



**BERKELEY PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES**

REGULAR MEETING AGENDA

MARCH 12, 2008 AT 7:00 P.M.

**WEST BRANCH LIBRARY  
1125 UNIVERSITY AVENUE**

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. PRESENTATIONS**

- A. Oral Update Report on the General Services Division's programs and activities – by Jay Dickinson, General Services Manager**

**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 February 13, 2008 regular meeting**  
Recommendation: Approve the minutes of the February 13, 2008 regular meeting of the Board of Library Trustees.
- B. Administrative Regulation: Gift / Donation Policy**  
Recommendation: Adopt the resolution adopting the Administrative Regulation regarding the gift and donation policy for the Library.
- C. Salary Increase for the Director of Library Services**  
Recommendation: Adopt the resolution approving the recommended salary increase for the Director of Library Services based on the personnel evaluation conducted on February 13, 2008.

**IV. ACTION CALENDAR**

- A. Development of a Library Facilities Master Plan (LFMP) for the Branches**  
Recommendation: Designate and approve the development of conceptual design options for each facility based on information from community input, staff analysis and facility assessments by the consultant Noll and Tam Architects in order to further the development of a Branch Library Facilities Master Plan.

**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. FY2008 Budget Update Report (To Be Delivered)**
- C. Discussion of bond to address branch facilities needs**
- D. March 2008 Monthly Report from Library Director Donna Corbeil**

1. Library Development
2. Professional Activities
3. Programs, Services and Collections
4. Personnel

**E. Library events:** Flyers and press releases for various Library programs

<b>VI. AGENDA BUILDING</b>
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Next regular meeting will be held at 7:00 p.m. on Wednesday, April 9, 2008 at the South Branch, 1901 Russell Street, Berkeley.

**A. Tracking Chart**

<b>VII. ADJOURNMENT</b>
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**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 March 7, 2008.



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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  
Board of Library Trustees

Regular Meeting  
February 13, 2008

MINUTES  
7:00 p.m.

Central Library Meeting Room  
2090 Kittredge Street

PRELIMINARY MATTERS

**A. Call to Order**

The regular meeting of February 13, 2008 was called to order at 7:10 p.m.

**Present:** Trustees Carolyn Henry-Golphin, Susan Kupfer, Ying Lee, Darryl Moore, and  
Therese Powell

**Absent:** None

**Also present:** Director of Library Services Donna Corbeil, Deputy Director of Library Services  
Douglas Smith, and Alisa Furuzawa, Administrative Secretary

**B. Public Comments**

1. Reed Schmidt, Berkeley Public Library Foundation, spoke about the Authors Dinner and thanked the Board for its support. He also introduced Abigail Franklin who will be the new Foundation liaison to the Board of Library Trustees.

**C. Approval of Agenda**

**R08-11 Moved by Trustee Kupfer, seconded by Trustee Golphin, to approve the agenda. Motion passed unanimously.**

**The Consent Calendar and the first half of the Action Calendar were moved to the beginning of the agenda.**

CONSENT CALENDAR

**R08-12 Moved by Trustee Lee, seconded by Trustee Golphin, to approve the Consent Calendar. Motion passed unanimously.**

**R08-13 Approved the minutes of the January 9, 2008 regular meeting.**

**R08-14 Adopted 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.**

**R08-15 Adopted the resolution approving the Library Fee Schedule for 2008 and approving 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.**

**R08-16 Adopted the resolution accepting the donation of \$25,115.47 from the estate of Lawrence Shrader, approving liquidating this asset now held by Charles Schwab Bank in Phoenix, Arizona, and approving depositing these funds into the Berkeley Public Library, Library Gift Fund, for allocation and expenditure in the future.**

**R08-17 Adopted 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.**

**R08-18 Adopted 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.**

**ACTION CALENDAR**

A. City of Berkeley's Climate Action Plan Resulting from Measure G

Alice LaPierre, from the City of Berkeley Energy Division, spoke about Measure G that was voted on and approved in November 2006. It is an initiative that allows the City of Berkeley to reduce its greenhouse gas emissions by 80% by the year 2050. Library staff will work further with the Climate Action Coordinator on the recommended areas for participation.

**R08-19 Moved by Trustee Moore, seconded by Trustee Kupfer, to adopt the resolution supporting the Library's participation in implementation of the Berkeley Climate Action Plan followed by the City Council's approval of the Plan.** Motion passed unanimously.

**WORKSHOP**

A. Presentation on the Berkeley Library Branch Master Facilities Plan activities and progress – by Noll & Tam Architects

Chris Noll and Matthew Wadlund, Noll & Tam Architects, introduced themselves and presented their results on the first part of their evaluation of the branches. A review team visited each branch to evaluate the physical conditions of the buildings. The Structural Engineer had structural concerns at each branch. If work is going to be done to the buildings they should at least all be brought up to current building code. The West and South Branches have the most problems, but all of them are in need of repair. The City of Berkeley had hazmat drawings done on each branch approximately two years ago.

The mechanical system, wiring, plumbing and lighting need to be repaired and/or upgraded in all of the buildings. The roofing has been done recently at North and Claremont, but South Branch has serious problems with its roof and West's roof is in okay condition. There are very serious ADA issues in all buildings, partly because of the buildings themselves but also because of what is inside and the number of things they are trying to do in each branch. There are small numbers of hazardous materials in each of the buildings that need to be abated, such as asbestos and lead paint. There is some termite damage in each building, but most significantly in the West Branch.

Mr. Wadlund went over the photos and drawings of each branch, giving a brief history of each including when they were first built and dates of their additions. Claremont is in good physical shape but is not functional because of the layout. Library staff members are crammed into small spaces and there is not adequate room for the work they are doing, which is a recurring theme in all of the buildings. West Branch is a Carnegie building that was built in 1923; its acoustical ceiling is covered by a flat ceiling. West is the only branch that is not in a residential zone. South Branch was built in 1961 on a cement block and it is unclear whether the building is reinforced. North was built in 1936 on a triangular island and is the most overcrowded branch. At North Branch the staff space overflows into the library, thus causing the library public space to be impacted. The bathrooms are inadequate in all of the buildings and the stacks are placed too close together.

Based upon the baseline premise, meaning upgrading the buildings to current code, without expansion, an initial estimate cost of \$15.5M will bring all of the buildings up to current standards and make them accessible. This cost does not include any type of additions or expansions. In order to bring the branches to compliance, the amount of services provided would have to be reduced (e.g. bringing the bathrooms up to ADA standards would mean expanding the size and taking up more of the library space, resulting in less room for the collection and programs).

B. Workshop on the Library Facilities Master Plan Feasibility Study

Other options, beyond renovations that would bring each building up to code, were discussed. Noll & Tam did cost estimates for additional options for each building:

- Claremont Branch: 1) rebuild the southern portion of the building, since they don't believe it was built as efficiently as it could have been, and 2) add a second floor to the southern portion of the building.
- West Branch: pick up the Carnegie portion of the building and bring it closer to the sidewalk to allow room for expansion in the back and build 1) a one-story expansion or 2) a two-story expansion. The second floor would be for a meeting room and the Literacy Division.
- South Branch: 1) tear the whole building down and rebuild, 2) move the library to the Ed Roberts Campus and expand the Tool Library within the existing structure, 3) keep the front of the building and rebuild a one-story back structure, and 4) create a two-story portion in the back of the building.
- North Branch: 1) build a one-story addition to the back of the building that would preserve the original building, 2) build a two-story addition to the back of the building, and 3) build an even larger one-story expansion on the north end of the building.

If a two-story option is considered for any of the buildings there would be complications that would need to be considered (e.g., elevator, additional staffing to cover the added floor).

Community meetings are planned at each branch to gather public feedback on the project, and discuss options and next steps. The service component will also be discussed in order to gather the public's priorities for each branch. The results of these meetings will be presented to the Board of Library Trustees during the regular March meeting. The Advisory Committee will also be meeting again to further discuss the options that they would like to see pursued. At the April Board meeting Noll & Tam will have estimated costs for the selected options for each branch. This information will be available for a Board discussion on whether a bond measure is feasible to be put on the upcoming November 2008 ballot.

#### **ACTION CALENDAR (cont'd)**

##### B. FY2008 Mid-Year Budget Update and FY2009 Mid-Biennial Update

Based on the Library mid-year budget status, staff is anticipating that the Library will not fully expend the allocated budget, particularly in the area of personnel. This means that less of the Carryover will be spent to cover expenditures. The imbalance between expenditures and revenue still needs to be addressed and staff is working on ways to cut the budget. These proposals will be brought to the Board at its next regular meeting. Budget priorities and a mid-year budget update will also be brought back to the Board for consideration and review.

In the projections there is a cost of living increase of 3%, although negotiations have not yet begun, and a library tax increase projection of 4% is included. A third quarter report will be available by the April Board meeting.

The Board expressed interest in giving a presentation to the City Council during National Library Week in April and requested Trustee / Council Member Moore to calendar it with the Mayor's office.

**R08-20** **Moved by Trustee Lee, seconded by Trustee Kupfer, to approve the timeline for the Library Budget.** Motion passed unanimously.

#### **INFORMATION REPORTS**

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

No report was given.

##### B. Update on the Library's Work Plan Project: Privacy Policy

The Library is working on the Privacy Policy and the Board thanked the Library staff's efforts.

C. Status report from the ERC/Southwest Berkeley Library Needs Discussion Group on February 2007 activities

There was discussion on how the possibility of a move to the Ed Roberts Campus integrates with the Branch Facilities Master Plan. The Board asked that information on the Ed Roberts Campus option be more clearly included as part of the Branch Facilities Master Plan.

D. February 2008 Monthly Report from Library Director Donna Corbeil

The fine amnesty begins on February 14, 2008 and runs through February 29, 2008.

The Library Director asked if any of the Trustees would be interested in attending the Library Legislative Day will be held on April 16, 2008 in Sacramento. Trustees Powell, Lee, and possibly Moore expressed interest.

**AGENDA BUILDING**

- **March meeting will be at the West Branch Library:**
  - Ballot measure discussion
  - Action item on Branch Library Facilities Master Plan options
  - Review of Work Plan priorities
  - Information report on Strategic Plan update
  - Summary of results from the Community Meetings held at the branches

**ADJOURNMENT**

**R08-21 Moved by Trustee Lee, seconded by Trustee Moore, to adjourn the regular meeting at 9:29 p.m. and move into Closed Session. Motion passed unanimously.**

**CLOSED SESSION**

The Trustees returned from Closed Session at 10:15 p.m. They approved the annual performance review for the Library Director and will make a salary recommendation to be considered at the next Board of Library Trustees meeting.



## **BERKELEY PUBLIC LIBRARY**

### **CONSENT CALENDAR**

March 12, 2008

**TO:** Board of Library Trustees  
**FROM:** Donna Corbeil, Director of Library Services  
**SUBJECT:** ADMINISTRATIVE REGULATION: GIFT / DONATION POLICY

### **RECOMMENDATION**

Adopt the resolution adopting the Administrative Regulation regarding the gift and donation policy for the Library.

### **FISCAL IMPACT**

This report will have no fiscal impacts. The potential donations to the Berkeley Public Library may have significant monetary or historical value.

### **BACKGROUND**

The Berkeley Public Library regularly receives gifts of monetary donations and materials. The two most frequent donors are the Friends of the Berkeley Public Library and the Berkeley Public Library Foundation. The receipt and allocation of these funds are brought to the Board of Library Trustees at Board meetings or as part of the annual budget process. In addition, donations from individuals are received by the staff for specific programs and general library use, including the individual branches and the Literacy program, throughout the year. The allocation of these funds is normally handled as part of the annual budget process; with checks or cash deposited into the appropriate gift account and funds allocated in the following Fiscal Year. Currently, the Director of Library Services acknowledges all cash or monetary donations in writing. Receipt of donations of materials is handled by the Collection Development Librarian in consultation with the subject area staffs. The Friends has set its own guidelines for material donations, which are updated on the Library's website as needed.

### **CURRENT SITUATION AND ITS EFFECTS**

The Board of Library Trustees is responsible for the acceptance and appropriation of substantial gifts, donations, awards, grants, etc.; this is usually done at Board meetings immediately following receipt of the donation, or as part of the budget process. The Board of Library Trustees is also responsible for approving the policy parameters of acceptance or refusal donation criteria, as well as the policy of encouraging ongoing support from both the Friends of the Berkeley Public Library and the Berkeley Public Library Foundation. The Director of Library Services has management responsibility for receipt of gifts. The Director, in coordination with



appropriate members of Library staff, also has responsibility for development of criteria for gift acceptance and their final disposition, and recommendations to the Board regarding acceptance or refusal of substantial donations. Historically, in order to be accepted, donations must meet the same criteria as purchased material in terms of physical condition, currency, and appropriateness for the scope of the subject collection to which the donation would be added.

#### FUTURE ACTION

No further action is required.

#### Attachments:

1. Resolution
  - a. Administrative Regulation: Gift / Donation Policy



RESOLUTION NO.: 08-\_\_\_\_

**ADOPTION OF THE ADMINISTRATIVE REGULATION REGARDING THE LIBRARY'S GIFT AND DONATION POLICY**

WHEREAS, the Berkeley Public Library regularly receives gifts of monetary donations and materials, most frequently from the Friends of the Berkeley Public Library and the Berkeley Public Library Foundation; and

WHEREAS, The Board of Library Trustees is responsible for the acceptance, and appropriation of gifted funds, for substantial gifts, donations, awards, grants, etc., and acceptance of these funds and materials by the Board of Library Trustees is done at Board meetings or as part of the annual budget process; and

WHEREAS, The Board of Library Trustees is also responsible for approving the policy parameters of acceptance or refusal donation criteria, as well as the policy of encouraging ongoing support from both the Friends of the Berkeley Public Library and the Berkeley Public Library Foundation.

WHEREAS, The Director of Library Services has management responsibility for receipt of gifts, and, in coordination with appropriate members of Library staff, also has responsibility for development of criteria for gift acceptance and their final disposition, and recommendations to the Board regarding acceptance or refusal of substantial donations; and

WHEREAS, in order to confirm the process for accepting gifts and donations a policy has been developed.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to adopt the attached Administrative Regulation regarding the Library's gift and donation policy.

**BERKELEY PUBLIC LIBRARY  
ADMINISTRATIVE REGULATIONS**

A.R. Number:	10.11
ORIGINAL DATE:	3/12/08
BOLT Resolution #:	--
REVISED DATE:	n/a
PAGE:	1 of 2

**SUBJECT: Gift / Donation Policy**

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**I. PURPOSE**

The Berkeley Public Library welcomes gifts of money to enhance library services through the provision of additional materials, equipment and services, as well as other types of gifts such as books. The Library encourages gifts of cash, not earmarked for specific items (unrestricted) in order to permit the most flexible use of the donation for the enrichment of the library program.

