



**BERKELEY PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES**

**SPECIAL MEETING AGENDA  
TUESDAY, OCTOBER 14, 2008  
7:00 P.M.**

**NORTH BRANCH LIBRARY  
1170 THE ALAMEDA**

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

**I. PRELIMINARY MATTERS**

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

**II. PRESENTATIONS**

- A. Update Report on North Branch programs and activities** – by Tara Rivera, North Branch Supervisor

**III. CONSENT CALENDAR**

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

- A. Approve minutes of September 10, 2008 regular meeting**  
Recommendation: Approve the minutes of the September 10, 2008 regular meeting of the Board of Library Trustees.
- B. Authorize the Director of Library Services to Act as the Grievance Appeal Officer with SEIU Local 1021 Employees**  
Recommendation: Adopt the resolution designating the Director of Library Services the Grievance Appeal Officer for the Library as the Board of Library Trustees' designee for appeals and grievances involving library employees.
- C. California State Library Grant for the *Transforming Life After 50* Baby Boomer Library Project**  
Recommendation: Adopt the resolution accepting the California State Library, Library Services and Technology Act (LSTA) grant fund award for a *Transforming Life After 50* project, in the amount of \$18,754.
- D. Charging Electronic Equipment Policy**  
Recommendation: Adopt the resolution approving the Berkeley Public Library Administrative Regulation regarding use of and charging electronic equipment in library facilities.
- E. Reactivation of Expired Contract with Checkpoint Systems, Inc.**  
Recommendation: Adopt the resolution reactivating the expired contract with Checkpoint Systems, Inc. and extending the term through June 30, 2009.

**IV. ACTION CALENDAR**

- A. Library Privacy Policy**  
Recommendation: Adopt the resolution approving the Berkeley Public Library Privacy Policy.
- B. Election of Chairperson and Vice-Chairperson**  
Recommendation: Accept nominations and adopt a resolution electing one Trustee to sit as Chairperson and another to sit as Vice-Chairperson for a one-year term commencing on November 12, 2008.

**V. INFORMATION REPORTS**

- A. Annual Report to the Berkeley City Council** - Discussion of the draft Annual Report to the Berkeley City Council regarding the Library's activities, services and programs
- B. Public Comment Period During Board of Library Trustees Meetings**
- C. Recruitment process to fill vacancy on Board of Library Trustees created by Trustee Ying Lee's term end in March 2009**
- D. October 2008 Monthly Report from Library Director Donna Corbeil**
- E. Library events:** Flyers and press releases for various Library programs

**VI. AGENDA BUILDING**

Next regular meeting will be held at 7:00 p.m. on Wednesday, November 12, 2008 at the South Branch Library, 1901 Russell Street, Berkeley.

- A. Tracking Chart**

**VII. ADJOURNMENT**

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

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

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

I hereby certify that the agenda for this special meeting of the Board of Library Trustees of the City of Berkeley was posted in the display cases located at 2134 Martin Luther King, Jr. Way and in front of the Central Public Library at 2090 Kittredge Street, as well as on the Berkeley Public Library's website on October 9, 2008.



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

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

Berkeley Public Library  
Board of Library Trustees

Regular Meeting  
September 10, 2008

MINUTES  
6:00 p.m.

South Branch  
1901 Russell Street

PRELIMINARY MATTERS

**A. Call to Order**

The regular meeting of September 10, 2008 was called to order at 6:12 p.m.

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

**Absent:** Trustee Ying Lee

**Also present:** Donna Corbeil, Director of Library Services; Douglas Smith, Deputy Director of Library Services; Alisa Furuzawa, Administrative Secretary; Alan Bern, Community Relations Librarian; and David Hodgkins, Director of Human Resources

**The meeting was called into Closed Session at 6:13 p.m.**

CLOSED SESSION

**A. Conference with Labor Negotiator** (*Pursuant to Government Code Section §54957.6*)

Unions: Service Employees Union International, Local 1021 (Legacy Local 535 and Legacy Local 790)

City Negotiator: David Hodgkins, Director of Human Resources

**The Board came out of Closed Session at 6:52 p.m.**

PRELIMINARY MATTERS (cont'd)

**The regular meeting was reconvened at 7:07 p.m.**

**B. Public Comments**

1. David Vasquez commented on Information Item VII.C, *Public Comment Period During Board of Library Trustees Meetings*. He encouraged the Board to consider revising the public comment period in order to allow comments closer to when items are heard. He also suggested a comment period be placed at the end of the agenda, which would allow the public to comment on decisions made.

**C. Approval of Agenda**

Trustee Powell asked that Information Item VII.A, *Oral Report from Library Employees and Unions*, be moved to before the Consent Calendar.

There was a discussion about whether Action Item VI.A, *Chairperson and Vice-Chairperson Nominations*, be heard or moved to the next meeting since Trustee Lee was not in attendance. The agenda item was left on the agenda for discussion, but no action will be taken.

