



# BERKELEY PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES

REGULAR MEETING  
APRIL 9, 2008

AGENDA  
7:00 P.M.

SOUTH BRANCH LIBRARY  
1901 RUSSELL STREET

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

## I. PRELIMINARY MATTERS

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

## II. PRESENTATIONS

- A. **Oral Update Report on the Reference Division's Programs and Activities** – by Shani Leonards, Central Reference Supervisor

## III. CONSENT CALENDAR

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

- A. **Approve minutes of March 12, 2008 regular meeting**  
Recommendation: Approve the minutes of the March 12, 2008 regular meeting of the Board of Library Trustees.
- B. **Closure of the Tool Lending Library for Annual Tool Maintenance from April 28 to May 10, 2008**  
Recommendation: Adopt the resolution authorizing the closure of the Tool Lending Library from April 28 to May 10, 2008 for annual tool maintenance and reopening on May 12, 2008.
- C. **Resolution of Recognition for Miles Karpilow**  
Recommendation: Adopt the resolution recognizing Miles Karpilow, who passed away on March 6, 2008, and his contributions to the Berkeley Public Library and the Berkeley community.
- D. **Gann Override Measure Reauthorizing the Library Tax Approved in 1988**  
Recommendation: Adopt the resolution recommending the City Council place the Gann Override measure on the November 2008 ballot reauthorizing the City to spend the proceeds of the Library Relief Tax that was approved by the voters in 1988.

## IV. ACTION CALENDAR

- A. **Berkeley Public Library Strategic Plan Update**  
Recommendation: Adopt the resolution approving the ongoing timeline of the three-year Library Strategic Plan, including scheduling a Board of Library Trustees work session to review the Strategic Plan and take action at the Board's regular July 2008 meeting.
- B. **Berkeley Public Library Work Plan and Priorities**  
Recommendation: Adopt the resolution approving the Board of Library Trustees' FY2008/09 Library Work Plan and priorities.

**V. INFORMATION REPORTS**

- A. Report from library employees and unions, discussion of staff issues**
  - 1. Comments / responses to reports and issues addressed in packet.
- B. FY 2009 Library Budget Update on Capital Improvement Projects**
- C. Discussion of a possible bond measure for the November 2008 ballot, including the March 25, 2008 City Council bond discussion**
- D. April 2008 Monthly Report from Library Director Donna Corbeil**
- E. Library events:** Flyers and press releases for various Library programs

**VI. AGENDA BUILDING**

Next regular meeting will be held at 7:00 p.m. on Wednesday, May 14, 2008 at the South Branch Library, 1901 Russell Street, Berkeley.

- A. Tracking Chart**

**VII. ADJOURNMENT**

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**Please refrain from wearing scented products at public meetings.**

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

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

I hereby certify that the agenda for this special meeting of the Board of Library Trustees of the City of Berkeley was posted in the display cases located at 2134 Martin Luther King, Jr. Way and in front of the Central Public Library at 2090 Kittredge Street, as well as on the Berkeley Public Library's website on April 4, 2008.



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

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



## BERKELEY PUBLIC LIBRARY

### PRESENTATION CALENDAR

April 9, 2008

**TO:** Board of Library Trustees  
**FROM:** Shani Leonards, Central Reference Supervisor  
**SUBJECT:** Update Report on Reference Department Programs and Activities

#### **Reference**

Since April of 2007, the Reference department answered just over 59,000 reference questions via email, weekly online live chat sessions, telephone and face-to-face reference interactions. We also provided computer assistance to approximately 900 patrons per month in the last year, assisting with computer difficulties, making computer reservations and demonstrating how to print from our networked printer station. Our Reference desk is usually quite busy and department staff members spend about half their scheduled time working on the Reference and Berkeley History Room desks.

**Programming.** In the last year we've introduced several regular programs:

**Basic Computer Skills class.** Reference staff members work with patrons new to the Internet by teaching mousing skills, email set up, and basic navigation skills every Thursday from 10:00-11:00 a.m. in the Central Electronic Classroom. Attendance for this program has more than doubled in the last few months due to increased staff involvement and publicity.

**SCORE Small Business Counseling.** Each Monday night we offer four 1-hour long sessions with a business counselor from the Service Corps of Retired Executives. In February we added an extra hour of counseling time for this very popular, consistently full, service.

**Berkeley Rent Board Counseling.** Counselors from the City of Berkeley Rent Board office meet one-on-one with tenants and landlords on the second Saturday of each month from 11:00-12:00. The program debuted in December 2007 and is facilitated by a regular volunteer, Melville Martin.

**Online Author Seminar.** On March 3<sup>rd</sup> we began screening Oprah Winfrey's ten-week online seminar on Eckhart Tolle's latest book, *A New Earth*, for patrons who wanted to participate in the course but lacked a home computer. This program, now in its sixth week, draws an intergenerational, cross-cultural audience that increases with every session.

We've also continued popular existing programs:

**Café Literario.** This Spanish language book discussion group held at our West Branch and led by Alvaro Sanabria from February- July continues to grow in popularity each year. Our hope for next year is to secure funding to expand the discussion group from 12 to 20 attendees.



**Chinese language programs.** In December 2007, Professor Frederick Hsia led a seminar at the Central Library on American literature conducted entirely in Mandarin and attended by over a hundred guests. In late spring of 2008 we plan to offer a series of Asian language films and are currently putting together the list of movies to be shown.

**Author programs.** Carolyn Lehman spoke in October 2007 on her book, *Strong at heart: How it feels to heal from sexual abuse* and David Roche hosted a book signing in February 2008. Authors Ellen Sussman (*On a Night Like This, Bad Girls*), Lisa Lutz (*Spellman Files, Curse of the Spellmans*) and Georgeanne Brennan (*A Pig in Provence*) will join us for programs on their work in April and May of 2008.

**Business programs.** In late 2007 we offered two, very well-attended business programs: *Preparing a successful business plan*, led by Cal State East Bay Small Business development Corporation; and *Banks, SBA Loans, and Start-up Financing*, led by Cal State East Bay SBDC. We are planning a program with the Haas School of Business on the real estate meltdown for late spring.

### **Volunteers**

We have expanded our volunteer tech-helper program on the second floor, training adult volunteers to assist computer patrons who need extra attention.

In 2008, we began a new volunteer program training volunteers to help us index the obituaries from the *Berkeley Gazette*, which we own in microfilm form. We currently have no finding aid for this daily newspaper, so obituary requests are quite time-consuming for us to process. We have a century of obituary requests to index, so this is a long-term project, but one which will be useful for our patrons and the Reference desk staff.

We are currently planning an even more ambitious indexing project. We will be meeting in late April with volunteer librarians to determine the best way to index each issue of the *Berkeley Gazette* in its entirety.

### **Collection development**

We're planning to relocate two small collections which are currently quite hard to find on the second floor of Central, the ESL collection and the Test Preparation collection. We're also in the beginning stages of a comprehensive evaluation our Reference collection for currency and usefulness. All librarians in the Reference department participate in ordering books for the circulating and Reference collections at Central, with most librarians selecting in several subject areas.

### **Current Reference Department Staff members:**

- **Deirdre Cerkanowicz**, Library Specialist II
- **Tom Dufour**, our Business librarian and selector of science materials and philosophy titles.
- **Jef Findley**, Library Specialist II, training coordinator for volunteers, online chat participant.
- **Evie Gahtan**, Librarian II. Science collection selector, microfilm and magazine selector and chief steward of the Central display cases.



- **Wendy Hyman**, Librarian II. Booking Ahead selector, online chat librarian, departmental tech guru.
- **Amy Kuo**, Librarian II. Chinese/ Japanese language & 400s selector, plans Asian language programs.
- **Shani Leonards**, Supervising Librarian, Reference and 400s selector, online chat, programming.
- **Andrea Moss**, Librarian II. 300s selector and local documents, currently helping us update our community database, the Berkeley Information Network, BIN
- **Connie Reyes**, Library Specialist II, collects Spanish language materials and coordinates the Café Literario
- **Bob Saunderson**, Librarian II. Berkeley Digital History Online creator, which put our historic photographs of Berkeley on the Web. Bob also selects the 800s and books for our History Room.
- **Isobel Schneider**, Librarian II. Isobel is a fiction selector and the lead Reference liaison to the Berkeley Information Network, BIN.

**Berkeley Public Library  
Board of Library Trustees**

Regular Meeting  
March 12, 2008

MINUTES  
7:00 p.m.

West Branch Library  
1125 University Avenue

<b>PRELIMINARY MATTERS</b>
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**A. Call to Order**

The regular meeting of March 12, 2008 was called to order at 7:03 p.m.

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

**Absent:** None

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

**B. Public Comments**

1. Roxanne Figueroa, representing the Berkeley Public Library Foundation, gave an update of the Authors Dinner, which raised approximately \$55,000.

**C. Approval of Agenda**

**Information Item "A," a report by the union, was moved to be heard before the Action Calendar.**

**R08-22 Moved by Trustee Moore, seconded by Trustee Kupfer, to approve the amended agenda. Motion passed unanimously.**

<b>PRESENTATIONS</b>
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A. Oral Update Report on the General Services Division's programs and activities – by Jay Dickinson

Jay Dickinson, General Services Manager, gave a presentation to the Board on the General Services Division, also known as Circulation. This division is the largest division with 37 employees at Central. There are also other employees at each of the branches who perform circulation duties (e.g., Library Aides). Some of the duties performed under this division are:

- Check out materials to patrons
- Enter patron records and maintain the record database (Millennium)
- Assess and collect fines for delinquent accounts through a collection agency (Unique Management).
- Facilitate Inter-Library Loans (ILL, OCLC Loans from other institutions, and Link+ Loans), a consortium of approximately 35 libraries in California and one in Nevada.
- Deliver requested books through the inter-branch transit system, with deliveries now on Saturday since the hiring of a second employee.
- Process holds, approximately 85,000-100,000 per year, system-wide. General Services also received new receipt printers that will be very helpful in streamlining the holds process.
- Maintain the phone and e-mail notification system, which is attached to the circulation software.
- Check in, sort, and shelve the collection
- Process incoming periodicals and newspapers
- Staff the 3<sup>rd</sup> floor Paging Desk
- Manage the security budget, which is included in the General Services budget.