**II. POLICY**

It is the policy of the Board of Library Trustees to approve substantial gifts, donations, awards, grants, etc., based on the recommendation of the Director of Library Services. The Board of Library Trustees will be responsible for approving the policy parameters of criteria for acceptance or refusal of donations, as developed by the Library Director. It is also the policy of the Board of Library Trustees to encourage ongoing support from both the Friends of the Berkeley Public Library and the Berkeley Public Library Foundation. Acceptance of substantial donations is to be done at Board meetings immediately following receipt of the donation, or as part of the budget process.

The Director of Library Services has management responsibility for receipt of gifts. The Director, in coordination with appropriate members of Library staff, also has responsibility for development of criteria for gift acceptance and their final disposition, and for recommendations to the Board regarding acceptance or refusal of substantial donations.

Donations may be given in the form of cash (monetary) gifts, or as a bequest, trust, real property or donation of an asset. We recognize that the gift may be a remembrance, a way to honor an individual or group, a memorial or a tribute. The Library will establish the methods by which gifts are publicly acknowledged.

The Library will not affix a value for income tax purposes to any gift accepted; this is the responsibility of the donor. The Library will, however, on request, acknowledge the gift by letter and specify the type, and quantity, condition, etc. of the gift for the donor's records. All gifts of money will be acknowledged. Gifts are the management responsibility of the Director of Library Services. The Director, in coordination with Library staff members has responsibility for decisions regarding criteria for gift acceptance and final disposition. The Board of Library Trustees will receive quarterly reports regarding all donations.

Personal property, art objects, memorial or commemorative objects, displays or plaques, portraits, artifacts, antiques, museum objects and similar items are not generally accepted as gifts. Under certain circumstances and with Board approval when such a gift meets the mission

**A.R. NUMBER: 10.11**

and needs of the library, these types of gifts will be accepted. Any restrictions on gifts, whether donations of monies, books, periodicals, media or art work must be submitted in writing and approved by the Board. Monetary gifts offered with special restrictions or conditions, including endowment funds, require Board approval of such restrictions before such monetary gifts are accepted.

Library staff will develop procedures regarding the disposition of books and other materials to include guidelines in considering material for inclusion in the Library's collection and disposition of material not included in the collection. The Library will develop a gift record form that includes options available to givers, including branch, collection or program designation. A record of all monetary donations above \$100 will be retained for seven years.

*Donor Recognition*

The purpose of recognition is to commemorate the gifts of all donors. A gift to the Berkeley Public Library may be commemorated with a book plate, signage, plaque or by other means. In the case of a tribute donation, the Library will send the honoree(s) a formal announcement of the donation.

It is not the policy of the Library to provide separate shelf space for books or other materials donated to it.

The Berkeley Public Library Foundation and the Friends of the Berkeley Public Library are not part of the Berkeley Public Library and as such have their own set of policies and practices. Under certain circumstances and with Board approval the Library may collaborate with one or the other of these organizations to initiate a "Library Campaign" to improve the physical space or service program of the Library. Such a campaign may have a donor recognition component that includes memorializing the gift or donation in Library facilities only if approved by the Board.

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



## BERKELEY PUBLIC LIBRARY

### CONSENT CALENDAR

March 12, 2008

**TO:** Board of Library Trustees  
**FROM:** Therese Powell, Board of Library Trustee  
**SUBJECT:** SALARY INCREASE FOR THE DIRECTOR OF LIBRARY SERVICES

#### RECOMMENDATION

Adopt the resolution approving the recommended salary increase, retroactive to January 10, 2008, for the Director of Library Services based on the personnel evaluation conducted on February 13, 2008.

#### FISCAL IMPACT

A salary increase will have a slight increase on the personnel budget and can be absorbed with existing resources.

#### BACKGROUND

After an extensive search for a new Director of Library Services, the Board of Library Trustees selected Donna Corbeil to fill the position beginning on January 10, 2007. January 10, 2008 marked the one year anniversary for Ms. Corbeil and the Board of Library Trustees held a Closed Session to discuss her personnel evaluation on February 13, 2008 after the regularly scheduled Board of Library Trustees meeting.

#### CURRENT SITUATION AND EFFECTS

During the February 13<sup>th</sup> Closed Session the Board of Library Trustees discussed Ms. Corbeil's performance over the past year as Director of Library Services and approved a salary increase of 7%, retroactive to January 10, 2008.

#### FUTURE ACTION

No future action is needed.

Attachments:

1. Resolution

**RESOLUTION NO.: R08-\_\_**

**SALARY INCREASE FOR THE DIRECTOR OF LIBRARY SERVICES**

WHEREAS, Donna Corbeil began her position as the Director of Library Services on January 10, 2007;

WHEREAS, on February 13, 2008 the Board of Library Trustees held a Closed Session to conduct the personnel evaluation for the Director of Library Services;

WHEREAS, during that Closed Session the Board of Library Trustees agreed to increase the salary for the Director of Library Services based on her performance over the past year.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to approve the salary increase of 7% for the Director of Library Services, retroactive to January 10, 2008.



## BERKELEY PUBLIC LIBRARY

### ACTION CALENDAR

March 12, 2008

**TO:** Board of Library Trustees

**FROM:** Donna Corbeil, Director of Library Services

**SUBJECT:** DEVELOPMENT OF A LIBRARY FACILITIES MASTER PLAN (LFMP) FOR THE BRANCHES

### RECOMMENDATION

Designate and approve the development of conceptual design options for each facility based on information from community input, staff analysis and facility assessments by the consultant Noll and Tam Architects in order to further the development of a Branch Library Facilities Master Plan.

### FISCAL IMPACT

There is no direct fiscal impact from this report.

### BACKGROUND

#### *Master Facilities Plan*

As part of the FY2008 planning process the Board of Library Trustees approved the allocation of funds to conduct a branch facility study. At the August 1, 2007 Board meeting the Director discussed the initiation of efforts to move forward on this item. An RFP (Request for Proposals) for a Berkeley Public Library Master Facilities Plan was released, interviews conducted and a firm selected. Award of the contract and notice to proceed occurred at the October 2007 Board meeting and resulted in the completion of contract negotiations. The contract is for the period November 1, 2007 through June 30, 2008.

The Branch Library Master Facilities Plan (LMFP) project is a physical evaluation of the four Berkeley Public Library branches and the tool library to assess their feasibility to serve the community, both now and into the future. The goal of the project is to develop pertinent facility information and knowledge that will provide the vitality of library services in Berkeley's neighborhoods; assist the Board of Library Trustees in strategic decision-making regarding facility expenditures; and set a course for the future. Once completed, the LMFP will be a significant asset in long-range planning.

#### *Advisory Group*



At the November 14, 2007 Board meeting the Director was authorized to set up an advisory group with Library staff, representation from the Berkeley Public Library Foundation, representatives from the Friends of the Berkeley Public Library, two members of the Board of Library Trustees and a person(s) to represent the disability community, and other community members. This group has meet twice with the Director of Library Services, two Trustees and staff assigned to the project to provide on-going community input and guidance to shape the plan and assist with community outreach.

Members of the advisory group will work with the selected architects, library staff and the Board of Library Trustees to engage the community in the assessment. Representatives from various community groups were invited to join and to assist Library staff in engaging the community and soliciting neighborhood involvement and participation in the process. This will ensure that the resulting Plan meets the community's needs for Library services in facilities that are safe, modern and can meet the challenges of the future.

### CURRENT SITUATION AND ITS EFFECTS

The February 13, 2008 BOLT Workshop on the Library Master Plan Feasibility Study, included the results of the public survey conducted from January 1 though February 9, 2008 and a summary analysis of patron and staff input. Since this time, staff and the consultants have conducted four community meetings, one at each of the four branch facilities. A summary of the comments and discussions that took place is attached to this report, to be delivered at the March 12, 2008, Board meeting.

The scope of the project included two areas:

I. Facility Condition Assessment

Assess the physical ability of the branch libraries to serve the needs of the community. This was to include examining the potential of existing facilities to meet future facility use needs by assessing, for each: seismic, structural, accessibility, HVAC, plumbing, electrical, life safety, hazardous materials, telecommunication and historical features.

II. Improvement and Expansion Possibilities

Examine the potential of existing facilities to meet future facility use needs. Considerations in this analysis include the feasibility of expanding or renovating the site, staff and public space needs, and the overall ability of the space to support the service needs of the Library. The options considered will take into consideration previous studies, such as the West Branch Expansion and the 1996 report.

For all developed scenarios estimated total costs for individual projects whether square footage is increased or not, to include expansion/renovations and/or renovation only should be included. The estimated costs should include CEQA (California Environmental Quality Act) compliance, construction (including soft costs), and furnishings and equipment (FF&E). The final report will be critical to planning and therefore must accurately reflect relevant codes, the local construction market and trends in library construction and planning.

The first phase of the project is near completion. Following discussion, the staff will work with the consultant on implementing the directions set by the Board of Library Trustees. The project



is complete with the submission of a final report of the selected alternatives presented as conceptual designs.

### FUTURE ACTION

A draft final report will be presented at the April 9, 2008 Board of Library Trustee meeting. The architects will be available to answer questions.

#### Attachments:

1. Community Meeting Comments (To Be Delivered)
2. Facility Assessment Handouts from the community meetings (To Be Delivered)
3. Options: Cost Analysis Data (To Be Delivered)



**Berkeley Public Library Strategic Plan  
Service Response Priorities, Survey  
February-March 2008**

Berkeley Public Library -- Strategic Service Responses-Rankings					
Service Response	North Ranked 1 or 2	South Ranked 1 or 2	West Ranked 1 or 2	Claremont Ranked 1 or 2	Total Ranked 1 or 2
Informed Citizens	11	5	5	4	25
Business Enterprises	3	1	2	0	6
Diversity	6	4	4	3	17
Public Internet Access	13	6	9	4	32
Early Literacy	11	6	7	5	29
Local History / Genealogy	3	3	3	1	10
Express Creativity	6	1	2	3	12
Ready Reference	15	5	4	4	28
Know Your Community	13	6	5	5	29
Adult/Teen Literacy	9	6	7	4	26
Jobs & Careers	5	2	3	0	10
Life Decisions	11	5	4	3	23
Lifelong Learning	16	6	7	6	35
Reading, Viewing, Listening for Pleasure	14	6	8	5	33
Homework Help	9	5	5	1	20
Information Fluency	13	3	6	2	24
Comfortable Environment	12	4	3	3	22
New Immigrant Services	2	3	3	1	9
<b>TOTAL RESPONSES</b>	<b>18</b>	<b>9</b>	<b>9</b>	<b>6</b>	<b>44</b>

Strategic and Facilities Plan Meeting - Claremont Branch  
March 8, 2008

**Strategic Plan**

Verbal Comments:

- Quite a few children in area
- Library is a good environment for children in the community
- Important services in this community :
  - Public access to computers; Internet and Links Plus
  - Pick up of materials from other libraries; one patron manages her reading list via the website
  - Children's materials
  - Computer games for kids to draw them in, but with ½ hour time limit
  - Newer media
  - Quiet space
  - Materials to support personal interests
  - Use of the branch doesn't have much to do with the particular branch collection
- Consider strengthening the virtual library with more links, to support the use of the Main collection
- Perhaps could set up branches with basic collections and rely upon the collections of Central; some collections would be almost entirely at Central
  - Children's materials would be part of this basic collection, as would new books
  - Computers are needed at all libraries
  - Specialization possible; for example, one branch literacy
  - Each branch would have magazines and periodicals
- Need more computers
- Branch or branches should say to the disabled, "we welcome you and are willing to be among you"

Survey Form Results:

Berkeley Public Library – Strategic Service Responses-Rankings						
Service Response	#1	#2	#3	#4	# Responses	# 1 or 2
Informed Citizens	1	3	1		5	4
Business Enterprises			2	1	3	0
Diversity	1	2	2		5	3
Public Internet Access	4				4	4
Early Literacy	3	2		1	6	5
Local History / Genealogy		1	2	2	5	1
Express Creativity	1	2		1	4	3
Ready Reference	3	1			4	4
Know Your community	1	4			5	5
Adult/Teen Literacy	3	1	1	1	6	4
Jobs & Careers			2	1	3	0
Life Decisions	1	2			3	3
Lifelong Learning	2	4			6	6
Reading, Viewing, Listening for Pleasure	3	2			5	5
Homework Help	1		3	1	5	1

Information Fluency	2		2		4	2
Comfortable Environment	2	1		1	4	3
New Immigrant Services	1		1	2	4	1
TOTAL: 6						

Written Comments:

- Increase the hours at Central and branches
- Books are most important of the “Stimulate Imagination” service response

**Facilities Plan Comments, Issues, Questions:**

- Can the original entrance be used? Answer-it is not accessible and cannot be made so feasibly
- Should “noisy” or “quiet area” of the library be contained? Response from community-either, but would probably work better if quiet area is contained
- Showcase the beauty of both the interior and the landscaping
- Is there space below the building for additional space to be added? Answer- yes, there is space, but the cost is greater than building a second story
- Question about whether neighbors would appreciate a 2-story library in the residential area; there does not seem to be a great need for a lot of extra space
- The entrance area is a bottle-neck, where there are many functions as well as people greeting each other—traffic flow impeded
- The library at its current size seems to be working for the community; “Like the way it is”
- Need room and appropriate shelving for new media
- Perhaps each branch would emphasize different spaces (e.g. disabilities if South Branch goes to Ed Roberts campus)
- Need outlets for laptops
- Library used as a second living room, a place for people to go to get out of the house, to be sociable without talking to anyone; this is a walking community

Strategic and Facilities Plan Meeting - North Branch  
February 27, 2008

**Strategic Plan**

Oral Comments:

- Circulation of books is the most important function of the library; add to list of PLA responses
- Need to restore teen services
- Look at using library for other community functions such as for emergency services
- Increases in fines seem punitive
- Need a quiet place to work in the library and to teach/enforce library etiquette
- Parking needed at library
- Create new ways to access information beside the OPAC, eg printed lists
- Lack of parking at Central makes it difficult to access

Berkeley Public Library – Strategic Service Responses-Rankings						
Service Response	#1	#2	#3	#4	# Responses	# 1 or 2
Informed Citizens	7	4	3	2	16	11
Business Enterprises		3	6	8	17	3
Diversity	3	3	5	5	16	6
Public Internet Access	9	4	4	1	18	13
Early Literacy	10	1	6		17	11
Local History / Genealogy		3	2	12	17	3
Express Creativity	1	5	3	7	16	6
Ready Reference	7	8	3		18	15
Know Your Community	5	8	3	1	17	13
Adult/Teen Literacy	2	7	6		15	9
Jobs & Careers	1	4	8	4	17	5
Life Decisions	6	5	4	3	18	11
Lifelong Learning	7	9	1		17	16
Reading, Viewing, Listening for Pleasure	7	7	2		16	14
Homework Help	4	5	6	2	17	9
Information Fluency	6	7	3	1	17	13
Comfortable Environment	7	5	1	5	18	12
New Immigrant Services		2	8	6	16	2
TOTAL: 18						

