



BERKELEY PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES

REGULAR MEETING
SEPTEMBER 19, 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**

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 July 18, 2007 special meeting**
Recommendation: Approve the minutes of the July 18, 2007 special meeting of the Board of Library Trustees.
- B. **Approve minutes of August 1, 2007 special meeting**
Recommendation: Approve the minutes of the August 1, 2007 special meeting of the Board of Library Trustees.
- C. **Request for leave of absence without pay for Library Aide**
Recommendation: Approve the request for leave of absence without pay for a Library Aide position from October 12, 2007 through December 20, 2007.
- D. **Request for extension of leave of absence without pay for Library Specialist I**
Recommendation: Approve the extension of request for leave of absence without pay for a Library Specialist position from August 20, 2007 through November 20, 2007.
- E. **Recommend changes to the Tool Lending Library's service fees for overdue materials**
Recommendation: Adopt the resolution to change the charges or service fees for overdue materials as follows: 1) increase the fine for specific tools from \$15.00/day to \$18.00/day; 2) increase the fine for specific tools from \$5.00/day to \$6.00/day; and 3) increase maximum late fee (currently \$5.00) on tools with late fee of \$5.00/day or more. New maximums will equal twice the daily late fee of items.
- F. **FY 2007/2008 Calendar for Staff Reports to the Board of Library Trustees**
Recommendation: Adopt the resolution approving the FY 2007/2008 calendar schedule for Library staff reports to be submitted to the Board of Library Trustees.
- G. **Final Reading and Adoption of the City of Berkeley Administrative Regulations related to personnel and fiscal management as Berkeley Public Library Administrative Regulations**
Recommendation: Adopt the resolution approving City of Berkeley Administrative Regulations as corresponding administrative regulations for the Berkeley Public Library.
- H. **Revision of Library Financial Manager Classification to reflect an accurate scope of duties with a title change to Library Administrative Manager**
Recommendation: Adopt a resolution approving the proposed revisions to the Library Financial Manager classification, which is a Unit Z2, Unrepresented Classification, to retain its current job salary schedule and to recommend it to the Personnel Board for approval.

ACTION CALENDAR

- A. Annual report to the Berkeley City Council from the Board of Library Trustees**
Recommendation: Discussion and direction on submission of report to the City Clerk for inclusion on the City Council agenda.
- B. Public copier and printing services contract with Ricoh Copier Services, Inc.**
Recommendation: Adopt the resolution authorizing the Director of Library Services to negotiate and execute a three-year contract with Ricoh Copier Services, Inc. for public copier and printing services for an amount not to exceed \$75,000.
- C. Agreement with Noll & Tam Architects to develop for the Berkeley Public Library a 20-year Library Facilities Master Plan (LFMP) for an amount not to exceed \$175,000**
Recommendation: Adopt a resolution authorizing the Director of Library Services to enter into an agreement with Noll & Tam Architects and Planners to provide professional services to complete a Branch Library Master Facility Plan, which will analyze the current physical ability of the branch libraries to serve the needs of the community and an evaluation to determine the feasibility of expansion and/or renovation of the branch libraries and the tool library. The contract will be for the period of October 1, 2007 through June 30, 2008 in a total amount not to exceed \$175,000.
- D. Amendment to FY08 Adopted Budget**
Recommendation: Adopt a resolution amending the FY08 Adopted Budget based upon recommended re-appropriation of FY07 funding and other adjustments authorized since July 1, 2007 in the amount of \$791,920.
- E. Appointment of Trustee to the 4x2 Committee**
Recommendation: Discussion and appointment of a Board of Library Trustee member to represent the Board on the 4x2 Committee effective October 1, 2007 to replace Trustee Laura Anderson.

INFORMATION REPORTS

- A. Report from library employees and unions, discussion of staff issues**
1. Comments / responses to reports and issues addressed in packet.
- B. Status report from the ERC / Southwest Berkeley Library Needs Discussion Group on August 2007 activities**
- C. Oral report from BOLT members on 2007 American Library Association Annual Conference from June 21 – 27, 2007 in Washington, D.C.**
- D. Status report from the Self-Check/Checkpoint Taskforce on its results and findings**
- E. FY07 Annual Budget Update: 4th Quarter and Year-End Report**
- F. Orientation and welcome process for new Trustee**
- G. September 2007 Monthly Report from Library Director Donna Corbeil**
1. Library Development
2. Professional Activities
3. Programs, Services and Collections
4. Personnel
- H. Library events:** Flyers and press releases for various Library programs

AGENDA BUILDING

Next regular meeting will be held at 7:00 p.m. on Wednesday, October 10, 2007 at the South Branch Library, 1901 Russell Street, Berkeley.

ADJOURNMENT

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Please refrain from wearing scented products at public meetings.

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

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

I hereby certify that the agenda for this special meeting of the Board of Library Trustees of the City of Berkeley was posted in the display cases located at 2134 Martin Luther King, Jr. Way and in front of the Central Public Library at 2090 Kittredge Street, as well as on the Berkeley Public Library's website on September 12, 2007.



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

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

**Berkeley Public Library
Board of Library Trustees**

Special Meeting
July 18, 2007

MINUTES
7:00 p.m.

South Branch Library
1901 Russell Street

PRELIMINARY MATTERS

A. Call to Order

The special meeting of July 18, 2007 was called to order at 7:00 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

B. Public Comments

There were two speakers:

1. Jane Welford regarding the list of culled books.
2. Reed Schmidt representing the Berkeley Public Library Foundation.

C. Approval of Agenda

The Consent and Action Calendars were moved to occur prior to the interviews in order to allow the candidates adequate time to review the interview questions.

R07-60 Moved by Trustee Powell, seconded by Trustee Moore, to approve the amended agenda.
Motion passed unanimously.

CONSENT CALENDAR

It was clarified that Consent Item B reflected only one time amounts being approved for each vendor for the current fiscal year.

R07-61 Moved by Trustee Moore, seconded by Trustee Lee, to approve the Consent Calendar. Motion carried unanimously.

R07-62 Approved the minutes of the June 13, 2007 regular meeting.

R07-63 Resolution giving authority to 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.

R07-64 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.

R07-65 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.

R07-66 Resolution 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.

ACTION CALENDAR

A. Purchasing Policy and Purchasing Manual (Administrative Rule 3.4)

The City uses Administrative Regulation 3.4 for purchasing that includes the City's Purchasing Manual. The Library's Purchasing Policy has been modeled after this with minor changes to reflect the difference between the Library's authority versus the City's authority. In order to remain consistent most of the Purchasing Manual reflects what the City does, especially since the Library runs its purchases through the City's system.

Item 5 on Attachment 2, Purchasing Policy, was added and spells out the steps that will be taken for seeking outside expertise. This is not in the City's AR since they usually have the resources available for consultation in specific areas.

It was recommended that an Item 6 be added stating that when there is any variance from the boiler plate the City Attorney or outside counsel would be consulted to review as to form, which is already the current practice.

The Board requested this item be discussed later to allow adequate time to conduct the interviews.

INTERVIEWS

Formal interviews were conducted by the Board with the same questions being asked of each candidate. The following candidates were interviewed in this sequence:

1. Carolyn Henry Golphin
2. Elaine M. Green
3. Kevin Haney
4. Frances "Dede" Dewey

After the application deadline there was one additional application received and one candidate expressed interest in applying. The Board decided to accept the two late applications and interview the candidates at the next special meeting.

R07-67 Moved by Trustee Powell, seconded by Trustee Lee, to consider the two late applications and to interview the candidates at the next special meeting. Motion passed by the following vote:

AYES: Trustees Laura Anderson, Susan Kupfer, Ying Lee and Therese Powell
NOES: None
ABSTENTIONS: Trustee Darryl Moore
ABSENT: None

INFORMATION REPORTS

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

B. 2007 American Library Association Annual Conference - June 21-27, 2007 in Washington, D.C.

This item was deferred to the regular October 10, 2007 meeting.

C. Library lost staff time report

This item was deferred to the regular October 10, 2007 meeting.

D. July 2007 Monthly Report from Library Director Donna Corbeil

AGENDA BUILDING

The next special meeting of the Board of Library Trustees will be held on August 1, 2007 at 7:00 p.m. in the Central Library Public Meeting Room. This meeting will consist of the final interviews for the Trustee vacancy, the presentation by Noll & Tam Architects, and other regular business.

R07-68A Moved by Trustee Moore, seconded by Trustee Lee, to defer the discussion on the Purchasing Policy and Manual to the next special meeting on August 1, 2007. Motion passed unanimously.

ADJOURNMENT

R07-68B Moved by Trustee Powell, seconded by Trustee Moore, to adjourn the meeting at 9:11 p.m. Motion carried unanimously.

**Berkeley Public Library
Board of Library Trustees**

Special Meeting
August 1, 2007

MINUTES
7:00 p.m.

Central Library Meeting Room
2090 Kittredge Street

PRELIMINARY MATTERS

A. Call to Order

The special meeting of August 1, 2007 was called to order at 7:14 p.m.

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

Absent: None

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

B. Public Comments

There were seven speakers:

1. Pamela Satterwhite spoke about the South Branch Library.
2. John McBride spoke on South Branch Library possibilities.
3. Jane Welford spoke about the South Branch Library.
4. Roxanne Figueroa representing the Berkeley Public Library Foundation
5. Bob Baty thanked the Board and spoke about Library matters.
6. Gene Bernardi spoke on agenda items and handed a petition to the Board opposing the proposed move of the South Branch Library to the Ed Roberts Campus.
7. Dmitri Belser spoke about the South Branch Library move.

C. Approval of Agenda

R07-69 Moved by Trustee Powell, seconded by Trustee Lee, to approve the agenda. Motion passed unanimously.

INTERVIEWS

Formal interviews were conducted by the Board with the same questions being asked of each candidate. The following candidates were interviewed in this sequence:

1. Mary Lukanuski
2. Ann Chandler
3. Abigail Franklin

Deliberation to choose one candidate for recommendation to the City Council will occur during the Action Calendar.

CONSENT CALENDAR

The Action Calendar Item C, Purchasing Manual and Purchasing Manual, was moved to the Consent Calendar for approval.

R07-70 Moved by Trustee Moore, seconded by Trustee Powell, to approve the Consent Calendar as amended. Motion carried unanimously.

R07-71 Approved the extension of Leave of Absence without pay for Library Specialist for the period of August 20, 2007 through November 20, 2007.

R07-72 Resolution authorizing the Director of Library Services to close the West Branch of the Berkeley Public Library for deferred maintenance beginning in September 2007 and lasting approximately six to eight weeks.

R07-73 Resolution authorizing teen fine forgiveness, for an hour's worth of reading at the Library, during Teen Read Week (October 14-20, 2007)

Item Moved from the Action Calendar to the Consent Calendar

R07-74 Resolution approving 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.

ACTION CALENDAR

A. Presentation from Noll & Tam Architects on the South Branch Library's possible move to the Ed Roberts Campus, scenarios and cost estimates

The Library contracted with Noll & Tam Architects (NTA) to assist with cost estimating of possible locations within the Ed Roberts Campus (ERC) site. Chris Noll and Matthew Wadlund from Noll & Tam were present to give a presentation of their findings:

The South Branch Library is currently overcrowded and is in serious need of upgrades to the building structure and systems. The Berkeley Public Library (BPL) is considering moving this branch to the ERC, which would be located at the Ashby BART station approximately three blocks south of the current location. There were three size scenarios that the Library desired them to research (6K, 8K, 10K sq. ft.), along with the option of having just a kiosk at the location.

They began with examining the existing South Branch Library by reviewing and documenting the existing building areas, programs, circulation areas, adjacencies, furnishings and information technology currently in use. The current South Branch is 4,500 sq. ft. and built in 1961 with only minor upgrades done since then. The construction type makes layout and technology improvements extremely difficult. The branch is open six days a week, houses 39,000 items, 7 public computers, 28 seats for readers, and a meeting room. The staff area is small and inadequate for the volume of business and number of employees. Power and data cabling is not installed in the best possible locations, instead they are located in areas where they could get it into the building, which means the computers are clustered in small areas that are awkward. Once those conditions were understood NTA met with BPL staff to discuss program expansion, appropriate adjacencies and public demand for collections, programs, and technology.

Existing documentation for the ERC were examined to identify what the possibilities are and available lease spaces that are appropriate for a library. It is a three-story building with underground parking and two floor plans. One reaches the second floor by an elevator, up a ramp or up a set of stairs. There are eight to nine groups that have already identified spaces where they will be going in.

Three spaces were identified that approximated the desired spaces, 6,190 (1st floor), 8,340 (2nd floor), and 9,100 (2nd floor) sq. ft. spaces. Scenarios were developed for each space using the South Branch as a basis for developing the adjacencies. Conceptual plans, floor plans and the layout of the library space within the building (i.e. how public visibility would be affected, the internal circulation) were done to find which might make the best library space among these three spaces. The structure, mechanical, plumbing and electrical systems of the building were also considered, along with applicable codes and regulations.

Cost estimates were done to find cost of tenant improvements, such as the furnishings, fixtures & equipment (FFE), common area maintenance charges and the cost to purchase

the space. The space would need to be built out within the shell of the ERC building. Soft costs, such as fees, regulatory agency fees, and project management, were also added to the cost estimates.

The firm's report, *Space Planning & Cost Analysis Report, Berkeley Public Library – Branch at Ed Roberts Campus*, provides a summary of the cost estimates for each space. Detailed descriptions of the four options, with the positive and negative attributes, functionality and costs are provided.

There is also the option of having a kiosk either in the ERC or at the Ashby BART station. The Library could stock a vending machine of up to 500 or more books. A patron would use his/her library card to check out books from it, and one could also return books to the kiosk. Another technology that is emerging is a book printing machine would print and bind a book within a few minutes, which allows a wider range of options for patrons. It could also include other library services attached to it (e.g. touch screen computer to access one's records, put books on reserve, and pay library fines). These start at \$100K and go up from there.

This study is only the beginning of an exploration of possibilities related to the South Branch Library and the needs of South and Southwest Berkeley. A feasibility study may be conducted that will further explore the options, including renovation and/or expansion of the current South Branch building.

Possible next steps were listed in the report from the Director, including a recommendation to issue a Request for Proposals (RFP) for the Master Facilities Plan asking firms to examine the current condition of the four branches and put together cost estimates for various scenarios for each (e.g., renovation, expansion, replacement) as possible options. The Director will come back in September with a request to authorize the Director to negotiate a contract with a firm. The Board asked that the Director forward the scope of work to the Trustees prior to the RFP going out.

B. Discussion and recommendation to City Council for trustee appointment effective October 1, 2007

There was a discussion as to how to proceed with the decision on a recommended candidate; with the result that each trustee gave his/her top two candidates and the strengths of those candidates as they relate to the *Responsibilities of the Berkeley Public Library Board of Library Trustees* document. Due to her experience, skills, rounded diversity, and multiple strengths, the Board recommended Carolyn Henry Golphin to the City Council as the preferred candidate to fill the vacancy. All applicants were thanked.

R07-75 Moved by Trustee Moore, seconded by Trustee Lee, to adopt the resolution recommending to the City Council of the City of Berkeley that Carolyn Henry Golphin be appointed to the Board of Library Trustees beginning October 1, 2007. Adopted by the following vote:

AYES: Trustees Susan Kupfer, Ying Lee, Darryl Moore, and Therese Powell
NOES: None
ABSTENTIONS: Trustee Laura Anderson
ABSENT: None

C. Purchasing Policy and Purchasing Manual (Administrative Rule 3.4)

This item was moved to the Consent Calendar for adoption.

The Board decided to hear Information Report A, Report from Library employees and unions, prior to considering the remainder of the Action Calendar.

INFORMATION REPORTS

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

Jane Scantlebury, Supervising Art and Music Librarian representing SEIU 1021, voiced concern over staffing and requested that it be taken into consideration when the Board plans for future endeavors and adding to public service.

Regarding the selection process for a new Trustee, she suggested that future processes allow questions to deviate from the original questions; questions regarding working with unions and personnel should also be included as part of the interview.

ACTION CALENDAR (cont'd)

- D. 2006-2007 Alameda County Civil Grand Jury Final Report and approval of response letter

The draft letter attached to the resolution is the Board's response to the Grand Jury's concerns laid out in the Grand Jury Final Report. This letter needs to be signed by all Board members and will be sent to the Grand Jury once signed.

- R07-76** **Moved by Trustee Powell, seconded by Trustee Moore, to adopt the resolution authorizing the draft letter to the Alameda Grand Jury in response to the 2006-2007 Alameda County Civil Grand Jury Final Report.** Motion passed unanimously.

INFORMATION REPORTS (cont'd)

- B. Status report from the ERC / Southwest Berkeley Library Needs Discussion Group on July 2007 activities
- C. Report on Library activities in conjunction with National Library Card Sign-on Month

National Library Card Month is in September and is an opportunity to promote library cards and all that they bring to a person. It is a great opportunity supported by a national campaign in which libraries really promote library cards. Library staff decided that it was time for BPL to look at a design for our library card and it was a very staff-involved process. There was not an exorbitant amount of time spent on the process, but staff time would have been spent regardless since the card inventory was low requiring new cards to be bought and new language for the back of the card needed to be drafted.

AGENDA BUILDING

- Contract for the Master Facilities Plan in September
- Update report on Library staff diversity
- ALA Conference information report that was on the July 18, 2007 agenda
- Lost staff time information report that was the July 18, 2007 agenda
- Report giving the Director authority to approve leave of absences without pay

ADJOURNMENT

- R07-77** **Moved by Trustee Moore, seconded by Trustee Powell, to adjourn the meeting at 10:21 p.m.** Motion carried unanimously.

REQUEST FOR LEAVE OF ABSENCE WITHOUT PAY
REQUIRING BOARD OF LIBRARY TRUSTEE'S APPROVAL

THIS FORM SHOULD BE COMPLETED WHEN REQUESTING LEAVE OF ABSENCE WITHOUT PAY FOR A SABBATICAL LEAVE, EDUCATIONAL LEAVE, OR LEAVE FOR PERSONAL REASONS. THE REQUEST FOR FAMILY CARE LEAVE FORM SHOULD BE COMPLETED WHEN REQUESTING MEDICAL LEAVE.