Circulation statistics:

- Total circulation: 1,609,726

- ILL loans to others: 1,632
- ILL loans received: 451
- Link+ loans to others: 2,662
- Link+ loans received: 5,025

During the fine amnesty that occurred in February 2008, \$34,816 in fees was waived and \$5,277 was collected in fees. During this period the Library collected \$2,200 for the replacement of lost items, whereas last year during the same period it collected \$1,600, which could be interpreted as more people visiting the library due to the fine amnesty. The Library collected \$1,333 in manual fees this year, compared with \$904 last year. The ultimate goal of the amnesty was to bring people back to the library and have them begun using the library and its services again.

Some of the highlights in General Services (GS) over the past year:

- General Services was responsible for the new library cards that came out recently.
- GS staff produced the YouTube video advertising BPL and its services.
- The non-pickup fine was removed, with much appreciation being expressed by both the patrons and employees.
- The tool fines were out-of-date and were raised accordingly.
- Self-checkout has been working fine and is very popular among the patrons; approximately 60% of checkouts are done by self-check.
- On an average the shelving trucks are being filled and emptied once a day.
- The number of allowable renewals on materials has been increased.
- The library card application process has been streamlined.

In the near future:

- General Services would like to begin looking into the sorting area and finding ways to speed up the shelving process.
- ILL requests will be offered on the BPL website.

#### CONSENT CALENDAR

**Trustee Moore asked for a modification to Consent Item "C."** The Board cannot authorize retroactive pay for a salary increase and the language stating this must be removed from the resolution. The resolution should read:

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to approve the salary increase of 7% for the Director of Library Services, effective March 13, 2008.

- R08-23 Moved by Trustee Moore, seconded by Trustee Kupfer, to approve the amended Consent Calendar.** Motion passed unanimously.
- R08-24 Approved the minutes of the February 13, 2008 regular meeting.**
- R08-25 Adopted the resolution adopting the Administrative Regulation regarding the gift and donation policy for the Library.**
- R08-26 Adopted the resolution approving the recommended salary increase of 7% for the Director of Library Services, effective March 13, 2008, based on the personnel evaluation conducted on February 13, 2008.**

#### INFORMATION REPORTS

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

Lisa Hesselgesser, Shop Steward for SEIU 1021, spoke concerning the Branch Facilities Master Plan and expressed the union's gratefulness for the Board and Director pursuing the expansion of the

branches since they agree it would create a much safer workplace. The union is concerned about the timing of the Plan because of the economic crisis at both the city and state levels and feels it may not be in the best interest of the workers and public. The public expects and deserves quality service and will continue to do so once the Plan is executed. During the process they would like to encourage caution and a thorough analysis in the face of a growing budget deficit.

During the Central Library's expansion the workload and staffing issues were not addressed and there continues to be a deficit. In the spirit of cooperation the union invites a plan that will address workload and staffing concerns.

<b>ACTION CALENDAR</b>
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A. Development of a Library Facilities Master Plan (LFMP) for the Branches

The Board discussed the possibility of placing a bond measure on the upcoming November 2008 ballot. There are serious upgrades that need to be done to all of the branch buildings in order to bring them up to standard. When considering the cost difference between just bringing them up to code or renovating and expanding, that the consultant and staff observed that it would be more cost effective to go forward with expansion. The Library Strategic Plan, also currently underway, may tie in to how the Board will decide to go forward with the branches.

Noll & Tam Architects, the consultants, put together options for each branch building. A spreadsheet compared the cost differences between the options offered and an overlay document showed how the options would look compared to the existing buildings. The two-story options at Claremont, South and North were deemed not feasible based on cost, while the one at the West Branch was included.

For the North Branch it was not feasible to renovate the building without expanding it. Since it is the most overcrowded and heavily used of all the branch buildings, an expansion of space is necessary to bring it up to code and create functionality. The Board agreed that both options "A" and "B" are appropriate to proceed with.

The first option for the West Branch is to move the building forward to the street and build a one-story addition behind the existing historic building. The second option is to take the plan created for the Prop 14 application, which is a two-story addition for the Literacy Program and a meeting room. The consultants wanted to entertain this option since extensive community input went into this layout. The rationale for having this building so much larger than the rest of the branches was that it served a larger portion of the community since it is in such a central location and it is heavily used. The renovation-only option was not viable since it would mean that the Literacy Program would not have the space it needs to function. The expansion of the Literacy Program space is the first-priority issue that needs to be addressed at the West Branch.

The community has a fondness for the existing South Branch building, and some did seem to be receptive to the idea of a new building. The Tool Library is so popular and crowded that it is the first concern when considering the options for the building. The consultants' option for the building was to expand it as far as the property line will allow. At the recent community meetings there was a strong desire from the neighborhood that the Library remain a traditional library. Both options will be kept in order to show the comparison between renovations and expansion versus new building.

The Board discussed how the consideration for the South Branch correlates with the Ed Roberts Campus (ERC) option. The Board would like to see some type of Library presence at the ERC since the vision is for BPL to be an international model for an accessibly library branch. The Board decided to keep the South Branch and ERC separate and asked the consultants to look into adding another set of options for ERC. The ERC options would be the smallest space considered during the previous study (approximately 6K sq. ft.) and another smaller option.

Among all of the branch facilities the Claremont Branch is in the best condition. It had an expansion done in the 1970s and in 2000 it had ADA upgrades done to the bathrooms. There isn't much room to expand unless a second story is added, or an adjacent lot is acquired. The one useful expansion



considered was a small corner addition to the entrance, which relieves the bottleneck that occurs at the front door. From a historical point of view there are some renovations recommended, i.e., light fixtures, historic finishes. The community seemed happy with this branch, but did ask for more quiet spaces. A reconfiguration of the layout was the only recommendation given by the consultants. The Board decided to remove option "A" and only leave option "B."

- R08-27 Moved by Trustee Golphin, seconded by Trustee Kupfer, to designate the following options:**
- **North Branch:** Option A – One story addition and Option B – Larger One story addition
  - **West Branch:** Option A – Renovation and expansion and Option B – Prop 14 (Two story addition)
  - **South Branch:** Option A – Renovation and expansion and Option B – All New, One story
  - **Claremont Branch:** Option B – Small addition
  - **Ed Roberts Campus:** Option A – 6,000 sq. ft. space and Option B – Smaller space TBD
- and approve the development of conceptual design options for each facility based on information from community input, staff analysis, and facility assessments by the consultant Noll & Tam Architects in order to further the development of a Branch Library Facilities Master Plan.** Motion passed unanimously.

The next steps will be for the consultants to create conceptual designs of each of the options agreed upon. They should have additional financial information in April. Library staff will also be taking a tour of surrounding library branches in order to gather ideas and see what is and is not working in other libraries.

On March 25, 2008 there will be a City Council Work Session will be held at 5:00 p.m., followed by a discussion of the polling survey during the regular meeting. The Library was asked to provide an information report on the branch needs and Ms. Corbeil will be giving a short presentation before the City Council. The Board discussed possibly having a Special Meeting on April 23<sup>rd</sup> to discuss the results of the polling survey the City plans on conducting. This will be decided as more information is gathered.

<b>INFORMATION REPORTS (cont'd)</b>
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B. FY2008 Budget Update Report

This item was delivered to assist with beginning the budget process. When the FY2008-09 budget was approved there were reductions that were built into the FY09 budget. The approved FY09 budget must include further reductions. The HR Analyst was consulted to identify current and upcoming vacancies to determine where savings could occur without affecting any filled positions. Once possible areas were identified they were broken up into two categories, Non-Personnel and Personnel. The proposed budget modifications were listed as Attachment 1 to the delivered budget report; these modifications were discussed in detail.

There was discussion about possibly expanding the hours at the Tool Library since it is so popular and has limited hours. This issue will be placed on the agenda for the next regular Board meeting. During discussions about the expansion of hours at the branches it was suggested that the Library consider keeping the same number of hours but adjust the times. A survey may be conducted to find which hours are the most desirable for patrons.

Capital projects were not included in this budget report, but will be included as part of the next regular Board meeting.

C. Discussion of Bond to Address Branch Facilities Needs

In April there will be more information available about the November 2008 ballot. Packets for the public may be made with information on the branch facilities and what is coming up regarding the polling and November 2008 ballot. Trustee Powell will work with Ms. Corbeil on the information item that will be submitted to the City Manager and subsequently to the City Council.

D. March 2008 Monthly Report from Library Director Donna Corbeil

- There is a movement to get another state-wide bond for libraries and more information will be forthcoming.
- There will be a Strategic Plan meeting at the Central Library on March 22, 2008. Approximately 100 invitations have gone out to community stakeholders.
- Dennis Dang, the new Administrative Services Manager, will start work on Monday, March 24<sup>th</sup>.
- Library Legislative Day will be on April 16<sup>th</sup> and the Trustees were encouraged to attend if they could.

<b>AGENDA BUILDING</b>
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- **April Regular Meeting**
  - Budget priorities
    - Expanding hours at the branches
    - Expanding hours at the Tool Lending Library
  - Capital projects
  - Strategic Plan update
  - Recommendation to City Council to place the Gann Override Measure on the November 2008 ballot

<b>ADJOURNMENT</b>
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**R08-28**     **Moved by Trustee Moore, seconded by Trustee Kupfer, to adjourn the regular meeting at 9:38 p.m.** Motion passed unanimously.



