

BERKELEY PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES

Regular Meeting
March 21, 2007

AGENDA
7:00 p.m.

South Branch Library
1901 Russell Street

*Please refrain from wearing scented products at public meetings.
The Board of Library Trustees may act on any item on this agenda.*

I. CALL TO ORDER

II. PUBLIC COMMENTS (7:00 – 7:30 p.m.)

(Proposed 30-minute time limit, with speakers allowed 3 minutes each)

III. APPROVAL OF AGENDA

IV. CONSENT CALENDAR

- A. Approve minutes of February 21, 2007 regular meeting
- B. Recommended changes to service fees for overdue materials
- C. Ratification of FY2006 expenditures in excess of \$50,000
- D. Authorization to apply for The Big Read grant for the program period of September through December 2007
- E. Authorization to close the Tool Lending Library for annual tool maintenance from April 16 through 28, 2007 and reopening on May 1, 2007

V. REPORTS FOR DISCUSSION AND POSSIBLE ACTION

- A. Delegation of authority to Director of Library Services to appoint the most qualified candidate to the position of Deputy Director of the Berkeley Public Library and to determine an appropriate start date, salary step, and otherwise finalize the appointment
- B. Proposed Berkeley Public Library budget priorities for FY2008
- C. Budget Workshop in preparation for development of the FY2008 and FY2009 Library budget

VI. REPORTS FOR INFORMATION

- A. Report from library employees and unions, discussion of staff issues (15 minutes)
 - 1. Continuation of Checkpoint report
 - 2. Additional comments / responses to reports in packet
- B. Berkeley Public Library's South Berkeley Community's Library Needs and Ed Roberts Campus (ERC) Discussion Group Report
- C. Monthly Report, February 2007, from Library Director Donna Corbeil
 - 1. *Library Development*
 - a. City Council committee formed to address Trustee selection

- b. Staff plan to attend Legislative Day on April 18, 2007
- 2. *Professional Activities* – Oil on Water Workshop
- 3. *Programs, Services and Collections*
 - a. Central Library 5th Anniversary Celebration
 - b. DEAR Day
 - c. Opera Noontime Concert
 - d. Cesar Chavez Commemorative Programs
 - e. National Library Week event on April 17th
 - f. Jazz on Monday Afternoon on April 9th
 - g. Chuck Wollenberg lecture series begin on April 9th
 - h. Growing Hunger Photo Exhibit at Central
- 4. *Personnel*
 - a. Resignation letter of Elizabeth C. Overmyer, Acting Children’s Services Manager
- 5. *Recently formed Berkeley Public Library staff committees*
 - a. Southwest Berkeley/ERC staff task force
 - b. RFID/Checkpoint/Self Check task force
- D. Report on Collection Development Standards, Processes, Allocations and Electronic Resources
- E. Report on Northern California Grantmakers grant for Children’s Services
- F. Library Information Technology FY2008 Budget Estimate
- G. Library events: Flyers and press releases for various Library programs

VII. AGENDA BUILDING

Next regular meeting will be held at 7:00 p.m. on Wednesday, April 18, 2007 at the South Branch Library, 1901 Russell Street, Berkeley.

- A. Tracking Chart

VIII. ADJOURN

Berkeley Public Library Board of Library Trustees
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Regular Meeting
February 21, 2007

Minutes
7:00 p.m.

South Branch Library
1901 Russell Street

I. CALL TO ORDER

The regular meeting of February 21, 2007, was called to order at 7:00 pm.

Present: Trustees Laura Anderson, Susan Kupfer, Ying Lee, Darryl Moore, Terry Powell

Absent: None

Also present: Director of Library Services Donna Corbeil, Acting Deputy Director Linda Perkins, Library Financial Manager Beverli Marshall, and Stenographer

II. PUBLIC COMMENT

There were 3 speakers on the following topics: public comment procedures, availability of agendas and packets for the Board of Library Trustee meetings, South Branch building improvement and Ed Roberts Campus.

III. APPROVAL OF AGENDA

R07-13 Moved by Trustee Moore, seconded by Trustee Powell, to approve the Agenda as presented. Motion carried unanimously.

IV. CONSENT CALENDAR

R07-14 Moved by Trustee Moore, seconded by Trustee Powell, to approve the Consent Calendar as presented. Motion carried unanimously.

R07-15 Approved minutes of regular meeting – February 21, 2007

R07-16 Moved by Trustee Moore, seconded by Trustee Powell, to approve the resolution of appreciation for Yvette Gan, Administrative Secretary of Berkeley Public Library, from February 22, 1999 through January 28, 2007.

V. REPORTS FOR DISCUSSION AND POSSIBLE ACTION

1. Budget

Donna Corbeil, Library Director, led a discussion on development of the FY2008/09 Library budget which focused on the non-personnel aspects of the budget. The Budget memo and handouts included in the packet were reviewed and discussed. The timeline proposed was agreed to, with the change of canceling the March 14, 2007 special meeting proposed at an earlier meeting. Priorities for fiscal year 2008 were discussed. Trustee Powell made a correction to the list of budget priorities from the Discussion/Action Memo (dated 2/21/07). The FY 2007 Library priorities, as adopted by the Board at the May 10, 2006, special meeting, are reflected in May 17, 2006 Agenda packet. The board discussed possible priorities for the coming budget cycle.

Board members requested revisions to the format of the expenditure description and additional detail in the following areas: capital improvement plan for the current year and for the FY 2008 budget; material budget; and computers and category of other purchased services.

R07-17 Moved by Trustee Kupfer, seconded by Trustee Lee to cancel the scheduled special meeting on March 14, 2007. Motion passed unanimously.

VI. REPORTS FOR INFORMATION

1. Report from Library employees and unions, discussion of staff issues
 - Voluntary Time Off (VTO) Program (Local 535)
 - Continued Use of Checkpoint (Local 535)
2. Report from Discussion Group on activities and community process for South Branch Library needs
3. Monthly Report, January 2006, from Library Director Donna Corbeil
 - *Library Development:* Berkeley Public Library now a member of the Urban Library Council and will be featured in the next ULC newsletter; need to begin process for appointing new Board Trustees to replace those two Trustees whose terms will be ending this year
 - *Professional Activities:* Berkeley Public Library presence and activities at the January 2007 American Library Association (ALA) mid-year conference; ALA discussion group re: overhaul of the "Planning for Results" strategic planning model; the Innovative Services Public Library Director's Symposium, February 2007; Senator Joe Simitian's \$4 billion library construction bond bill
 - *Programs, Services and Collections:* New Children's Room tapestry unveiling January 10, managed by Elizabeth Overmyer; 5th Annual Public Library Foundation Authors Dinner, and thanks to all who worked on it; Infopeople workshops, "Oil on Water"
 - *Human Resources:* The Library's progress in filling vacant positions

VII. AGENDA BUILDING

Next regular meeting 7:00 p.m., Wednesday, March 21, 2007, South Branch Library, 1901 Russell Street, Berkeley.

Agenda Items:

Budget Workshop

Trustee Powell will work with Trustee Moore and prepare a draft of updated budget priorities for next meeting.

VIII. ADJOURN

R07-17 Moved by Trustee Moore, seconded by Trustee Powell to adjourn the meeting at 9:02 p.m. Motion carried unanimously.



BERKELEY PUBLIC LIBRARY

CONSENT CALENDAR

Date: March 21, 2007

TO: Board of Library Trustees

FROM: Trarie Kottkamp, Library Services Manager

SUBJECT: RECOMMENDED CHANGES TO SERVICE FEES FOR OVERDUE MATERIALS

RECOMMENDATION

The Circulation Policy and Procedures Committee recommends that the Board of Library Trustees change the charges or service fees for overdue materials as follows:

- 1) Reduce the fine for late DVDs or VHS items from \$2.00/day with a cap of \$10.00 to \$1.00/day with a cap of \$10.00.
- 2) Increase the fine for late ILL items from .25/day with a cap of \$5.00 to \$1.00/day with a cap of \$10.00

FISCAL IMPACT

Unknown, since fine revenue is not separated into media format reports or service vs. fine reports.

BACKGROUND

The fee changes would bring fines for materials at Berkeley Public Library into agreement with similar fees at neighboring public libraries.

CURRENT SITUATION AND ITS EFFECTS

- 1) The DVD/VHS \$2.00 day fines cause extensive and often angry comments from patrons to staff. The high fine was established in 1992 when VHS tapes were a new and "exotic" format. At that time, tapes of feature films cost \$70+ and the \$2.00 fine corresponded with fees at commercial video rental stores and neighboring libraries. Now rental stores have low or no fines and the majority of neighboring libraries have a \$1.00/day fine and the average feature DVD costs less than a hardback novel.
- 2) An increasing number of libraries who loan materials though the Interlibrary Loan program are extending very short loan periods to borrowing libraries. As a result last year Berkeley Public Library created a special loan rule for 14/day ILL request items. However, the current fine for these items is .25/day with a \$5.00 cap which offers little



incentive to return the items on time. A \$1.00 day fine with a \$10.00 cap would encourage a prompt return on these items and help ensure that BPL does not lose our ILL borrowing privileges with other libraries.

FUTURE ACTION

Authorization to proceed with the fine changes will result in implementation immediately following approval.

DOCUMENTS ATTACHED

Resolution

CONTACT PERSON

Trarie Kottkamp, Library Services Manager

(510) 981-6124

RESOLUTION NO.: R07-_____

AUTHORIZATION TO CHANGE THE CHARGE OR SERVICE RFEES FOR OVERDUE MATERIALS AND ESTABLISH A SERVICE CHARGE FOR HOLD ITEMS THAT ARE NOT PICKED UP OR CANCELLED BEFORE THE HOLD SHELF PERIOD EXPIRES

BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley as follows:

WHEREAS, the current daily fine at the Berkeley Public Library for DVDs or VHS tapes is \$2.00 while the majority of neighboring libraries and rental stores have a \$1.00 daily fine for materials; and

WHEREAS, the Berkeley Public Library has a current daily fine of \$0.25, with a cap of \$5.00, for 14/day Interlibrary Loan materials which offers little incentive to return items on time; and

WHEREAS, an increase to the fine for Interlibrary Loan materials would encourage a prompt return and ensure the Berkeley Public Library does not lose borrowing privileges from other libraries.

NOW, THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley authorizes the decrease in DVD and VHS fines to \$1.00 per day with a \$10.00 cap.

BE IT FURTHER RESOLVED that the Board of Library Trustees of the City of Berkeley authorizes the increase of fines for Interlibrary Loan materials to \$1.00/day with a \$10.00 cap.



BERKELEY PUBLIC LIBRARY

CONSENT CALENDAR

DATE: March 21, 2007

TO: Board of Library Trustees
FROM: Donna Corbeil, Director of Library Services
SUBJECT: Ratification of FY2006 Expenditures in Excess of \$50,000

RECOMMENDATION

Ratify expenditures made in FY06 by staff to vendors that exceeded the Director's Board authorized purchasing authority of \$50,000 per vendor.

BACKGROUND

The Board of Library Trustees adopted a budget for FY2006 that included expenditures for library material, supplies and equipment. Throughout the FY staff made purchases in accordance with the adopted budget. In some cases purchases were authorized by staff that totaled more than the \$50,000 limit per vendor authorized. Staff should have brought a request to purchase to the Board for individual vendor purchases expected to exceed the Director's authorized limit, this did not occur. The allocation of funds to make purchases in the areas of library materials, supplies, databases, etc was authorized in the adopted budget.

The attachment details the vendors from which purchases were made, the category and type of items purchased and the total above the \$50,000 authorized limit spent with that vendor. Because FY2006 ended without the Board specifically approving these expenditures we are asking the Board to do so now in the interest of a clear public record.

FISCAL IMPACT

The total cost of the expenditures for these vendors is approximately \$803,587. No additional funding is required to pay these vendors. All transactions have been completed.

FUTURE ACTION

No future action is necessary.

DOCUMENTS ATTACHED

Resolution

Attachment A - Purchases Made in Excess of \$50,000 During FY06 Requiring Board Ratification

CONTACT PERSON

Donna Corbeil, Library Director

(510) 981-6195

RESOLUTION NO.: R07-___

RATIFY EXPENDITURES MADE IN FY06 BY STAFF THAT EXCEEDED THE DIRECTOR'S BOARD AUTHORIZED PURCHASING AUTHORITY OF \$50,000 PER VENDOR PER ATTACHMENT A, FOR EQUIPMENT, MATERIALS AND SUPPLIES PURCHASED IN ACCORDANCE WITH THE FISCAL YEAR 2006 ADOPTED BUDGET

BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley as follows:

WHEREAS, the Board of Library Trustees of the City of Berkeley adopted an annual budget for Fiscal Year 2006 that included expenditures for equipment, supplies and library materials; and

WHEREAS, the Board of Library Trustees adopted Resolution R05-67 authorizing the Director of Library Services to enter into purchase orders for materials, supplies and equipment up to \$50,000; and

WHEREAS, the Berkeley Public Library purchased materials and supplies not in accordance with the director's authority;

NOW THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley ratifies the payments to vendors, per Attachment A, for equipment, materials and supplies purchased in accordance with the Fiscal Year 2006 Adopted Budget.

