



BERKELEY PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES

SPECIAL MEETING
JULY 18, 2007

AGENDA
7:00 P.M.

SOUTH BRANCH LIBRARY
1901 RUSSELL STREET

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

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**

INTERVIEWS

- A. **Upcoming vacancy on the Board of Library Trustees beginning October 1, 2007**
The Board must make a recommendation to the City Council of the City of Berkeley on the preferred candidate. The Board received five applications by the July 1, 2007 deadline for submissions. Four candidates will be interviewed during this meeting and one candidate will be interviewed during the special meeting on July 25, 2007. Candidates to be interviewed at this meeting are:
 - 1. Carolyn Henry Golphin
 - 2. Elaine M. Green
 - 3. Kevin Haney
 - 4. Frances "Dede" Dewey

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 June 13, 2007 regular meeting**
Recommendation: Approve the minutes of the June 13, 2007 regular Board of Library Trustees meeting.
- B. **FY08 purchase authority for services, materials, and supplies in excess of Director of Library Services' authority**
Recommendation: Adopt the resolution authorizing the Director of Library Services to enter into purchase agreements and approve payments to vendors for services, materials and supplies in excess of her delegated spending authority.
- C. **Appointment of Trustee Laura Anderson to the 2x2 Ad Hoc Committee for selection of members for the Board of Library Trustees**
Recommendation: Adopt the resolution appointing Trustee Laura Anderson to replace Trustee Susan Kupfer on the 2x2 Ad Hoc Committee for selection of members for the Board of Library Trustees.
- D. **Grant applications policy (Administrative Regulation 1.16)**
Recommendation: Adopt a resolution to rescind Resolution R92-90 and to adopt Administrative Regulation 1.16, Grant Applications Policy, for the Berkeley Public Library and delegate the procedures and implementation to the Director of Library Services subject to the Board of Library Trustees' periodic review.
- E. **Revision of Library Network Administrator classification from Unit Z5 to Unit P1**
Recommendation: Adopt a resolution amending Resolution R00-76 to revise the Library Network Administrator classification from Unit Z5, At-Will Unrepresented Classification, to Unit

P1, Local One, Professional and Supervisory, to retain its current job specification and salary schedule and to recommend it to the Personnel Board for approval.

ACTION CALENDAR

- A. Purchasing Policy and Purchasing Manual (Administrative Rule 3.4)**
Recommendation: Adopt the resolution to approve Administrative Regulation 3.4, Purchasing Policy and Purchasing Manual, for the Berkeley Public Library and delegate the procedures and implementation to the Director of Library Services subject to the Board of Library Trustees' periodic review.

INFORMATION REPORTS

- A. Report from library employees and unions, discussion of staff issues (15 minutes)**
 - 1. Comments / responses to reports and issues addressed in packet.
- B. 2007 American Library Association Annual Conference from June 21 – 27, 2007 in Washington, D.C.**
 - 1. Report from Trustees Moore and Powell (oral report)
 - 2. Report from Library staff
- C. Library lost staff time report**
- D. July 2007 Monthly Report from Library Director Donna Corbeil**
 - 1. Library Development
 - 2. Professional Activities
 - 3. Programs, Services and Collections
 - 4. Personnel
- E. Library events:** Flyers and press releases for various Library programs

AGENDA BUILDING

There will be a special meeting held at 5:00 p.m. on Wednesday, July 25, 2007 at the South Branch Library, 1901 Russell Street, Berkeley.

Next regular meeting will be held at 7:00 p.m. on Wednesday, September 19, 2007 at the South Branch Library, 1901 Russell Street, Berkeley.

- A. Tracking Chart**

ADJOURNMENT

Please refrain from wearing scented products at public meetings.

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

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

I hereby certify that the agenda for this special meeting of the Board of Library Trustees of the City of Berkeley was posted in the display cases located at 2134 Martin Luther King, Jr. Way and in front of the Central Public Library at 2090 Kittredge Street, as well as on the Berkeley Public Library's website on July 13, 2007.



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

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

APPLICATION FOR APPOINTMENT TO BERKELEY
BOARDS AND COMMISSIONS

NAME: CAROLYN HENRY GOLPHIN
RESIDENCE ADDRESS: 1600 TYLER ST #B BERKELEY 94703
Street City Zip
BUSINESS NAME/ADDRESS: SKATES ON THE BAY
100 SEAWALL DRIVE BERKELEY 94710
Street City Zip
OCCUPATION/PROFESSION: MARKETING DIRECTOR
BUSINESS PHONE: _____ HOME PHONE: _____

I have been a resident of Berkeley since: 1995

(Response optional) Sex: F Race (circle one) White Black Hispanic Asian
 Native American

I am interested in being considered for appointment to the following Berkeley board(s)/commission(s):

BOARD OF LIBRARY TRUSTEES
(Name of board or commission)

(Name of board or commission)

List any qualifications (work experience, education, attributes and training) which you feel would provide positive input to the work of the commission and the reason why you are interested in being appointed: EXTENSIVE EXPERIENCE SERVING ON VARIOUS BOARDS. I BELIEVE I CAN ADD A COMMUNITY AND BUSINESS PROSPECTIVE TO THE BOARD. I ENJOY BEING A PART OF PLANNING AND STRATEGY BUILDING.

Please use another sheet of paper, if necessary.

The following individuals are qualified to comment on my capabilities:

NAME	ADDRESS	PHONE NO.
<u>JUNY WALTERS, PRES. BERKELEY CITY COLLEGE</u>	_____	_____
<u>DORIS FLOYD HR DIRECTOR UC PRESS</u>	_____	_____
<u>RACHEL RUPERT</u>	_____	_____
<u>GRACE NUNLEY PGE</u>	_____	_____

Signature: Carolyn Henry Golphin Date: 6/29/07

Please return this form to the Office of the City Clerk

07 JUN 29 PM 4:56
CITY OF BERKELEY
CITY CLERK DEPT

SUPPLEMENTAL QUESTIONNAIRE
FOR THE
BERKELEY BOARD OF LIBRARY TRUSTEES

In addition to filling out the application form, candidates are requested to provide additional information to assist the Board of Library Trustees in their process to recommend names to the City Council.

1. Please explain why you are interested in becoming a Library Trustee.

I want to continue my involvement in the community and the library is a special focus for the people of Berkeley. I want to help make a difference

2. What do you think the Library's most important roles are for the community?

To offer the best environment for learning, study and resource location

3. Please list former and current activities and accomplishments in the community - school groups, neighborhood events, service clubs, other boards and commissions.

*IMMEDIATE PAST CHAIR BERKELEY CHAMBER OF COMMERCE 2004-2006
GRADUATE LEADERSHIP BERKELEY 2005*

SEE ATTACHMENT

4. What experience or skills do you bring to the Board, and to a building and renovation project?

I served on St. Paul A.M.E. Strategic Planning Comm for the addition of the building

5. What are some of the problems and challenges facing libraries?

*the world of internet is a challenge
Are the branches up to date with current equipment
ie - Computers - scanners - audio*

Carolyn Henry Golphin - Board Affiliations -

I am currently active with all of the following boards and affiliations.

1989 - St. Paul AME Church

Steward Board Member - Finance Committee Member

Music Ministry Choir Council President - St. Paul Mass Choir

Member - California Conference Choir Member

Event Team Member

2001 - Berkeley Chamber of Commerce

Ambassador - Board of Directors - First Vice President

Chairman of the Board ('04-'06) - Immediate Past Chairman '07

Leadership Berkeley Graduate 2005

2001 - Berkeley Food and Housing Project - Homeless Agency

Board Member

Fundraising Committee

2003 - Zonta Women's Club International

Member - Membership Committee

2003 - Chabot College Foundation

Annual Gala Event Committee Member

2004 - Berkeley City College (formerly Vista Community College)

Corporate Partner Planning Committee Member

2005 - Berkeley Alliance - COB - UCB - BUSD - BCC

Vice President - Board Member

2005 - Berkeley Champion for Kids

Advisory Committee

2006 - Chancellor's Community Partnership Fund

UCB - COB - BCC

Board Member

2007 - Oakland Zoo

Annual Gala Event Committee Member

Memberships

California Restaurant Association

Berkeley Chamber of Commerce

Emeryville Chamber of Commerce

Oakland Chamber of Commerce

San Leandro Chamber of Commerce

Berkeley Convention and Visitor's Bureau and Film Office

Oakland Convention and Visitor's Bureau

APPLICATION FOR APPOINTMENT TO BERKELEY
BOARDS AND COMMISSIONS

NAME: Flaminia M. Green

RESIDENCE ADDRESS: 2934 Adelino St, Berkeley, CA 94703
Street City Zip

BUSINESS NAME/ADDRESS: Lorin District Development Association
2934 Adelino St, Berkeley, CA 94703
Street City Zip

OCCUPATION/PROFESSION: President and CEO - Planner/Developer (Retired)

BUSINESS PHONE: _____ HOME PHONE: _____

I have been a resident of Berkeley since: 1948

(Response optional) Sex: Female Race (circle one) White Black Hispanic Asian
 Native American

I am interested in being considered for appointment to the following Berkeley board(s)/commission(s):

Berkeley Public Library - Board of Library Trustees
(Name of board or commission)

(Name of board or commission)

07 JUN 29 PM 1:32
 CITY OF BERKELEY
 CITY CLERK DEPT

List any qualifications (work experience, education, attributes and training) which you feel would provide positive input to the work of the commission and the reason why you are interested in being appointed: A.A.S. Paralegal my academic background has

provided me with a clear understanding of fiduciary relationships

Please use another sheet of paper, if necessary.

The following individuals are qualified to comment on my capabilities:

NAME	ADDRESS	PHONE NO.
<u>Raphael J. Gonzalez</u>		
<u>Iola Riley</u>		
<u>Thurdel Wickert</u>		
<u>Lucas Anderson</u>		

Signature: Flaminia M. Green Date: June 29, 2007

Please return this form to the Office of the City Clerk

SUPPLEMENTAL QUESTIONNAIRE
FOR THE
BERKELEY BOARD OF LIBRARY TRUSTEES

In addition to filling out the application form, candidates are requested to provide additional information to assist the Board of Library Trustees in their process to recommend names to the City Council.

1. Please explain why you are interested in becoming a Library Trustee.

As a Library Trustee, I would like to contribute to the future and present of our community and the diverse people who live here with wisdom and acceptance.

2. What do you think the Library's most important roles are for the community?

That the best of us has access to information for food, shelter, showers and internet access and is treated with dignity.

3. Please list former and current activities and accomplishments in the community - school groups, neighborhood events, service clubs, other boards and commissions.

- NAACP Legal Redress Chair, Campaign
- NAACP, Secretary former
- Founded the Harlem District Development Assn. to prevent gentrification, provide youth advocacy and encourage the need of the Arts in community (writing) revitalization commerce.

4. What experience or skills do you bring to the Board, and to a building and renovation project?

I bring a willingness to negotiate all concepts that might undermine the essential character of the community that the library serves with wisdom and understanding.

5. What are some of the problems and challenges facing libraries?

At present, in my mind, is the need to understand and monitor the availability of the "my space" web site. Our children are very impressionable and vulnerable because of their age. Puberty is difficult enough without adding the excitement and availability of my space. We live in an information, high technology age, it seems critical to provide services with the appropriate restrictions.

APPLICATION FOR APPOINTMENT TO BERKELEY
BOARDS AND COMMISSIONS

NAME: Kevin Honey
 RESIDENCE ADDRESS: 2110 Grant St., Berkeley, CA 94703
Street City Zip
 BUSINESS NAME/ADDRESS: University of California, Berkeley
2195 Hearst Berkeley, CA 94720
Street City Zip
 OCCUPATION/PROFESSION: Information Technology / Project Management
 BUSINESS PHONE: _____ HOME PHONE: _____

I have been a resident of Berkeley since: 2004

(Response optional) Sex: M Race (circle one) White Black Hispanic Asian
 Native American

I am interested in being considered for appointment to the following Berkeley board(s)/commission(s):

Board of Library Trustees
(Name of board or commission)

(Name of board or commission)

List any qualifications (work experience, education, attributes and training) which you feel would provide positive input to the work of the commission and the reason why you are interested in being appointed: Good Listener, Volunteer Experience in Berkeley, Albany, Project Manager, Deep Technology/Supervisory background, MBA, accounting/finance experience, UC Berkeley staff, SFSU adjunct faculty

Please use another sheet of paper, if necessary.

The following individuals are qualified to comment on my capabilities:

NAME	ADDRESS	PHONE NO.
<u>Michael Amouzejar</u>	<u>San Francisco, CA</u>	
<u>Patrick McGrath</u>	<u>Berkeley, CA</u>	
<u>Rolfi Meymarian</u>	<u>Berkeley, CA</u>	
<u>Dr. Chuck Puchon</u>	<u>Tucson, AZ</u>	

Signature: Kevin Honey Date: 28 June 2007

Please return this form to the Office of the City Clerk

CITY OF BERKELEY
CITY CLERK DEPT
07 JUN 28 PM 1:38

SUPPLEMENTAL QUESTIONNAIRE
FOR THE
BERKELEY BOARD OF LIBRARY TRUSTEES

In addition to filling out the application form, candidates are requested to provide additional information to assist the Board of Library Trustees in their process to recommend names to the City Council.

1. Please explain why you are interested in becoming a Library Trustee.

I strongly believe that libraries are absolutely essential for a healthy community. I've benefited greatly from libraries throughout my life and spent many happy, enlightening hours inside of a library. My motivation for becoming a candidate for the Berkeley Board of Library Trustees is to ensure that others may enjoy the privileges that I've had.

2. What do you think the Library's most important roles are for the community?

The role of the Berkeley Public Library is to provide to all segments of Berkeley's diverse community a comprehensive collection of recorded knowledge, ideas, artistic expression, and information in a variety of media, including current technology; to assure ease of access to these materials, and to provide programs that stimulate the awareness and use of these resources. The Berkeley Public Library should be a welcoming and inspiring environment for learning, individual enlightenment, community enrichment, and economic progress.

3. Please list former and current activities and accomplishments in the community – school groups, neighborhood events, service clubs, other boards and commissions.

*Volunteer—Berkeley Public Library
Volunteer—Albany Public Library
Volunteer—University of California Botanical Gardens*

Library Cardholder/Patron—Berkeley, Oakland, Hayward, Albany, San Francisco

4. What experience or skills do you bring to the Board, and to a building and renovation project?

**IT Project Manager—University of California, Berkeley
Adjunct Faculty—San Francisco State University**

I am a good listener. I hold an MBA, have a great deal of project management, strategic planning, accounting, and finance experience and have done a great deal of work with contractors and building officials in a previous position in Pima County, AZ. I have a deep technical background and have worked on several large technology projects over the years and understand the many pitfalls of rolling out a technology solution for a demanding customer base.

Kevin Haney

Board of Library Trustees Candidate

5. What are some of the problems and challenges facing libraries?

Libraries are an invaluable community resource but, like oxygen and sunlight, are often taken for granted. In an age of increasing digitalization, Google, chain bookstores, and increased competition for public monies, libraries are sometimes perceived as an expensive luxury that is increasingly irrelevant. Nothing could be further from the truth. Libraries are undergoing a great change as they adapt to the demands of a changing citizenry. However, their fundamental values of being a public commons that is open to all and a place that celebrates intellectual inquiry and self-improvement is as relevant today as it has ever been.

Kevin Haney

Board of Library Trustees Candidate

Kevin Haney

2110 Grant Street
Berkeley, CA 94703

Berkeley Public Library Board of Trustees Candidate

Ten years experience managing complex information technology service operations in academia, local government, and industry; supported a broad array of critical systems.

Active community member with volunteer experience at Berkeley Public Library, Albany Public Library, University of California Botanical Garden

WORK HISTORY

UNIVERSITY OF CALIFORNIA, Berkeley, CA 2006 - Present

Information Services & Technology Group

Information Technology Project Manager

- Planned, executed, monitored, and controlled technology projects with a university-wide impact.

Infrastructure Service Desk Manager

- Implemented a greatly simplified Remedy interface for use by the CCS service desk; consulted with BMC about Remedy upgrades; explored several ITIL-compatible service desk tools; developed a joint pilot of FootPrints with the Windows team; current chair of the an IST-wide pilot study of FootPrints; developed requirements analysis for service desk tool.
- Completed a skills assessment/task inventory for each CCS service desk staff member; developed a customized training regime in conjunction with IST delivery teams; oversaw 275 hours of staff training efforts targeted toward specific customer service and technical areas.
- Developed and implemented a strategic plan for the CCS service desk; proposed a plan for IST service desk consolidation; coordinated BAIRS/Mac problem task force; made strategic recommendations for IST incident, problem, and change management processes.

SAN FRANCISCO STATE UNIVERSITY, San Francisco, CA 2005 - Present

Adjunct Faculty

- Taught courses in project estimation and project management certification preparation.

PIMA COUNTY, Tucson, AZ 1996 - 2004

Pima County in Southern Arizona serves 900,000 constituents with a staff of 7,000.

IT Operations Manager (2003 - 2004)

- Developed and administered \$1.5M budget; directed fifteen technical service professionals.
- Managed county-wide service desk, land use permitting database, web development, security policy for 5000 workstations, and help desk for 2000 workstations; specified hardware and software purchases for county; selected and managed vendors.
- Oversaw the deployment of a next-generation land use database system; responsible for collecting over \$10M revenue per year.

- Developed and implemented a five year strategic plan for information technology plan with budgetary projections; chaired employee compensation committee; performed comparative analysis and made strategic recommendations to management as part of Balanced Scorecard.

Systems Support Manager (2001 - 2003)

- Managed five technical professionals responsible for web development and help desk.
- Chaired the Pima County IT Security Standards Committee; produced multiple security publications for organizational use; authorized the first wide-spread software asset management effort; tracked and eliminated illegal software.
- Coordinated successful effort to develop electronic plan submission for building contractors

IT Technical Advisor (2000 - 2001)

- Directed and mentored group of five professionals in infrastructure projects and tasks, including web servers, email servers, database servers, routers, switches, and cabling; developed plans for resource allocation of \$1.14 million.
- Implemented several IT initiatives; installed high-availability web server cluster system; established countywide network security group; managed a migration from Novell Directory Services to MS Active Directory.

Senior Network Manager (1996 - 2000)

- Led installation, configuration, and maintenance for complex client/server environment consisting of 2000+ desktops at multiple locations throughout Pima County.
- Overcame severe staffing and budget restrictions by instituting a cross-training program.

AVENTIS PHARMACEUTICALS, Tucson, AZ

1995

Scientific Fellow, Combinatorial Chemistry Group

- Directed three technical staff responsible for overall laboratory operation and maintenance

SELECTIDE CORPORATION, Tucson, AZ

1992 - 1995

Founding Member

- Founding member of startup company that synthesized and analyzed complex compounds for bioactivity toward designated target molecules; purchased by Aventis Pharmaceuticals.
- Established Internet connection and web site for Tucson site in 1993 to evaluate complex compounds for potential pharmaceutical leads.
- Reduced data management time 75 percent by automating the analysis of bioactivity results.

EDUCATION and CERTIFICATIONS

MBA, University of Arizona, Specialization: Management Information Systems

2002

MS, University Of Arizona, Major: Molecular and Cellular Biology

1992

BS, University Of Illinois at Urbana-Champaign, Major: Biochemistry

1986

PMP Certified, Project Management Institute

2004

ITIL Foundation Level Certified, Pink Elephant

2006

APPLICATION FOR APPOINTMENT TO BERKELEY
BOARDS AND COMMISSIONS

07 JUN 29 PM 2:53
CITY OF BERKELEY
CITY CLERK DEPT

NAME: Frances "Dede" Dewey

RESIDENCE ADDRESS: 3224 Adeline Street Apt.#101 Berkeley 94703
Street City Zip

BUSINESS NAME/ADDRESS: I am a community advocate. I volunteer with two museums
Street City Zip

OCCUPATION/PROFESSION: trained in city planning-historic preservation

BUSINESS PHONE: none HOME PHONE: _____

I have been a resident of Berkeley since: 9/1986

(Response optional) Sex: F Race (circle one) White Black Hispanic Asian
 Native American

electric wheelchair use

I am interested in being considered for appointment to the following Berkeley board(s)/commission(s):

BERKELEY BOARD OF LIBRARY TRUSTEE
(Name of board or commission)

(Name of board or commission)

List any qualifications (work experience, education, attributes and training) which you feel would provide positive input to the work of the commission and the reason why you are interested in being appointed: Fred Weeks LABOR COMMISSION 1987. Later became Vice-chairperson. MA IN GEOGRAPHY.

Civil Rights Protester to enforce public transportation access for people who experience mobility restrictions due to age and disability. Two years AmeriCorps pioneer starting in 1995. SEE LIBRARY TRUSTEE ANSWERS FORM.

Please use another sheet of paper, if necessary.

The following individuals are qualified to comment on my capabilities:

<u>NAME</u>	<u>ADDRESS</u>	<u>PHONE NO.</u>
<u>Gabriel Q. Phung, Museum Manager</u>	<u>San Francisco Airport Museums And Library F</u>	<u>A</u>

Megan Gray, Volunteer Manager Chabot Space & Science Center Oakland CA

Elena Engel SAN FRANCISCO PUBLIC LIBRARY SAN FRANCISCO-CA

Signature: _____ Date: Phone

Frances Dede Dewey
Please return this form to the Office of the City Clerk.

6/29/07

Kathy Labriola

1092

Frances Dede Dewey

SUPPLEMENTAL QUESTIONNAIRE
FOR THE
BERKELEY BOARD OF LIBRARY TRUSTEES

In addition to filling out the application form, candidates are requested to provide additional information to assist the Board of Library Trustees in their process to recommend names to the City Council.

1. Please explain why you are interested in becoming a Library Trustee.

I became a Berkeley Public Library Card Patron in October 1986. As a low income library user on SSI, I cannot afford to buy newly released books from a bookstore. I like being able to check out books for six weeks through the "Berkeley Public Library Extended Services For Patrons with Disabilities". When I check out books as an Extended Service Patron, I seldom have to renew my library books. I enjoy reading biographies, money management books, and romance novels. I want to increase Library Awareness by showing the disabled community that reading can be fun! I want to promote the new interlibrary loan free book checkout program, used by patrons to get books from other libraries when Berkeley Public Library does not have a book that the library patron requests. I would like to promote more workshops connected to disability issues. The last workshop I attended which focused on disability issues was a "Free Internet Training Workshop" on June 16, 2007. This workshop had very practical real-world applications for me.