PART A (to be completed by EMPLOYEE and submitted to immediate supervisor)

Employee Name: LEIA CASEY Phone #: _____

Department/Division: Library/Art & Music Class Title: Library Aide

Request for leave of absence without pay from: October 12, 2007 to December 20, 2007

Original Request Personal Educational Sabbatical

Request for Extension (Note: An extension of a leave of absence must be requested and approved one week ahead of scheduled return date.)

REASON FOR ABSENCE: I hereby request a leave of absence for the following reason:
I will be traveling and studying Spanish in Argentina before starting the MLIS program at SJSU in January.

Conditions of Leave of Absence Without Pay:
I understand that if approved, any leave without pay over two (2) pay periods will result in the discontinuation of City paid medical, dental, and life insurance, and will affect my seniority service date (unless for sabbatical leave in accordance with applicable MOU). Except for educational leave, leaves without pay are limited to one (1) year or less.

I understand that I will have voluntarily resigned if I accept other employment during my leave and that I will be subject to disciplinary action if I fail to return at the expiration of my leave. Information on continuation of insurance benefits may be obtained from the Auditor's office. Leaves without pay cannot be approved for employees who have accepted employment elsewhere

Leia Casey 8-14-07
Employee Signature Date

PART B (to be completed by EMPLOYEE'S SUPERVISOR AND DEPARTMENT)

Will employee be replaced during absence?: Yes No Maybe

If replacement hire is necessary, please indicate method: Temporarily promote existing staff Use Temporary Agency

Hire from existing eligible list We have consulted with the Library Administration regarding a replacement.
depend on advice from HR Replacement will be available by (date) _____

In consideration of the above, leave without pay is approved from: _____ to _____

James Scantberry 8/17/07
Supervisor Date

Division Manager Date Secretary to Board of Library Trustees Date

**If leave without pay is approved by BOLT, FORWARD TO PERSONNEL DEPARTMENT WITH EMPLOYEE TRANSACTION FORM.*

Upon completion, return form to originating department for distribution as follows:

cc: Personnel Department - (attach to Employee Transaction Form)

**REQUEST FOR LEAVE OF ABSENCE WITHOUT PAY
REQUIRING BOARD OF LIBRARY TRUSTEE'S APPROVAL**

THIS FORM SHOULD BE COMPLETED WHEN REQUESTING LEAVE OF ABSENCE WITHOUT PAY FOR A SABBATICAL LEAVE, EDUCATIONAL LEAVE, OR LEAVE FOR PERSONAL REASONS. THE REQUEST FOR FAMILY CARE LEAVE FORM SHOULD BE COMPLETED WHEN REQUESTING MEDICAL LEAVE.

PART A (to be completed by EMPLOYEE and submitted to immediate supervisor)

Employee Name: ROYA ARASTEH Phone #: _____

Department/Division: Library / Art + Music Class Title: Library Specialist I

Request for leave of absence without pay from: 8/20/07 to 11/20/07

Original Request Personal Educational Sabbatical

Request for Extension (Note: An extension of a leave of absence must be requested and approved one week ahead of scheduled return date.)

REASON FOR ABSENCE: I hereby request a leave of absence for the following reason:

To take personal health care for my mother as her primary caregiver during her illness. She has been diagnosed with metastatic breast cancer, complicated by disabling arthritis

Conditions of Leave of Absence Without Pay:

I understand that if approved, any leave without pay over two (2) pay periods will result in the discontinuation of City paid medical, dental, and life insurance, and will affect my seniority service date (unless for sabbatical leave in accordance with applicable MOU). Except for educational leave, leaves without pay are limited to one (1) year or less.

I understand that I will have voluntarily resigned if I accept other employment during my leave and that I will be subject to disciplinary action if I fail to return at the expiration of my leave. Information on continuation of insurance benefits may be obtained from the Auditor's office. Leaves without pay cannot be approved for employees who have accepted employment elsewhere

Employee Signature: Roya Araسته

Date: 7/15/07 (July 15, 2007)

PART B (to be completed by EMPLOYEE'S SUPERVISOR AND DEPARTMENT)

Will employee be replaced during absence?: Yes No

If replacement hire is necessary, please indicate method: Temporarily promote existing staff Use Temporary Agency

Hire from existing eligible list We have consulted with the Library Administration regarding a replacement. Replacement will be available by (date) _____

In consideration of the above, leave without pay is approved from: 8/20/07 to 11/20/07

Supervisor: Joyce Murolock Date: 7/16/2007

Division Manager _____ Date _____ Secretary to Board of Library Trustees _____ Date _____

***If leave without pay is approved by BOLT, FORWARD TO PERSONNEL DEPARTMENT WITH EMPLOYEE TRANSACTION FORM.**

Upon completion, return form to originating department for distribution as follows:

cc: Personnel Department - (attach to Employee Transaction Form)



BERKELEY PUBLIC LIBRARY

CONSENT CALENDAR

September 19, 2007

TO: Board of Library Trustees

FROM: Jay Dickinson, Circulation Services Manager

SUBJECT: RECOMMENDED CHANGES TO TOOL LENDING LIBRARY'S SERVICE FEES FOR OVERDUE MATERIALS

RECOMMENDATION

Adopt the resolution to change the Tool Lending Library's charges or service fees for overdue materials as follows:

- 1) Increase the fine for specific tools (see attached list) from \$15.00/day to \$18.00/day.
- 2) Increase the fine for specific tools (see attached list) from \$5.00/day to \$6.00/day.
- 3) Increase maximum late fee (currently \$5.00) on tools with a late fee of \$5.00/day or more. New maximums will equal twice the daily late fee of items. (Example: \$5.00/day items = \$10.00 maximum late fee, \$15.00/day items = \$30.00 maximum late fee, etc.)

FISCAL IMPACT

A slight increase in revenue is possible, but increased maximum late fees may result in more conscientious borrowing patterns by tool library patrons. The exact fiscal impact is unknown.

BACKGROUND

The fee structure for the Tool Lending Library has not been reviewed in some time. Currently the replacement costs for the more expensive and popular items exceed the revenue brought in from service charges. When compared to the cost of renting like-items from rental businesses the late fees incurred by patrons are a mere fraction of the cost, even with the suggested changes.

CURRENT SITUATION AND ITS EFFECTS

- 1) Current tool fines (in some instances) are below the median of other tool lending libraries. Because the fines associated with certain items do not accurately reflect the item's cost, some abuse of the lending policy is evident. Tools are often returned well past their lending period. When items are late enough to have gone to a billed status, the computer reverts to the maximum late fee upon return. This is in line with current library policy, but the \$5.00 maximum seems not to reflect the item's worth in most cases.



FUTURE ACTION

Authorization to proceed with the fine changes will result in implementation on October 1st, 2007. Fee changes will be posted in Tool Library immediately to notify tool lending patrons of approved fee changes.

Attachments:

1. Resolution
 - a. Proposed fine changes for the Tool Lending Library
2. List of all tools and current fee amounts

RESOLUTION NO.: 07-____

RESOLUTION TO CHANGE THE TOOL LENDING LIBRARY'S CHARGES OR SERVICE FEES FOR OVERDUE MATERIALS

WHEREAS, the fee structure for the Tool Lending Library has not been reviewed in some time; and

WHEREAS, the current tool fees and fines are below the median of other tool lending libraries and a mere fraction of the cost of renting like-items from a rental business; and

WHEREAS, the insufficient fines have led to an evident abuse of the lending policy, with tools being returned well past their lending period.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to approve the Tool Lending Library's charges or service fees for overdue materials as follows and as listed in Attachment 1.a:

- 1) Increase the fine for specific tools (see attachment) from \$15.00/day to \$18.00/day.
- 2) Increase the fine for specific tools (see attachment) from \$5.00/day to \$6.00/day.
- 3) Increase maximum late fee (currently \$5.00) on tools with a late fee of \$5.00/day or more. The new maximums will equal twice the daily late fee of items. (Example: \$5.00/day items = \$10.00 maximum late fee, \$15.00/day items = \$30.00 maximum late fee)

Proposed fine changes for the Tool Lending Library

From \$5 to \$6:

String Trimmer (Weed Eater)
Grinder
Drill Motor
Angle Grinder 7", 9"
Disc Sander
Saw, Circular (Skilsaw)
Saw, Reciprocating (Sawzall)

From \$15 to \$18:

Demolition Hammer 30 lb., electric
Rotary Hammer
Carpet Power Stretcher
Drain Snake, elec., 50'
Saw, Tile (wet saw)

BERKELEY PUBLIC LIBRARY

Tool Lending Library

Fines and Fees

As of July 1, 2007

	<u>Fine or Fee Description</u>	<u>Current Charge</u>	<u>Proposed Charge</u>
General			
Barcode	Damaged or removed; includes label set replacement		\$ 3.00
Processing Fee	Included in all replacement items		\$ 10.00
RFID Tag	Damaged or removed		\$ 5.00

Capentry & Woodworking

Awl	Late fine; daily per item		\$ 1.00
Bars (cat's paw, crowbar, prybar, ripping chisel, tack puller)	Late fine; daily per item		\$ 1.00
Butt marker	Late fine; daily per item		\$ 1.00
Chalk line	Late fine; daily per item		\$ 1.00
Chisels, gauges & parting tools	Late fine; daily per item		\$ 1.00
Dado set	Late fine; daily per item		\$ 5.00
Door installation kit	Late fine; daily per item		\$ 1.00
Doweling jig	Late fine; daily per item		\$ 5.00
Drills	Late fine; daily per item		\$ 2.00
Gutter cleaner	Late fine; daily per item		\$ 1.00
Hammers	Late fine; daily per item		\$ 2.00
Levels (except laser)	Late fine; daily per item		\$ 1.00
Levels (laser)	Late fine; daily per item		\$ 5.00
Marking gauge	Late fine; daily per item		\$ 1.00
Measuring wheel	Late fine; daily per item		\$ 5.00
Nail puller, nail set	Late fine; daily per item		\$ 1.00
Planes	Late fine; daily per item		\$ 2.00
Rasps (surform tool)	Late fine; daily per item		\$ 1.00
Roofing spades	Late fine; daily per item		\$ 2.00
Roofing spades	Late fine; daily per item		\$ 2.00
Sawhorses	Late fine; daily per item		\$ 2.00
Saws (manual)	Late fine; daily per item		\$ 1.00
Saws (power)	Late fine; daily per item		\$ 2.00
Screw extractor & drill bit set	Late fine; daily per item		\$ 1.00
Screwdrivers	Late fine; daily per item		\$ 1.00
Squares	Late fine; daily per item		\$ 1.00
Stapler, tack hammer	Late fine; daily per item		\$ 2.00
Stud finder	Late fine; daily per item		\$ 2.00
Tape measure	Late fine; daily per item		\$ 1.00
Water level	Late fine; daily per item		\$ 2.00

BERKELEY PUBLIC LIBRARY

Tool Lending Library

Fines and Fees

As of July 1, 2007

	<u>Fine or Fee Description</u>	<u>Current Charge</u>	<u>Proposed Charge</u>
Clamps			
Angle clamp	Late fine; daily per item		\$ 2.00
Bar clamp	Late fine; daily per item		\$ 2.00
C clamp	Late fine; daily per item		\$ 1.00
Cabinet clamp	Late fine; daily per item		\$ 2.00
Edge clamp	Late fine; daily per item		\$ 2.00
Hand screw clamp	Late fine; daily per item		\$ 2.00
Quick grip clamp/spreader	Late fine; daily per item		\$ 2.00
Sliding arm clamp	Late fine; daily per item		\$ 2.00
Spring clamp	Late fine; daily per item		\$ 1.00
Steel pipe clamp	Late fine; daily per item		\$ 2.00
Vise grips	Late fine; daily per item		\$ 2.00

Concrete & Masonry

Brick hammer, joiner, trowel	Late fine; daily per item		\$ 2.00
Bull float, magnesium	Late fine; daily per item		\$ 5.00
Cement finishing tools	Late fine; daily per item		\$ 1.00
Cement surfacer*	Late fine; daily per item		\$ 20.00
Cold chisels	Late fine; daily per item		\$ 1.00
Demolition hammer*	Late fine; daily per item		\$ 20.00
Dust pump	Late fine; daily per item		\$ 2.00
Fresno trowel (with handle)	Late fine; daily per item		\$ 5.00
Mason's layout tools (line winder, stretchers, blocks)	Late fine; daily per item		\$ 1.00
Mixing paddle	Late fine; daily per item		\$ 2.00
Mortar hoes	Late fine; daily per item		\$ 2.00
Rebar bender/cutter	Late fine; daily per item		\$ 10.00
Rotary hammer drill bit	Late fine; daily per item		\$ 1.00
Rotary hammer drill	Late fine; daily per item		\$ 20.00
Rub brick	Late fine; daily per item		\$ 1.00
Screed	Late fine; daily per item		\$ 1.00
Sledgehammer	Late fine; daily per item		\$ 2.00
Star chisel	Late fine; daily per item		\$ 1.00
Steel placer	Late fine; daily per item		\$ 1.00

Electrical

Armored cable ripper	Late fine; daily per item		\$ 1.00
Conduit bender, offset bender	Late fine; daily per item		\$ 5.00
Extension cords	Late fine; daily per item		\$ 2.00
Fish tape	Late fine; daily per item		\$ 5.00

BERKELEY PUBLIC LIBRARY

Tool Lending Library

Fines and Fees

As of July 1, 2007

	<u>Fine or Fee Description</u>	<u>Current Charge</u>	<u>Proposed Charge</u>
Fuse puller	Late fine; daily per item		\$ 1.00
GFCI (portable)	Late fine; daily per item		\$ 2.00
High leverage cable cutters	Late fine; daily per item		\$ 5.00
Knockout punch set	Late fine; daily per item		\$ 5.00
Multimeter	Late fine; daily per item		\$ 1.00
Network tool kit	Late fine; daily per item		\$ 2.00
Pliers	Late fine; daily per item		\$ 2.00
Soldering gun and iron	Late fine; daily per item		\$ 2.00
Telephone jack tool	Late fine; daily per item		\$ 1.00
Wire stripper	Late fine; daily per item		\$ 1.00
Wire tacker	Late fine; daily per item		\$ 1.00
Work light, halogen	Late fine; daily per item		\$ 2.00

Floor & Wall

Drop cloth	Late fine; daily per item		\$ 2.00
Drywall	Late fine; daily per item		\$ 1.00
Float, rubber	Late fine; daily per item		\$ 1.00
Floor and wall scraper	Late fine; daily per item		\$ 1.00
Kneepads	Late fine; daily per item		\$ 2.00
Linoleum knife	Late fine; daily per item		\$ 1.00
Notched trowel	Late fine; daily per item		\$ 1.00
Paint scraper, shield	Late fine; daily per item		\$ 1.00
Power Steamer (wallpaper)	Late fine; daily per item		\$ 5.00
Putty knife	Late fine; daily per item		\$ 1.00
Screening tool	Late fine; daily per item		\$ 1.00
Seam roller (wallpaper)	Late fine; daily per item		\$ 1.00
Tile cutter	Late fine; daily per item		\$ 5.00
Tile nippers	Late fine; daily per item		\$ 2.00
Tile saw	Late fine; daily per item		\$ 5.00
Utility Knife	Late fine; daily per item		\$ 1.00
Wallboard saw	Late fine; daily per item		\$ 1.00
Window opener	Late fine; daily per item		\$ 1.00

Gardening & Digging

Aerator	Late fine; daily per item		\$ 2.00
Axes	Late fine; daily per item		\$ 2.00
Bow saw	Late fine; daily per item		\$ 1.00
Bulb planter	Late fine; daily per item		\$ 1.00
Digging/tamping bar	Late fine; daily per item		\$ 2.00
Fruit picker	Late fine; daily per item		\$ 1.00
Garden claw	Late fine; daily per item		\$ 2.00

BERKELEY PUBLIC LIBRARY

Tool Lending Library

Fines and Fees

As of July 1, 2007

<u>Fine or Fee Description</u>	<u>Current Charge</u>	<u>Proposed Charge</u>
Grass hook (sickle)	Late fine; daily per item	\$ 1.00
Grass shear	Late fine; daily per item	\$ 1.00
Hedge shears (manual)	Late fine; daily per item	\$ 1.00
Hedge trimmer (electric)	Late fine; daily per item	\$ 10.00
Hoe	Late fine; daily per item	\$ 1.00
Lawn edger (manual)	Late fine; daily per item	\$ 1.00
Lawn edger (electric)	Late fine; daily per item	\$ 5.00
Lawn mower	Late fine; daily per item	\$ 5.00
Lawn roller*	Late fine; daily per item	\$ 5.00
Lopping shear	Late fine; daily per item	\$ 2.00
Mutt	Late fine; daily per item	\$ 2.00
Pick mattock	Late fine; daily per item	\$ 2.00
Pole pruner/saw	Late fine; daily per item	\$ 2.00
Posthole digger	Late fine; daily per item	\$ 2.00
Pruning saw	Late fine; daily per item	\$ 1.00
Pruning shear	Late fine; daily per item	\$ 2.00
Rake	Late fine; daily per item	\$ 1.00
Rototiller	Late fine; daily per item	\$ 50.00
Shovel	Late fine; daily per item	\$ 2.00
Sidewalk scraper	Late fine; daily per item	\$ 2.00
Sod cutter	Late fine; daily per item	\$ 1.00
Spading fork	Late fine; daily per item	\$ 2.00
String trimmer	Late fine; daily per item	\$ 5.00
Trenching spade	Late fine; daily per item	\$ 2.00
Two-person tree saw	Late fine; daily per item	\$ 5.00
Utility broom	Late fine; daily per item	\$ 2.00
Window squeegee	Late fine; daily per item	\$ 1.00

Ladders

Articulating ladder*	Late fine; daily per item	\$ 10.00
Ladder support	Late fine; daily per item	\$ 2.00
Step ladder	Late fine; daily per item	\$ 5.00
Telescoping ladder*	Late fine; daily per item	\$ 10.00
Work platform	Late fine; daily per item	\$ 5.00

Material Handling

Appliance truck	Late fine; daily per item	\$ 5.00
Furniture dolly	Late fine; daily per item	\$ 2.00
Hand truck	Late fine; daily per item	\$ 5.00
HEPA vacuum	Late fine; daily per item	\$ 10.00
Light bulb changer	Late fine; daily per item	\$ 1.00