BERKELEY PUBLIC LIBRARY
Purchases Made in Excess of \$50,000 During FY06 Requiring Board Ratification
7/1/05 - 6/30/06

Vendor	Type of Service/Supply	Total FY05 Expenditures
EBSCO Subscription Service (1)	Periodical Subscriptions	\$ 106,003
Baker & Taylor Inc.	Books	\$ 136,668
BWI/Book Wholesalers, Inc.	Books	\$ 133,289
Checkpoint Systems Inc.	Processing supplies	\$ 108,888
Thomson Gale	Online Databases	\$ 78,477
Dell Marketing L.P.	Computers, Printers and related	\$ 70,215
Cody's Books Inc.	Books, periodicals, audio materials	\$ 59,396
Midwest Tape	Audio materials	\$ 56,536
Califa Group	Online Databases	\$ 54,115
		\$ 803,587

Notes:

1) Resolution R05-69 authorized purchases with EBSCO for up to \$80,000. The amount listed is in excess of the original authorization



BERKELEY PUBLIC LIBRARY

CONSENT CALENDAR

Date: March 21, 2007

TO: Board of Library Trustees

FROM: Francisca Goldsmith, Library Services Manager

SUBJECT: AUTHORIZATION TO APPLY FOR THE BIG READ GRANT FOR THE PROGRAM PERIOD OF SEPTEMBER THROUGH DECEMBER 2007

RECOMMENDATION

Adopt the attached resolution authorizing the Library Services Director to apply for The Big Read program grant and to accept the grant if awarded.

INTRODUCTION

The Institute of Museum and Library Services, in partnership with the National Endowment for the Arts, has announced the second deadline for The Big Read program in April 2007.

FISCAL IMPACTS

Grants ranging from \$5,000 - \$20,000 are available to encourage local communities to inspire literary reading through The Big Read program.

BACKGROUND

The purpose of The Big Read is to revitalize the role of literature in American popular culture. In addition to the grant, selected organizations will receive a library of related materials for each community's use to entice readers to join The Big Read, including book discussion guides, publicity spots, and audio components.

CURRENT SITUATION AND ITS EFFECTS

Organizations selected to participate in The Big Read will receive a grant, financial support to attend a national orientation meeting, educational and promotional materials for broad distribution, an organizer's guide for developing and managing Big Read activities, inclusion of the organization and its activities on The Big Read Web site, and the prestige of participating in a highly visible national initiative. The program period will be from September through December 2007. Approximately 120 organizations of varying sizes across the country will be selected in this cycle.



FUTURE ACTION

No future action is necessary.

DOCUMENTS ATTACHED

Resolution

CONTACT PERSON

Francisca Goldsmith, Library Services Manager

(510) 981-6139

RESOLUTION NO.: R07-_____

**AUTHORIZING THE LIBRARY SERVICES DIRECTOR TO APPLY FOR THE BIG
READ GRANT AND TO ACCEPT THE GRANT IF AWARDED**

BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley as follows:

WHEREAS, the Institute of Museum and Library Services, in partnership with the National Endowment for the Arts, has announced the second deadline for The Big Read program; and

WHEREAS, the grants range from \$5,000 to \$20,000 and are available to encourage local communities to inspire literary reading through The Big Read program; and

WHEREAS, approximately 120 organizations of varying sizes across the country will be selected during this cycle.

NOW, THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley hereby authorizes the Director of Library Services to apply for The Big Read program grant.

BE IT FURTHER RESOLVED that the Board of Library Trustees of the City of Berkeley hereby authorizes the Director of Library Services to accept the grant if it is awarded.



BERKELEY PUBLIC LIBRARY

CONSENT CALENDAR

Date: March 21, 2007

TO: Board of Library Trustees

FROM: Donna Corbeil, Director of Library Services

SUBJECT: AUTHORIZATION TO CLOSE THE TOOL LENDING LIBRARY FOR ANNUAL TOOL MAINTENANCE FROM APRIL 16 THROUGH 28, 2007 AND REOPENING ON MAY 1, 2007

RECOMMENDATION

Adopt the attached resolution authorizing the closure of the Tool Lending Library from April 16 through 28, 2007 and reopening on May 1, 2007.

FISCAL IMPACT

This report will have no fiscal impacts.

BACKGROUND

In January 1997, the Board of Library Trustees authorized an annual two-week closure of the Tool Lending Library for maintenance and repairs. The staff members use this time to repair damaged tools, maintain the facility, check the inventory, and get ready for the sharp increase in patronage and tool usage during the spring and summer months.

CURRENT SITUATION AND ITS EFFECTS

It is being requested that the two-week closure occur beginning Monday, April 16th through Saturday, April 28th. The Tool Lending Library will reopen on Tuesday, May 1, 2007. Press releases and flyers will announce the closure of the Tool Lending Library.

FUTURE ACTION

No future action is needed.

DOCUMENTS ATTACHED

Resolution

CONTACT PERSON

Donna Corbeil, Director of Library Services

(510) 981-6195

RESOLUTION NO.: R07-_____

AUTHORIZATION TO CLOSE THE TOOL LENDING LIBRARY FOR ANNUAL TOOL MAINTENANCE FROM APRIL 16 THROUGH 28, 2007 AND REOPENING ON MAY 1, 2007

WHEREAS, in January 1997 the Board of Library Trustees authorized an annual two-week closure of the Tool Lending Library for maintenance and repairs; and

WHEREAS, the closure must take place prior to the busy spring and summer months.

NOW, THEREFORE, BE IT RESOVLED that the Board of Library Trustees of the City of Berkeley authorizes the closure of the Tool Lending Library from April 16 through 28, 2007, with reopening occurring on May 1, 2007.



BERKELEY PUBLIC LIBRARY

CONSENT CALENDAR

March 21, 2007

To: Board of Library Trustees

From: Donna Corbeil, Director of Library Services

Subject: Delegation of Authority to Director of Library Services to appoint the most qualified candidate to the position of Deputy Director of the Berkeley Public Library and to determine an appropriate start date, salary step and otherwise finalize the appointment

RECOMMENDATION

Adopt a resolution delegating to the Director of Library Services the authority to appoint the most qualified candidate to the career position of Deputy Director of the Berkeley Public Library and to determine an appropriate start date, salary step and otherwise finalize the appointment.

BACKGROUND

Pursuant to City Charter Section 30, the Board is vested with the power and authority to appoint, discipline and dismiss employees. Through a resolution the Board may delegate certain additional authority in the hiring process to the Director of Library Services. At the Board of Library Trustees meeting on January 17, 2007, the Trustees adopted a resolution (R07-10) to delegate to the Director of Library Services the authority to appoint employees of the Berkeley Public Library.

CURRENT SITUATION

The Deputy Director position has been vacant since May 12, 2006. It is a priority of the Director and the Board to fill this critical position.

A comprehensive search was conducted with an open application process from February 5, 2007 to March 5, 2007. From the pool of eligible candidates, five (5) have been invited to interview for the Deputy Director of Library Services position. The date for the interviews for the Deputy Director position has been set for Thursday, March 29 and letters of invitation have been sent to the candidates.



The process will include three interview panels: an Executive panel, a Management panel, and a Staff panel. An outside library administrator has been invited to sit on the executive panel. It is desired that two members of the Board of Trustees participate as panelists on the executive panel. A call for participation in the process has been sent out to staff. In addition to the interview panels, a tour and informal meet-and-greet with staff have been included. References for the top candidate(s) will be called following the interviews.

Authorizing the Director to appoint the most qualified candidate will ensure the most qualified candidate is appointed in as timely a manner as possible. The selected candidate will be introduced to the Board at the April 18, 2007 meeting, conditional on the candidate's availability and completion of the hiring process.

FISCAL IMPACT

The Library has included the Deputy Director of Library Services position in the FY07 budget and the FY08 & FY09 baseline budgets. Adequate funds are available to hire staff within the approved salary range.

FUTURE ACTION

No future action is needed at this time.

DOCUMENTS ATTACHED

Resolution

RESOLUTION NO.: R07-_____

DELEGATE TO THE DIRECTOR OF LIBRARY SERVICES THE AUTHORITY TO APPOINT THE MOST QUALIFIED CANDIDATE TO THE POSITION OF DEPUTY DIRECTOR OF LIBRARY SERVICES FOR THE BERKELEY PUBLIC LIBRARY AND TO DETERMINE AN APPROPRIATE START DATE, SALARY STEP AND OTHERWISE FINALIZE THE APPOINTMENT

WHEREAS, the Board of Library Trustees adopted a resolution on January 17, 2007, delegating the day-to-day operations of the Berkeley Public Library to the Director of Library Services; and

WHEREAS, the Deputy Director of Library Services position has been vacant since May 12, 2006; and

WHEREAS, the position is funded in the FY2007 Adopted Budget, and the FY2008 and FY2009 Proposed Budgets.

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to delegate to the Director of Library Services the authority to appoint the most qualified candidate to the career position of Deputy Director of Library Services for the Berkeley Public Library and to determine an appropriate start date, salary step and otherwise finalize the appointment.



BERKELEY PUBLIC LIBRARY

DISCUSSION CALENDAR

Date: March 21, 2007

TO: Board of Library Trustees

FROM: Darryl Moore, Trustee
Terry Powell, Trustee

SUBJECT: PROPOSED BERKELEY PUBLIC LIBRARY BUDGET PRIORITIES FOR FY2008

RECOMMENDATION

Accept the proposed budget priorities for FY2008.

FISCAL IMPACT

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

BACKGROUND

At the May 10, 2006 Board of Library Trustees meeting, the following budget priorities were approved for FY2007:

- A. Add in the positions recommended by the Shelving Task Force.
- B. Increase hours at Central by two (2) hours per week and four (4) hours per week at each Branch.
- C. Conduct a study of the needs for the South Branch, including the possibility of partnering with the Ed Roberts Campus project.
- D. Implement Wifi services at all branches, including Central.
- E. Investigate the cost of creating bookmobile services for Southwest Berkeley, including a request to the Berkeley Public Library Foundation for the purchase of the vehicle.

CURRENT SITUATION AND ITS EFFECTS

After review and discussion, it is recommended that the Berkeley Public Library continue these priorities as follows, each point coinciding with the list above:

- A. Completed.



- B. Continue to pursue restoring hours of service at the Branches.
- C. Continue to pursue the potential of moving South Branch to the Ed Roberts Campus.
- D. Continue to pursue the implementation of WiFi at all branches, including Central.
- E. Continue to identify and meet the needs of Southwest Berkeley, with a bookmobile or other collaborative action.

It is also recommended to make the following addition:

- F. Add, as recommended by the Library Director, two planning studies for services and facilities, including community engagement.

FUTURE ACTION

Approval of the recommendations will result in a change in the FY2008 Library budget.

CONTACT PERSON

Darryl Moore, Board of Library Trustee

Terry Powell, Board of Library Trustee



BERKELEY PUBLIC LIBRARY

DISCUSSION CALENDAR

Date: March 21, 2007

TO: Board of Library Trustees

FROM: Donna Corbeil, Director of Library Services

SUBJECT: BUDGET WORKSHOP IN PREPARATION FOR DEVELOPMENT OF THE FY08 AND FY09 LIBRARY BUDGET

FISCAL IMPACT

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

BACKGROUND

This report is a continuation of the Budget Workshop begun last meeting and will present information for discussion of personnel related expenditures and costs and requests to Friends of the Library.

The following information is included as follow-up to last month's Board discussion on non-personnel expenses:

- Reformatted Y-T-D Expenditure Detail: FY 07 (2/9/07) and Expenditure Category Descriptions; [Tab 2 Financial Reports]
- Organizational charts enhanced with a brief narrative description of each unit or section to include information on its functions; [Tab 7 Organizational Charts]
- IT Budget Worksheet which details annual support and maintenance contracts, software and hardware purchases and one time projects are listed; [Informational Item]
- Capital Improvement projects (CIP) and maintenance worksheet; [Tab 2 Financial Reports]
- Report on Collection Development which gives recommendations related to the material budget and details related to planning for and purchasing [Informational Report]

CURRENT SITUATION AND ITS EFFECTS

Library operating expenditures in the Personnel category for FY 2008 assume the FY07 baseline with some minor modifications to correct changes previously adopted. A *FY2008 Position Summary by Classification* is included in the BPL FY08 & 09 Budget binder, Tab 6 Staffing Reports. The number of positions declined slightly in FY2005 and FY 2006 with 6.0 FTE added in FY 2007. Though staffing levels have remained fairly stable expenditures in this category have increased.



The following assumptions included in the City Manager's Office of Budget and Fiscal Management, *FY2008 & FY2009 Biennial Budget: Budget Development Guidelines and Instructions* (12/15/06) will be helpful in developing the library's personnel budget. Fringe benefit rates are automatically calculated and adjusted through the Payroll Budget Module.

- A Cost of Living Adjustment (COLA) of 4.8% will occur in FY 2008.
- The above budget guidelines indicate rate increases as follows: Kaiser up 20% per calendar; Health Net up 13.33% for 2007 and 20% for the following two years; dental rates up 4.35% in FY 2008 and 10% increase in FY2009.
- The good news is the California Public Employees Retirement System (Cal PERS) rates have stabilized.

Hourly Employees and Intermittent Budget

This category is a misnomer since it includes both regularly scheduled employees and extra help staff which are called for coverage. The City's payroll and accounting system defines hourly employees as all employees that work less than .50 FTE. This category also includes temporary employees and employees that work as needed or intermittently. The Library has 19.31 FTE Library Aides in the adopted FY07 budget. In FY2007, 2.245 FTE Library Aides were added to the baseline budget per the Board's direction based on the May 10, 2006 Informational Item, Shelving Task Force Report. Library Aides that work less than 20 hours per week are not considered career employees by the City's financial systems and therefore are tracked in the hourly employee category/Intermittent.