Written Comments:

- Library should distribute materials on community services
- Need quiet place to do research, read, concentrate without interruptions of cell phone or conversations
- Library could provide workshops on information literacy
- A neutral place is needed for civic events (“Be an Informed Citizen”), but there are other places for this
- Reading, Writing...is a basic service of the library
- The library is a natural place for programs related to “Making Informed Decisions”

- Much of information for "Ready Reference" is available from home using the Internet, but the library is the main source for print information
- "Express Creativity" is a service to be provided in conjunction with community partners
- "Discover Your Roots" would emphasize local history
- Recycling of paper and energy savings important
- Wireless really important
- Business programs in partnership with SBA; homework help and information fluency in conjunction with schools
- Services to new immigrants in partnership with adult school
- Library should provide lists of materials on paper as suggested reading
- Computers should be provided, but not at the expense of books
- Should have lots of periodicals
- "Early Literacy" should include story times and programs to encourage reading
- "Lifelong Learning" should include displays, new books, recreational materials
- Need better lighting
- Offer materials in different languages
- Information literacy should be a component of service by librarians
- Need up-to-date information (books, databases) for "Making Informed Decision"
- More programs needed for baby boomers and older adults
- Need community room
- Need more virtual reference resources
- Subscribe to genealogy databases

### **Facilities Plan Comments Etc.**

- Staff areas are very crowded and difficult to work in, possibly a fire hazard;
- Small staff areas encourage a close interaction with staff in a smaller-scale building
- Small staff areas create high staff turnover
- Would a renovated North Branch have a use as an emergency center in a natural disaster?
- More space for children will be needed, as this neighborhood is experiencing a "baby boom"
- Shelves are beautiful, but industrial metal shelving should be replaced by historically-appropriate fixtures; what is the optimum collection size?
- Above-ground basement, or lower floor, in an addition appears to be possible
- Estimated costs are very round numbers; per square foot, it's more expensive to renovate a historic building than to build anew
- Why not build off North wing to retain the park-like setting along Josephine Street? It would be too long of a space to adequately staff and monitor. Historic fireplace & windows would be lost. Possibly this northern park area could be landscaped to reduce traffic noise from The Alameda.
- Could the two wings be widened? This would adversely affect ventilation and available natural lighting, and historic facades would be lost.
- Don't let funding determine function
- Quiet areas for adults and semi-quiet areas for kids should be available
- Could a quiet outdoor reading area be created?
- Meeting room is needed; very few other meeting places available (No Berkeley Senior Center, Cafe Roma are the only two). How large a meeting space would this community need? 300-600 kids per month attend Library programs here. Other Library uses include the Chess Club, Knitting Club, the quilt show intake, the Adult Book Club, lectures.
- No closed, private space is available for tax assistance or Lawyer programs
- A meeting room may need a separate entrance from outside.
- Bond measure: there are other competing bonds likely on that November 2008 ballot.

- A bond measure should not be done in pieces, but instead address the needs of all branches at once.
- If the Library waited until 2010 for a bond measure, momentum could be built for success in the meantime.
- What media should the Library plan to collect in the coming years?
- Computer centers should be added to respond to the need for information literacy
- Space is need for computer tutoring.
- Electrical system is currently overloaded; an upgrade is necessary.
- Quiet study carrels or rooms are needed.
- Services & collections for seniors are another need, e.g. large print, medical resources, appropriate lighting/acoustics

Strategic and Facilities Plan Meeting - South Branch  
March 5, 2008

**Strategic Plan**

Verbal Comments:

- Library important for children, providing a safe environment and programs
- Library computers are important-many do not have computers at home
- Library is used by families; need a place for adults while children use the computers or books; family programming may be useful
- Homework assistance important; suggested asking teens what services specifically for both homework and computer assistance
- Library gives the area a sense of community and strengthens community; current location a good one; organization called Save South Branch has collected signatures asking that the library remain at its current location
- Community members want on-going involvement in the planning process
- Library should be a welcoming place for teens; churches are potential partners for bringing children (also teens) to the library; need to be aware of potential communication gap and different ways of learning between teens and adults (teens are wired)
- The South Branch is not a comfortable library; everything is crowded and there is no quiet space to read
- Library inaccessible for disabled, partly because of the configuration of the spaces; space could be made more accessible now, but not adequately; all libraries should be accessible
- Community Room important, but should be flexible enough to be used for other purposes as well, including community activities such as the Berkeley Repertory Theater.
- Computer classes for teens should be held at Central Library
- Should consult the Teen Advisory Council
- Should post results of these community meetings on the website

Berkeley Public Library – Strategic Service Responses-Rankings						
Service Response	#1	#2	#3	#4	# Responses	# 1 or 2
Informed Citizens	3	2	1	1	7	5
Business Enterprises	1		3	4	8	1
Diversity	4		3	1	8	4
Public Internet Access	4	2	1		7	6
Early Literacy	5	1	1		7	6
Local History / Genealogy		3		3	6	3
Express Creativity		1	2	2	5	1
Ready Reference	3	2	1		6	5
Know Your community	3	3	3		9	6
Adult/Teen Literacy	3	3	1		7	6
Jobs & Careers	2		3	1	6	2
Life Decisions	2	3		2	7	5
Lifelong Learning	2	4		1	7	6
Reading, Viewing, Listening for Pleasure	3	3	2		8	6
Homework Help	2	3	3		8	5
Information Fluency	2	1	1	1	5	3
Comfortable Environment	3	1	1	1	6	4
New Immigrant Services	1	2	3		6	3
TOTAL: 9	43	34	29	17		77

#### Written Comments:

- Involve people who have lived in the community over a number of years in on-going planning
- Ask young people what their needs are
- Need transparency in budgeting decisions
- Would like single-story, warm, open, welcoming space
- Maintain the neighborhood's character; keep library at current location for historical continuity
- The renovation or rebuilding of South Branch is absolutely essential for staff and public usage and safety
- Petition with 600 signatures supporting keeping the library in its current location, improving the existing building and adding on; it is important as a safe place for children and information venue for diverse community-also a place to become acquainted with neighbors
- Because the City owns the land, want the library to remain at its current site, redesigned and improved; like the idea of building on to the back
- An entire community is excluded from the branch libraries, particularly South and West, because of issues of accessibility; why is this acceptable in a community such as Berkeley?

#### Facilities Plan

##### Comments:

- Need to anticipate the growth of the South Berkeley community (although Berkeley is built out and is not growing at a fast rate)
- Consider solar panels for the library
- Building at the Ed Roberts site has ongoing costs; City owns current site
- Make the decision about South Branch at the South Branch, not at the West Branch (Trustee's meeting site next week)

##### Issues:

- Driveway for Tool Lending Library
- Can two-story building be built in this zone?
- Want historical report made available to the public
- Want handout of costs for options; will be available for presentation to the Board of Trustees

##### Questions:

- Question about the evaluation of the existing facility, both its structure (is it as bad as presented?) and its historical value (criteria); want to preserve the historical nature of the facility
- Were cracks noticed in concrete wall? Answer-no major cracks at this time
- Can cost of renovation be accurately assessed? Answer-at conceptual level without a design in place
- Would any addition complement the façade of the old building? Answer-it could
- Would it still be necessary for the current facility to be renovated if used for another purpose? Answer- it wouldn't need as much renovation if not used as a library; if Tool Library only remained, the cost might be about \$1 million
- Can the building be enlarged? Answer-yes
- Why is the building at the Ed Roberts site so much less expensive? Answer- these are tenant improvements rather than total construction, although some of the construction costs would be included in buying the "condominium":
- How much renovation HAS to be done? Answer- A fairly low amount of renovation (\$40,000?) triggers bringing the building up to code.



Strategic and Facilities Plan Meeting - West Branch  
March 6, 2008

**Strategic Plan**

Oral Comments

- Priority services for children
  - Homework help, supplementing schools
  - Early literacy services
  - Program for children to read to others
  - Outreach to in-home daycare centers and preschools
  - Access to computers and computer literacy
  - Need to provide services that bring children into the library (mentioned during discussion of whether the library should provide computers for games)
- Priority teen services
  - Volunteer opportunities
  - Teach teens research skills
  - Programs of interest to teens, including book club
  - Supplemental support for college preparation
- Priority services for adults
  - Quiet area for reading
  - Recreational reading and lifelong learning
  - Computers and assistance with using them
  - Book discussion and other programs (movies during the day)
  - Magazines and books on CDs
  - Speakers on community issues
  - Access equipment for disabled
  - Outreach to seniors

Berkeley Public Library – Strategic Service Responses-Rankings						
Service Response	#1	#2	#3	#4	# Responses	# 1 or 2
Informed Citizens	4	1	2		7	5
Business Enterprises		2	2	2	6	2
Diversity	3	1	2	1	7	4
Public Internet Access	6	3			9	9
Early Literacy	5	2			7	7
Local History / Genealogy	1	2	1	4	8	3
Express Creativity		2	1	3	6	2
Ready Reference	4		2	1	7	4
Know Your Community	1	4	2		7	5
Adult/Teen Literacy	4	3	1		8	7
Jobs & Careers		3	3	1	7	3
Life Decisions	1	3	2	1	7	4
Lifelong Learning	5	2		1	8	7
Reading, Viewing, Listening for Pleasure	5	3			8	8
Homework Help	1	4	3		8	5
Information Fluency	3	3	2		8	6
Comfortable Environment		3	2	2	7	3

New Immigrant Services	1	2	2	1	6	3
TOTAL: 9						

- Community is diverse in cultures and languages—library should promote community and be multi-cultural
- Growing number of independent living centers in community
- People often use West Branch as a place to pick up materials from the Central Library because parking is more available
- The library is a destination, a place to go to

#### Written Comments

- For “discover Your Roots”, emphasize genealogy
- Many ready reference facts available on-line
- Would like to use computers for life and employment skill-building
- Libraries are probably one of the most public of public agencies and provide critical services
- Go for what is needed in facilities-for West Branch, Option C best











#### Facilities Plan Comments, Questions, Concerns

- Bringing the building to ADA compliance means expanding the space so as not to lose space for collections and seating
- There is some flexibility in design because the library is in a commercial district
- Does the redwood tree have to go? Answer-it depends upon the design; the 2004 2-story plan retained the tree
- Does the library need a 2-story space? Answer-Some of the needs were discussed; no firm plan is yet in place
- Can library patrons park next door? Answer-it is not library property
- What are financing plans? Answer-nothing concrete-will be discussed by the Board of Trustees on March 11
- Any options besides a bond? Answer-none known at this time, but the library will explore any that become available
- Is the front of the building “landmarked”? Answer-It was found to be a structure of merit.
- How long will it take for the building to be done? Answer-The earliest one of the four branches could be done is in 2011, if funding is secured; building would be done in phases

# WEST BRANCH LIBRARY

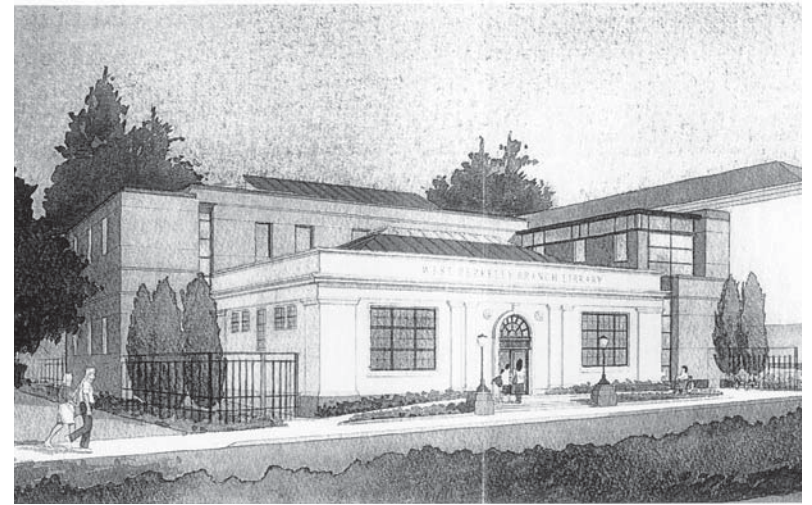
Berkeley Public Library  
Existing Building Evaluation Summary

**Built: 1923**  
**Addition: 1974**  
**Size: 6,230 SF**

<b>Structural</b>			<ul style="list-style-type: none"> <li>• Provide new concrete footing under walls of original 1923 building</li> <li>• Replace wood framing underneath the building where it is missing or damaged by rot</li> <li>• Replace perimeter cripple walls with new concrete stem walls</li> <li>• Add new plywood shear walls in the crawlspace below the building</li> <li>• Install new plywood sheathing on the roof and tie diaphragm into the walls</li> </ul>
<b>Mechanical</b>	HVAC		<ul style="list-style-type: none"> <li>• The existing system uses three rooftop units that provide both heating and cooling</li> <li>• The HVAC units were installed in 1994 and are still functional, although nearing the end of their planned useful life; they should be replaced if the scale of work to the rest of the building merits it</li> <li>• Ductwork needs to be reconfigured in problem areas of the building, and to restore the original reading room ceiling</li> </ul>
	Plumbing		<ul style="list-style-type: none"> <li>• Replace all existing plumbing fixtures and water piping</li> <li>• Add overflow drains or scuppers to the roof drainage system; replace downspouts</li> <li>• Add a wet-pipe fire sprinkler system to the entire building</li> </ul>
<b>Electrical</b>	Power		<ul style="list-style-type: none"> <li>• Panels are overloaded and outdated and should be replaced</li> <li>• Panels are surrounded by exposed wiring and crammed behind staff desks without legally required clearance; the space should be reconfigured to allow construction of a closet</li> <li>• Service to building must be replaced and possibly upgraded</li> </ul>
	Lighting		<ul style="list-style-type: none"> <li>• Replace existing lighting fixtures with historically appropriate fixtures, augmented to provide adequate lighting for all tasks</li> <li>• Install new emergency lighting and illuminated exit signs, required by code</li> </ul>
	Telecom		<ul style="list-style-type: none"> <li>• Telephone and data service is in working order</li> <li>• Replace with state-of the art telecom systems and wiring in concealed raceways and proper telecommunications room</li> <li>• Add Cable TV service</li> </ul>
<b>Architectural</b>	Roofing		<ul style="list-style-type: none"> <li>• The roof itself is in acceptable condition, but the current roof drainage needs to be reworked so that it does not direct water under the building</li> </ul>
	Windows & Doors		<ul style="list-style-type: none"> <li>• All original wood-framed windows need to be repaired where possible, otherwise replaced in kind, so they are easily operable by the staff</li> <li>• Replace all door hardware for accessibility</li> <li>• Restore original entry door</li> </ul>
	Existing Finishes		<ul style="list-style-type: none"> <li>• Remove ceiling in reading room and restore original ceiling and trim</li> <li>• Repair and re-paint entire exterior, including repairs to all remaining original wooden trim</li> <li>• Provide new, historically appropriate and accessible circulation desk</li> </ul>
<b>ADA</b>			<ul style="list-style-type: none"> <li>• Recent accessibility upgrades have made much of the public areas accessible, with several deficiencies</li> <li>• Bring all public areas into compliance (shelf spacing, etc.)</li> <li>• Staff areas are much too crowded for legal accessibility; staff restroom is not accessible</li> </ul>
<b>Hazardous Materials</b>			<ul style="list-style-type: none"> <li>• There is asbestos in the existing vinyl floor tile, drywall and taping mud, roofing mastics and pipe insulation</li> <li>• Existing exterior paint contains lead, particularly at the trim</li> </ul>
<b>Pest Damage</b>			<ul style="list-style-type: none"> <li>• There is termite damage and fungus infection in the wood framing under the original part of the building</li> <li>• There may be fungus infection in some of the original wooden wall framing</li> <li>• There is fungus damage in the wooden trim at doors and windows</li> </ul>
<b>Historic Character</b>			<ul style="list-style-type: none"> <li>• The original building was built in 1923; the additions date from 1974.</li> <li>• Very little remains of the original building, and what does remain is invisible from the street and only slightly apparent in the building interior</li> <li>• Restoration of the building's historic character would require removal of the additions and re-creating, from drawings and photographs, the removed windows and other historic features.</li> <li>• The reading room could be restored by removing the ceiling and rebuilding the original skylight, copying the original light fixtures, and reinstalling built-in wooden bookcases at the perimeter of the room</li> </ul>
<b>Major Program Needs</b>			<ul style="list-style-type: none"> <li>• Adequate space for the adult literacy program allowing for private tutoring sessions, group study, and program expansion</li> <li>• Adequate multi-purpose meeting room space to best meet the programming needs of a diverse multi-cultural community</li> </ul>