## **BERKELEY PUBLIC LIBRARY**

### **CONSENT CALENDAR**

April 9, 2008

**TO:** Board of Library Trustees

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

**SUBJECT:** CLOSURE OF THE TOOL LENDING LIBRARY FOR ANNUAL TOOL MAINTENANCE FROM APRIL 28 TO MAY 10, 2008

### **RECOMMENDATION**

Adopt the attached resolution authorizing the closure of the Tool Lending Library from April 28 through May 10, 2008 and reopening on May 12, 2008.

### **FISCAL IMPACT**

This report will have no fiscal impacts.

### **BACKGROUND**

In January 1997, the Board of Library Trustees began to authorize, on an annual basis a 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 April 28 through May 10, 2008. The Tool Lending Library will reopen on May 12, 2008. Press releases and flyers will announce the closure of the Tool Lending Library.

### **FUTURE ACTION**

No future action is needed.

Attachments:

1. Resolution

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

**AUTHORIZATION TO CLOSE THE TOOL LENDING LIBRARY FOR ANNUAL TOOL  
MAINTENANCE FROM APRIL 28 THROUGH MAY 10, 2008 AND REOPENING ON MAY 12,  
2008**

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 28 through May 10, 2008, with reopening occurring on May 12, 2008.

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

**THE BOARD OF LIBRARY TRUSTEES EXPRESSES ITS SYMPATHY UPON THE DEATH OF MILES KARPILOW ON MARCH 6, 2008 AND EXPRESSES ITS GRATITUDE IN RECOGNITION FOR HIS CONTRIBUTIONS TO THE ART COMMUNITY AND SERVICE IN BENEFIT OF THE LIBRARY THROUGH HIS ART AND WORK WITH THE FRIENDS OF THE BERKELEY PUBLIC LIBRARY**

WHEREAS, Miles Karpilow a resident of the Bay Area since 1957 and of Berkeley since 1965 was recognized as an artist-craftsman completing many commissions throughout the Bay;

WHEREAS, Mr. Karpilow's work has been recognized in the pages of fine woodworking periodicals such as Fine Homebuilding, Woodwork, Fine Woodworking and in several books;

WHEREAS, he brought his talent to design furniture and cabinetry informed by the work of late 19<sup>th</sup> and early 20<sup>th</sup> century architects and furniture makers of the Arts & Crafts movement in all its manifestations to create unique works located in public places and homes throughout the area;

WHEREAS, he created two hand-carved wooden gates that provide a grand entry portal into the Local History Room of the Central Branch of the Berkeley Public Library after being selected from a field of 25 local artists in a public competition;

WHEREAS, in 2002 he created, as a permanent public art piece, the first such project of the City of Berkeley's new public art program, a set of sculpted doors which are a combination of organic and geometric forms referencing the Mayan-inspired decorations of the Library façade;

WHEREAS, he then went on to become a member of the Friends of the Berkeley Public Library and served as a member on the Board of the Friends of the Library;

WHEREAS, he was an advocate and supporter of the arts and literacy, a collector of rare books and fine art, a traveler, a teacher and a respected and esteemed member of the community; and

WHEREAS, Mr. Karpilow will be missed by all who knew him and his art.

NOW, THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley expresses its deep appreciation and gratitude for the legacy Miles leaves behind and our sincere regret on his death.



## BERKELEY PUBLIC LIBRARY

### CONSENT CALENDAR

April 9, 2008

**TO:** Board of Library Trustees

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

**SUBJECT:** GANN OVERRIDE MEASURE REAUTHORIZING THE LIBRARY TAX APPROVED IN 1988

### RECOMMENDATION

Adopt the resolution recommending the City Council place the Gann Override measure on the November 2008 ballot reauthorizing the City to spend the proceeds of the Library Relief Tax that was approved by the voters in 1988.

### FISCAL IMPACT

The ballot measure, if approved by the voters in the upcoming November 2008 election, will allow the Library to continue spending the proceeds from the library tax. This measure would not increase taxes.

### BACKGROUND

The Central Library and all of the Branches are almost entirely funded by a citywide special tax (referred to as the Library Relief Act of 1980), which was approved by the voters in 1988. Article XIII B of the California Constitution, the "Gann Appropriations Limit," limits each city's annual appropriation of taxes, adjusted for population and cost of living, to the amount spent during the prior year. Half of any amount collected in excess of the appropriation limit must be refunded to the taxpayers within the next two years unless the voters approve a change in the appropriations limit. The annual appropriations limit can only be exceeded if the majority of voters approve the excess expenditures, which is required every four years; this constitutional restriction is in addition to the special tax requirement of a two-thirds vote of the people.

### CURRENT SITUATION AND ITS EFFECTS

The authorization to spend the proceeds of the Library Tax will expire on June 30, 2008. The City Council is expected to submit to the Berkeley Electorate a measure for the November 2008 ballot to increase the appropriation limit for the Library Tax, along with voter-approved taxes for parks maintenance and emergency medical services.

### FUTURE ACTION

The City Council will place these Gann Override measures on the November 2008 ballot. Once approved by the voters, the Library can continue to spend the proceeds from the Library Tax. No increase in taxes would result from this measure.



Attachments:

1. Resolution

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

**GANN OVERRIDE MEASURE REAUTHORIZING THE LIBRARY TAX APPROVED IN 1988**

WHEREAS, the Berkeley Public Library is almost entirely funded by a citywide special tax, referred to as the Library Relief Act of 1980 approved by the voters in 1988;

WHEREAS, the "Gann Appropriations Limit" limits each city's annual appropriation of taxes to the amount spent during the previous year;

WHEREAS, an increase in the appropriations limit was adopted by the voters, but the authorization to increase the spending limit must be renewed every four years;

WHEREAS, authorization to spend the proceeds from the Library Tax will expire on June 30, 2008; and

WHEREAS, it is anticipated that the City Council of the City of Berkeley will put forth a measure for the November 2008 to the Berkeley Electorate to increase the appropriation limit for the Library Tax, along with voter-approved taxes for parks maintenance and emergency medical services.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to recommend the City Council of the City of Berkeley place the Gann Override measure on the November 2008 ballot reauthorizing the City to spend the proceeds of the Library Relief Tax that was approved by the voters in 1988.





## BERKELEY PUBLIC LIBRARY

### ACTION CALENDAR

April 9, 2008

**TO:** Board of Library Trustees  
**FROM:** Douglas Smith, Deputy Director of Library Services  
**SUBJECT:** LIBRARY STRATEGIC PLANNING PROCESS UPDATE

#### RECOMMENDATION

Adopt the resolution approving the ongoing timeline of the three-year Library Strategic Plan, including scheduling a Board of Library Trustees work session to review the Strategic Plan and take action at the Board's regular July 2008 meeting.

#### FISCAL IMPACT

No fiscal impact will occur during fiscal year 2007-2008. Any impact in future fiscal years will be included in appropriate budget discussions, presentations and workshops.

#### BACKGROUND

In 2002-2004, the Berkeley Public Library began a strategic planning process coordinated by an outside consultant and Library staff. From this, community needs statements were developed and specific service goals were written. The draft plan written by Library managers was not voted on by the Board of Library Trustees. No strategic planning activity has taken place in the period since 2004.

While the Berkeley Public Library has for many years been offering a diverse and effective array of services, it has done so without defined priorities. As a result the Library has lacked the ability to demonstrate to taxpayers, stakeholders, and its Board that it has established goals and objectives consistent with its mission and with community input, in a defined timeframe. Similarly, the lack of a strategic plan and concomitant key service priorities has made it more difficult to ensure that the most effective use is being made of the Library's resources. Recently, the Public Library Association published *Public Library Service Responses 2007*, the result of work done by public librarians nationwide to develop primary service roles or priorities for public libraries in a common vocabulary for use by librarians and trustees to identify service priorities for their libraries.

Library staff is working with consultant Leslie Nordby to create a new draft strategic plan, using the new PLA service responses as a framework, which will be brought to the Board for review, discussion, and approval.

#### CURRENT SITUATION AND ITS EFFECTS



At its January 2008 meeting, the Board of Library Trustees approved the proposed timeline and scope of work to conduct the Library Strategic Plan and discussed the planning process. The Deputy Director convened a committee of Library staff members representing various areas of the Library's organization. To date, the group has worked on the following aspects of the strategic planning process:

- Reviewed and assessed the completion of the objectives from the 2002-04 planning process and found that over 70% of the then-proposed service objectives had been fulfilled or partially completed in the intervening period.
- Partnered with Market Research faculty and students from UC Berkeley Extension to conduct two focus groups with teen library users to hear from teens about their service preferences.
- Scheduled and held five public community meetings at each Library location in March, during which the PLA service responses framework was presented.
- Developed a survey instrument designed to measure Library usage, user demographics, and the relative importance of the primary service roles, which has been distributed in electronic and paper formats citywide.
- Met with consulting firm Hatchuel Tabernik Associates to review the qualitative data from the community forums, and to discuss how the quantitative results of HTA's assessment of the library service needs of the southwest Berkeley region can inform the service plan for the entire citywide service area and its population.

The anticipated timeline and remaining tasks are to:

- Conduct staff focus groups to review the prior work and community input. (April 10-11)
- Prepare a written draft Strategic Plan with priorities, from which more detailed goals and objectives can be developed by staff (mid-May).
- Bring the draft Strategic Plan before the Board of Library Trustees for review and discussion at a Board work session devoted to the plan on July 9, 2008.

#### FUTURE ACTION

Discussions of the Plan will also be included in any Board workshops relating to the budgets of each of the upcoming three fiscal years.