Information Item VII.C, *Comment Period During Board of Library Trustees Meetings*, was moved to the end of the Action Calendar for further discussion.

**R08-75 Moved by Trustee Moore, seconded by Trustee Golphin, to approve the amended agenda. Motion passed unanimously.**

PRESENTATIONS

A. Oral Update Report on the Special Services Programs and Activities – by Alan Bern,  
Community Relations Librarian

Lauren Wohl-Sanchez, the consultant working on the Library's graphic designs, also attended and handed out the draft brochure that gives a summary of the Branch Libraries Master Facilities Plan. Ms. Wohl-Sanchez has been working with the staff committee who has been charged with defining "The Look" of the Berkeley Public Library. The committee has held focus groups and collected street surveys that solicited information from the community on how they see the Berkeley Public Library. A survey was also distributed to the Board that was discussed in order to solicit ideas from the Trustees. The questions and answers discussed were:

1. Name one thing that would be helpful to know about the Library.
  - How to use the self-check machine
  - What hours are the Library Branches open
  - What can be found online
  - How to reserve books
  - All Library hours
  - Calendar of events
2. Name a Library feature/program you wish someone had told you about when you first started visiting the Library.
  - The legal aid program, Lawyers in the Library
  - Art & Music's extensive resources
  - Berkeley History Room
  - The Tool Library
  - Access to online dictionaries and encyclopedias
3. What information do you find yourself looking for or asking repeatedly?
  - Dewey Decimal System key
  - Consumer reports
4. In what format are you most likely to keep information about the Library?
  - Three-hole punch paper
  - Business card size
  - Electronic or downloadable
  - Bookmark
  - Something that is functional as something else (e.g., bookmark)
5. What are your favorite things about the Library?
  - Story time
  - Separate space for teens
  - The engagement of the Children's Librarians

The teen focus groups that were conducted revealed that teens prefer simple flyers with few words on them. Most people did not want paper flyers, which led to the possibility of having postcards with key information at the front desks that can be picked up as needed. The staff committee members were recognized and thanked for their efforts on this project.

The Facilities Plan summary brochure will be a useful tool in relaying information related to the bond measure and will still be useful if the measure doesn't pass. The "identity" logo featured on this brochure is representative of the entire library system, with the center piece reflecting an image of the Central Library and the four outlying pictures representing an image of each Branch. The City Council will be sent copies of this brochure once it is finalized and printed.

Mr. Bern then presented the second portion of his presentation on disability services; he is the Library's ADA coordinator. ADA issues can actually be complicated and often result from patrons who express concern over things they observe, e.g., the interior book drop at Central now has a piece of furniture next to it, for patrons who need a place to put down items when dropping off books, which originally posed challenges because of its awkward placement and location. ADA is the law and the Library is responsible for making reasonable accommodations to conform to those regulations. Many

of these issues are handled on a case-by-case basis since resolving them requires some analysis. Accessibility is a principle of the Library and in the future we will continue to plan for it, such as upgrading our software programs to make them more ADA accessible. There are also partnerships that the Library has, e.g., the Center for Accessible Technology, that assist us with handling issues. The number one thing that makes a difference is "awareness." The Library also has TTY (teletypewriter) equipment for the hearing impaired, but it is not widely used anymore since most now rely on computers. A training may be done in the future in order to ensure Library staff is knowledgeable on how to use this equipment.

#### INFORMATION REPORTS

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

Andrea Moss, representing SEIU 1021, relayed the union's happiness with the negotiated contract.

#### CONSENT CALENDAR

The Board asked the Director to bring back Consent Item V.D, Janitorial Services Contract with Universal Building Services, prior to extending the contract.

**R08-76 Moved by Trustee Kupfer, seconded by Trustee Moore, to approve the Consent Calendar as presented.** Trustee Moore requested abstention for Consent Item V.D, Janitorial Services Contract with Universal Building Services; motion passed unanimously.

**R08-77 Approved the minutes of the July 9, 2008 regular meeting of the Board of Library Trustees.**

**R08-78 Adopted the resolution approving the following Administrative Regulations for the Berkeley Public Library:**

- **AR 1.8: Posting on Official Bulletin Boards**
- **AR 4.1: Telephone System Changes and New Installations**
- **AR 7.4: Lease / Rental of Vehicles**
- **AR 7.5: Use of Bicycles on Library Business**

**R08-79 Adopted the resolution authorizing the Director of Library Services to sign the Memorandum Agreement between the City of Berkeley and Service Employees International (SEIU) 1021 for the period covering July 1, 2008 through June 30, 2012.**

**R08-80 Adopted the resolution authorizing the Director of Library Services to enter into the existing City of Berkeley janitorial services contract with Universal Building Services (contract no. 7676, City Council accepted June 17, 2008, Resolution No. 64,092-N.S.) effective October 1, 2008 through June 30, 2011 for an amount not to exceed \$175,000 annually with the option to extend for two additional 12-month periods at \$200,000 per period.** Trustee Moore abstained from this item.