BERKELEY PUBLIC LIBRARY

Tool Lending Library

Fines and Fees

As of July 1, 2007

<u>Fine or Fee Description</u>	<u>Current Charge</u>	<u>Proposed Charge</u>
Magnetic pick-up stick	Late fine; daily per item	\$ 1.00
Mini flexible pick-up claw	Late fine; daily per item	\$ 1.00
Portable workbench	Late fine; daily per item	\$ 5.00
Pressure washer*	Late fine; daily per item	\$ 5.00
Push broom	Late fine; daily per item	\$ 2.00
Wheelbarrow	Late fine; daily per item	\$ 5.00

Mechanical Tools

Bolt cutters, extractor	Late fine; daily per item	\$ 5.00
Cable cutter	Late fine; daily per item	\$ 5.00
Cable/wire tacker	Late fine; daily per item	\$ 2.00
Caulking gun (single barrel)	Late fine; daily per item	\$ 1.00
Caulking gun (double barrel)	Late fine; daily per item	\$ 5.00
Channellocks	Late fine; daily per item	\$ 2.00
Electronic water leve	Late fine; daily per item	\$ 2.00
Grinders	Late fine; daily per item	\$ 5.00
Files	Late fine; daily per item	\$ 1.00
Hacksaw	Late fine; daily per item	\$ 1.00
Hex key set	Late fine; daily per item	\$ 1.00
Heat gun	Late fine; daily per item	\$ 5.00
Inspection mirror	Late fine; daily per item	\$ 1.00
Micrometer	Late fine; daily per item	\$ 2.00
Nippers	Late fine; daily per item	\$ 2.00
Pliers	Late fine; daily per item	\$ 1.00
Punches	Late fine; daily per item	\$ 1.00
Retreiving magnet	Late fine; daily per item	\$ 1.00
Rivet gun	Late fine; daily per item	\$ 2.00
Screwdriver	Late fine; daily per item	\$ 1.00
Socket sets	Late fine; daily per item	\$ 1.00
Soldering gun, iron	Late fine; daily per item	\$ 2.00
Staple gun, hammer tacker	Late fine; daily per item	\$ 2.00
Tapping tool	Late fine; daily per item	\$ 2.00
Tin Snips	Late fine; daily per item	\$ 2.00
Vise grips	Late fine; daily per item	\$ 1.00
Water & gas meter key	Late fine; daily per item	\$ 2.00
Wrenches	Late fine; daily per item	\$ 1.00

Plumbing & Drain Clean

Closet auger (toilet)	Late fine; daily per item	\$ 2.00
Electrical drain snake (small)	Late fine; daily per item	\$ 10.00
Electrical drain snake (large)	Late fine; daily per item	\$ 20.00

BERKELEY PUBLIC LIBRARY

Tool Lending Library

Fines and Fees

As of July 1, 2007

	<u>Fine or Fee Description</u>	<u>Current Charge</u>	<u>Proposed Charge</u>
Faucet handle puller	Late fine; daily per item		\$ 2.00
Long stem reseating tool	Late fine; daily per item		\$ 1.00
Nipple extractor	Late fine; daily per item		\$ 2.00
Pipe cutter, reamer	Late fine; daily per item		\$ 1.00
Pipe threading tool	Late fine; daily per item		\$ 5.00
Pipe stand and vise	Late fine; daily per item		\$ 10.00
Propane assembly	Late fine; daily per item		\$ 2.00
Rabbit	Late fine; daily per item		\$ 1.00
Shower valve socket set	Late fine; daily per item		\$ 1.00
Soil pipe cutter	Late fine; daily per item		\$ 10.00
Spark lighter	Late fine; daily per item		\$ 1.00
Sump pump	Late fine; daily per item		\$ 5.00
Tub drain remover	Late fine; daily per item		\$ 1.00
Tubing bender, cutter & deburring tool	Late fine; daily per item		\$ 2.00
Water meter key	Late fine; daily per item		\$ 2.00
Wrenches	Late fine; daily per item		\$ 1.00

Power Tools

Close quarter drill	Late fine; daily per item		\$ 5.00
Counter sink	Late fine; daily per item		\$ 1.00
Rotozip	Late fine; daily per item		\$ 5.00
Dremel	Late fine; daily per item		\$ 5.00
Drills, VSR	Late fine; daily per item		\$ 5.00
Drill bit extensions	Late fine; daily per item		\$ 2.00
Drill bits	Late fine; daily per item		\$ 10.00
Drywall and deck screw	Late fine; daily per item		\$ 5.00
Hole saw, mandrels	Late fine; daily per item		\$ 2.00
Impact wench	Late fine; daily per item		\$ 5.00
Magnetic drill bit holder	Late fine; daily per item		\$ 1.00
Right angle drill	Late fine; daily per item		\$ 10.00
Edge guide	Late fine; daily per item		\$ 2.00
Fixed-base router	Late fine; daily per item		\$ 5.00
Laminate trimmer	Late fine; daily per item		\$ 5.00
Plunge router	Late fine; daily per item		\$ 5.00
Router table	Late fine; daily per item		\$ 5.00
Belt sander	Late fine; daily per item		\$ 10.00
Buffer	Late fine; daily per item		\$ 2.00
Grinder	Late fine; daily per item		\$ 5.00
Power paint remover*	Late fine; daily per item		\$ 10.00
Profile sanding kit	Late fine; daily per item		\$ 5.00

BERKELEY PUBLIC LIBRARY

Tool Lending Library

Fines and Fees

As of July 1, 2007

	<u>Fine or Fee Description</u>	<u>Current Charge</u>	<u>Proposed Charge</u>
Random orbital sander	Late fine; daily per item		\$ 5.00
Vibrating sander	Late fine; daily per item		\$ 5.00
Abrasive cut-off machine	Late fine; daily per item		\$ 5.00
Band saw	Late fine; daily per item		\$ 10.00
Chain saw	Late fine; daily per item		\$ 10.00
Circular saw	Late fine; daily per item		\$ 10.00
Compound miter	Late fine; daily per item		\$ 10.00
Cutout tool	Late fine; daily per item		\$ 5.00
Planer	Late fine; daily per item		\$ 5.00
Plate joiner	Late fine; daily per item		\$ 5.00
Portable table saw	Late fine; daily per item		\$ 10.00
Reciprocating (sawzall)	Late fine; daily per item		\$ 5.00
Saber Saw	Late fine; daily per item		\$ 5.00
Scroll saw	Late fine; daily per item		\$ 5.00
Tile saw	Late fine; daily per item		\$ 5.00
Trim saw			\$ 5.00

* Items marked are not renewable due to their high demand and limited availability.

Replacement costs for all tools is the actual replacement cost of the item and a \$10.00 processing fee.

There is no maximum fine for overdue tools. ***Library accounts will be blocked when the balance exceeds \$25.00.***

Please note that materials lost will be replaced and charged at the replacement cost plus the processing fee and any overdue fines. Library patrons whose account has been referred to a collection agency will be charged a \$25.00 collections service fee.



BERKELEY PUBLIC LIBRARY

CONSENT CALENDAR

September 19, 2007

TO: Board of Library Trustees
FROM: Donna Corbeil, Director of Library Services
SUBJECT: FY 2007/2008 calendar for Library staff reports to the Board of Library Trustees

RECOMMENDATION

Adopt the resolution approving the FY 2007/2008 calendar schedule for Library staff reports to be submitted to the Board of Library Trustees.

FISCAL IMPACT

This report will have no fiscal impacts.

BACKGROUND

In the past, staff reports were submitted to the Board of Library Trustees by Library divisions on a rotating schedule throughout the year. These reports gave the Board updates on programs, events, and general information regarding the particular division. It allowed the Board to stay informed about general business related to the Library and an opportunity to discuss or ask questions pertaining to the specific aspect of library business.

CURRENT SITUATION AND ITS EFFECTS

With the various changes in the Library and the Administration office, the regular reports were not being frequently assigned. Since the beginning of calendar year 2007, the Collection Development and Information Technology divisions have given staff updates on March 21st and June 13th, respectively. In order to encourage regularity in submission of reports, the Board is being asked to approve the staff report schedule as submitted. As the year progresses, each division will cycle into the next schedule rotation.

FUTURE ACTION

No future action is required.

Attachments:

1. Resolution
 - a. Schedule of Staff Reports to the Board of Library Trustees

.RESOLUTION NO.: R07-___

**RESOLUTION APPROVING THE SCHEDULE OF LIBRARY STAFF REPORTS TO BE
PRESENTED TO THE BOARD OF LIBRARY TRUSTEES**

WHEREAS, in the past, regular staff reports were submitted to the Board of Library Trustees by each Library division on a regular rotating basis; and

WHEREAS, over the past few years the submission of these reports have been scarce due to the changes within the Library's structure and personnel; and

WHEREAS, in order to encourage regularity in submission of these reports, the Board is being asked to approve the attached calendar year schedule for staff reports to be presented.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley that they approve the attached schedule of Library staff reports to be submitted by each division.

**Berkeley Public Library
Staff Reports to the Board of Library Trustees**

Department	2007	2008	2009
Administration			
Art & Music			
Branch Services			
Children's Services			
Claremont Branch			
General Services			
Information Technology			
North Branch			
Reference			
South Branch			
Special Services/Outreach			
Technical Services			
Teen Services			
West Branch			
Literacy			
Neighborhood Services			
Collection Development			
Community Services			
Volunteer Services			
Operations			

Anticipated future Board of Library Trustees meeting dates:

October 10, 2007
January 9, 2008
April 9, 2008
July 9, 2008
October 8, 2008
January 14, 2009
April 8, 2009

November 14, 2007
February 13, 2008
May 14, 2008
{no meeting in August}
November 12, 2008
February 11, 2009
May 13, 2009

December 12, 2007
March 12, 2008
June 11, 2008
September 10, 2008
December 10, 2008
March 11, 2009



BERKELEY PUBLIC LIBRARY

CONSENT CALENDAR

September 19, 2007

TO: Board of Library Trustees

FROM: Donna Corbeil, Director of Library Services

SUBJECT: Final Reading and Adoption of the City of Berkeley Administrative Regulations related to personnel and fiscal management as Berkeley Public Library Administrative Regulations

RECOMMENDATION

Adopt the resolution approving City of Berkeley Administrative Regulations (Attachment 1.a) as corresponding administrative regulations for the Berkeley Public Library.

FISCAL IMPACT

This report will have no fiscal impacts.

BACKGROUND

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

CURRENT SITUATION AND ITS EFFECTS

At the September 26, 2006 and subsequent Board of Library Trustee meetings, the adoption of City of Berkeley Administrative Regulations have been discussed, adapted and adopted (Attachment 2). In September 2006, the Board considered a resolution to establish administrative policies and regulations and began that process with a first reading of a series of Administrative Regulations governing personnel, payroll, financial and purchasing processes that would govern the operation of the library. At that time it was agreed that the Library would use the same numbering system as the City for these regulations. A library staff committee has been formed to address implementation and to ensure the policies are clearly translated into operational practices and procedures.

FUTURE ACTION

There is no anticipated fiscal impact in the adoption and implementation of these regulations.



Attachments:

1. Resolution
 - a. Administrative Regulations 2.6, 2.8, 2.14, 3.2, 3.5, 3.14, 3.18 and 3.21
2. Administrative Regulations that were previously adopted by the Board of Library Trustees

RESOLUTION NO.: R07-___

FINAL READING AND ADOPTION OF CITY OF BERKELEY ADMINISTRATIVE REGULATIONS RELATED TO PERSONNEL AND FISCAL MANAGEMENT AS BERKELEY PUBLIC LIBRARY ADMINISTRATIVE REGULATIONS

WHEREAS, the Berkeley Public Library is not automatically obliged to follow City of Berkeley Administrative Regulations; and

WHEREAS, the Board of Library Trustees may set policies and regulations governing library operations for the Berkeley Public Library; and

WHEREAS, at the September 26, 2006 Board of Library Trustees meeting the Board began the process of discussing, adapting and adopting City of Berkeley Administrative Regulations and since then have held Administrative Regulations on first and final readings; and

WHEREAS, there are a number of City of Berkeley Administrative Regulations that were held on first reading and need to be adopted by final reading.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to hold on final reading and adopt the attached list of City of Berkeley Administrative Regulations related to personnel and fiscal management (Attachment 1.a) as Berkeley Public Library Administrative Regulations.

BERKELEY PUBLIC LIBRARY ADMINISTRATIVE REGULATIONS

For Final Reading and Adoption

- 2.6 Library Property – Issuance and Retrieval
- 2.8 Administrative Leave Policy
- 2.14 Safe Use of Cellular and Other Wireless Devices
- 3.2 Stipend and Reimbursement in Lieu of Expenses for Board of Library Trustees
- 3.5 Disposal of Surplus Property
- 3.14 FN024 Voucher Processing
- 3.18 Establishing and Closing Bank Accounts
- 3.21 Policy for Hiring Employees Responsible for Cash Handling and Asset Management

**BERKELEY PUBLIC LIBRARY
ADMINISTRATIVE REGULATIONS**

A.R. Number:	2.6
ORIGINAL DATE:	9/19/07
BOLT Resolution #:	
REVISED DATE:	
PAGE:	1 of 3

SUBJECT: Library Property – Issuance and Retrieval

I. PURPOSE

Berkeley Public Library policy is to safeguard Library assets held in the custody of its employees. This is accomplished by the establishment and maintenance of proper transition procedures in the issuance and retrieval of property to include the use of the attached Property Checklist Form. All newly hired and terminating employees who are given any Library property must complete the form.

II. POLICY

The objective of a property checklist system is to ensure the proper issuance, monitoring and return of all Library property given to its employees during their employment with the Library. The transition procedures will also allow proper monitoring of said property for inventory and location identification. Most important, the transition procedures will facilitate a smooth exit process and ensure reasonable security procedures for the return and retrieval of all Library property.

III. DEFINITIONS

Library property is any tangible or intangible property issued to an employee such as employee identification cards, building access cards, door and automobile keys, credit cards, computers, pagers, etc. (see attached Library Property Checklist Form). Additional items may need to be added to this list depending upon items issued by the Library or changing work conditions and new technology. Therefore, this listing is not inclusive. Intangible property items may include computer access codes, password for business telephone, etc.

Reviewed by: _____	_____
Director of Library Services	Date

Approved by: _____	_____
Chair, Board of Library Trustees	Date

**BERKELEY PUBLIC LIBRARY
ADMINISTRATIVE REGULATIONS**

A.R. Number:	2.8
ORIGINAL DATE:	9/19/07
BOLT Resolution #:	
REVISED DATE:	
PAGE:	1 of 2

SUBJECT: Administrative Leave

I. PURPOSE

The purpose of this administrative regulation is to set forth an administrative leave policy for full-time career and regular at-will employees who are not eligible for overtime under either the provisions of a Memorandum Agreement or the Unrepresented Employee Manual (City Council Resolution 60,777 – N.S.) and who are exempt from the overtime provisions of the Fair Labor Standards Act (FLSA) hereinafter referred to as FLSA exempt employees. This administrative leave policy also includes provisions for reporting leaves of absences for less than one day.

II. POLICY

It is the Board of Library Trustees' policy to authorize administrative leave under the terms and conditions as set forth below for employees who are not eligible for overtime under either the provisions of a Memorandum Agreement or the Unrepresented Employee Manual and who are FLSA exempt employees.

This administrative leave is granted to employees whose job responsibilities cause them to work numerous hours in excess of the normal forty (40) hour Library workweek. It is the responsibility of the Director of Library Services to monitor the quality and quantity of work performed and takes corrective action if an employee does not meet the required standards of performance. Furthermore, the Director of Library Services is responsible for ensuring that exempt employees are not required to routinely work an inordinate number of hours beyond the normal work schedule to complete the normal workload. If this occurs, the Director of Library Services must objectively evaluate the workload of each employee and make adjustments as appropriate.

Since employees receiving administrative leave are expected to work more than forty (40) hours per week on a regular basis, the Director of Library Services has the discretion to allow any such employee who has worked an inordinate amount of hours over a prolonged period to flex his/her time and take a few hours off without deducting this time from a leave bank. Some examples of when this discretion may be exercised are when an employee has worked a significant number of hours to complete a major project or to complete the Library's budget. This is not intended to be an exhaustive list but it does not include discretion to approve the regular weekly absence of an employee who may have been required to attend an evening meeting during that week. In any case, the Director of Library Services is prohibited from flexing an employee's time on an hour-for-hour (or any other formula) basis to compensate that employee for the number of hours he/she may have worked in excess of forty (40) hours during that one week period.

The Director of Library Services has the authority to rescind administrative leave in those instances where the employee has not demonstrated a willingness to regularly work beyond forty (40) hours per week when necessary to complete tasks in a timely manner.

A.R. NUMBER: 2.10

The Director of Library Services is responsible for ensuring that each covered employee is informed of the provisions of this administrative regulation.

Reviewed by: _____
Director of Library Services Date

Approved by: _____
Chair, Board of Library Trustees Date

**BERKELEY PUBLIC LIBRARY
ADMINISTRATIVE REGULATIONS**

A.R. Number:	2.14
ORIGINAL DATE:	9/19/07
BOLT Resolution #:	
REVISED DATE:	
PAGE:	1 of 2

SUBJECT: Safe Use of Cellular and Other Wireless Devices

I. PURPOSE

The purpose of this administrative regulation is to outline policy and procedures for all Library personnel concerning the safe use of cellular and other wireless devices during business hours. This policy is to ensure that employees are not injured, citizens are not endangered and Library equipment is not damaged due to distractions or lack of concentration caused by use of cellular or other wireless devices. This information also serves to clarify expectations for office staff in regards to cellular and wireless device use.

II. POLICY

It is the policy of the Board of Library Trustees that the use of Library-assigned and personal cellular phones/wireless devices on the job is restricted due to the distraction and lack of concentration that such use presents to safe work performance. This policy also ensures that cellular phones and wireless devices use not directly related to Library business is limited to non-business time.

a. Operating a Moving Vehicle

The first responsibility is to safely operate the vehicle. Cellular phones and other wireless devices should be kept to an absolute minimum. Any conversation requires that the vehicle be brought to a stop in a safe location, preferably off the main road. Conversations, taking notes, dialing, answering or reading displays are prohibited while the vehicle is in motion on streets, highways, interchanges and especially during rush hours or in other heavy or congested traffic.