In FY07 the Library's baseline budget there are 14 Library Aides (20 hour per week or greater) that are considered career employees by the City. There are 32 Library Aide 15 hour per week in the baseline FY07 budget. The allocation for these positions, at an average of \$13,783 annually totals \$441,056 in the intermittent budget. Between July 1, 2006 and January 31, 2007, the Library expended \$91,961 to employ staff on the intermittent list to cover a varied of situations, including Sunday staffing. The majority of the Intermittent Budget is used for regularly scheduled employees, the % left for extra help is not adequate to fully meet the Library's needs.

Coverage

The Intermittent List includes the following classifications: Library Assistant, Library Specialist I, Library Specialist II and Librarian. These employees are critical to library operations. They come in on short notice to fill in for sick employees and cover many of the hours of service on Sundays at Central.

On occasion the library asks part-time (less than 40 hours per week) employees to work additional hours. When this occurs the additional hours are charged to the accounting category Overtime and Additional Hours.

Factors that affect intermittent budget fluctuations are: vacation usage, sick leave usage, the vacancy rate and Sunday staffing at Central. The latter requires the regular use of intermittent staff and a 10% differential for career staff working on Sunday. The Library carries a high rate of encumbered leave for vacation and other types of leave due to the longevity of Library staff. The total for FY07 for the 129.33 filled positions is 483 weeks of vacation or 14,029 hours of



vacation. This is equal to 6.74 FTE. In addition, at the time of this report there were approximately 13 vacancies.

In the side letter agreement between the City and SEIU, Locals 535 and 790, it was agreed that effective July 3, 2005 until June 28, 2008 that the City will not be required to cash out any accrued vacation leave in excess of 320 hours. The city is requiring employees to take their earned vacation leave and for departments to enforce the mandate.

The effect of these cumulative factors is a need for a healthy budget to backfill critical public service hours with intermittent and regular staff working additional hours.

Revenue

Library services are funded almost exclusively by the Library Tax (Library Relief Act of 1980), accounting for 95% of revenues in FY07. [Tab 2 Financial Reports] The Library Tax Rate is indexed to the greater of the cost of living in the immediate San Francisco Bay area or per capita personal income growth in California. In FY06 the tax rate was adjusted by an increase of 5.26%, in FY07 it was increased by 3.96%, the increase in the per capita personal income growth in California. Once the rates are available for FY08 the Library can better estimate the most fiscally sound option.

Proposed revenues at this time for FY 2008 total \$13,408,765 with the Library Tax accounting for \$13,140,765 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 salary savings accrued are expected to contribute positively to the fund balance. The actual revenue that will be available in FY08 & FY09 is not known at this time.

In FY 2009 negotiations with the major labor unions will occur, COLAs will be negotiated at that time. The city's budget development guidelines assume a 0% COLA in 2009, though some departments are using 3% as a place saver. A 4% Tax rate increase in FY08 and FY09 will contribute increased revenues. Ideally, future increases in revenue will be in pace with the cost of personnel increases.

Budget Reconciliation

At the beginning of each budget development cycle the Library has an opportunity to make changes to the baseline personnel budget. In transmitting these changes to the City's accounting system errors may occur. The result is the baseline does not accurately reflect the actual position allocations. The following recommendations are an attempt to correct errors in the baseline, or reconcile the City's accounting system with the actual FTE.

The FY07 baseline budget included positions that were previously discussed and slated for substitution, deletion or addition. In the proposed FY08 baseline position reconciliation is assumed. These changes are [Tab 4 Personnel Budget Modifications]:

- #1 Remove two Library Assistant positions in Central children's inadvertently added
- #2 Replace one Librarian position with Supervising Librarian in FY 07
- #3 Replace one .375 Library Aide position at North with .50 Aide
- #4 Add .50 FTE Landscape Gardner position, in FY07 but not baseline FY08



#5 Replace one .375 Library Aide at Claremont with .50 Aide

Preliminary Budget Recommendations

In developing the budget for FY08 and FY09 Library staff from all divisions and units were consulted. The attached Proposed Budget Modifications [Tab 4 Proposed Expenditure Revisions] detail all budget change proposals identified at this point.

We are recommending a limited number of minor changes that will not negatively impact any filled position. In addition to adopting personnel budget modifications 1 - 5 detailed above the Library recommends that personnel modifications 6 - 9 (Library tax) and personnel modifications (all other funds) 10-12 be adopted. In the area of Non-Personnel Budget Modifications (Library tax) we are recommending 1 - 6 be adopted. Capital improvement projects planned and/or completed in FY07 and proposed for FY08 and FY09 are included on the attached chart.

While all of the suggestions have merit the Library will not be able to act on all of those requiring additional revenue. The detailed list captures the scope of programmatic and operational needs identified by staff. Further modifications may be considered at future meetings once revenues projections are finalized.

Friends and Foundation Grant Requests

Grants from the Library Foundation and the Friends of the Library supplement the library budget. They are specific allocations given to support specific projects, such as the Summer Reading Program. Staff has prepared detailed requests for submission to the friends of the Library, a summary sheet of these amounts is included in Tab 4. Grants from other outside agencies are also project specific and can not be reallocated to support ongoing operations or general library needs. These funds are greatly appreciated and contribute to the Library's total budget revenues in the awarded fiscal year.

FUTURE ACTION

At the April 18, 2007 Board meeting the Library will bring for final recommendations for discussion based on Budget Workshop discussions, the Board's adopted budget priorities and Library revenue projects.

CONTACT PERSON

Donna Corbeil, Director of Library Services

(510) 981-6195

BERKELEY PUBLIC LIBRARY
Y-T-D Expenditure Details for All Funds: FY07
as of 3/9/07

	Adopted Budget	Adjusted Budget	Y-T-D Actuals	Balance	% Expended	Target
<u>Salaries & Benefits</u>						
Salaried Employees	6,849,347	6,849,347	3,643,054	3,206,293	53.2%	
Hourly Employees	544,886	544,886	438,630	106,256	80.5%	
OT and Additional Hours	4,366	4,366	100,461	(96,095)	2301.0%	
Misc. Wage Payments	-	-	12,108	(12,108)		
Benefits	3,891,623	3,891,623	2,040,079	1,851,544	52.4%	
Target Salary Savings	(195,542)	(195,542)	-	(195,542)		
	<u>11,094,680</u>	<u>11,094,680</u>	<u>6,234,332</u>	<u>4,860,348</u>	<u>56.2%</u>	<u>69.5%</u>
<u>Prof./Tech. Services</u>						
Temporary Agency Services	5,000	12,500	7,426	5,074	59.4%	
Critical Solutions	5,688	5,688	-	5,688	0.0%	
Dubberly Garcia	-	22,000	21,103	897	95.9%	
Elisa Klevin (tapestry)	6,500	6,500	6,500	-	100.0%	
E.S.B. Management	-	2,840	2,840	-	100.0%	
Hatchuel Tabernik & Assoc.	-	24,952	24,952	-	100.0%	
Innovative Interfaces Inc	86,100	86,100	81,894	4,206	95.1%	
OCLC	25,000	30,000	20,422	9,578	68.1%	
Peninsula Library Systems	-	4,000	4,000	-	100.0%	
Securitas Security Services	70,000	94,213	52,647	41,566	55.9%	
Unique Management	25,000	8,000	4,967	3,033	62.1%	
Misc. Prof/Tech Services	97,112	160,130	21,902	138,228	13.7%	
	<u>320,400</u>	<u>456,923</u>	<u>248,653</u>	<u>208,270</u>	<u>54.4%</u>	<u>66.7%</u>
<u>Bldg/Maint. Services</u>						
Agnitsch Electric Co.	8,000	8,000	7,593	407	94.9%	
Bay Alarm	5,000	5,000	4,874	126	97.5%	
Marina Mechanical	20,114	21,000	19,059	1,941	90.8%	
Orkin Exterminators	15,000	20,000	1,480	18,520	7.4%	
Simplex Grinnel Fire Systems	5,000	5,000	3,725	1,275	74.5%	
Thyssen Krupp Elevators	14,000	14,000	13,469	531	96.2%	
US Alarm System	12,268	12,268	-	12,268	0.0%	
Misc. Bldg/Maint. Services	114,222	107,050	4,750	102,300	4.4%	
	<u>193,604</u>	<u>192,318</u>	<u>54,950</u>	<u>137,368</u>	<u>28.6%</u>	<u>66.7%</u>
<u>Field Equipment Maintenance</u>						
Checkpoint Maint. Contract	-	35,000	-	35,000	0.0%	
BMI Imaging Systems	-	6,500	1,280	5,220	19.7%	
Misc. Equip. Maint. Services	110,091	13,611	2,695	10,916	19.8%	
	<u>110,091</u>	<u>55,111</u>	<u>3,975</u>	<u>51,136</u>	<u>7.2%</u>	<u>66.7%</u>
Grants/Gov. Payments	-	-	2,755	(2,755)		66.7%
<u>Utilities</u>						
Telephones	63,282	105,182	54,488	50,694	51.8%	
Water	18,812	18,812	9,723	9,089	51.7%	
Gas/Electricity	249,000	257,141	155,742	101,399	60.6%	

BERKELEY PUBLIC LIBRARY
Y-T-D Expenditure Details for All Funds: FY07
as of 3/9/07

Refuse	34,251	24,251	12,406	11,845	51.2%	
	<u>365,345</u>	<u>405,386</u>	<u>232,359</u>	<u>173,027</u>	<u>57.3%</u>	66.7%
<u>Purchased Services</u>						
Prof. Dues & Fees	17,970	690	890	(200)	129.0%	
American Libraries Assoc.	2,000	2,000	1,910	90	95.5%	
Bay Area Library Info System	18,000	18,000	17,793	207	98.9%	
California Library Assoc.	1,200	1,200	1,200	-	100.0%	
Urban Libraries Council	-	7,500	7,500	-	100.0%	
Printing & Binding	25,850	21,023	15,938	5,085	75.8%	
Training	41,684	57,582	25,788	31,794	44.8%	
Local Transportation	6,460	6,460	2,339	4,121	36.2%	
Advertising	6,544	10,498	5,351	5,147	51.0%	
Misc. Purchased Services	37,000	2,015	215	1,800	10.7%	
	<u>156,708</u>	<u>126,968</u>	<u>78,924</u>	<u>48,044</u>	<u>62.2%</u>	66.7%
<u>Rentals</u>						
Rental of Land/Buildings	7,090	6,585	3,264	3,321	49.6%	
Rental of Equip/Vehicles	2,200	4,700	1,779	2,921	37.9%	
Rental of Office Equip/Furnitu	11,000	18,219	8,565	9,654	47.0%	
Lease of Software License	-	-	100	(100)		
	<u>20,290</u>	<u>29,504</u>	<u>13,708</u>	<u>15,796</u>	<u>46.5%</u>	66.7%
Mail/Delivery Services	8,175	26,275	11,710	14,565	44.6%	66.7%
<u>Materials & Supplies</u>						
Misc. Office Supplies	53,900	22,272	590	21,682	2.6%	
Coast to Coast Computer	8,000	8,000	5,090	2,910	63.6%	
Office Depot	25,000	30,000	17,157	12,843	57.2%	
Brodart	8,000	8,000	4,516	3,484	56.5%	
CDW Government	6,000	6,000	4,594	1,406	76.6%	
Checkpoint Systems Inc.	45,000	60,000	39,193	20,807	65.3%	
DEMCO	8,000	8,000	5,628	2,372	70.4%	
Gaylord Brothers	5,000	5,000	2,894	2,106	57.9%	
Universal Bldg. Supplies	10,000	15,000	9,245	5,755	61.6%	
Misc. Field Supplies	169,313	201,358	47,443	153,915	23.6%	
Food	14,000	15,800	7,443	8,357	47.1%	
Library Materials	1,318,121	1,231,022	544,485	686,537	44.2%	
Misc. Supplies	45,400	121,026	20,222	100,804	16.7%	
	<u>1,715,734</u>	<u>1,731,478</u>	<u>708,500</u>	<u>1,022,978</u>	<u>40.9%</u>	66.7%
Janitorial Services	130,000	155,525	90,949	64,576	58.5%	66.7%
Capital Projects	140,000	140,000	22,057	117,943	15.8%	66.7%

BERKELEY PUBLIC LIBRARY
Y-T-D Expenditure Details for All Funds: FY07
as of 3/9/07

<u>Property</u>						
Machinery & Equipment	-	48,714	45,132	3,582	92.6%	
Furniture & Fixtures	15,021	42,531	10,914	31,617	25.7%	
Computers/Printers/Software	100,000	233,541	116,205	117,336	49.8%	
	<u>115,021</u>	<u>324,786</u>	<u>172,251</u>	<u>152,535</u>	<u>53.0%</u>	66.7%
<u>Non-Capitalized Property</u>						
Small Equipment	5,000	27,221	4,480	22,741	16.5%	
Furniture & Fixtures	-	9,666	1,979	7,687	20.5%	
Computers/Printers/Software	-	40,000	7,848	32,152	19.6%	
	<u>5,000</u>	<u>76,887</u>	<u>14,307</u>	<u>62,580</u>	<u>18.6%</u>	66.7%
Internal Services	4,012	4,012	4,070	(58)	101.4%	66.7%
Interfund Transfers	50,822	50,822	33,888	16,934	66.7%	66.7%
RFID Loan Repayment	119,337	127,280	83,544	43,736	65.6%	
	<u>3,454,539</u>	<u>3,903,275</u>	<u>1,776,600</u>	<u>2,126,675</u>	<u>45.5%</u>	66.7%
Total Expenditures	14,549,219	14,997,955	8,010,932	6,987,023	53.4%	

Note: Year-to-Date does not include encumbrances.