I would also like to be A Berkeley Public Library Trustee because I feel the disabled community needs to be better represented with regard to the decision-making process of where and when the new South Branch Berkeley Public Library will be relocated.

2. What do you think the Library's most important roles are for the community?

I think the library administration should continue to promote the civil rights of any library patron and a member of the public, being allowed to read and check out any books they want anonymously! I've had personal experience with regard to the enforcement of civil rights. In October of 2006, I was one of the group referred to in the Chronicle as "radical fringe" for stopping the BART Trains at the MacArthur BART station, by sitting in the BART train doorway because Bart elevators were not working in a timely manner. I was carted off to a police parking lot, photographed and charged with an infraction violation, which was later dropped because Bart did not want the bad publicity. I have also been arrested for ~~putting~~ myself in the front of an AC transit bus because the AC transit bus wheelchair lifts were not functioning in a timely manner.

3. Please list former and current activities and accomplishments in the community - school groups, neighborhood events, service clubs, or other boards and commissions.

- Bachelor of Arts in Political Science,
- Master of Arts in Geography March 1994 from California State University Hayward,
- first Alameda County paid elections poll worker,
- Appointed to the Berkeley Labor Commission in 1987 replaced by the city clerk due to the seven-year rule. Duties included researching and writing the Labor Bill of Rights, monitoring strikes, plant closings, and representing the Berkeley Labor Commission at the Berkeley Mayor's Kitchen Cabinet Meetings, worked on living wage issues and disability concerns when they arose.
- I am currently working as a volunteer at Chabot Space and Science Center, in Oakland, California. Helping volunteers understand basic science concepts by asking them questions about each exhibit they walk through, Co created the Mars Summer Camp with workbooks and T-

shirts, advocated for a special eyepiece so that the museum can have the only public telescope in the country that is wheelchair accessible. I also helped to pay for the eyepiece.

- Since March of 2004 I have been working at the San Francisco International Airport Aviation Library and Museum as a docent.

4. What experience or skills do you bring to the board and to a building and renovation project?

Before the main branch of the Berkeley Public Library was rebuilt and modernized I attended the community meetings with the architectural firm in charge of maintaining the historic preservation "feeling" of the building while incorporating the new ADA policy of access for persons with disabilities. I was able to incorporate my historic preservation training and ADA architectural law training, while explaining examples of historic preservation with wheelchair access to members of the public who thought you could not have historic preservation and mobility access at the same time.

5. What are some of the problems and challenges facing libraries?

The librarians of today are expected to be surrogate parents to children who do not have access to library books for their age group. Libraries and librarians have a constant struggle when they have to teach children and adults that reading can be fun. How do you show a Spanish-speaking patron who cannot speak English that there are books in Spanish which reflect his/her culture, when there are fewer books being written or translated into languages other than English. Libraries must also have the budgets to make technological upgrades so that patrons can use new and updated computers as their second free speech tool of communication, books and pamphlets being the first type of published "free speech".

2 of 2 Frances Dede Dewey 6/29/07

VOLUNTEER OF THE YEAR

AWARDED TO

DEDE DEWEY

FOR PROVIDING EXEMPLARY VOLUNTEER SERVICE TO

SAN FRANCISCO AIRPORT MUSEUMS

DURING THE 6TH YEAR OF OPERATION OF THE

SAN FRANCISCO AIRPORT COMMISSION AVIATION LIBRARY

LOUIS A. TURPEN AVIATION MUSEUM

PRESENTED ON THIS 13TH DAY OF DECEMBER 2006



A handwritten signature in dark ink, appearing to read "John L. Martin".

JOHN L. MARTIN, AIRPORT DIRECTOR
SAN FRANCISCO AIRPORT COMMISSION

The Trustees of The California State University

on recommendation of the faculty of

California State University, Hayward

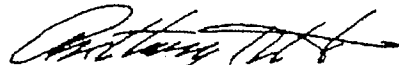
have conferred upon

Frances Bede Dewey

the Degree of

Master of Arts
Geography

Given at Hayward, California, this eighteenth day of March, nineteen hundred ninety-four.



Chair of the Board of Trustees



Chancellor of

The California State University



Governor and President of the Trustees

President of the University

Berkeley Public Library Board of Library Trustees
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Regular Meeting
June 13, 2007

Minutes
7:00 p.m.

South Branch Library
1901 Russell Street

I. CALL TO ORDER

The regular meeting of June 13, 2007 was called to order at 7:02 p.m.

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

Absent: None

Also present: Director of Library Services Donna Corbeil, Deputy Director Douglas Smith, Library Financial Manager Beverli Marshall, and Administrative Secretary Alisa Somera

II. PUBLIC COMMENTS

There were four speakers:

1. Elaine Green spoke on keeping the South Branch at its existing location on Russell Street.
2. Gene Bernardi talked about RFID and the public comment period.
3. Roxanne Figueroa spoke on behalf of the Berkeley Public Library Foundation and commended the Library for holding the Community Forum on June 9th.
4. Jane Welford spoke about the Community Forum and ERC.

III. APPROVAL OF AGENDA

The first three information reports, items VI.A, VI.B and VI.C, were moved to the beginning of the agenda.

R07-52 Moved by Trustee Lee, seconded by Trustee Powell, to approve the amended agenda.

AYES: Trustees Anderson, Kupfer, Lee, and Powell

NOES: None

ABSTENTIONS: None

ABSENT: Trustee Moore

IV. CONSENT CALENDAR

In regards to item IV.C – authorization to open the Library and branches one hour late - the Board wanted verification that sufficient notice would be posted regarding the closures.

Trustee Lee requested that Consent Item IV.A, approval of the April 18, 2007 meeting minutes, be moved to discussion.

R07-53 Moved by Trustee Lee, seconded by Trustee Powell, to approve the Consent Calendar as amended.

AYES: Trustees Anderson, Kupfer, Lee, and Powell

NOES: None

ABSTENTIONS: None

ABSENT: Trustee Moore

R07-54 Approved the minutes of the May 9, 2007 special meeting.

R07-55 Adopt the resolution authorizing the Director of Library Services to open the Central Library and all branches one hour late to allow adequate time for the all-staff meetings on September 21 and November 30, 2007.

CONSENT CALENDAR ITEMS MOVED FOR DISCUSSION

A. Approve minutes of April 18, 2007 regular meeting

Trustee Lee requested wording be added on page 3, R07-34, to state that any additional hours should not be implemented at the expense of the current levels of service.

R07-56 Moved by Trustee Lee, seconded by Trustee Powell, to approve the amended minutes of the April 18, 2007 regular meeting.

AYES: Trustees Anderson, Kupfer, Lee, and Powell
NOES: None
ABSTENTIONS: None
ABSENT: Trustee Moore

INFORMATION ITEMS CONSIDERED PRIOR TO ACTION CALENDAR

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

1. Comments / responses to reports and issues addressed in packet, including the proposed budget for FY2007 and FY2009.

Andrea Segall, representing SEIU 1021, reported on the budget and the union's involvement in the process. Concerns that the union and staff had were addressed, certain issues were brought to staff meetings and all levels of staff were able to give their input. Although there are a lot of plans for the future the union would like the Board to consider the long range planning that it will require since it will be essential to the Library's success.

Regarding the restructuring of SEIU, the transfer happened in January and doubled the size of the union. This did not affect the Library much since the bulk of the staff, approximately 130 staff members, was in SEIU 535. There were approximately four staff members who were in SEIU 790 who were merged with the other unions. Current officers will remain in place since the current contract is in effect until next year, June 30, 2008. The bylaws and consolidated merger will be put in place prior to negotiations with the City for the next contract.

B. Berkeley Public Library's South Berkeley Community's Library Needs and Ed Roberts Campus (ERC) Discussion Group Report

There was an oral report on the June 9th Community Forum and those who participated in the event. The following key points were made:

- A desire for a larger space, more computers, and a larger collection.
- Value of the neighborhood space
- Issue of safety for children
- Some like the current location
- Interest in continuing to meet

Three next steps to be taken:

1. A fact sheet of discussion issues will be put together which would be an evolving document as events progress.
2. Continuation of meetings with community groups and the public
3. The new study being done by HTA to identify the needs of Southwest Berkeley

Updated information regarding the current South Berkeley Library building is needed.

At the next BOLT meeting, staff from Noll & Tam will be giving the Board three cost estimates for three separate size scenarios at the Ed Roberts Campus.

Groundbreaking for the construction of the Ed Roberts Campus has been delayed because they have not been able to completely raise the funding needed, \$10M-\$12M is still needed. This does not affect the Library continuing to determine what the needs for South and Southwest Berkeley are.

C. Staff report on Information User's Group (IUG) Conference held May 14-17, 2007

On May 14-17, 2007 there were various levels of staff who attended the IUG Conference in San Jose, CA. Each staff member summarized their own personal experiences from the conference, all of which were very specific. The Ill system is what's behind the online catalog, manages the library card/patron database system, assists with ordering materials, runs reports, and can determine how the catalog appears on our website. There is new software that was demonstrated at the IUG Conference that would make the catalog easier to search and more accessible, which the Library may want to consider getting.

V. REPORTS FOR DISCUSSION AND POSSIBLE ACTION

A. Submission of Proposed FY2008 and FY2009 Berkeley Public Library Budget for discussion and adoption

Ms. Corbeil thanked the Board and staff for their assistance with putting together the budget, along with acknowledging the Friends and Foundation for their support.

What is being proposed is a five-year balanced budget that is dependent on the increased tax rate being approved by City Council. One-time items were favored over ongoing items and some of the fund balance is being recommended for use for non-personnel needs in the FY08 budget.

The Library has not heard whether we will receive the e-rate grant funding and probably won't until September. If the grant is received it will allow high speed internet in all of the branches, but there will be additional work needed to accommodate it in the branches (e.g. telecom closets built in each building, network equipment purchased). These additional needs are accounted for in the budget.

In regards to the materials budget, the Foundation has given the Library \$100,000 each year for the last three years, but beginning in FY2008 that money will no longer be available. In order to make up the difference, \$50,000 has been added as one-time funds and the Library Gift Funds will be used for the remaining deficit in the materials budget.

Further commitments should not be made until FY2007 is closed out, the true fund balance is determined, the COLAs and benefits are negotiated, and the Library Work Plan is developed since budget issues may arise from these activities.

The fund balance in the Library Tax Fund is higher than earlier anticipated; the growth is due to the significant number of vacancies carried for the majority of the year. There were no current lists to fill positions from and it caused an unwanted hiring freeze. Positions were backfilled whenever possible. Finance also cut off the Library's ability to make purchases in early-May, as opposed to mid-June, so some things that would have been paid for by early-June be expended during the next fiscal year and some carryover money will need to be requested in September to finish those projects. All of these factors result in the fund balance shown, which is one-time savings.

There are currently 162 career positions with 12 of those being vacant, so the Library is at 93% staffed. Several of those 12 positions are in the process of being filled and should be filled in July.

There was discussion about creating a reserve and what the desirable percentage would be. Planning needs to be done and information collected to allow the Board to determine how to go forward. A 1% reserve has been recommended for this coming fiscal year and can be adjusted later in the year when more information is available. Previous discussions requested a rational be developed to determine what the reserve should be.

Extending the hours of operation at the Library is a goal of the Board. There are unknowns as of now (e.g. COLAs) and the Library is not at full staff. Once the union negotiations have finished, the studies have been done and the all of the hiring has been completed the Board can then determine how opening additional hours would be feasible.

Trustee Lee suggested that the resolution be amended to "...accept with great appreciation" the FY2008 grant from the Friends..." and to "...accept with great appreciation the donation from the Berkeley Public Library Foundation..."

R07-57 Moved by Trustee Moore, seconded by Trustee Anderson, to adopt the amended resolution to approve the FY2008 and FY2009 proposed budgets as presented, accept with great appreciation the FY2008 grant award from the Friends of the Berkeley Public Library in the amount of \$86,688, and accept with great appreciation the donation from the Berkeley Public Library Foundation in the amount of \$53,000. Motion passed unanimously.

B. Discussion and adoption of proposal to develop a Library Work Plan for FY2008 and FY2009

The Library Work Plan will be an ongoing document that will have projects added as they are identified. The Library Management Team will review the list, recommend additional projects and identify which staff would take the lead on each. This would also serve as a tracking chart for the Board to allow them to see the progression of each project; it would be brought back before the Board on a regular basis.

The Director will bring a first draft of the Library Work Plan to the October regular meeting.

C. Contract with Checkpoint Systems, Inc. for the provision of maintenance services for the Express Check System

A maintenance contract will provide regular maintenance of all the software and equipment, training for all staff, and upgrades of equipment as needed. Checkpoint will be working with staff to monitor the response times to service needs and, with a contract, be able to monitor the performance of Checkpoint service professionals.

A semi-monthly conference call with Checkpoint representatives has been arranged to allow ongoing communication.

Checkpoint provided quotes for one-year, three-year, and five-year periods. A clause is included in the maintenance contract for non-performance, which will allow the Library to end the agreement during the contract period if need be.

The third "WHEREAS" clause in the resolution to be removed since it is not an accurate statement.

The Board amended the resolution to replace the time period and amount to read: "...for the period of July 1, 2007 through June 30, 2008 with two one-year extensions, in an amount not to exceed \$85,000."

R07-58 Moved by Trustee Kupfer, seconded by Trustee Powell, to approve the amended resolution to authorize the Director of Library Services to negotiate and enter into a service contract and any amendments with Checkpoint Systems, Inc. for the provision of maintenance services on the express checkout system for the period of July 1, 2007 through June 30, 2008 with two one-year extensions, in an amount not to exceed \$85,000.

AYES: Trustees Anderson, Kupfer, Lee, and Powell
NOES: Trustee Moore
ABSTENTIONS: None
ABSENT: None

VI. REPORTS FOR INFORMATION

D. Report from staff on the Information Technology related public service initiatives in progress or currently completed

There was a question as to whether additional wireless access points are anticipated, but until the wireless internet access points are put in the IT department will not know whether additional access points will be needed.

E. June 2007 Monthly Report from Library Director Donna Corbeil

- ✓ *Library Development*
 - a. *Update on Trustee vacancy*

On June 19, 2007 there will be an open house for the upcoming Trustee vacancy. Since three of the Trustees would like to attend, it will be noticed as a Special Meeting to allow all of them to be there during the entire session. Trustee Powell will convene the meeting and the remaining time will be for discussion.

F. Report on the RFID Self-Check/Checkpoint Staff Task Force (oral report)

There are 17 members on the RFID Self-Check/Checkpoint Staff Task Force, with Ms. Corbeil as the administrative liaison. The Task Force began meeting in April and they have had three meetings, the minutes of those meetings are posted on the staff net and distributed by e-mail.

The group has broken up into four subcommittees: 1) Communications Subcommittee – staff evaluations/surveys, survey on other libraries using Checkpoint and Millennium; 2) Media/Equipment Subcommittee – issues related to hardware, lock boxes, donuts, self-check machines, software, and interaction with Millennium; 3) Safety Ergonomic/Health Subcommittee – repetitive stress syndrome issues, reports done by other libraries related to use of RFID, industry standards, vendor questions; and 4) Patron Usage of Self-Checkout and Staff Usability Subcommittee – statistical analysis, through evaluations and patron surveys, come up with scenarios using self-check for patrons to do a talk-thru to identify problems.

The Task Force would like to report to the Board on an ongoing basis instead of having one large report. Brief memos outlining the Task Force's progress will be included in the Board packets in the future.

G. Report on Library staff training and development activities for FY2007 and FY2008

H. Report on Book Expo American held May 31 – June 3, 2007

VII. AGENDA BUILDING

July Regular Meeting

- ✓ Trustee interviews
- ✓ Noll & Tam presentation on cost estimate for ERC options
- ✓ Purchasing policy

Future Agendas

- ✓ Privacy policy

VIII. ADJOURNMENT

R07-59 Moved by Trustee Lee, seconded by Trustee Powell, to adjourn the meeting at 9:21 p.m. Motion carried unanimously.



BERKELEY PUBLIC LIBRARY

CONSENT CALENDAR

July 11, 2007

TO: Board of Library Trustees

FROM: Beverli Marshall, Library Finance Manager

SUBJECT: FY08 purchase authority for services, materials and supplies in excess of Director of Library Services' authority

RECOMMENDATION

Adopt a resolution authorizing the Director of Library Services to enter into purchase agreements and approve payments to vendors, per Attachment A, for services, materials and supplies in excess of her delegated spending authority.

FISCAL IMPACT

The total cost of the expenditures for these vendors is approximately \$865,000 for FY08 and is included in the adopted FY08 budget. No additional appropriation is necessary.

BACKGROUND

The Board of Library Trustees authorized the Director of Library Services to enter into purchase agreements for services up to \$25,000 and materials and supplies up to \$50,000 at its January 17, 2007 meeting. On June 13, 2007, the Board adopted the FY08 Budget, which included funds for services, materials and supplies.

CURRENT SITUATION

As of July 1, 2007, the Library began processing purchase requisitions for services, materials and supplies to support Library operations. Using FY07 expenditure levels as a guide, the anticipated purchases with several vendors will exceed the purchasing authority delegated to the Director of Library Services by the Board of Library Trustees. Therefore, in order for the Library to enter into purchasing agreements to cover anticipated expenditures, the Board must approve increased authority for purchases from these specific vendors. All other anticipated purchases for FY08 will be within the Director's purchasing authority.

ALTERNATIVE ACTIONS

The alternative considered was to enter into initial purchase agreements not to exceed the Director's authority and return to the Board when purchases will exceed that



authority. It is the Library Finance Manager's recommendation that the Library seek permission up front to be consistent with purchasing best practices.

FUTURE ACTION

No future action is necessary.

ATTACHMENTS

1. Resolution
Attachment A – FY08 Authorization for Purchase of Materials and Supplies

RESOLUTION NO.: R07-_____

AUTHORIZING THE DIRECTOR OF LIBRARY SERVICES TO ENTER INTO PURCHASE AGREEMENTS AND APPROVE PAYMENTS TO VENDORS, PER ATTACHMENT A, FOR SERVICES, MATERIALS AND SUPPLIES IN EXCESS OF HER DELEGATED SPENDING AUTHORITY

WHEREAS, the Board of Library Trustees of the City of Berkeley adopted an annual budget for Fiscal Year 2008 that included expenditures for services, materials and supplies; and

WHEREAS, the Board of Library Trustees adopted Resolution R07-08 authorizing the Director of Library Services to enter into purchase orders for materials up to \$50,000 and services up to \$25,000; and

WHEREAS, the Berkeley Public Library purchases services, materials and supplies in accordance with the adopted budget and utilizing purchasing best practices;

NOW THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley authorizes the Director of Library Services to enter into purchase agreements and approve payments to vendors, per Attachment A, for services, materials and supplies in excess of her delegated spending authority.

ATTACHMENT A
BERKELEY PUBLIC LIBRARY
FY08 Authorization for Purchase of
Materials and Supplies

Attachment 1A

Vendor	Type of Service/Supply	Estimated Expenditures
Book Wholesalers, Inc.	Library Materials	\$ 250,000
Baker & Taylor Inc.	Library Materials	\$ 200,000
Dell Marketing	Computer Equipment	\$ 100,000
Checkpoint Systems	Library Processing Supplies	\$ 60,000
Thomson Gale	Library Materials	\$ 60,000
Office Depot	Office Supplies	\$ 55,000
BALIS	Library Database	\$ 45,000
OCLC	Catalog Services	\$ 35,000
Pitney Bowes	Postage	\$ 30,000
Marina Mechanical	Building Maintenance Services	\$ 30,000
		\$ 865,000



BERKELEY PUBLIC LIBRARY

CONSENT CALENDAR

July 18, 2007

TO: Board of Library Trustees

FROM: Donna Corbeil, Director of Library Services

SUBJECT: Appointment of Trustee Laura Anderson to the 2x2 Ad Hoc Committee for selection of members for the Board of Library Trustees

RECOMMENDATION

Adopt the resolution appointing Trustee Laura Anderson to replace Trustee Susan Kupfer on the 2x2 Ad Hoc Committee for selection of members for the Board of Library Trustees.

FISCAL IMPACT

This report will have no fiscal impacts.

BACKGROUND

At the Berkeley City Council meeting on November, 28, 2006 during the discussion of the agenda item to reappoint Trustee Terry Powell, several community members and council members voiced concern over the current practice of selecting and reappointing Library Trustees. As a result of the discussion, the City Council established an Ad Hoc Committee that was charged with reviewing the current processes and coming up with recommendations to make it a more open, public, and transparent process.

This Ad Hoc Committee was to be comprised of two City Councilmembers and two Library Trustees. On December 6, 2006, by Resolution No. R06-116, the Board of Library Trustees selected Trustees Susan Kupfer and Ying Lee to serve on the Ad Hoc Committee. On March 13, 2007, the City Council appointed City Councilmembers Kriss Worthington and Betty Olds to serve with the two Trustees.

CURRENT SITUATION AND ITS EFFECTS

Since its inception, the Ad Hoc Committee has met twice to discuss the criteria for appointment, review of reappointment, and the process and timeline for selection. While the Ad Hoc Committee has made comments and discussed changes to the current process, no official recommended changes have been sent to either body for approval. When recommended changes are decided on it will go before both the City Council and the Board of Library Trustees for approval and adoption.



Trustee Kupfer wishes to step down from serving on this Ad Hoc Committee and Trustee Laura Anderson has volunteered to replace her.

FUTURE ACTION

When the Ad Hoc Committee finalizes their recommendations, those changes and additions to the process will be brought before the Board of Library Trustees for approval and adoption.