#### ACTION CALENDAR

A. Chairperson and Vice-Chairperson Nominations

Trustee Lee, who was absent for this meeting, asked Trustee Powell to relay her desire to have nominations be taken from the floor and not to have a subcommittee be responsible for this decision. There was also a suggestion that all four of the remaining Trustees, since Trustee Lee will not seek a second term, be considered for both positions. The City Attorney's Office has said that all discussions and decisions on this must be made during an open meeting. The nomination process will be deferred to the October BOLT meeting.

**This item was deferred to the October 2008 Board of Library Trustees meeting.**

B. Berkeley Public Library Strategic Plan

A preliminary presentation was given in front of the Board in July 2008 and comments on the draft Strategic Plan were solicited from the public, Library staff and stakeholders. The "Diversity" portion of the plan was added as per the Board's request from the July meeting. Focus groups were convened to discuss the validity of the goals and objectives and in late September additional public meetings will be held at each branch for an open discussion on the process and how it relates to each branch. A process will be initiated to assist staff in developing action items that are based on each strategic goal and the staff committee will develop timelines for each initiative. Mr. Smith expressed his interest in developing a communication plan to inform key audiences about the Strategic Plan and to discuss the fiscal impacts of the plan. Also, twice annually a narrative or oral report will be given to the Board with an update of these next step processes.

Collection development is currently done through a blend of collaborative and team decision-making in various subject areas. Branch Librarians participate in selection groups and also make selections for their own locations. There is currently no written "collection development" policy, but a new Technical Services/Collection Development Manager has just been hired, Megan McArdle, and Marti Morec was recently selected as the Collection Development Librarian.

**R08-81 Moved by Trustee Moore, seconded by Trustee Golphin, to adopt the resolution approving the Berkeley Public Library Strategic Plan. Motion passed unanimously.**

C. FY 2009 Budget Amendment

The Director acknowledged all of the work Dennis Dang, Library Administrative Manager, has put into the budget. As in the past, the Board adopted an FY 2009 budget, but over the next several months there are issues that arise that require the Board to approve amendments to the budget, e.g., the union contract, outstanding contracts that need to be rolled over.

In October or November, Library staff will begin working on a process that will achieve a balanced budget going into FY 2009 and then in future years. The Board has asked that salary savings percentages be tracked and reported periodically; this will be reported for FY 2008 when the books are finalized and closed. Library staff was asked to include the previous year's actuals on future Excel charts.

The Board thanked Mr. Dang for his work on the budget.

**R08-82 Moved by Trustee Moore, seconded by Trustee Powell, to adopt the resolution amending the FY2009 Adopted Budget based upon recommended re-appropriation of committed FY 2008 funding and other recommended adjustments authorized since May 14, 2008 and totaling \$295,452, adopting an Amended FY 2009 Library budget of \$15,654,017. Motion passed unanimously.**

**Information Item Moved to the Action Calendar**

D. Public Comment Period During Board of Library Trustees Meeting

In 2005, Trustees Powell and Lee recommended to revise the public comment procedures based on the then-current City Council rules. The Board is a representative body and public comment allows a participatory form of democracy that helps the Board accomplish the goal of transparency. An extensive public participation policy may not be feasible for the structure of the current meetings, but the Board would like to consider options that would allow for more participation.

The Board discussed several options for when and how often there are designated public comment periods during BOLT meetings. All of the areas of possible concern need to be addressed and covered to ensure that everyone has an equal chance to be heard. The Board asked the Director to summarize these ideas into a report that will be discussed further at the next meeting. Trustee Moore also asked that Library staff look into how other Berkeley City Boards handle public comment periods, e.g., Rent Board, Housing Authority Board, and Zoning and Planning Board.

B. 2008 American Libraries Association (ALA) Annual Conference Report – by Library Staff

The Board commented on the excellent reports by Library staff and thanked them for their efforts.

C. Public Comment Period During Board of Library Trustees Meeting

This item was moved to the Action Calendar.

D. FY2008 Annual Budget Update: 4<sup>th</sup> Quarter and Year-End Report

E. Report on Instituting New Fee for Library Meeting Room/Electronic Classroom use

The Director asked for the Board's direction on the possibility of instituting a fee for use of the Central Library Meeting Room and/or the Electronic Classroom. This resulted from the Board's request that the Library investigate revenue generating ideas.

The Electronic Classroom Policy was adopted by the Board in 2000, but was never implemented and the way it was written is problematic. This policy will be revised and brought back to the Board for adoption. Library staff would like to charge a fee for the Classroom in order to have some cost recovery since it is time intensive to manage and maintain and equipment wear-and-tear must be considered.