BERKELEY PUBLIC LIBRARY

Organizational Chart Narrative

Administration

The Administrative Division is responsible for processing all budgeting, payroll, accounts payable/accounts receivable, purchasing, contracts and grant management and other Library-wide administrative functions. In addition, the Library has its own Human Resources position, which is responsible for all personnel functions normally performed by the City's Human Resources Department.

Facilities Management

This unit is responsible for performing all maintenance work on the Central Library and four branch sites. Whatever maintenance work is outside the scope of the knowledge, expertise or job description of the staff is procured with outside vendors.

Information Technology

The Library's Information Technology Division is responsible for managing and maintaining the Berkeley Public Library's network and computing infrastructure at all five Library locations. This includes the installation, configuration, management and maintenance of all network hardware and software, file servers, staff and public computers and printers, end-user applications, the Library's public Web and staff Intranet sites, the online Public Access Catalog, and the online public computer reservation system. Additionally, the Division operates a staff technical support Help Desk, staffed M-Sat, 9-6 PM; provides staff training and documentation, and provides some direct public support via e-mail inquiries.

Circulation Services

Circulation Services is responsible for checking out and in all library materials at Central and re-shelving materials for the 1st through 3rd floors of Central, including periodicals and newspapers. They handle the Library materials fine and fee collections for the Central Library. They search for and prepare all Central hold requests, including the thousands of Interlibrary Loan and LINK+ requests received monthly for the system. They check in newspapers for Central & process them for public use. They handle most mail sent out of the library, including thousands of overdue or hold notices sent by e-mail, telephone or postal service every week. They also do "mail runs" to the US Post Office or City Hall. Circulation Services also staffs the intersystem delivery service.

Children's Services

The Children's Services staff provides direct public service through collection development, reference, readers advisory, programs and outreach services to children through 13 years of age/ Grade 8 and adults working with this age group. Each branch location has one full-time children's Librarian I/II. The Central Library Children's Services division provides direct service to patrons using the resources of the Central Children's Library and coordinating such system wide activities as the summer reading program, the materials review and collection process, and training opportunities for children's staff. In addition, the children's staff at all locations represents the needs of children in discussions on the development of library policies and procedures.

Reference

The Reference Division provides collections, services, and programs to fulfill the information and research needs of the public through in-person, telephone, online chat, postal mail, and email modes of communication. The division maintains: the Berkeley Information Network community organizations file and service; the Berkeley History Room collection, including the Library Archives; the Reference Room collection, including the Business Reference section; and the Reference Storage area, including the old “Ref Cal” collection.

Literacy

Direct-client services are provided at the West Branch, in addition to outreach service being provided at local community agencies, by staff and over 100 volunteer tutors to an average of 200 adult and family literacy students.

Teen Services

Staff comprises Librarian I/II's who provide direct service through collection building, programs planning, outreach, and reference desk help to community members ages 14-18 and those who work with young people of this age. Librarians work at both the Central Library and each of the branches. Additional staff is composed of 5 high school students, each working 8-10 hours a week.

Special Services

The Library Special Services Coordinator performs various public relations duties, coordinates various special programs and assists the Director and Deputy Director with various projects (i.e., Ed Roberts Campus project). A part-time Library Specialist II position acts as the Volunteer Coordinator for volunteers at all Library sites. Outreach Services provides delivery of library materials to Berkeley residents who cannot leave their homes, due to age or infirmity, to come to the library. Staff provides reader's advisory service, first level reference service, pickup and delivery of circulating materials, both to group facilities and private homes.

Collection Management

Staff oversees the development and maintenance of library materials and information resources, including budget allocation, selection assignments to all professional staff, overview of maintenance provided through extra copy programs, repair, weeding, and replacement, and shaping of collections and spaces for maximum access by users.

Technical Services

Technical Services is responsible for ordering and receiving all new library materials, including related funding report preparation. All items are cataloged and entered in the online public catalog and physically processed for public use. Staff withdraws Central adult/teen items selected by Collection Development staff and maintains the accuracy and compliance with international cataloging standards of the public catalog. The Division is also responsible for mending adult items and preparation for offsite binding of all system items.

**Berkeley Public Library
Capital Improvements**

Project Name	FY07	FY08	FY09
Central Library Duct Work	\$ 15,000		
Claremont Branch Roof	\$ 28,530		
Claremont HVAC System			\$ 50,000
North Branch Carpeting		\$ 22,000	
North Branch Restroom	\$ 10,000		
North Branch Roof (partial)	\$ 9,000		
South Branch Carpeting	\$ 6,000		
South Branch Restroom		\$ 8,000	
West Branch Carpeting	\$ 20,000		
West Branch Roof	\$ 10,000	\$ 20,000	
	\$ 98,530	\$ 50,000	\$ 50,000

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

	FY 2006 ACTUALS	FY 2007 ADOPTED	FY 2007 ADJUSTED	FY 2007 ACTUALS	FY 2007 PROJECTED	FY 2008 PROPOSED	FY 2009 PROPOSED	FY 2010 PROJECTED	FY 2011 PROJECTED
Beginning Fund Balance	1,747,407	1,508,735	1,508,735	1,508,735	1,508,735	1,366,284	415,848	-105,442	-88,683
Revenues									
Library Tax	\$12,167,897	12,650,325	12,650,325	6,521,174	\$12,635,351	13,140,765	13,666,396	14,213,051	14,781,574
Grants	-1,400	0	73,500	74,000	74,000	0	0	0	0
Fines/Fees	272,069	260,000	260,000	171,832	257,748	260,000	260,000	260,000	260,000
Donations/Private	10,927	0	0	6,038	9,057	8,000	8,000	8,000	8,000
Miscellaneous Revenues	683	2,000	2,000	0	0				
TOTAL REVENUE:	\$12,450,176	\$12,912,325	\$12,985,825	\$6,773,044	\$12,976,156	\$13,408,765	\$13,934,396	\$14,481,051	\$15,049,574
Expenditures									
Operations									
Personnel	9,786,811	10,971,098	10,989,016	6,130,634	10,000,005	11,410,606	11,511,666	11,511,666	11,511,666
Non-Personnel	1,527,336	1,598,959	1,722,109	861,593	1,637,861	1,670,539	1,665,539	1,725,539	1,725,539
Library Materials	1,057,158	977,121	977,457	449,026	977,457	1,007,121	1,007,121	1,007,121	1,007,121
RFID Loan Repayment	111,392	119,337	127,280	83,544	111,392	111,392	111,392		
Computer & Software Purchase	141,427	100,000	227,541	116,205	227,541	90,000	90,000	100,000	100,000
CIP	0	100,000	100,000	22,057	100,000	50,000	50,000	100,000	100,000
Subtotal:	12,624,124	13,866,515	14,143,403	7,663,059	13,054,256	14,339,658	14,435,718	14,444,326	14,444,326
Charges From Other Depts									
Subtotal:	64,724	68,740	68,740	41,730	64,352	19,543	19,967	19,967	19,967
TOTAL EXPENDITURES:	\$12,688,848	\$13,935,255	\$14,212,143	\$7,704,789	\$13,118,607	\$14,359,201	\$14,455,685	\$14,464,293	\$14,464,293
Projected Surplus/(Shortfall) {Rev - Exp}	\$ (238,672)	\$(1,022,930)	\$(1,226,318)	\$ (931,745)	\$ (142,451)	\$ (950,436)	\$ (521,289)	\$ 16,758	585,281
GROSS FUND BALANCE {Bal + Rev - Exp}	\$ 1,508,735	\$ 485,805	\$ 282,417	\$ 576,990	\$ 1,366,284	\$ 415,848	\$ (105,442)	\$ (88,683)	\$ 496,597
Budget Recommendations						\$ (68,778)	\$ (73,778)	\$ (73,778)	\$ (73,778)
Revised Gross Fund Balance {Gross Fund Balance - Budget Recommendations and Adjustments}	\$ 1,508,735	\$ 485,805	\$ 282,417	\$ 576,990	\$ 1,366,284	\$ 484,626	\$ 37,114	\$ 127,651	\$ 786,709
Annual Committed Reserve (1% of annual Tax Revenue)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 131,408	\$ 136,664	\$ 142,131	\$ 147,816
Uncommitted Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 353,218	\$ (99,550)	\$ (14,480)	\$ 638,893

Assumptions:

Tax Rate Increase: 4% FY08 forward

COLA: 4.8% FY08; 0% FY09 forward (pending contract negotiations)

Personnel Budget Modifications

Proposed Budget Modifications		Division or Unit	Impacts	F/V/H	FY08 FTE	FY08 Amount	FY09 FTE	FY09 Amount
LIBRARY TAX FUND								
1	Eliminate two Library Assistant positions (1.00, .85 FTE)	Children's Services	Positions were supposed to be eliminated in the FY07 budget	V	(1.85)	\$ (116,335)	(1.85)	\$ (116,335)
2	Eliminate 1.00 FTE Librarian position	Reference	Substituted for Supervising Librarian, which is already in the budget	F	(1.00)	\$ (112,805)	(1.00)	\$ (112,805)
3	Eliminate .375 FTE Library Aide positions	North	One .50 FTE Library Aide positions was added to the baseline as substitute	V	0.375	\$ (13,783)	0.375	\$ (13,783)
4	Add Landscape Gardener	Facilities	Allow Building Maintenance Mechanics to focus on facilities maintenance		0.50	\$ 47,887	0.50	\$ 47,887
5	Eliminate .375 FTE Library Aide positions	Claremont	One .50 FTE Library Aide positions was added to the baseline as substitute	F	0.375	\$ (13,783)	0.375	\$ (13,783)
6	Reclassify Library Specialist I to Library Specialist II	Special Services	Position performs outreach work with high levels of independence			\$ 5,068		\$ 5,068
7	Add .50 Library Specialist II	Special Services	Volunteer Coordinator was incorrectly eliminated from the baseline staffing		0.50	\$ 39,366	0.50	\$ 39,366
8	Add three .20 FTE Youth Enrollee positions @ Central	Teen Services	Expand popular and successful teen employment program		0.60	\$ 10,608	0.60	\$ 10,608
9	Increase Hourly Staff line item for intermittent staffing	various	See 3/21/07 Budget Memorandum			\$ 30,000		\$ 30,000
Total Library Tax Fund					(0.50)	\$ (123,778)	(0.50)	\$ (123,778)

*F=Filled position; V=Vacant position; H=Hourly position

ALL OTHER FUNDS								
10	Increase Direct and Inter-Library Loans revenue	Circulation Services	Revenue from the DL and ILL programs has increased; revenue to offset increased delivery and mailing costs			\$ (60,000)		\$ (60,000)
11	Add .75 Central Services Aide	Circulation Services	Provide delivery services on Saturday and second delivery Tuesday - Friday		0.75	\$ 53,917		\$ 53,917
12	Add project-funded .50 Library Assistant	Literacy	Position is recruited from graduated Literacy students and is a Literacy Student Advocate; position will be funded by existing State grant		0.50	\$ 37,368		\$ 37,368
Total All Other Funds					1.25	\$ 31,285	\$ -	\$ 31,285

Personnel Budget Modifications

Proposed Budget Modifications	Division or Unit	Impacts	F/V/H	FY08 FTE	FY08 Amount	FY09 FTE	FY09 Amount
Items not recommended at this time							
13 Add .50 FTE Library Assistant position	Claremont	Replace Library Aides positions with Library Assistant. Library Aide classification is too restrictive; Assistant position can perform all Aide duties as well as work at the Circulation Desk		0.50	\$ 37,368	0.50	\$ 37,368
14 Eliminate one .375 FTE Library Aide positions	Claremont		F	0.375	\$ (13,783)	0.375	\$ (13,783)
15 Add .50 FTE Library assistant	West	new position to help cover desk, do projects, library cards, etc.		0.50	\$ 37,368	0.50	\$ 37,368
16 Add .50 Librarian I/II	Reference	Local History Room		0.50	\$ 43,099	0.50	\$ 43,099
17 Add .50 FTE Library assistant	Art & Music	Position will provide needed program assistance and cataloging assistance and will allow Librarians and Specialists to plan more programs and trainings		0.50	\$ 37,368	0.50	\$ 37,368
18 Add .50 Librarian I/II	North	North branch has many middle school students in its neighborhood (King middle school is the largest middle school in Berkeley) and needs additional staffing to help with middle school to provide quality programming and assistance to the existing children's librarian.		0.50	\$ 43,099	0.50	\$ 43,099
Library Tax Fund				2.875	184,517	2.875	\$ 184,517

Non-Personnel Budget Modifications

Proposed Budget Modifications		Division or Unit	Impacts	FY08 Amount	FY09 Amount
LIBRARY TAX FUND					
1	Public Printer/Copier Contract (one-time expense)	Circulation Services	Anticipate that most of the cost will be born through associated revenue, but there might be start-up costs.	\$ 5,000	\$ -
2	Wireless equipment (one-time expense)	Central and Branches	Purchase and install wireless equipment at all sites	\$ 25,000	\$ -
3	Network upgrade (one-time expense)	All Branches	Purchase and install network hardware to upgrade branches	\$ 35,000	\$ -
4	Increase materials budget for Tool Lending Library	South	Materials budget has been restricted by fees & fines revenue, which is no longer sufficient to support the replacement and repair of materials	\$ 5,000	\$ 5,000
5	Increase fines & fees for Tool Lending Library	South	While other fines and fees have been increased, the TLL fines & fees have had no increases in 5 years; increased revenue will offset increase in materials cost	\$ (5,000)	\$ (5,000)
6	Increase materials budget	Collection Management	Materials continue to increase in cost, which means the Library cannot afford to replace missing and worn items	\$ 50,000	\$ 50,000
Total All Library Tax Fund				\$ 115,000	\$ 50,000