Attachments:

1. Resolution

RESOLUTION NO. R07-_____

APPOINTMENT OF TRUSTEE LAURA ANDERSON TO REPLACE TRUSTEE SUSAN KUPFER ON THE AD HOC COMMITTEE FOR SELECTION OF MEMBERS TO THE BOARD OF LIBRARY TRUSTEES

WHEREAS, on November 28, 2006 the City Council of the City of Berkeley formed an Ad Hoc Committee to review the current process of appointing and reappointing Library Trustees and to make recommendations on how to make that process more open, public, and transparent; and

WHEREAS, this Ad Hoc Committee is to be comprised of two City Councilmembers and two Library Trustees; and

WHEREAS, on December 6, 2006 the Board of Library Trustees appointed Trustees Susan Kupfer and Ying Lee to serve on this Committee; and

WHEREAS, on March 13, 2007 the City Council of the City of Berkeley appointed Councilmembers Kriss Worthington and Betty Olds to serve with appointed Trustees; and

WHEREAS, Trustee Susan Kupfer has expressed her wish to step down from her position on the Ad Hoc Committee; and

WHEREAS, Trustee Laura Anderson has agreed to take her place on the Committee.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to appoint Trustee Laura Anderson to serve on the Ad Hoc Committee for selection of members to the Board of Library Trustees.



BERKELEY PUBLIC LIBRARY

CONSENT CALENDAR

July 18, 2007

TO: Board of Library Trustees

FROM: Beverli A. Marshall, Library Finance Manager

SUBJECT: GRANT APPLICATIONS POLICY (ADMINISTRATIVE REGULATION 1.16)

RECOMMENDATION

Adopt a resolution to rescind Resolution R92-90 and to adopt Administrative Regulation 1.16, Grant Applications Policy, for the Berkeley Public Library and delegate the procedures and implementation to the Director of Library Services subject to the Board of Library Trustees' periodic review.

BACKGROUND

The Board of Library Trustees continues to adopt administrative policies and regulations to assist the Director of Library Services in governing Library operations. The Grant Applications Policy was not previously presented to the Board. At the November 12, 1992 meeting of the Board of Library Trustees, Resolution R92-90 was adopted delegating to the Director of Library Services the authority to sign off on grant applications where the amounts were less than \$15,000. At the January 17, 2007 meeting, the Board delegated to the Director of Library Services the day-to-day operations of the Library, but did not specifically address the matter of grants.

CURRENT SITUATION

The Library is progressing towards greater uniformity with the City, especially in the areas of personnel and fiscal oversight. It is in the Library's best interest to adopt similar Administrative Regulations covering personnel, payroll, financial and purchasing as the administrative regulations for the Berkeley Public Library. The City Attorney's office has already reviewed the City's Administrative Regulations; therefore, no additional legal review is necessary if the Board of Library Trustees adopts the same policies.

Adopting policies and implementing procedures will ensure that the Director of Library Services and staff have adequate direction and guidance, thereby avoiding inconsistencies between the Library and City policies.



We recommend that the Board, which has sole responsibility for adopting policies, adopt the policy portion of Administrative Regulation 1.16 and delegate the procedures and implementation to the Director of Library Services.

FISCAL IMPACT

There is no anticipated fiscal impact in the adoption and implementation of this policy.

FUTURE ACTION

The Library will continue to review the other Administrative Regulations and make recommendations to the Board of Library Trustees.

Attachments:

1. Resolution
2. Berkeley Public Library Administrative Regulation 1.16, Grant Applications Policy
3. Resolution R92-90

RESOLUTION NO.: R07-_____

RESCIND RESOLUTION R92-90 AND TO ADOPT ADMINISTRATIVE REGULATION 1.16, GRANT APPLICATIONS POLICY, FOR THE BERKELEY PUBLIC LIBRARY AND DELEGATE THE PROCEDURES AND IMPLEMENTATION TO THE DIRECTOR OF LIBRARY SERVICES SUBJECT TO THE BOARD OF LIBRARY TRUSTEES' PERIODIC REVIEW

WHEREAS, at the November 12, 1992 meeting of the Board of Library Trustees, Resolution R92-90 was adopted delegating to the Director of Library Services the authority to sign off on grants when the amounts were less than \$15,000; and

WHEREAS, the Berkeley Public Library is not automatically obligated to adhere to the City of Berkeley's Administrative Regulations and does not have guidelines for the application or acceptance of grants; and

WHEREAS, it is in the Berkeley Public Library's best interest to have formally adopted policies and regulations governing the personnel, financial and purchasing processes of Library operations.

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to rescind Resolution R92-90 and to adopt Administrative Regulation 1.16, Grant Applications Policy, for the Berkeley Public Library and delegate the procedures and implementation to the Director of Library Services subject to the Board of Library Trustees' periodic review.



BERKELEY PUBLIC LIBRARY

CONSENT CALENDAR

July 18, 2007

To: Board of Library Trustees

From: Beverli A. Marshall, Library Finance Manager

Subject: REVISION OF LIBRARY NETWORK ADMINISTRATOR CLASSIFICATION
FROM UNIT Z5 TO UNIT P1

RECOMMENDATION

Adopt a resolution amending Resolution R00-76 to revise the Library Network Administrator classification from Unit Z5, At-Will Unrepresented Classification, to Unit P1, Local One, Professional and Supervisory, to retain its current job specification and salary schedule and to recommend it to the Personnel Board for approval.

FISCAL IMPACTS OF RECOMMENDATION

There is no fiscal impact of this recommendation. The existing salary schedule will be continued through the end of the current Local One contract period.

BACKGROUND

The Board of Library Trustees adopted Resolution R00-76 to establish the Library Network Administrator classification and recommended salary. The Library Network Administrator position was established by the Board of Library Trustees in recognition of the technological needs of the Library. Based on the uncertainties surrounding the Library's organizational structure and budget needs at that time, the decision was made to make the position At-Will instead of career.

The City Council is charged with establishing job classifications and the compensation of all employees (Sections 31 and 32 of City Charter).

CURRENT SITUATION

The current incumbent in this classification has been with the Library for four (4) years. She is an integral part of the Library's management team and oversees the critical technology services for the entire Library. The fiscal circumstances have changed since the position was established and the Library's dependency on technology for its day-to-day operations makes this position critical to the Library's provision of public service. The budget is stable and can support this position on a long-term basis. No



recommendation is being made to change the classification specifications or salary structure at this time.

In order for the Library Network Administrator to be officially recognized as a City classification, it must be reviewed by the Personnel Board and referred by that Board to the City Council for adoption.

RATIONALE FOR RECOMMENDATION

The only other management position that is unrepresented is that of the Library Finance Manager, which is due to that position's responsibility to represent the Library in contract negotiations. The immediate supervisor the Library Network Administrator position, the Deputy Director of Library Services, is not At-Will. Changing the position to a represented career position is consistent with the City's and Library's practices related to management positions being represented career positions.

ALTERNATIVE ACTIONS CONSIDERED

No alternative action was considered.

FUTURE ACTION

The recommendation of the Board of Library Trustees will be sent to the Director of Human Resources for consideration at the September 17, 2007 Personnel Board meeting.

Attachments:

1. Resolution
2. Library Network Administrator Job Specification
3. Library Network Administrator Salary Schedule
4. Minutes from Board of Library Trustees August 9, 2000 meeting

RESOLUTION NO.: R07-_____

AMEND RESOLUTION R00-76 TO REVISE THE LIBRARY NETWORK ADMINISTRATOR CLASSIFICATION FROM UNIT Z5, AT-WILL UNREPRESENTED CLASSIFICATION, TO UNIT P1, LOCAL ONE, PROFESSIONAL AND SUPERVISORY, TO RETAIN ITS CURRENT JOB SPECIFICATION AND SALARY SCHEDULE AND TO RECOMMEND IT TO THE PERSONNEL BOARD FOR APPROVAL

WHEREAS, at the August 9, 2000 meeting of the Board of Library Trustees, Resolution R00-76 was adopted establishing the position of Library Network Administrator as an At-Will position and establishing a salary schedule for the position; and

WHEREAS, the Library's budget is stable and the day-to-day operations of the Library are dependent upon technological services that require oversight and planning; and

WHEREAS, the City Council is charged with establishing classifications and salaries for City personnel classifications; and

WHEREAS, changing this position to a represented career position is consistent with City and Library practices.

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to amend Resolution R00-76 to revise the Library Network Administrator classification from Unit Z5, At-Will Unrepresented Classification, to Unit P1, Local One, Professional and Supervisory, to retain its current job specification and salary schedule and to recommend it to the Personnel Board for approval.

City of Berkeley
 Class No 1465
 April 2001

LIBRARY NETWORK ADMINISTRATOR

DEFINITION

Under the direction of the Director of Library Services, this is a division head position with responsibility for managing the Library Information Technology Department's functions, including the planning, organization, and the effective and successful operation of the department and its programs and services. Services and functions include information technology policy development and implementation, the configuration and administration of the Library's network infrastructure including routers, servers, client computers and network software, the design, analysis, creation, monitoring, administration, troubleshooting and enhancement of the library's On-line Public Access Catalog database and Web site, provision of professional assistance to other Library departments, establishment of procedures and standards; directs and reviews the work of employees assigned to assist on projects; performs related work, as assigned.

CLASS CHARACTERISTICS

This is a single position class at the division head level with responsibility for managing the Library Information Technology Department's functions and reporting directly to either the Director or Deputy Director of Library Services. Responsibilities include the development and maintenance of the Library's networks and related infrastructure including the oversight of the library's LAN, WAN, PBX, E-mail systems, electronic classroom, workstation specification and maintenance, Web and other systems development, database management, information technology training, wireless networks, and communications technology. In addition, the IT Manager is responsible for providing leadership and management to ensure the effective utilization of automated systems in support of improving and maximizing the services provided by the Library. The IT Manager is responsible for formulating policy in conjunction with the Library Director and Management, developing goals and objectives, supervising department staff, and administering the department's budget.

The Library Network Administrator is responsible for overseeing the library's LAN, WAN, PBX, E-mail systems, electronic classroom, web-site, Web Opac and intranet systems.

EXAMPLES OF DUTIES

1. In conjunction with the appropriate management and staff, develops and oversees a system-wide Technology Plan.
2. Evaluates, selects and implements technology where appropriate to improve the ability of library staff to provide services to the public.
3. Insures the upkeep and maintenance of the library's automated catalog and circulation systems.
4. Develops and maintains knowledge of library systems industry with special emphasis on Innovative Interfaces. Participates in regional and national groups.
5. Coordinates staff training on ILL including new releases and modules.
6. Oversees all contracts with proprietary database vendor and recommends and coordinates new software releases for the library's automated catalog and circulation system
7. Prepares and/or modifies complex thin client and microcomputer library networks; plans and manages the deployment of new software over the network; directs and assists in the testing

and debugging of systems; ensures that documentation is complete prior to releasing for operation; personally performs the more difficult aspects of the work.

8. Selects, directs, assigns and evaluates professional and administrative support staff; plans for and provides in-service staff training; makes recommendations for appointments, promotions, and disciplinary actions.
9. Serves on various library committees, both within and outside the library and collaborates with library management staff in service assignments.
10. Coordinates, delegates and follows up on the work of assigned staff to ensure completion; sets work priorities, coordinates and schedules assignments and establishes goals and objectives.
11. Provides technical guidance; plans, directs and reviews the work of staff members of assigned projects; reviews and evaluates programs, procedures, and forms for uniformity and consistency of format.
12. Coordinates programming work with Library personnel regarding software, system requirements, systems related matters.
13. Monitors changes and developments of the computer network and systems field by attending seminars, conferences and lectures, and by reviewing professional literature; evaluates their application to Library activities and recommends implementation.
14. Coordinates project development and implementation activities with system consultants and contract personnel.
15. Assists in training subordinate staff members and user personnel.
16. Performs related duties as assigned.

QUALIFICATIONS

The level and scope of the knowledge and skills listed below are related to job duties as defined under Class Characteristics.

Knowledge of:

1. Current state-of-the-art information systems and communication technology;
2. Integrated library system;
3. Automated checkout systems;
4. Best practices, strategies, methodologies, and policies in information technology applicable to Libraries;
5. Local area network design and installation; Network Operating Systems such as Novell, Windows NT/2000 and UNIX; systems analysis principles and techniques, TCP/IP protocol, IP addressing;
5. Thin client and microcomputer programming principles, techniques and architecture; procedures for administrative and business applications;
6. Standard database, word processing, spreadsheets, utilities and similar personal computer software;
7. The operation, functions, capabilities and requirements of personal computer hardware;
8. Microcomputer troubleshooting principles and practices;
9. Standard operating systems for personal computers and minicomputers;
10. Job planning, prioritizing and scheduling techniques; and

11. Principles and practices of effective employee supervision, including selection, training, work evaluation, and discipline;

Skill in:

1. Planning, organizing, administering, reviewing and evaluating a complex, multi-function information and communication systems operation
2. Analyzing complex problems, evaluating alternatives and determining an appropriate and successful course of action. ;
3. Understanding the business needs of the organization and developing information technology solutions to meet these needs, and recommending appropriate deployment strategies;
4. Assessing user department service requests, negotiating timelines, and allocating staff to meet agreed upon goals, in a timely and effective manner;
5. Preparing complete and concise network and personal computer system specifications and documentation;
6. Investigating proposals for new systems or modifications, and preparing feasibility reports and time and labor estimates; in coordinating and controlling the development and implementation of major system design or modification projects;
7. Troubleshooting hardware and software problems; making or directing modifications and repairs;
8. Thinking logically in symbolic terms and interpreting graphic representations of physical processes;
9. Preparing clear and concise reports;
10. Directing and reviewing the work of others;
11. Establishing and maintaining effective working relationships with representatives of using departments, operations personnel and other members of the staff;
12. Training less experienced employees and user personnel; and
13. Communicating complex technological concepts in a clear, straightforward, comprehensible manner to non-technical staff.

OTHER REQUIREMENTS

Must be able to travel to various locations within and outside the City of Berkeley to meet the program needs and to fulfill the job responsibilities. When driving on City business, maintenance of a valid California driver's license and satisfactory driving record is required.

A TYPICAL WAY OF GAINING THE KNOWLEDGE AND SKILLS OUTLINED ABOVE IS:

Masters Degree in Library Science with coursework in information technology. Alternately, completion of four (4) years of college resulting in graduation or its equivalent with some coursework in computer science or information technology and two (2) years of experience in computer and network systems operation, development and systems analysis which has demonstrated the knowledge and skills as described above. Experience in either mini or microcomputer development, or development in other information systems processing related fields may be substituted for the required education on a year for year basis.

CURRENT SALARY SCHEDULE

Attachment 3

JOB CODE	UNIT	CLASSIFICATION TITLE	FLSA	A	B	STEPS C	D	E	EFFECTIVE DATE
1465	P1	Library Network Administrator	E	6,796	7,479	7,856	8,252	8,676	7/1/07
				6,796	7,479	7,856	8,252	8,676	7/6/08
				6,796	7,479	7,856	8,252	8,676	7/5/07

Berkeley Public Library
Board of Library Trustees

Regular Meeting
August 9, 2000

Minutes
7:07 p.m.

West Branch Library
1125 University Avenue

I. Call to Order

The regular meeting of August 9, 2000 was called to order at 7:07 p.m.

Present: Trustees Anderson, Cross, James

Absent: Garcia, Shirek

Also Present: Acting Deputy Director Linda Perkins, Branch Services Manager Audrey Powers, Special Projects Manager Trarie Kottkamp, Senior Librarian Francisca Goldsmith, Administrative Secretary Yvette Gan, City of Berkeley Disability Compliance Coordinator Eric Dibner, Berkeley Public Library Foundation Executive Director Glen Gilbert

II. Public Comments: None

III. Approval of Agenda

R00-70 Moved by Trustee Cross, seconded by Trustee Anderson, to approve the agenda as proposed by Trustee James. Motion carried unanimously.

IV. Demonstration of Gates Foundation Computer

Special Projects Manager Trarie Kottkamp demonstrated various functions available on a Gates Foundation Computer. The trustees were enthusiastic about the many features and thanked Ms. Kottkamp for her presentation.

V. Staff Report - Teen Services

Senior Librarian Francisca Goldsmith referred to her written report attached to the agenda. She noted that two additional programs would be added this year. The first is a writing workshop, which will be held at West branch for at least six weeks, on Saturdays. The second program is an outgrowth of the ESL poetry readings, which she has organized for the last four years. She hopes to have bilingual story-telling tapes made and to have those tapes placed in the teen collection.

Earlier this year, when fires at Berkeley High School (BHS) resulted in the closure of their library, computer lab and other facilities, Ms. Goldsmith worked with school staff to arrange for their students to use the Central library. The statistics for this period consequently reveal a sharp increase in workload as there were class visits almost daily. BHS will be able to offer library services again to their students in the near future.

The Board thanked Ms. Goldsmith for her excellent report.

VI. Consent Calendar

R00-71 Moved by Trustee Cross, seconded by Trustee Anderson, to approve the Consent Calendar. Motion approved unanimously.

R00-72 Approved Minutes of Special Meeting – June 29, 2000

R00-73 Approved Minutes of Regular Meeting – July 12, 2000

R00-74 Accepted resignation of Peck-Hoon Khor, Library Assistant, North Branch

R00-75 Accepted resignation of Doris Swope, Library Assistant, General Services

R00-76 Approved "At-Will" classification entitled Library Network Administrator and Recommended Salary

A discussion followed on the job description of the Network Administrator position. Trustee Cross felt that she needed more information on the long-term plans of the library with regard to its organizational structure and budget needs. Trustee Anderson agreed, and it was also noted that the role of the Board needed to be clarified, especially in light of the current health status of the Library Director. Trustee James noted that he would call Library Director Adelia Lines to arrange for a meeting of the Board and Library management upon her return from vacation.

R00-77 Moved by Trustee Cross, seconded by Trustee Anderson, that a meeting be held with the library management team and budget officer to discuss the role of the trustees in relation to library management. Motion carried unanimously.

VII. Reports for Action/Discussion

1. Berkeley Public Library Foundation - Authors Dinner

Foundation Executive Director Glen Gilbert distributed copies of a news article from the Aug. 9th West County Times announcing the award of a \$300,000 challenge grant from the Kresge Foundation. The Berkeley Rotary Club has also pledged \$100,000 to the Foundation. An Orinda couple recently sent in a check for \$100,000. All these recent donations and grants now bring the Foundation to \$3.5 million, just \$200,000 short of its goal of \$3.7 million.

Mr. Gilbert also noted that the Foundation would like to have an annual Authors Dinner for fund-raising purposes. He felt it would be best if this event could take place around the time of the opening of the renovated Central Library.

R00-78 Moved by Trustee Cross, seconded by Trustee Anderson, to approve the Foundation proposal to hold an annual Authors Dinner, the details of which must be worked out with Building Project Manager Elena Engel so that construction and library operations are not disrupted. Motion carried unanimously.

2. Building Projects Update

The latest project schedule from Arntz Builders projected a finish date of February 16, 2001. However, the new Arntz superintendent admitted in a meeting on July 27th that the schedule is unrealistic and cannot be met. Arntz has not provided a firm date for the 4th floor slab pour. Since the 5th floor and roof still have to be poured, it appears that the Library will not be enclosed before the beginning of Fall, and may be vulnerable during the rainy season. The Library is requesting that the interior conditions of the historic spaces be jointly documented in case of possible damage.

Columns and walls for the 3rd floor of Kittredge should be poured on August 1st and 2nd. Mechanical, electrical and plumbing installation is taking place on the 1st floor.

Parts of the exterior of Bancroft which did not meet standard have since been sacked in order to provide a smoother finish to the concrete. Glass block windows have been installed on the first floor on the west side of the building. Staff tours will take place when the Bancroft stairs have been completed.

As Don Arntz is on vacation, negotiations with Arntz Builders about their request for a time extension due to last winter's rains and change orders are on hold. We have asked Arntz to provide more documentation before proceeding.

Other building news:

- The RFP for the historic furniture refurbishment will be issued at the end of August. Staff is currently evaluating task chairs that will be ergonomically correct.
- Since it looks like Wyse will be our thin client computer vendor, we have asked them to test the new Millenium circulation system on their software before they send us a demonstration machine.
- Berkeley Mills will be submitting a design for lobby furniture. Once a design is approved, Berkeley Mills can provide an estimated price, and then the Foundation will need to decide if they want to raise the additional money since this furniture will cost considerably more. Trustee James noted that this furniture would have to be "crash-tested" first.
- A meeting was held on July 21st with the Library building project staff, the Planning Department and John De Clercq and his architects. Trustee Jorge attended that meeting and a subsequent meeting on August 4th. Mr. De Clercq and his architects have said they would consider the library's views but have not made any assurances.
- The State Library's Proposition 14 Committee will have its first meeting on September 14th. This committee will need at least one year to determine the criteria for awards. The earliest the application process could begin would be late 2001/early 2002.

A memo from Library Director Adelia Lines was distributed. The Friends of the Library have requested that their recognition plaque be placed in the History Room. Senior Librarian Sayre Van Young has suggested that the two rooms that comprise the new History Room be named the Shattuck and Kittredge Rooms.

R00-79 Moved by Trustee Anderson, seconded by Trustee Cross, to approve the naming of the History Rooms as the Shattuck & Kittredge rooms. Motion carried unanimously.

3. Branch ADA Renovation and Branch Building Projects

Ms. Powers introduced Eric Dibner, City of Berkeley Disability Compliance Coordinator. They have been discussing possible branch renovations. It seems prudent to wait and see if Proposition 14 is passed by voters before any plans are finalized. If Proposition 14 passes, and the State Library approves of any of the applications we plan to submit, then there will be more money for more extensive renovations. In the meantime, there is enough ADA funding to renovate the bathrooms in one of three branches: West, North or South.

4. Recruitment of Deputy Director

Trustee James reported that 18 applications were received. Trustee Anderson, Director Lines, Deputy Director Bush and Deputy Personnel Director Nicki Spillane reviewed the applications and selected six interviewees. Two panels (one consisting of four library directors from the Bay Area, and the other of six staff) will conduct the interviews. Two or three finalists will meet with Director Lines and Trustee James before a final decision is made.

5. Library Administration

Trustees James and Garcia met with Director Lines last week to discuss her health status and her proposal for a second Deputy Director. Comments from the other Trustees about the second Deputy Director position were also presented to Director Lines. It was agreed that this proposal should wait till the new Deputy Director is on board and can participate in the discussion.