Attachments:

1. Resolution

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

**APPROVAL OF THE ONGOING TIMELINE FOR THE THREE-YEAR STRATEGIC PLAN,  
INCLUDING SCHEDULE A WORK SESSION TO REVIEW THE PLAN AND TAKE ACTION  
AT THE JULY 2008 MEETING**

WHEREAS, in 2002-2004 the Berkeley Public Library began a strategic planning process coordinated by an outside consultant and Library staff, which remained unapproved by the Board of Library Trustees;

WHEREAS, no strategic planning activity has taken place in the period since 2004, resulting in the Library's lack of ability to establish goals and objectives consistent with its mission and with community input in a defined time frame;

WHEREAS, at its January 2008 regular meeting the Board of Library Trustees approved the proposed timeline and scope of work to conduct the Library Strategic Plan; and

WHEREAS, since the January 2008 meeting, the committee consisting of Library staff members representing various areas of the Library's organization has worked to completed various aspects of the strategic planning process and is currently working to complete those remaining.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to approve the ongoing timeline for the three-year Strategic Plan, including scheduling a Work Session to review the Plan and take further action at a meeting in July 2008.



## BERKELEY PUBLIC LIBRARY

### ACTION CALENDAR

April 9, 2008

**TO:** Board of Library Trustees  
**FROM:** Donna Corbeil, Director of Library Services  
**SUBJECT:** Priority Designation for Library Work Plan Projects for FY 2009

### RECOMMENDATION

Adopt the resolution approving the Board of Library Trustees' FY2008/09 Library Work Plan and priorities.

### INTRODUCTION

The purpose of this report is to review current priorities, recommend new or revised projects and assign a priority status to those individual projects included in the FY 2009 Library Work Plan.

### FISCAL IMPACT

There is no direct fiscal impact from this report though priorities included in the Library Work Plan do have budget implications.

### BACKGROUND

At the March 21, 2007 meeting, the Board of Library Trustee adopted the following priorities for FY 2008/09:

1. Continue to pursue restoring hours of service at the Branches.
2. Continue to pursue the potential of moving South Branch to the Ed Roberts Campus.
3. Continue to pursue the implementation of WiFi at all branches, including Central.
4. Continue to identify and meet the needs of Southwest Berkeley, with a bookmobile or other collaborative action.
5. [Complete] two planning studies for services and facilities, including community engagement.

At the June 13, 2007 meeting, the Board approved a draft FY 2008/09 Library Work Plan and reporting format. Subsequently, in October 2007, the Board requested each project have a priority designation assigned to it, similar to the City Council process in which the City Manager assigns a designation to city projects. Thereafter, we began to use the designations of critical initiative (CI), special project (SP), and department project (DP); those projects most directly related to Board priorities have a critical initiative (CI) designation. Staff provides periodic status reports on projects as part of the budget process or as informational items.



As mentioned in October, the Work Plan model is similar to one undertaken by the City as part of the budget planning process. One of the underlying assumptions is that the vast majority of work in the department or at the Library can be described as baseline service delivery. The 90% baseline, 10% special projects composition used by the City accurately reflects library operations in most years. Baseline work represents what we consider as basic services, such as opening the library the prescribed hours per week, providing reference services, purchasing materials for use by the public, children's programming, etc.

The City's work plan focuses on high priority, time-specific projects that accomplish specific goals through concentrated efforts. The Library will use the same definition as the City does to categorize activities as a "project": *Projects have a desired objective, take concentrated resources and effort to achieve, and have a beginning and end.* Throughout the year as projects arise, staff will address the need by planning and budgeting allocated funds within the current year's budget or recommend the initiative be deferred and incorporated into a future fiscal cycle, for example capital or facility repairs. Regardless, all projects require resources; these may be within the scope of the budget and staff capacity or not, in which case additional resources may be needed to complete them.

#### CURRENT SITUATION AND ITS EFFECTS

Attached is an updated summary spreadsheet of all FY 2008/09 projects, along with the corresponding sheet for each project that includes a brief description, comments, deliverables or the various steps required to complete the project, detailed timeline, status, budget information and the lead person and/or team.

The FY 2009 Mid-Biennial Budget process is underway. BOLT adopted a two-year budget for FY 2008/09 in June 2007. A review of priorities as detailed in the Work Plan mid-budget cycle is recommended to ensure proposed budget changes (March 12, 2008 – FY 09 Personnel and Non-Personnel Budget Modifications & April 9, 2008 – FY 09 Capital Improvement Projects) and Board priorities are coordinated. This review is an opportunity to:

- Discuss the status of current priorities;
- Discuss any new or revised priorities; and
- Clarify the status and scope of both new priority projects and existing projects as we begin the second year of the 2-year budget cycle.

Once directions are set, staff will modify the Library Work Plan and reflect any resulting fiscal implications in the proposed budget.

#### FUTURE ACTION

Staff will bring a revised FY 2009 Library Work Plan Summary, adjusted FY 2009 Proposed Library Budget and other relevant budget documents to the April 9, 2008 meeting for discussion and possible action.

Attachments:

1. Resolution
2. Library Projects FY 2008/09

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

**APPROVAL OF THE BOARD OF LIBRARY TRUSTEES FY2008/09 LIBRARY WORK PLAN AND PRIORITIES**

WHEREAS, at their March 21, 2007 regular meeting, the Board of Library Trustees adopted priorities for fiscal year 2008/09;

WHEREAS, at their June 13, 2007 regular meeting, the Board of Library Trustees approved the FY 2008/09 Library Work Plan and reporting format;

WHEREAS, in October 2007 the Board of Library Trustees requested that each project in the Library Work Plan be given a priority designation, similar to the City Council of the City of Berkeley's process;

WHEREAS, since the FY2009 Mid-Biennial Budget process is underway, a review of the priorities is recommended to ensure proposed budget changes and Board priorities are coordinated.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to approve the FY2008/09 Library Work Plan as presented and designate priorities as follows:

1. -
2. -
3. -
4. -
5. -

## LIBRARY PROJECTS FY 2008/09

	Project Title	Priority	Lead	Budget	Timeline
1	<a href="#">Administrative Regulations &amp; Policy Development</a>	DP	D. Smith, J. Shurson & L. Perkins (J. Dickinson Circ P&P)	None	Ongoing
2	<a href="#">Privacy Policy</a>	SP	A. Abramson	\$5,000	June 2008
3	<a href="#">Signage</a>	DP	J. Dickinson	TBD	June '08
4	<a href="#">Hours of operation at branches</a>	CI	D. Corbeil & S. Olawski	TBD	March '08
5	<a href="#">Explore South Branch to ERC</a>	COMPLETED			
6	<a href="#">WiFi at Central &amp; Branches</a>	COMPLETED			
7	<a href="#">High speed internet @ Branches</a>	DP	A. Abramson	\$10K-\$20K each location	Installation completed @ West Branch
8	<a href="#">Library Master Facilities Plan (Branches)</a>	CI	D. Corbeil & S. Olawski	\$175,000	Underway; Complete Jun '08
9	<a href="#">Strategic planning w/ public, staff and BOLT</a>	CI	D. Smith	\$10,000	Community meetings & survey in process
10	<a href="#">Study Southwest Berkeley Needs</a>	CI	D. Corbeil, A. Bern & Staff Committee	\$25,000	In progress, HTA consultants hired, grant funded
11	<a href="#">Annual Report, Graphics and Marketing Design</a>	SP	D. Corbeil, A. Bern, A. Furuzawa & Staff Group	\$5,000	Annual Report completed
12	<a href="#">Intranet Redesign</a>	DP	A. Abramson & Staff Group	None	Ongoing
13	<a href="#">Children's Webpage Design</a>	DP	L. Perkins	\$15,000	Contract signed April '08
14	<a href="#">Web Online Public Access Catalog (WebOPAC) Redesign</a>	DP	A. Abramson, IT Librarian & Staff Web OPAC Group	None	Ongoing
15	<a href="#">Online Applications</a>	COMPLETED			
16	<a href="#">Wireless Inventory Wands / PDA</a>	DP	T. Kottkamp & J. Dickinson	Minimal	Nov '07
17	<a href="#">Staff Development / Training Plan</a>	DP	J. Shurson, A. Abramson, A. Bern & D. Dang	TBD	July '08
18	<a href="#">Teen Webpage</a>	DP	K. Finney and L. Perkins	< \$500	On Hold
19	<a href="#">Collection Development Policy</a>	DP	Collection Dev. Librarian	\$0	On Hold

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

**1**

**Administrative Regulations and Policy Development**

**Lead**

Doug Smith, Jenifer Shurson and Linda Perkins  
(Jay Dickinson, Circulation Policies & Procedures)

**Description**

Identify City Administrative Regulations for adoption as Library policy; identify policy areas and operational procedures that need to be developed or updated; draft new policies and procedures in these areas, or delegate to appropriate staff work groups.

**Comments**

Areas of focus during the current FY will be circulation policies (as developed by a Circulation Policies and Procedures Committee) personnel policies and procedures, and financial policies. Work group also includes Library Services Manager Linda Perkins and HR Analyst Jenifer Shurson.

**Budget**

No budget is needed.

**Deliverables**

**Step**

**Detail**

**Status**

Identification of policy and A.R. areas for development

Develop tracking chart

Met on 6/14 and 7/5/07 –11 policies in process

Approved policies: Internet Use, Non-commercial Photography, Library Rules of Conduct, ADA Grievance, Exam Proctoring, & Video Monitoring System Procedures

Approved by the Board of Library Trustees

In progress: Posting and Display Policy, Vacation Approval Guidelines, Supervisor-In-Charge,

These policies and procedures are at various stages in progress.

**Subset of 1**

**Policy and Procedures Manual: Circulation**

**Lead**

Jay Dickinson

**Description**

Produce a comprehensive policy and procedures manual for the circulation/general services unit for both Central and Branches.

**Comments**

Many will contribute to this project, but the primary organization and authoring will be done through the Circulation Policies and Procedures Committee (recently reinstated).



**Budget**

No budget is needed.

**Deliverables**

<b>Step</b>	<b>Detail</b>	<b>Status</b>
Discussion of specific areas of focus and organizational planning.	Circulation Procedures Committee met on 7/20/07 (first meeting).	All involved are to begin identifying processes for documentation and policies for discussion. Next meeting is in August.