Items not recommended at this time

7	Replace information desks (one-time expense)	All Branches	Current desks do not meet ergonomic standards. Will purchase hydraulic lift desks	\$ 15,000	\$ -
8	Hire consultant to create and design annual report (one-time expense)	Administration	To better publicize Berkeley Public Library activities	\$ 8,000	\$ -
9	Hire consultant to conduct space planning evaluation of branches (one-time expense)	Administration	To find ways to better utilize the limited space at the branches	\$ 5,000	\$ -
10	Part-Time Security Guard - Roving	Branches	Be a security presence during high traffic hours at the Branches	\$ 50,000	\$ 50,000
11	Hire a consultant to conduct a Facilities Master Plan (one-time expense)	Facilities	Identify key areas of capital improvements and establish a planned deferred maintenance program	\$ 50,000	\$ -
12	Additional increase in materials budget	Collection Management	Materials continue to increase in cost, which means the Library can afford fewer materials unless we increase the	\$ 50,000	\$ 50,000
13	Purchase vehicle for outreach delivery service	Special Services	The employee currently uses personal vehicle and is reimbursed at the IRS approved rate	\$ 12,000	\$ 12,000
Library Tax Fund				\$ 190,000	\$ 112,000

**Friends of the Berkeley Public Library
FY08 Grant Request**

Period: 7/1/07 - 6/30/08

Division/Program	Total	Expenditure Categories		
		SALARIES & BENEFITS	SERVICES & CONTRACTS	SUPPLIES
West Branch Programs	\$ 600		\$ 300	\$ 300
Central Reference Programs	\$ 8,300	\$ -	\$ 5,050	\$ 3,250
Berkeley Information Network (BIN)	\$ 400	\$ -	\$ 400	\$ -
Community Relations Programs	\$ 3,750	\$ -	\$ 3,750	\$ -
Claremont Non-Fiction Book Club	\$ 2,000	\$ 500	\$ 500	\$ 1,000
Berkeley READS	\$ 3,600	\$ -	\$ -	\$ 3,600
Teen Services Programs	\$ 6,700	\$ -	\$ 1,500	\$ 5,200
Collection Management & Promotion	\$ 19,800	\$ -	\$ 4,000	\$ 15,800
Children's Programs	\$ 33,425	\$ 500	\$ 23,500	\$ 9,425
South Branch Children's Area Furniture replacement	\$ 2,615	\$ -	\$ -	\$ 2,615
North Branch Book Club	\$ 2,800	\$ -	\$ -	\$ 2,800
Volunteer Program	\$ 1,350	\$ -	\$ -	\$ 1,350
Central Art & Music	\$ 17,848	\$ 5,238	\$ 5,850	\$ 6,760
Total Grant Request	\$ 103,188	\$ 6,238	\$ 44,850	\$ 52,100

Date: March 21, 2007
To: Board of Library Trustees
From: Lisa Hesselgesser, Union 535
Subject: CHECKPOINT EQUIPMENT REPORT

This report is in response to the Board's request for documentation of the flaws in the Library's Checkpoint RFID-related equipment. Attached are other statements made to this Board in the past, by staff and the Union, in regards to the implementation of RFID technology. There was also considerable information that came from the public at the RFID forum held in August 2005.

According to Checkpoint's press releases and website, the Library's RFID system should be performing the following tasks in a cost effective manner: reducing labor-intensive tasks, improving inventory control, and improving the self-check process for patrons.

This report will focus on these four key points of Checkpoint's testimony: Cost efficiency, ergonomics, inventory control and improved self-check.

Cost

- Barcodes thus far (almost three years since implementation) have not been replaced by RFID tags, so both labor and cost have increased since adopting RFID technology.
- Checkpoint media cases are faulty and are not meant to be opened by staff
- Checkpoint Donut tags are obsolete.
- Previously, magazines were barcoded, now they are barcoded and "rfided" and then discarded within a year (as they always have been).

Ergonomics

- Barcodes thus far, (almost three years since implementation), have not replaced RFID tags; therefore repetitive motions necessary to process each item have been increased. There is a direct correlation between repetitive motions and repetitive strain.
- Attaching RFID tags take several steps, at least twice as many as it takes to attach a barcode.
- Injuries have been on the rise since 2004 - the year that staff achieved 0 injuries through ergonomic awareness and safe work practices, and the year that RFID installation began.
- Contents in media cases with or without the donuts have to be checked manually by staff before processing.
- Staff has to pass (sometimes several times) one item at a time over a pad for a thorough check in or check out.
- Newer media cases that are compatible with Checkpoint are difficult to open manually and staff is opening and closing them all day every day.

- Space has been compromised by large areas used for pads and self-check machines, leaving little surface space to rest items when processing them, therefore making work areas unsafe.

Inventory Control

- Security gates at branches have not worked properly or not worked at all since their installation in 2004.
- DVDs and CDs Snags (items that have been damaged, lost or confused with other items) have increased.
- Wands purchased in 2004 are still in disuse.
- There is no ongoing list of items, that we are aware of, that have been removed from library but were tracked by the security gates
- CD boxes, sold to us as “indestructible” have been found slashed, hidden around the library with contents removed.
- Several times the elevator repair company has been called out because these slashed CD cases have been thrown down the elevator shaft and rendered it non-functioning (check on this if you can!)
- Numerous CDs have been broken because the CD cases are too tight. Some of these items are rare and out of print. Many are popular and need to be reordered. Berkeley Public Library was used as a beta test sight for these cases.

Self-Check

- Library materials cannot be stacked on Self Check pad and registered to patrons within seconds.
- Materials can only be checked-out one at a time.
- Machines do not generate explanations to do with fines, expired cards, messages in patron’s record, items that have holds on them, items that have malfunctioning RFID tags. *These are all issues which interfere with the self check process.* These explanations must come from staff who must swipe the patron’s card again at a staff terminal and that only comes after a delay between the two machines
- As shown in staff survey taken last August, staff intervention is necessary to most successful transactions.

Miscellaneous Limitations

- Self-Checks are limited to two languages-English and Spanish. BPL patrons speak many languages.
- Company is not locally-based, so repair and maintenance sometime takes days to be completed.

The Union recommends that Checkpoint equipment be analyzed for cost/staff benefits before balance of loan for this equipment is paid off. Analysis can be measured in Workers’ Comp costs, circulation records, current inventory records, a public survey, etc.



BERKELEY PUBLIC LIBRARY

INFORMATION CALENDAR

Date: March 21, 2007

TO: Board of Library Trustees

FROM: Ying Lee, Library Board Trustee
Terry Powell, Library Board Trustee

SUBJECT: BERKELEY PUBLIC LIBRARY'S SOUTH BERKELEY COMMUNITY'S LIBRARY NEEDS AND ED ROBERTS CAMPUS (ERC) DISCUSSION GROUP REPORT

BACKGROUND

At their October 18, 2006, meeting the Board of Library Trustees appointed members Ying Lee and Terry Powell to continue to study the library needs of South Berkeley and the issues of the possibility of Berkeley Public Library's participation in the Ed Roberts Campus. Alan Bern, Berkeley Public Library's Community Relations Librarian, and Christopher Adams, Vice President of the Board of Directors of the Berkeley Public Library Foundation, are also in this discussion group. Director of Library Services Donna Corbeil has joined the group as well.

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

CURRENT SITUATION AND ITS EFFECTS

South Berkeley Community's Library Needs and ERC Discussion Group Goals:

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

Give the Berkeley Public Library Foundation a focused, near-term fund-raising project.

Update of Meetings of Ed Roberts Campus Discussion Group and Ideas that Surfaced:

- Meeting with Councilmember Gordon Wozniak: the Discussion Group was invited to meet with Councilmember Wozniak to discuss the possibility of going back to Berkeley voters in the future for the use of the bonds originally approved for the Library's West Branch renovations in Year 2000.



- The Discussion Group presented Councilmember Wozniak with a copy of the *South Berkeley Community Assessment of Library Needs* completed by Hatchuel Tabernik & Associates (HTA). We summarized the primary shortcomings of the facility and noted that none of them are solvable within the current configuration nor easily solvable with a renovation:
 1. Lack of meeting space
 2. Lack of computers
 3. Need for more collections
 4. No teen area
 5. Inadequate children's area
- We reported that the Ed Roberts Campus partners still need ~\$8 million in order to begin construction. At this point, they estimate that they will most likely begin construction in early fall 2007, rather than summer 2007.
- At this time the Discussion Group has reservations about putting a bond on the ballot in the near future. Perhaps a future election would be possible.
- Wozniak noted that because of increasing property values, Berkeley is presently underfunded in terms of bonds.
- Powell noted that construction time for ERC and a library branch in it would be 3 years. During that time Adams noted that the Berkeley Public Library Foundation has offered to attempt to raise +/- \$1 million for FF&E (Furniture, Fixtures & Equipment) if BOLT decides to move in that direction.

Wozniak urged a meeting of the Discussion Group with the City Manager and his office. He also mentioned a loan fund for South Berkeley, evidently limited to for-profit businesses but so far untapped. He recommended that the library contact Michael Caplan about this fund.

DISCUSSION GROUP – Exploring the Financial Issue

As a result of the meeting with Councilmember Wozniak, the Group recognized that the library would have to go to voters to use West Branch bond funds approved in 2000 by Berkeley voters for a state grant match for West Branch, in order to have it redirected to South Branch if BOLT chose to follow up on this possibility.

- In order for BOLT to make an informed decision about the opportunity to relocate to ERC, the group discussed various financing issues:
 1. The need to see exactly what the previous Bond said and work with City Attorney on how it could be used.
 2. Consider our concerns about going to the voters now because we lost last election and because timing is everything in terms of elections.
 3. Factor in that it may make more sense for the library to finish Facilities Master Plan that BOLT has approved and then go for a larger bond covering a number of branch needs.



4. There is some validity to the idea that politically voters may want the library to accomplish a project before going to them: ERC may be one possible solution to this need.
5. City is also looking at infrastructure needs now, but, in any case, we need to discuss timing for any future election since we may not want to run at the same time as other City or State bonds.

There may be federal funds available given the changing political climate in Washington.

FUTURE ACTION

- Discuss with Michael Caplan the South Berkeley funds that may (or may not) be available to the library.
- Donna and Beverli will meet with representatives of the ERC on their exact budget timeline.
- Explore possibility of borrowing funds for ERC.
- Follow up with Foundation when appropriate: it was a vote of support, but not a pledge until BOLT decides next moves.
- Ying will work with St. Paul's and future RFP consultant chosen by the library to set up a community meeting and next phase of surveys. Probably in May 2007.
- Chris will follow up with Commentary for the Planet.

CONTACT PERSON

Alan Bern, Library Special Services Coordinator

(510) 981-6195



BERKELEY PUBLIC LIBRARY

INFORMATION CALENDAR

Date: March 21, 2007

TO: Board of Library Trustees

FROM: Donna Corbeil, Director of Library Services

SUBJECT: MONTHLY REPORT, FEBRUARY 2007, FROM LIBRARY DIRECTOR DONNA CORBEIL

INTRODUCTION

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

FISCAL IMPACT

This report will have no fiscal impacts.

LIBRARY DEVELOPMENT

- At the March 13, 2007 Berkeley City Council meeting a committee was formed to address the selection of new Library Board of Trustee members. The appointed members are: Kriss Worthington and Betty Olds. A copy of the City Council report is included as Attachment A.
- Staff and supporters will be attending this year's Library Legislative Day on April 18, 2007 in Sacramento. Signed up so far to attend from Berkeley are: Roxanne Figueroa, Executive Director of the Berkeley Public Library Foundation, Susan Kupfer, President of the Board of Library Trustees, and BOLT Member Ying Lee, accompanied by staff members Donna Corbeil, Beverli Marshall, Bob Saunderson, Linda Sakamoto-Jahnke, and Alan Bern.

PROFESSIONAL ACTIVITY

A session of the popular Oil on Water Workshop offered by InfoPeople will be held at the Central Library on March 30, 2007. The workshop focuses on effective ways of dealing with difficult people and situations. It is a repeat of the same class offered to staff earlier this year. This training is open to all Library employees regardless of their classification.

PROGRAMS, SERVICES AND COLLECTIONS

- On Friday, April 6, 2007 there will be a celebration at the Central Library in the meeting room at 1:30 PM to celebrate the 5th Anniversary of the re-opening of the Central Library. We are planning to serve cake and fruit, have a display of photos, memorabilia from the project and music. Staff and the public are invited to attend.



