

During the storms in early January, the 4th through 7th, we did experience one power outage at the West Branch. As a result, the branch closed for the afternoon on one of the days. Considering the amount of rain and damage around the city, we handled the weather well.

I have contacted the structural engineering services firm, Rutherford & Chekene, who were directly involved with the Central renovation/expansion, to assist us in assessing some layout changes to the second floor. Utilizing existing drawings, they will discuss with staff current arrangements, as well as future planning considerations. This contract will be for less than \$3,000 and will assist the staff in exploring various layout configurations in response to a desire to make more seating available.

Attachments:

1. Personnel Summary
2. 2008 ALA Midwinter Conference Reports
3. List of Library Resources
4. ALA Press Release: *Libraries Nationwide to Benefit from President Bush's Proposed Budget*

BPL's Recruitment Timeline

<i>Classification</i>	<i>Posting Date</i>	<i>Closing Date</i>	<i>EXAM Date Tentative</i>	<i>Comments</i>
Administrative Secretary	Berkeley Matters 2/2/07	<i>CLOSED</i>	Interviews & Testing held wk of 2/5/07.	Alisa Somera selected. Hire Date : 2/27/07
*Circulation Services Manager	1/29/2007	2/26/2007 <i>Closed</i>	2 nd Round of Interviews held 4/12/07.	Jason Dickinson selected. Start Date: 05/21/07
*Deputy Director	2/5/2007	3/5/2007	Interviews held 3/29. [3 Panels, 30 min Reception, Tour of Central & 2 Branches]	Douglas Smith selected. Start Date: 05/14/07
Library Assistant	2/26/2007	04/02/2007 <i>Closed</i>	Exam held 4/18/2007.	New List Valid 4/24/07-4/24/08
Supervising Librarian	3/19/2007	4/16/2007 <i>Closed</i>	Interviews Scheduled for WK Ending 6/22 (Tentatively)	Shani Leonards selected for Ref. Jane Scantlebury selected for A & M. Both Eff : 7/30/07
Library Specialist I	5/14/2007	6/11/2007 <i>CLOSED</i>	Apps screened. Questionnaires to be rated. Selection interviews to follow.	Sam Zhang selected for GS.
Library Specialist II	5/14/2007	6/11/2007 <i>CLOSED</i>	Apps screened. Questionnaires to be rated. Selection Interviews to follow.	Pat Nagamoto selected for Vol Coord. Lisa Hesselgesser for Spec II @ West. Richard Brooks selected for Spec II @ North
Senior Librarian	6/17/07	7/16/07 <i>CLOSED</i>	Panel Examination Completed	Erica Glenn selected for Children's
*Library Services Manager (Neighborhood Services)	6/25/07	7/23/07 <i>CLOSED</i>	Interviews Completed	Suzanne Olawski selected. DOE 10/29/07.
Librarian I/II	10/29/07	11/26/07 <i>CLOSED</i>	Interviews for IT Librarian pending mgr review.	List established.
Accounting Office Specialist Sup	11/05/07	11/19/07 <i>CLOSED</i>	Exam held.	No current list. G. Gonzalez acting AOS Sup.
Central Services Aide	11/05/07	11/19/07 <i>CLOSED</i>	List established.	Taoufik Abalil selected for 30-hr CS in GS
Library Administrative Manager	11/13/07	12/10/07	Assessment Interviews scheduled for 2/13 & 2/14. (8 candidates)	Open until filled.

Library Info Systems Administrator	1/02/07	01/14/07 <i>CLOSED</i>	Interviews to be held mid Feb.	New Classification. Alicia Abramson Current incumbent.
Library Aide	List Extended	List Extended	N/A	Current List Valid 2/6/07-2/6/09

***To be posted @ (WEB pages) ALA, CLA(Job Mart), libraryjobpostings.com
(emailing lists) Innovative Users group, BALIS, CALA, REFORMA, BCALA, AILA, APALA
(Will contact CAL & SJ State re: Ltrs to Alumni)
To be posted @CLA, BALIS, IUG

**AMERICAN LIBRARIES ASSOCIATION
2008 MIDWINTER CONFERENCE**

Alan Bern, Community Relations Librarian

This year's ALA Midwinter Conference was held in Philadelphia, Pennsylvania, in unseasonably warm weather. The following are highlights of my activities at the Conference:

- *Information Commons Membership Initiative Group* hosted by ALA Past President and Civic Librarian Nancy Kranich. I have been attending these fascinating discussions for several years. Although the Information Commons is often associated with Academic Libraries and the physical and virtual spaces that students use, I was struck at this meeting by the deep connections that ideas of a Commons have with the Public Library, both inside, virtually (through the web), and even outside the library building itself. I believe that public libraries may have missed the boat a bit by not welcoming Joint-Use projects, at least theoretically, with the notion of creating a more complex Commons for the relationships of, for example, a school and public library joint use project. I also brought this notion for consideration and discussion to Berkeley Public Library's *South Berkeley Community's Library Needs and Ed Roberts Campus (ERC) Discussion Group*, and I like Director Donna Corbeil's change of focus by re-naming it a *Community Commons*. I think there are possible applications of this idea in a setting like the Ed Roberts Campus and in relationships we may consider with other organizations. Anyone interested in Nancy Kranich's review article on "Information Commons" can contact me at 510-981-6107 or alb2@ci.berkeley.ca.us for a copy.
- In serving as the current Chair of *Scholarships: Melcher and Bound to Stay Bound Committee* (<http://www.pla.org/ala/alsc/awardsscholarships/alscschol/alscscholarship.htm>) of ALSC (Association for Library Service to Children), I am putting forward the notion of more widely publicizing these well-funded scholarships that serve those current and potential library school students who want to become children's librarians. Ideas that emerged include: emails to library schools and library school listservs, targeted newspaper ads, and others. I am also working to change the criteria for these scholarships to include strength in outreach and community connection.
- The meeting of the LAMA's (Library Administration and Management Association's) Web Advisory Board included several Section Webmasters, consultant Brian Gray, and me. We discussed the LAMA Communications Task Force Recommendations for changing the LAMA website (<http://www.ala.org/ala/lama/lama.cfm>). This is seen as an ongoing process and from our discussion, I would like to suggest one idea that could be interesting to discuss trying on the Berkeley Public Library website: the spotlighting of different divisions and departments in our library on a rotating basis.
- On the request of the Reference Department, I began research on vendors who sell scanners to scan and digitizing our historic microfilm, as well as vendors who do the actual scanning projects for clients. I was able to connect with several possible vendors at the ALA Exhibit Hall. We are also considering projects that might microfilm some of our historic materials.
- I also again attended the ongoing Virtual Library Discussion Group of ICAN, the InterLibrary Cooperation & Networking Section of the Association of Specialized and Cooperative Library Agencies (ASCLA). ALA discussion groups are often very vital and this one draws many members to discuss vital issues in the profession. This group allows members to trade information on the ways they used digital technology and the web to better serve their patrons. I brought up for discussion the 2007 book, *The Cult of the Amateur: How Today's Internet is Killing our Culture* by Andrew Keen. The discussion was vital and intense: this is a key issue about all of the worlds of education, knowledge, and information, including libraries and schools, and one that we need to continue to discuss to determine our future roles in our communities.
- As always, I attended the Office for Literacy and Outreach Services (OLOS) Dr. Martin Luther King, Jr., Holiday Sunrise Observance, an incredibly moving and community-building event celebrating the amazing life of Dr. King. This year's program highlighted the ways that Dr. King built on the work of Mahatma Gandhi.

Linda Perkins, Children's Services Manager

Executive Director Keith Michael Fiels reported that a total of 13,601 members and exhibitors attended ALA's Midwinter Conference in Philadelphia, up from the 12,230 in Seattle last year. Seattle, on the other hand, had more first time attendees.

Prior to the conference, the Council Listserv discussed a resolution from Melora Ranney Norman that, in keeping with ALA's open meeting policy, proposed "all electronic lists of the ALA shall henceforth be available for read-only access to all members of the association. Closed lists may be established only for the discussion of matters affecting the privacy of individuals or institutions..." At Midwinter, Council referred this resolution to the current Task Force on Electronic Member Participation.

This Task Force, under the leadership of Janet Swan Hill, made their first report to Council. Their work will assist the entire organization by recommending definitions, equipment, procedures, and guidelines.