**2****Privacy Policy****Lead**

Alicia Abramson

American Library Association states:

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

**Description**

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

**Comments****Budget**

\$7,000

**Deliverables**

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

Final review of draft report  
& policy

Revise and make final edits  
to proposed policy and  
report for BOLT

May 2008

Present policy & report to  
BOLT

June 2008

**3**

**Signage**

**Lead**

Jay Dickinson

**Description**

Identify signage needs at Central and Branches, to include improvement of previous signage and implementation of new signage where needed.

**Comments**

An RFP will be sent out to solicit a contract. Internally, a committee (yet to be populated) will be formed to identify needs, plan for, and implement changes and additions.

**Budget**

To be determined.

**Deliverables**

**Step**

**Detail**

**Status**

**4**

**Increase hours of operation at Branches**

**Lead**

Suzanne Olawski and Administrative Services Manager

**Description**

In response to the FY2008 budget priorities adopted by BOLT Resolution No. 07-27 on March 21, 2007, Library staff will continue to investigate increasing the hours of operation at the Branches.

**Comments**

**Budget**

Unknown

**Deliverables**

**Step**

**Detail**

**Status**

To be determined.

**4 (Revised)**

**Hours of operation at Branches**

**Lead**

Suzanne Olawski and Doug Smith, Deputy Director

**Description**

Analyze public service hours at the Branch Libraries and the Tool Library and make recommendations regarding days and times that are optimal for the public.

In response to the FY 2008 budget priorities adopted by BOLT Resolution No. 07-27 on March 21, 2007, Library staff will continue to investigate the best times of operation and total number of weekly hours the Library is open to the public.

**Comments**

Revise FY 2008 priority to include the Tool Library; currently closed on Friday mornings. Include the options of modifying the schedule at each location while maintaining the total number of open hours. Conduct an analysis: survey users to gather preferences; examine usage data; and consider staffing levels and operations, in order to develop recommendations to be considered for action by BOLT.

**Budget**

Unknown

**Deliverables**

**Step**

**Detail**

**Status**

To be determined.

5

## Explore South Branch to ERC

### Lead

Donna Corbeil, Alan Bern and BOLT Subcommittee

### Description

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

### Comments

Work with ERC/Southwest Berkeley Discussion Group. Members: Donna Corbeil, Chris Adams, Roxanne Figueroa, Terry Powell, Ying Lee and Alan Bern.

### Budget

\$25,000 for original project completed by HTA in October 2006.

## Deliverables

### Step

Discussion Group white paper presented to BOLT February 13, 2008

### Detail

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

### Status

Completed

**COMPLETED**

**6****WiFi at Central and Branches****Lead**

Alicia Abramson

**Description**

Implement Free Wireless Internet access at all locations of the Berkeley Public Library.

**Comments**

Wireless access is one of the most frequently requested services by the public.

**Budget**\$25,000 for equipment in FY/07  
Up to \$10,000 for additional equipment FY/08**Deliverables**

<b>Step</b>	<b>Detail</b>	<b>Status</b>
Wireless site survey & equipment needs assessment, solicit bids and select system	Perform initial site survey and equipment needs assessment, solicit bids; select and order equipment.	Complete 5/07
Equipment configuration & installation	Install wiring to locations where Wireless Access Points (APs) will be located, work with Library Maintenance to mount access points, configure controller and security policies.	Central 6/07 Branches 09/07 – 11/07
Test equipment	Test for wireless signal coverage, modify AP locations as necessary.	Central Complete 09/07 Branches complete 11/07
Document, publicize, launch service	Create basic user guide, educate Public Service staff, publicize.	Central Complete 09/07 Branches complete 11/07

**COMPLETED**

**7****High Speed Internet at Branches****Lead**

Alicia Abramson

**Description**

This project will increase the Internet connection speeds for each branch library to 5 Megabit per second (Mbps) and the Central Internet connection to 20 Mbps. This project is contingent on receiving E-Rate funding from the Universal Service Corporation, but will also require a capital outlay to purchase equipment needed for the higher speed access.

**Comments**

Currently branches are on outdated fractional T1 lines and do not benefit from the Central Library's 10 Mbps Internet connection. Upgrading the branches to 5 Mbps connections and Central to 20 Mbps, will result in more positive library patron computer experiences and higher staff productivity.

**Budget**

\$35,000 for equipment in FY/08  
 \$15,000 for branch facility upgrades to accommodate high speed network equipment in FY/08

**Deliverables**

<b>Step</b>	<b>Detail</b>	<b>Status</b>
Secure E-Rate funding	This project is dependent on receiving E-Rate Subsidies.	E-Rate funds awarded August 2007.
Solicit bids for branch network equipment & installation services	The current equipment at the branches is not capable of carrying traffic above 1.54 MBPs	In progress
Assess branch equipment closets to meet AT&T site guidelines for fiber-optic line termination	AT&T has guidelines for site preparation that must be met before fiber optic cable is installed on the premises	Completed 09/07
Work with maintenance and identified contractors to address any deficiencies in branch sites	This includes installation of plywood backing for fiber termination, power receptacles, equipment racks, conduit and trenching where required by AT&T.	West Branch 11/07 North Branch 12/07 South Branch 12/07 Claremont Branch 01/08
Install and configure network equipment.	Coordinate equipment installation with AT&T fiber optic cable installation	West Branch 03/08 North Branch 05/08 South Branch 06/08 Claremont Branch 2009



**8****Library Master Facilities Plan (Branches)****Lead**

Donna Corbeil and Suzanne Olawski

**Description**

Analyze the current physical ability of the branch libraries to serve the needs of the community and an evaluation to determine the feasibility of expansion and/or renovation.

**Comments****Budget**

\$175,000

**Deliverables****Step****Detail****Status**

RFP conducted in Aug '07;  
three firms interviewed

BOLT approved resolution  
to negotiate contract with  
Noll & Tam

September 19, 2007

BOLT authorized director to  
set up advisory group with  
Library staff, representation  
from the BPL Foundation,  
representatives from the  
Friends of BPL, two Library  
Trustees and a person(s) to  
represent the disability  
community, and other  
community members

Group met multiple times  
to provide on-going input  
and guidance to shape the  
plan and assist with  
community outreach.

November 14, 2007

Held BOLT Workshop on  
the Library Master Plan  
Feasibility

Reviewed results of public  
survey conducted January  
1 through February 9, 2008  
and a summary analysis of  
patron and staff input.

February 13, 2008

BOLT meeting update /  
report on stats of project

Report on four community  
meetings, one at each of  
the four branch facilities.

March 12, 2008

Report prepared for  
delivery to City Council for  
Infrastructure needs and  
possible bond initiatives  
work session

Information for public on  
branch needs prepared,  
handout on project  
developed and display of  
options discussion at each  
branch, including Central

March 25, 2008

**9****Strategic Planning with Public, Staff and BOLT****Lead**

Doug Smith

**Description**

Convene steering committee to review strategic planning work from 2002-2004; hold community forums at all BPL locations; collaborate with UC Berkeley students to conduct market research; conduct a city-wide community survey; and staff focus groups to prioritize library services based on the PLA Public Library Service Responses.

**Comments**

Library Consultant, Leslie Nordby, has been hired to assist staff with the process.

**Budget**

\$10,000

**Deliverables****Step****Detail****Status**

Timeline and process

Approved by BOLT at January 2008 meeting.

Public Meetings

A meeting of stakeholders was held to gather information from the community.

Completed March 22, 2008

Surveys

In progress

Update report to BOLT

Report to be given to BOLT at April 2008 meeting.

Workshops and Staff Focus Groups

BOLT Workshop to be held during the June 2008 BOLT meeting; Staff Focus Groups forthcoming

10

## Study Southwest Berkeley Needs

### Lead

Donna Corbeil, Alan Bern and Staff Committee

### Description

Oversee and work with Hatchuel Tabernik & Associates (HTA) to complete *Community Assessment of Unmet Library Needs in Southwest Berkeley*

### Comments

A community assessment that defines the unmet library needs and provides recommendations for library services in underserved areas of Southwest Berkeley.

To gather detailed information on existing library services and the types of services people would like to have access to in their community.

### Budget

\$29,500

## Deliverables

Step	Detail	Status
Produce maps of library use in Southwest Berkeley	HTA produced from Alicia Abramson's reports: Staff Committee feedback to complete	Near completion 10/15/07
Finalize survey instrument for distribution	Staff Committee feedback to complete	Near completion 10/15/07
Hire UCB Cal in Berkeley Interns to work with HTA	Distribute survey and tabulate and analyze results	Begin in late Fall 2007
Discuss BHS volunteers with Flora Russ and BHS	Distribute surveys	October 2007 discussion
Distribute survey and get feedback from focus groups	<i>Phase One</i> with develop a detailed picture of the library needs of the area of Southwest Berkeley with little library usage. This will include community surveys (phone, paper and online), focus groups and maps of current library resources. This data will be used to develop recommendations to meet the identified	Spring 2008 completion

needs.

*Phase Two* will take the recommendations back out to the community for feedback and suggestions. This will include a community meeting, focus groups, and interviews of key community leaders.

A final report will summarize the community feedback and suggestions, and make multiple recommendations for Berkeley Public Library to consider

Presentation to BOLT

Work with HTA to give presentation

Late Spring completion

11

## Annual Report, Graphics and Marketing Design

### Lead

Donna Corbeil, Alan Bern, Alisa Somera and Staff Group

### Description

Work with graphic artist to formalize “look” for BPL materials, including service brochures and annual reports.

### Comments

### Budget

\$10,000

## Deliverables

Step	Detail	Status
Correct current publications offered	Flyers, service brochures, etc. from all areas of the Library	Collected by Alan Bern beginning in June.
Collect publicity from other, similar public libraries.	Emulation is not only flattering but efficient.	Always underway by library-visiting staff
Hire consultant to do annual reports.	Consultant will use BOLT report to City Council as information basis for developing FY07 Annual Report	Hired consultant Oct 15, 2007 to work on report.
Design	Printed and delivered. Available electronically on BPL website.	Completed
Form staff committee to work on “The Look” of all graphic material.		On hold until spring '08.