Trustee James further noted that the issue of how the Board interacts with management should be a crucial part of the discussion of the role of the Board. He requested that Departmental Administrative Officer Bob Derbin attend the meeting of the Board and management.

6. November Elections – Gann Override, and Bond Issue for Branch Renovation

Ms. Powers described the documents she has put together for both ballot measures. She has obtained the necessary signatures for both the Gann override and the branch bond, and will continue to work with the City Clerk and the Mayor's office on the process. The Trustees thanked Ms. Powers for her time on this voluntary project.

VIII. Reports for Information

1. BPL Press Release: Teen Poetry at Berkeley Public Library, Wild About Books at the Berkeley Public Library
2. BPL Staff Newsletter, July 2000
3. BPL Calendar of Events, August 2000
4. Newspaper articles:
 - *So Long, Berkeley, and Thanks for All the Fish* (Berkeley Daily Planet, 7/14/00)
 - *Vista to Get Real Home At Long Last* (Berkeley Daily Planet, 7/15/00)
 - *Still More Taxes on Berkeley Ballot* (SF Chronicle, 7/20/00)
 - *Library Building* (West Co. Times, 7/26/00)
5. Truitt & White Newsletter, Volume 13, June 2000 (Summer Reading Game Sponsors)

IX. Addenda To Agenda

- Acting Deputy Director Linda Perkins distributed copies of a news clipping regarding the settlement of a class action suit against Baker & Taylor. The library will file a claim for its share of the settlement.
- A copy of the proclamation from the City Council in honor of Jody Bush was displayed.
- Ms. Powers noted that the Executive Committee of the Foundation has approved funding for the phone system for the branches. This matter will now be presented to the full Foundation Board for its approval.
- The City Council has approved a bridge loan for the Foundation since collections are lagging behind the pledges. The interest on this loan will be somewhere between \$30,000 to \$70,000.
- The Rotary Club hopes to raise \$50,000 of their \$100,000 pledge through a raffle. Tickets will cost \$25 each, and the Club hopes that the library is willing to sell tickets at all library locations.
- The Solano Stroll will be held on Sunday, September 10th. There will be two booths; one for the Friends, and another for the Foundation and the Library. We plan to distribute election materials as well as the usual library flyers, etc.
- The library staff are working hard to minimize complaints and disputes among patrons using the Internet. The Public Access Internet and Computer Use Policy is being revised and will be brought back to the Board for approval.
- Special Project Manager Trarie Kottkamp and Library Technician Russell Keys have been providing classes to the public on how to use the new Gates Foundation computers.

X. Agenda Building

Next Meeting: Sept. 13, 2000, at South Branch, 1901 Russell Street
Agenda Items: Building Projects Update, Branch ADA Renovation and Branch Building Projects, Bond Issue for Branch Renovation, Search for Deputy Director of Library Services, Library Administration

XI. Adjourn

R00-80 Moved by Trustee James, seconded by Trustee Anderson, to adjourn the meeting at 10:05 p.m.
Motion carried unanimously.



BERKELEY PUBLIC LIBRARY

ACTION CALENDAR

July 18, 2007

TO: Board of Library Trustees
FROM: Beverli A. Marshall, Library Finance Manager
SUBJECT: Purchasing Policy & Purchasing Manual (Administrative Regulation 3.4)

RECOMMENDATION

Adopt a resolution to adopt Administrative Regulation 3.4, Purchasing Policy and Purchasing Manual, for the Berkeley Public Library and delegate the procedures and implementation to the Director of Library Services subject to the Board of Library Trustees' periodic review.

BACKGROUND

The Board of Library Trustees continues to adopt administrative policies and regulations to assist the Director of Library Services in governing Library operations. The Purchasing Policy was presented to the Board at the September 26, 2006, and October 18, 2006 meetings. Based on recommendations by Trustees, minor changes have been made and added to the policy.

CURRENT SITUATION

The Library is progressing towards greater uniformity with the City, especially in the areas of personnel and fiscal oversight. It is in the Library's best interest to adopt similar Administrative Regulations covering personnel, payroll, financial and purchasing as the administrative regulations for the Berkeley Public Library. The City Attorney's office has already reviewed the City's Administrative Regulations; therefore, no additional legal review is necessary if the Board of Library Trustees adopts the same policies between the Library and City policies.

Adopting policies and implementing procedures will ensure that the Director of Library Services and staff have adequate direction and guidance, thereby avoiding potential inconsistencies between the Library and city policies.

The City of Berkeley has created a manual for processing all types of contracts (personal services, construction, leases, grants, revenue, etc.). The manual, referred to as Contracts Online, provides for when, how and the process for submitting contracts through the City. The manual is not adopted as part of the Purchasing Manual because



it deals with all contract types, both expenditures and revenue. Revenue contracts are not considered purchases. The City Attorney's office has approved contract boilerplates for City-wide use to expedite the contract process. The City Attorney's office does not regularly develop, review or provide oversight of scopes of services. However, the Contracts Administrator, as part of the purchasing process, does assist departments with the development of scopes of services, as needed. The Library Finance Manager works closely with the Contracts Administrator and the General Services Manager to make sure that the Library is consistent with City contract requirements.

We recommend that the Board, which has sole responsibility for adopting policies, adopt the policy portion of Administrative Regulation 3.4 and delegate the procedures and implementation to the Director of Library Services.

FISCAL IMPACT

There is no anticipated fiscal impact in the adoption and implementation of this policy.

FUTURE ACTION

The Library will continue to review the other Administrative Regulations and make recommendations to the Board of Library Trustees. The contracts manual is under final review by the City Attorney's Office, when it is finalized Library staff will bring it as an information item to the Board.

Attachments:

1. Resolution
2. Berkeley Public Library Administrative Regulation 3.4, *Purchasing Policy and Purchasing Manual*
3. Purchasing Manual

RESOLUTION NO.: R07-_____

ADOPT ADMINISTRATIVE REGULATION 3.4, PURCHASING POLICY AND PURCHASING MANUAL, FOR THE BERKELEY PUBLIC LIBRARY AND DELEGATE THE PROCEDURES AND IMPLEMENTATION TO THE DIRECTOR OF LIBRARY SERVICES SUBJECT TO THE BOARD OF LIBRARY TRUSTEES' PERIODIC REVIEW

WHEREAS, the Berkeley Public Library adopted ten (10) administrative policies and regulations at the October 18, 2006 Board of Library Trustees meeting; and

WHEREAS, the Berkeley Public Library is not automatically obligated to adhere to the City of Berkeley's Administrative Regulations; and

WHEREAS, it is in the Berkeley Public Library's best interest to have formally adopted policies and regulations governing the personnel, financial and purchasing processes of Library operations.

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to adopt Administrative Regulation 3.4, Purchasing Policy and Purchasing Manual, for the Berkeley Public Library and delegate the procedures and implementation to the Director of Library Services subject to the Board of Library Trustees' periodic review.

**BERKELEY PUBLIC LIBRARY
ADMINISTRATIVE REGULATIONS**

A.R. Number:	3.4
ORIGINAL DATE:	7/18/07
BOLT Resolution #:	
REVISED DATE:	
PAGE:	1 of 2

SUBJECT: Purchasing Policy & Purchasing Manual

I. PURPOSE

The purpose of this administrative regulation is to ensure that the Berkeley Public Library receives the most favorable price, quality and/or service available for all purchases whenever feasible and in accordance with the adopted budget. Furthermore, the complete administrative regulation provides appropriate employees with procedures to participate in the procurement process. The purpose is also to manage funds appropriately in accordance with legal responsibilities for the use of Library funds.

This administrative regulation serves as the introduction to procedures for the Library's Purchasing Policy. The Purchasing Manual (see attached) provides greater detail on the procedures to be used to implement this policy.

II. POLICY

It is the policy of the Berkeley Public Library that all Library purchases, with only specified and approved exceptions, shall be made through a competitive process. Regardless of the value of the purchase, more than one documented quotation, bid or proposal is strongly encouraged. The Board of Library Trustees periodically sets or adjusts cost levels of purchases for Board review and approval and the parameters for the formally documented competitive processes.

Responsibility for Library purchases rests with designated positions for implementation of this policy:

1. The Library Administration Division (Administration) is the centralized office through which all purchases of goods and services are reviewed and processed. Each division will originate requests to pursue formal bidding procedures.
2. Divisions are responsible for requesting the type and quality of product or service required. Sole and single source contracts should be avoided, but may be utilized under a separate process and approval, as provided in the Purchasing Manual. The FUNDS\$ system maintains lists of vendors cross-referenced to commodities and services.
3. Administration is ultimately responsible for determining the means of purchase and the appropriate vendor. All purchases made will be of a quality consistent with the ultimate use intended and will be based on best value to the Library, not necessarily on the lowest obtainable price based on the recommendation from subject experts.
4. Only the Director of Library Services has the authority, as delegated to her/him by the Board of Library Trustees, to enter into a contract/agreement/grant with a vendor.
5. The Library will seek outside expertise (legal advice, architect, engineer, etc.), as appropriate, for the development of contracts and scopes of service or to manage

contracts when the Library and/or the City does not have staff with the appropriate skills or knowledge to do so.

III. DEFINITIONS

- a. Procurement: Procurement refers to the process of managing activities associated with an organization’s need to obtain the goods and services required for its operation. To ensure that the correct amount of the product or service is received at the appropriate time, specific steps are taken in the procurement process, including: value assurance; determining which commodities or services are best; choosing the right suppliers and vendors; negotiating the best prices; and awarding contracts. For Library Administration to conduct the procurement process responsibly, its functions include spend analysis, sourcing, supplier implementation, transaction management, category management, and supplier performance management.
- b. Purchasing: The processing of a purchase order. The key steps in the process are: divisions submit requests; Library Administration find the items (sourcing) and submits a requisition in the FUNDS\$ system; The City’s General Services Division issues a purchase order (PO) and send it to the vendor. Upon fulfillment of the order, the Library is invoiced and the vendor is paid.
- c. Purchase Requisition: A purchase requisition is a document that instructs General Services to spend a designated and approved amount from the Library budget account for needed goods or services.
- d. Purchase Order: A purchase order is used for the purchase of goods or services. The PO represents a contractual agreement that is enforceable under law. To have an enforceable contract, there must be agreement of the parties, which consists of an offer by one party, acceptance of that offer by the other party and mutual consideration.
- e. Blue Backed Contract: A blue-backed contract represents a contractual agreement that is enforceable under law. To have an enforceable contract, there must be agreement of the parties, which consists of an offer by one party, acceptance of that offer by the other party and mutual consideration.

IV. APPROVAL LIMITS

Approval by the Board of Library Trustees is required for purchases of services over \$25,000 and supplies over \$50,000, as established by Resolution R07-10. Purchases are to be for no more than one year, with a three-year maximum for contract renewals.

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

BERKELEY PUBLIC LIBRARY

PURCHASING MANUAL

- I. General Procedures, Responsibilities and Requirements
 - A. General Purchasing Policy
 - B. Responsibility for City Purchases
 - C. Sole / Single Source Procurement
 - D. Emergency Procedures
 - E. Departmental Communications with Vendors
 - F. Employee Ethical Standards
 - G. Restrictions on Use of Public Funds
 - H. Requirements on Contracting with Certain Entities
 - I. Restrictions on Procurements
 - J. Preferences on Procurements
 - K. Administrative Regulations
 - L. Evidence of Insurance
 - M. Service Providers not City Employees
- II. Purchasing Requirements by Price
 - a. Purchases Not Exceeding \$50.00
 - b. Purchases Not Exceeding \$1,000
 - c. Purchases from \$1,001 to \$5,000
 - d. Purchases from \$5,001 to \$25,000 (Services Only)
 - e. Purchases from \$5,001 to \$25,000 (Goods Only)
 - f. All Purchases Exceeding \$25,000
- III. Purchasing Procedures
 - a. Introduction
 - b. Responsibilities of the General Services Division
 - c. Responsibilities of Operating Departments
 - d. Purchasing Requisitions
 - e. Receipt and Invoice Processing
 - f. Liquidation of remaining funds on a PO
 - g. Purchases – Requiring Special Handling
 - h. Competitive Formal Bid Evaluations
 - i. Contracts – Blue Backed
 - j. Protest of Award
- IV. Glossary of Terms
- V. Frequently Asked Questions (FAQs)

BERKELEY PUBLIC LIBRARY

Purchasing Manual

Section I – General Policy, Responsibilities and Requirements

A. General Purchasing Policy

All Library purchases, unless they qualify for petty cash exceptions or sole/single source contracts must be made through a competitive process. Regardless of the value of the purchase, more than one quotation, bid, or proposal is encouraged. The Board of Library Trustees establishes the limits for Director of Library Services authority to approve contracts, the level of expenditure requiring Board approval, and parameters for the documented competitive processes. See Section II for current competitive thresholds and Board approval requirements. The goal is for the Library to receive the most favorable price, quality, service, and/or value available.

B. Responsibility for Library Purchases

The Library maintains a centralized Administrative Services Division (Administration) through which all purchases of goods and services are reviewed and processed. Administration originates Purchase Requisitions (PR) or specification requests to pursue formal bidding procedures. The PRs and specification requests are sent to the City's General Services Division (General Services) of the Finance Department, where they are reviewed to ensure adequate information is provided, best practices are followed and PRs are developed, as appropriate, into Purchase Orders (PO). See Library Purchasing Procedures for instructions and information for developing PRs; and detailed instructions for developing RFP and IFBs.

Library divisions are responsible for requesting the type and quality of product or service required. The requisitioned products or services should be described as completely as possible, without regard to manufacture (except when applicable), to ensure that as many vendors as possible may respond to the Library's needs. A manufacturer's part number may be cited by the requisitioner to assist Administration in sourcing the correct product. Sole/single source contracts should be avoided. The FUNDS\$ system maintains lists of vendors, cross-referenced to commodities and services.

The Director of Library Services is ultimately responsible for determining the means of purchase and the appropriate vendor, based on input by the Library Finance Manager. All purchases specifically for supplies, equipment or materials are to be awarded to the lowest responsible bidder, but must be of a quality consistent with the ultimate use intended. The Director of Library Services may reject any and all bids. If all bids are so rejected, or if no bids are received, the Library may re-advertise for new bids, or authorize the Library Finance Manager to negotiate in the open market.

Administration may require up to one week to process a routine PR under \$25,000 and issue the PO. The time required to process the PR is directly related to the complexity of the item and whether the end user documents the quotes. Exceptions to the one-week lead-time will be at the discretion of the Director of Library Services.

Only the Board of Library Trustees has authority to enter into a contract/agreement with a vendor unless specifically delegated to the Director of Library Services. All contracts, agreements and purchase orders are subject to the limits outlined in Section II.

C. Sole/Single Source Procurement

Whenever possible, multiple quotes for goods and services must be documented. Sole/single source procurement, or non-competitive solicitation, may only be used, following informal or formal solicitation, when (a) only one viable source is found for the needed product or service; (b) competition is found to be inadequate; or (c) there is an emergency, and it is impractical for the Library to seek competitive bids. In all other circumstances, the appropriate competitive solicitation procedures must be followed.

The Library Finance Manager must obtain approval (from the Director of Library Services, or his/her designee) prior to beginning the process whenever sole/single source procurement will be used. Whenever possible, divisions should avoid requesting items that can only be obtained from a sole/single source. In all cases, Administration must have a memo on file for the rationale for the sole/single source procurement.

D. Emergency Procedures

Special procedures must be followed to obtain goods or services in the event of any emergency. The Director of Library Services will determine whether a situation constitutes an emergency. If so, the Library Finance Manager will be responsible for preparing the Consent or Action Report to submit to the Board of Library Trustees at the next available opportunity. In all cases, Administration shall be given a copy of the Board Report on the reasons for the emergency procurement, which will be filed with the PO.

E. Departmental Communication with Vendors

Whenever a division desires information regarding the use, description or availability of a specific product or type of product, a written request should be addressed to Administration. Such information should include price quotations, catalogs, samples and/or demonstrations. Whenever vendor catalogs are requested or received by Administration, the interested divisions will be sent the information or given notice of their availability for inspection. All catalogs used by Administration are available for general Library use at the Administration office.

Administration should be informed before divisions contact any suppliers or their representatives with regard to pricing, product availability or technical information. In addition, Administration must be informed before the contact is made. ***No commitment to purchase a product or service offered may be made by anyone other than the Director of Library Services or her/his designee – except when following emergency procedures.*** No particular supplier will receive preference for the order under discussion. It should be made clear to all vendors contacted by departments that competitive bidding will be required. The end user must retain copies of all correspondence with outside vendors or contractors in case of audit.

Every employee of the Library must keep himself/herself free of any obligation to vendors by refusing to accept entertainment or gifts offered by, or on behalf of, suppliers currently or potentially serving Berkeley. See Employee Ethical Standards for details about Library employee-vendor contact.

F. Employee Ethical Standards

City Charter Section 72 prohibits certain behavior detrimental to the fair, impartial and cost effective procurement of goods and services.

Any officer of the City, or of any department thereof, who shall aid or assist a bidder in securing a contract to furnish labor, material or supplies at a higher price than that proposed by any other bidder, or who shall favor one bidder over another by giving or withholding information, or who shall willfully mislead any bidder in

regard to the character of the material or supplies called for, or who shall knowingly accept materials or supplies of a quality inferior to those called for by the contract, or who shall knowingly certify to a greater amount of labor performed than has been actually performed, or to the receipt of a greater amount or different kind of material or supplies than has been actually received, shall be deemed guilty of malfeasance and shall be removed from office.

Inappropriate behavior can be grounds for immediate termination of an employee. It is every employee's responsibility to act in an ethical manner.

G. Restrictions on use of Public Funds

The Library does not allow the use of public funds for any items for personal consumption or use, including but not limited to the following:

1. Employee coffee, tea, hot chocolate or related items, such as cups, creamer, sugar, etc. Only Administration, as the official Library host center, is permitted to purchase these items on a regular basis and charge a Library account. Any type of food/candy for department/division staff.
2. Catered or other food (such as donuts, sandwiches, pizza, etc.) for employee celebrations, including and not limited to birthdays, going-away parties, etc. All Staff meetings are excluded from this restriction.
3. Bottled water at the Central Library. Bottled water may be purchased at outlying locations with the approval of the Director of Library Services, provided there is a finding that the tap water does not meet acceptable standards.
4. Pens, paper, or other office supplies NOT associated with work performed specifically for the Library.
5. Any items that are *not needed* to perform duties specifically for the Library.

In accordance with Administrative Regulation 3.17, if the item is not needed to perform work for the Library, it should not be purchased with public funds.

H. Requirements on Contracting with Certain Entities.

Prior to contracting for services or commodities, the following restrictions must be observed. See specific Berkeley Municipal Code and Ordinance sources and citations in Section VI.

1. **Oppressive States Business Policy:** Resolutions 60,382-N.S., and 59,853-N.S. – 59,857-N.S. (1999) prohibit City contracts or purchases with companies that do business, or produce commodities, in the listed areas. As of June 1, 2002, the affected areas are the Tibet autonomous region and Provinces of Adu, Kham, and U-Tsang. All contracts entered into by the Library must stipulate that the contractor is subject to this policy.
2. **Nuclear Free Policy:** Ordinance 5,784-N.S. (1986) prohibits contracting with any person or business that engages in “work for nuclear weapons” – defined as “work the purpose of which is the development, testing, production, maintenance, or storage of nuclear weapons or the components of nuclear weapons; or any secret or classified research or evaluation of nuclear weapons; or any operation, management, or administration of such work.”
3. **Living Wage Policy:** Ordinance 6,548 N.S. (2000) requires specified employers to pay a “living wage” and benefits to qualifying employees, as follows: for-profit contractors that receive more than \$25,000 in City funding in a year, or non-profits receiving more

than \$100,000; employers in the Marina Zone that have 6 or more employees and generate \$350,000 or more in annual gross receipts; and financial aid recipients receiving more than \$100,000 in a 12-month period.

Compliance required by employers with employees who spend 25% or more of their compensated time on the Library for-profit contract or in the Marina Zone. For non-profit contractors, compliance is required by employees who spend 50% or more of their compensated time on the contract.

Living wage rates are adjusted annually and posted on the City of Berkeley website at: <http://cobweb/manager/livingwageinfo.html>. Additional requirements are 22 days per year of sick leave, vacation, personal or holiday time (12 of the 22 days must be compensated time).

4. **Equal Benefits:** Ordinance 6,623-N.S. (2001) requires that public funds be expended in a manner to prohibit discrimination in the provision of employee benefits by City contractors between employees with spouses and employees with domestic partners, and/or between domestic partners and spouses of such employees. This policy applies to for-profit entities where the contract exceeds \$25,000; non-profit entities where the contract exceeds \$100,000; and entities that generate \$350,000 or more in annual gross receipts and, by written agreement, have exclusive use or occupancy of City property for a term exceeding 29 days in any calendar year.
5. **Non-Discrimination:** Ordinance 5,876-N.S. (1988) prohibits City contractors from discriminating against any employee or applicant for employment on any grounds specified in any State, Federal, or municipal law; and to require that any existing discrimination be remedied by appropriate methods including establishment of an approved affirmative action program that is consistent with State and Federal law.
6. **Disclosure of Historical Commerce in Slavery:** Ordinance 6,855-N.S. (2005) mandates that any contractor providing insurance or financial services (including any bank in which the Library deposits public funds) to the Library must disclose in writing whether they, directly or through its parent entities, subsidiaries or predecessors in interest, engaged in commerce in slavery, including: bought or sold slaves, used slaves as collateral, provided loans to purchase slaves, insured such transactions or the slaves, or provided any other services to aid in such transactions.

I. Restrictions on Procurements

The City restricts purchases of the following commodities under the Environmentally Preferable Preference Policy (see **specific Ordinance and Resolution sources and citations in Section G**):

1. **CFC-Processed Food Packaging:** Ordinance 5,867-N.S. (1988) prohibits both the purchase of all CFC-processed food packaging, and the use of such packaging at any Library-sponsored event.
2. **Non-Polystyrene Foam Food Packaging:** Ordinance 5,888-N.S. (1990) prohibits the purchase of all polystyrene foam food packaging.
3. **Tropical Hardwood:** Resolution 58,291-N.S. (1995) prohibits the purchase or use of tropical hardwoods and products. RFP/IFB responses containing such products are deemed non-responsive.
4. **Redwood Products:** Resolution 58,704-N.S. (1996) prohibits the purchase of virgin redwood products, and allows the purchase of certified sustainable harvested redwood.