When Director Fiels introduced "Guidelines for Campaigning by Candidates for ALA Office," a document based on 1992 ALA Council resolutions, the current Council requested the 1992 document. Unfortunately, this was unavailable in electronic format, but Director Fiels promised to send that document to Councilors as soon as possible. It was clear from council discussion that campaign practices seem to vary widely, so this could become a hot-button issue at or before Annual.

The Presidential Task Force Report on Graduated Dues Study reported that implementing this type of dues structure would cost ALA over \$600,000. ALA's Budget Analysis & Review Committee (BARC) considers this price tag too high for the current budget, but has recommended implementing the membership survey section.

Council passed resolutions recommended by the Legislative, Policy Monitoring, and other Council Committees, as well as resolutions from the floor that accessible workstations be available in the ALA office area during conferences, that U.S. And British military forces return cultural documents to Iraqi repositories, and that violence cease in Kenya with a full restoration of civil liberties.

Finally, Council voted to confer honorary ALA Memberships on three outstanding women who have played important roles in ALSC as well as ALA: Peggy Sullivan, Effie Lee Morris, and Pat Mora.

For more information, Council midwinter documents will be available at:

<http://www.ala.org/ala/ourassociation/governanceoffice/council/councildocuments/councildocuments.htm>

Midwinter Council actions will be available at:

<http://www.ala.org/ala/ourassociation/governanceoffice/council/councilactions/councilactions.htm>

All ALA members may also "read only" the Council listserv by subscribing to it at:

http://lists.ala.org/wvs/lists/ala_committees

Viola Dyas, Teen Services Librarian

This past year I chaired the Great Book Giveaway Award Jury so one of my main functions at midwinter was to meet with my committee members to discuss the applicants and compare/contrast notes. I am also a member of YALSA and attended their preconference on taking teen services to the next level, attended YALSA leadership committee meeting, volunteered in the YALSA information booth, attended the combined children/teen division reception, BCALA membership meeting, Martin Luther King, Jr. birthday celebration and children/youth awards announcement press conference.

LIBRARY RESOURCES

Library Sites

- Karen Schneider's blog: <http://freerangelibrarian.com/>
- The LC's blog: <http://www.loc.gov/blog/>
- SJSU's Library School blog: <http://lisnews.org/>
- Mary Minow's Library Law blog: <http://blog.librarylaw.com/librarylaw/>
- Stephen Abram (SirsiDynix) blog: <http://stephenslighthouse.sirsi.com/>
- Jenny the info maven's blog: <http://www.theshiftedlibrarian.com/>
- Blog of AZ Library manager Jeff Scott: <http://gathernodust.blogspot.com/>
- Librarian Activist blog: <http://www.librarianactivist.org/>
- Web 2.0 maven Danah Boyd's blog: <http://www.zephoros.org/thoughts/>
- Blog of Sarah Houghton-Jan, SJSU IT (AKA "Digital Futures") Librarian: <http://librarianinblack.typepad.com/librarianinblack/>
- Charlotte-Mecklenberg's "23 web 2.0 things" training site: <http://plcmcl2-things.blogspot.com/>
- Cataloger's Reference Shelf: <http://www.itsmarc.com/crs/CRS0000.htm> (a good starting point for a wide range of questions)
- Internet Movie Database: www.imdb.com (for help with names and birthdates associated with films)
- All Music: www.allmusic.com (for help with musical recordings)
- California Library Literacy Services: www.libraryliteracy.org

Non-Library Sites, But Related

- <http://technorati.com/> (a deep mine of technology news and tidbits, best used by searching its content)
- <http://www.readwriteweb.com/>
- <http://www.librarything.com/> (Important web 2.0 site that permits users to catalog their own book collections and share with other users)
- <http://sethgodin.typepad.com/> (Marketing guru/author Seth Godin's blog, always good reading)
- <http://writersalmanac.publicradio.org/> (Pure entertainment for the literary-minded and poetry-lovers)

American Libraries Association

- Virtual Library Discussion Group (ASCLA ICAN)
- Member Initiative Group: Information Commons (ALA MEM PROGS)
- Hearing 'outside' speakers talk about libraries; e.g., Kareem Abdul Jabbar at Midwinter meetings in Philadelphia