**OPTION A**  
Renovation 2,100 SF + 6,560 SF Addition = 8,660 SF













**OPTION B**  
Prop. 14 Proposal = 14,600 SF

## West Branch

# SOUTH BRANCH LIBRARY / TOOL LENDING LIBRARY

Berkeley Public Library  
Existing Building Evaluation Summary

Built 1961  
Addition 1974  
Size 5,040 SF

<b>Structural</b>			<ul style="list-style-type: none"> <li>• Repair damage from rot in roof structure and rebuild roof with greater slope</li> <li>• Anchor walls to the roof</li> <li>• Add grout and reinforcing to existing block walls</li> <li>• Add seismic bracing to the building</li> </ul>
<b>Mechanical</b>	HVAC		<ul style="list-style-type: none"> <li>• The existing system is the original radiant hot-water heating in the floor slab; there is no cooling</li> <li>• The system is functional, but all the elements are past their ordinary working life; the boiler and tanks should be replaced</li> <li>• Alternate: Replace the entire existing heating system with new forced air furnaces</li> </ul>
	Plumbing		<ul style="list-style-type: none"> <li>• Replace all existing plumbing fixtures; piping can be re-used if locations remain appropriate</li> <li>• Add overflow drains or scuppers to the roof drainage system</li> <li>• Add an automatic fire sprinkler system to the entire building</li> </ul>
<b>Electrical</b>	Power		<ul style="list-style-type: none"> <li>• Replace all electrical receptacles and other power devices in the building</li> <li>• Replace all electrical panels</li> <li>• Replace service to building to increase carrying capacity</li> </ul>
	Lighting		<ul style="list-style-type: none"> <li>• Rehabilitate original skylights and light fixtures</li> <li>• Replace existing lighting fixtures with fixtures that do not conflict with the historic character of the building</li> <li>• Install new emergency lighting and illuminated exit signs, required by code</li> </ul>
	Telecom		<ul style="list-style-type: none"> <li>• Telephone and data service is in working order</li> <li>• Replace with state-of the art telecom systems with wiring in concealed raceways and proper telecommunications room</li> <li>• Provide data hookups for patron use in the library</li> </ul>
<b>Architectural</b>	Roofing		<ul style="list-style-type: none"> <li>• Replace the existing roof, which is very old and visibly degraded</li> <li>• There is history of leakage through the roof</li> </ul>
	Windows & Doors		<ul style="list-style-type: none"> <li>• Replace all windows with new frames and insulated glazing</li> <li>• Replace multi-blade jalousie windows with a different operable style</li> <li>• Upgrade door hardware</li> </ul>
	Existing Finishes		<ul style="list-style-type: none"> <li>• Clean, repair and repaint all interior and exterior walls , soffits and trim</li> <li>• Replace carpet</li> <li>• Replace decorative colored glass where it is broken</li> <li>• Replace circulation desk and interior furniture</li> </ul>
<b>ADA</b>			<ul style="list-style-type: none"> <li>• Bring all public areas into compliance</li> <li>• Remodel and expand the restrooms</li> <li>• Staff areas are much too crowded for legal accessibility</li> </ul>
<b>Hazardous Materials</b>			<ul style="list-style-type: none"> <li>• There is asbestos in the office floor linoleum, the textured plaster on the library ceiling and walls, and the roof flashing</li> <li>• Existing interior and exterior paint contain lead</li> </ul>
<b>Pest Damage</b>			<ul style="list-style-type: none"> <li>• There is fungus infestation in the exterior wooden trim, fascias, soffits and some visible areas of the roof</li> <li>• There is fungus infestation in some interior wooden trim</li> <li>• Ceramic tile in the restrooms has failed and there is evidence of fungus in the framing members in the walls behind</li> </ul>
<b>Historic Character</b>			<ul style="list-style-type: none"> <li>• The building will be 50 years old in 2011</li> <li>• While most original features are still visible, the building has been greatly changed by later additions, primarily the meeting room, which was designed by the same firm and added in 1974</li> <li>• The original building was not designed to be used at night and therefore had inadequate lighting for modern use</li> <li>• All original finishes require refurbishing</li> <li>• Skylights and ceilings should be restored</li> </ul>
<b>Major Program Needs</b>			<ul style="list-style-type: none"> <li>• Adequate space for the Tool Lending Library to efficiently provide service and to effectively display, store and repair tools</li> <li>• Adequate space for more public access computers for general public use as well as information literacy instruction</li> <li>• Adequate accessible restroom space</li> </ul>



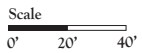
**OPTION A**

Renovation 2,730 SF + Addition 4,000 SF = 6,730 SF



**OPTION B**

New Construction = 8,000 SF



## South Branch











# NORTH BRANCH LIBRARY

Berkeley Public Library

Existing Building Evaluation Summary

Built: 1936

Size: 5,390 SF

<b>Structural</b>			<ul style="list-style-type: none"> <li>Remove and reinstall roof over a new plywood diaphragm</li> <li>Anchor walls to the roof</li> <li>Add blocking within the roof structure</li> <li>Add new shear walls in the crawlspace below the building</li> <li>Replace rusting reinforcing steel in the front porch is rusting, seal leaks</li> </ul>
<b>Mechanical</b>	HVAC		<ul style="list-style-type: none"> <li>The existing heating system uses a steam boiler and radiators. There is no cooling</li> <li>The system is functional, but the boiler is almost 25 years old and should be replaced</li> <li>Alternate: Replace the entire existing heating system with new forced air furnaces</li> </ul>
	Plumbing		<ul style="list-style-type: none"> <li>Replace all existing plumbing fixtures and water piping, including the water heater</li> <li>Add overflow drains or scuppers to the roof drainage system</li> <li>Add a wet-pipe fire sprinkler system to the entire building</li> </ul>
<b>Electrical</b>	Power		<ul style="list-style-type: none"> <li>Replace all electrical receptacles and other power devices in the building</li> <li>Replace all electrical panels</li> <li>Replace service to building if expanded</li> </ul>
	Lighting		<ul style="list-style-type: none"> <li>Replace existing lighting fixtures with historically appropriate fixtures</li> <li>Install new emergency lighting and illuminated exit signs, required by code</li> </ul>
	Telecom		<ul style="list-style-type: none"> <li>Telephone and data service is in working order</li> <li>Replace with state-of the art telecom systems and wiring in concealed raceways</li> <li>Add Cable TV service</li> </ul>
<b>Architectural</b>	Roofing		<ul style="list-style-type: none"> <li>The roof is primarily original clay tile and is in excellent condition</li> </ul>
	Windows & Doors		<ul style="list-style-type: none"> <li>All windows are original and wood-framed, only 50% can be opened</li> <li>Repair or rebuild all the windows</li> <li>Replace entry door in a style that is appropriate to the historic character of the building</li> </ul>
	Existing Finishes		<ul style="list-style-type: none"> <li>Replace interior flooring</li> <li>Re-paint entire interior, except for the decorative painting on the wooden ceilings which should be cleaned and preserved</li> <li>Re-finish interior woodwork, including original furniture</li> </ul>
<b>ADA</b>			<ul style="list-style-type: none"> <li>Bring all public areas into compliance</li> <li>Remodel and expand the restrooms</li> <li>Replace the entry ramp</li> <li>Staff areas are much too crowded for legal accessibility</li> </ul>
<b>Hazardous Materials</b>			<ul style="list-style-type: none"> <li>Asbestos-containing pipe insulation in the crawlspaces under the building</li> <li>Existing interior wall paint and varnish on windows contain lead</li> </ul>
<b>Pest Damage</b>			<ul style="list-style-type: none"> <li>Termite damage at exterior wooden stairs and under part of the building</li> <li>Dry rot in some wooden trim at doors and windows</li> </ul>
<b>Historic Character</b>			<ul style="list-style-type: none"> <li>This building was built in 1936, and was declared a Berkeley City Landmark in 2001</li> <li>The original building is in good to excellent condition and very little changed</li> <li>The existing interior lighting is inappropriate and should be replaced (drawings exist of the original light fixtures that were removed, so they could be replicated) and all finishes and original furniture should be refurbished</li> <li>The original design included an extension in back of the building; this design could be used as a starting point for a modern expansion of the building</li> </ul>
<b>Major Program Needs</b>			<ul style="list-style-type: none"> <li>Adequate space for staff to be able to perform their jobs effectively and efficiently and not encroach on public use space</li> <li>Adequate space for materials and equipment storage so not to block doorways and walkways</li> <li>Adequate space for programming, group study, and quiet reading to reduce noise levels in common use spaces and to allow for full use of collections</li> </ul>