- DEAR Day (Drop Everything and Read Day) had over 20 Berkeley Public Library staff participating, one of the largest organization turnouts in the City. This program paired volunteers with K-5 classrooms in the Berkeley Unified School District.
- The Berkeley Opera Noontime Concert presenting The Seraglio was fabulous and attended by over 50 people. The Berkeley Opera returns on Saturday, April 28 at 2 pm, in the Community Meeting Room.
- In March and April we will be offering both programs for all ages and an exhibit to celebrate César Chavez during Berkeley's 2007 César Chavez Commemorative Period, March 21-April 23, 2007. For more information on this year's activities in Berkeley, go to <http://www.ecologycenter.org/chavez/>
- As part of National Library Week, on April 17th we will be celebrating National Library Workers Day by displaying pictures of Berkeley Public Library staff: "Libraries work because we do!"
- The lively and very-well attended Jazz on a Monday Afternoon continues on April 9th at 2-4 pm with The Swing Era.
- Berkeley Historian Chuck Wollenberg begins seven lectures on Monday nights on Monday, April 9, 7-8:30 pm in this year's series, Strange Bedfellows: Art and Public Policy in Berkeley: Past, Present, and ... Is there a Future?
- Growing Hunger: The Struggle of Small Farmers in the 21st Century, a photo exhibition in the 1st Floor Catalog Lobby continues until April 18.

PERSONNEL

We have finalized the dates for the interviews for the Deputy Director and Circulation Services Manager positions as follows:

- Circulation Services Manager on Monday, March 26, 2007
Guest panelist – Karen Saunders
- Deputy Director on Thursday, March 29, 2007
Guest panelist – Jill Bourne

Attachment B to this report is a status summary of the current recruitments prepared by Jenifer Shurson.

Elizabeth Overmyer, Supervising Librarian in the Children's room, will be retiring in May after 12 years at the Library. We wish her well in retirement; she will be greatly missed by staff and patrons of all ages.

RECENTLY FORMED BERKELEY PUBLIC LIBRARY STAFF COMMITTEES

Southwest Berkeley/ERC Staff Task Force



A staff task force has been formed to investigate the Southwest Berkeley Community's library needs and to explore participation in the ERC project.

The Staff Committee met for the first time on March 7, 2007. After a brainstorming session, subgroups were formed to: 1) determine the borders of Southwest Berkeley; 2) prepare an RFP to utilize grant funds and investigate four possible building scenarios at the ERC; and 3) prepare the RFP for the Southwest Berkeley Library needs assessment. The entire group will send in possible candidates for the RFPs; review the RFP for the building scenarios at ERC; and review the RFP for the Southwest Berkeley Library needs assessment. The building scenarios RFP will move on a faster timeline, but both RFPs will be expedited quickly.

Alan Bern reported on the International UCB students completed their marketing research study under Professor Bob Steiner based on focus groups and surveys of Latino library users in the South Berkeley area.

RFID/Checkpoint/Self Check Task Force

A staff task force has been formed to identify issues and problems related to RFID; Checkpoint equipment and supplies; and policies and procedures affecting self-checkout; and the III interface with Checkpoint.

The goals of the group include: polling of staff at all location on what problems exist, identify patron problems with the self checkout system and review reports on identified problems with the goal of recommending solutions. The group will be involved in implementing solutions and follow-up. Following this an evaluation of the system will occur.

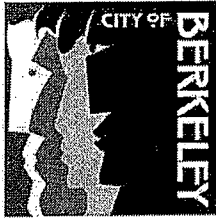
DOCUMENTS ATTACHED

- Attachment A - March 13, 2007 Berkeley City Council Consent Calendar Report on Ad-hoc Committee for "Sunshining" the Selection of Library Trustees
- Attachment B - Berkeley Public Library's Recruitment Timeline
- Attachment C - Elizabeth Overmyer's Retirement Letter

CONTACT PERSON

Donna Corbeil, Director of Library Services

(510) 981-6195



City Council

Darryl Moore
Councilmember District 2

CONSENT CALENDAR
March 13, 2007

To: Honorable Mayor and
Members of the City Council

From: Councilmember Darryl Moore
Mayor Tom Bates
Councilmember Max Anderson

Subject: Ad-hoc Committee for "Sunshining" the Selection of Library Trustees

RECOMMENDATION:

Request that the Mayor appoint two council members to serve on an ad-hoc committee with Library Board Chair Susan Kupfer and Trustee Ying Lee to establish a more open and transparent process for selecting Library Board Members, which they will report back to the Council in 60 days.

BACKGROUND:

At the November 28, 2006 Council meeting the Council approved the re-appointment of Terry Powell to the Board of Library Trustees. During that meeting a couple of individuals from the public and a couple of council members discussed the need for making the selection process for Library Trustees a more open, public, and transparent process. An ad-hoc committee of two library trustees and two council members would help to ensure that a more transparent and inclusive process would be formulated. The Library Board at their December 6, 2007 meeting selected the two Library Trustees unanimously.

FINANCIAL IMPLICATIONS:

None

CONTACT PERSON:

Councilmember Darryl Moore, District Two
Mayor Tom Bates
Councilmember Max Anderson, District Three

(510) 981-7120

(510) 981-7100

(510) 981-7130

BPL's Recruitment Timeline

<i>Classification</i>	<i>Posting Date</i>	<i>Closing Date</i>	<i>EXAM Date Tentative</i>	<i>Comments</i>
Library Aide	1/2/2007	2/5/2007	2/15/2007	New List Valid 2/6/07-2/6/08
Administrative Secretary	Berkeley Matters 2/2/07	ASAP	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 Closed	Interviews to be held 3/26. 6 candidates [3 Panels, 30 min Written Exc. & Optional Tour of Central]	Finalization of panels & questions in progress.
*Deputy Director	2/5/2007	3/5/2007 Closed	Interviews to be held 3/29. [3 Panels, 30 min Reception, Tour of Central & 2 Branches]	Finalization of panels & questions in progress.
Library Assistant	2/26/2007 Now Open	3/26/2007	4/12/2007	
Supervising Librarian	3/19/2007 Opening Soon	4/16/2007	Interviews TBA	Brochure Finalized – to post Mon. 3/19/07.
Library Specialist I & II	4/16/2007	5/14/2007	Competitive	List extended through 9/29/07
*Library Services Mgr	5/18/2007	6/15/2007	N/A	
Librarian I/II	8/20/2007	9/21/2007	10/4/2007	Lists good through 10/16/07.

*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)

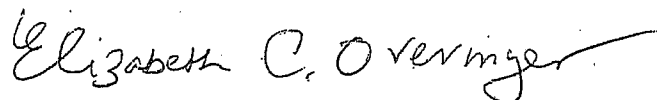
**To be posted @CLA, BALIS, IUG

Linda Perkins, Acting Deputy Director
Berkeley Public Library
2090 Kittredge Street
Berkeley, CA 94704-1491

Dear Linda:

This is to advise you that I am planning to retire from my position with the Berkeley Public Library as of Friday, May 4, 2007. I will let you know when my date is completely finalized.

Sincerely yours,



Elizabeth C. Overmyer

It is with deep regret that I accept your statement of retirement. On the other hand, you are most deserving of this opportunity to shelve your worklife and pick up new pleasures.

Linda Perkins 2/14/07

DATE: February 15, 2007

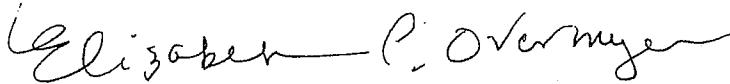
TO: Linda Perkins, Deputy Director, Berkeley Public Library

FROM: Elizabeth Overmyer

SUBJECT: Retirement date revision

I would like to revise ~~my~~ my requested day of retirement from the date given in my letter earlier this week. I have been filling out forms and studying retirement materials from the City of Berkeley and now realize that my "date of retirement" is the first day I no longer work for the City of Berkeley. My intention is to work THROUGH Friday, May 4, 2007; my "date of retirement" would therefore be Saturday, May 5, 2007.

Thanks!



Elizabeth Overmyer





BERKELEY PUBLIC LIBRARY

INFORMATION CALENDAR

Date: March 21, 2007

TO: Board of Library Trustees

FROM: Francisca Goldsmith, Library Services Manager

SUBJECT: INFORMATIONAL REPORT ON COLLECTION DEVELOPMENT STANDARDS, PROCESSES AND ELECTRONIC RESOURCES

INTRODUCTION

The purpose of this report is to provide the Board with an informational update on the status of collection development.

FISCAL IMPACT

This report will have no fiscal impacts.

BACKGROUND

This report is in response to Trustees' questions and requests for information at the regular Board of Library Trustees' meeting on February 21, 2007.

QUESTIONS AND ANSWERS

Q: Are there industry standards for % of budget spent on collections and within that budget how budget is allocated? What are they and what are other Bay Area libraries or libraries of similar size and budget doing?

The annual materials budget represents approximately 7% of the Berkeley Public Library's operating budget. While the dollar amount for materials has remained almost constant across the past decade, its buying power has greatly decreased. The goal for a materials budget percentage for medium sized public libraries is typically 12%-15% of the agency's operating budget.

The State Library collects annual statistics and groups libraries according to population size. California public libraries serving populations of sizes similar to Berkeley's and classed by the State Library with Berkeley include the following:

Library	% budget for collections
Sunnyvale	13%
Pasadena	12%



Torrance	11%
Yolo County	10%
Orange County	10%
Daly City	10%
Hayward	9%
Burbank	8%
Marin County	8%
Humboldt County	5%
Richmond	3%

BALIS libraries, our neighboring Bay Area libraries, without regard to size, budget the following:

Library	% budget for collections
Alameda County	11%
Pleasanton	10%
Contra Costa County	9%
San Francisco	9%
Hayward	9%
Alameda (City of Alameda)	7%
Oakland	5%
Livermore	5%
Richmond	3%

San Leandro Public Library, which is also in the immediate Bay Area, does not belong to BALIS. It spends 8% of its operating funds on materials.

As to “industry standards” for dividing the materials budget, the desirable premise is that each library’s budget division be in keeping with that library’s mission. Some communities, for instance, have significantly larger or smaller youth populations than ours; some are significantly poorer or wealthier (the population, not the library’s funding); there are issues differences among urban, rural, and suburban communities. Libraries established longer ago tend to have more significant periodical holdings. In short, there are many local controlling factors, rather than an “industry standard.”

Q: How are actual decisions about dividing the budget up by units, fiction vs. nonfiction, and children’s that are made internally?

How our materials budget has been divided among four basic interests has changed across the past decade, but in incremental steps driven as much by the configuration of library divisions as by philosophy about funding specific areas of the collection. Those four major divisions are:

- children’s materials (system wide)
- branch adult materials
- Central Library adult materials (including A&M and Reference)
- system wide resources
 - predicted best sellers and multiple copies to address hold queues
 - enrichment funds to replace annually targeted collections



- other areas of the collection which are not site specific
- online resources
- preprocessing costs*

In the current year, with neither a Branch Services Manager nor a Manager of Adult Services (as Central's lead), the Collection Management librarian utilized the input and guidance of representative materials selectors to draw up the allocations among many of the materials budget sub-funds. She met with all four Supervising Librarians who head the four branches and together the group presented a budget for the Branch Adult Materials line. The Collection Management librarian then broke out this line among the four branches. Each Branch Supervising Librarian then was responsible for further subdividing that branch allocation among her branch's sub-funds, including divisions for fiction, nonfiction, DVDs, audio, and periodicals. (This last step has been the standard procedure here across many years.) Ultimately, then, it is each Branch Supervising Librarian who determines the percentage of local funds to be spent on that branch's fiction, nonfiction, and media.

In parallel with working with the four Branch Supervising Librarians, the Collection Management librarian asked four Central selectors to meet with her to assess budgeting for the Central Library's adult collections. Those four librarians, each of whom has deep understanding of Central's collections and has worked as a selector across subjects and media formats, suggested which aspects of Central's budget needed bolstering, could withstand trimming, and seemed to have been funded acceptably in the previous budget cycle. The Collection Management Librarian then drew up an initial allocation schedule for Central's adult collections and reconvened with these representatives to tweak the allocation schedule. In some cases the finalized allocation was in excess of what the representative selection librarian had deemed necessary.

Because Children's Services continued to have a Manager during this allocation cycle, she was responsible for dividing the children's funds among the five sites' children's collections. Each site further subdivides its allocation to address percentages to be spent locally on children's books, DVDs, audio, and periodicals.

Q: How does the library make decisions about the % of different types of material to buy (i.e. media, online, books, and periodicals)?

Allocation decisions are driven by a complex composed of these factors:

- Relative cost of materials (e.g., reference books typically are more expensive than novels)
- Local interest in subjects and formats
- Balanced coverage of areas of knowledge, genres
- Popularity of genres and formats
- Ease of access to alternative resources (e.g., supplying materials needed for perennial school assignments must be shared with other agencies, to wit, the schools)
- Need for regular replacement (e. g., board books wear out more quickly than do adult nonfiction)
- Identified enrichment interests (e. g., DVDs in 2006, audiobooks in 2007)

* Vendor also provides some processing specified by BPL, such as property stamping, recasing, etc., for items purchased by us through them.



Who do we buy library collections from and can we generate a list of major vendors including online?