1. Library employees may not use their personal cellular phones or wireless devices at any time while driving a Library vehicle or a personal vehicle while on Library business.
2. Library employees may not make any outgoing calls on their Library cellular or use wireless devices while driving a Library vehicle or a personal vehicle while on Library business.
3. If a Library employee must answer an incoming call on a cellular phone or wireless device, he/she shall bring the vehicle to a safe stop prior to doing so.

b. Operating Maintenance/Construction Equipment

Use of any cellular phone or wireless device (including hands free devices) is not authorized while operating motorized off-road maintenance/construction equipment.

c. Worksite

Unauthorized use of cellular phones or other wireless devices that may be a distraction to the user, the general public or to the surrounding workers and/or create an unsafe

A.R. NUMBER: 2.14

work environment is prohibited. Such work sites include, but are not limited to: reception desks, lobbies, public service desks, maintenance activity, operating or repairing engines or energized equipment such as electrical panels, motors or energized circuits.

d. Use of Cellular Phones for Personal Conversations

Use of cellular phones for personal conversations is restricted to non-duty time, such as breaks, lunch, etc. Supervisors have the authority to restrict or prohibit use of personal cellular phones or wireless devices at any time on the job when they believe such situations and use may create a distraction or safety hazard to the employee, co-workers, contractors and/or the general public and Library or private property. Office staff is to restrict such use to breaks, lunch, etc., preferably outside and away from the work area.

e. Flextime Work Schedule:

Use of cellular phones or other wireless devices to call for help or to help others in an emergency is permitted. If responding to or witnessing a serious accident, crime in progress or other serious emergency situation where life or property is in danger, call 981-5911 (connects you directly with the Berkeley Police Department), give the exact location and stay on the line as long as dispatcher requires. However, do not place yourself or others in danger while doing so. If operating a vehicle, pull off the road before placing the call.

The intent of this policy is to encourage the sound use of cellular and other wireless devices, so that neither safety nor work efficiency is compromised.

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

**BERKELEY PUBLIC LIBRARY
ADMINISTRATIVE REGULATIONS**

A.R. Number:	3.2
ORIGINAL DATE:	9/19/07
BOLT Resolution #:	
REVISED DATE:	
PAGE:	1 of 6

SUBJECT: Stipend and Reimbursement in Lieu of Expenses for Board of Library Trustees

I. PURPOSE

The purpose of this Administrative Regulation is to establish procedures for reimbursing expenses to the Board of Library Trustees who might otherwise incur an economic hardship.

II. POLICY

The City Council, by Resolution No. 61,731-N.S. (known as the Stipend Resolution September 10, 2002), authorized payment in lieu of expenses to members of all Council-appointed boards, commissions, committees, task forces and joint subcommittees who meet certain criteria in order to remove barriers from citizen participation of those members for whom participation might be an economic hardship. Subcommittees of commissions, which are designated by the advisory body and not by Council appointment, are eligible for reimbursement.

An eligible member is authorized to receive:

- a) \$40 for each official meeting attended, not to exceed two (2) meetings each month;
- b) reimbursement for actual child care expenses incurred while he/she attends meetings;
- c) reimbursement for actual expense paid to an attendant to provide care for a dependent elderly person while he/she attends meetings; and
- d) reimbursement for actual expenses incurred for disabled support services in order to participate fully in board meetings.

A receipt signed by the person providing such care or support services must accompany a request for reimbursement.

The City Clerk's Office is responsible for keeping this Administrative Regulation up-to-date and shall include a copy with each appointment letter mailed.

PROCEDURE

COMMISSIONER'S CRITERIA AND RESPONSIBILITIES

1. –

- a) Persons eligible to receive reimbursement in lieu of expenses are those board, commission, or committee members whose family's gross income as filed jointly for federal income tax purposes is below \$20,000 per year.
- b) Commissioners who are minors (e.g. Youth Commissioners) must have eligibility declaration forms co-signed by a parent or legal guardian attesting that the combined family income is under \$20,000.

A.R. NUMBER: 3.2

- c) In order to pay a Commissioner's attendant directly, a vendor form with the attendant's social security number or tax I.D. number must be on file in the Finance Department's Accounts Payable Division. A copy of this form must be attached to each request for payment.
2. To establish eligibility, Commissioners must file an appropriate declaration form (sample attached) with the secretary of their board, commission or committee. Commissioners must file a new declaration form annually prior to May 31st in order to maintain eligibility.
3. –
 - a) Eligible members who are also disabled and are seeking reimbursement for support services must also file with the secretary a statement of the support services he/she requires in order to participate fully. If the member's needs change, he/she must immediately notify the secretary. Otherwise, the statement certifying the need for support services will continue to be in effect for the duration of the member's term of appointment.
 - b) Pursuant to Berkeley Municipal Code Section 3.66.040, low-income status for members of the Commission on Disability is not a prerequisite for reimbursement of attendant care expenses.
4. Reimbursements for members of the Community Health Commission shall be made in the following manner provided, however, that the total reimbursement for all costs incurred by all members for all expenses in a fiscal year shall not exceed \$500.00. It shall be the responsibility of the secretary to monitor this expenditure and ensure this limit is not exceeded.
 - a) Any trip or meeting requiring reimbursement shall receive prior approval of the Commission.
 - b) Any trip or meeting requiring reimbursement that would require participant(s) to stay overnight or travel more than 50 miles shall require the additional prior approval of the City Council.
 - c) Reimbursement rates and conditions for travel, meals and lodging shall be as set forth in the City's Administrative Regulation 3.9 – Policies and Payment for Conference and Meeting Attendance.
5. The Human Welfare and Community Action Commission provides for alternate representatives of the poor to be elected or to be appointed when a vacancy occurs. Alternate representatives of the poor shall be eligible for stipend payments when serving in place of the principal member.
6. Pursuant to Berkeley Municipal Code Section 3.32.060 Police Review Commissioners shall receive \$3/hr for their time and work investigating complaints, reviewing policies and practices, and attending meetings, but in no case shall compensation for any one commissioner exceed \$200 per month.
7. Pursuant to Berkeley Housing Authority (BHA), Resolution 625 (adopted February 6, 2001), BHA Board Commissioners shall receive stipends for attendance at board meetings up to \$50, not to exceed four meetings per month.
8. Pursuant to Berkeley Housing Authority (BHA), Resolution 651 (adopted February 19, 2002), members of the Public Housing Resident Council, Public Housing Resident Advisory

A.R. NUMBER: 3.2

Board, and Section 8 Resident Advisory Board shall receive stipends for attendance at board meetings, in accordance with Administrative Regulation 3.2.

RESPONSIBILITIES OF SECRETARY

1. It is the responsibility of the secretaries of each board, commission, and committee to submit quarterly payment forms to the Auditor, by the 10th of each month (January, April, July and October). The forms must contain the names of any eligible board, commission, or committee members, the number of official regular meetings attended by each member during that quarter, and the amount due to each member. The form for such quarterly submission is attached. The completed forms should be attached to a FN024 Form and forwarded for payment to the Auditor by the 10th of each specific month. A separate FN024 must be submitted individually for each member.
2. The secretaries will maintain copies of all Declarations Respecting Eligibility on file and attach a copy each time an FN024 is submitted to the Auditor, and when submitting quarterly statements.
3. Each secretary will advise the board, commission, and committee members of this policy and respond promptly to commissioner inquiries regarding payment status. For appropriate background, secretaries should check with the City Clerk or the city website for the latest amendment of the Stipend Resolution.

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

**BERKELEY PUBLIC LIBRARY
ADMINISTRATIVE REGULATIONS**

A.R. Number:	3.5
ORIGINAL DATE:	9/19/07
BOLT Resolution #:	
REVISED DATE:	
PAGE:	1 of 1

SUBJECT: Disposal of Surplus Property

I. PURPOSE

The purpose of this administrative regulation is to establish procedures for the disposal of surplus Library property.

II. POLICY

Surplus Berkeley Public Library property is inventoried goods and/or materials or warehouse stock items that no longer have a useful purpose or value as usable property to the Library. *At the request of either the Director of Library Services or the Library Finance Manager, the Building Maintenance Supervisor* facilitates the disposal of excess inventory goods: warehouse stock items and fixed assets. The Information Technology Division facilitates the disposal of computer stock. The Library Services Manager responsible for collection management facilitates the disposal of library materials.

No surplus property is to be given away to anyone at any time by any Library employee. However, where the Director of Library Services ~~Library Finance Manager~~ believes there is a valid Library purpose (such as donation of computers to schools or a vehicle to a local non-profit agency), he/she may recommend that an item be donated to a recognizable charitable organization. This purpose must be approved by the Director of Library Services if the property is worth ~~more than~~ \$5,000 but less than \$25,000. Donation of items that have a value of more than \$25,000 must be approved by the Board of Library Trustees.

Ideally, excess inventory goods should be absorbed by other City departments. If the surplus property is not needed by any other City department, the ~~Library Finance Manager~~ *Building Maintenance Supervisor* will arrange for it to be taken to a disposal facility or recycling center.

If the Library Service Manager responsible for collection management determines that library materials are no longer of value to the Library (see Collection Management Administrative Regulation), he/she may coordinate the donation of the materials to the Friends of the Berkeley Public Library, as outlined in the Memorandum of Understanding between the Berkeley Public Library and the FBPL, or other non-profit organization (if the FBPL does not want the materials).

In order to avoid a potential conflict of interest, Library employees are not permitted to purchase surplus Library or City property.

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

**BERKELEY PUBLIC LIBRARY
ADMINISTRATIVE REGULATIONS**

A.R. Number:	3.14
ORIGINAL DATE:	9/19/07
BOLT Resolution #:	
REVISED DATE:	
PAGE:	1 of 1

SUBJECT: FN024 Voucher Processing

I. PURPOSE

The purpose of this administrative regulation is to establish criteria for payment by FN024.

II. POLICY

Payments made by FN024 are limited to one-time miscellaneous items under \$1,500. Payments for employee travel advances and reimbursements, State and Federal taxes, Trustee stipends and refunds are excluded from the \$1,500 limit. All other goods and services must be paid by Purchase Order. Exceptions must be approved by the Director of Library Services in writing.

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

**BERKELEY PUBLIC LIBRARY
ADMINISTRATIVE REGULATIONS**

A.R. Number:	3.18
ORIGINAL DATE:	9/19/07
BOLT Resolution #:	
REVISED DATE:	
PAGE:	1 of 1

SUBJECT: Establishing and Closing Bank Accounts

I. PURPOSE

The purpose of this administrative regulation is to establish policies and procedures for opening bank accounts, changing authorized check signers (when required) and closing bank accounts in a manner that will ensure compliance with the City Charter.

II. POLICY

It is the policy of the Board of Library Trustees that all Library assets are adequately safeguarded and that proper accounting controls are maintained over them. Article X, Section 61 of the Charter of the City of Berkeley requires that all payments by the City, except for redemption of bonds and interest coupons, must be approved by the City Manager and examined and approved by the City Auditor. Moreover, it requires that all checks be signed by the City Auditor and countersigned by the City Manager.

III. AUTHORITY

The Finance Department has been assigned the responsibility for establishing and maintaining accounting controls over all assets and liabilities of the City. Consequently, this administrative regulation is established to identify the Finance Director, upon approval of the City Manager, as the sole authority to open or close a bank account. Action on a bank account may be initiated either by the Finance Director's determination or in response to a request from the Director of Library Services. Employees of the Berkeley Public Library are prohibited from opening or closing a bank account.

Reviewed by: _____	_____
Director of Library Services	Date

Approved by: _____	_____
Chair, Board of Library Trustees	Date

**BERKELEY PUBLIC LIBRARY
ADMINISTRATIVE REGULATIONS**

A.R. Number:	3.21
ORIGINAL DATE:	9/19/07
BOLT Resolution #:	
REVISED DATE:	
PAGE:	1 of 1

SUBJECT: Policy for Hiring Employees Responsible for Cash Handling and Asset Management

I. PURPOSE

The purpose of this administrative regulation is to establish a policy for conducting background investigations for candidates being considered for employment as a Library employee who will handle cash or independently manage significant Library assets, as part of his/her duties and responsibilities.

II. POLICY

The Berkeley Public Library is committed to conducting reference checks on all final candidates being considered for Library employment before they are hired. A more thorough background investigation is to be conducted for candidates who will fill cash-handling or asset management positions. The Director of Library Services will identify positions with cash handling or significant asset management duties prior to recruitment by noting the information on the comments space on the personnel requisition. The Director of Human Resources, in consultation with the Director of Finance, will make a final determination about the positions subject to this background check. The background check will include, but may not be limited to, obtaining summary criminal history information from the State of California Department of Justice through Live Scan fingerprint identification. Other elements of the background investigation will include a credit check and a check of education credentials for positions requiring a college degree in addition to other legally permissible areas, as appropriate. Standard language will be added to the recruitment announcements advising potential applicants of the Library's intention to conduct a background investigation of the final candidate that will include, but may not be limited to, obtaining summary criminal history information from the State of California Department of Justice through Live Scan fingerprint identification and a credit check.

Reviewed by:	_____
	Director of Library Services Date

Approved by:	_____
	Chair, Board of Library Trustees Date

**ADOPTED
BERKELEY PUBLIC LIBRARY
ADMINISTRATIVE REGULATIONS**

- 1.1 Control and Updating of Administrative Regulations
- 2.3 Performance Evaluation Program
- 2.4 Family Medical Leave Act
- 2.5 Catastrophic Illness or Injury Leave Transfer
- 2.7 Workers' Compensation Procedures and Responsibilities
- 2.11 Flextime/Alternate Work Schedules Policy and Guidelines
- 2.12 Near Relative Policy
- 3.3 Petty Cash Accounts
- 3.4 Purchasing Policy
- 3.8 Charges for Library Records, Publications and Meeting Tapes
- 3.9 Payment of Expenses Associated with Attendance at Conferences, Seminars, Workshops and Training Sessions
- 3.10 Moving Expense Reimbursement
- 3.12 Delegation of Authority to Approve Voucher Payments
- 3.15 Write-Off Policy
- 3.17 Fraud, Abuse and Misuse of Library Resources
- 3.20 Cash Handling Policy and Guidelines



BERKELEY PUBLIC LIBRARY

CONSENT CALENDAR

September 19, 2007

To: Board of Library Trustees

From: Donna Corbeil, Director of Library Services

Subject: REVISION OF LIBRARY FINANCIAL MANAGER JOB CLASSIFICATION TO REFLECT AN ACCURATE SCOPE OF DUTIES WITH A TITLE CHANGE TO LIBRARY ADMINISTRATIVE MANAGER

RECOMMENDATION

Adopt the resolution approving the proposed revisions to the Library Financial Manager classification, which is a Unit Z2, Unrepresented Classification, to retain its current job salary schedule, change the title to Library Administrative Manager, 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 Fiscal Year period.

BACKGROUND

The Board of Library Trustees adopted Resolution No. R02-92 establishing the Library Financial Manager classification and recommended salary. The Library Financial Manager position was established by the Board of Library Trustees in recognition of the diverse administrative activities he/she is responsible for, beyond preparing and presenting financial analysis and reports, such as managing the administrative unit of the library responsible for accounts payable, grant budget administration, staff supervision and management of the capital improvement bond budget. Since this time the duties of the Library Financial Manager has expanded to include operations oversight, which consists of contract management and facilities and Human Resource support, including hiring, recruitment and personnel issues.

The City Council is charged with establishing job classifications and the compensation of all employees (Sections 31 and 32 of City Charter). The Board approved the current job classification and must approve any changes to the scope of responsibility recommended by the Library prior to presentation to the Personnel Board.

CURRENT SITUATION

The City of Berkeley Personnel Board approved the recommendation to establish the Library Financial Manager classification at its December 2, 2002 meeting. Since this time the assigned duties of the latest employee holding this position have diversified and the individual has



operated as an active member of the Library's Management Team. In addition to overseeing the critical fiscal and budgetary management needs for the entire Library, the individual was responsible for general management of the administrative office and had, at the time of resignation, direct reporting from the Associate Human Resources Analyst, Accounting Office Specialist Supervisor and Building Maintenance Supervisor. The fiscal circumstances have changed since the position was established and continuing the recent practice of this individual acting as the manager for the day-to-day operations of the three described areas makes this position critical to the Library's provision of public service. A recommendation is being made to update the classification specifications, and to revise the name to better reflect the scope of responsibility, and to not change the salary structure. The current range is Step A: 7,138 to Step E: 8,629.

Changes to this City classification must be reviewed by the Personnel Board for adoption. The Personnel Board meets on Monday October 1 at 7:00 p.m., and we could put the revised class on that agenda for approval. The revised classification and staff report would be due on September 21st.

RATIONALE FOR RECOMMENDATION

If the recommended changes are approved the immediate supervisor of the Library Administrative Manager, the Director of Library Services, will have the ability to assign a variety of high-level administrative responsibilities to this management level position. The position is currently vacant so no career employee will be affected. As the complexity of Library operations have increased, due to the size of the budget, the number of employees, changes in services, technology and adoption of city policies and regulations, additional support is needed to maintain effective and efficient administrative operations. The recommended position specification changes, italicized in bold on the attached job specification, will reflect the needs of the Library and provide the flexibility and support in making assignments needed.

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 October 1, 2007 Personnel Board meeting.

Attachments:

1. Resolution
2. Library Administrative Manager Job Specification

RESOLUTION NO.: R07-___

REVISE THE LIBRARY FINANCIAL MANAGER CLASSIFICATION, AN UNREPRESENTED CLASSIFICATION, TO ACCURATELY REFLECT THE SCOPE OF DUTIES AND TO CHANGE THE TITLE TO LIBRARY ADMINISTRATIVE MANAGER

WHEREAS, the Board of Library Trustees adopted Resolution No. R02-92 establishing the Library Financial Manager classification and recommended salary; and

WHEREAS, the Library Financial Manager position was established in recognition of the diverse administrative activities he/she is responsible for, beyond preparing and presenting financial analysis and reports; and

WHEREAS, since the establishment of this position, the duties of the Library Financial Manager has expanded to consist of operations oversight, including contract management and facilities and Human Resource support, and general management of the administrative office; and

WHEREAS, the complexity of the Library operations have increased due to the size of the budget, the number of employees, changes in services, technology and adoption of city policies and regulations; and

WHEREAS, the fiscal circumstances have changed since the position's inception and updates to the classification specifications need to be made; and

WHEREAS, the recommended changes will reflect the needs of the Library and allow the Director of Library Services the ability to assign a variety of high-level responsibilities to this management level position.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to approve the proposed revisions to the Library Financial Manager classification, which is an Unrepresented Classification, to retain its current job salary schedule, to change the title to Library Administrative Manager, and to recommend these changes to the Personnel Board for approval.