**OPTION A**

Renovation 5,390 SF + Addition 2,200 = 7,590 SF



**OPTION B**

Renovation 5,390 SF + Addition 3,250 SF = 8,640 SF

**North Branch**



# CLAREMONT BRANCH LIBRARY











Berkeley Public Library

## Existing Building Evaluation Summary

Built: 1924

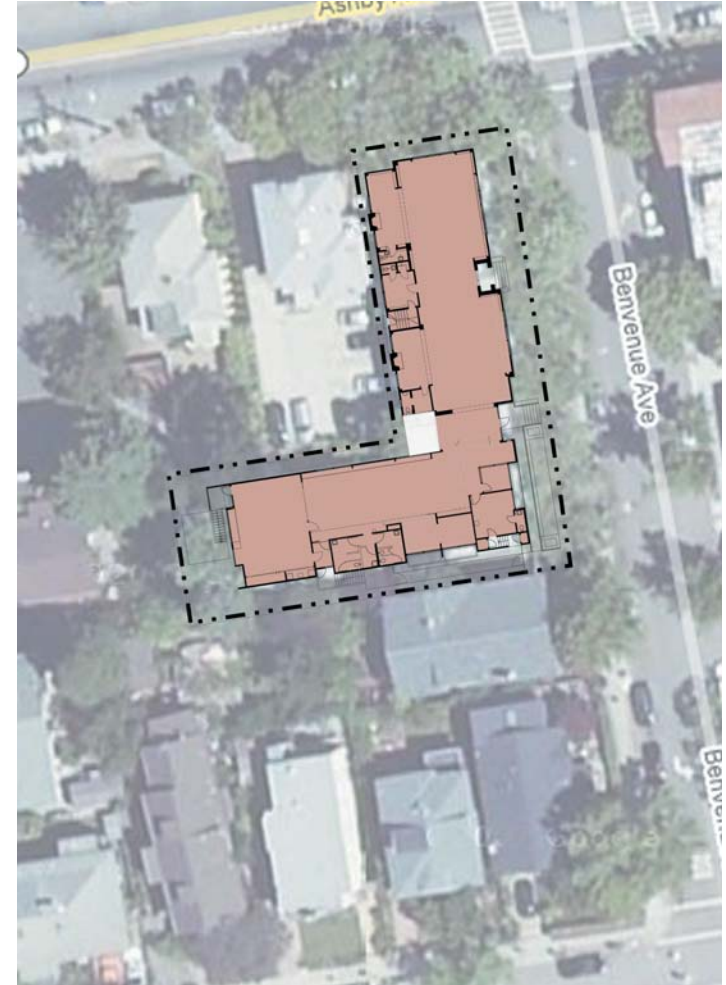
Addition: 1975

Size: 7,300 SF

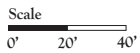
<b>Structural</b>			<ul style="list-style-type: none"> <li>Remove and reinstall roof over a new plywood diaphragm</li> <li>Anchor walls to the roof</li> <li>Add new shear walls where possible against existing walls, and in the crawlspace</li> <li>Add new concrete footings under new shear walls</li> </ul>
<b>Mechanical</b>	HVAC		<ul style="list-style-type: none"> <li>The existing system consists of two rooftop HVAC units – they are not original but are estimated to be at least 15 years old</li> <li>The system is functional, but the units are nearing the end of their useful life and should be replaced if the scale of work to the rest of the building warrants it</li> <li>Ductwork should be replaced</li> </ul>
	Plumbing		<ul style="list-style-type: none"> <li>Replace all existing plumbing fixtures and water piping, except fixtures in the two relatively new accessible restrooms</li> <li>Add overflow drains or scuppers to the roof drainage system</li> <li>Add a wet-pipe fire sprinkler system to the entire building</li> </ul>
<b>Electrical</b>	Power		<ul style="list-style-type: none"> <li>Replace existing electrical receptacles and add additional receptacles throughout the building</li> <li>Replace all electrical panels</li> <li>Upgrade primary service for future capacity</li> </ul>
	Lighting		<ul style="list-style-type: none"> <li>Replace existing lighting fixtures with historically appropriate fixtures</li> <li>Install new emergency lighting and illuminated exit signs, required by code</li> </ul>
	Telecom		<ul style="list-style-type: none"> <li>Telephone and data service is in working order</li> <li>Replace with state-of the art telecom systems and wiring in concealed raceways and proper telecommunications room</li> </ul>
<b>Architectural</b>	Roofing		<ul style="list-style-type: none"> <li>The roof has recently been entirely replaced and is in excellent condition</li> </ul>
	Windows & Doors		<ul style="list-style-type: none"> <li>Original wood-framed windows must be repaired or rebuilt so that they are easily operable by staff</li> <li>Original entry (now locked) should be refurbished so it does not look abandoned</li> <li>Replace entry door in a style that is appropriate to the historic character of the building</li> <li>Replace all window-blinds</li> </ul>
	Existing Finishes		<ul style="list-style-type: none"> <li>Replace interior flooring</li> <li>Re-paint entire interior and painted portion of exterior</li> <li>Clean and re-point exterior brickwork</li> <li>Re-finish interior woodwork, including shelving and any remaining original furniture</li> <li>Provide new, historically appropriate wooden staff furniture throughout, including a new accessible circulation desk</li> </ul>
<b>ADA</b>			<ul style="list-style-type: none"> <li>Recent accessibility upgrades have made much of the public areas accessible, with several deficiencies</li> <li>Bring all public areas into compliance, including shelving clearances</li> <li>Remodel and expand the restrooms in the children's and staff areas</li> <li>Replace the entry ramp with a new ramp that meets modern required dimensions</li> <li>Staff areas are much too crowded for legal accessibility</li> </ul>
<b>Hazardous Materials</b>			<ul style="list-style-type: none"> <li>There is asbestos in the staff area flooring, roof mastic and sealant, and the pipe insulation in the crawlspaces under the building</li> <li>There is lead in the existing exterior paint</li> </ul>
<b>Pest Damage</b>			<ul style="list-style-type: none"> <li>There is evidence of termite infestation in the wooden framing underneath the original building</li> <li>There is fungus damage to the wooden framing and trim in the addition</li> </ul>
<b>Historic Character</b>			<ul style="list-style-type: none"> <li>The original building was built in 1924, and the addition dates from 1976</li> <li>The original building is in good condition and not badly compromised by the addition</li> <li>Consider replacing the visible roof with historically-appropriate roofing material.</li> <li>The existing interior lighting is inappropriate and should be replaced (drawings exist of the original light fixtures that were removed, so they could be replicated) and all finishes and original furniture should be refurbished</li> <li>The addition is not historically significant</li> </ul>
<b>Major Program Needs</b>			<ul style="list-style-type: none"> <li>Inviting, uncluttered, open lobby space</li> <li>Adequate data and electrical infrastructure for public access and personal computers</li> <li>Adequate space for common and compatible use allowing for comfortable seating and quiet reading/studying areas</li> </ul>



OPTION A  
Renovation - 7,300 SF



OPTION B  
Renovation - 7,300 SF + 140 SF Addition = 7,440 SF



## Claremont Branch

Berkeley Public Library  
Branch Libraries Facilities Master Plan

Estimated Project Costs  
12 March, 2008

North Branch Library		Construction	Soft Costs	Project Costs
	Renovation \$/SF	\$559	32%	\$738 /sf
	New Construction \$/SF	\$550	32%	\$726 /sf
		<b>Existing</b>	<b>New</b>	<b>Total</b>
A.	Option A	5,390 sf	2,200 sf	7,590 sf
	One story addition	\$4.0 M	\$1.6 M	\$5.6 M
B.	Option B	5,390 sf	3,250 sf	8,640 sf
	Larger One story addition	\$4.0 M	\$2.4 M	\$6.3 M

Alternative A	Alternative B	Alternative C
North Branch		
\$5.6 M		\$5.6 M
	\$6.3 M	

West Branch Library		Construction	Soft Costs	Project Costs
	Renovation \$/SF	\$569	32%	\$751 /sf
	New Construction \$/SF	\$550	32%	\$726 /sf
		<b>Existing</b>	<b>New</b>	<b>Total</b>
A.	Option A	2,100 sf	6,560 sf	8,660 sf
	One story addition	\$1.6 M	\$4.8 M	\$6.3 M
B.	Option C: Prop 14	2,100 sf	12,500 sf	14,600 sf
	Two story addition	\$1.6 M	\$9.1 M	\$10.7 M

West Branch		
\$6.3 M		
	\$10.7 M	\$10.7 M

South Branch Library		Construction	Soft Costs	Project Costs
	Renovation \$/SF	\$600	32%	\$792 /sf
	New Construction \$/SF	\$550	32%	\$726 /sf
		<b>Existing</b>	<b>New</b>	<b>Total</b>
A.	Option A	2,730 sf	4,000 sf	6,730 sf
	One story addition	\$2.2 M	\$2.9 M	\$5.1 M
B.	Option B	0 sf	8,000 sf	8,000 sf
	All New, 1 Story	\$0.0 M	\$5.8 M	\$5.8 M

South Branch		
\$5.1 M		\$5.1 M
	\$5.8 M	

Claremont Branch Library		Construction	Soft Costs	Project Costs
	Renovation \$/SF	\$434 /sf	32% /sf	\$573 /sf
	New Construction \$/SF	\$550 /sf	32% /sf	\$726 /sf
		<b>Existing</b>	<b>New</b>	<b>Total</b>
A.	Option A	7,300 sf	0 sf	7,300 sf
	Renovate existing, no addition	\$4.2 M	\$0.0 M	\$4.2 M
B.	Option B	7,300 sf	140 sf	7,440 sf
	Small addition	\$4.2 M	\$0.1 M	\$4.3 M

Claremont Branch		
\$4.2 M		
	\$4.3 M	\$4.3 M

Total Project Capital Costs, All Branches		
Alternative A	Alternative B	Alternative C
\$21.2 M	\$27.1 M	\$25.6 M

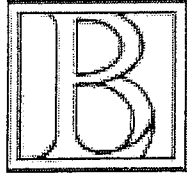
## Information Item V.A

March 12, 2008

To: Board of Library Trustees

Subject: SEIU 1021 Report

SEIU will present the union perspective on the Branch Library Buildings and Services planning program. BOLT is to be commended for holding public forums and focusing on improving buildings and services. SEIU will address some of the impacts that these projects could have on library workers who are members of SEIU 1021.



## BERKELEY PUBLIC LIBRARY

### INFORMATION CALENDAR

March 12, 2008

**TO:** Board of Library Trustees  
**FROM:** Donna Corbeil, Director of Library Services  
**SUBJECT:** PRELIMINARY FY 2009 LIBRARY BUDGET RECOMMENDATIONS

### INTRODUCTION

There is no immediate fiscal impact from this report, though the discussion and information included may be relevant to future budget actions.

### BACKGROUND

At the February 13, 2008 meeting the Board approved a timeline for budget development and approval for FY 2009. Per this schedule, FY09 proposed budget modifications are included for discussion and direction. This report is a continuation of the Mid-biennial Budget process begun last meeting and presents information for discussion, including projected FY 09 and beyond revenues and expenditures.

### CURRENT SITUATION AND ITS EFFECTS

Projected revenues as of February 6, 2008 total \$13,735,818 with the Library Tax accounting for \$13,482,818 or approximately 96% of the total and other miscellaneous revenue (fines and fees, PLF, grants, Friends Grant, Foundation and gift funds) accounting for the balance. The remaining revenue is carry forward or fund balance. At the close of the 2007 fiscal year the adjusted fund balance was \$1,261,323, of this \$750,837 was budgeted in FY08. Consequently, the projected fund balance at the close of FY 08 is projected at \$510,486. Given the current trend in expenditures, which include salary savings accrued and some non-personnel expenditure deferrals, we are projecting a larger balance will occur. The Y-T-D Expenditure Detail report (2/28/08) at 61.5% of the FY shows us at 58.3% for Personnel and 48.9% for Non-personnel. The projected shortfall for FY 09, at 100% expenditure is (\$981,469). Any balance accrued would help mitigate this deficit. No carry forward balance is expected by the close of FY09, given current projections.

Beyond the Library Tax we are expecting a reduction in FY09 and in subsequent budgets in revenue, including grants and other funding, from the California State Library. Both PLF and TBR reimbursement rates will decrease resulting in reduced revenue for the Library. PLF returned to FY 06 levels this year and current proposed cuts to the State library will be taken from the TBR program.



### Summary

FY 08 Projected fund balance = \$510K  
FY 09 Projected total revenues = \$13,735K  
Total available to meet FY09 budget needs = \$14,245K

FY 09 Projected Expenditures = \$14,717K  
FY 09 Projected difference between revenues and expenditures = (\$471K)  
FY 09 Proposed budget modifications = \$606K

In FY 2009 negotiations with the major labor unions will occur, COLAs will be negotiated and set at that time. The city's budget development guidelines assume a 3% COLA in FY 2009. A 4% Tax rate increase is assumed for all future years, which will contribute increased revenues. Both of these factors are assumed in the projections. Ideally, future increases in revenue will be in pace with the cost of personnel increases.

The projected shortfall for FY 2010 is (\$780K) and in FY 2011 it is (\$578K). The FY 09 proposed budget modifications will ensure the viability of the Library's budget for the coming three years. The shortfall estimates assume no salary savings and do not build in for any COLAs beyond the first year of the union contract. It can be assumed that both of these will occur, though the exact rate is unknown. Additional costs such as increased medical contributions or negotiated benefits are not known at this time and could directly impact the budget.

Furthermore, only \$25,000 is budgeted in FY09 for capital improvement projects. We can be fairly certain that our needs will exceed this amount. Another area, in which ongoing needs are deferred in order to balance the budget, is computer maintenance and replacement; we will need to add this back into the budget at the earliest possible time. Any future excess fund balance should be used for one-time only projects or development of a graduated contribution reserve fund. Library priorities are deferred capital and technology infrastructure needs. The service needs arising from the strategic plan are unknown at this time but will be a priority in the discussion of the FY 2010/11 budget cycle.

### Preliminary Budget Recommendations

In developing the budget for FY09, Library staff from all divisions and units provided input. The attached FY09 Proposed Budget Modifications detail the budget change proposals recommended at this time.

We are recommending a number of changes across library units in both Personnel and Non-personnel categories; none of the proposed changes will negatively affect any filled position. The Library recommends that the Board consider adopting all of the proposed recommendations in order to resolve the structural deficit in FY 2009 and to mitigate its reoccurrence in subsequent budget cycles. Capital improvement projects both proposed for FY 09 and completed or scheduled to be underway prior to June 30, 2008 will be presented at the April 9 meeting. Library staff will be submitting proposals for funding in FY09 to the Board of the Friends of the Library on March 19, 2008.

Further modifications may be considered at future meetings once revenues projections are finalized.



### FUTURE ACTION

At the April 9, 2008 Board meeting the Library will bring further information related to development of the FY 2009 budget, a proposed FY 09 Library Budget for possible action and a 3<sup>rd</sup> quarter budget informational update.

#### Attachments:

1. FY2009 Proposed Budget Modifications
2. Updated Work Plan
3. Y-T-D Expenditure Detail: FY08 (dtd 2.28.08)
4. Library Tax Fund: 5-Year Fund Analysis
5. All Other Funds: 5-Year Fund Analysis

## FY2009 PROPOSED BUDGET MODIFICATIONS

Narrative information and details appear below the summary table.

## Non-Personnel

	Category	Net Additions	Net Savings
1	Cell phones / PDA service		6,050
2	Supplies / Equipment		11,075
3	Operational / Staff Development		32,520
4	Collection materials and supplies*		197,879
5	Computers / technology		6,200
	Subtotal		253,724

\*Gift funds would be used to offset a portion of the reduction.

## Personnel

	Category	Net Additions	Net Savings
6	Personnel		399,442
7	Intermittent (hourly)		8,600
8	Contract / Professional services	54,888	
	Subtotal		353,154

Savings \$661,766 – additions \$54,888 = overall reduction of \$606,878

Non-Personnel

1. Staff at various locations will no longer have phone / email service on their PDAs. This will have no negative impact on operations or service.

2. The reductions in supplies are proposed in areas that are usually under spent and that had unexpended balances in the areas of supplies, furniture, and equipment. No negative impact on services or operations is expected.

3. Additions in this area include an increased fuel allocation to cover gas for the libraries vehicles and a city parking pass; no significant increase in the area of capital improvement projects is included, it was budgeted at the \$25,000 level in the proposed FY 09 budget. A \$10,000 reduction to the staff development budget will result in the approval of less travel out of town in the coming fiscal year. The annual California Library Association conference will take place in San Jose so it is expected staff will come and go to the conference on a daily basis.

4. The \$190,000 reduction to the material budget will be offset with the addition of \$50,000 from the children's gift fund for an actual reduction to the material budget of \$140,000, a portion of which is for online resources. The staff is currently reviewing contracts for online resources, which are included in the material budget, and expects to reduce this budget by 20% or by \$40,000 with minimum impact on service. In FY 08 the Library increased the collection budget by \$50,000, we are now recommending that this addition not be included in the FY09 appropriation. An additional \$50,000 in reductions to the general collection budget is recommended. The Central Children's Services collection could be reduced by \$50,000, with gift funds used to mitigate this reduction with no expected impact on service. The balance of reductions, \$7,879 is for vendor processing of materials. The actual reduction for the purchase of materials for the shelves would be \$100,000.

5. Computers /Technology



In the coming FY, we are proposing to defer hardware upgrades and replacements, which are not mandatory. Our ongoing operational software, such as the Innovative System has increased in cost and this is an addition to the budget. Some purchases scheduled for FY 2008 will not occur. These reductions are not sustainable in the long-term without affecting public service.