The Board stated they were uncomfortable charging for use of the Central Library Meeting Room, but they would like to see qualifiers in place for priority of use. Management of the Meeting Room can be time intensive for staff and they would like to consider options to change the Meeting Room policy.

F. Fy2008/09 Library Work Plan Update

G. September 2008 Monthly Report from Library Director Donna Corbeil

Trustee Lee's letter, informing the Board that she will not be pursuing a second term, was called to attention for information.

The Library will be conducting four community meetings, one at each branch, and the Trustees were encouraged to attend. These meetings will be advertised in *The Daily Planet* and *The Globe*. The Board asked that notice be put in the *Tri-City Post*. The City Council will also be notified of these meetings, along with other key City staff.

H. Library Events

**AGENDA BUILDING**

**Due to the holiday on October 8, 2008, the Board decided to hold their next meeting on October 15, 2008.**

- **October 15, 2008 Regular Meeting**
  - Chairperson and Vice-Chairperson nominations
  - Privacy Policy

In the future the Board would like to hold an LGBT workshop with a representative from the American Civil Liberties Union (ACLU). This will be discussed further at a future date.

**ADJOURNMENT**

**R08-73 Moved by Trustee Moore, seconded by Trustee Kupfer, to adjourn the regular meeting at 8:50 p.m. Motion passed unanimously.**



## **BERKELEY PUBLIC LIBRARY**

### **CONSENT CALENDAR**

October 14, 2008

**TO:** Board of Library Trustees

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

**SUBJECT:** DESIGNATE THE DIRECTOR OF LIBRARY SERVICES THE GRIEVANCE APPEAL OFFICER FOR GRIEVANCES AND DISCIPLINARY APPEALS INVOLVING LIBRARY EMPLOYEES

### **RECOMMENDATION**

Adopt the resolution designating the Director of Library Services the Grievance Appeal Officer under the Memorandum Agreements with Service Employees International Union (SEIU) Local 1021 for the Library to hear all grievances and disciplinary appeals, with the exception of grievances filed specifically against the Director of Library Services.

### **FISCAL IMPACT**

This recommendation will have no fiscal impact.

### **BACKGROUND**

Under the City of Berkeley Charter, Section 30, the Board of Library Trustees, is the governing body for the Library, and as such has responsibility for discipline and discharge of personnel. This has meant that the Board is the final appeal body under the Memorandum Agreements for all grievances and disciplinary appeals involving Library employees. These appeal meetings require the Board to investigate the merits of the grievance, evaluate discipline, meet with the grievant and/or union representative(s), and to discuss and resolve the grievance. Since the Board only meets once a month and in the evening, scheduling hearings within the time limits required can be difficult, often requiring a special meeting. In addition, the Board has authorized through resolution the day-to-day operations of the Library to the Director. The oversight for personnel is a major component of this work. Therefore, it is recommended that the Board delegate to the Director of Library Services responsibility for reviewing and deciding all final grievances and disciplinary matters, except those filed specifically against the Director of Library Services.

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

During the recent union negotiations, recommendations to revise the grievance and disciplinary appeal process were negotiated and included in the new Memorandum Agreements with employees represented by SEIU Local 1021, which includes employees of the Berkeley Public Library. The grievance and disciplinary appeal provisions in Section 40 of the new SEIU Local 1021 Maintenance and Clerical Chapter and Section 42 of the SEIU Local 1021 Community Services and PTRLA Chapter contracts were changed. Previously, the Library Director was





required to receive and review all recommendations for disciplinary actions and the Board acted as the final appeal officer. The Memorandum Agreements now provide that the Deputy Director of Library Services will receive and review all recommendations for disciplinary action and hear grievances. Additionally, the Memorandum Agreements provides that the Board may designate the Director of Library Services to act as the Grievance Appeal Officer and hear all grievances and disciplinary matters instead of the Board. In order to designate the Director of Library Services the Grievance Appeal Officer under the Memorandum Agreements, the attached resolution must be adopted.

#### FUTURE ACTION

No further action is required.

Attachments:

1. Resolution

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

**DESIGNATE THE DIRECTOR OF LIBRARY SERVICES THE GRIEVANCE APPEAL OFFICER FOR ALL DISCIPLINARY MATTERS INVOLVING BERKELEY PUBLIC LIBRARY EMPLOYEES**

WHEREAS, the Board of Library Trustees, as the governing body for the Library, has the responsibility for personnel, which includes acting as the appeal body for grievances taken to the final step; and

WHEREAS, under previous Memorandum Agreements with SEIU Local 1021 (Legacy 790 and 535) the Library Director was required to receive and review all recommendations for disciplinary actions with the Board acting as the final appeal officer; and

WHEREAS, the current Memorandum Agreements with SEIU Local 1021 Community Services and PTRLA Chapter and SEIU Local 1021 Maintenance and Clerical Chapters now provide that the Deputy Director of Library Services will receive and review all recommendations for disciplinary action and hear grievances; and

WHEREAS, these Agreements provide that the Board may designate the Director of Library Services to act as the Grievance Appeal Officer and hear all grievances and disciplinary matters instead of the Board;

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley that it hereby designates the Director of Library Services the Grievance Appeal Officer under the Memorandum Agreements with SEIU Local 1021 on all grievances and disciplinary matters involving Library employees, with the exception of grievances filed specifically against the Director of Library Services.