**12****Intranet Redesign****Lead**

Alicia Abramson and Staff Group

**Description**

The Berkeley Public Library maintains a staff Intranet for the purposes of communicating within the organization, sharing knowledge, providing easy access to important policies, procedures, forms and library information throughout the organization.

**Comments**

Staff use of the Intranet has not been consistently adopted throughout the Library. In addition the Intranet must be further developed to include a more complete range of documents such as forms, policies, procedures, employee manuals, division and committee meeting notes and other information that users expect to find. Wider participation from different Library units is required to make the Intranet a more useful and well utilized staff resource.

**Budget**

None

**Deliverables**

<b>Step</b>	<b>Detail</b>	<b>Status</b>
Convene a staff Intranet task force	Identify staff from various library units to participate	October 2007
Solicit staff feedback on the Intranet	Conduct a survey of staff needs regarding an Intranet	November 2007
Identify areas of the Intranet that need to be developed	Areas of the Intranet to be developed will be based on the review of staff feedback and the task force members own analysis	December 2007
Assign task force members areas of the Intranet to develop, populate and maintain	Intranet development phase.	December 2007
Provide staff training on use of Intranet and promote increased staff participation	After the development phase, publicize improvements to Intranet and offer training sessions to help staff recognize the value of the Intranet and to use it as both end-users and contributors.	February 2008

**13 Children's Webpage Design**

**Lead** Linda Perkins

**Description** New design for Children's Services website

**Comments** Task Force: Ann Hotta, Sugene Yang-Kelly, and Emma Coleman

**Budget** \$7,600

**Deliverables**

<b>Step</b>	<b>Detail</b>	<b>Status</b>
RFP Developed	Interview consultants	Selected Fusionbox
Contract negotiations		Completed
Desk work kickoff		April '08
Design options and wireframes		
Fully executable design for home page and templates		June 2008

14

## Web Online Public Access Catalog (WebOPAC) Redesign

### Lead

Alicia Abramson, Shiok Lim and Staff Web OPAC Group

### Description

Redesigning the look and navigational use of the library catalog.

### Comments

### Budget

## Deliverables

Step	Detail	Status
Implement Scopes	Will allow users to limit search to a specific branch, location or type of material (e.g. Music CDs, movies, Children's materials etc.)	Complete July 2007
Redesign interface to reflect design elements of BPL's redesigned primary Web site	The current Web OPAC was designed to be compatible in appearance with the library's previous web site design.	Complete September 2007
Present redesign and upcoming features to all staff	Present the redesign to staff at all Staff meeting	September 21, 2007
Incorporate new features of latest Innovative Release and "Go Live"	Includes RSS feeds, "WebPAC Pro" design improvements, personal reading history, ratings, increased number of results per page, improved keyword search results etc.	November 2007



15

## Online Applications

### Lead

Jay Dickinson, Alicia Abramson and Shiok Lim

### Description

Implementation of online applications for patron account registration.

### Comments

Primary technical work is being done by Shiok Lim. Jay Dickinson is working with GS staff and IT to fine tune and identify physical needs the project will create, such as computer stations at all locations for use in registration as well as advertising.

### Budget

There will be some printing costs. Most computer stations will most likely be put together with computers that the library already owns.

## Deliverables

Step	Detail	Status
Program / Design	Shiok / Jay – Design, test, and finalize technical aspects of project	95% complete – Fine tuning. Could launch now if necessary.
Implement	Activate module / Partially dependent on Innovative Interfaces for this step.	Request has been made with Innovative. Estimated launch is early November.
Final step – Identify computer stations at all locations to access module.	Computers have been identified, and Shiok Lim is designing interface to direct users to online application.	75% complete. Completion of this step not necessary to launch
Online applications		Completed and in use.

**COMPLETED**

**16** **Wireless Inventory / PDA**

**Lead** Trarie Kottkamp and Jay Dickinson

**Description** Explore possibilities of, and implement use of, wireless PDAs for inventory, pull lists, etc.

**Comments** Training for use of PDAs is set for first week of November.

**Budget** Minimal. One PDA is being upgraded to wireless, but cost is said to be nominal by checkpoint.

**Deliverables**

<b>Step</b>	<b>Detail</b>	<b>Status</b>
Set training dates	Working with Craig Gorbet to set dates. Current intention is to train on Nov. 6, 7, or 8.	Awaiting confirmation from Checkpoint on training dates.

17

## Staff Development / Training Plan

### Lead

Jenifer Shurson, Alicia Abramson, Suzanne Olawski

### Description

Two fold plan: provides necessary fundamental knowledge essential to the tasks associated with each classification while providing a path for those members of staff interested in advancement and career growth.

### Comments

### Budget

\$50,000

## Deliverables

### Step

Identify/define basic, class, and specific competencies.

Basic competencies refer to the “basic” knowledge and skills that BPL staff at any level should possess in order to work effectively.

Class competencies refer to the knowledge, skills and behaviors required by a particular classification (i.e., Library Assistant, Specialist II etc.)

Specific competencies refer to the knowledge, skills and behaviors required in order to perform effectively in a particular library division (i.e., Technical Services, Reference etc.)

Determine appropriateness of implementation of training at various stages of development.

Basic competencies to be addressed by revised “new employee orientation”.

### Detail

Gathering existing data from competency studies conducted by other library systems.

Will work with existing managers/supervisors to tie necessary competencies to corresponding job spec.

Must first determine basic, class and core competencies and then incorporate into orientation, probationary, and transition periods of employment.

### Status

March 2008

April 2008

Class competencies to be addressed during probationary period. Competencies broken up into 3 stages which will correspond with each of the 3 evaluations administered during the probationary period.

Specific competencies should be addressed during the probationary period and in the case of an employee moving to a new division.

Trainers

The majority of the training will be administered by staff with special subjects to be administered by outside consultants, outside workshops/seminars and COB workshops as needed.

Staff Trainers will have attended a "Train the Trainer" course and have been determined competent in the subject matter by the Training & Development Committee

\*Trainer & committee members to determine what materials are required. Variety of formats i.e., handouts, lecture, hands-on etc. Use survey to assess most effective teaching styles.

TBD. Will request staff volunteers once required training areas have been determined. Staff trainers will than be assessed by T & D Committee.

June 2008

Tracking System

Develop a tracking system to monitor attendance both

Partial Database completed but needs to be expanded.

June 2008

required and “elective” trainings.

Database will include areas reflecting completion of orientation, 3-phase probationary period, “specific” training, outside workshops/seminars, internal trainings, COB trainings, continuing education credits etc.

Incentive Program

Development in progress, to be implemented July 2008

Acknowledge the efforts/accomplishments of staff.

Public Acknowledgement – announcements via BPL newsletter at All Staff Meeting, certificates etc.

Performance vs. Promotional

*performance oriented* – specific job skills needed to improve in or better understand in order to do one’s job successfully.  
*promotion oriented* – where are you now and where do you want to go? What can BPL do to help you get there?

Discuss options for training opportunities for those interested in career advancement. Assign possible mentors. This should be tied to the employee’s career development plan (included in regular performance evaluations) and discussed btwn employee and his/her supervisor.

April 2008

Plan Evaluation

Pending

August 2008

Develop staff satisfaction surveys and issue for feedback at end of 1<sup>st</sup> calendar year. Committee to analyze results and make adjustments to plan as needed.

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## Teen Webpage

### Lead

Kay Finney and Linda Perkins

### Description

Working with Teen services staff, establish criteria for revamped Teen Web Page. Explore collaboration for the updating and design work with Flora Russ, Community Partnerships Academy, BHS.

### Comments

Teen services had the original BPL Web presence and continues to have its own page. With the new library-wide BPL page, and the Children's page also being professionally refreshed, the Teen page needs to "fit" the new look. The senior students at BHS's small school, CPA, do internships with local agencies. Working with Teen Services staff to retool the Teen page is a project Ms. Russ has pursued with us.

### Budget

< \$500

## Deliverables

### Step

### Detail

### Status

Formulate criteria

a checklist of necessary topics and access points

Teen Services staff is currently formulating, while working with the Teen page as a blog (April-August, 2007)

Meet with Ms. Russ before start of new school year

K. Finney and F. Goldsmith are in contact with her

Meet with interns

Tentatively scheduled October

Formulate criteria

a checklist of necessary topics and access points

Teen Services staff is currently formulating, while working with the Teen page as a blog (April-August, 2007)

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## Collection Development Policy

Lead

Collection Development Librarian

Description

BPL's formal Collection Development Policy has not been fully revamped since the introduction many media types. Information has been gathered from all professional staff who are also collection development staff.

Comments

The Library needs an up to date collection development policy. The current draft must be shaped and delivered for administrative approval.

Budget

\$0

### Deliverables

**Step**

**Detail**

**Status**

Edit input

30+ selectors have contributed to the current draft

On hold pending hiring of permanent Collection Development Librarian

Present edited version to Management, Library Council, selectors

Each designated group has some level of interest and stewardship

Finalize draft policy

Present policy to BOLT for approval



## **BERKELEY PUBLIC LIBRARY**

### **INFORMATION CALENDAR**

April 9, 2008

**TO:** Board of Library Trustees

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

**SUBJECT:** FY 2009 LIBRARY BUDGET UPDATE ON CAPITAL IMPROVEMENT PROJECTS

#### **INTRODUCTION**

The information provided in this item outlines potential capital improvement projects that the Library will need to address in the near-term.

#### **FISCAL IMPACT**

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

#### **BACKGROUND**

At the February 13, 2008, meeting the Board approved a timeline for budget modification and approval for FY 2009. This report is a continuation of the Mid-biennial Budget process begun at that meeting and presents information for discussion, including projects completed in FY 2008, those in process and identified needs for consideration in FY 2009 and beyond. For your information, a third quarter Y-T-D Report (March 31, 2008) is included.