LIBRARY ADMINISTRATIVE MANAGER

DEFINITION

Under general direction plans, organizes, supervises and directs the administrative services functions of the Berkeley Public Library with responsibility for fiscal, budgetary, *personnel* and other support services; represents the Library in administrative matters involving other departments and agencies; and performs related work as required.

CLASS CHARACTERISTICS

This class is responsible for the financial and administrative service activities of the Library. The Library Administrative Manager plans, develops and manages the budget, and establishes fiscal objectives with an emphasis on assessing financial data, defining issues, recommending and implementing alternative solutions. The incumbent has administrative and program management responsibilities in the areas of *personnel, contract/grants management, employer-employee relations, facilities maintenance and other generalized administrative services*, and supervises professional, technical and support staff. This class differs from the Deputy Director of the Library, which assists in the day-to-day management of the entire Library and has responsibility for overall administrative and budgetary activities including the development of Library policy.

EXAMPLES OF DUTIES

The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty does not exclude it from the position if the work is consistent with the concept of the classification, or is similar or closely related to another duty statement.

1. Provides fiscal management of the Library departmental and divisional programs, which includes the establishment and maintenance of a centralized accounting system and the development of fiscal procedures and policies; establishes internal audit procedures, and assures the security of all Library systems and controls for City funds, including payroll, contracts, and other expenses;
2. Advises the Director of the Library and *serves in a consultative role to Library management staff in resolving administrative, programmatic and policy matters, including the* implications of financial activity; prepares a variety of financial reports; maintains liaison with the Finance Department, project staffs, and State funding agencies in matters affecting fiscal and accounting guidelines and requirements, budget changes and related activity;
3. Coordinates the preparation of the departmental budget; reviews requests from other Library divisions and project heads; assists in preparing budget justifications, funding requests, and in fiscal negotiations with City, State and other resource agencies;

4. Attends meetings and conferences and represents the department on committees as directed; participates in budget sessions, and represents the library concerning administrative service and financial matters, including issues related to bond monies and building projects.
5. Completes complex administrative and management studies for the department; completes costing and financial analysis of proposals affecting the Library, including management and union proposals for contract negotiations; prepares comprehensive written narrative and statistical reports;
6. Prepares and monitors Requests for Proposal (*RFPs*), *bid specifications* and contracts **and provides significant input into grant oversight and management for the Library; Acts as a liaison to financial and legal consultants, contractors, vendors, governmental agencies, Friends of the Berkeley Public Library and Berkeley Public Library Foundation;**
7. *Manages or supervises the work of the administrative staff of the Library, which provides support to the Board of Library Trustees, Director/Deputy Director and other Library departments and staff; plans, directs and evaluates the work of staff; provides training and staff development; recommends and implements discipline as required;*
8. *Oversees and coordinates the administrative functions of the library, including personnel and employer-employee relations, while acting as liaison to the applicable areas of the City's Human Resources Department.*
9. *Manages staff responsible for facilities maintenance and oversight of operations related to management programs, such as capital improvement project budget preparation and planning;*
10. Performs related duties as assigned.

QUALIFICATIONS

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

Knowledge of:

1. Budget preparation and administration;
2. Public administration principles and practices;
3. Federal and State funding agency guidelines for fiscal administration;
4. **The principles of employer-employee relations;**
5. **Public personnel, purchasing and contract administration practices;**

6. Business computer user applications, particularly as related to accounting systems, and other fiscal programs;
7. Techniques of supervision including planning, assigning and monitoring work and in evaluation of assigned staff;
8. Accounting and auditing principles and practices; and
9. Applicable laws and regulations.

Skill in and ability to:

1. Plan and develop a comprehensive and complex departmental budget;
2. Analyze administrative financial data, evaluate alternatives and reach sound conclusions;
3. Interpret and apply laws, regulations, policies and procedures;
4. Supervise, plan, direct and review the work of a support staff;
5. Prepare clear, concise and complete reports and other written materials;
6. Maintain accurate records and files;
7. Coordinate multiple projects and meeting critical deadlines;
8. Exercise sound independent judgment within established guidelines; and
9. Represent the City effectively in meeting with governmental agencies, boards and commissions, and the public.

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: Equivalent to graduation from a four-year college with major course work in business or public administration or a closely related field and four years of professional management analysis or budgetary experience which has included budget preparation and control, preferably in a library setting. Lead or supervisory experience and demonstrated program administrative responsibility are desirable.

Established: 01/03 retroactive to 6/00
Revised/Retitle: 10/07



BERKELEY PUBLIC LIBRARY

ACTION CALENDAR

September 19, 2007

TO: Board of Library Trustees

FROM: Donna Corbeil, Director of Library Services

SUBJECT: Annual report to the Berkeley City Council from the Board of Library Trustees, for the period of August 2006 through August 2007

RECOMMENDATION

Discuss the draft annual report to the Berkeley City Council, make revisions accordingly and direct staff to submit the report to the City Clerk for inclusion on the City Council agenda.

FISCAL IMPACT

This report will have no fiscal impacts.

BACKGROUND

As prescribed by the City of Berkeley Charter the Board of Library Trustees should make an annual report to City Council, giving the condition of the library with a summary of their proceedings. In addition, reports and information as requested on specific topics are shared with the Council. In the past these reports have been written and oral.

FUTURE ACTION

Once the Board approves the draft annual report, it will be submitted to the City Clerk as an information item for the Berkeley City Council agenda.

Attachments:

1. Draft report from the Board of Library Trustees; proceedings and Library activities for a 12 month period from August 2006 through August 2007

Board of Library Trustee Proceedings & Activities for a 12 Month Period August 2006 through August 2007

SUMMARY

Trustee Appointments

Terry Powell was recommended by the Board for reappointment following discussion and a vote at the October 18, 2006 meeting. She was appointed to a second term in November 2006 by the City Council to serve through January 2011.

Susan Kupfer was recommended by the Board for reappointment following discussion and a vote at the April 18, 2007 meeting. She was appointed to a second term in June 2007 by the City Council to serve through 2011.

A recruitment process which involved paid media advertisement, flyers and an open house was undertaken for anticipated vacancy left by Trustee Laura Anderson who will be termed out on October 1, 2007. The Board interviewed seven candidates over a two meeting period. After discussion and a vote Carolyn Henry Golphin was recommended to the City Council for appointment effective October 1, 2007 for a four-year term.

The Chair and Vice-Chair elections occurred in October 2007; Susan Kupfer is currently Chair and Terry Powell is serving as Vice-Chair.

Meetings

The Board revised and set by resolution on May 9, 2007 the regular BOLT meeting time as the Second Wednesday of the month, excepting September 19th.

The Board held Regular Meetings on: August 16, 2006, October 18, 2006, January 17, 2007, February 21, 2007, March 21, 2007, April 18, 2007, and June 13, 2007

The Board held Special Meetings on: September 26, 2006, October 18, 2006, November 18, 2006, November 29, 2006, December 6, 2006, May 9, 2007 (Budget Workshop), June 9, 2007 (ERC Community Forum), June 19, 2007 (Trustee vacancy open house & reception), July 18, 2007 and August 1, 2007

Activities and Significant Decisions

Upon the resignation of Director Griffin on June 30, 2006 and the appointment of Interim Director Roger Person July 1, 2006 the Board undertook recruitment for the Director of Library Services position. An executive recruitment firm was hired and an advisory committee was formed, the latter included seven local leaders in librarianship, Trustees Anderson and Kupfer. Interviews occurred in November. At a Special Meeting in December the Board approved a resolution to offer the position to Donna Corbeil. The new Director began in January 2007.

The Board formed a South Branch / Ed Roberts Campus Discussion Group in October 2006. Trustee Ying Lee and Terry Powell were appointed to continue to study library needs of South Berkeley and the issues of the possibility of Berkeley Public Library's participation in the Ed Roberts Campus, reporting regularly to the full Board. The Library Director and Community Relations Librarian attend meetings as does the Vice President of the Board of Directors of the BPL Foundation and the Executive Director of the BPL Foundation. Two studies have been completed regarding this opportunity, a needs assessment of the South Branch community and a cost estimate for space in the ERC project. In addition, the Board held a Special Meeting on June 9th at the AME Church in South Berkeley, A Community forum on the South Branch and ERC.

At the December 6, 2006 Special Meeting the Board approved the expansion of public service hours at the Central Library by two hours, Tuesdays from 10AM to 12 PM. The change became effective January 2, 2007.

At the May 9, 2007 meeting of the Board a resolution was approved to submit a recommendation to City Council to adopt an increase in the Library Services Tax for Fiscal Year 2008 to fund the provision of library services. An ordinance levying the tax rate was included on the City Council's June 26, 2007 agenda and had a second reading on July 10, 2007, at which time it was approved.

In August 2007 the Board prepared and approved a response to recommendations in the 2006-2007 Alameda County Grand Jury Report regarding a Library contract with Checkpoint Systems in 2005.

Administrative Regulations adapted to the Library operating structure and adopted by the Board:

AR 1.16 Grant Applications Policy

AR 2.3 Performance Evaluation Program

AR 2.9 Outside employment by Director of Library Services and Deputy Director of Library Services

AR 3.4 Purchasing Policy and Purchasing Manual

AR 3.8 Charges for Library Records, Publications and Meeting Tapes

AR3.15 Write-Off Policy

AR 3.20 Cash Handling Policy and Guidelines

Reports from Berkeley Public Library Staff on Activities a 12 Month Period August 2006 through August 2007

Statistical Highlights

- During the 2006-2007 fiscal year 1,339,327 visits were made to Berkeley Public Library sites, an increase of nearly 10% from the previous year.
- The number of registered borrowers rose nearly 8% to 94,053
- Circulation of Library materials rose over 4% to 1,609,726.
- The Library held over 1400 public programs at Library facilities and at other community locations, with a total attendance of 35,435. Of these programs, nearly 1,200 were for preschool or school-age audiences, encouraging good reading habits and promoting lifelong library use among younger citizens.

Other Highlights

- Beginning January 2, 2007, the Library expanded public service hours at the Central Library, opening Tuesday mornings at 10 AM, increasing public service hours from 52 to 54 weekly, and improving access for class visits by school-age patrons.
- Free wireless access at the Library: In August 2007, the Library implemented free wireless access for the public. Wireless access points were installed on all five floors of the Central Library as well as at each Branch library in order to allow laptop users equipped with Wi-Fi to access the Internet.
- Online fine payment: The Library launched a “Pay Your Fines Online” service in June 2007. The “Pay Your Fines Online” service offers Library users the convenience of paying their fines anytime, from anywhere through their “My Account” page on the Library’s Web Catalog. There is no fee for using this service and no minimum to the amount of a fine that can be charged.
- Web site redesign: The Library’s redesigned Web site went live on Wednesday May 9th. This was a project undertaken by a cross divisional Web Team including staff from the Library Information Technology division, Children’s Services, Teen Services, Adult Services, and, Collection Management. In addition to utilizing the services of an outside Web designer, the Web Team worked extensively on the reorganization of the site and development of new features.
- The Library joined the Link+ consortium, a resource sharing service among California and Nevada libraries in August 2006. Patrons can now electronically request material from library collections totaling over more than 64 million items—for free.
- In October of 2006, Hatchuel Tabernik Associates (HTA) presented to BOLT the results of its study of usage of the South Branch, and the community’s views about a possible move to the Ed Roberts Campus (ERC).
- As a result of the HTA study, BOLT established a South Berkeley/Ed Roberts Campus (ERC) discussion group consisting of staff, Board of Trustees members, and Foundation board members. BPL was granted a \$50,000 award from the US Department of Housing

and Community Development (via the City), for exploration of South Berkeley library needs and the possible move to the proposed Ed Roberts Campus. HTA was again contracted to complete in Fall of 2007 a Southwest Berkeley library needs assessment. Noll & Tam Architects complete a cost estimate study of possible move of South Branch to the ERC.

- April 6, 2007: The Library celebrated the 5th anniversary of the renovation of the historic Central Library with a public program.
- The Berkeley Public Library Foundation presented the Fifth Annual Authors Dinner at the Central Library on February 10, 2007, with honored literary guests including Khaled Hosseini, Ben Fong-Torres, Mark Fainaru-Wada, Nobelist George Smoot, and 24 other local writers. The annual Authors Dinner celebrates the Bay Area's uniquely vibrant literary community and raises funds which directly aid the Library.
- The Library launched the Berkeley History Online Database, a resource of 260 digitized images of Berkeley from the 1870's through the 1990's, accessible via the library's web page and funded by a State Library LSTA grant. The Library partnered with the University of California's Online Archive of California to complete this project.

Children's Services

- In January, the Library unveiled the magnificent new tapestry *Kaleidoscope – Berkeley Public Library*. The event honored the generosity of Giorgia Neidorf, who donated the Max Delaware Neidorf-Weidenfeld Trust Fund to the Library in honor of her son, and Elisa Kleven, on whose art the tapestry is based. The tapestry celebrates children's books, the public library and the Berkeley community together on one beautiful spread. The tapestry is hung in the Storyroom on the fourth floor of the Central Library.
- The West Branch children's librarian and literacy coordinator applied for and received two state "Early Learning with Families @ Your Library" grants. With this funding the staff enhanced the children's area with child and family friendly furniture, rugs, toys, and shelving as well as informational brochures for parents and caregivers regarding child development and learning skills in both English and Spanish.
- On Sunday, April 29, 2007, the Central Library hosted its second annual Dia de los niños/Dia de los libros (Children's Day/Book Day) celebration. Over 250 people came to hear local musicians Los Mapaches, to see Norman Ng's magic, to make Origami Hats with the Berkeley Public Library's own Nga Trinh, and receive free books. This year, community partner tables staffed by Berkeley's Health and Human Services department and the Berkeley/Albany YMCA were included, as well as student volunteers from the University of California at Berkeley.
- Hundreds of Berkeley children participated in the 2007 Summer Reading Program, "Get a Clue @ Your Library." *Harry Potter and the Deathly Hallows* was only one of thousands of books read for prizes provided by the Albany Bowl, the Lawrence Hall of Science, Oakland-Alameda Ferry, Pegasus Books, and the Friends of the Berkeley Public Library. Children and families also enjoyed a full range of special events, from traditional story times and puppet shows to reptiles, magic, "Harry Potter Jeopardy," and "CSI @ Your Library, presented by the Berkeley Police Department.

Teen Services

- Teen Services sponsored a successful summer reading program this year. Teens were invited to share their comments on books being read over the summer via postcard and the library received many, from kids who stayed in town and also from those who traveled as far as Germany and Serbia. A future display of the art cards is planned and the book comments will soon appear on the Library's Teen web site.
- The Library was awarded a grant during YALSA's fifth round of Excellence in Library Services to Young Adults. The Berkeley High School Vera Casey Parenting Program partnering with Teen Services will use the award to assist current book discussion and scrapbook programs

Berkeley Reads (Literacy)

- Berkeley Reads, in partnership with Library Foundation, hosted Scholastic Literacy Caravan visits to 10th Street Head Start Program, in May 2007.
- Successful outreach sites were established at OPTIONS (a substance abuse recovery program); AJOB (Asians for Job Opportunities in the Bay Area); and New Bridge (residential treatment), where staff tutors provided direct client service.
- In addition, family literacy outreach sites began at three Head Start preschool centers, the downtown Women's Daytime Drop-In Center, and Harrison and McKinley Houses (BOSS emergency family shelters), where the Library's Families For Literacy staff provide monthly story times and parent literacy sessions.

Grants

- In June 2007 Berkeley joined 116 other cities receiving grants from the National Endowment for the Arts to participate in its nationwide reading program, "The Big Read." Programming associated with BPL's entry, *Their Eyes Were Watching God*, begins in the fall of 2007.
- The California State Library awarded an Early Literacy for Families (ELF) grant to the Library for the second consecutive year in 07/08 (\$5,000 in 2006-07 and \$20,000 in 2007-08).
- Berkeley Reads awarded \$62,000, from the 2007-08 California Library Literacy Services Grant Program, in April 2007
- In September 2006 the Library received an award of \$3,000 from the Bill and Melinda Gates Foundation as a Public Access Computer Hardware Upgrade Grant (PAC HUG). The award was given for the purpose of replacing computers purchased with a previous Gates Foundation grant, received in 2003.
- Grant from American Library Association and National Video Resources for \$1,000 and 6 videos to present film and discussion series for the public on jazz history, "Looking at Jazz: America's Art Form" – series began in late Fall 2006.

Programs

- "Berkeley Reads Together" was the name of the 2006 citywide reading event in which, thanks to the Friends of the Library, copies of Firoozeh Dumas' novel *Funny in Farsi* were given away at all Library locations.

- In the Summer of 2007 the Library brought together Berkeley's diverse community to read and discuss one book—Khaled Hosseini's *The Kite Runner*—through its "Reading in Common" series. With a generous donation from the Friends of the Library, the Library gave out free copies of the novel at all libraries as well as at Berkeley's Senior Centers.
- The Library co-produced with Berkeley City College faculty a very popular seven-week lecture series at Central: *Strange Bedfellows: Art and Public Policy in Berkeley, Past, Present and ...Is there a Future?* in April/May 2007
- Exhibits at the Central Library:
 - *Voting Rights: The Southern Struggle, 1964-1965*
 - *Sing More Songs*: Misako Akimoto's photographs of Maya's Music Therapy participants in Richmond
 - *Growing Hunger: the Struggle of Small Farmers in the 21st Century*
 - *Burning Man Comes to the Berkeley Public Library*
 - *The Face of Poetry*: Margaretta Mitchell's photographs of the UC Lunchtime Poetry Reading Series
 - *Macbeth, A Graphic perspective: Berkeley High Student Art*
 - *At the Med: Were You There?:* Doyl Haley's sketches of Berkeley's Café Mediterraneo, 1960-1990
- Sisters in Crime, a worldwide organization for women authors of mystery fiction, co-hosted with the Library a program with local authors at the South Branch in March 2007.
- The Café Literario series of lectures and discussions of books in Spanish was held February – July (2007) at the West Branch, sponsored by Friends of the Library.
- The Library's Asian Literary Seminars series took place from November through January, focusing on contemporary Chinese and Japanese literature and presented by Professor Frederick Hsia of Ching Hua University in Taiwan.
- As part of the Berkeley's strategy to promote small businesses, the Library's Reference Department began offering free business counseling every week with SCORE (Service Corps of Retired Executives) experts. Anyone interested in starting a small business can sign up for a one hour, one-on-one counseling session.
- The senior reading group, collaboration between Berkeley Reads and the West Berkeley Senior Center, was enthusiastic about their discussions of *The Kite Runner*. One result of their participation in the latest "Reading in Common" program has been the inauguration of a regularly meeting activist book discussion group. They are planning to read more books that have current events themes. Hosted at the West Berkeley Senior Center, this group is led by BPL's Berkeley Reads staff, a thorough collaborating effort.