Major collection vendors currently used include:

- Periodicals: EBSCO
This vendor was selected in a bid process during FY2006 and continues our use of a vendor we have used for many years to provide this service. There are no functional competitors.
- Books: Book Wholesalers, Inc.*; Baker & Taylor*; Midwest; Cody's
The majority of juvenile materials are bought through BWI and a substantial portion of adult books as well. B&T supplies most of our best sellers for adults and some other popular materials. Midwest is the vendor to whom we turn when a book cannot be located at another source. Cody's is used to fill small but urgent orders. BWI provides discounts of 15%-40% off cover price; B&T provides between 20% and 44% off cover price. Midwest rarely provides discounts and sometimes requires special service fees. Cody's offers 15%-20% off cover price, but has a much smaller collection. We also use specialty vendors for some book materials including art catalogs, graphic novels, and books in other languages. Some standing orders come direct from the specific publisher.
- Videos (DVDs): Midwest Tapes*
While a few video titles must be ordered direct from specialty vendors, the majority are ordered from Midwest Tapes [not the same as the Midwest listed above], for both adult and juvenile material. Their sole business is media for public libraries.
- Recorded music: MLSC, Midwest Tapes*, local distributors
- Audiobooks: Most are bought direct from production companies
Book vendors do not supply the contracts the production companies themselves supply which permit the replacement of broken and missing parts for purchased audiobooks, for both adult and juvenile collections.
- Newspapers: Most are bought through direct subscription
A few papers are purchased at local bookstores in order to get the current day's edition into the collection.
- Online resources†: Bowker, Columbia, EBSCO, Gale, Newsbank, OCLC, Oxford, Proquest and others
These sources include periodicals, books, databases, and multimedia. Some are part of a consortium subscription BALIS arranges. Others we have selected locally or through another consortium, Califa.

* Vendor also provides some processing specified by BPL, such as property stamping, recasing, etc., for items purchased by us through them.

† Complete list of these attached as Attachment A of this report.



FUTURE ACTION

This is an informational item only and no further action is required.

DOCUMENTS ATTACHED

Attachment A - Complete list of electronic resources

CONTACT PERSON

Francisca Goldsmith, Library Services Manager

(510) 981-6139

ATTACHMENT A

Electronic Resources at Berkeley Public Library

Our electronic (or online) resources are selected to achieve the following:

- Expansion of available journals, newspapers, subject content, and information and referral options
- Access to authoritative information for those who are not physically visiting the reference book collections
- A balanced collection featuring both subjects and treatment levels that reflect the kind of diversity available in the material collections provided for adults, children, teens, sophisticated and general readers, research and recreational options
- Diversified viewpoints, rather than “sole source” information

These resources contain subscriptions, purchased e-resources, and some websites. Full-text books, journal runs, databases, and sound files are among the content types.

Bay Area Library and Information System (BALIS) provides a group subscription to member libraries from which some of these resources are drawn. We pay for these particular resources, at a rate determined by our library’s size, as part of our BALIS membership.

We also work with the Califa consortium to broker subscription deals for some of the other resources listed here. If Califa is working with a vendor, we go through Califa in order to receive the maximum deal possible.

We link to some free websites in order to point library users to reliable information on these topics. Some of these are quite local, while others are the “best of the best” at a national level. Many are directories.

The remainder of our electronic (online) resources are paid, either as subscriptions or purchases. They are chosen by professional staff, as adjuncts to or extensions of print or sound resources in the materials collection. We undertake trials of each resource, both for content and usability, before adding it to the collection. Most subscriptions are arranged according to the size of the library’s user base (in some cases population and in others number of card holders).

Electronic Resources Alphabetic	Notes
<p><u>African American Song</u> Provides access to recordings of blues, jazz, gospel, and more. Listening is free. Downloads cost (just as photocopies of print sources cost). You do not need to set up a separate log in unless you want your own play lists to be maintained by this site. This site can be browsed from any computer in the library but music clips can only be played at Internet machines.</p> <p><u>African American Studies Center</u> In addition to full text access to the <i>Encyclopedia of African American History 1619-1895</i>, <i>Black Women in America (2nd ed)</i>, and <i>Africana</i>, a 5-volume history of the African and African American experience, further content details African American biography, art and architecture, and African American literature.</p> <p><u>Associations Unlimited</u> Directory of national and international associations, with detailed descriptions of causes, financial worth, and sizes. Complete and up to date listings for national, regional, and international organizations.</p>	<p>Selected by A&M staff</p> <p>BALIS selection</p>

Electronic Resources Alphabetic	Notes
<p>Berkeley Information Network Berkeley Public Library's own directory of organizations serving local people.</p>	Created/maintained by BPL staff
<p>Berkeley Office of Economic Development The Office of Economic Development provides a variety of business services for a community- based approach to entrepreneurial success.</p>	No cost
<p>Berkeley Office of Economic Development - A Resource Guide to Starting a Small Business Information on city and state permits and licenses, taxes, zoning, and how to get additional help for starting a business in Berkeley.</p>	No cost
<p>Biography Resource Center Articles about historic and contemporary people active in many fields.</p>	BALIS selection
<p>Black Thought and Culture Contains the full run of the Black Panther newspaper as well as many other original documents.</p>	
<p>Books In Print Online Publishing information about American books. Limit of 5 online users at one time.</p>	
<p>Book Review Index Review of books, audiobooks, periodicals, and electronic media from a wide range of popular and special interest resources. Limit of 3 online users at a time.</p>	
<p>Booklist Online Full text access to reviews, columns, and read-alike lists from the American Library Association's review journal.</p>	
<p>Britannica Online Provides full-text access to the current editions of Encyclopedia Britannica and its student and elementary editions, with links to images, video clips, and electronic texts of classics.</p>	
<p>Business and Company Resource Center Company profiles and histories, brand information, rankings, investment reports, chronologies, and full text magazine articles.</p>	BALIS selection
<p>Business Source Elite Provides company profiles, full-text and peer-reviewed current and archived business journals, and management information.</p>	
<p>California Courts Legal Forms Downloadable forms that you can complete online or copy to fill offline can be found here, some in multiple languages.</p>	No cost
<p>California Franchise Tax Board California income tax forms and instructions are available here in ready-to-print, fill-out-and-print, and electronic filing options.</p>	No cost
<p>Calisphere Provides primary source material, including both photographic and illustrated images for elementary and secondary school research in California history or multicultural heritage.</p>	No cost
<p>Classical Music Library Provides access to recordings of orchestral, choral, and opera. Listening is free. Downloads cost (just as photocopies of print sources cost). You do not need to set up a separate log in unless you want your own play lists to be maintained by this site. This site can be browsed from any computer in the library but music clips can only be played at Internet machines.</p>	Selected by A&M staff
<p>Columbia International Affairs Online Comprehensive source for theory and research in international affairs including working papers from university research institutes, occasional papers series from NGOs, foundation-funded research projects, proceedings from conferences, books, journals and policy briefs.</p>	No cost with Granger's

Electronic Resources Alphabetic	Notes
<p>Consumer Health Complete provides access to medical and health books, ready reference health information in English and Spanish, drug information, and current health and medical news.</p>	
<p>East Bay Small Business Development Center Offers free one-on-one counseling services for small and medium-size businesses: business plans, marketing, sales, taxes, accounting, loans, etc, to improve opportunities for small businesses throughout Alameda County.</p>	No cost
<p>eAudiobooks Downloadable audiobooks from NetLibrary are available to remote users who have a Berkeley Public Library card. Click here (attached PDF) for access information.</p>	Califa
<p>Expanded Academic ASAP Scholarly journals, news magazines, and newspapers – many with full text and images.</p>	BALIS selection
<p>Federal Forms Printable forms from many Federal agencies, including passport applications, Veteran benefit forms, and Social Security forms.</p>	No cost
<p>Federation of Tax Administrators Download tax forms for any state from this site.</p>	No cost
<p>Fiction Connection Offers readers easy access to finding good reading, by topic, genre, setting, character description, or time period, from among all fiction currently in print by US publishers.</p>	No cost with Books in Print
<p>Full Text Custom Newspapers Christian Science Monitor, Denver Post, Financial Times (UK), Guardian (UK), Knight-Ridder/Tribune News Service, New York Times, San Francisco Chronicle, Seattle Post-Intelligencer, St. Louis Post-Dispatch, Times (London) Daily and many more.</p>	BALIS selection
<p>Gale Virtual Reference Books Fully searchable reference books provide online access to titles we have in our print Reference collection. Included here are <i>International Dictionary of Film and Filmmakers</i> (4 volumes, 4th edition), <i>VideoHound's Golden Movie Retriever</i> (2006 edition), <i>Encyclopedia of Management</i> (5th edition), <i>Encyclopedia of Small Business</i> (2 volumes, 2nd edition), <i>College Blue Book</i> (6 volumes, 33rd edition), <i>Grzimek's Animal Life Encyclopedia</i> (17 volumes, 2nd edition), <i>American Decades</i> (10 volumes), <i>New Dictionary of History of Ideas</i> (6 volumes), <i>The People's Chronology</i> (3rd edition), <i>Encyclopedia of Lesbian, Gay, Bisexual, and Transgender History in America</i> (3 volumes), and <i>Worldmark Encyclopedia of Religious Practices</i> (3 volumes).</p>	Purchased, rather than subscription
<p>General Reference Center Gold General interest articles from magazines, newspapers, and reference books. Many with full text and images.</p>	BALIS selection
<p>GovSearchSuite Authoritative directory information for all public office holders at the Federal, State, County, and Municipal levels in the US, updated daily.</p>	Selected by Reference staff
<p>Granger's Poetry Online Find poems, poets' biographies, authoritative commentaries on poems and poets, and a glossary of poetic terms at this source from Columbia University.</p>	
<p>Grove Art Online Full text of all 34 print volumes of The Dictionary of Art, with added links to thousands of images and other relevant fine and decorative art sites.</p>	

Electronic Resources Alphabetic	Notes
<p>Grove Music Online Full text access to <i>New Grove Dictionary of Music and Musicians</i> , <i>New Grove Dictionary of Opera</i> , and <i>New Grove Dictionary of Jazz</i> , with links to sound clips and other relevant sites.</p>	
<p>Health and Wellness Resource Center Informational journal and reference book articles, definitions, directories, and internet links on a wide range of health and alternative health issues. Access to MEDLINE in English and Spanish.</p>	BALIS selection
<p>Health Reference Center Academic Use this database to find articles on: Fitness, Pregnancy, Medicine, Nutrition, Diseases, Public Health, Occupational Health and Safety, Alcohol and Drug abuse, HMOs, Prescription Drugs, etc. The material contained in this database is intended for informational purposes only.</p>	BALIS selection
<p>History Reference Center Primary and secondary resource documents, including historic graphics, for students and researchers.</p>	
<p>How To Do It Index Indexes repair, craft, and other instructional articles published in a wide range of popular magazines.</p>	No cost adjunct to print edition
<p>InfoTrac One File Magazine and newspaper articles on a wide range of general interest topics. Millions of full-text articles, many with images. A good place to start if you don't know which database to select.</p>	BALIS selection
<p>¡Informe! (Revistas en Español) Una colección de revistas hispánicas con textos completos. Abarca negocios, salud, tecnología, cultura, temas de actualidad y otras materias.</p>	BALIS selection
<p>ixquick Phone Search Personal and business phone listings for most European, Latin American, and some other nations.</p>	No cost
<p>Kid's Edition K-12 Designed for elementary school students, with easy access to full-text magazines, newspapers, and reference books.</p>	BALIS selection
<p>Kids Infobits Articles from children's magazines and reference titles for kids in Kindergarten through Grade 5.</p>	BALIS selection
<p>Live Homework Help One on one tutors available 4-10 pm daily for English, math, sciences, and social studies through the 12th grade level.</p>	Selected by Children's staff
<p>Learn A Test On line practice tests for students, college applicants, career explorers, and those learning English. Includes resume writing help and study courses in business English and related topics.</p>	
<p>Legal Forms (California) Search, download and print many legal forms needed when doing business or working in Civil and Probate Courts in California.</p>	Califa
<p>Literature Resource Center-LRC Biographies of authors and critical analyses of books from every age and genre.</p>	BALIS selection
<p>Martindale-Hubbell Lawyer Locator Search attorneys by name, location, and/or practice specialty. Includes education and full contact information.</p>	No cost
<p>MediaFinder Find, analyze, sort and download detailed information on over 72,000 U.S. and Canadian periodicals. Please Note: BPL has only three user licenses; only three users can access this database at the same time. If you get a busy message, try again in a few minutes.</p>	

Electronic Resources Alphabetic	Notes
<p>National Newspaper Index New York Times, Wall Street Journal, Christian Science Monitor, Los Angeles Times, and Washington Post. Note: This is an index only. You can visit the Central Library to see any of these newspapers in full text on microfilm.</p>	BALIS selection
<p>National Newspapers 5 Full text articles from the Los Angeles Times, New York Times, Washington Post, Christian Science Monitor, and Wall Street Journal.</p>	
<p>Newsbank Full text access to Oakland Tribune, San Francisco Chronicle, Berkeley Voice, San Jose Mercury News and West County Times, as well as hundreds of other newspapers throughout the United States.</p>	Selected by Adult Services
<p>NoveList K-8 Search for good books, according to various appeal categories, for young readers in kindergarten through middle school.</p>	Selected by Children's staff
<p>Opposing Viewpoints Resource Center Full text access to several complete series offering expert opinion on a range of controversial subjects in the social sciences.</p>	BALIS selection
<p>Online Language Learning Center Learn and practice hearing, reading, and speaking English, Spanish, and two dozen other languages using Rosetta Stone software. This resource cannot be accessed from the library's catalog computers. You can access it on the internet, either at the library or remotely.</p>	Selected by Reference staff
<p>Oxford Reference Premium English language and bilingual dictionaries, atlases, quotations, and reference books covering history, several sciences, the arts, literature, computing, food, and more can be searched individually or across this basic reference collection. You can search the full contents of The Dictionary of American Family Names, The Encyclopedia of Latinos and Latinas in the United States, The International Encyclopedia of Dance and The Oxford Encyclopedia of Food and Drink in America at this site as well.</p>	Includes both purchases and subscriptions
<p>Reference USA Company Listings Detailed information on more than 12 million U.S. businesses. The most complete company directory available on the web. Easy to sort search results by industry or location.</p>	Selected by Reference staff
<p>Trial Sams Photofacts Schematics in pdf of any radio, television, vcr, washer, or other appliance Sams has published across the past 60 years. (Instructions in PDF)</p>	
<p>Safari Tech Books Online Search, browse and read technical books online. Subject areas include operating systems, programming languages, database technologies and more.</p>	
<p>Science Resource Center Full text science magazines, articles from reference works, and links to related internet sites.</p>	Califa
<p>Small Business Network - Resource Library The Small Business Resource Center is a virtual information center, designed to complement the Berkeley Public Library's on-site services and resources for people working in small businesses. The web sites identified here are among the most authoritative and reliable to date. Check out the INFORMATION RESOURCES link to get started on your way to success.</p>	No cost
<p>Smithsonian Global Sound for Libraries includes more than 35,000 recordings, ranging from music to natural sounds to spoken word. Listening is free. Downloads cost (just as photocopies of print sources cost). You do not need to set up a separate log in unless you want your own play lists to be maintained by this site. This site can be browsed from any computer in the library but music clips can only be played at Internet machines.</p>	Selected by A&M staff