5. **Arsenic, Pentachlorophenol, and Creosote Treated Wood:** Resolution 61,724-N.S. (2002) prohibits the purchase of all wood treated with arsenic, pentachlorophenol, or creosote.

J. Preferences on Procurements

Library procurement has preferences for the following (see **specific Ordinance and Resolution sources and citations in Section VII**):

1. **Local Business Preference Program:** Resolution 51,813-N.S. (1983) sets forth the City's local business preference program, in which departments must include local Berkeley businesses when seeking vendors for purchases of less than \$25,000. The purpose of this program is to provide local businesses with the opportunity to sell goods and non-professional services to the City, and stimulate the local economy in general. It establishes a 5% differential for local purchases that do not exceed \$25,000. This program is not applicable to public facility improvement (construction), professional service contracts, or any purchase over \$25,000.
2. **Recycled Products:** Resolution 55,286-N.S. (1990) established a preference to use recycled products. The City will cooperate to the greatest extent feasible with neighboring City and County governments in an effort to develop a comprehensive, consistent and effective procurement effort intended to stimulate the market for recycled products, reusable products, and products designed to be recycled.
3. **Recycled Paper:** Resolution 55,327-N.S. (1990) established a preference to use 100% recycled paper, and to utilize white paper whenever possible.
4. **Certified Sustainable Wood and Wood Products:** Resolution 59,595-N.S. (1998) established a preference for the City to purchase certified sustainable wood and wood products; to stimulate a market for certified sustainable wood and wood products; and to encourage members of the logging industry to have their practices certified.
5. **Eliminate Anthropogenic Sources of Dioxin Pollution:** Resolution 60,196-N.S. (1999) established a purchasing practice that promotes the use of less toxic, non-chlorinated, sustainable alternative products and processes, such as chlorine free paper and PVC free plastics.
6. **Environmental Preferable Purchasing Policy:** Resolution 62,693-N.S. (2004) established an environmental purchasing policy charging the City with protecting the public health and welfare of its residents and workers, as well as the health of the environment, including: minimizing health risks to City staff and residents; minimizing the City's contribution to global climate change; improving air quality; protecting the quality of ground and surface water; and minimizing the City's consumption of resources.

K. Administrative Regulations

All Administrative Regulations (AR) must be followed for procurement of goods and services. The following ARs specifically apply to all procurements: AR 3.17 Fraud, Abuse, and Misuse of Library Resources; AR 3.3 Petty Cash and Change Accounts; AR 3.14 FN-024 Voucher Processing.

L. Evidence of Insurance

When determined to be required by the legal counsel, and before commencing any work, a vendor contracting with the Library must furnish evidence of general liability, workers compensation, and property damage insurance, with liability limits approved by the legal counsel. Insurance is

required in most cases where the vendor is performing work on Library property. When insurance is required, the policy must name “City of Berkeley, its Officers, Agents, Employees, and Volunteers” as additional insureds.

M. Service Providers not Library Employees

In order for the Library to comply with Federal, State, and local rules and regulations concerning employment, contracts for services must not create an employer–employee relationship between the Library and the service provider: all service providers must be independent contractors. An independent contractor is a service provider who controls where, when, and how he/she works. If the Library controls where, when, and how services are provided, the service provider may be considered an employee of the Library, and the Library would be responsible for compliance with all Federal, State, and local rules and regulations concerning an employment relationship. Therefore, in order to avoid the possible application of employment rules and regulations to service contracts in contracting for services, the Library should generally determine only what the product of the services will be, and when specific product components must be ready. The independent contractor controls where, when, and how he/she works. All service contracts must contain mandatory language establishing that the contractor is an independent contractor and not an employee of the Library. If there is any question about determination in this section, Human Resources should be consulted.

II – Purchasing Requirements by Price¹

A. Purchases Not Exceeding \$50.00

Items with a total value (per order) of \$50.00 or less may be procured using petty cash procedures. Generally, minor office supply needs and transportation reimbursements may be initiated and paid using this provision. This is not to be used for reoccurring type purchases. See Administrative Regulation 3.3 Petty Cash and Change Funds.

B. Purchases Not Exceeding \$1,000

The purchase of goods or services costing more than \$50, but less than \$1,000 must be initiated and processed by Administration. Administration staff, using the Requisition tool on the FUNDS\$ system, must enter a PR for items required. Documented quotes for goods and services are not required but may be requested by Administration. Local Berkeley vendors should be contacted for informal quotes and must be discounted by five percent when comparing the bid with a bid from a non-local vendor per the requirements of the Local Business Preference policy. This information must be documented on the on-line Purchase Requisition in the FUNDS\$ system.

C. Purchases from \$1,001 to \$5,000

The purchase of goods or services costing more than \$1,000 but not exceeding \$5,000 must be initiated and processed by Administration using the Requisition tool on the FUNDS\$ system. Administration must enter a PR for items required. If for a service which could cause the Library liability, a blue-backed contract may be required. Local Berkeley vendors must be contacted for informal quotes and must be discounted by five percent when comparing the bid with a bid from a non-local vendor per the requirements of the Local Business Preference policy. Quotes must be documented on the on-line PR in the FUNDS\$ system.

D. Purchases from \$5,001 to \$25,000 (Services Only)

The purchase of a service costing more than \$5,000 must be a blue-backed contract. The City Auditor's office will notify General Services when a PO can be initiated and processed for a related contract. Administration will enter a PR on the FUNDS\$ system. Three quotes must be documented on the on-line PR in the FUNDS\$ system. The quotes may be generated through telephone conversations or provided on a fax, but must be specifically referenced on the requisition by vendor, contact person, date, and cost. Local Berkeley vendors must be contacted for informal quotes and must be discounted by five percent when comparing the bid with a bid from a non-local vendor for non-professional services per the requirements of the Local Business Preference policy. Quotes must be documented on the on-line PR in the FUNDS\$ system.

E. Purchases from \$5,001 to \$25,000 (Goods Only)

The purchase of a goods costing more than \$5,000 but not exceeding \$25,000 must be initiated and processed by Administration using the PR tool on the FUNDS\$ system. Administration must enter a PR for items required. Three quotes are required and must be documented on the on-line FUNDS\$ PR. The quotes may be generated through telephone conversations or provided on a fax, but must be specifically referenced on the PR by vendor, contact person, date, and cost. Local Berkeley vendors must be contacted for informal quotes and must be discounted by five percent when comparing the bid with a bid from a non-local vendor per the requirements of the Local Business Preference policy. Quotes must be documented on the on-line PR in the FUNDS\$ system.

¹ The value of a purchase is determined by adding the base amount of the purchase and any addition amount that will be paid on the purchase agreement. If together these totals exceed any threshold, then the policies and procedures for the determined amount shall be followed. Sales tax and shipping charges ARE included in this total.

F. Purchases of Goods and Services (over \$25,000)²

Purchases over \$25,000 require a formal Request for Proposal (“RFP”)/Invitation for Bid (“IFB”) process. Allow at least 60 days for this process to be completed.

Breaching the following thresholds requires approval by the Board before the RFP/IFB can be released to vendors for bid:

- Services (\$25,000)
- Goods, Materials, and Equipment (\$50,000)

Berkeley law (Ordinance 6,875-N.S.) requires Board of Library Trustees approval of all purchases exceeding the above limits. No waivers are available except by the Board or emergency as defined by Section I.D.

The Division Manager that requires a good or service over \$25,000 must first contact Administration using the designated form to request a Specification Number, which will be forward to the General Services Division. The Finance Manager identifies funding within the Library’s budget. Once the Specification Number is assigned, the Division Manager, with guidance from the Finance Manager, develops the RFP or IFB and forwards it to General Services for review.

Once completed and ready for release, General Services will post the RFP/IFB on the City of Berkeley web site and on the bulletin board in front of City Council Chambers at 2134 Martin Luther King Way and coordinates its distribution to identified vendors. Administration will verify whether the budget code shows the money is available before the item will be released for vendors to bid. If advertisement in another medium is required, the Finance Manger will place the advertisement and give that information to the General Services Division to be documented in the file. General Services is designated as the only office authorized to receive all vendor responses to RFP/IFB released by the City. Opening of returned proposals will occur only on Tuesdays and Thursday at 2 pm at 2180 Milvia St., 3rd floor, Finance Department. General Services will notify the Finance Manager when bids are ready to be picked up after they are documented on a bid abstract.

It is up to the Finance Manager, with direction from the Director of Library Services, to determine the successful vendor proposal and to direct Administration to enter a Requisition on the FUNDS\$ system and/or develop a blue-backed contract.

² The informal and formal competitive component can be satisfied by piggybacking on competitive bids of other government agencies or buying groups. Market research will satisfy this requirement when the good or service is deemed to be single / sole source.

III – Library Purchasing Procedures

A. Introduction

This section of the manual describes common Library Purchasing procedures. All employees who initiate or approve the procurement of goods and services for the Library must be familiar with these procedures.

B. Responsibilities of the General Services Division

It is the responsibility of General Services to process PRs into POs. Buyers process PRs into POs using the FUNDS\$ Purchasing/Inventory system. The PO is then sent to the vendor to obtain the needed goods or service. If the order is under \$25,000, PRs will be processed from 1 to 5 days after approval, depending on the complexity of the order. All bids exceeding \$25,000 must go through the formal bid process. See Section II for Bid and Board of Library Trustees requirements. If a blue-backed contract is required, General Services is required to wait for Auditor's Office approval before preparing a PO. General Services is responsible to ensure all directed requirements and Administrative Regulations are followed during the procurement process. Buyers are responsible for following all requirements and are ultimately responsible for the procurements they process.

C. Responsibilities of the Library

It is the responsibility of the Library to determine which goods and services are required for the proper operation of their Department. Administration inputs a PR into the FUNDS\$ system after verifying funds are available in the appropriate budget code. Provide a clear, concise and complete description or specification to General Services on the PR. Administration must approve PRs, and ensure funds are being used correctly. The approver of a PR should not be a relative or near relative as outlined in AR 2.12 of the person who entered the PR. There needs to be an appropriate segregation of duties. Library staff has a fiduciary duty to spend the Public's money in a way that is consistent with the Charter, Resolutions, Ordinances, and Administrative Regulations. Library staff needs to remember that all purchases made with Library funds are discoverable under the California Public Records Act.

D. Purchasing Requisitions

The procurement of all goods should be initiated through the FUNDS\$ on-line PR preparation and submittal process. Administration must submit and approve the PR.

The procurement of low risk services (e.g. a performer singing at a festival) is to be determined by the Finance Manager. If the service is under \$5,000, it can be initiated through the on-line PR preparation and submittal process. Administration must submit and approve the PR.

The procurement of a service over \$5,000 is to be completed through the blue-backed contract process. A PR for services on a blue-backed contract is a payment mechanism.

The path of procurement for a combination of goods and services is determined by whether the preponderance of what is being provided by the vendor is a goods or a service.

When initiating an on-line requisition, provide a specific description of what is needed. A manufacturer and a manufacturer part number when available should be provided on the PR. This allows General Services to ensure the end user gets exact the product they need. While General Services may make suggestions for alternate products with the same specifications to the Library, it is the Library's determination of the final product that is selected. General Service's staff is available to help in this process or provide additional ideas for finding a needed

commodity, service, or potential vendors. As the price of the good or service rises, the requirements for the procurement become more restrictive and time consuming.

Applicable freight, shipping, and handling charges should be included on the PR. In general, freight and shipping costs are not taxable (although handling charges are taxable). Consult Administration for questions on taxes and shipping. In general, most purchases of goods are subject to sales tax (currently at 8.75%). However, some purchases are not taxable.

All items requisitioned should be required to meet the current operating needs of the department.

It is helpful to have the following information before beginning a requisition.

1. Description of the good or service needed;
2. Quantity needed;
3. Reason for the purchase;
4. Location where the item should be delivered;
5. Reasonable delivery date;
6. Correct budget code; funds must be currently available for each item on the requisition. If these requirements are not met, the Purchase Requisition cannot be processed.
7. Commodity and sub commodity code for the item; (Look up available in FUNDS)
8. Quotes from vendors who can provide the required goods or service;
9. Preferred vendor; may be changed by General Services if the Buyer deems the price is not fair and reasonable.

E. Approval of Purchase Requisitions

All Requisitions must be approved by the Director of Library Services, or her/his designee, before processing by Administration. The approving personnel cannot be the same person as the requisition's originator. Nor can the approver be a near relative as outlined in A.R. 2.12. For step-by-step instructions see the PR Entry and Requisition Approval Procedures in Section VIII.

F. Pre-encumbrance/Encumbrance

Immediately following the approval of a requisition, funds are pre-encumbered against the budget code for the amount of the PR. The amount of the pre-encumbrance does not include tax. Pre-encumbered funds render the budgeted funds unavailable for additional purchases. The pre-encumbered funds remain pre-encumbered until the PR is canceled, or the Buyer prepares the purchase order. If the PR is canceled the funds are released back into the budget code from which they were pre-encumbered. When the Buyer prepares the PO, the pre-encumbrance is liquidated, and the funds are then encumbered. The amount of the encumbrance does include tax. See the Outstanding Pre-Encumbrance Report Procedure to track encumbered amounts.

G. Budget Codes

The correct budget code must be used on PRs. If you are purchasing office supplies element object 55-11 should be used. There is a look up feature in FUNDS (F4) to identify the correct budget code. Fixed Assets must use budget codes with element object in the 70-40 series. Fixed assets are items which have an individual total cost of 1000.00 or more (this total including tax and shipping) and have a life of greater than one year. There is an exception for fixed assets individual costs if items must be used together and each component is less than \$1000.00 but the total cost for the units will be over \$1000.00. If you have any question about what element object to use please contact General Services.

H. Receipt and Invoice Processing

All invoices are to be mailed to the Berkeley Public Library, Administration Unit, 2090 Kittredge Street, Berkeley, CA, 94704. If an invoice is for a blue-backed contract, the invoice should be sent to the address above referencing the name of the project manager. Following delivery of the requisitioned good or service, the originating department/division must formally “receive” it using the FUNDS\$ system. See the Receiving Procedures. When the division receives a final invoice from the vendor mark the invoice “FINAL INVOICE” in red pen and Accounts Payable will electronically close the PO.

I. Liquidation of Remaining Funds on a PO

To liquidate any remaining funds on a PO a “Change Order Request” form must be submitted to General Services. To avoid the need to submit a “Change Order Request”, final invoices should be marked “Final Invoice” in red ink and AP will liquidate any encumbered amount after payment of that invoice.

J. Purchases Requiring Special Handling

Certain types of requests for goods and services either are not made through the PR procedure at all or are made through a modified PR procedure.

1. **Petty Cash Procedures.** Items with a total value (per order) of \$50.00 or less may be procured using petty cash procedures. Generally, minor office supply needs and transportation reimbursements may be initiated and paid using this provision. An item that is purchased on a regular basis should not be procured using this procedure. See Administrative Regulation 3.3, “Petty Cash Revolving Accounts”
2. **Blanket Orders (BPO).** BPOs for goods are used to establish an overall spending limit for goods that will be needed in small amounts through the fiscal year. BPOs are established for one year. A standard PR process is required, and Section II Purchasing limits apply to the entire blanket order (i.e., blankets for more than the Director of Library Services’ expenditure authority must go to the Board of Library Trustees). It is the responsibility of Administration to ensure authorized releases on BPOs are kept current throughout the fiscal year. Additional PRs are required to add monies to BPOs and the BPO number should be noted on the new PR. If the BPO is going to exceed the Director of Library Services’ authority, the Board of Library Trustees must approve an increase. The quote process is not required for BPOs, prices are as billed by the vendor. Discounts are documented by General Services. BPOs where specific prices have been negotiated will remain stable through the term of the BPO. No individual order should exceed \$1000.00 and Fixed Assets should not be ordered on a BPO, as the element object is not correct on a BPO.
3. **Emergencies.** In extreme circumstances, a “Field PO” may be issued by the Purchasing Division with approval of the Director of Library Services. This situation requires the establishment of an “actual emergency and of urgent necessity for the preservation of life, health or property” (City Charter Section 67.4). Emergency purchases may not exceed the Director of Library Services’ authority limits as set by the Board of Library Trustees. Whenever possible, Administration will continue to seek as many quotes or bids as would otherwise be required if the emergency did not exist. A purchase order will be generated using the FUNDS\$ system, purchasing staff will notify the selected vendor of the PO number and provide delivery address for the emergency item(s).

K. Warehouse Items. Certain public works and electrical items are regularly maintained and warehoused by the Library. The standard requisition format on the FUNDS\$ system is used

L. Single/Sole Source Procurements. Any procurement that for reasons established by a project manager and approved by the Director of Library Services is considered Sole/Single source will be processed without a competitive bid process. When feasible General Services will conduct market research to ensure the prices proposed are fair and reasonable.

M. Formal RFP or IFB. Purchases expected to exceed \$25,000 must follow a strict path to ensure a valid, fair and impartial selection process. Allow at least 60 days for this process to be completed and a vendor selected. Before initiating the standard PR process, Administration will send a request for a specification number (on a “Formal Bid Solicitation and RFP/IFB to issued within 30 Days” form via email to the General Services Manager, with a copy to the General Services Office Specialist III. The funds must be available in the budget code identified or no number will be issued. If General Services staff have no questions, a Specification Number will be provided to Administration via email. An information item will be submitted at the next Board of Library Trustees meeting to alert the Board of the RFP or IFB. The bid should not be opened until after the Board of Library Trustees has been made aware of the RFP or IFB. The Project Manager will develop the elements of the RFP or IFB. The following information is required before beginning this process:

1. A thorough description of the goods or services required.
2. The approximate bid or proposal opening date.
3. The intended use of the goods or services.
4. The estimated cost of the goods or services.
5. The budget code (to ensure that funds are available).
6. The Project Manager’s contact information (for questions or consultation)

When the purchase is sufficiently described and contract elements are defined, the full RFP/IFB may then be developed using an approved boilerplate and then forwarded to the Finance Manager for review. Once the review is completed by the Finance Manager, the RFP/IFB is submitted to the Director of Library Services for approval.

Once approved by the Director of Library Services, the completed RFP/IFB is forwarded to the General Services Manager for review (if necessary, the City Attorney and City Auditor may be consulted at this time), it will be released to begin the bid process. General Services staff releases the RFP/IFB to designated vendors, posts the RFP/IFB on the City website and posts it in designated area(s) and arranges a room to physically open the sealed bids or proposals, and invites designated Library employees (as needed). This process is to ensure that all vendors who wish to bid have the opportunity to bid in a fair and open environment. As with all detailed procurements, General Service’s staff is available for consultation in identifying potential vendors.

Any and all questions posed to the Project Manager need to be submitted in writing. The Project Manager then gathers all the questions and answers and submits the information to General Services. General Services then posts the Q&A to their website as an addendum to the IFB/RFP. This ensures all vendors receive the exact same information at the same time and no vendor is given an advantage over another.

After receiving vendors’ proposals, General Services will open the sealed bids or proposals submitted by vendors. Bids are only opened on Tuesdays and Thursday at 2:00 pm at 2180 Milvia St, 3rd Floor Finance Department/General Services Division. All bids must be received

prior to 2:00 pm or they will be rejected. There is no exception to this time, and the time is based on the clock in the General Services Division. General Services will fill out a bid abstract at the bid opening. This form documents the vendors who responded in a timely manner to the RFP/IFB. IFB openings are open to the public. RFP openings are not open to the public.

General Services turns over all the copies of the RFP/IFB to the Library Finance Manager and retains the originals until needed for the contract. When the Library Finance Manager picks up the copies in General Service a receipt is signed for the file. If a contract is required for this type of procurement, information to complete this process is provided on “Contracts Online”.

N. Competitive Formal Bid Evaluation

The criteria for selection of a vendor are dependent on the type of solicitation issued. An IFB is awarded to the lowest responsive/responsible bidder. RFP criteria selection needs to be outlined in the RFP. Proposals are evaluated on a selection criteria established in the RFP. A selection committee makes the evaluation based on the criteria set forth in the RFP. Evaluations can include product demonstrations, a question and answer conference, and reference verification. All evaluation committees member should score vendor proposals independently. Then committee members rank vendors according to all evaluation criteria as outlined in the RFP. It is very important that all vendors receive all the same information. No vendor can be given an advantage in submitting bids to the Library. All vendors must be treated fairly and without prejudice.

O. Contracts – Blue Backed

Blue backed contracts are required for services. Unless a pre-approved boilerplate is used, all contracts must be provided to legal counsel for review and approval. All contracts must go through the City Auditor, Director of Library Services and City Clerk. Exceptions are outlined in Section III.D (Low dollar, low risk types of services.). Instructions for initiating contracts are on the iCoBWEB under “Contracts on Line.” The Contracts Online Manual outlines the different types of contracts and summarizes compliance procedures. Contracts are formal written legal agreements between two or more parties, which **must** be written in accordance with established procedures. These procedures should be followed for all contracts, whether the contractor is selected through the formal bid process, the RFP process or informal solicitation. Purchases of goods or supplies are made through purchase orders.

The most frequently used standard contract is the Personal Services expenditure contract. "Personal services" refers to both "direct services" and "professional services." "Direct services" means services, other than professional services, which cannot be provided through the Civil Service system, such as maintenance, gardening, linen and security services. "Professional services" means services which are of an advisory or artistic nature, require advanced knowledge and personal expertise in a field of science or learning or originality and creativity in a recognized field or art, and require consistent exercise of personal discretion and independent judgment, including, but not limited to, accounting, legal, architectural, or engineering services, economic, market and systems analysis, program evaluation, operations research, development of unique computer programs, training, medical service, and legal advice or representation.