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

The Library's Building Maintenance Supervisor Bob Baty, in consultation with the Library Director, manages facility-related or capital improvement projects (CIP). Project identification and cost estimates are normally included as a line item in the budget planning process. In addition to allocating general library revenues, funding for special or deferred maintenance projects may be supplemented by a grant from the Library Foundation, an outside source such as the recent donation by Bayer facilitated by the Library Foundation, and on occasion another City agency. In addition, the Facilities Management Unit of the Library has funds budgeted for ongoing maintenance and service contracts, which include direct services such as landscape maintenance but also service agreements critical to ensure the ongoing operation of internal systems which prevent breakdowns and ensure the full life cycle of equipment is reached.

Like the City, the Library's ability to fund its capital program is limited by the total available resources that are competing with other Library priorities. The result is limited annual funding and deferred maintenance resulting in an infrastructure that is in need of repair and upgrade. The renovated and expanded Central Library is now six years old, the life cycle of its systems and infrastructure will need to be considered for replacement and improvement as it reaches the ten-year mark. In addition, the Library will want to consider taking full advantage of





innovations in technology, in particular as it relates to energy consumption and other green opportunities. As part of the FY 2010/11 process the Board may want to consider development of a blueprint for funding critical capital projects and prioritizing capital improvements as an investment in the future of the Library.

The facility needs arising from the Branch Library Master Facility Plan will be fully documented in the consultants final report and may provide further guidance in developing priorities for the FY 2010/11 budget cycle.

#### FY 2008 Capital Project Update

\$50,000 of Library Tax funds allocated for capital projects:

- West Branch roof replacement completed
- Claremont Branch roof repair completed
- West Branch carpet replacement completed
- West Branch refreshment, including replacement of linoleum in staff work areas, paint interior and parts of exterior building, reconfigured layout completed
- Cabling, trenching and other technology upgrades at West and South needed to switch to high speed internet in branches completed (designated in the planning process as build/renovate network access closets)

In Progress:

- South Branch restroom refresh
- North Branch lobby carpet & service desk replacement
- Branch Library Master Facility Plan
- Evaluation of Central Library, second floor weight load capacity
- Cabling, trenching and technology upgrades at Claremont & North to facility installation of high speed internet
- South Branch walkway at entrance/side repaired

\$54,000 from the Berkeley Public Library Foundation:

For North Branch carpeting (\$22,000), South Branch restroom upgrades (\$8,000) and West Branch service desk (\$23,000). In December 2007, a gift of \$25,000 from Bayer Healthcare to the Foundation given to the Library for the West Branch project, which was then expanded to include replacement of all the public furniture and shelving end panels.

#### Preliminary Budget Recommendations

Attached (Capitol Projects for FY 08/09) is a preliminary list of capital projects identified by staff for consideration in FY 2009. In addition, as mentioned at the March 2008 BOLT meeting, the Library is recommending a study of the public areas of the Central Library by a professional consultant to determine if any efficiency in layout could be made to improve service delivery. The results of this study may have fiscal implications in FY 2010/11, depending on the findings. The Library Project / Priorities list includes one other capital related project, development of a signage program for the branches and Central to improve way-finding by visitors.

#### FUTURE ACTION

At the May 14, 2008 Board meeting the Library will present a Proposed FY 2009 Library Budget for possible action.



Attachments:

1. 3<sup>rd</sup> Quarter Y-T-D Report (March 31, 2008)
2. FY 2009 Proposed Capital Projects

BERKELEY PUBLIC LIBRARY FUND  
EXPENDITURES - ENDING 3rd QUARTER 2008

printed: 3-Apr-08

	FY-08 Budget		ENDING 3rd QUARTER 2008			Unspent fav / (unfav)	% Adjstd Bdgt Expended
	Adopted	Adjusted	Actuals	Encumbrances	Total		
Salaried Employees	\$6,886,835	\$6,886,835	\$4,647,952		\$4,647,952	\$2,238,883	67%
Hourly Employees	540,103	212,300	188,174		188,174	24,126	89%
Monthly Rated - Partially Benefitted		327,803	248,645		248,645	79,158	76%
Misc. Wage Payments			128,408		128,408	(128,408)	
O/T and Add'l Hours	10,500	10,500	13,604		13,604	(3,104)	130%
Benefits	3,852,852	3,852,852	2,589,156		2,589,156	1,263,696	67%
<b>Salary, Wages &amp; Emp Related</b>	<b>\$11,290,290</b>	<b>\$11,290,290</b>	<b>\$7,815,939</b>		<b>\$7,815,939</b>	<b>\$3,474,351</b>	<b>69%</b>
Professional and Tech Services	\$605,450	\$687,745	\$363,356	\$249,700	\$613,056	\$74,689	89%
Grants and Government Payments	5,000	5,000	2,754		2,754	2,246	55%
Other Purchased Services	528,960	533,609	344,224	117,277	461,501	72,108	86%
Rentals and Leases	30,850	26,599	11,713	6,714	18,427	8,172	69%
Mail and Delivery Services	32,500	32,500	5,056	13,094	18,150	14,350	56%
Supplies	313,479	316,031	148,000	70,926	218,926	97,105	69%
Library Materials	1,057,121	1,057,121	706,398		706,398	350,723	67%
Purchased Property Services	150,000	150,000	101,774	43,226	145,000	5,000	97%
Infrastructure	25,000	116,993	77,334	16,289	93,623	23,370	80%
Property	221,000	221,289	28,589	25,918	54,507	166,782	25%
Property Under Cap Limit	54,500	76,230	39,828	6,439	46,267	29,963	61%
Internal Services	8,037	8,997	3,910		3,910	5,087	43%
Debt Service	111,392	119,335	83,543	31,151	114,694	4,641	96%
Balance Sheet Accounts		(90,264)				(90,264)	
<b>Non-Labor Expenses</b>	<b>\$3,143,289</b>	<b>\$3,261,185</b>	<b>\$1,916,479</b>	<b>\$580,735</b>	<b>\$2,497,214</b>	<b>\$763,971</b>	<b>77%</b>
<b>Total - BPL</b>	<b>\$14,433,579</b>	<b>\$14,551,475</b>	<b>\$9,732,418</b>	<b>\$580,735</b>	<b>\$10,313,153</b>	<b>\$4,238,322</b>	<b>71%</b>

## CAPITAL PROJECTS FOR FISCAL YEAR 2008-09

Project	Priority	Cost
New Flooring for CMR	High due to staining and unraveling of current carpet	\$14,648.00 Carpet \$21,900 Linoleum
New Controller for AV equipment In CMR	High due to nonfunctioning of current controller	One estimate of \$15,509.19 (\$6,345.00 equip. and \$8,300.00 for install and programming)
New projector for CMR and the Electronic Classroom	Medium due to consultant telling us that five years is limit for that vintage of projector's color rendering	\$2,000-\$4,000.00 each
Flooring at North around the service desk	High due to condition	\$12,029.00 Carpeted area \$34,317.00 rest of area
New service desk at North	High due to condition and lack of ergonomic functionality of current desk	\$25,000.00
Historic Children's Room Fix torn fabric on ceiling	High due to fabric hanging loose	Need to get estimate
Replace wooden handrail in Grand Staircase due to looseness, poor construction	High because of safety factor	\$50,000.00 get a Stainless Steel Rail
Swap out flush valves in public bathrooms for automatic ones to save water + automatic faucets for all sinks	Medium depending on money	\$8,500.00
Panic button at each Service Desk to call security or TV camera hooked up to a separate security system	Medium	\$13,000.00
Start replacing Cloth seats with naugahyde because of staining	Medium	\$30/120 chairs
Fix Sprinkler systems at all branches, redo landscaping at several sites like West and South	High in that Claremont, West, South have no functioning systems	\$20,000.00
Tree trimming at Claremont and North and West	High in that all those trees shed on the roof, touch the roof there by damaging it	\$10,000.00
Remove sidewalk behind Claremont pushed up by a tree and sidewalk between library and dentist's office slants toward the building dumping water toward the foundation	High in that it will ultimately undermine the foundation	\$12,000.00
Re-route the drains at West so that water is not running under	High due to damage under the building and to foundation	\$6,000.00

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the building must put drainage in the driveway		
In Line Fans for Kittredge bathrooms due to poor air flow in public	High due to disagreeable odors in Bathrooms	\$15,000.00
Restore (repair and refinish) historic furniture at North Branch		??
Signage at branches		??



## BERKELEY PUBLIC LIBRARY

### INFORMATION CALENDAR

April 9, 2008

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

### 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.

### PERSONNEL

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

### LIBRARY DEVELOPMENT

#### *PLDS*

The Library has completed the Public Library Data Service (PLDS) Statistical Report questionnaire for 2008. This annual report compiled by the staff of the Public Library Association presents data from over 900 libraries across the country in the categories of finance, library resources, annual use figures, and technology. Each year it also picks a special area to research, such as young adults. Inclusion in this report will provide us with another tool for comparison over time and with other like libraries.

#### *BALIS*

The Bay Area Library & Information System (BALIS), of which we are a member, has engaged the firm of BBMG to develop and launch a social marketing campaign “designed to increase appreciation of libraries as central to our lives.” The design for the “Free2” campaign is complete and the next phase is to launch the marketing campaign in time for National Library Week in April 2008.

As mentioned previously in my reports, the BALIS Directors are working with BALIS staff, a consultant, Maureen Sullivan, and the California State Library on system consolidation. The plan is for BALIS (Bay Area), MOBAC (Monterey), PLS (Peninsular) and SVLS (Silicon Valley) to consolidate into one regional system. The benefits identified are: it would improve services to its constituent members by maintaining state level funding and programs (CLSA) and facilitate



greater collaboration on research, library development projects and innovations by enhancing our assets into a larger collective resource. Local initiatives can continue while group project planning is enhanced. Positive would include the gain in economies of scale, reduction in duplication of effort and investment, and consolidation of redundant activities. An added benefit would be the ability to build on the commonalities that exist regionally and ultimately increase the quantity and quality of services.