## 6. Personnel

### Permanent positions

UNIT	POSITION(S)	STATUS	FTE	FISCAL IMPACT
Facilities	Landscape Gardener	vacant	-0.5	-47,000
Collection management	Lib Svc Manager	vacant	-1	-125,075
Collection management	Senior Librarian	new	1	97,428
Administration	Interns, Central	new	4	8,338
Technical services	Librarian II	vacant	-1	-93,189
Technical services	3-.15 to 2-.20 Library Aides	vacant/new	-0.15	6,998
Technical services	Library Assistant	vacant	-0.5	-30,889
Teen Services	Librarian II	Retirement 6.30	-1	-93,189
Teen Services	Senior Librarian	New	1.0	97,428
Public services(TBD)	Librarian II	Retirement 6.30	1.0	-93,189

### Position Control Corrections

UNIT	POSITION(S)	FTE	FISCAL IMPACT
Technical services	Library Specialist II	-0.75	-55,064
Teen Services	Librarian II	-0.5	-46,595
Circulation Services	Library Aide	-0.5	-25,444

The Library is proposing the following modifications to the personnel budget as part of our budget adjustment plan. The Library will work with the units affected to determine the impact and adjust workloads accordingly, with minimal public service disruption anticipated. All positions proposed for deletion will be vacant at the beginning of FY 2009, if not before due to retirement or are being held vacant in anticipate of a need to reduce personnel costs:

- Operations, Landscape Gardener – delete, replaced with contract services
- Collection Management / Promotion and Teen Services, Library Services Manager - delete
- Senior Librarian, Collection Development & Maintenance, replace Library Services Manager - addition of new full-time position will ensure collection management is a priority and funds are expended as efficiently and effectively as possible.
- Technical Services, Librarian II, Cataloging unit - delete
- Technical Services, .50 Library Assistant, Processing unit - delete

- Technical Services, processing unit, 3 - fifteen hour Library Aide positions eliminated to create 2 - twenty hour Library Aide positions – replacement / addition
- Teen Services, replace a Librarian II with a Senior Librarian – One Teen Librarian II position replaced with a Teen Services, Senior Librarian. This position would be the designated lead for teen program development and coordination to replace the role of the Library Services Manager, reporting to a manager / supervisor at Central.
- Public services / Central Library, 1.0 Librarian II, (two vacancies are anticipated due to retirement at the end of the FY) – delete one

Additions to the personnel budget include:

- Create a Central Library internship program in cooperation with SJSU's Library Science Department in which graduate students work for a minimal stipend at BPL for a semester. This will promote the Library to the diverse student pool at San Jose State University and assists staff in completing short-term special projects.

Position control corrections:

Annually, the Library has an opportunity to correct errors on the city's position control system, the listed positions fall into this category. These positions were not approved in the FY 08 budget and are not authorized.

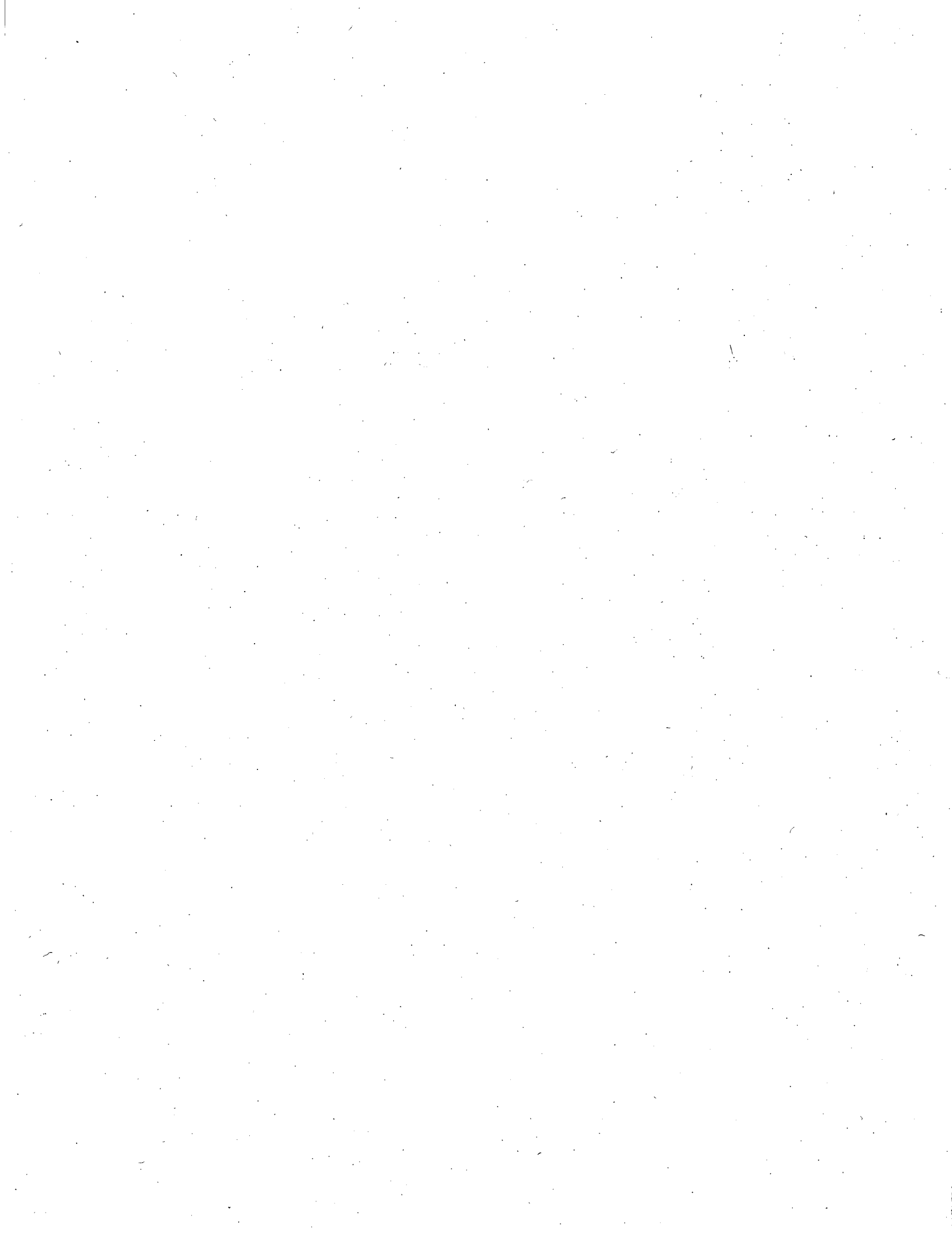
#### 7. Intermittent budget

The use of extra help staff (temporary un-benefited employees) and additional hours assigned to part-time permanent employees are necessary to staff the Library adequately on Sundays, to replace some of the hours of staff on leave and to fill in service desk needs due to vacancies. Currently, only some public service units have such a budget and reallocating funds would improve the ability of the Central Library to meet service needs. For example, branches have intermittent budgets of varying amounts, but the Central Reference unit has no budget. By reducing the budgets at the branches to \$20,000 each or \$80,000 for Branches, the Central units, Reference (+\$30,000), Children's (+\$20,000) and Art & Music (+\$5,000) would be able to begin to address their staffing needs.

#### 8. Contract / Professional Services

Some reductions in this area were possible, such as the contract with OCLC, which was over budgeted in the current FY and deleting the line item for city mail services, which we do not need. However, overall this was a budget category that saw mostly increases due to cost of living increases in the janitorial and security contracts. Tricor delivery costs have increased due to fuel costs; this service delivers library material into and out of the city. The landscaping contract is an ongoing expense.

One special project is included at an estimated cost of \$20,000, the study of the public service areas of the Central Library. Staff would like professional assistance in examining public service areas, service desks and the public computers, among other issues. The Central Library's public service areas, designed more than 10 years ago, are not as effective as staff believes they can be. Services have evolved and computers and electronic resources have taken on a greater role in service delivery. Re-examining how to meet the demands for service at Central will benefit the public and allow greater functionality.



## LIBRARY PROJECTS

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

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

**BERKELEY PUBLIC LIBRARY FUND**  
**Y-T-D Expenditure Details: FY08**  
as of 2/28/08

	Adopted Budget	Adjusted Budget	Y-T-D Actuals	Encumbrances	Balance	% Expended	Target*
Salaried Employees	6,886,835	6,886,835	3,918,463		2,968,372	56.9%	
Hourly Employees	540,103	212,300	162,590		49,710	76.6%	
Monthly Rated - Partially Benefitted		327,803	204,816		122,987	62.5%	
Misc. Wage Payments	-	-	109,526		(109,526)		
OT and Additional Hours	10,500	10,500	12,437		(1,937)	118.4%	
Benefits	3,852,852	3,852,852	2,178,854		1,673,998	56.6%	
	11,290,290	11,290,290	6,586,686		4,703,604	58.3%	61.5%
Prof./Tech. Services	605,450	690,044	281,351	321,926	86,767	87.4%	
Grants/Gov. Payments	5,000	5,000	2,754	-	2,246	55.1%	
Other Purchased Services	528,960	534,929	288,312	164,370	82,247	84.6%	
Rentals/Leases	30,850	24,400	10,873	5,907	7,620	68.8%	
Mail/Delivery Services	32,500	32,500	4,965	12,910	14,625	55.0%	
Supplies	313,479	315,211	117,131	73,995	124,085	60.6%	
Library Materials	1,057,121	1,057,121	573,967	-	483,154	54.3%	
Purchased Property Services	150,000	150,000	89,371	55,629	5,000	96.7%	
Infrastructure	25,000	116,993	77,334	16,289	23,370	80.0%	
Property	221,000	221,976	26,110	23,935	171,931	22.5%	
Property Under Cap Limit	54,500	74,943	34,081	10,182	30,680	59.1%	
Internal Services	8,037	8,997	3,694		5,303	41.1%	
Debt Service	111,392	119,335	83,543	31,151	4,641	96.1%	
Balance Sheet Accounts		(90,264)					
	3,143,289	3,261,185	1,593,486	716,294	951,405	48.9%	
<b>Total Expenditures</b>	<b>14,433,579</b>	<b>14,551,475</b>	<b>8,180,172</b>	<b>716,294</b>	<b>5,655,009</b>	<b>61.1%</b>	

**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
<b>Beginning Fund Balance</b>	1,508,800	1,261,323	1,261,323	1,261,323	510,486	-470,983	-1,250,618	-1,828,703
<b>Revenues</b>								
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
<b>TOTAL REVENUE:</b>	<b>\$12,774,792</b>	<b>\$13,462,469</b>	<b>\$13,469,469</b>	<b>\$13,224,248</b>	<b>\$13,735,818</b>	<b>\$14,275,131</b>	<b>\$14,836,016</b>	<b>\$15,419,337</b>
<b>Expenditures</b>								
<b>Operations</b>								
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
<b>Subtotal:</b>	<b>12,958,080</b>	<b>14,415,707</b>	<b>14,533,603</b>	<b>13,957,213</b>	<b>14,698,880</b>	<b>15,035,805</b>	<b>15,394,573</b>	<b>15,764,103</b>
<b>Charges From Other Depts</b>								
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
<b>Subtotal:</b>	<b>64,189</b>	<b>17,872</b>	<b>17,872</b>	<b>17,872</b>	<b>18,408</b>	<b>18,960</b>	<b>19,529</b>	<b>20,115</b>
<b>TOTAL EXPENDITURES:</b>	<b>\$13,022,269</b>	<b>\$14,433,579</b>	<b>\$14,551,475</b>	<b>\$13,975,085</b>	<b>\$14,717,288</b>	<b>\$15,054,766</b>	<b>\$15,414,102</b>	<b>\$15,784,218</b>
Projected Surplus/(Shortfall) {Rev - Exp}	\$ (247,477)	\$ (971,110)	\$ (1,082,006)	\$ (750,837)	\$ (981,469)	\$ (779,635)	(578,085)	(364,881)
<b>GROSS FUND BALANCE</b> {Bal + Rev - Exp}	<b>\$ 1,261,323</b>	<b>\$ 290,213</b>	<b>\$ 179,317</b>	<b>\$ 510,486</b>	<b>\$ (470,983)</b>	<b>\$ (1,250,618)</b>	<b>\$ (1,828,703)</b>	<b>\$ (2,193,584)</b>
<b>Budget Recommendations</b>								
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
<b>Uncommitted Fund Balance</b>	<b>\$ -</b>	<b>\$ 158,118</b>	<b>\$ 47,222</b>	<b>\$ 380,844</b>	<b>\$ (813,085)</b>	<b>\$ (1,356,083)</b>	<b>\$ (1,939,777)</b>	<b>\$ (2,613,818)</b>

**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
<b>Beginning Fund Balance</b>	130,722	235,339	235,339	235,339	333,807	287,891	279,210	263,981
<b>Revenues</b>								
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
<b>TOTAL REVENUE:</b>	<b>\$349,488</b>	<b>\$300,000</b>	<b>\$319,870</b>	<b>\$299,419</b>	<b>\$279,549</b>	<b>\$279,549</b>	<b>\$279,549</b>	<b>\$279,549</b>
<b>Expenditures</b>								
<b>Operations</b>								
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
<b>Subtotal:</b>	<b>244,871</b>	<b>201,532</b>	<b>328,200</b>	<b>246,867</b>	<b>281,874</b>	<b>288,230</b>	<b>294,777</b>	<b>301,521</b>
<b>TOTAL EXPENDITURES:</b>	<b>\$244,871</b>	<b>\$201,532</b>	<b>\$328,200</b>	<b>\$246,867</b>	<b>\$281,874</b>	<b>\$288,230</b>	<b>\$294,777</b>	<b>\$301,521</b>
<b>Projected Surplus/Shortfall (Rev - Exp)</b>	<b>104,617</b>	<b>98,468</b>	<b>(8,330)</b>	<b>52,552</b>	<b>(2,325)</b>	<b>(8,681)</b>	<b>(15,228)</b>	<b>(21,972)</b>
<b>GROSS FUND BALANCE (Bal + Rev - Exp)</b>	<b>\$ 235,339</b>	<b>\$ 333,807</b>	<b>\$ 227,009</b>	<b>\$ 287,891</b>	<b>\$ 331,482</b>	<b>\$ 279,210</b>	<b>\$ 263,981</b>	<b>\$ 242,010</b>
Budget Recommendations	\$ -	\$ -	\$ -	\$ 1	\$ -	\$ -	\$ -	\$ -
<b>{Gross Fund Balance - Budget Recommendations and Adjustments}</b>		<b>\$ 333,807</b>	<b>\$ 227,009</b>	<b>\$ 287,890</b>	<b>\$ 331,482</b>	<b>\$ 322,801</b>	<b>\$ 307,572</b>	<b>\$ 285,601</b>

**Assumptions:**

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

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



## BERKELEY PUBLIC LIBRARY

### INFORMATION CALENDAR

March 12, 2008

**TO:** Board of Library Trustees

**FROM:** Donna Corbeil, Director of Library Services

**SUBJECT:** DISCUSSION OF A BOND INITIATIVE TO ADDRESS BRANCH LIBRARY FACILITY NEEDS

### INTRODUCTION

In FY 2008/09 the Board adopted as a priority the completion of a 20-year feasibility study of branch libraries. This facility master plan will provide an assessment of the physical condition of the branch libraries and provide direction for meeting the future library needs of the community. The completion of this project provides the timely information needed to develop both short-term and long-term strategies to address these critical long-standing issues. City Council discussion on possible ballot measures for the November 2008 election is now underway.

When this comprehensive report is completed, the Board will be well positioned to use the information to inform the Council and the community about Library branch facilities' physical improvement needs. At a future meeting, the Board may take action to recommend that City Council consider a library bond measure.

### FISCAL IMPACTS

There is no direct fiscal impact from this report; its information, however, will identify future Library branch facilities' improvement costs.