## BERKELEY PUBLIC LIBRARY

### CONSENT CALENDAR

October 14, 2008

**TO:** Board of Library Trustees

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

**SUBJECT:** STATE LIBRARY GRANT FOR THE *TRANSFORMING LIFE AFTER 50* BABY BOOMER LIBRARY PROJECT

### RECOMMENDATION

Adopt the resolution accepting the grant of \$18,754 from the CA State Library and approve depositing these funds into the Berkeley Public Library, Grant Fund, for allocation and expenditure in the future.

### FISCAL IMPACT

This report has a beneficial fiscal impact on the Berkeley Public Library's Gift Fund. Payment by the CA State Library will be provided to cover the expenditures in two parts: \$16,879 upon execution of the agreement and submission of claim by fiscal agent, and \$1,875 on the submission of all reporting and return of funds.

### BACKGROUND

On September 2, 2008 the CA State Library notified the Director of Library Services that it had approved the Berkeley Public Library's grant application for the *Coming of Age in the Civil Rights Era: Experiencing Berkeley School Desegregation 1964-1968* for a total of \$18,754 in federal Library Services and Technology Act (LSTA) funds. The State Library-administered grant program is a targeted initiative designed to assist public libraries in creating and delivering new and innovative services and volunteer opportunities to active older adults—the "baby boomer" generation.

The goal of the Library's project is to provide a creative and engaging opportunity for the baby boomer community to come together to capture and share a vital part of Berkeley's past with the present for the benefit of the future by producing a rich source of material that community boomers collaborated on and from which others will draw upon to learn.

### CURRENT SITUATION AND ITS EFFECTS

The project will capture, in digital formats, numerous oral histories from culturally diverse perspectives recounting the historic civic event of the Berkeley public schools' voluntary integration. The digital histories from individuals who experienced this signal event will capture visual images as well as oral narratives, and be made accessible to individuals of all ages; it will create a profoundly important social legacy of first-person, real-life narratives; and it will enrich and engage boomer lives as well as all individuals through a public workshop or exhibit of the final



project. Participants will include persons who were BUSD students during the 1964-68 period, as well as persons who were parents, teachers, and other adults involved in this historic transformation of Berkeley's schools

This project will address Berkeley's boomer community support for free, enriching intellectual and cultural learning experiences, programs on "life issues," "human potential" (personal growth), and/or cultural history programs. This project effectively conforms with major initiatives in the Library's new strategic plan involving expanding innovative adult programming and marketing the library's services to targeted audiences; moreover, it will transform life after 50 for Berkeley boomers by providing the opportunity for self-fulfillment, self-respect, and a sense of accomplishment.

The grant will be included in the Library budget report, Revenue, Library Gift Funds, and will be available for allocation in the current FY 2009 budget cycle.

#### FUTURE ACTION

No further action is required.

Attachments:

1. Resolution

**RESOLUTION NO.: 08**

**AUTHORIZING THE LIBRARY SERVICES DIRECTOR TO ACCEPT GRANT FUNDS IN THE AMOUNT OF \$18,979 FOR FY 2008/2009 IN FEDERAL LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA) FUNDS FOR THE PROJECT: COMING OF AGE IN THE CIVIL RIGHTS ERA: EXPERIENCING BERKELEY SCHOOL DESEGREGATION 1964-68**

WHEREAS, the California State Library administers federal LSTA Grant funds for State wide programs and projects; and

WHEREAS, the Transforming Life After 50 initiative is a statewide effort whereby funds will be administered through an annual grant process; and

WHEREAS, the grant amount is determined by the State Library based on the proposal and funding available and how well the Library's project reflects the theme of the initiative and demonstrates a commitment to local partnerships; and

WHEREAS, the State Library awarded the Berkeley Public Library a total of \$18.979 for FY2008/2009; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley hereby authorizes the Director of Library Services to accept the FY2008/2009 grant funds awarded by the California Library federal LSTA funding in the amount of \$18979.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on October 14, 2008 by the following vote:



## **BERKELEY PUBLIC LIBRARY**

### **CONSENT CALENDAR**

October 14, 2008

**TO:** Board of Library Trustees  
**FROM:** Douglas Smith, Deputy Director  
**SUBJECT:** CHARGING ELECTRONIC EQUIPMENT POLICY

#### **RECOMMENDATION**

Adopt the resolution approving the Berkeley Public Library Administrative Regulation 6.8, Charging Electronic Equipment Policy, regarding the use of Library electrical outlets for personal use.