P. Protest of Award

Anyone may protest a decision to award a bid to the Board of Library Trustees prior to Board approval of the Library’s decision. The protesting party must first submit a letter to the Finance Manager describing the basis of the protest. The Finance Manager then reviews the basis of the protest, sends a copy to the low bidder for comments/rebuttal, reviews it with legal counsel and

General Services, usually holds an informal hearing with the protester and all interested bidders, and then makes a determination on the validity of the protest. The matter is brought before the Board as part of the award process along with a recommendation for disposition of the protest.

Section IV - Glossary of Terms

Bonds: In a construction context, bonds are security to assure performance of the contract obligations. Three parties are involved in a bond: the principal, the surety, and the obligee.

Bid Bond: A bond guaranteeing that if a selected bidder refuses to enter into a contract and the City must award the contract to another bidder, the bonding company will pay the City the difference between the bid prices, up to the amount of the bond. When seeking certain types of work on projects, the City may require that a designated amount of money (usually 10% of the total cost) be posted in the form of a bond or cash equivalent in order to participate.

Performance Bond: A bond where the surety provides security that the principal will perform all of its contract obligations in a timely and workmanlike manner. Usually, a performance bond is only for the benefit of the obligee/owner of the construction project. If the principal defaults, the obligee/owner can require the surety to complete the project or to pay for the costs of completion. Subcontractors do not have the right to seek payment from the performance bond surety if the principal defaults. The bond is cancelled upon completion of the project.

Payment Bond: A bond where the surety provides security that all persons supplying labor and material to the project will be paid. Subcontractors and suppliers are the "beneficiaries" of a payment bond. They do not require the bond nor are they a party to it. If the principal defaults, beneficiary subcontractors and suppliers usually have the right to sue the surety directly for payment.

Budget Code: Code used to identify types of items or services expensed. Correctly using this tool ensures expenditures are recorded properly for use by the Budget Office.

Budget Modification: Movement of money from one budget code to another budget code to ensure money is recorded to correct budget line.

Commodity: An item of trade, also a "good."

Encumbered Roll-over: Funds encumbered for contracts or one-time purchase orders that bridge a fiscal year may be used in the following fiscal year without affecting a department's budget.

FUND\$: A financial database used by the City for accounting purposes. The Contract Management System (CMS) is linked to this database system.

IFB (Invitation for Bid): An advertisement for offers under sealed bidding procedures where price is the primary basis for award selection. However, the low bidder is subject to a determination that it is responsive and responsible. A bid opening is held at a specific date and time and may be witnessed by interested parties.

Liquidated Damages: A predetermined amount of money that may be assessed by the City in the event a vendor fails to perform one or more elements of an obligation to the City.

Purchase Order: A commitment of funds for goods or services. The successful creation of a City purchase order tells the vendor that the City will pay for a commodity or service when delivered to the City.

Blanket: An entry designating an amount (subject to quoting requirements based on total price) for the purchase of a range of goods or service over a given time period — commonly two years. In a blanket purchase order, the vendor is obligated to sell something to the City at a set price for a set time.

One-time: A purchase of goods or services needed to fulfill the requirements of a Department which is completed without milestone payments.

Lease: A PO cut for a lease of equipment will be continued over the life of the lease even if the lease crosses fiscal years.

Blue Backed Contract: A PO is a payment mechanism for a Blue Backed Contract. This PO will have in the freight field the CMS contract number assigned by the Auditor's Office. No action can be initiated on this PO without authorization from the Auditor's Office.

RFI (Request for Information): An advertisement to obtain price, delivery, other market information, or capabilities for planning purposes when the City does not presently intend to issue a further solicitation. RFI responses are opened at a specific place and time. Generally, this method is used to pre-qualify vendors prior to bidding or to seek vendors that would be interested in a project. This is almost always used as step one in a two-step process. The second step would be the bid or RFP.

RFP (Request for Proposal): An advertisement for a specific good or for service. Responses are compared (and may be negotiated) to determine whether the vendor is able to provide the City with the service required at the best price. Experience, qualification, and the proposed solution to the advertised issue may be more important than price. RFP responses are opened at a specific place and time, but are not made available to the public until after the Board of Library Trustees has awarded the bid.

RFQ (Request for Qualifications): An advertisement for information related to a company's or person's qualifications (e.g., architects and engineers). Like an RFI, responses to the advertisement are opened on a specific date at a specific time. The document only asks for a company or person's qualifications (for example, architects or engineers). Prices are not usually requested. This process is used to select someone based strictly on experience and qualifications. Rates are negotiated with the firm of first choice. For projects over \$25,000 a formal advertisement is made and interview panel makes the selection. After the initial interview, selected firms may be asked to interview and make a presentation. For informal projects (under \$25,000), firms are solicited from an established list and the Director of Library Services makes the selection.

Requisition: A formal written request for goods and service.

Single Source: Single source is when there is only a single vender who can provide the product or service (i.e., authorized distributor defined by a specific geographic location). A single source

can also be a vendor who can provide the good or service in a situation where “time is of the essence” and to delay the purchase would cost the City of Berkeley substantially more money. Or competition is found to be inadequate after informal or formal solicitation, or in the case of an emergency situation.

Sole Source: Sole source may be used when there is only one source for the needed product.

Vendor: A company, entity, or agency selling goods or services to the City.

Waiver: Forms that document relinquishment of rights and/or dispensation from a rule. Several types of waivers are available for exceptions to local regulations.

Section V – Frequently Asked Questions (FAQs)

- Q: How do I know if the items on my Purchase Requisition (PR) have been purchased?
- A: *You can look in the FUND\$ system under Purchase Requisition inquiry. In that screen will be able to tell if the PR has been actioned.*
- Q: Why was a Purchase Requisition returned to me with a note the budget code was incorrect.
- A: *General Service looks at the budget code to help to ensure the correct codes are used. Using the correct codes helps the budget office determine what types of items budget money is being used to buy*
- Q: A Purchase Requisition was sent back to me with a note about “Incorrect Budget Code”.
- A: *General Services monitors the budget code departments use to purchase items and services. We require you use the correct code for the type of purchase you are making. Please refer to the Chart of Accounts for specific information. A budget modification maybe required to move money into the correct account*
- Q: What is a Fixed Asset?
- A: *Fixed Assets must use budget codes with element object in the 70-40 series. Fixed assets are items, which have an individual total cost of 1000.00 or more (this total including tax and shipping.) There is an exception for fixed assets individual costs if items must be used together and each component is less than \$1000.00 but the total cost for the units will be over \$1000.00 i.e. Herman Miller Office Furniture. Each panel is less than \$1000.00 but to create a cubical 5 panels are required and the cost of 5 panels is above \$1000.00.*
- Q: Why do the requisitioners need to put in the commodity codes on the Purchase Requisition?
- A: *The FUND\$ system does not allow a Purchase Order to be generated without these codes in place. If the requisitioner does not enter them into the Purchase Requisition (PR,) then the Buyer processing the PR must try to determine what the correct commodity code is.*
- Q: Do Berkeley businesses receive any type of preference
- A: *Under \$25,000 Berkeley businesses receive a 5% preference for goods and non-professional services.*
- Q: Is it faster to request a sole/single source procurement?
- A: *Actually, it usually takes longer for the General Services Division to justify sole/single source procurements. Competition normally takes less time because the General Services Division is not required to do research.*
- Q: Where are the boilerplates for IFBs (Invitations for Bid) and RFP (Request for Proposal)
- A: *These boilerplates are located on the intranet. General Services asks you to retrieve the boilerplate from the intranet each time you need to release a bid because of changes that might be made to the boilerplate based on changes or requirements within Berkeley.*
- Q: My supervisor cannot see the Purchase Requisition in their queue, but it was entered in the system?
- A: *Go back and hit the enter key through each screen. Sometimes a PR can become "stuck" in*

the system. If this does not work, check to make sure there are sufficient funds in the budget code identified, and the approver has authority to the budget code.

Q: Who should I call if I have a question about a purchase?

A: *You should call Administration. We are always available to answer any questions you might have.*

Q: Can a Division Manager sign a vendor's agreement?

A: *No, the Director of Library Services is the only person with the authority to enter into an agreement with a vendor. Legal counsel and General Services need to be consulted before signing any type of agreement with a vendor. Vendors many times have terms and conditions that are not acceptable to the City of Berkeley.*

Q: I have a friend who is interested in performing work for the City, and will give us a good price. Can I just have them perform the work?

A: *No. All work should be awarded via a competitive process. There should never be any hint of impropriety. We are charged with spending the public's money appropriately.*



BERKELEY PUBLIC LIBRARY

INFORMATION CALENDAR

July 18, 2007

TO: Board of Library Trustees

FROM: Donna Corbeil, Director of Library Services

SUBJECT: Staff report on the American Library Association (ALA) Annual Conference from June 21-27, 2007 in Washington D.C.

BACKGROUND

The American Library Association (ALA) is the oldest and largest library association in the world, with more than 65,000 members. Its mission is to promote the highest quality library and information services and public access to information. The organization's annual conference held in Washington, D.C. this year was the largest conference in the history of the association. More than 28,635 librarians, exhibitors and library supporters attended the 128th ALA Annual Conference at the Washington Convention Center from June 21st to 27th. The conference, which topped the record set at ALA's 2005 Annual Conference in Chicago with 27,962 attendees, served as a national forum for discussions on key library issues that included technology, library users' privacy, literacy and providing services to new Americans and those with disabilities. Library supporters participated in more than 300 conference programs, and attended special events featuring a variety of newsmakers and best-selling authors.

FISCAL IMPACT

There are no fiscal impacts from this report.

CURRENT SITUATION AND ITS EFFECTS

The Conference was held in Washington D.C. from June 21-27, 2007 at the Washington Convention Center. The Berkeley Public Library was represented by seven Library staff members, the Director of Library Services, and two Library Trustees.

REPORTS FROM STAFF WHO ATTENDED

- *Donna Corbeil (Director of Library Services):* I attended a one-day pre-conference sponsored by ALSC-ASCLA (Association for Library Services to Children & Association of Specialized and Cooperative Library Agencies): "The Underserved 20 Percent: Serving Children, Teens, and Adults with Disabilities". Among the day's events was keynote speaker author Harriet McBryde Johnson on why I don't go to the library these days, a panel discussion on community involvement, a panel discussion on best practices to people with disabilities, multiple discussion groups involving participants and closing remarks by psychologist Dr. Katherine Schneider.



Urban Library Council's (ULC) annual membership meeting was held on Sunday morning. Members of the Executive Board gave state of the organization reports, officer elections were held, awards were presented and the 2006 annual report was distributed. I also attended the new members/new directors reception on Saturday evening.

In addition to visiting the vendor exhibits halls, I attended several interesting talks related to trends in technology. In the area of online catalogs there is a trend toward greater customer involvement in design and content development and an acknowledgement that open source software could be the solution to the clunky catalog. This was described as de-aggregating the functions of an integrated library system (ILS) with the goal of bringing pieces back together in ways that are meaningful for individuals and different purposes. Behavioral trends or where people meet technology follows a cyclical pattern. Library staff begins by using the new technology as a replacement for the old way VS looking at it strategically. How can the technology change what we do or offer in a fundamental way (i.e. look at the potential of what it means to the work itself)? The line between the desktop and Web is blurring. The result could be software is a service accessed online, with the result of no more library operated servers etc. One speaker mentioned the Slow Library Movement, which emphasizes being mindful of the local connection and opportunities for supporting local publishing or telling the local story.

In the area of RFID use in libraries the number of libraries adopting the technology is on the rise, more so in Europe than in the U.S. The speaker noted that, when asked, libraries identified customer satisfaction as the driver for the change, not necessarily return on investment; though, redeployment of staff to other areas was mentioned. The two big issues are interoperability and standards. The first refers to tags and equipment and greater sourcing potential for tags. The latter refers to ISO Standards and the work of the libraries working group which is planning to release their report in the next month or so. This was a lively discussion with representatives from the U.K., Netherlands, vendors and American libraries. Trends in this area include greater miniaturization of chips and the flattening of tags which is possible as they move away from being silicon based and tag coils move to being etched onto a surface.

- *Francisca Goldsmith (Library Services Manager - Collection Management & Promotion):* As a member of ALA, YALSA, and PLA, I attended a variety of meetings and programs at this year's conference, as well as a day-long pre-conference.

The pre-conference ("The Sins of YA Literature") concentrated most specifically on age-specific literature and issues, but one panel discussed the financial aspects of marketing new books in a more generally applicable way. In addition to that nugget, it should be noted that three author-speakers called out Berkeley Public Library in laudatory fashions: for being at the forefront of providing access to graphic novels, and for cautioning against judging the "worth" of a book to all readers after reading a single review. This pre-conference was smart, funny, and instructive as a dozen or so authors delved into the developmental applicability and artistic uses made by writers of the Seven Deadly Sins—plus they were dressed as the sins themselves!

In my role as YALSA's Serving the Underserved Evaluation Task Force Chair and a member of YALSA's Editorial Board, I attended a variety of meetings Saturday morning. The remainder of the weekend, I spent in meetings of the brand new Odyssey Committee, as we worked not only on identifying the best youth audiobook but also on the newly written criteria for our charge. This is a cross-divisional committee and so we must also work through cultural differences personified by the two participating divisions.

YALSA celebrates its 50th anniversary this year and so numerous fun activities underscored that. I was an official podcaster for the conference and had fun interviewing members.



I also attended some PLA programs, most notably “Marketing to the Melting Pot,” which was an efficient and helpful discussion of techniques for reaching immigrant and New American communities to improve public library awareness.

- *Linda Perkins (Library Services Manager - Children’s):*

Association for Library Service to Children (ALSC) Board of Directors

The ALSC Executive Committee reviewed the progress of the “Every Child Ready to Read” project and campaign carried out in partnership with the Public Library Association, in particular the evaluation and proposed continuation of the project.

ALSC Leadership Meeting featured Bud Crouch who addressed the challenges, responsibilities, and roles instrumental in leading an association. He also advised on evaluating goals and assessing programs with respect to the organization’s strategic plan.

The ALSC Board of Directors heard committee reports that required board action (and read the others), passed a full slate of programs for the 2008 ALA Annual Conference in Anaheim, and discussed and passed the division budget. The ALSC Board also tracked the progress of such collaborative projects as “Every Child Ready to Read,” the “Pura Belpré Awards,” and the national “Dia” celebrations.

ALA Council

The Committee on Legislation (COL) brought forward several resolutions that received very strong approval by Council – Resolution on the National Digital Information Infrastructure and Preservation Program (NDIIPP) FY 2008 Funding, Resolution on Government Printing Office FY 2008 Appropriations, Resolution on Funding for the National Library Service, Resolution on No Child Left Behind (NCLB) supporting higher standard for School Library Media presence in schools, and a Resolution approving Principles for Digital Content.

Library supporters wishing to keep up to date on the latest issues before Congress should note the following sites: <http://www.ala.org/washoff> for ALA Washington Office. <http://www.ala.org/ogr> ALA Office of Government Relations. <http://www.ala.org/oitp>. For the Legislative Action Center updates and to learn how to help ALAWO <http://www.capwiz.com/ala>.

In his Freedom to Read Foundation report to Council, John W. Berry reviewed the potentially chilling decision by the Supreme Court on June 25, 2007 in the Morse v. Frederick case where the ALA Supported position in favor of free speech for youngsters in a school setting was defeated by a 5-4 vote.

The Committee on Organization Report included an action item to accept the report of the E-Participation Subcommittee and recommendations that 1/ ALA and its units work to implement e-participation tools, 2/ ALA Council establish a formal task force charged with adapting ALA policies and procedures to move forward with effective e-participation practices, and 3/ that the task force complete its charge by Midwinter 2009. This action item passed almost unanimously.

The Intellectual Freedom Committee brought forward a “Resolution on the Use and Abuse of National Security Letters – On the need for Legislative reforms to assure the right to read free of government surveillance.” **This important resolution was supported unanimously.**



A Resolution on Accessible Digitization Projects Resolution -- called upon Libraries digitizing materials to adopt Section 508 regulations to afford accessibility to persons using screen-reader and other assistive technologies and also called for assistance by grant funding agencies and companies to provide financial and other aid to Libraries and others involved in addressing this objective.

This Annual Conference set an attendance record – 28,228.

Programs

“Babies & Books Beyond the Library” described outreach programs at the Brooklyn Public Library and the Public Library of Charlotte & Mecklenburg County. It was full of good ideas and practical tips.

“10 Cool Technologies that Can Impact the Public Relations Plan @ Your Library” featured Stephan Abram who seemed to pack 40-50 ideas into his 45-minute presentation. This power-point presentation will soon be posted on his Internet website.

On Monday, just as my batteries were running low, Marian Wright Edelman, founder and president of the Children’s Defense Fund, re-energized the hundreds of us who heard her speak on the “State of America’s Children.” Full of facts and statistics as well as moving anecdotes, her speech was an inspiration and exhortation for all of us who work with children. We still have a lot of work ahead of us.

- *Alicia Abramson (Library Services Manager - Information Technology)*: I attended several outstanding programs while at ALA. One of those was titled “Balanced Scorecard: The Results Please!” sponsored by the Library Administration & Management (LAMA) section of ALA. Speakers presented a strategic planning method called the “Balanced Scorecard”. The Balanced Scorecard approach centers on combining results measurement with strategic planning by identifying goal targets for each identified strategic objective. For instance, instead of simply saying a library wants to increase circulation to the teen population, a measurable strategic objective would be to increase circulation of materials to teens by 10% over the current year’s figures. Success can then be measured as a baseline is set (this year’s circulation to teens) and activities by staff are undertaken to meet the goal target (e.g. increased outreach to teens, fines amnesty events, etc.). This approach also allows further refinements and adjustments in the strategic plan without having to reinvent the wheel every three to five years. Balanced Scorecard success stories included the Pierce County Library System in Tacoma Washington which was able to secure a voter approved library tax increase. The library system was subsequently praised by the local press: “Library officials promised to add services if voters agreed to tax themselves more. The good news is that library is delivering...That focus on delivering what was promised is plain responsible stewardship of public dollars. It also will keep the library system in good standing for the next time it needs voters to reaffirm their support for public libraries.” Georgia Lomax of the Pierce County Library attributed the Library’s success in “delivering what was promised” on the use of the Balanced Scorecard planning process.

- *Sandra Schmitz (Librarian II - Technical Services)*: Two of the more interesting programs I attended at this year’s ALA:

Leading technology-driven change: A difficult part of leading change can be to convince library staff that our past strengths may be our present liabilities. Staff rightfully takes pride in services that have served library users well in the past, and may be slow to realize that changes in the world outside the library have decreased the value of those services to the community. If



libraries are to remain relevant to their community, they cannot afford to focus on long drawn-out consensus-building among staff and thereby miss opportunities to improve services to patrons, especially since the demand for consensus can be an excuse to avoid change. Libraries need a “beta” approach to service, constantly trying new approaches to improving service, even if the new approaches are not perfect. Because “we don’t see the world as it is, but rather as we are” library staff needs to constantly test their mental models against new and changing realities.

Crossing the line: trustee-director relationships: In my ongoing efforts to broaden my horizons by investigating areas of librarianship outside my professional specialization, I attended a program on trustee-director relationships. Two public library directors described their governing boards—one a traditional library board, the other a “Carver” board. The latter differs from a traditional board primarily in that it emphasizes strategic planning and entrusts library administration to the director. A library trustee then described the process she went through in learning to be a trustee and emphasized the need for trustees and directors to communicate so that trustees can knowledgeably represent the library to their community. All speakers stressed the responsibility of both the director and the board to provide for board education, both in the form of an orientation for new members coming onto the board and as an ongoing process to keep board members informed about issues within the broader library community.

- *Erica Glenn (Librarian II – Children’s Services):* While at ALA, I was able to attend a variety of interesting programs on innovative programming, issues relating to children, and collection development for children and teens. In addition, I participated in an event for the Spectrum Scholar Initiative’s tenth anniversary, and met officers in the Association for Library Service to Children (ALSC), a division that I hope to become more involved in.

The first program I attended was one on identifying and celebrating the good in American Indian Children’s Literature. Author Joseph Bruchac discussed the necessary elements for realistic and accurate portrayals of Native Americans in literature, and other experts, including a children’s librarian from the Mashantucket Pequot Museum and Research Center and a Professor from the University of Rhode Island, discussed their collections and not only how to find literature that shows Native Americans in a realistic light, but how to deal with the inaccurate and disrespectful portrayals that are in children’s literature. I also attended a program on using multiple intelligences to plan programs that appeal to boys, which actually could be used for any gender, but focused mainly on the various intelligences and how to plan programs that would appeal to the interests and strengths of any particular child. Other interesting programs focused on ways to use MP3’s and social networks such as MySpace to market library services and collections to teens and young teens, and a program on the success of one library in hosting video game tournaments for kids. While at ALA, I also participated in Sunday morning’s Meet Ten at 10, where myself and 9 other Spectrum Scholars were available in the exhibits hall to answer questions regarding the Spectrum Scholar Initiative. On Monday, I attended ALSC’s Membership meeting, as well as a speech by the founder and president of the Children’s Defense Fund, Marian Wright Edelman.

- *Alan Bern (Community Relations Librarian):*

“The Underserved 20 Percent: Serving Children, Teens, and Adults with Disabilities,” a Joint Preconference of the Association for Library Services to Children (ALSC) and the Association of Specialized and Cooperative Library Agencies (ASCLA), 6/22, 8am-5pm.

Director of Library Services Donna Corbeil and I attended this powerful all-day pre-conference on disability services, a collaboration of ALSC and ASCLA, for which, as an active member of



both divisions, I have been waiting for years. These two ALA divisions have great knowledge and skills to bring to such a collaboration, and these were borne out in the pre-conference. ALSC provided the strengths of serving kids and their families while ASCLA provided the expertise on serving people with disabilities.

Donna asked me about the *20 Percent* in the title, from where it comes, and what it signifies. I don't have a simple answer, but from my work in disability services, I can refer to the statistic, often used, that 15% of the U.S. population has learning disabilities. This estimate points to a vital service fact: we do not know whom we are addressing at a service desk or out in the community, in terms of their levels of disabilities (especially those that are more hidden, such as learning disabilities) or their types of learning styles. The lesson to us in the public service realm is to attempt to design universally accessible services and programs as much as possible: transparency is our ultimate goal. This year Alicia Abramson and I, in concert with other Berkeley Public Library staff members, community contacts, and disability services consultants, will be upgrading our accessible technologies at the Berkeley Public Library in just these directions so that any patron can come into the library and choose from a variety of options to make their contact with our technologies as transparent and easy to use as possible. If BOLT decides to go forward with the idea of moving South Branch to the ERC, this again would be a priority: to design services and programs that are universally accessible and easy to use for all.