Electronic Resources Alphabetic	Notes
<p>Social Studies Fact Cards Online Basic facts about California geography, history, and Indians, as well as facts about US states and Presidents, world cultures, and religions.</p> <p>Student Resource Center-Gold Access to articles from magazines, reference books, and other materials on topics often assigned to middle and high school students.</p> <p>Tax Forms (Federal) The Internal Revenue web site provides ready-to-print forms and instructions, as well as providing the portal to online tax filing.</p> <p>Testing & Education Reference Center Practice tests for higher education and trade school, along with information about colleges and universities, and help with writing application essays and resumes. Although practice test registration asks for your full name, you may input any words in these fields. Please keep track of your user name and password for the practice tests.</p> <p>What Do I Read Next? Identify books you'd like to read, based on criteria about themes, book length, characters, and much more.</p> <p>WorldCat Search for authoritative information on titles, authors and locations of materials in California and beyond.</p>	<p>Selected by Children's staff</p> <p>BALIS selection</p> <p>No cost</p> <p>Provided by State Library</p>



BERKELEY PUBLIC LIBRARY

INFORMATION CALENDAR

Date: March 21, 2007

TO: Board of Library Trustees

FROM: Elizabeth Overmyer, Acting Children's Services Manager

SUBJECT: NORTHERN CALIFORNIA GRANTMAKERS SUMMER YOUTH PROGRAM APPLICATION

INTRODUCTION

This is to advise the Board of Library Trustees that the Children's Services department of the Berkeley Public Library has recently applied for a grant from the California Grantmakers Summer Youth Project to cover expenses associated with the 2007 summer reading programs, "Get A Clue". The grant was submitted by Erica Glenn, Acting Senior Librarian. The Northern California Grantmakers is, located in San Francisco and offers annual stipends of \$300-\$900 for programs serving school-aged youth during the summer.

FISCAL IMPACT

The Children's Department has extensive experience in applying for these particular grant funds so the workload of completing the application and writing the final report is routine. Making it even simpler this year, the specific proposal is identical to the request made last year. There is no appreciable increase in workload due to the additional scheduling of the programs, publicity, and staffing of the events at Albrier because such activity is a routine part of the Children's staff workload.

BACKGROUND

The Berkeley Public Library has applied for and received these funds for at least 20 years. The summer funds have been used for such materials as craft supplies, paper for the printing of the summer reading program log, and film and development costs that allow us to take pictures of participants in the summer reading program.

This year, Ms. Glenn requested that the funds be granted to help us continue our partnership with the Frances Albrier Community Center. This because three years ago when the South Branch community meeting room was closed to the public during the summer while RFID processing took place. In order to schedule the traditional summer events for children during this time, we arranged with the City of Berkeley ("COB") to schedule South's children's programs in the Frances Albrier Center's auditorium. The arrangement worked so well that we requested and received Grantmakers funds last year to again schedule library programs there, although South was now able to host its own children's programs in its meeting room again. The



advantage of using the Frances Albrier auditorium is that we are able to bring library programs to the large number of Berkeley youth enrolled in the COB Recreation Department summer camps. While Frances Albrier serves slightly over 50 youth each summer, its auditorium seats over 300, making it possible for groups from other COB summer camps to attend. There is no BPL location that is large enough to hold so many groups, and we also schedule these programs with the schedule of the camp groups in mind – which is often quite different from the schedule of the general public. We are also able to take advantage of the communication among the summer camp staff to make sure that all summer camp staff know about the library programs. Frances Albrier Center is also the site of a reading “nook” that the Library has been supporting for a little over a year. Library staff makes regular visits there, making the area attractive and developing a small collection of recreational titles for the after school programs to use. The addition of summery library programs helps reinforce awareness of the public library among these young people and the teaching staff and gives the library a built-in opportunity to promote the Library’s summer reading program.

FUTURE ACTION

The grant application was submitted in the beginning of March; we expect to hear the results at the end of May or the beginning of June. We shall notify the Board of Library Trustees when we hear the outcome and hope that we will be back to recommend that you accept these funds.

CONTACT PERSON

Erica Dean Glenn, Acting Senior Library, Children’s Services

(510) 981-6229



BERKELEY PUBLIC LIBRARY

INFORMATION CALENDAR

Date: March 21, 2007

TO: Board of Library Trustees

FROM: Alicia Abramson, Library Network Administrator

SUBJECT: LIBRARY INFORMATION TECHNOLOGY FY2008 BUDGET ESTIMATE

INTRODUCTION

To provide the Board of Library Trustees with more information about the non-personnel expenditures in the Berkeley Public Library's Information Technology budget, I have prepared an estimate of costs associated with maintaining, developing and supporting the Library's technology infrastructure for FY2008. The attached estimate breaks out expenditures by known maintenance contract costs, expected hardware and software purchases, and the forecasted need for consulting services.

FISCAL IMPACT

This report has no fiscal impacts.

BACKGROUND

The Berkeley Public Library currently maintains 300 desktop computers spread throughout the library system. These include 50 Public Internet/Word Processing computers, 50 Online Catalog/Subscription database searching stations, 15 Electronic Classroom student computers, 8 Literacy Computer Lab computers, and 177 staff machines. Staff machines include computers at public service desks to assist patrons with searching the catalog, checking out materials, placing holds and making computer reservations. Due to the receipt of a Bill and Melinda Gates Foundation Grant this year, the Library will be adding approximately 20 new Public Internet/Word Processing computers in the next several months.

In any one year, between 25-30% of these computers must be replaced due to a variety of factors including equipment damage or failure; the inability of equipment to handle newer operating systems or new software applications; incompatibilities with emerging standards and technologies; and the reduced processing efficiency of older equipment.

While desktop computers comprise a significant part of the budget, the Berkeley Public Library also maintains a fairly sophisticated high-speed Local Area Network which



includes over 25 network switches, 7 routers, several miles of network cable, 10 file servers, multiple back-up power supplies in case of power failure (a frequent occurrence in downtown Berkeley), a firewall for security, and several other components. This equipment accounts for another significant portion of our technology budget and must either be periodically replaced or augmented when new computers or services are added.

In addition to hardware, software, and network infrastructure, the Berkeley Public Library also expends close to 44% of the technology budget on software and hardware maintenance agreements and consulting services. These contracts and services provide support, upgrades and replacement parts for the Library's mission critical systems. For example, as part of the Innovative Interfaces Inc. maintenance contract, the Library receives between two to three software upgrades per year to the system. These upgrades generally provide more features, improved functionality and more streamlined workflows. Additionally, the Library receives technical support from the vendor when issues arise that the Library's Help Desk staff are unable to resolve.

CURRENT SITUATION AND ITS EFFECTS

The Berkeley Public Library's operations are dependent on a secure, reliable and up-to-date technology infrastructure. The non-personnel expenditures in the Library Information Technology budget help the Library to achieve its mission by providing the community and staff with the essential tools necessary to provide access to information resources.

FUTURE ACTION

No future action is necessary at this time.

DOCUMENTS ATTACHED

Attachment A - IT FY2008 Budget Estimate Worksheet

CONTACT PERSON

Alicia Abramson, Library Network Administrator

I. Annual Support and Maintenance Contracts

Vendor	Cost	Notes
Telus	\$ 3,600.00	Telus is the Reservation and time out software system
Innovative Interfaces	\$ 56,000.00	III is the online catalog acquisitions and circulation system
RSPeed/LanDesk Support & Maintenance	\$ 4,700.00	Landesk allows Library IT to centrally manage all computers throughout the Library system
RSPeed/LanDesk Patch Manager License	\$ 2,000.00	Patch Manager allows us to centrally install patches & security updates to all library computers, while being assured that the patches have been tested prior to deployment
Symantec Ghost Enterprise Maintenance	\$ 750.00	Allows fast distribution of new software configuration for computers
Symantec Backup Exec Maintenance	\$ 600.00	Backup System support and maintenance
Symantec AntiVirus Maintenance	\$ 5,400.00	Annual Support for updates to the Symantec AntiVirus program
CheckPoint Systems	\$ 35,000.00	Annual support for the checkpoint RFID Intelligent Library System
Faronics Deep Freeze Maintenance	\$ 350.00	Faronics supplies us with the DeepFreeze security software for our public computers
Cisco Network Support	\$ 8,500.00	Cisco support for router equipment at 5 locations
Telecommunications Services	\$ 45,000.00	Library wide phone & Internet Service Provider Services
Network Consulting Services	\$ 25,000.00	Provide assistance in configuration and troubleshooting of network hardware and software, recommend solutions for improving network performance or implementing new network technologies; provide emergency support.
Contracts subtotal	\$ 186,900.00	43.58%

II. Software & Hardware Purchases

Category	Cost	
General Computer Supplies	\$ 55,000.00	Printers, monitors, memory, keyboards, mice, headphones, cables, storage/backup media
Software	\$ 35,000.00	New software purchases, one-time upgrades and increases in licenses for various applications to maintain compliance
Hardware Repair	\$ 15,000.00	Repair of existing equipment, phone handsets, LaserJet printer service, replacement parts
Computer Upgrades/Replacement	\$ 90,000.00	Ongoing cycle to replace aging and substandard computers and servers
Network Hardware & Software	\$ 35,000.00	Network hardware replacement, additional wiring, network management tools
IT Staff Training	\$ 12,000.00	Continue to develop skills necessary to support, maintain and improve library systems, understand and implement new technologies
Software and hardware subtotal	\$ 242,000.00	56.42%

Total I & II	\$ 428,900.00	100.00%
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III. One Time Projects FY 2008

Network Hardware for branch network upgrades	\$ 35,000.00	Includes high speed Routers for all branches, installation & configuration
Site preparation for new equipment	\$15,000	Branches telecommunications closets must be upgraded to handle new equipment
Grand Total I, II & III	\$ 478,900.00	

Board of Library Trustees Tracking Chart

<i>ID</i>	<i>Date</i>	<i>Requested By</i>	<i>Person Assigned</i>	<i>Deadline</i>	<i>Status</i>	<i>Item</i>
1	11/9/2005	Trustees	Donna Corbeil	1/18/2006	Compilation completed; analysis begun	Analysis of Library Board Charter
7	11/9/2005	Trustees	AR Committee	1/18/2006	In process	Administrative Regulations for Library
9	11/9/2005	Trustees	Alicia Abramson	3/15/2006		Establish agenda calendar for Board items
14	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
37	3/15/2006	Trustee Lee	Donna Corbeil	7/21/2006	In process	Status of Quilt Show
42	4/19/2006	Trustee Lee	Donna Corbeil	5/17/2006	In process	Would like to see profile of benefits offered by other cities
43	4/19/2006	Trustee Powell	Alicia Abramson			Wishlist for staffing and equipment
45	5/10/2006	Trustee Moore	Management			Would like to hear regular reports from each library department at BOLT meetings.
49	5/17/2006	Trustee Moore	Beverli Marshall	7/19/2006		Form committee to look at the impacts of the FY07 budget adoptions.
52	6/21/2006	Trustee Powell				Report or outline on how Board budget policies are to be implemented.
62	7/19/2006	Trustee Moore	Trustees and Donna Corbeil	10/18/2006		Role of the Board

<i>ID</i>	<i>Date</i>	<i>Requested By</i>	<i>Person Assigned</i>	<i>Deadline</i>	<i>Status</i>	<i>Item</i>
70	9/26/2006	Trustee Powell	Donna Corbeil			List of deferred maintenance items.
72	10/18/2006	Trustee Powell	Trustees Powell and Lee		Ongoing	Further explore needs of South Berkeley community and investigate potential Ed Roberts Campus option.
73	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.
75	10/18/2006	Trustee Kupfer	Donna Corbeil/Beverli Marshall			Determine if some part-time positions can be combined into full-time positions.
76	12/6/2006	Trustee Powell	Beverli Marshall			Quarterly reports on extra intermittent hours
77	1/17/2007	Trustee Kupfer	Alicia Abramson	3/31/2007		Possibility of implementing WiFi
78	1/17/2007	Trustee Powell	Trustees, Donna Corbeil			Identify opportunities for Trustees to participate in professional organizations, e.g. ALTA.