#### **FISCAL IMPACT**

This report will have no fiscal impacts.

#### **BACKGROUND**

The Berkeley Public Library provides a variety of seating areas at each of its locations, in addition to wireless internet access. Many users of notebook-type personal computers access the Library wireless network, and at times plug their computers into Library electrical outlets while doing so. Using Library electrical sources in such a manner is consistent with the Library's mission of supporting "independent learning, personal growth, and the individual's need for information." The use of the Library's electrical system for the sole purpose of recharging the batteries contained in personal electrical equipment does not fall within the scope of the Library's mission, and limits other patrons' access to electrical outlets for wifi needs.

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

The availability of electrical outlets at the Library varies widely from facility to facility, with the Central Library generally being adequately supplied with outlets near many public seating areas, and the branches having very few. Those available outlets are intended first for Library equipment such as lighting and computers, and where appropriate, patrons' personal computers while being used. The lack of a written policy has revealed a need for guidance regarding proper use of Library outlets, particularly with regard to charging a wide variety of personal electrical equipment.

#### **FUTURE ACTION**



No future action is needed by the Board of Library Trustees. Library staff will develop specific procedures for responding to situations relating to the use of Library electrical outlets by patrons.

Attachments:

1. Resolution
  - a. AR: Charging Electronic Equipment Policy

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

**CHARGING ELECTRONIC EQUIPMENT POLICY**

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

WHEREAS, the Board of Library Trustees may set policies and regulations governing Library operations for the Berkeley Public Library and policies should be formally adopted by the Board by resolution.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to adopt the attached Administrative Regulation 6.8 concerning charging electronic equipment.



**BERKELEY PUBLIC LIBRARY  
ADMINISTRATIVE REGULATIONS**

A.R. Number:	6.8
ORIGINAL DATE:	10/14/08
BOLT Resolution #:	--
REVISED DATE:	n/a
PAGE:	1

**SUBJECT: Charging electronic equipment policy**

**I. PURPOSE**

The purpose of this administrative regulation is to set forth policy regarding the use of Library electrical outlets for charging personal electronic equipment.

**II. POLICY**

It is the Board of Library Trustees' policy to discourage the use of the Library's electrical outlets for charging personal electronic equipment, including mobile phones, personal digital assistants, and electric vehicles. Such use of the Library's electrical system is an unauthorized use of a Library resource. Any person misusing interior or exterior electrical outlets will be advised to desist such use.

While in use, notebook or handheld computers and wireless devices may be plugged in to certain Library outlets designated for such use by Library staff, when available. Electrical cords must not obstruct walkways, obstruct access to or impede use of library materials/equipment, or otherwise endanger other Library users. The Library is not responsible for any damage to equipment resulting from power surges, voltage spikes, or any short duration electrical transients.

Library patrons are responsible for the security of personal possessions, such as laptops, while in the Library. Patrons are cautioned to not leave belongings unattended in the Library.

**Reviewed by:** \_\_\_\_\_  
Director of Library Services Date

**Approved by:** \_\_\_\_\_  
Chair, Board of Library Trustees Date



## BERKELEY PUBLIC LIBRARY

### CONSENT CALENDAR

October 14, 2008

**TO:** Board of Library Trustees  
**FROM:** Dennis Dang, Library Administrative Manager  
**SUBJECT:** REACTIVATION OF EXPIRED CONTRACT WITH CHECKPOINT SYSTEMS

#### RECOMMENDATION

Adopt the resolution reactivating the expired contract with Checkpoint Systems, Inc. and extending the term through June 30, 2009.

#### FISCAL IMPACTS OF RECOMMENDATION

Projected FY09 expenditures for Checkpoint Systems were included in the budget approved by the Board of Library Trustees on May 14, 2008, so there will be no change in fiscal impact.

#### BACKGROUND

Checkpoint Systems, Inc. has been the sole source supplier for the provision of maintenance services and materials for the Library's express checkout system. Major components of this system include the RFID programmers, readers, gates, and inventory wands used at the Central Library and branch locations.

Through an ongoing relationship, the Library has been working collaboratively with Checkpoint Systems on continually monitoring and maintaining the system to ensure that the latest software updates are employed and that the system remains in proper working order. Services provided included telephone consultations, as-needed onsite visits, and no-charge equipment exchanges for upgrades or wear.

#### CURRENT SITUATION AND ITS EFFECTS

The contract with Checkpoint for service to the Library's express checkout system approved by the Board in June 2007 expired on August 30, 2008. As the Library's contract neared expiration, the Library entered into negotiations with 3M as the named provider of services for the RFID-based express checkout system. However, due to delays related to the transfer of operations between Checkpoint and 3M the Library's Checkpoint contract expired before the conclusion of a 3M contract agreement, which is now expected sometime in late-Fall 2008.