### CURRENT SITUATION AND ITS EFFECTS

The City Council Work Session on February 12, 2008 was on existing taxes and possible revenue ballot measures for November 2008. Additional sessions are scheduled on February 26, 2008, to discuss public safety initiatives included Police, Fire and Youth; and, on March 25, 2008, the focus will be on Infrastructure & Capital Improvements. The City Council has scheduled a vote for May 8, 2008 to direct staff to draft preliminary text on proposed ballot measures and a final vote on July 8, 2008, for the adoption of a City Council resolution on ballot measures for November 2008.

The Library has been included under the category of "other measures to consider," but no details regarding specific Library needs have been send to the City Council as an informational item or as a Board of Library Trustee resolution.

As in previous circumstances where Library facilities needed improvement, and according to Municipal code, Section 3.04.090(E), and in order to have the Library's current facility needs considered along with other identified City projects, the Board may consider a recommendation to City Council. The final draft of the 20-year Branch Library feasibility study will be completed and presented to the Board at the April 9, 2008 BOLT meeting.

### BACKGROUND





A brief overview of Library bond and tax initiatives is attached (Voter Tax Initiatives & Bond Measures). The most recent request from the Library Board to City Council was in response to the opportunities presented by the Statewide Library Bond initiative popularly known as 'Proposition 14'. The Board President at the time, Kevin James, and the Library Director, Adelia Lines, recommended a bond initiative be included on the November 2000 ballot to cover the Library required 1/3<sup>rd</sup> match for any projects submitted (attached). Working with the consulting firm Group 4 Architecture, Research and Planning, the Library developed a West Branch project to recover and renovate the historic 1923 era portion of the building and to replace the 70's addition with a new two-story 12,500 sq. ft. expansion. The \$9.6 Million project was rated "very good" by the State Library in the third (January 2004) and final cycle of funding, but was not funded. In the informational item to City Council was a branch specific overview of the Library's branch needs.

In FY 1994/95 the Library contracted with the firm of Bull Stockwell Allen and Ripley Architects and Planners to conduct feasibility studies of the Central Library and Branch Libraries. The Central Library study culminated in the passing of a Bond measure (Measure S – November 1996) to fund the renovation and expansion of the Central Library project, completed approximately six years ago. The recommendation from the Board to the City Council in May 1996 was to place a library improvement bond measure on the November 1996 ballot that would provide \$52 million to renovate and expand all five library facilities. At the June 1996 meeting, the revised resolution recommended a ballot measure of not less than \$37 million for Central Library improvements and expansion. The Library branch facilities were eliminated in lieu of the need for seismic upgrade and improvements to the City's Civic Center Building.

The Berkeley Branch Libraries Feasibility Study was completed and a report produced in January 1996. The scope of the branch study at that time was to examine the long-term needs of the branches; propose design alternatives; and supply individual budgets to meet these needs. The report called for, "increasing the net assignable areas of the branch libraries to relieve current overcrowded conditions, to make the libraries more accessible and usable, and to improve staff and circulation areas." The study recommendations focus on the functionality of the spaces or lack thereof. Since 1996, only a minimal amount of deferred maintenance has occurred in the branch libraries, for the most part focusing on roof replacement and repair, carpeting and infrastructure upkeep. Some minor ADA related work has occurred since this time, such as changes to the layout of the Claremont Branch in 2000.

The major facility project successfully completed in the last ten years was the expansion and renovation of the Central Library. The Branch Projects memo (2.5.2004) from the Library's Building Projects Manager, Elena Engels, (included in the August 1, 2007 BOLT Agenda packet) outlined the ongoing funding and facility planning needs at that time.

### FUTURE ACTION

The Board may request that the Director of Library Services prepare an informational item to the City Council on the status of the Library branch physical facilities. The Board may also take action at a future meeting on a recommendation regarding a ballot measure for branch library improvement bonds, be included on the November 2008 ballot or on the ballot of a later date. This action item would need to be placed on the April 9, 2008 Board of Library Trustees agenda in order to satisfy the City Council schedule for consideration of November 2008 ballot measures.

### Attachments:

1. Page 11 of Council Work Session Report, dtd February 26, 2008
2. Page 17 of Council Work Session Report, dtd February 12, 2008
3. Voter Tax Initiatives and Bond Measures
4. Council Information Report re: Library Branch Bond Measure, dated May 9, 2000
5. Memo re: Revised Recommendation to City Council on Library Bond Measure, dtd June 13, 1996

BACKGROUND

In addition to the deadlines contained in the State Elections Code, the City of Berkeley has several internal deadlines and requirements that must be met in order to place a measure on the ballot.

The preparation of ballot materials requires a great deal of communication between staff and council as well as many hours of staff time to prepare and revise these materials. The attached timelines will enable the city to prepare ballot measure materials with careful consideration and integrity in a timeframe that adheres to agenda deadlines and allows for the best possible outcome.

Council will have the opportunity to continue its discussion and review of proposed ballot measures at future meetings. In between these meetings, staff will continue its work to respond to input from the Council in order to have the most fully developed language for the ballot titles, analysis by the City Attorney, and draft ordinance language.

The City Attorney advises that in order to provide adequate public notice of any measures being considered, Council should submit Council reports making proposals to be discussed at these meetings. Likewise, staff will submit reports for Council approval of ballot text, title, and analysis.

**Ballot Measure Schedule:**

Feb 12, 2008	Work Sessions Existing Taxes and Fees - Comparative data and impact on Berkeley residents
<b>Feb 26</b>	<b>Work Session - All Public Safety and Youth</b>
March 25	Work Session - Infrastructure & Capital Improvement
April 22	Voter Survey Review
May 8	Direct Staff to draft preliminary text on proposed ballot measures
July 8	Council Resolution on ballot measures for Nov 2008

CONTACT PERSON

Lisa Caronna, Deputy City Manager, 981-7000

Doug Hambleton, Chief of Police, 981-5700

Debra Pryor, Fire Chief, 981-3473

Angela Gallegos-Castillo, Assistant to the City Manager, 981-7000

November 2008 General Municipal Election

COUNCIL WORK SESSION  
February 12, 2008**Ballot Measures**

	Title	Date Confirmed by Council
<b>CONFIRMED</b>		
1.	Ordinance 6,958-N.S. Landmarks Preservation Referendum Petition	2/13/2007
2.	Resubmission of Measure R from 2004- -Patient's Access to Medical Cannabis	1/15/2008
<b>POTENTIAL MEASURES</b>		
3.	Public Safety Police	
4.	Public Safety Fire	
5.	Youth Programs	
6.	Watershed Management Plan (Clean Storm Water) Special Tax	
7.	Warm Water Pool Bond Measure	
8.	Charter Amendment Regarding Redistricting Timelines	
9.	Community Choice Aggregation Advisory Measure	
10.	GANN Limit Override Renewal for Parks, Library, Emergency Medical	
11.	<b>Other Measures Considered:</b> Street Lighting Seismic Retrofit of the Veterans Building and the Maudelle Shirek Building Library Bond Measure AC Transit – Free Bus Pass Carbon Tax	

**Factors to Consider**

- Overall cost to taxpayers and comparison to adjacent jurisdictions.
- Annual inflation factor – use of the CPI or other options (such as an annual flat rate percentage increase)
- Sunset provisions for the measures
- Low-income exemptions on new taxes to be assessed
- Split role tax rate for commercial and residential properties as is currently used for the existing Library services tax
- Effective date of the tax measures
- Refuse Fees and the Transfer Station Rebuild Project: The City is looking at the likely rebuilding of the Transfer Station to meet the Zero Waste goals and rebuild the aging facility. Refuse rates will be impacted, however, we do not have a feasibility study as yet and costs as well as timelines are uncertain.

**Berkeley Public Library  
Voter Tax Initiatives and Bond Measures**

**April 6, 1971**

**Measure B: (Library Improvements)**

“Shall the City of Berkeley incur a bonded indebtedness in the principal amount of \$575,000 for additions and betterments to existing library buildings, together with lands, equipment, furniture, fixtures and other works or structures necessary or convenient to provide adequate library services for the City of Berkeley?”

YES: 33,707 71.1%

NO: 13,702 26.79

ARGUMENT FOR MEASURE B: This is the first Public Library bond measure in Berkeley's history!

**June 3, 1980**

**Measure E Library Relief Act of 1980**

“Shall an Ordinance entitled “Library Relief Act of 1980”, which imposes a city-wide 10 year tax to assure maintenance of Library services, be adopted? Financial implication: \$2,400,000 annual revenue with annual inflation factor increase not to exceed 7% provided.”

YES: 29,844 69.29%

NO: 13,229 30.71%

**Nov. 8, 1988**

**Measure H Extension of Library Tax**

“Shall the Library Relief Act of 1980 be amended to increase revenue in anticipation of operating the Central Library seven days a week and Branch Libraries six days a week, make the tax permanent, have it take effect January 1, 1989 and increase the City's constitutional spending limit for four years in the amount of the tax?”

YES: 33,211 67.35%

NO: 16,099 32.65%

**November 5, 1996**

**Measure S**

“To ensure the safety of its public and employees and revitalize downtown, shall the City of Berkeley issue \$49 million of General Obligation Bonds at an interest rate not exceeding 12%: \$30 million to acquire property, expand and retrofit the Main Library; \$15 million to internally retrofit (as the most cost effective means to achieve earthquake safety) and improve the Martin Luther King, Jr. Civic Center building; and \$4 million for improvements within the downtown/Civic Center area?”

YES: 29,514 66.9%

NO: 14,618 33.1%

**November 7, 2000**

**Measure P – Library Bond for Renovation of Branch Libraries**

“In order to qualify for State of California or other Library improvement matching funds and ensure public safety, shall the City of Berkeley issue general obligation bonds to renovate, expand and upgrade Branch Libraries in an amount not to exceed \$5,200,000, at an interest rate not to exceed the legal limit; provided that said bonds shall be issued only if state or other matching funds provide at least 65% of the cost of these improvements?”

YES: 37,842 83.2%  
NO: 7,639 16.7%

**November 7, 2000**

**Measure V – Gann Limit Override for Library Relief Act of 1980**

“Shall the Library Relief Act of 1980 (Ordinance No. 5262-N.S.) be amended to reauthorize the City, over a period of four years, to spend the Library tax as approved by the voters in 1988?”

YES: 37,650 85.9%  
NO: 6,179 16.7%

**November 2, 2004**

**Measure L “Keep Libraries Alive”**

“Shall the special tax for the Berkeley Public Library be amended to: increase the per foot tax rate from \$0.132172 to \$0.1540 for residential property and \$0.2001 to \$0.2331 for other property; change the annual inflation adjustment to 5%; increase the expenditure limitation through FY 2008?”

*Financial Implications: The annual cost in FY 2005 would be \$292.60 for a 1,900 square foot home and \$2,331.00 for a 10,000 square foot building.*

YES: 26,027 51.01%  
NO: 25,001 48.99%

**November 2, 2004**

**Measure N: Gann Limit Override**

“Shall the appropriation limit under Article XIII B of the California Constitution (or ceiling on city expenditures) be increased to allow for the expenditure of taxes previously approved by voters for parks maintenance; libraries; emergency medical services, and emergency services for severely disabled persons for fiscal years 2005 through 2008?”

*Financial Implications: Not a tax increase, Authorizes expenditure of existing voter-approved taxes.*

YES: 38,587 79.77%  
NO: 9,783 20.23%

COUNCIL INFORMATION

May 9, 2000

To: Honorable Mayor and  
Members of the City Council

From: Adelia Lines, Director of Library Services  
Kevin James, President, Board of Library Trustees

Subject: LIBRARY BRANCH BOND MEASURE

DISCUSSION:**BRANCH LIBRARY NEEDS**

The Branch Libraries in Berkeley urgently need renovations to improve seismic safety; enhance accessibility; upgrade infrastructure; and provide more space for patrons to adequately access Library materials and computerized information. These needs have been known for some time and were last studied in the January, 1996 report "Berkeley Branch Libraries Feasibility Study" by Bull Stockwell Allen & Ripley Architects. The situation in the 4+ years since the study was published has worsened. The buildings have aged more, seismic dangers are ever-present and increase with the passage of time, building systems become more and more outdated, accessibility still needs to be addressed, and the importance of providing the infrastructure to support computers continues to increase as computer usage skyrockets.

**NORTH BRANCH** has the heaviest circulation of any of the Branch Libraries, with usage at roughly one-quarter of the Central Library (when it was in the building on Kittredge), in only a small fraction of Central's space. North Branch is in dire need of expansion. The branch is overcrowded with books shelved on window ledges, seating wedged into inadequate space, poor access and almost no staff work area available. The new addition would provide more space and help to seismically brace the existing building. The existing building must be strengthened, and all systems, including electrical, mechanical, plumbing and life-safety brought up to current code requirements. Interior layout of the existing building must be altered to meet accessibility requirements. Infrastructure for Library electronic data must also be added.

**SOUTH BRANCH** contains both the Branch Library and the Tool Lending Library. These serve the racially, ethnically, and linguistically diverse South Berkeley community, including a major portion of the City's Asian immigrants. The heavily utilized Tool Library enables thousands of low-income Berkeley residents and property owners to upgrade the housing stock. The Tool Lending Library is crammed into a small structure with inadequate storage, work area and loading/unloading space. The main building needs more space for collections and for staff work areas. Seismic strengthening of the building can be accomplished primarily by the addition of new structures which will add both space and bracing for the existing building. Existing life-safety, electrical, mechanical, and plumbing systems must be brought up to current code. Accessibility requirements must be met. Cabling for more computers needs to be added.

**WEST BRANCH** serves the racially, ethnically, and linguistically diverse West Berkeley community, including many Spanish-speaking residents. The West Branch houses Project Read, the citywide literacy project, and the computer lab, promoting reading and computer literacy for thousands of residents. Renovations to the original 1923 Carnegie library in the early 1970's have left this branch with a hodge-podge of architecture styles and an awkward interior layout. Collection space, seating, the literacy program and staff work areas all need to be enlarged. Seismic strengthening of the existing building must be done in addition to the bracing that new construction will provide. Updated life-safety, electrical, mechanical and plumbing systems must be added. Accessibility codes must be met and infrastructure for current computer needs provided.

**CLAREMONT BRANCH** has the second highest branch circulation, with usage at roughly one-sixth of the Central Library. Work is currently in progress to provide a greater level of compliance with accessibility requirements. However, more work is required at Claremont to provide seismic safety as well as life-safety, electrical, mechanical and plumbing upgrades.

#### **STATE LIBRARY FUNDING PROCESS**

With the passage of State Proposition 14, the California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2000, \$350,000,000 in bonds were allocated to fund local library projects. These funds will be available to local libraries that qualify through a 65%-state-to-35% local matching requirement.

The Governor, State Library and the Legislature will appoint representatives to a committee that will set the criteria for awarding these funds, a process that could take a year or more. Once the criteria are in place, libraries across the state will be competing for the available funds. With a statewide documented need of over \$2 billion, competition will be fierce. It is unlikely, given the rather limited funds, that all of

Berkeley's Branch Libraries would be funded by this State money. Which Branches get funded will depend upon how closely they match the State's criteria, as judged by the State applications panel. The Berkeley Public Library will do its utmost to tailor its applications to the set criteria in order to secure this State money.