California Libraries Association

- CLA Assembly

Bay Area Library and Information Systems

- Bay Area Disability Services Librarians (BADSL)
- Public Information Committee

Magazines / Journals

- Library Journal: www.libraryjournal.com
- American Libraries: www.ala.org/ala/online/index.cfm

Conferences / Workshops

- InfoPeople Workshops: <http://www.infopeople.org/workshop>
- Northern California Technical Processing Group
- Northern California Innovative Interfaces Users Group

Discussion Lists

- Autocat Internet Discussion List (to subscribe send an e-mail to: listserv@ubvm.cc.buffalo.edu with the message: SUBSCRIBE AUTOCAT [FirstName, LastName]): has over 4,000 subscribers worldwide and offers wide-ranging discussions of issues related to cataloging, authorities and, to a lesser extent, technical services.
- Innovative Interfaces-specific Cataloging Discussion List
- Innovative Users Group archives

Blogs

- Catalogablog: <http://catalogablog.blogspot.com> (a blog for catalogers)
- 025.431: the Dewey blog: <http://ddc.typepad.com> (all about Dewey Decimal Classification)
- The FRBR blog: <http://www.frbr.org> (concerning a particular proposal that would bring major changes to cataloging)

Podcasts

- A Younger Generation of Older Adults: Health Information for Boomers (Kelli Ham, Oct 22, 2007): http://infoblog.infopeople.org/podcasts/10-22-07_kham.mp3
- Communicating about Health: Empowering Patrons to Communicate with Their Health Care Providers (Kelli Ham, Dec 3, 2007): http://infoblog.infopeople.org/podcasts/12-03-07_kham.mp3
- Setting Boundaries with Library Patrons (Edmond Otis, Jan 18, 2008): http://infoblog.infopeople.org/podcasts/01-21-08_edmond_otis.mp3
- And we just posted a new Michael Cart podcast in which he looks at the best books of 2007: http://infoblog.infopeople.org/podcasts/01-24-08_mcart.mp3
- Complete list of InfoPeople podcasts can be found at: <http://infoblog.infopeople.org/podcasts/>

Miscellaneous Other Resources

- Outreach to the Community – learning from the Community
- Stopping by other public libraries when out of town
- Browsing bookstores for interesting titles
- Personal contact
- Consultation with BPL colleagues
- Consultation with colleagues at other local libraries



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Libraries nationwide to benefit from President Bush's proposed budget

WASHINGTON — The American Library Association (ALA) applauds the funding increases for libraries proposed in President Bush's fiscal year (FY) 2009 budget, released this morning. The increases in library funding proposed by the President will mean that many of America's libraries can continue to provide key programs and services to their communities, like bookmobiles and public access to the Internet.

In a budget where domestic discretionary spending was severely restricted and funding for 151 programs was cut or eliminated, the Library Services and Technology Act saw several key increases. Included in LSTA, the most important federal legislation affecting libraries, are the following totals:

- \$171.5 million for state grants, an increase of \$10.6 million over FY 2008; this funding increase ensures that smaller states will have the resources to serve their populations, a priority the Congress recognized in 2003;
- \$12.715 million for the National Leadership Grants for Libraries, an increase of \$556,000 over FY 2008;
- \$26.5 million for the Recruitment of Librarians for the 21st Century, an increase of \$3.16 million over FY 2008;
- \$3.717 million for Native Americans Library Services, an increase of \$143,000 over FY 2008; and
- \$3.5 million for library policy, research, and statistics (included in the administration total), an increase of \$1.54 million over FY 2008; this will help libraries identify the programs that most effectively serve users.

"This budget is fantastic news for library users across the country," said ALA President Lorienne Roy. "LSTA is a vital funding source for American citizens, especially children. LSTA monies go toward helping people of all backgrounds achieve literacy, including those with disabilities."

"Across the country, libraries use LSTA funding for a wide variety of access services," Dr. Roy added, "including workshops on career information, family literacy classes, homework help and mentoring programs, information on religions and other cultures, access to government information, and so much more."

"ALA thanks President Bush for recognizing that library services contribute so much to the American people and urges Congress to pass this budget with the proposed LSTA numbers."

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The Library Services and Technology Act (LSTA) is the only federal program exclusively created for libraries, and is administered by the Institute of Museum and Library Services (IMLS). The law's definition of a library includes institutions of all types and sizes, such as public, academic, research, school, state, and even digital libraries. The law includes grants for Native American and Native Hawaiian library services, as well as National Leadership grants aimed at education and training, research and demonstration projects, the preservation of library materials, and model projects between libraries and museums.