Another question arose from the keynote speaker's talk, "WHY I DON'T GO TO THE LIBRARY THESE DAYS: an unsolved mystery." Harriet McBryde Johnson, a lawyer and disability activist from South Carolina, once used academic libraries often for her schooling, but now finds libraries, even public libraries, less 'friendly.' Donna and I conjectured that, in part, she is not used to the new technologies we offer. I think, also, that Ms. Johnson points to a big challenge for libraries: we must continue to advance technologically and to offer self-service options, and we must also offer personal and human services that our patrons so treasure. We can do this and do it well.

"Serving Spanish Speakers with Disabilities," 6/23/07, 10:30pm-noon.

An ALSC presenter from the above Preconference, Carrie Banks, director of the Brooklyn Public Library's Child's Place for Children with Special Needs, was instrumental in the excellent REFORMA (National Association to Promote Library and Information Services to Latinos and the Spanish-Speaking) program, "[Serving Spanish Speakers with Disabilities](#)"; she discussed staff training for working with Spanish speakers with disabilities and had many excellent suggestions on giving better service to Spanish speakers with disabilities. Two important factors were new to me:

- Few Spanish speaking individuals with disabilities belong to organizations or support groups [often] because of language barriers.
- ...the centrality and dependence on the family, and certain religious beliefs (which may view a disability as either a blessing or a curse). Also, some disabilities are culturally more acceptable than others, including physical (such as loss of limbs) or blindness, while others, such as mental or emotional disabilities, are viewed more negatively.

(from <http://plablog.org/2007/06/serving-spanish-speakers-with-disabilities.html> by Hagar Shirman, Friday, June 29th, 2007)

Also, discussed was Collection Development in this arena: "Loida Febo Garcia from the Queens Public Library spoke on the subject of collection development for this patron population. Unfortunately, there are limited printed resources, although there are currently a number of



good web sites with Spanish language information produced by different non-profit and governmental organizations.” (<http://plablog.org/2007/06/serving-spanish-speakers-with-disabilities.html>)

The third part of the program was also tremendously exciting: “a presentation by students from the University of Puerto Rico’s Library and Information Science program at the Rio Piedras campus. Elizabeth Rivera and Cindy Jimenez described the Puerto Rico Assistive Technology Program’s Information Center, which although based on the University campus, provides resources and services to the general public. The goal of this center was to increase access to assistive technology, and it offers training, consultation, evaluation, and technical support to all. For more information about the center, see <http://www.pratp.upr.edu>.” (<http://plablog.org/2007/06/serving-spanish-speakers-with-disabilities.html>)

I hope to get these students in touch with our California State AT/Network and others so that, perhaps, California libraries can improve our services to the Spanish-speaking in the area of assistive technology.

Engaging Your Community in Día Partnerships, WCC, Room 146 C, 6/24/07, 1:30-3:30pm

*One way a library can work with its community to create a culture of reading is by implementing an El día de los niños/El día de los libros (Día)(Children's Day/Book Day) celebration annually on April 30. Program content will center on tips that include the benefits of promoting Día within the community by partnering with like-minded local and national organizations. Content will also focus on practical ideas for conducting a Día celebration in your library. **Speakers:** Ellen Fader, Youth Services Coordinator, Multnomah County Library, Portland (OR); Elva Garza, Branch Manager, St. John Branch/ Austin Public Library (TX); Oralia Garza de Cortes, Early Literacy Consultant (CA)*

Although the speakers presented programs that are much larger in scope than ours – and with many more years of experience – we are on the right track and doing a good job. We need to continue to grow our alliances and partners for this wonderful family and community program. It may be interesting to consider holding a future Día program in a park or other venue.

At ALA Annual, I attended two Bookmobile programs:

1. **Diversity & Outreach Fair**, 6/23/07 from 3 to 5 pm Convention Center, Washington, DC: The theme of this wonderful Fair’s theme was Bookmobiles. There were many exciting programs featured and several vendors to talk to – I also talked to vendors in the Exhibits. The most exciting program to me was represented by the National Network of Libraries of Medicine’s (NN/LM) booth. This program, sponsored by the National Library of Medicine, is a series of outreach projects which they fund; for example, the **Spanish Speaking Parents Learning Cancer Research Prevention with the Help of Their Children of the Pasadena Public Library**. The NN/LM can help libraries set up projects with partners and also help them with funding the projects. This could be a viable possibility for Berkeley and Berkeley Public Library if we were to pursue it in response to our research and study of the library needs of the Southwest Berkeley Community and in terms of the City of Berkeley’s Public Health Division’s 2007 Health Status Report.
2. **Mobile Outreach: Access at its Best**, an exciting program put together by ALA’s **OLOS (The Office for Literacy and Outreach Services)** and the Bookmobile Subcommittee on Sunday, June 24, 2007 from 10:30 a.m. to 1:30 p.m. The general session was comprised of



four dynamic library administrators sharing their experience with and commitment to mobile service. Topics included: marketing, collection management, risk management and vehicle purchasing. All participants testified to both the power of the bookmobile connection and to its fiscal cost.

Swap and Shop Best of Show Awards Ceremonies at 12:30 p.m. Sunday, June 24, in the Washington Convention Center Special Events Area, behind Aisle 600 on the exhibit floor.

The Berkeley Public Library received an honorable mention recipient of the 2007 Best of Show competition in **Special Programs and Events** for the **Berkeley Public Library Foundation's Invitation and program for 4th Annual Berkeley Public Library Foundation Authors Dinner**. LAMA (Library Administration and Management Association) Public Relations Swap and Shop received 420+ entries in the 2007 Best of Show competition from across the U.S. and Canada, and the judges were impressed with the high caliber of the work. I attended the ceremonies to accept the award on behalf of the Library and the Foundation, and I also picked up samples of other libraries' public relations publications.

Information Commons, 6/25/07, 10:30-11:30am

In this ongoing Discussion Group, led by former ALA President Nancy Kranich, amazing things emerge; this year, among attendees, were:

- LJ'S 2001 Librarian of the Year, Louise Blalock, Chief Librarian, Hartford Public Library, who is pursuing new possible service models through a dedicated and protracted outreach program, using employees at all levels – outreach is part of their job descriptions, and at this point, many of them are simply listening to community needs at a diversity of community meetings and venues.
- Beth Jefferson from the terrifically exciting Bibliocommons (<http://bibliocommons.com/>):

Coming Soon to a Library near you.

At the moment, we've got our heads down...building a complete **Social Discovery System** for libraries.

BiblioCommons services have been engineered to enable **rich connections** around the libraries' collections – connections **between our users and the content, conversations and communities** they're most interested in.

If you'd like to be kept informed of our progress, or if you are interested in participating as a beta library, please drop us a line letting us know of your interests, and we will be in touch.

FUTURE ACTION

No future action is required.



BERKELEY PUBLIC LIBRARY

INFORMATION CALENDAR

July 18, 2007

To: Board of Library Trustees
From: Beverli A. Marshall, Finance Manager
Subject: Library Lost Staff Time

BACKGROUND

Every month the City Auditor's office prepares a report of lost time for all departments. Lost time refers to Sick Leave, Leave Without Pay (authorized and unauthorized) and Workers' Compensation Leave. It does not include Vacation Leave, Administrative Leave or Floating Holiday.

CURRENT SITUATION

The most recent Lost Time Report, June 14, 2007, shows a total loss of 597.14 hours for the Library and 17,483.62 hours Citywide for the Month of May. Most of the time lost to the Library was in Sick Leave (94%) with only a small amount (2%) for Workers' Compensation.

For FY07, Library employees have filed six (6) Workers' Compensation claims, one of which was due to repetitive motion. The remaining claims were the result of single incident trauma. The average claims filed for each of the last three years (FY04, FY05 and FY06) was 11.

FUTURE ACTION

Each quarter the current lost time report will be brought to the Board of Library Trustees for their information.

Attachments:

1. Payroll Lost Time Report 5/1/07 through 5/31/07
2. Payroll Lost Time Report 4/1/07 through 4/30/07
3. Payroll Lost Time Report 3/1/07 through 3/31/07

Payroll Lost Time Report 05/01/07 Through 05/31/07
 City-wide Summary
 Terminations Included

Program PYRLST
 City of Berkeley

Dept Description	FTE	Sick	LWOP Au	LWOP UnA	W/C	Tot Lost	%Lost	Lost \$
Mayor	4.00							
Council	11.25	10.00	43.50			.53.50	2.84	248.16
Auditor	14.00	137.75				137.75	5.75	4604.17
City Manager	31.80	145.36	17.78		3.95	167.09	3.06	6214.00
City Manager/Econ Dev	8.00	39.50				39.50	2.88	1495.29
Police Review Commission	3.00	2.70				2.70	.52	73.40
City Attorney	12.00	64.20	50.50			114.70	5.68	3636.37
City Clerk	11.80	56.50	216.00			272.50	13.86	1482.08
Information Technology	21.00	53.10	47.04			100.14	2.78	2564.92
Finance	63.00	205.09	199.25		184.00	588.34	5.46	9812.63
Human Resources	23.00	119.65	12.85			132.50	3.42	3984.41
Health and Human Services	198.30	1203.64	810.12	83.60	101.16	2198.52	6.44	36941.36
Public Works	287.60	1858.08	1112.42	893.33	574.39	4438.22	9.06	72440.54
Parks & Waterfront	101.80	841.28	352.17	83.29	545.50	1822.24	10.53	35781.95
Fire	138.75	1549.50	196.99	2.00	1431.33	3179.82	10.14	106291.68
Police	282.50	1185.26	194.83		1345.00	2725.09	5.64	102864.82
Housing	49.05	186.50	45.63	72.00	1.00	305.13	3.69	6359.33
Planning	63.00	425.86	36.50	33.60	27.00	522.96	4.85	17143.44
Rent Board	19.30	77.78	8.00			85.78	2.59	2656.88
Library	102.56	560.81	24.33		12.00	597.14	3.33	15388.72
** Report Total	1445.71	8722.56	3367.91	1167.82	4225.33	17483.62	6.86	429984.15

SICK=1-Personal or family, 2-SDI Coord, 3-Fam Med Lv w/SL, 4-Fam Med Lv w/o pay

LWOP Au=Emp has supervisor/CM approval for lv of absence

LWOPUn=1-Emp does not have supervisor approval, 2-Suspension

LWOP & Fam Med LWOP is included in % but not \$

WC=1- wage cont, 2- temp disability pay, 3-Med appt, 4- post 365 TD, 5- SL WC

Emp not on 40 hr wk will have slight inaccuracy in %

Terminated emps w/o hrs are excluded

Payroll Lost Time Report 04/01/07 Through 04/30/07
 City-wide Summary
 Terminations Included

Program PYRLST
 City of Berkeley

Dept Description	FTE	Sick	LWOP Aut	LWOP UnA	W/C	Tot Lost	%Lost	Lost \$
Mayor	4.00	2.00				2.00	.30	86.26
Council	9.25	8.00				8.00	.53	205.25
Auditor	14.00	43.25				43.25	1.86	1273.97
City Manager	31.80	130.95	24.00		13.50	168.45	3.20	5112.18
City Manager/Econ Dev	8.00	20.00				20.00	1.51	969.65
Police Review Commission	3.00	14.00				14.00	2.82	447.60
City Attorney	12.00	58.00	67.00			125.00	6.41	3744.67
City Clerk	11.80	51.00	211.00			262.00	13.78	2339.55
Information Technology	21.00	162.86				162.86	4.69	8049.77
Finance	63.00	367.66	197.67		81.50	646.83	6.21	13112.87
Human Resources	23.00	271.00			6.00	277.00	7.40	10311.22
Health and Human Services	201.00	1386.96	734.00	113.72	89.50	2324.18	6.92	44913.38
Public Works	288.60	1682.57	1418.93	766.86	949.78	4818.14	10.14	72736.99
Parks & Waterfront	99.05	957.04	372.30	19.48		442.25	11.05	40501.38
Fire	131.75	1230.50			1039.33	2269.83	7.80	81309.68
Police	284.50	1175.92	174.00		1024.30	2374.22	5.04	91139.91
Housing	48.05	302.94	47.45	8.00		358.39	4.58	10269.52
Planning	64.00	636.26	24.00	15.00		675.26	6.38	26478.06
Rent Board	19.30	127.69	4.00			131.69	4.12	4141.79
Library	101.06	434.15	75.09		11.50	520.74	3.05	12646.32
** Report Total	1438.16	9062.75	3349.44	923.06	3657.66	16992.91	6.93	429790.02

SICK=1-Personal or family, 2-SDI Coord, 3-Fam Med Lv w/SL, 4-Fam Med Lv w/o pay

LWOP Au=Emp has supervisor/CM approval for lv of absence

LWOPUn=1-Emp does not have supervisor approval, 2-Suspension

LWOP & Fam Med LWOP is included in % but not \$

WC=1- wage cont, 2- temp disability pay, 3-Med appt, 4- post 365 TD, 5- SL WC

Emp not on 40 hr wk will have slight inaccuracy in %

Terminated emps w/o hrs are excluded

Payroll Lost Time Report 03/01/07 Through 03/31/07
 City-wide Summary
 Terminations Included

Program PYRLST
 City of Berkeley

Dept Description	FTE	Sick	LWOP Au	LWOP UnA	W/C	Tot Lost	%Lost	Lost
Mayor	4.00	10.00				10.00	1.46	224.72
Council	9.25	16.00				16.00	1.03	296.49
Auditor	14.00	101.00				101.00	4.21	2862.39
City Manager	32.80	225.19	68.00		6.00	299.19	5.32	8106.17
City Manager/Econ Dev	8.00	44.00				44.00	3.21	2054.90
Police Review Commission	3.00	13.50				13.50	2.63	501.02
City Attorney	12.00	105.80	72.00			177.80	8.81	6704.89
City Clerk	11.80	138.40				138.40	7.03	5516.01
Information Technology	21.00	168.90				168.90	4.70	6648.90
Finance	63.00	432.15	224.43		2.00	658.58	6.11	13046.25
Human Resources	23.00	155.30			2.50	157.80	4.07	5881.35
Health and Human Services	202.50	1412.23	984.26	182.70	89.69	2668.88	7.64	46326.66
Public Works	289.60	1646.67	1626.79	739.77	934.06	4947.29	10.03	75613.02
Parks & Waterfront	99.05	794.55	386.15	46.07	194.90	1421.67	8.43	28659.81
Fire	131.75	1221.50			1405.61	2627.11	8.73	97834.91
Police	285.50	1190.87	196.00		1270.25	2657.12	5.45	100561.44
Housing	48.05	312.81	57.00		152.00	521.81	6.49	13462.23
Planning	65.00	498.50	14.25	45.00	1.00	558.75	5.02	17747.44
Rent Board	19.30	152.21	13.75			165.96	5.02	5205.02
Library	101.06	811.12	188.46		2.00	1001.58	5.68	21917.71
** Report Total	1443.66	9450.70	3831.09	1013.54	4060.01	18355.34	7.21	459171.33

SICK=1-Personal or family, 2-SDI Coord, 3-Fam Med Lv w/SL, 4-Fam Med Lv w/o pay

LWOP Au=Emp has supervisor/CM approval for lv of absence

LWOPUn=1-Emp does not have supervisor approval, 2-Suspension

LWOP & Fam Med LWOP is included in % but not \$

WC=1- wage cont, 2- temp disability pay, 3-Med appt, 4- post 365 TD, 5- SL WC

Emp not on 40 hr wk will have slight inaccuracy in %

Terminated emps w/o hrs are excluded



BERKELEY PUBLIC LIBRARY

INFORMATION CALENDAR

July 18, 2007

TO: Board of Library Trustees
FROM: Donna Corbeil, Director of Library Services
SUBJECT: July 2007 Monthly Report from Library Director Donna Corbeil

INTRODUCTION

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

FISCAL IMPACT

This report will have no fiscal impacts.

LIBRARY DEVELOPMENT

Ed Roberts Campus (ERC)

Following the community meeting on June 9th, staff prepared an informational sheet related to the possible move of the South Branch Library to the Ed Roberts Campus. This document was made available at the branch and is posted on the Library webpage. A press release was also developed and sent out on June 18, 2007: *Noll & Tam Architects to present at July Board of Library Trustees meeting*. This release detailed the work of Noll & Tam on cost estimating, the contract with HTA to conduct a South Berkeley community assessment of library needs, background information on the discussion of the South Branch Library building needs, and the Board's discussions of possible collaboration with ERC.

Trustee Vacancy

The open house held on June 19, 2007 at the West Branch Library went well with 12 people from the public attending. Several attendees expressed an interest in applying.

Finance

The Board's recommendation to increase the Library Services Tax was on the June 26, 2007 City Council agenda. The item was approved on consent. The second reading on July 10, 2007 was again approved on consent.

The Library received a call from Gregoire Jacquet, who owns the restaurant Gregoire's on Cedar just above Shattuck. In celebration of the anniversary of his business on Tuesday, June 26th he put out a jar with a sign on it saying "donations to the Berkeley Public Library". We have thanked him for the generous gesture and support.



Facilities

The West Branch staff has been working with a representative from Ross McDonald Co., Inc. on designing a replacement service desk that will meet the ergonomic needs of the West Branch Library staff. The desk will be custom built by Worden; a picture of the layout is attached. The installation of the desk will occur while the library is closed for the re-carpeting project. This is tentatively scheduled to occur late summer, early fall 2007.

Grants

In the spring, Francisca Goldsmith took the lead in our application for a National Endowment for the Arts (NEA) grant, The Big Read. In May, we were notified that we had been awarded the grant. The grant provides \$7,000 for program funding and requires matches from other granting agencies and in-kind work.

The Big Read is a relatively new program through which the NEA hopes to encourage reading by "lapsed" adult and teen readers. The program requires community collaboration and to that end we have engaged partnerships with Berkeley Senior Centers, Berkeley High School, and the Mayor's Office. Part of the application process required us to select the specific title that will be promoted through this program at the local level; we are one of about seven grant recipients who will be working with Zora Neale Hurston's *Their Eyes Were Watching God*. Our program planning will be supported by both the NEA and our fellow recipients who are working with the same book.

We plan to conduct programming from mid-October through mid-November. At this time we must find the matching funds, contact a variety of program providers, and work with our community partners to inform the community of this initiative.

We were notified in June that our library's ELF (Early Literacy for Families) Continuation applications have been reviewed and approved for funding. The official award letter from the State Librarian will be sent shortly and funding will be effective as soon as the State budget has been passed.

PROFESSIONAL ACTIVITIES

The Friends of the Library held their annual luncheon on June 20, 2007. In addition to honoring staff longevity, the membership elected officers. Amy Roth was re-elected President. The guest speaker was Andy Ross and his topic was "who killed Cody's bookstore on Telegraph." A lively discussion ensued and fabulous dessert was eaten.

The Public Library Association recently released, in electronic format only, the revised strategic planning document, 2007 Public Library Service Responses by June Garcia and Sandra Nelson. The Library has purchased a copy that can be reproduced for nonprofit, educational use. If you would like a copy of the 66 page document please let me know. PLA has historically assisted with the articulation of service responses, "a service response is what a library does for, or offers to, the public in an effort to meet a set of well-defined community needs". They serve multiple purposes in a library strategic planning process. The latest document outlines 18 responses; while not a comprehensive list, they are an excellent starting point.

PROGRAMS, SERVICES AND COLLECTIONS

Summer Reading Programs



Our adult summer reading program is well underway: Reading in Common: Building Berkeley Book by Book. In June, free copies of the book *The Kite Runner* were distributed. Several related programs are planned:

- Kite Making and History with Tom McAlister, Berkeley Kite Festival Chair and Founder, to be held Saturday, July 21 from 11 a.m. to 12:30 p.m. at the Central Library, Community Meeting Room.
- A Community Book Discussion on Tuesday, July 24 from 7:00 to 8:30 p.m. at the Central Library, Community Meeting Room.

Visit the Library's website to learn about other programs, to read the blog or post your comments.

Teen Summer Reading is now underway. This year's program asks teens to send the library a postcard every time they finish reading a book. Postcards are provided and teens are encouraged to submit multiple cards. The postcards will all be entered in the drawing for a grand prize to be given away in August. Throughout the summer, programs will be offered; the first is an opportunity to take part in a "Dance Dance Revolution" party on August 7th.

The theme for this year's children's summer reading program is: Get a Clue @ Your Library. Children are encouraged to visit the library and to read. Staff has arranged for great prizes and wonderful programs at all the branches. Among the prizes are free tickets to the **Lawrence Hall of Science** to all players who complete the game. The Children's Librarians arranged for a staff kickoff during closed hours in the Central children's area to get everyone excited about the summer reading program. They provided food, information about the program, talked to staff about why we do summer reading and generated much excitement.

PERSONNEL

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

Attachments:

1. Library Service Needs in South and Southwest Berkeley Communities – UPDATE (6/18/07)
2. Personnel Summary
3. Levying a Special Tax for Fiscal Year 2008 to fund the Provision of Library Services (June 26, 2007)
4. Proposed Circulation Desk Layout – West Branch
5. Berkeley City Council meeting agenda – July 10, 2007 (page 1 and 2)



News Release
June 18, 2007
Berkeley, California

Contact: Alan Bern
Community Relations Librarian
510-981-6107

Noll & Tam Architects to Present at July 11th Board of Library Trustees Meeting

Noll & Tam Architects of Berkeley, who were hired by the Berkeley Public Library to investigate possible spaces for a branch library at the Ed Roberts Campus (ERC), will present three space options and a kiosk for consideration so that the Board of Library Trustees can evaluate the possibilities of a move of South Branch Library to the ERC. It is important to note that although no decision has yet been made, the Board of Library Trustees has determined that it was necessary to get more information on what spaces were available and how they might work for a branch library. Ground will be broken for the Ed Roberts Campus project, to be located at the Ashby BART Station sometime in 2008. More information and a map are available on their website at www.edrobertscampus.org.