### ALTERNATIVE ACTIONS

Without a contract in effect there is no viable alternative available to the Library other than discontinuing ongoing maintenance services to the RFID express self checkout system. This is not considered a viable option as the Library continues to make a substantial investment regarding this equipment in both hardware, software, and with respect to its operating procedures and workflow design.

### FUTURE ACTION

No future action is anticipated at this time.

Attachments:

1. Resolution

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

**AUTHORIZING THE DIRECTOR OF LIBRARY SERVICES TO REACTIVATE EXPIRED  
CONTRACT WITH CHECKPOINT SYSTEMS, INC. AND EXTEND THE TERM THROUGH  
JUNE 30, 2009**

WHEREAS, on June 13, 2007 the Board of Library Trustees of the City of Berkeley adopted Resolution No. 07-58, authorizing the Director of Library Services to enter into a contract and any amendments with Checkpoint Systems, Inc. for one-year beginning August 1, 2007 through August 30, 2008 for the provision of maintenance services on the RFID express self checkout system; and

WHEREAS, the Board of Library Trustees of the City of Berkeley authorized the Director of Library Services to enter into a contract and any amendments with 3M Library Systems, Inc. for the provision of maintenance services on the RFID express self checkout system; and

NOW THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley authorizes the Director of Library Services to reactivate the expired contract with Checkpoint Systems, Inc., to allow for the ongoing operation and maintenance of RFID express self checkout equipment, and extend the term through June 30, 2009.



## BERKELEY PUBLIC LIBRARY

### ACTION CALENDAR

October 14, 2008

**TO:** Board of Library Trustees  
**FROM:** Alicia Abramson, Manager Library Information Technology  
**SUBJECT:** ADOPTION OF A PRIVACY POLICY

#### RECOMMENDATION

Adopt the resolution approving the Berkeley Public Library's privacy policy.

#### FISCAL IMPACT

This report has no fiscal impacts.

#### BACKGROUND

As directed by the Board of Library Trustees in the 2007/2008 Library Work Plan, Library staff have drafted a privacy policy that explains the privacy and confidentiality rights of the users of the Berkeley Public Library (BPL); the steps the Library takes to respect and protect users' privacy when using library resources; and how the library manages personally identifiable information that it collects from users.

Prior to drafting the policy, a Library Task Force conducted an audit of the Library's data practices to identify all areas where patron data is collected and stored, and to survey the access and discard policies and practices for each data type.

Karen Coyle, Library Consultant, assisted staff with conducting the audit and drafting the policy. Ms. Coyle's report on the audit including her findings and recommendations appear in the Information Reports section of the BOLT Agenda.

#### CURRENT SITUATION AND ITS EFFECTS

Currently, the Berkeley Public Library does not have an official privacy policy.

The American Library Association's publication "Privacy: An Interpretation of the Library Bill of Rights" states that, "Users have the right to be informed what policies and procedures govern the amount and retention of personally identifiable information, why that information is necessary for the library, and what the user can do to maintain his or her privacy."

By adopting the Privacy Policy, the Board of Library Trustees would affirm the Berkeley Public Library's commitment to protecting users' personally identifiable information, explain how data

the Library collects is used and disclose under which circumstances this data might be disclosed.

The policy will also serve as the basis of administrative procedures that will provide Library staff with guidelines for enforcing the policy.

#### FUTURE ACTION

No future action is required.

#### Attachments:

1. Resolution
2. Consultants Report
3. Privacy Policy
4. "The Future of Privacy", American Libraries, September 2008

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

**BERKELEY PUBLIC LIBRARY'S PRIVACY POLICY**

WHEREAS, the Board of Library Trustees identified drafting a Privacy Policy as a priority on the Library's 2007/2008 Library Work Plan; and

WHEREAS, the Berkeley Public Library recognizes the importance of communicating the Library's commitment to protecting the confidentiality of library users' personally identifiable information; and

WHEREAS, a well-defined privacy policy tells library users how their information is utilized and explains the circumstances under which personally identifiable information might be disclosed; and

WHEREAS, in April 2008 a Library staff Task Force was convened to conduct an audit of the Library's data collection and management practices as they relate to protecting the confidentiality of Library users' personally identifiable information in the Library's care; and

WHEREAS, Karen Coyle, Privacy Consultant, assisted with this audit, analyzed the findings and assisted in drafting a Privacy Policy which explains the privacy and confidentiality rights of the users of the Berkeley Public Library (BPL); the steps the Library takes to respect and protect users' privacy when using library resources; and how the library manages personally identifiable information that it collects from users.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to approve the Berkeley Public Library's *Privacy Policy*.