Board of Library Trustees Tracking Chart

<i>Date</i>	<i>Requested By</i>	<i>Person Assigned</i>	<i>Deadline</i>	<i>Status</i>	<i>Item</i>
11/9/2005	Trustees	Donna Corbeil	1/18/2006	Compilation completed; analysis begun	Analysis of Library Board Charter
11/9/2005	Trustees	AR Committee	1/18/2006	In process	Administrative Regulations for Library
11/9/2005	Trustees	Alicia Abramson	3/15/2006		Establish agenda calendar for Board items
12/21/2005	Trustee Powell	Donna Corbeil	1/18/2006	In process - sent to City Attorney	City Attorney's analysis of ALA resolution on workplace speech
3/15/2006	Trustee Lee	Donna Corbeil	7/21/2006	In process	Status of Quilt Show
4/19/2006	Trustee Lee	Donna Corbeil	5/17/2006	In process	Would like to see profile of benefits offered by other cities
5/10/2006	Trustee Moore	Management		Completed schedule	Would like to hear regular reports from each library department at BOLT meetings.
5/17/2006	Trustee Moore	Beverli Marshall	7/19/2006		Form committee to look at the impacts of the FY07 budget adoptions.
6/21/2006	Trustee Powell				Report or outline on how Board budget policies are to be implemented.
7/19/2006	Trustee Moore	Trustees and Donna Corbeil	10/18/2006		Role of the Board
9/26/2006	Trustee Powell	Donna Corbeil		BFMP neg. approved 9/07	List of deferred maintenance items.

<i>Date</i>	<i>Requested By</i>	<i>Person Assigned</i>	<i>Deadline</i>	<i>Status</i>	<i>Item</i>
10/18/2006	Trustee Powell	Trustees Powell and Lee		Ongoing	Further explore needs of South Berkeley community and investigate potential Ed Roberts Campus option.
10/18/2006	Trustees Powell and Lee	Donna Corbeil/Alan Bern	12/6/2006		Report on possible interest in bookmobile by City of Emeryville, and esimated costs of bookmobile.
10/18/2006	Trustee Kupfer	Donna Corbeil/Beverli Marshall			Determine if some part-time positions can be combined into full-time positions.
1/17/2007	Trustee Powell	Trustees, Donna Corbeil		Ongoing	Identify opportunities for Trustees to participate in professional organizations, e.g. ALTA.
4/18/2007	Board of Trustees	Donna Corbeil			Post to website the terms of each Trustee showing when they were appointed, if they are eligible for reappointment, and when it ends.
4/18/2007	Trustee Moore	Donna Corbeil/Trustee Kupfer			Request legal opinoin on public comment period from City Attorney
5/9/2007	Board of Trustees	Donna Corbeil		Included in Work Plan '08	Report on the possibility of expanding hours.
6/13/2007	Trustee Powell	Donna Corbeil			Privacy policy report
8/1/2007	Board of Trustees	Donna Corbeil			Update report on library staff diversity
9/19/2007	Board of Trustees	Board of Trustees	11/14/2007		Bond Measure
10/24/2007	Board of Trustees	Donna Corbeil	4/1/2008		National Library Week Proclamation for City Council adoption
10/24/2007	Board of Trustees	Donna Corbeil	12/12/2007		Donor gift policy

<i>Date</i>	<i>Requested By</i>	<i>Person Assigned</i>	<i>Deadline</i>	<i>Status</i>	<i>Item</i>
12/12/2007	Board of Trustees	Donna Corbeil			Security Cameras Policy be brought back with additional information.
12/12/2007	Board of Trustees	Trustees Kupfer and Powell	2/1/2007		Director of Library Services performance evaluation
12/12/2007	Board of Trustees	Donna Corbeil			Process to expand applicant pool to include a greater number of minorities.
12/12/2007	Board of Trustees	Donna Corbeil	1/9/2007		Letter to State Legislator on budget cuts to PLF and TBR.
12/12/2007	Donna Corbeil	Donna Corbeil	1/9/2007		Removal of non-pickup fine for reserved items.