Berkeley Public Library has continued to investigate the library needs of South and Southwest Berkeley since the completion of a needs assessment by Hatchuel Tabernik & Associates (HTA), the “**South Berkeley Community Assessment of Library Needs.**” This assessment pointed to severe programmatic limitations at the South Branch, built in 1961, in terms of space for library materials (books, DVDs, and etc.), computers, meeting space, an area for teens, and seating all of which were mentioned as priorities by respondents, and none of which would be easy to accommodate in the present location. Furthermore, respondents would prefer that the Tool Library remain at its present location and be allocated additional space. If a move is made of the South Branch Library to the ERC, the building could possibly be used for other services such as Families for Literacy, computer training, and increased space for tools and related training.

A 1996 report, **Berkeley Branch Libraries Feasibility Study**, found the South Branch, “overcrowded and difficult for patrons to use. The circulation and staff areas are inadequate in terms of both configuration and area.” The report recommends an increase in floor area, seismic upgrade, ADA

and accessibility upgrade, mechanical, electrical and telecommunications upgrade and new sprinkler system. The 1996 report calls for increasing the floor area from 3,395 square feet to 8,468 square feet. No major physical upgrades have been made to the building since this report was completed; the focus has been on maintenance.

At their October 18, 2006, meeting the Board of Library Trustees appointed two Trustees, members Ying Lee and Terry Powell, to continue to study, along with staff, the library needs of South Berkeley and the issues associated with the possibility of Berkeley Public Library's participation in the Ed Roberts Campus. Director of Library Services Donna Corbeil recently formed a Berkeley Public Library Staff Committee with representatives from a wide variety of departments to aid with the inquiry and participate in two projects: the space planning analysis by Noll & Tam Architects of possible sites in the Ed Roberts Campus if the South Branch is moved; and the assessment of library needs of the Southwest Berkeley Community. The consulting firm HTA will begin a community assessment of library needs in the Southwest Berkeley community beginning in July 2007.

On Saturday, June 9, 2007, the Berkeley Public Library held a community forum at St. Paul African Methodist Episcopal Church (A.M.E.), 2024 Ashby Avenue, Berkeley, to discuss the possibility of moving South Branch Library operations to ERC as a way of addressing unmet library needs in South Berkeley. Berkeley Public Library staff Staff, Board of Library Trustee members, and others made presentations on current research, proposals, and possibilities. The presentations were followed by input from the public and general discussion. Suggestions and comments generated at this and future meetings will be included in the Board's assessment.

Community feedback and involvement is critical in fulfilling our mission to meet the needs of the community. Additional information about HTA's 2006 *South Berkeley Community Assessment of Library Needs* is available on the library's website (www.berkeleypubliclibrary.org). Board of Library Trustees Meeting minutes and agendas are posted online and at all library locations. Interested community members can send the library emails at director@berkeleypubliclibrary.org or by mail to Berkeley Public Library, Board of Library Trustees, 2090 Kittredge Street, Berkeley, California 94704. Upcoming community meeting dates will be posted at all library locations and on the library's website.

For more information, call 510-981-6195, 510-548-1240 (TTY).

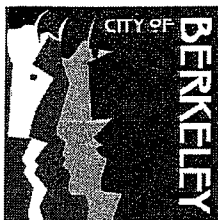
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BPL's Recruitment Timeline

<i>Classification</i>	<i>Posting Date</i>	<i>Closing Date</i>	<i>EXAM Date Tentative</i>	<i>Comments</i>
Library Aide	1/2/2007	2/5/2007	2/15/2007	New List Valid 2/6/07-2/6/08
Administrative Secretary	Berkeley Matters 2/2/07	CLOSED	Interviews & Testing held wk of 2/5/07.	Alisa Somera selected. Hire Date : 2/27/07
*Circulation Services Manager	1/29/2007	2/26/2007 Closed	2 nd Round of Interviews held 4/12/07.	Jason Dickinson selected. Start Date: 05/21/07
*Deputy Director	2/5/2007	3/5/2007	Interviews held 3/29. [3 Panels, 30 min Reception, Tour of Central & 2 Branches]	Douglas Smith selected. Start Date: 05/14/07
Library Assistant	2/26/2007	04/02/2007 Closed	Exam held 4/18/2007.	New List Valid 4/24/07-4/24/08
Supervising Librarian	3/19/2007	4/16/2007 Closed	Interviews Scheduled for WK Ending 6/22 (Tentatively)	Shani Leonards selected for Ref. Jane Scantlebury selected for A & M. Both Eff : 7/30/07
Library Specialist I	5/14/2007	6/11/2007 CLOSED	Apps screened. Questionnaires to be rated. Selection interviews to follow.	Selection Interviews TBA
Library Specialist II	5/14/2007	6/11/2007 CLOSED	Apps screened. Questionnaires to be rated. Selection Interviews to follow.	Selection Interviews TBA
Senior Librarian	6/17/07	7/16/07 OPEN	Panel Examination TBA	Recruitment @ ALA's Annual Conference.
*Library Services Manager	6/25/07	7/23/07 OPEN	Interviews TBA	Recruitment @ ALA's Annual Conference.
Librarian I/II	8/27/07	9/24/07		Lists good through 10/16/07.

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

**To be posted @CLA, BALIS, IUG



Office of the City Manager

ACTION CALENDAR
June 26, 2007

To: Honorable Mayor and
Members of the City Council

From: *PK* Phil Kamlarz, City Manager

Submitted by: Robert Hicks, Acting Director, Finance Department

Subject: Levying a Special Tax for Fiscal Year 2008 to Fund the Provision of Library Services

RECOMMENDATION

Adopt first reading of an Ordinance setting the FY 2008 tax rate for the Library Services Tax at \$0.1504 (15.04 cents) per square foot for dwelling units and \$0.2276 (22.76 cents) per square foot for industrial, commercial, and institutional buildings.

FINANCIAL IMPLICATIONS OF RECOMMENDATION

The total revenue generated by the Library Tax in FY 2008 is expected to be approximately \$13,209,469. It is estimated that the tax will cost residential taxpayers no more than the following average amounts during Fiscal Year 2007:

Annual Tax		
Square Feet	FY 2008	FY 2007
1,200	\$180.48	\$172.80
1,500	225.60	216.00
1,900	285.76	273.60
3,000	451.20	432.00
3,900	586.56	561.60
10,000	1,504.00	1,440.00

It is estimated that the cost of the tax for a 1,500 square foot commercial establishment will increase from \$327 in FY 2007 to \$341 in FY 2008.

Adopting the proposed rate increase based on the personal income growth for California will result in a fund balance of approximately \$194,000 in FY 2009 and would allow the Library to maintain current service levels.

CURRENT SITUATION

Currently, the Library Tax raises approximately \$12.64 million per year and is indexed to the greater of the cost of living in the immediate San Francisco Bay Area or per capita personal income growth in California. The City tax rate for FY 2008 is being adjusted by the increase of 4.42% in the per capita personal income growth in California, which is greater than the 3.323% increase in the cost of living in the immediate San Francisco Bay Area. This results in a rate increase from \$0.1440 in FY 2007 to \$0.1504 in FY 2008 on residential property and from \$0.2180 in FY 2007 to \$0.2276 in FY 2008 on industrial, commercial, and institutional property.

BACKGROUND

The City's main library and branch libraries are almost entirely funded by a citywide special tax (referred to as the Library Relief Act of 1980) of \$0.1440 per square foot on all improvements to residential real property in the City of Berkeley, and \$0.2180 per square foot on all improvements to industrial, commercial, and institutional real property. The purpose of the tax is to raise revenue to assure the provision of Library services at the level which permits library operations six days a week at branch libraries, seven days a week at the Central Library, and permits the purchase of library materials at levels which are commensurate with the libraries' hours of service and staffing.

RATIONALE FOR RECOMMENDATION

The fiscal impact on the Library Tax Fund of adopting the proposed rate increase based on the personal income growth for California is a fund balance of approximately \$194,000 in FY 2009 and would allow the Library to maintain current service levels.

The fiscal impact on the Library Tax Fund of adopting the Consumer Price Index (3.323%) is a fund balance *deficit* of \$88,000 by FY 2009. In the short term, the Library would have to implement a series of reductions in staff as well as a decrease in service levels.

ALTERNATIVE ACTIONS CONSIDERED

The alternative of adopting a rate increase for FY 2008 based on the Consumer Price Index (3.323%) would be a fund deficit of approximately \$88,000 by FY 2009.

CONTACT PERSON

Robert Hicks, Acting Director, Finance, (510) 981-7300

Attachments:

1: Ordinance

ORDINANCE NO. -N.S.

LEVYING THE MUNICIPAL TAX RATE FOR THE CITY OF BERKELEY FOR FISCAL
YEAR 2008 FOR THE LIBRARY SERVICES TAX

BE IT ORDAINED by the Council of the City of Berkeley as follows:

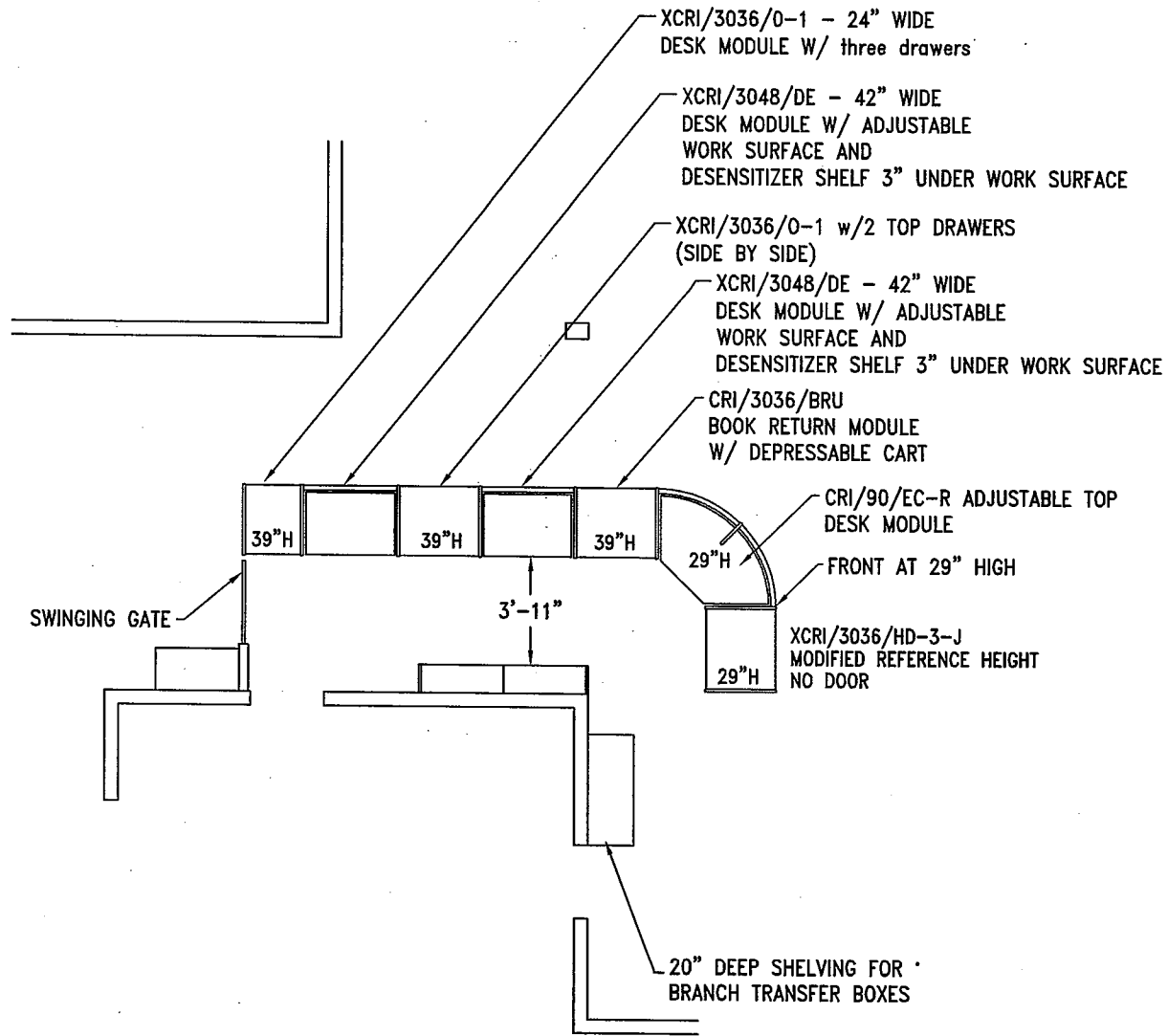
Section 1. Pursuant to Ordinance No. 6928-N.S., the rate of tax for FY 2008 to support the usual and current expenses of operating the City of Berkeley Library Services is hereby fixed and apportioned upon the square foot of improvements as defined in the Ordinance as follows:

Dwelling units \$0.1504 per square foot

Industrial, commercial and institutional building \$0.2276 per square foot

Section 2. This Ordinance shall take effect and be in full force from and after its final passage.

Section 3. Copies of this Ordinance shall be posted for two days prior to adoption in the display case located near the walkway in front of Council Chambers, 2134 Martin Luther King Jr. Way. Within 15 days of adoption, copies of this Ordinance shall be filed at each branch of the Berkeley Public Library and the title shall be published in a newspaper of general circulation.



REVISIONS:

Ross McDonald CO., INC
 Library Furniture & Shelving Solutions
 1154 Shasta Street
 Livermore, California 94551
 Tel 925.455.1635 Fax 925.373.1227



DATE:
 104.25.07

SCALE:
 AS SHOWN

DRAWN BY:
 RAS

BERKELEY PUBLIC LIBRARY WEST BRANCH
 PROPOSED CIRCULATION DESK LAYOUT
 1125 UNIVERSITY AVENUE
 BERKELEY, CA 94702

AGENDA



BERKELEY CITY COUNCIL MEETING

TUESDAY, JULY 10, 2007

7:00 P.M.

Council Chambers – 2134 Martin Luther King Jr. Way
Teleconference Location – 1636 Channing Way, Berkeley, CA

TOM BATES, MAYOR

Councilmembers:

DISTRICT 1 – LINDA MAIO

DISTRICT 2 – DARRYL MOORE

DISTRICT 3 – MAX ANDERSON

DISTRICT 4 – DONA SPRING

DISTRICT 5 – LAURIE CAPITELLI

DISTRICT 6 – BETTY OLDS

DISTRICT 7 – KRISS WORTHINGTON

DISTRICT 8 – GORDON WOZNAK

This meeting will be conducted in accordance with the Brown Act, Government Code Section 54953, and Teleconferencing. Any member of the public may attend this meeting at either location. Questions regarding this matter may be addressed to Pamyla Means, City Clerk, 981-6900

The City Council may take action related to any subject listed on the Agenda. The Mayor may exercise a two minute speaking limitation to comments from Councilmembers. Meetings will adjourn at 11:00 p.m. - any items outstanding at that time will be carried over to a date/time to be specified.

Preliminary Matters

Roll Call

Ceremonial Matters: *In addition to those items listed on the agenda, the Mayor may add additional ceremonial matters.*

City Manager Comments: *The City Manager may make announcements or provide information to the City Council in the form of an oral report. The Council will not take action on such items but may request the City Manager place a report on a future agenda for discussion.*

Public Comment on Consent Calendar Items Only

Consent Calendar

The Council 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. Items removed from the Consent Calendar will be taken up after the "Action Calendar" unless the Council reorders the agenda.

Consent Calendar

Items that are removed from the Consent Calendar and deemed by the Mayor to be controversial in nature will be considered at the end of the agenda. The Mayor will call for public comments on items on the Consent Calendar. For each item, the Mayor will entertain one speaker in support and ask that persons in the audience who are also in support stand to be recognized. The Mayor will then entertain one speaker in opposition and follow the same process for the speaker in support. If the Mayor determines that there are several persons wishing to speak to the item, the item will be removed from the Consent Calendar and considered at the end of the agenda.

1. **FY 2008 Annual Appropriations Ordinance**

From: City Manager

Recommendation: Adopt second reading of an Ordinance 6,987-N.S. setting the FY 2008 Annual Appropriations.

Financial Implications: See report

Contact: Tracy Vesely, Budget Manager, 981-7000

2. **FY 2008 Tax Rate: Emergency Services for the Severely Disabled**

From: City Manager

Recommendation: Adopt second reading of an Ordinance 6,988-N.S setting the FY 2008 tax rate for the provision of emergency services for the disabled at \$0.01086(1.086 cents) per square foot of improvements.

Financial Implications: See report

Contact: Robert Hicks, Finance, 981-7300

3. **FY 2008 Tax Rate: Fire Seismic General Obligation Bonds-Election of 1992 (Measure G, 2002 and 2007 General Obligation Refunding Bonds)**

From: City Manager

Recommendation: Adopt second reading of an Ordinance 6,989-N.S setting the FY 2008 tax rate for Fire Seismic General Obligation Bonds (Measure G, 2002 and 2007 General Obligation Refunding Bonds at 0.0160%.)

Financial Implications: Fire Seismic Debt Service Fund - \$1,867,429 revenue

Contact: Robert Hicks, Finance, 981-7300

4. **Levying a Special Tax for Fiscal Year 2008 to Fund the Provision of Library Services**

From: City Manager

Recommendation: Adopt second reading of an Ordinance 6,990-N.S setting the FY 2008 tax rate for the Library Services Tax at \$0.1504 (15.04 cents) per square foot for dwelling units and \$0.2276 (22.76 cents) per square foot for industrial, commercial, and institutional buildings.

Financial Implications: Library Tax - \$13,209,469 revenue

Contact: Robert Hicks, Finance, 981-7300

5. **FY 2008 Tax Rate: Disaster Fire Protection (Measure Q)**

From: City Manager

Recommendation: Adopt second reading of an Ordinance 6,991-N.S setting the FY 2008 tax rate for the procurement of disaster fire equipment at \$0.0125 (1.25 cents) per square foot of improvements.

Financial Implications: Disaster Fire Protection-Measure Q - \$998,742 revenue

Contact: Robert Hicks, Finance, 981-7300

Board of Library Trustees Tracking Chart

<i>ID</i>	<i>Date</i>	<i>Requested By</i>	<i>Person Assigned</i>	<i>Deadline</i>	<i>Status</i>	<i>Item</i>
1	11/9/2005	Trustees	Donna Corbeil	1/18/2006	Compilation completed; analysis begun	Analysis of Library Board Charter
7	11/9/2005	Trustees	AR Committee	1/18/2006	In process	Administrative Regulations for Library
9	11/9/2005	Trustees	Alicia Abramson	3/15/2006		Establish agenda calendar for Board items
14	12/21/2005	Trustee Powell	Donna Corbeil	1/18/2006	In process - sent to City Attorney	City Attorney's analysis of ALA resolution on workplace speech
37	3/15/2006	Trustee Lee	Donna Corbeil	7/21/2006	In process	Status of Quilt Show
42	4/19/2006	Trustee Lee	Donna Corbeil	5/17/2006	In process	Would like to see profile of benefits offered by other cities
43	4/19/2006	Trustee Powell	Alicia Abramson			Wishlist for staffing and equipment
45	5/10/2006	Trustee Moore	Management			Would like to hear regular reports from each library department at BOLT meetings.
49	5/17/2006	Trustee Moore	Beverli Marshall	7/19/2006		Form committee to look at the impacts of the FY07 budget adoptions.
52	6/21/2006	Trustee Powell				Report or outline on how Board budget policies are to be implemented.
62	7/19/2006	Trustee Moore	Trustees and Donna Corbeil	10/18/2006		Role of the Board

<i>ID</i>	<i>Date</i>	<i>Requested By</i>	<i>Person Assigned</i>	<i>Deadline</i>	<i>Status</i>	<i>Item</i>
70	9/26/2006	Trustee Powell	Donna Corbeil			List of deferred maintenance items.
72	10/18/2006	Trustee Powell	Trustees Powell and Lee		Ongoing	Further explore needs of South Berkeley community and investigate potential Ed Roberts Campus option.
73	10/18/2006	Trustees Powell and Lee	Donna Corbeil/Alan Bern	12/6/2006		Report on possible interest in bookmobile by City of Emeryville, and esimated costs of bookmobile.
75	10/18/2006	Trustee Kupfer	Donna Corbeil/Beverli Marshall			Determine if some part-time positions can be combined into full-time positions.
76	12/6/2006	Trustee Powell	Beverli Marshall			Quarterly reports on extra intermittent hours
78	1/17/2007	Trustee Powell	Trustees, Donna Corbeil			Identify opportunities for Trustees to participate in professional organizations, e.g. ALTA.
81	3/21/2007	Trustee Kupfer	Donna Corbeil/Noll & Tam	7/25/2007		ERC move options and cost estimates
82	3/21/2007	Board of Trustees	Beverli Marshall/Trustee Powell			Draft letter to City Manager requesting an element object to track personnel expenditures.
83	4/18/2007	Board of Trustees	Donna Corbeil			Post to website the terms of each Trustee showing when they were appointed, if they are eligible for reappointment, and when it ends.
85	4/18/2007	Board of Trustees	Donna Corbeil			Self-Check/Checkpoint RFID Task Force report of findings
86	4/18/2007	Trustee Moore	Donna Corbeil/Trustee Kupfer			Request legal opinoin on public comment period from City Attorney
87	5/9/2007	Board of Trustees	Donna Corbeil			Report on the possibility of expanding hours.

<i>ID</i>	<i>Date</i>	<i>Requested By</i>	<i>Person Assigned</i>	<i>Deadline</i>	<i>Status</i>	<i>Item</i>
89	6/13/2007	Trustee Powell	Donna Corbeil			Fact sheet regarding the possible move to ERC
90	6/13/2007	Trustee Kupfer	Donna Corbeil	10/10/2007		Draft Library Work Plan brought back to the Board
91	6/13/2007	Trustee Moore	Donna Corbeil	7/18/2007		Purchasing policy
92	6/13/2007	Trustee Powell	Donna Corbeil			Privacy policy report