There is still much to do to make this a reality. This summer's activities will include securing State Library approval and forming the 501(c)3 status that is required. The estimated completion date for the consolidation is July 2009.

## PROGRAMS, SERVICES AND COLLECTIONS

### *Programs*

- The Art & Music staff held a very successful and well-attended Sunset Jazz Concert in the department on March 25, 2008.
- On March 31, 2008, the program, Berkeley: A City in History, book talk and celebration with noted local author Chuck Wallenberg was held at the Central Library at 7:00 p.m. Mr. Wollenburg's new book discusses the period in history that shaped, and we in turn shaped by, Berkeley, the Railroad Age, the Depression, WWII, the Atomic Age, and The Sixties.

### *Services / Grants*

#### Teen

The Teen Librarian staff applied for and were granted an award in round one from the Great Stories CLUB (Connecting Libraries, Underserved teens and Books) organized by the American Library Association Public Programs Office (PPO), in cooperation with the Young Adult Library Services Association (YALSA). Oprah's Angel Network has provided major funding for the Great Stories CLUB.

"The Great Stories CLUB is a reading and discussion program that targets underserved, troubled teen populations. The program reaches teens through books that are relevant to their lives, inviting them to read and keep the books, and encourages them to consider and discuss each title with a group of their peers. It seeks to show that reading can be a source of pleasure, a tool for self-exploration, and a meaningful way to connect to the wider world. Its ultimate goal is to inspire young adults who face difficult situations to take control of their lives by embracing the power of reading."

The Library will receive free multiple copies of the books highlighted by the grant and other support for this teen reading program.

#### Foundation Center

The Reference Department staff has applied to The Foundation Center to be one of the official libraries in a network of more than 360 Cooperating Collections across the country. If granted the status of a cooperating collection site we would become a funding information center, with books and electronic resources of interest to grant seekers. These resources would be available at no cost to the public and would include *The Foundation Directory Online*, the leading grant-seeking database on the web, along with a core collection of Foundation Center directories and publications. "Cooperating Collections (CCs) also provide a wide selection of supplementary



materials and services in areas useful to grant-seekers. The CCs also offer educational sessions for the public, including classes on the basics of grant seeking and dialogues with local donors. They also serve as hosts for the Center's fee-based, full-day grant-seeker training courses. An important objective for the Foundation Center is to provide help to under-resourced agencies that deliver services to underserved populations throughout the United States who are in need of useful information and training to build organizational capacity."

#### *Collections & Outreach*

On April 1, 2008 Cody's Books officially opened in downtown Berkeley at 2201 Shattuck Avenue at Allston Way. Owner Hiroshi Kagawa presided over a ribbon-cutting ceremony as the store formally opened and celebrated its new home in Berkeley's downtown arts and culture district. The owner of the building, Irving Rabin, presented the City of Berkeley and the Library with a \$500 gift certificate at Cody's in recognition of the cooperation from the City in leasing the space. The City Manager, Phil Kamlarz, recommended the library receive the check.

### FACILITIES

#### *Central*

In mid-March, one of the electrical transformers at the Central Library, Bancroft building, failed, disrupting the power to the computer servers and phone system. The Operations staff worked diligently to order a replacement part, arrange for its installation in the early morning hours and had the systems all back online early Monday morning, March 17<sup>th</sup>, with the help of the I.T. staff.

With the move of Cody's Bookstore to downtown from 4<sup>th</sup> Street, the bookstore has decided to re-focus their emphasis more on adult material. As a result, they offered the "Goodnight Moon" playhouse to the Library. With the help of Linda Gage, Bob Baty and the Children's staff, we now have this fantastic replica of the house from the famous children's book in a playhouse size for the Central Library children's floor.

#### *West*

West Branch now has 5 MBPS High Speed Internet. After many months of work to install all of the equipment associated with High Speed Internet service system-wide, the West Branch was the first to go live in March with the library's new "Opt-E-Man" fiber optic "Metro Ethernet" service from AT&T. The branch now has faster Internet & Local Area Network access to internal applications like Millennium. That represents about a 500% increase over West's previous network speeds. I would like to thank Bob, Alicia and their staffs for working closely with IT & AT&T to get the work done.

#### Attachments:

1. Personnel Summary



## BPL's Recruitment Timeline

<i>Classification</i>	<i>Posting Date</i>	<i>Closing Date</i>	<i>EXAM Date Tentative</i>	<i>Comments</i>
Supervising Library Assistant	4/14/08 <i>Opening Soon</i>	5/5/08	Supplemental Questionnaires rated by panel.	List to be established 1 <sup>st</sup> wk of June
Building Maintenance Supervisor	4/14/08 <i>Opening Soon</i>	5/5/08	Exam to be held Mid may ( <i>promotional</i> )	List to be established 1 <sup>st</sup> wk of June
Librarian I/II	10/29/07	11/26/07 <i>CLOSED</i>	Interviews for IT Librarian completed.	Pending selection.
Accounting Office Specialist Sup	11/05/07	11/19/07 <i>CLOSED</i>	Interviews to be held 4/2/08.	Auth to underfill as AOS III
Central Services Aide	11/05/07 Re-opened	3/3/08 <i>CLOSED</i>	Second round of selection interviews to be held approx. 3/18	Taufik Abalil selected. Start date: 4/6/08
Library Aide	3/10/08	3/31/08 <i>CLOSED</i>	Exam to be held Mid April	New List to be established by 1 <sup>st</sup> wk of May
Library Administrative Manager	11/13/07	3/1/08 <i>CLOSED</i>	Selections Interviews held 2/25. (4 candidates)	Dennis Dang selected. Start date: 3/24
Library Info Systems Administrator	1/02/07	01/14/07 <i>CLOSED</i>	Interviews held mid Feb.	Alicia Abramson Selected.
Administrative Secretary	Berkeley Matters 2/2/07	<i>CLOSED</i>	Interviews & Testing held wk of 2/5/07.	Alisa Somera selected. Hire Date : 2/27/07
*Circulation Services Manager	1/29/2007	2/26/2007 <b>Closed</b>	2 <sup>nd</sup> Round of Interviews held 4/12/07.	Jason Dickinson selected. Start Date: 05/21/07
*Deputy Director	2/5/2007	3/5/2007	Interviews held 3/29. [3 Panels, 30 min Reception, Tour of Central & 2 Branches]	Douglas Smith selected. Start Date: 05/14/07
Library Assistant	2/26/2007	04/02/2007 <b>Closed</b>	Exam held 4/18/2007.	<b>List Extended Thru 4/24/09</b>
Supervising Librarian	3/19/2007	4/16/2007 <b>Closed</b>	Interviews Scheduled for WK Ending 6/22	<b>List Extended Thru 4/27/09</b>
Library Specialist I	5/14/2007	6/11/2007 <b>CLOSED</b>	Apps screened. Questionnaires to be rated. Selection interviews to follow.	Sam Zhang selected for GS.

Library Specialist II	5/14/2007	6/11/2007 <b>CLOSED</b>	Apps screened. Questionnaires to be rated. Selection Interviews to follow.	Pat Nagamoto selected for Vol Coord. Lisa Hesselgesser for Spec II @ West. Richard Brooks selected for Spec II @ North
Senior Librarian	6/17/07	7/16/07 <b>CLOSED</b>	Panel Examination Completed	Erica Glenn selected for Children's
*Library Services Manager (Neighborhood Services)	6/25/07	7/23/07 <b>CLOSED</b>	Interviews Completed	Suzanne Olawski selected. DOE 10/29/07.

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

**\*\*To be posted @CLA, BALIS, IUG**

## *Board of Library Trustees Tracking Chart*

<i>Date</i>	<i>Requested By</i>	<i>Person Assigned</i>	<i>Deadline</i>	<i>Status</i>	<i>Item</i>
11/9/2005	Trustees	Donna Corbeil	1/18/2006	Compilation completed; analysis begun	Analysis of Library Board Charter
11/9/2005	Trustees	AR Committee	1/18/2006	In process	Administrative Regulations for Library
11/9/2005	Trustees	Alicia Abramson	3/15/2006		Establish agenda calendar for Board items
12/21/2005	Trustee Powell	Donna Corbeil	1/18/2006	In process - sent to City Attorney	City Attorney's analysis of ALA resolution on workplace speech
4/19/2006	Trustee Lee	Donna Corbeil	5/17/2006	In process	Would like to see profile of benefits offered by other cities
6/21/2006	Trustee Powell				Report or outline on how Board budget policies are to be implemented.
7/19/2006	Trustee Moore	Trustees and Donna Corbeil	10/18/2006		Role of the Board
10/18/2006	Trustees Powell and Lee	Donna Corbeil/Alan Bern	12/6/2006		Report on possible interest in bookmobile by City of Emeryville, and esimated costs of bookmobile.
10/18/2006	Trustee Kupfer	Donna Corbeil			Determine if some part-time positions can be combined into full-time positions.
4/18/2007	Trustee Moore	Donna Corbeil/Trustee Kupfer			Request legal opinoin on public comment period from City Attorney
12/12/2007	Board of Trustees	Donna Corbeil			Process to expand applicant pool to include a greater number of minorities.

<i>Date</i>	<i>Requested By</i>	<i>Person Assigned</i>	<i>Deadline</i>	<i>Status</i>	<i>Item</i>
12/12/2007	Board of Trustees	Donna Corbeil	1/9/2007		Letter to State Legislator on budget cuts to PLF and TBR.
1/9/2008	Board of Trustees	Donna Corbeil	2/13/2008		Consent item requesting a letter in support of the Friends' bookstore expansion
2/13/2008	Board of Trustees	Donna Corbeil	3/12/2008		Proposals to cut the budget, budget priorities and a mid-year budget update