BERKELEY PUBLIC LIBRARY

ACTION CALENDAR

September 19, 2007

TO: Board of Library Trustees
FROM: Douglas Smith, Deputy Director of Library Services
SUBJECT: Award of Public Use Copiers, Printers and Related Vending Services Contract

RECOMMENDATION

Adopt a resolution authorizing the Director of Library Services to execute a contract and any amendments with Ricoh Business Solutions for the provision of public use copiers, printers and related vending services for all branches of the Berkeley Public Library for the period of October 1, 2007 through September 30, 2010 in a total amount not to exceed \$75,000, and to set the price of black/white copies at \$0.15 per page, color copies at \$1.00 per page and computer printing at \$0.15 per page.

FISCAL IMPACT

The total cost of the contract is \$75,000, or \$25,000 per year, and will be partially offset by the revenue generated from the copies and print jobs. Based on the recommended fees and the average use of the existing copy machines and printers, the anticipated revenue is \$3,000 per year. The remainder of the cost will come from funds received from the Public Library Foundation (PLF).

BACKGROUND

The contract with Pinnacle Document Systems expired May 3, 2006. Pinnacle has continued to lease to the Library public copiers, printing systems and vending services to the Library on a month-to-month basis. The original contract was full cost recovery, which meant that the Library did not pay out any money to the vendor. The vendor received all of the receipts from the copiers and printers to offset their lease and maintenance costs. Since the expiration of the lease, the Library has had to pay Pinnacle a monthly maintenance cost based on actual usage. The maintenance services provided by Pinnacle after the expiration of the contract were minimal and infrequent, and as a result the copiers were frequently out of service.

CURRENT SITUATION AND ITS EFFECTS

The Library published a competitive Request for Proposals in June 2007 to solicit proposals for providing public use copiers, printers and related vending services at all five branches. Ricoh Business Solutions was selected by the review committee because of the comprehensiveness of their proposal, the cost of the equipment and maintenance plan, and the positive reviews we received from current contracts they have with various libraries in the Bay Area.



None of the proposals offered cost recovery as an option. Ricoh was responsive in proposing equipment and services that will meet the Library's needs and was the least expensive proposal in terms of the equipment lease and maintenance costs. They were also the only vendor to propose a 36-month lease instead of a traditional 60-month lease.

FUTURE ACTION

No future action is needed.

Attachments:

1. Resolution

RESOLUTION NO.: R07-____

AUTHORIZE DIRECTOR OF LIBRARY SERVICES TO EXECUTE A CONTRACT AND ANY AMENDMENTS WITH RICOH BUSINESS SOLUTIONS FOR THE PROVISION OF PUBLIC USE COPIERS, PRINTERS AND RELATED VENDING SERVICES FOR ALL BRANCHES OF THE BERKELEY PUBLIC LIBRARY FOR THE PERIOD OF OCTOBER 1, 2007 THROUGH SEPTEMBER 30, 2010 IN A TOTAL AMOUNT NOT TO EXCEED \$75,000, AND TO SET THE PRICE OF BLACK/WHITE COPIES AT \$0.15 PER PAGE, COLOR COPIES AT \$1.00 PER PAGE AND COMPUTER PRINTING AT \$0.15 PER PAGE

WHEREAS, on May 3, 2006, the contract with Pinnacle Document Systems expired for the provision of public use copiers, printers and related vending services; and

WHEREAS, the Library has continued to use the equipment and services provided by Pinnacle Document Systems (now doing business as Sharp Electronics Corporation) on a month-to-month basis; and

WHEREAS, the proposal submitted by Ricoh Business Solutions was identified as the number one (1) and least costly proposal; and

WHEREAS, the provision of public use copiers, printers and related vending services is part of service that the Berkeley Public Library provides to its patrons.

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley that the Director of Library Services is authorized to execute a contract and any amendments with Ricoh Business Solutions for the provision of public use copiers, printers and related vending services for all branches of the Berkeley Public Library for the period of October 1, 2007 through September 30, 2010 in a total amount not to exceed \$75,000, and to set the price of black/white copies at \$0.15 per page, color copies at \$1.00 per page and computer printing at \$0.15 per page. A record signature copy of said contract and amendments to be on file in the Office of the City Clerk.



BERKELEY PUBLIC LIBRARY

ACTION CALENDAR

September 19, 2007

TO: Board of Library Trustees

FROM: Donna Corbeil, Director of Library Services

SUBJECT: Agreement with Noll & Tam Architects to develop for the Berkeley Public Library a 20-year Library Facilities Master Plan (LFMP) for an amount not to exceed \$175,000

RECOMMENDATION

Adopt a resolution authorizing the Director of Library Services to enter into an agreement with Noll & Tam Architects and Planners to provide professional services to complete a Branch Library Master Facility Plan, which will analyze the current physical ability of the branch libraries to serve the needs of the community and an evaluation to determine the feasibility of expansion and/or renovation of the branch libraries and the tool library. The contract will be for the period of October 1, 2007 through June 30, 2008 in a total amount not to exceed \$175,000.

FISCAL IMPACT

The one-time expense of contracting with a consulting firm to conduct a Library Master Facilities Plan for the branches was included as a non-personnel budget modification in the FY08 Library Budget planning process. The Library Tax amount estimated for the project at that time was \$50,000. Additional funds will be required to complete the full scope of service. An additional \$110,000 from the Library Gift Fund and reallocation of funds set aside for space planning (\$5,000) and meals and lodging for conference attendance (\$5,000 of \$20,000 allocated) is recommended to make up the difference. This additional allocation will ensure completion of the project does not adversely affect the spending plan of the approved budget while providing the comprehensive study of branch facilities that is needed for future planning. This allocation will have no adverse fiscal impact on other library projects or programs.

BACKGROUND

In 1994/95 the Library contracted with the firm of Bull Stockwell Allen and Ripley Architects and Planners to conduct feasibility studies of the Central Library and Branch Libraries. The Central Library study culminated in the renovation and expansion of the Central Library project which was completed approximately five years ago. The Berkeley Branch Libraries Feasibility Study was completed and a report produced in January 1996. The scope of the branch study at that time was to examine the long term needs of the branches; propose design alternatives; and supply individual budgets to meet these needs. The report called for "increasing the net assignable areas of the branch libraries to relieve current overcrowded conditions, to make the libraries more accessible and usable, and to improve staff and circulation areas." The study



recommendations focus on the functionality of the spaces or lack thereof. Since 1996 a minimal amount of deferred maintenance has occurred in the branch libraries, for the most part focusing on roof replacement and repair, carpeting and infrastructure upkeep. Some minor ADA related work has occurred since this time, such as changes to the layout of the Claremont Branch in 2000. The major facility project successfully completed in the last ten years was the expansion and renovation of the Central Library. The Branch Projects memo (2.5.2004) from the Building Projects Manager included in the August 1, 2007 BOLT Agenda packet outlines the funding and planning related to facilities.

CURRENT SITUATION AND ITS EFFECTS

As part of the FY2008 planning process the Board of Library Trustees approved the allocation of funds to conduct a branch facility study. At the August 1, 2007 Board meeting the Director discussed the initiation of efforts to move forward on this item. An RFP (Request for Proposals) for a Berkeley Public Library Facilities Master Plan was released on August 6th with a closing date of Thursday, August 30, 2007. The schedule provided in the RFP was for initial review of proposals on September 4th with presentations by vendors the week of September 7th through the 12th and completion of the selection process by September 12, 2007. Award of the contract and notice to proceed would occur following the September 19, 2007 Board meeting and completion of contract negotiations.

FUTURE ACTION

No future action is required at this time. Once the Library Master Facilities Plan is completed the Board may discuss options related to the facilities and next steps.

Attachments:

1. Resolution

RESOLUTION NO.: R07-_____

AUTHORIZING THE DIRECTOR OF LIBRARY SERVICES TO ENTER INTO AN AGREEMENT WITH NOLL AND TAM ARCHITECTS TO PROVIDE PROFESSIONAL SERVICES RELATED TO A BRANCH LIBRARY MASTER FACILITY PLAN, WHICH WILL ANALYZE THE CURRENT PHYSICAL ABILITY OF THE BRANCH LIBRARIES TO SERVE THE NEEDS OF THE COMMUNITY AND AN EVALUATION TO DETERMINE THE FEASIBILITY OF EXPANSION AND/OR RENOVATION FOR THE BRANCH LIBRARIES AND THE TOOL LIBRARY FOR THE PERIOD OF OCTOBER 1, 2007 THROUGH JUNE 20, 2008 IN A TOTAL AMOUNT NOT TO EXCEED \$175,000

WHEREAS, in January 1996 a Berkeley Branch Libraries Feasibility Study was completed and a report produced; and

WHEREAS, this report called for increasing the net assignable areas of the branch libraries to relieve overcrowded conditions, make them more accessible and usable, and to improve staff and circulation areas; and

WHEREAS, since that time there has been a minimal amount of deferred maintenance done that focused on roof replacement an repair, carpeting, and infrastructure upkeep, along with minor ADA compliancy work; and

WHEREAS, as part of the FY2008 planning process the Board of Library Trustees approved the allocation of funds to conduct a branch facilities study; and

WHEREAS, a Request for Proposals for a Berkeley Public Library Facilities Master Plan was released and three proposals were received; and

WHEREAS, after interviewing all interested firms and careful consideration, the selection committee found that Noll and Tam Architects was the most qualified firm to complete the required services.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to authorize the Director of Library Services to enter into an agreement with Noll & Tam Architects to provide professional services to analyze the current physical ability of the branch libraries tot serve the needs of the community and an evaluation to determine the feasibility of expansion and/or renovation for the branch libraries and the tool library for the period of October 1, 2007 through June 20, 2008 in a total amount not to exceed \$175,000.



BERKELEY PUBLIC LIBRARY

ACTION CALENDAR

September 19, 2007

To: Board of Library Trustees
From: Donna Corbeil, Director of Library Services
Subject: Amendment to FY08 Adopted Budget

RECOMMENDATION

Adopt a resolution amending the FY08 Adopted Budget based upon recommended re-appropriation of FY07 funding and other adjustments authorized since July 1, 2007 in the amount of \$791,920.

BACKGROUND

The annual budget adopted by the Board of Library Trustees on June 13, 2007, established the expenditure limits by fund for FY08 for a total annual budget of \$15,250,477. Throughout the year, the Board takes actions that amend the adopted budget. These may include, but are not limited to, the acceptance of new grants, revisions to existing grants, and adjustments to adopted expenditure authority due to emergency needs. The adopted budget may also be amended to reflect the carry forward of prior year funds allocated for contractual commitments (i.e., encumbrances) as well as unencumbered carryover of unexpended funds previously authorized for one-time, non-recurring purposes. For example, while authorized, the West carpet funds were not encumbered prior to the end of the fiscal year. These budget modifications are periodically presented to the Board in the form of a resolution amending the Annual Adopted Budget.

CURRENT SITUATION

If the amendments are adopted, the Library's gross appropriations will increase to \$16,042,397.

Types of Carryover

FY07 Encumbrance Rollover, totaling \$250,132, reflects contractual and procurement obligations entered into in FY07, which had not been paid as of June 30, 2007. Funding for these "encumbered" commitments is brought forward into the current fiscal year to provide for subsequent payment of the obligations. The FY08 Adjusted Budget currently includes the roll over of FY07 encumbrances.

FY07 Unencumbered Carryover, totaling \$613,702, reflects the carryover of funding for special revenue funds that were not spent in the years for which the services were rendered (Gift Fund, Inter-Library and Direct Loan, Public Library Fund, etc.). There are not enough funds in the



FY08 Adopted Budget to cover purchases planned for these funds. This carryover is from discretionary funds and includes:

- \$25,000 from the Inter-Library and Direct Loan program to contract with Innovative Interfaces Inc. to provide Link+ services
- \$15,000 from the Public Library Fund to contract with a firm to provide public use copiers and computer printing services
- \$501,788 from the Gift Fund to fully appropriate the gifts to allow the Library to fully utilize the balance for special projects and materials purchases (as appropriate for the related gifts)

FISCAL IMPACT

The FY08 budget appropriations will be increased by \$791,920, for a total appropriations authority of \$16,042,397.

FUTURE ACTION

The Library will report the amended budget to the City Manager's Office for inclusion in the amendment to the FY08 Annual Appropriations Ordinance.

Attachment:

1. Resolution

RESOLUTION NO.: R07-_____

AMEND THE FISCAL YEAR 2008 ADOPTED BUDGET, BASED UPON RECOMMENDED RE-APPROPRIATION OF COMMITTED FY07 FUNDING AND OTHER ADJUSTMENTS AUTHORIZED SINCE JULY 1, 2007 IN THE AMOUNT OF \$791,920, FOR A TOTAL FISCAL YEAR 2008 AMENDED BUDGET OF \$16,042,397.

WHEREAS, the Board of Library Trustees adopted the FY08 Adopted budget in a total amount of \$15,250,477 on June 13, 2007; and

WHEREAS, the Adopted Budget must be amended to reflect the re-appropriation of prior year funds for contractual commitments in the amount of \$250,132 as well as unencumbered carryover of unexpended funds previously authorized for one-time, non-recurring purposes in the amount of \$541,788.

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley that the Fiscal Year 2008 Adopted Budget is amended, based upon recommended re-appropriation of committed FY06 funding and other adjustments authorized since July 1, 2006 in the amount of \$791,920, for a total Fiscal Year 2008 Amended Budget of \$16,042,397.



BERKELEY PUBLIC LIBRARY

ACTION CALENDAR

September 19, 2007

TO: Board of Library Trustees
FROM: Donna Corbeil, Director of Library Services
SUBJECT: Appointment of Board of Library Trustee to the 4x2 Committee

RECOMMENDATION

Adopt the resolution selecting a Trustee to represent the Board of Library Trustees at the 4x2 Committee meetings.

FISCAL IMPACT

This report will have no fiscal impacts.

BACKGROUND

The 4x2 Committee is a collaborative group made up of members from the Board of Library Trustees, the Friends of the Berkeley Public Library, the Berkeley Public Library Foundation and Library staff, with two members of each body attending regular meetings. These meetings allow its members the chance to share information and discuss issues that may be relevant to the other bodies.

CURRENT SITUATION AND ITS EFFECTS

Trustee Laura Anderson and Trustee Ying Lee are both members of the 4x2 Committee, representing the Board. Trustee Anderson's second term ends on October 1, 2007, which means a new Trustee must be appointed to take her place on the Committee.

This Committee currently meets quarterly every year on Wednesdays from 12:30 – 1:30 p.m. in the Director's office at the Central Library. Exact meetings dates for the next year are decided during the last meeting of each year; but, following the previous year's schedule, potential 2008 dates would be: January 9th, April 9th, July 9th, and October 8th.

FUTURE ACTION

No future action is required.

Attachments:

1. Resolution

RESOLUTION NO.: R07-____

APPOINTMENT OF A TRUSTEE TO THE 4X2 COMMITTEE

WHEREAS, the 4x2 Committee is a collaborative group made up of members from the Board of Library Trustees, the Friends of the Berkeley Public Library, the Berkeley Public Library Foundation and Library staff, with two members of each body participating; and

WHEREAS, Trustee Laura Anderson has been representing the Board of Library Trustees on the 4x2 Committee along with Trustee Ying Lee; and

WHEREAS, Trustee Anderson's second term on the Board of Library Trustees ends on October 1, 2007; and

WHEREAS, the Board of Library Trustees should appoint another sitting Trustee to represent Board on this Committee.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley that they appoint a Trustee on a rotating basis to represent the Board on the 4x2 Committee beginning October 1, 2007.



BERKELEY PUBLIC LIBRARY

INFORMATION CALENDAR

September 19, 2007

TO: Board of Library Trustees

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

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

BACKGROUND

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

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

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

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

Berkeley Public Library's South Berkeley Community's Library Needs and Ed Roberts Campus (ERC) Discussion Group, meeting August 15, 2007

On August 15, the Berkeley Public Library's South Berkeley Community's Library Needs and Ed Roberts Campus (ERC) Discussion Group considered the Noll & Tam assessment of the smallest space option, 6,190 sq ft, at ERC. The group recognized that this would not provide for any expansion, but would relieve the cramped spaces at the current South Berkeley Library location for the same services. It would also provide ADA compliance, more computers, and eliminate the need for a large meeting room. The group also observed the important of



educating the public about the facts related to space and service needs at the current site vs. the opportunities of the ERC space. Further, the group acknowledged the potential budget implications of a move to ERC, if providing more space and enhanced services, as identified by the first HTA study (more collection, more computers, and need for larger meeting room space, as well as adequate seating and an for areas for teens in the branch).

It was pointed out that the ERC presents the opportunity to identify branch services, focusing on what they are, and how they might change or increase. Examples included the possibilities such as delivering books twice per day, perhaps not keeping large collections at branch sites, and advertising/promoting the Spanish collection at the Central Library for all users. In addition, there will be a new study that will address all the branches and their facility needs, a FACILITIES MASTER PLAN FOR BRANCH LIBRARIES. The group decided to review the last similar, but not as comprehensive report, the 1996 report on branch facilities.

Berkeley Public Library's South Berkeley Community's Library Needs and Ed Roberts Campus (ERC) Discussion Group also discussed the upcoming study of Southwest Berkeley library needs, and agreed to speak with Bahia and the Tubman Terrace community groups to seek additional input to the needs assessment being done by Hatchuel Tabernik & Associates (HTA). As part of this assessment Berkeley Public Library staff will do aggressive outreach to the residents of Southwest Berkeley, with plans to attend the August 25th, 100-year celebration at San Pablo Park. Staff noted that the Public Health Department and the City Neighborhood Services units will be going house-to-house in an upcoming outreach effort and the Library would like to be included in this effort.