In preparation for the application process, the Library must update the 1996 feasibility studies, hold public forums for fresh community input, and prepare revised building programs. However, the Library has cost figures for the Branches, based upon the projects as proposed in 1996. These figures were escalated to reflect current costs projected out several years to the mid-point of construction. Assuming that, at most, two branches would be funded by the State, the Library costed out the two most expensive branch projects at just over \$14 million. The local share would total \$5 million. Should the State fund only one project, or one or more less expensive projects, the City matching funds would be correspondingly reduced.

In order to be in the most competitive position to receive State funds, the City of Berkeley will have to set aside local match funds. It would be remiss not to vote at this time to put such a bond measure on the November 2000 ballot, so that funds will be available when State funds are allocated.

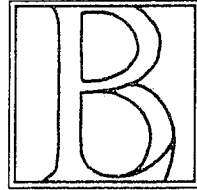
CONTACT PERSON :

Adelia Lines, Director of Library Services , 644-6095  
Elena Engel, Library Building Project Manager, 644-6095

Approved by:

\_\_\_\_\_  
Director of Library Services





## BERKELEY PUBLIC LIBRARY

Adelia Lines  
Director of Library Services

June 13, 1996

**TO:** Board of Library Trustees

**FROM:** Adelia Lines, Director of Library Services

**RE:** **Revised Recommendation to City Council on Library Bond Measure**

At the Board's meeting of May 17, 1996, it was decided to recommend to City Council that a library improvements bond measure be placed on the November, 1996 ballot that would provide \$52 million to renovate and expand all five library facilities. In addition, you indicated in a second resolution to "express the Board's concern about any bond placed on the ... ballot that had less than \$37 million for Central Library improvements, as such would result in fewer library services."

Since that date, it seems likely that the Council will not approve a library project for more than \$25-30 million. A revised draft resolution is attached for the Board's consideration which reflects a project that is Central Library only for the amount of \$30 million. Staff has developed another model that utilizes the Armstrong parking lot and lowered the project cost to \$30 million, while maintaining the recent reduced building program. A \$25 million project will not provide sufficient space for the program.

Options for the Board to consider:

1. That the library measure should stand alone and not be combined with other projects.
2. That the library measure should be combined with the City Hall seismic project.
3. That the library project should be combined with a city arts district project.
4. That the library measure, whether stand alone or combined, should not include the branch library projects.
5. That the library measure, whether stand alone or combined, should be less than \$30 million dollars, resulting in a building that will have insufficient space for library services (according to library studies).
6. That on the condition of a \$25 million project (with other monies to be secured or raised in the future), that the Board will or will not recommend to proceed with a library project.



## BERKELEY PUBLIC LIBRARY

### INFORMATION CALENDAR

March 12, 2008

**TO:** Board of Library Trustees  
**FROM:** Donna Corbeil, Director of Library Services  
**SUBJECT:** MARCH 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. On February 25, 2008 Doug Smith, Darryl Moore and myself interviewed four finalists for the position of Library Administrative Services Manager. I am pleased to announce that Dennis Dang has accepted the position with a start date of March 24, 2008. In addition to being a resident of Berkeley, Dennis brings an MBA from Indiana University and extensive experience in the field, most recently as Budgets Manager at Amtrak's Oakland facility.

### LIBRARY DEVELOPMENT

#### *All Staff Meeting*

The Library opened late on Friday, February 29, 2008 in order to hold our quarterly all staff meeting. Among those topics covered was a budget update, information about the library's Intranet development, technology upgrades and a guest speaker from the City's 311 "one call serves all" initiative.

#### *Library of California*

At the February 28, 2009 meeting of the Library of California Board, the proposed 2008/09 CLSA budget was approved, incorporating \$1.434 million in preliminary reductions. The slated baseline reduction of 10% to the California State Library department budget will result in a 12.34% reduction to the Transaction Based Reimbursements (TBR) program, resulting in payment cuts to participating libraries and in program administration.

#### *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 event is 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.

## PROGRAMS, SERVICES AND COLLECTIONS

### *Programs*

The South Branch will host the Sisters in Crime annual celebration of mystery writing, the Second Annual Mystery Writers Panel Discussion with four local 'Sisters' and one 'Brother' in crime is planned for Thursday evening, March 20, 2008 from 6-7:30 pm. At the event authors will share their mystery writing experiences in a free exchange with attendees.

Central Library Children's Services staff has applied again this year for a \$850 grant to fund various aspects of the Summer Reading Program. The Library has received funds for this endeavor in past years from the Northern California Grantmaker's group. Last year and again this year, if funded the project will be to bring Summer Reading performers to the Frances Albrier Center.

### *Strategic Planning Update*

A general community discussion of library services and programs will be held in the 3<sup>rd</sup> floor Community Meeting Room at Central on Saturday, March 22, at 1:00 PM. The primary focus of this meeting will be on services and programs throughout the library system. Previous library studies related to the South Branch Library and the Ed Roberts Campus will be integrated into the final planning documents. Currently, the Library has also engaged a consultant, Hatchuel Tabernik & Associates, to identify the needs of the Southwest Berkeley community and the Library will integrate the service component of this study into the final Strategic Plan.

### *Services*

We now have available a hand-powered wheelchair and a 4-wheel walker (rollator) for use by visitors to the Central Library. This lightweight and stable rollator can be very helpful for seniors, people with disabilities as well as people with temporary injuries. It is equipped with a large basket for carrying library materials to the checkout desk and is equipped with a seat and backrest when one might need to take a break. It is fitted with comfortable handles, hand brakes and is height adjustable.

The wheelchair was purchased with City of Berkeley funds and the rollator from a donation made by a member of the Friends of the Library Board, Landy Chapman. Both items are behind the Circulation Desk and signage telling about the availability of these devices will be at the Info Desk. If the program is successful, we will consider expanding it to the branches.

## FACILITIES

### *South Branch*

South Branch Library Supervisor Jeri Ewart, Neighborhood Services Manager Suzanne Olawski, and Deputy Director Douglas Smith met on March 7th with representatives of Rebuilding Together, to discuss the South Branch's selection as a work site as part of "National Rebuilding Weekend" on April 26th. Rebuilding Together's Albany/Berkeley/Emeryville office is part of a national nonprofit that focuses on renovations, upgrades, and repairs to community facilities and low-income housing. Their flagship program is the "April Rebuilding Day Program" during which they donate labor to homes and community centers throughout Albany, Berkeley and Emeryville. Each year, thousands of volunteers come together on the last weekend of April to work together on repairs such as carpentry, plumbing, electrical, painting, window replacement, flooring, weather-stripping, debris removal, yard work and general clean-up, patch



cracks and holes, and add fresh paint. The April Rebuilding Program has grown in scope every year since its inception in 1991, and this year the South Branch has been fortunate to be among the selected work sites. On National Rebuilding Day, key areas of the South Branch Library will receive a fresh coat of paint, and much-needed cosmetic refurbishing.

*Central*

Recent changes in the municipal code have widened the areas where smoking is prohibited. Downtown the commercial sidewalk areas where smoking is banned include Shattuck Avenue between Rose and Dwight; Bancroft Way between College and Shattuck (delivery/employee entrance); and Kittredge between Oxford and Milvia (the front entrance to the library). The city will be providing appropriate signage regarding this change. Of course, smoking is prohibited in all interior areas of the Library's buildings and within 25 feet of any entrance, exit, operational window or intake air vent that is open to the public and within 25 feet of any bus stop. We will be reviewing the parameters around branches to be sure we have adequate signage.

Attachments:

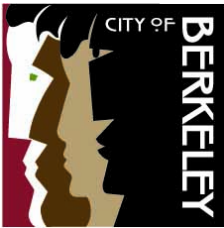
1. Personnel Summary
2. March 8, 2008 Letter re: Requirement to Post Signs Regarding Smokefree Doorways

## BPL's Recruitment Timeline

<i>Classification</i>	<i>Posting Date</i>	<i>Closing Date</i>	<i>EXAM Date Tentative</i>	<i>Comments</i>
Librarian I/II	10/29/07	11/26/07 <b>CLOSED</b>	Interviews for IT Librarian scheduled for 3/13.	List established.
Accounting Office Specialist Sup	11/05/07	11/19/07 <b>CLOSED</b>	Interviews to be held near end of March.	Auth to underfill as AOS III
Central Services Aide	11/05/07 Re-opened	3/3/08 <b>CLOSED</b>	Second round of selection interviews to be held approx. 3/18	List established
Library Administrative Manager	11/13/07	3/1/08 <b>CLOSED</b>	Selections Interviews held 2/25.	Dennis Dang selected. Start date: 3/24
Library Info Systems Administrator	1/02/07	01/14/07 <b>CLOSED</b>	Interviews held mid Feb.	Alicia Abramson Selected.
Library Aide	3/10/08 <b>OPENS</b>	3/31/08	Exam to be held Mid April	Current List Extended thru 2/6/09
Administrative Secretary	Berkeley Matters 2/2/07	<b>CLOSED</b>	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 <b>Closed</b>	2 <sup>nd</sup> 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 <b>Closed</b>	Exam held 4/18/2007.	New List Valid 4/24/07-4/24/08
Supervising Librarian	3/19/2007	4/16/2007 <b>Closed</b>	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 <b>CLOSED</b>	Apps screened. Questionnaires to be rated. Selection interviews to follow.	Sam Zhang selected for GS.
Library Specialist II	5/14/2007	6/11/2007 <b>CLOSED</b>	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 <b>CLOSED</b>	Panel Examination Completed	Erica Glenn selected for Children's
*Library Services Manager (Neighborhood Services)	6/25/07	7/23/07 <b>CLOSED</b>	Interviews Completed	Suzanne Olawski selected. DOE 10/29/07.

**\*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**



Linda Rudolph, M.D., M.P.H.  
Health Officer  
Director of Public Health



DRAFT

Date: March 8, 2008

To: Owners and Building Managers of Buildings in Berkeley Open to the Public

From: Linda Rudolph, MD, MPH, Public Health Officer, Director of Public Health

Subject: Requirement To Post Signs Regarding Smokefree Doorways

We're pleased to let you know that new and expanded smoking prohibitions became effective on January 10, 2008 that will protect the health of your employees, customers, clients, family, friends, neighbors, and visitors to Berkeley. In addition to the smoking restrictions that are delineated in the Berkeley Municipal Code section 12.70 and are already in effect, the new amendments to this law now also prohibit smoking in the following locations:

- Designated commercial area sidewalks\* (Streets are listed on page 2.)
- Recreational areas including Civic Center Park, other parks, athletic fields, and hiking and bike paths;
- Service areas such as at ATMs, bus stops, and cab stands;
- Within 50 feet of doorways and operations windows of any health care facilities, child or adult care facilities, and senior centers;
- Within 25 feet of doorways and operational windows of any other buildings open to the public, educational facilities, banks, restaurants, and stores.

In order to notify the public about the new prohibitions and to promote self-enforcement, all business owners and managers of buildings open to the public must post an appropriate, "No Smoking" sign conspicuously on their buildings.

- 1) Businesses open to the public, located in the commercial zones noted above, must post a sign stating: **"No Smoking in this Commercial Zone"**
- 2) Businesses open to the public, which are not located in one of the zones noted above, must post a sign stating: **"No Smoking within 25 feet of Doorways, Operable Windows or Vents"**
- 3) Hospitals, health facilities (including doctor's offices), mental health facilities, licensed childcare centers and senior centers must post a sign stating, **"No Smoking within 50 feet of Doorways, Operable Windows or Vents"**

Signs are available free of cost to post at each establishment and should replace any signs that may have already been posted, prohibiting smoking within 20 feet. If you need additional signs, you

*(Continued on page 2)*

may pick them up from 1947 Center St., 2<sup>nd</sup> Floor or from the City Center desk on the first floor at 2180 Milvia Street (corner of Center).

The Health and Human Services Department will enforce the prohibitions in facilities that are inspected and permitted by the Division of Environmental Health. Additionally, any manager or employee of your establishment has the right to inform people who are violating the law, and the Berkeley Police Department may also enforce the smoking prohibitions.

Thank you for helping promote and protect the public health and welfare by guaranteeing the right of nonsmokers to breathe smoke-free air. We hope you will help your colleagues and visitors to adhere to the new rules, and perhaps encourage them to take this opportunity to improve their own health by quitting smoking. For more information or to register for free quit smoking classes, please contact Berkeley's Tobacco Prevention Program at (510) 981-5330 or email [quitnow@ci.berkeley.ca.us](mailto:quitnow@ci.berkeley.ca.us).

\* Designated Smoke-free commercial area sidewalks:

- Shattuck Avenue between Rose Street and Dwight Way
- Telegraph Avenue between Bancroft Way and Parker Street
- College Avenue between Russell Street and Webster Street
- Solano Avenue between The Alameda and Tulare Avenue
- 4<sup>th</sup> Street between Virginia Street and Addison Street
- Bancroft Way between College Avenue and Shattuck Avenue
- San Pablo Avenue between Channing Way and Parker Street
- Adeline Street between Fairview Street and 62<sup>nd</sup> Street
- Euclid Avenue between Hearst Avenue and Ridge Road
- Gilman Street between San Pablo Avenue and 4<sup>th</sup> Street
- 10<sup>th</sup> Street between Gilman Street and Camelia Street
- University Avenue between Oxford Street and 4<sup>th</sup> Street
- Addison Street between Oxford Street and Martin Luther King, Jr. Way
- Center Street between Oxford Street and Martin Luther King, Jr. Way
- Allston Way between Oxford Street and Martin Luther King, Jr. Way
- Kittredge Street between Oxford Street and Milvia Street



## *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.
1/9/2008	Board of Trustees	Donna Corbeil	2/13/2008		Consent item requesting a letter in support of the Friends' bookstore expansion
1/9/2008	Board of Trustees	Donna Corbeil	2/13/2008		FY2008 mid-year budget update and FY2009 biennial budget update report
2/13/2008	Board of Trustees	Donna Corbeil	3/12/2008		Discussion item on possible bond measure for 2008 ballot
2/13/2008	Board of Trustees	Trustee Moore	4/15/2008		Request to give a presentation to the City Council during National Library Week
2/13/2008	Board of Trustees	Donna Corbeil	3/12/2008		Proposals to cut the budget, budget priorities and a mid-year budget update
2/13/2008	Board of Trustees	Library Staff	4/9/2008		Integrate ERC option into the Branch Facilities Master Plan
2/13/2008	Board of Trustees	Donna Corbeil	3/12/2008		Hold community meetings prior to the March BOLT meeting on Branch Facilities Master Plan