Finally, the group expressed interest in greater publicity and news coverage of these Library studies, and the Library Foundation was requested to write an article for publication.

Berkeley Public Library's South Berkeley Community's Library Needs and Ed Roberts Campus (ERC) Discussion Group meeting August 22, 2007

On August 22, Berkeley Public Library's South Berkeley Community's Library Needs and Ed Roberts Campus (ERC) Discussion Group met to continue its review of South Berkeley Library needs and the possible opportunity of a move to ERC. Meetings with both Tubman Terrace residents and Bahia staff have been scheduled for the next few days.

The group also discussed the description of South Berkeley Library expansion to over 8,000 sq ft, presented in the 1996 branch facilities report. It was noted that the tool lending library space would significantly decrease and auto/bus conflicts would exist under the expansion described in this report, and no new spaces for computers were identified. In comparison, if the South Branch Library were to relocate to ERC, it was assumed that the tool lending library would expand – or at least not shrink – at the present site. The need for an updated study of branch facilities and their needs, and updated construction cost estimates for renovations or relocations, are readily evident, based on the information lacking from the 1996 report or in conflict with perceived and identified needs today. More specific details about the physical spaces of the branches are needed as well: e.g., use of attic space at Claremont, an expansion or completion of North, or a new cost estimate for expansion at West Branch. The Tool Lending Library would be considered as a fifth location. And again, the need for public discussion and information sharing was emphasized in this upcoming facilities' study.

Berkeley Public Library's South Berkeley Community's Library Needs and Ed Roberts Campus (ERC) Discussion Group also acknowledged that the results of such a branch facilities study might include the Board's consideration of a bond measure for renovation / expansion of all the



branches, including the Tool Lending Library. The group agreed that presentations to the Board and broad discussions on these issues are vital, and important in the formulation of a vision for the branches. Individual meetings at each branch could be considered, so that discussions could focus on each branch separately, at a different time during the year. Each branch would have different options and different community interests involved. Services for southwest Berkeley would also be important to consider, addressing how current needs are being met and how future services can be improved.

The group also reviewed various funding possibilities raised in the past few months for the opportunity presented by a move to ERC, and agreed that a comparison of costs to expand existing South Branch Library vs. a move to ERC be developed.

OUTREACH BEGINS FOR HTA's LIBRARY NEEDS ASSESSMENT OF SOUTHWEST BERKELEY COMMUNITY

Community Relations Librarian Alan Bern engaged in Outreach during August 2007, in the main to get forms filled out for the "Community Assessment of Unmet Library Needs in Southwest Berkeley." This attached form includes the ability to sign up to participate in HTA's survey and also the ability to refer HTA to groups and others who may have important input for the Assessment. At *Watershed Environmental Poetry Festival* (August 18) several people filled out forms and at the *San Pablo Park Centennial Celebration* (August 25) several dozen people filled out forms. Also available to those interested are flyers (attached) that explain the Assessment process.



BERKELEY PUBLIC LIBRARY

INFORMATION CALENDAR

September 19, 2007

TO: Board of Library Trustees

FROM: Jay Dickinson, Circulation Services Manager

SUBJECT: Status Report from the Self-Check/Checkpoint Taskforce on its results and findings

BACKGROUND

The Self-Check/Checkpoint Task Force was formed in April 2007. The stated charge of the taskforce is to assess what is and isn't working in relation to RFID; to recommend changes to address these issues; and to evaluate the effectiveness of these changes. Since its formation the taskforce has met five times (once monthly). There are currently 14 staff members of various classifications involved with the taskforce. All branches of Berkeley Public Library are represented, as are all departments.

The taskforce is divided into subcommittees, which include media, usability, ergonomics, and communications. Each committee meets separate from the taskforce to discuss and study various issues which have been identified by the larger group. This method has proved efficient in identifying which issues are fixable, which are inherent to the system and therefore non-changeable, as well as those that prove to be non-issues on closer inspection.

FISCAL IMPACT

There are no fiscal impacts from this report.

CURRENT SITUATION AND ITS EFFECTS

The taskforce has suggested key changes to management, some of which are currently being implemented. As an example, after some discussion and study, in July the ergonomic committee recommended to the taskforce that the library discontinue the use of the identification tags, known as "donuts," used on disc media such as DVDs and CDs. These tags were producing complaints from patrons because some were coming off in patron's players, in some instances causing damage to them. Though discontinuing the use of these tags would place staff in the position of having to inspect by hand each CD and DVD, the committee felt that the overall ergonomic gain of other processes affected by the use of RFID would act as a balancing factor. Management adopted the suggested change and the ergonomic committee has taken the charge of pursuing and suggesting ergonomic guidelines for staff checking-in disc materials.

The usability committee has designed a questionnaire to solicit responses from patrons on their use of the self-check machines. This survey is set to take place in September, followed by a focus group composed of patrons whom volunteer to participate as part of the survey. When the



data from this survey and focus group have been examined, the usability committee will make suggestions to the taskforce on ways that the self-check process can be streamlined and simplified if necessary.

There are several other topics being discussed in the taskforce, and, though they would be a bit technical to go into in great detail via this forum, they will no doubt produce suggestions and actions like the aforementioned. The taskforce's knowledge of RFID and Self-check has grown as a result of its work. The Self-Check/Checkpoint Taskforce has proved to be a valuable tool for the library staff in improving and better understanding RFID's limitations and also its strengths. The management team is grateful for the hard work they've done and continue to do.

FUTURE ACTION

No future action is required.



BERKELEY PUBLIC LIBRARY

INFORMATION CALENDAR

September 19, 2007

TO: Board of Library Trustees
FROM: Donna Corbeil, Director of Library Services
SUBJECT: FY07 Annual Budget Update: 4th Quarter and Year-End Report

INTRODUCTION

The purpose of this report is to provide ongoing information regarding the status of the Library's finances.

FISCAL IMPACT

There is no fiscal impact from this report.

BACKGROUND

The Library has several revenue sources that fund its day-to-day operations. The largest revenue source is the Library Tax, which is generated from local property taxes. The Library also receives annual allocations from the California State Library in the form of the Public Library Fund (based on per capita formula), the California Library Literacy Services program (based on per capita formula), Inter-Library Loan, and Direct Loan. In addition to the property tax and the non-competitive state funding sources, the Library receives donations and gifts from the Friends of the Berkeley Public Library, the Berkeley Public Library Foundation and individual contributions.

CURRENT SITUATION AND ITS EFFECTS

The adjusted budget for FY07 for all funds was \$14,897,622 and total revenue was \$15,954,866. There was a shortfall of \$234,841 in the Library Tax revenue. Projections for the next three years are based on several factors: 1) a consistent tax base increase of at least 4%; 2) 3% COLAs beginning in FY09; and 3) no increases to the benefit rates (55.35% for FY09). Changes in these factors will affect the fund forecasts.

1. Library Tax Fund

The Library Tax Fund includes the revenue from the dedicated library tax, fines and fees charged to patrons, and miscellaneous revenue. The total revenue from the dedicated Library Tax in FY07 was \$12,415,484 and \$357,569 from fines, fees and miscellaneous revenue sources. The Library receives periodic payments from the County Assessor's Office for the Library Tax, with the largest payments received in December, April and June. The revenue received from fines, fees and miscellaneous revenue sources is more consistent throughout the year.



Personnel expenditures ended at \$10,244,744 94% of the adjusted budget. Non-personnel expenditures were \$2,789,225, which is 90% of the adjusted non-personnel budget.

2. Gift Fund

The fund balance increased over last year by approximately \$112,000. However, it is anticipated that, over FY08, it will be spent down on one-time purchases and special projects. Over half of the fund continues to be committed to children's library materials through the Alice Meyer (\$358,073) and the Max Delaware Neidorf-Weidenfeld (\$53,565) trusts. The ending fund balance for FY07 was \$977,471.

3. All Other Funds

The Library receives revenue from a variety of sources in addition to the Library Tax Fund and the Gift Fund. The California State Library pays the Berkeley Public Library an annual allocation from the Public Library Fund based on a per capita calculation. The FY07 allocation was \$60,590. This money was used to pay for the cost of various online database services.

The Library receives an annual allocation from the State Library for Literacy programs, also based on a per capita calculation, and will be used to support ongoing Literacy services, excluding salaried Library staff. The final FY07 allocation was \$62,141.

On a quarterly basis, the Library receives reimbursements from the State Library for Direct Loan and Inter-Library Loan programs. The revenue from these programs was \$220,380. These funds were used to pay for the delivery of library materials between branches and the cost of the Link+ system and related services.

In order to maintain a healthy financial foundation, the Library needs to address its annual operating shortfall, continue to develop new and ongoing funding sources, address short- and long-term facilities issues and maintain the viability and stability of the Library Tax fund balance.

FUTURE ACTION

The Library Tax Fund had an operating deficit of \$260,916 for FY07, an anticipated deficit of \$971,110 in FY08 and \$711,960 in FY09, based on the adopted and projected budgets. With 79% of the budget committed to personnel costs, a 4.8% COLA for FY08, 3% placeholders for the upcoming union contracts and rising health insurance rates, the Library will need to develop alternative strategies to address revenue shortfalls as the fund balance is spent down.

Attachments:

1. Y-T-D Expenditure Details: FY07 as of 8/30/07
2. Library Tax Fund: 5-Year Fund Analysis
3. Gift Fund: 5-Year Fund Analysis
4. All Other Funds: 5-Year Fund Analysis

BERKELEY PUBLIC LIBRARY
Y-T-D Expenditure Details for All Funds: FY07
as of 8/30/07

	Adopted Budget	Adjusted Budget	Y-T-D Actuals	Balance	% Expended	Target
<u>Salaries & Benefits</u>						
Salaried Employees	6,849,347	6,849,347	5,998,857	850,490	87.6%	
Hourly Employees	544,886	575,386	694,579	(119,193)	120.7%	
OT and Additional Hours	4,366	4,366	186,739	(182,373)	4277.1%	
Misc. Wage Payments	-	-	17,178	(17,178)		
Benefits	3,891,623	3,896,123	3,503,301	392,822	89.9%	
Target Salary Savings	(195,542)	(195,542)	-	(195,542)		
	11,094,680	11,129,680	10,400,654	729,026	93.4%	100.0%
<u>Prof./Tech. Services</u>						
Temporary Agency Services	5,000	9,500	9,154	346	96.4%	
AMS Net, Inc.	-	18,000	17,034	966	94.6%	
Critical Solutions	5,688	5,688	-	5,688	0.0%	
Dubberly Garcia	-	22,000	21,103	897	95.9%	
Elisa Klevin (tapestry)	6,500	6,500	6,500	-	100.0%	
E.S.B. Management	-	2,840	2,840	-	100.0%	
Hatchuel Tabernik & Assoc.	-	50,999	24,991	26,008	49.0%	
Innovative Interfaces Inc	86,100	-	-	-	0.0%	
Noll & Tam Architects	-	25,000	-	25,000	0.0%	
OCLC	25,000	30,000	26,567	3,433	88.6%	
Securitas Security Services	70,000	109,500	75,756	33,744	69.2%	
Unique Management	25,000	8,000	6,945	1,055	86.8%	
Misc. Prof/Tech Services	97,112	64,849	72,516	(7,667)	111.8%	
	320,400	352,876	263,406	89,470	74.6%	100.0%
<u>Bldg/Maint. Services</u>						
Advanced Tile Restoration	25,000	28,000	27,975	25	99.9%	
Agnitsch Electric Co.	8,000	8,000	7,593	407	94.9%	
Bay Alarm	5,000	13,000	7,235	5,765	55.7%	
Marina Mechanical	20,114	32,360	27,356	5,004	84.5%	
Orkin Exterminators	15,000	5,000	2,176	2,824	43.5%	
Simplex Grinnel Fire Systems	5,000	8,000	4,324	3,676	54.1%	
Thyssen Krupp Elevators	14,000	17,381	17,381	-	100.0%	
Total DVR	-	14,006	13,359	647	95.4%	
US Alarm System	12,268	18,020	17,430	590	96.7%	
Misc. Bldg/Maint. Services	89,222	(1,293)	(2,115)	822	163.6%	
	193,604	142,473	122,714	19,759	86.1%	91.7%
<u>Equipment Maintenance</u>						
Checkpoint Maint. Services	-	5,000	2,414	2,586	48.3%	
BMI Imaging Systems	-	11,004	11,004	-	100.0%	
Innovative Interfaces Inc	-	56,994	56,994	-	100.0%	
Misc. Equip. Maint. Services	110,091	25,002	8,683	16,319	34.7%	
	110,091	98,000	79,095	18,905	80.7%	100.0%
Grants/Gov. Payments	-	32,810	86,201	(53,391)	262.7%	100.0%

BERKELEY PUBLIC LIBRARY
Y-T-D Expenditure Details for All Funds: FY07
as of 8/30/07

	Adopted Budget	Adjusted Budget	Y-T-D Actuals	Balance	% Expended	Target
<u>Utilities</u>						
Telephones	63,282	116,094	81,591	34,503	70.3%	
Water	18,812	19,312	14,782	4,530	76.5%	
Gas/Electricity	249,000	268,441	236,279	32,162	88.0%	
Refuse	34,251	22,138	16,886	5,252	76.3%	
Insurance	35,000	15	-	15	0.0%	
	400,345	426,000	349,538	76,462	82.1%	100.0%
<u>Purchased Services</u>						
Prof. Dues & Fees	19,170	1,512	1,271	241	84.1%	
American Libraries Assoc.	2,000	928	928	-	100.0%	
Bay Area Library Info System	18,000	18,000	17,793	207	98.9%	
Peninsula Library Systems	-	2,000	2,000	-	100.0%	
Urban Libraries Council	-	7,500	7,500	-	100.0%	
Printing & Binding	25,850	29,991	28,839	1,152	96.2%	
Training	41,684	57,915	51,669	6,246	89.2%	
Local Transportation	6,460	8,122	4,354	3,768	53.6%	
Advertising	6,544	10,980	7,786	3,194	70.9%	
Misc. Purchased Services	2,000	1,050	396	654	37.7%	
	121,708	137,998	122,536	15,462	88.8%	100.0%
<u>Rentals</u>						
Rental of Land/Buildings	7,090	5,800	3,712	2,088	64.0%	
Rental of Equip/Vehicles	2,200	4,450	3,537	913	79.5%	
Rental of Office Equip/Furnitu	11,000	17,279	16,598	681	96.1%	
Lease of Software License	-	200	100	100	50.0%	
	20,290	27,729	23,947	3,782	86.4%	100.0%
Mail/Delivery Services	8,175	28,919	27,058	1,861	93.6%	100.0%
<u>Materials & Supplies</u>						
Misc. Office Supplies	53,900	7,716	1,092	6,624	14.2%	
Coast to Coast Computer	8,000	11,065	9,356	1,709	84.6%	
Office Depot	25,000	29,000	28,481	519	98.2%	
Brodart	8,000	8,666	7,551	1,115	87.1%	
CDW Government	6,000	4,061	3,183	878	78.4%	
Checkpoint Systems Inc.	45,000	60,000	50,554	9,446	84.3%	
DEMCO	8,000	11,000	10,010	990	91.0%	
Gaylord Brothers	5,000	6,780	4,087	2,693	60.3%	
Universal Bldg. Supplies	10,000	15,000	14,502	498	96.7%	
Misc. Field Supplies	169,313	158,034	103,250	54,783	65.3%	
Food	14,000	10,869	6,991	3,878	64.3%	
Library Materials	1,318,121	1,279,022	1,006,113	272,909	78.7%	
Misc. Supplies	45,400	105,128	26,663	78,465	25.4%	
	1,715,734	1,706,340	1,271,833	434,507	74.5%	100.0%

BERKELEY PUBLIC LIBRARY
Y-T-D Expenditure Details for All Funds: FY07
as of 8/30/07

	Adopted Budget	Adjusted Budget	Y-T-D Actuals	Balance	% Expended	Target
Janitorial Services	130,000	155,525	156,569	(1,044)	100.7%	100.0%
Capital Projects	140,000	86,271	40,788	45,483	47.3%	100.0%
<u>Property</u>						
Machinery & Equipment	-	52,058	49,575	2,483	95.2%	
Furniture & Fixtures	15,021	28,240	18,019	10,221	63.8%	
Computers/Printers/Software	100,000	229,931	249,295	(19,364)	108.4%	
	<u>115,021</u>	<u>310,229</u>	<u>316,889</u>	<u>(6,660)</u>	<u>102.1%</u>	<u>100.0%</u>
<u>Non-Capitalized Property</u>						
Small Equipment	5,000	24,469	9,916	14,553	40.5%	
Furniture & Fixtures	-	22,030	17,145	4,885	77.8%	
Computers/Printers/Software	-	37,602	24,364	13,238	64.8%	
	<u>5,000</u>	<u>84,101</u>	<u>51,425</u>	<u>32,676</u>	<u>61.1%</u>	<u>100.0%</u>
Internal Services	4,012	8,512	8,605	(93)	101.1%	100.0%
Interfund Transfers	50,822	50,822	50,822	-	100.0%	100.0%
RFID Loan Repayment	119,337	119,337	111,392	7,945	93.3%	
	<u>3,454,539</u>	<u>3,767,942</u>	<u>3,082,818</u>	<u>685,124</u>	<u>81.8%</u>	<u>100.0%</u>
Total Expenditures	14,549,219	14,897,622	13,483,472	1,414,150	90.5%	100.0%

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

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

	FY 2006 FINAL	FY 2007 ADOPTED	FY 2007 ADJUSTED	FY 2007 FINAL	FY 2008 ADOPTED	FY 2009 PROPOSED	FY 2010 PROJECTED	FY 2011 PROJECTED
Beginning Fund Balance	1,747,407	1,508,800	1,508,800	1,508,800	1,247,884	276,774	-435,186	-874,959
Revenues								
Library Tax	\$12,167,897	12,650,325	12,650,325	12,415,484	13,209,469	13,793,328	14,402,993	15,039,605
Grants	-1,400	0	73,500	74,500	0	0	0	0
Fines/Fees	272,069	260,000	260,000	268,539	251,000	260,000	260,000	260,000
Donations/Private Contributions	10,927	0	0	8,222	0	0	0	0
Miscellaneous Revenues	748	2,000	2,000	6,308	2,000	2,000	2,000	2,000
TOTAL REVENUE:	\$12,450,241	\$12,912,325	\$12,985,825	\$12,773,053	\$13,462,469	\$14,055,328	\$14,664,993	\$15,301,605
Expenditures								
Operations								
Personnel	9,786,811	10,971,098	10,920,276	10,231,377	11,272,418	11,610,591	11,958,908	12,317,676
Non-Personnel	1,527,336	1,598,959	1,878,911	1,422,084	1,859,776	1,859,776	1,919,776	1,919,776
Library Materials	1,057,158	977,121	1,025,457	946,065	1,007,121	1,007,121	1,007,121	1,007,121
RFID Loan Repayment	111,392	119,337	127,280	111,392	111,392	111,392		
Computer & Software Purchase	141,427	100,000	223,610	218,074	115,000	110,000	100,000	100,000
CIP	0	100,000	100,000	40,788	50,000	50,000	100,000	100,000
Subtotal:	12,624,124	13,866,515	14,275,534	12,969,780	14,415,707	14,748,880	15,085,805	15,444,573
Charges From Other Depts								
Subtotal:	64,724	68,740	68,740	64,189	17,872	18,408	18,960	19,529
TOTAL EXPENDITURES:	\$12,688,848	\$13,935,255	\$14,344,274	\$13,033,969	\$14,433,579	\$14,767,288	\$15,104,766	\$15,464,102
Projected Surplus/(Shortfall) {Rev - Exp}	\$ (238,607)	\$ (1,022,930)	\$ (1,358,449)	\$ (260,916)	\$ (971,110)	\$ (711,960)	\$ (439,773)	(162,497)
GROSS FUND BALANCE {Bal + Rev - Exp}	\$ 1,508,800	\$ 485,870	\$ 150,351	\$ 1,247,884	\$ 276,774	\$ (435,186)	\$ (874,959)	\$ (1,037,456)
Budget Recommendations								
Revised Gross Fund Balance {Gross Fund Balance - Budget Recommendations and Adjustments}	\$ 1,508,800	\$ 485,870	\$ 150,351	\$ 1,247,884	\$ 276,774	\$ (435,186)	\$ (874,959)	\$ (1,037,456)
Annual Committed Reserve (1% of annual Tax Revenue)	\$ -	\$ -	\$ -	\$ -	\$ 132,095	\$ 137,933	\$ 144,030	\$ 150,396
Uncommitted Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ 144,679	\$ (573,119)	\$ (1,018,989)	\$ (1,187,852)

Assumptions:

Tax Rate Increase: 4.42% for FY08 forward

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

**BERKELEY PUBLIC LIBRARY
GIFT FUND: 5-YEAR FUND ANALYSIS**

	FY 2006 ACTUALS	FY 2007 ADOPTED	FY 2007 ADJUSTED	FY 2007 FINAL	FY 2008 ADOPTED	FY 2009 PROPOSED	FY 2010 PROJECTED	FY 2011 PROJECTED
Beginning Fund Balance	828,446	853,678	853,678	853,678	977,471	458,699	453,699	388,699
Revenues								
Friends of Library Grant	76,405	75,000	88,050	88,050	66,478			
B P L Foundation	137,538		100,000	100,000	53,000			
Donations/Private				111,621				
Miscellaneous Revenues	11,422			215				
Interest	35,719	25,610	25,610	38,364	30,000	20,000	10,000	10,000
TOTAL REVENUE:	\$261,084	\$100,610	\$213,660	\$338,250	\$149,478	\$20,000	\$10,000	\$10,000
Expenditures								
Operations								
Personnel	28,883	0	0	1,893	0			
Non-Personnel	93,549	72,300	306,993	169,960	214,487	5,000	25,000	25,000
Library Materials	113,420	300,000	212,565	34,228	453,763	20,000	50,000	50,000
Computer Hardware/Software								
CIP		40,000	40,000	8,376	0			
Subtotal:	235,852	412,300	559,558	214,457	668,250	25,000	75,000	75,000
TOTAL EXPENDITURES:	\$235,852	\$412,300	\$559,558	\$214,457	\$668,250	\$25,000	\$75,000	\$75,000
Projected Surplus/Shortfall (Rev - Exp)	25,232	(311,690)	(345,898)	123,793	(518,772)	(5,000)	(65,000)	(65,000)
GROSS FUND BALANCE (Bal + Rev - Exp)	853,678	541,988	507,780	977,471	458,699	453,699	388,699	323,699

Assumptions:

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

	FY 2006 ACTUALS	FY 2007 ADOPTED	FY 2007 ADJUSTED	FY 2007 FINAL	FY 2008 ADOPTED	FY 2008 ADJUSTED	FY 2009 PROPOSED	FY 2010 PROJECTED	FY 2011 PROJECTED
Beginning Fund Balance	-5,523	130,722	130,722	130,722	245,184	245,184	337,132	304,783	267,364
Revenues									
Public Library Fund (SB 358)*	41,051	41,000	60,590	60,839	60,839	41,000	41,000	41,000	41,000
Library Literacy Services*	47,018	47,018	62,141	62,141	42,141	42,141	42,141	42,141	42,141
Direct Loan Program	119,308	113,000	113,000	213,979	185,000	119,000	120,000	120,000	120,000
Inter-Library Loan Program	2,086	2,000	2,000	5,549	3,500	3,500	3,500	3,500	3,500
Miscellaneous Grant Revenue	31,357	0	6,980	6,980	2,000	0	0	0	0
TOTAL REVENUE:	\$240,820	\$203,018	\$244,711	\$349,488	\$293,480	\$205,641	\$206,641	\$206,641	\$206,641
Expenditures									
Operations									
Personnel	45,389	105,664	140,664	154,017	130,532	164,068	168,990	174,060	179,282
Non-Personnel	10,280	55,000	64,590	55,189	40,000	40,000	70,000	70,000	70,000
Library Materials	48,906	41,000	41,000	25,820	31,000	31,036	0	0	0
Subtotal:	104,575	201,664	246,254	235,026	201,532	235,104	238,990	244,060	249,282
TOTAL EXPENDITURES:	\$104,575	\$201,664	\$246,254	\$235,026	\$201,532	\$235,104	\$238,990	\$244,060	\$249,282
Projected Surplus/Shortfall (Rev - Exp)	136,245	1,354	(1,543)	114,462	91,948	(29,463)	(32,349)	(37,419)	(42,641)
GROSS FUND BALANCE (Bal + Rev - Exp)	\$ 130,722	\$ 132,076	\$ 129,179	\$ 245,184	\$ 337,132	\$ 215,721	\$ 304,783	\$ 267,364	\$ 224,724
Budget Recommendations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
{Gross Fund Balance - Budget Recommendations and Adjustments}					\$ 337,132	\$ 215,721	\$ 304,783	\$ 267,364	\$ 224,724

Assumptions:

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

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



BERKELEY PUBLIC LIBRARY

INFORMATION CALENDAR

September 19, 2007

TO: Board of Library Trustees
FROM: Donna Corbeil, Director of Library Services
SUBJECT: Orientation and Welcome Process for New Trustee

RECOMMENDATION

Discuss and recommend an orientation and welcome process for new Board of Library Trustees beginning a first term.

FISCAL IMPACT

There will be no fiscal impact from this report.

BACKGROUND

Following the appointment by the City Council of new members of the Board of Library Trustees, Library staff and the Board, including the Chairperson and Vice-Chair, commence an orientation for the new member.

CURRENT SITUATION AND ITS EFFECTS

In order to prepare new Trustees for his/her duties, the Board should consider an orientation and welcome process. This process may include:

- A tour of the Central Library and all the Branches
- Overview of the Library budget
- Welcome packet with information about programs and services
- Explanation of a Trustee's duties and responsibilities
- Attend mandatory Brown Act training

Staff has begun to put together a packet of information that includes the *Guide to the Ralph M. Brown Act* and *The Successful Library Trustee Handbook*, which are useful tools in understanding responsibilities and duties.

FUTURE ACTION

No future action is required.



BERKELEY PUBLIC LIBRARY

INFORMATION CALENDAR

September 19, 2007

TO: Board of Library Trustees
FROM: Donna Corbeil, Director of Library Services
SUBJECT: September 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.

PERSONNEL

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

September 5, 2007 was Beverli Marshall, Library Financial Manager's last day of work. She has accepted a position outside of the City. The Library has initiated discussions with the City's Human Relations staff in order to begin a recruitment effort. Coupled with the recent promotion and reassignment of our Account Office Specialist Supervisor to another City Department the Library's Administration staff has commendably stepped up to fill the gaps as best they can. We are appreciative of the temporary assignment of an Account Specialist from another City Department filling the A.O.S. Supervisor position temporarily until recruitment can be conducted and a permanent replacement appointed.

Now that we are close to having most of our management level vacancies filled, I have made a few changes to the reporting structure. Effective September 1, 2007, reporting to Doug Smith, Deputy Director, will be the managers of the following divisions and services: Collection Development/Teen Services, General Services, Children's Services, as well as the supervisors of the Reference and Art & Music departments. Reporting to the Director are the Deputy, managers of Technical Services and Information Technology, the Community Services Librarian, the Administrative Secretary and the Administrative Services staff. The branch heads will continue to report to the Director while we complete the process of hiring the Neighborhood Services Manager. After this person is in place he/ she will report to the Deputy and the branch and literacy staff will report to this new manager. A specific date in the future will be set for the latter transition.

Interviews for the Neighborhood Services Manager, the previous Adult Services Manager position, have begun. We hope to complete the process with a start date in October.



LIBRARY DEVELOPMENT

Trustee Vacancy

An agenda item was submitted to the City Clerk for inclusion on the City of Berkeley City Council September 11, 2007 agenda recommending the appointment of a new Board member to replace Trustee Anderson, who has been termed out. The Berkeley Public Library Foundation and Friends of the Berkeley Public Library joined Library staff and others in thanking Trustee Anderson and acknowledging her eight years of service at a reception held in the Central Library meeting room on September 19, 2007 from 4:00 to 5:30 p.m.

PLF and TBR Awards FY 2007/08

As you know, the Governor signed the FY2007-08 State Budget on Friday August 24, 2007 with the understanding he would make \$700 million in cuts. Last year the Governor, in his May Revise and subsequent Budget, approved a \$7 million augmentation to the Public Library Foundation Fund (PLF). This year, the Budget Conference Committee approved a \$1 million augmentation to the fund. However, the Governor has chosen to cut not only the \$1 million augmentation for 2007-08, but, in addition, he is taking away the \$7 million augmentation he provided last year. Similarly, in the Governor's May Revise and subsequent Budget last year he approved a \$7 million augmentation to the Transaction Based Reimbursement (TBR) program. He subsequently cut \$7 million from that program as well. The Literacy grant funding has not been effected by these cuts.

We do not know how the reductions will affect the federal match component for this program, and our local awards, but we can assume it will result in a reduction at the local level.

PROFESSIONAL ACTIVITIES

Grants & Awards

In July we were informed that Project Read has been approved as an AmeriCorps site for the 2008 California Library Literacy Services AmeriCorps Initiative grant year. Information regarding the number of interns will be forthcoming.

In August we were notified that E-Rate funding of \$44,849 for high speed Internet access at the branch libraries was approved. This will significantly subsidize planned upgrades and, with the CALNET subsidies, allow the Library to offer 5 MBPs fiber-optic Internet access to staff and the public.

Phillippa Calderira, Library Aide in Art and Music, has been awarded a Spectrum Scholarship for 2007. The \$5,000 award is for attendance at a MLS accredited university, in this case San Jose State's School of Library and Information Science. Funding for the Scholarship this year has been provided by the Louis Giles Endowment. We are all very proud of her and honored to have her as a colleague.

Library staff submitted an application (deadline was September 10, 2007) for the California State Library *Transforming Life After 50 Initiative* for 2007/08. According to the invitation to apply letter, "The purpose of this LSTA funded initiative is to assist public libraries in redefining, creating and delivering new and innovative services to our state's growing population of active, older adults – a population expected to grow more than twice as fast as California's total population...". Up to 50 applying libraries will be accepted into the institute expected to convene in Pasadena in November 2007. Following the workshop participating libraries will be expected



to submit a proposal for grant funds for a project at their library. This approach is similar to the ELF (Early Literacy for Families) grant the Library received in the current and last fiscal year.

Training and Staff Development

On September 7th InfoPeople conducted the staff workshop *Oil on Water* for Berkeley Public Library. This is the third time this workshop on managing difficult situations and strategies for staff has been offered.

In addition, Library staff has been offering in-house training opportunities. Among those offered in the last few months were:

- Weekly database trainings, including resources related to history; home improvement; self-paced learning and test preparation; literary criticism and author information; Black Thought and Culture, with its complete run of the Black Panther newspapers; Fiction Connection; and Online Language Learning (i.e. Rosetta Stone).
- There was an IUG (Innovative Users Group conference) presentation conducted by six of our librarians: Bob Saunderson, Francisca Goldsmith, Kay Finney, Michele McKenzie, Sandy Schmitz and Shiok Lim. They covered various topics including Encore, Floating Collections, Budget, Create lists, Web 2.0 and My Millennium. Twelve staff members attended this meeting and due to the positive responses, another session is planned.
- In September, these trainings and presentations will include updates to the Learn-A-Test module (a Computer skills-- self paced online study course which covers desktop applications, such as Microsoft Office programs), TELUS training and an MP3 player/download e-audio books demonstration to staff.

PROGRAMS, SERVICES AND COLLECTIONS

The West Branch Library closed at 6:00 p.m. on September 8th for new carpet, paint and service desk replacement. Staff did a great job getting the word out with flyers, bookmarks, press releases and word of mouth.

Library staff had a table at the 2007 Solano Stroll. The Library's participation was coordinated by Tara Rivera. For more information on the event visit: http://www.albanyca.org/gov/city_council.html.

Free "WiFi" or wireless Internet access is now available at the Central Library during open hours to patrons using laptop computers and other hardware devices. Staff has produced a brochure for users, put instructions on how to logon on our webpage and is in the process of having banners hung strategically from street lights advertising this new service. The Branches will be getting the service later this year.

On Friday, August 24th at 8:00 p.m. in the Reading Room at Central, the Library hosted E.W. Wainwright's African Roots of Jazz performing "The Social Evolution of Jazz." This is part of the Downtown Berkeley Jazz Festival that ran August 22nd-26th at downtown locations. Staff transformed the reading room into a concert hall after the library closed. Thank you to all of the staff that made this event the success it was.

DOCUMENTS ATTACHED

Attachment A - Personnel Summary

Attachment B - Transforming Life After 50: Public Libraries and Baby Boomers, from Susan Hildreth, State Librarian of California, July 30, 2007


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.	Sam Zhang selected for GS.
Library Specialist II	5/14/2007	6/11/2007 CLOSED	Apps screened. Questionnaires to be rated. Selection Interviews to follow.	Pat Nagamoto selected for Vol Coord. Lisa Hesselgesser for Spec II @ West. Richard Brooks selected for Spec II @ North
Senior Librarian	6/17/07	7/16/07 CLOSED	Panel Examination Completed	Erica Glenn selected for Children's
*Library Services Manager	6/25/07	7/23/07 CLOSED	Interviews Completed	Pending Job Offer & Acceptance
Librarian I/II	9/17/07	10/15/07		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



Date: July 30, 2007
To: California Public Library Directors
From: Susan Hildreth
State Librarian of California 
Subject: Transforming Life After 50: Public Libraries and Baby Boomers

I am pleased to announce the launch of the statewide *Transforming Life After 50* initiative for 2007/08. The purpose of this LSTA funded initiative is to assist public libraries in redefining, creating and delivering new and innovative services to our state's growing population of active, older adults – a population expected to grow more than twice as fast as California's total population, increasing 112% from 1990 to 2020, or 8.5 million people. As early as 2010, one in five Californians will be 60 years of age or older. And yet, research has shown that the current paradigm of library services for "seniors" does not match the characteristics and/or interests of this baby boomer generation.

Therefore, in the first year of this statewide initiative, a three-day *Transforming Life After 50* training institute will be convened in Pasadena from November 27-29, 2007, (application deadline is September 10). The institute will promote an understanding of older adults as resources for their communities and will offer an alternative to the predominant deficit-based model of aging. Up to 50 applying library jurisdictions will be accepted to attend this institute. Each selected library jurisdiction will be asked to send one library administrator and one "front-line" adult services librarian to the institute at no cost. The institute will introduce participants to a new framework for working with active, older adults that promotes productive aging through learning and civic engagement with presentations from leaders in the fields of health, education, finance, spirituality and aging. The institute will also provide training in community assessment and in the utilization of customized assessment tools designed specifically for this project and its target population.

The institute will focus on: 1) current research and trends underlying new approaches to working with midlife and older adults; 2) promising practices; and 3) assessment and leadership skills in community librarianship. After completion of the institute, participating libraries will also be asked to undertake a local assessment of their own community, and then invited to submit targeted grant proposals that would address the needs thus identified. A State Library consulting team will provide technical assistance

and data analysis of the local assessments to the participating libraries. In addition, each participating library will receive up to \$1,000 reimbursement for staffing costs associated with undertaking their own local needs assessment.

All targeted proposals submitted (by May 1, 2008) will be reviewed and accepted on a competitive basis with the most innovative and compelling being funded for the 2008/09 LSTA grant cycle. These targeted grants are intended to enable library jurisdictions to implement promising practices, test and refine models, help disseminate models, train or mentor other librarians, and participate in evaluation of innovative practices implemented to date.

The application form for this *Transforming Life After 50* training institute can be found at http://www.library.ca.gov/grants/lsta/lsta_app_07_08.html under Targeted Grants. Deadline for submission is 4:00 p.m. September 10, 2007. Up to 50 library jurisdictions will be selected to attend. Only one application per jurisdiction will be accepted.

For an introductory look at this important topic, please plan to participate in the August 7th InfoPeople webcast with Matt Thornhill, President of the Boomer Project.

<u><i>Transforming Life After 50</i> Timeline</u>	
August 1	Institute applications available online
August 7	Introductory webcast with Matt Thornhill
September 10	Deadline to apply for institute
October 1	Library jurisdictions notified of acceptance to institute
November 27-29	Training institute in Pasadena, CA
May 1, 2008	Deadline for submission of targeted grant proposals for 08/09

If you have any questions regarding this new initiative, please contact Suzanne Flint at the California State Library at **916-651-9796** or sflint@library.ca.gov.