## Report on the Patron Data Privacy Audit

### Berkeley Public Library

Consultant: Karen Coyle  
August 27, 2008

#### Introduction

It is the responsibility of every library in the State of California to protect patron-related records as designated in California State law. (Appendix A) It is not enough for the library to know that patron privacy is important, however. The library must be aware of its own practices and be able to demonstrate that it acts in conformance with law and with its own policies. To this end, an audit of library data practices allows the library to identify all areas where patron data is collected and stored, and to survey the access and discard policies and practices for each data type.

#### Patron Privacy in the 21<sup>st</sup> Century

Only a few decades ago, the entire focus of patron privacy was on the library's circulation records and patron files, which were the primary records kept in pre-computer times. These were also among the first records relating to patron use of materials that were developed into computer systems that had the capability to record and store patron activity over a span of time.

Today's library interacts with patrons in many ways and provides numerous services that are subject to computerized record-keeping, from online patron-initiated interlibrary loan requests to the use of computers and the Internet on the library premises. Library activities, like reading clubs, take advantage of electronic mail for communication of meeting times and related new activities. Some of the more promising near-term patron services will allow patrons to store and manage reading lists and collected bibliographies, and eventually to share these with other users. All of these services provide a challenge to the library's desire and obligation to protect the intellectual freedoms of its users. Yet, it would be a great error to eliminate personal services from the library out of privacy concerns. Instead, the library must assure that patrons are aware of the implications of their participation, can make reasonable choices, and that the library takes all possible steps to secure patron data from inappropriate use.

The audit performed by the Berkeley Public Library in 2008 is one of the steps in assuring the appropriate use of patron-related data.

#### The 2008 BPL Audit Procedure

The Berkeley Public Library (BPL) performed a preliminary audit in 2004, gathering data from departments and branches. This data was reviewed by the consultant as a first step in the 2008 audit and transferred to a standard audit form. Library staff representing all of the relevant departments of the organization (see Appendix B) reviewed, updated, and added to the data gathered in the 2004 process. In a series of meetings with participating staff, the group began to develop general "best practices" and identified areas and activities where changes in procedures should be considered. This report will summarize the findings of the audit as well as the recommended outcomes.



## Areas of Data Collection

Nearly all areas of library activity involve some collection of patron-related data, although the amount of data and the degree of formality of that collection can vary considerably. As a brief overview, these are the general departments and the type of data that is collected:

- **Circulation.** The circulation department includes the record of items that users have out on loan, as well as inter-library loan requests, all linked to the patron's library card number. The information is primarily stored in the library's vendor-supplied automation system. Access to the system is limited to library staff and is password controlled. Users can view and change some of their own information by logging onto the system with their library card number.
- **Reference.** The reference department has no long-lived data stores. Many interactions result in a temporary record of some patron contact information, but this is discarded when the interaction is complete.
- **Children's Services.** Children's services consist of reading programs and computer use in the children's area of the library. The management of reading program data varies, but generally consists of informal records of participation with some contact information. Internet use signups are discarded after the month's statistical report has been extracted.
- **Technology.** The technology area includes the vendor system that contains the patron and circulation files, the public computer reservation system, and other computer use. Patron information is kept as long as the patron uses the card, or until two years have passed with no use. Computer use records are on a seven-day cycle. Temporary computer logins are handled on a paper form and are usually kept only for one day.
- **Events and Other Services.** The library houses meetings and events, as well as a variety of community services such as the Adult Literacy program and tax assistance. In general these services maintain informal participation lists with some contact information such as telephone numbers or email addresses. Users can request to be removed from any lists.

## General Findings

In traditional and primary library functions, BPL has applied the general standards of patron data confidentiality that is part of the U.S. Library professional practice. In part, these functions have been integrated into commercially available library products that the Library uses. Most services and functions have policies and procedures that follow good information management practices. In some cases, such as announcement email lists maintained by individual Library divisions, the management of the data is less formally managed. The audit provides a method for surfacing questions about these data practices so that good practices can be put in place in the near future.

## Recommendations and Next Steps

### Specific Recommendations

The audit revealed some areas where modifications to procedures are needed. The key areas are as follows:

- All written documents with patron information should be shredded as their method of discarding. The ability to shred at convenient points in staff work areas will encourage this.
- Patron names should be removed from the due date receipts that are printed at the check-out and self-check stations, as these receipts are often left behind or left in materials returned to the library.

- A schedule is needed to prompt the periodic removal of entries for expired library cards from the patron database. (Cards are considered expired after two years of no use.)
- The proliferation of email lists with patron information that are managed informally on library computers not only have privacy implications but are problematic for general management oversight and for continued service to the patrons. A mailing list management software package that allows users to subscribe and unsubscribe from lists at their own discretion would bring this function under general management and would more efficiently provide the services needed.

### General and Management Recommendations

These are practices that are valid for all libraries.

- Revisit the privacy audit on a regular schedule, such as every 3 or every 5 years.
- Add a privacy analysis step to every new service that the library implements.
- Provide regular staff training in the area of privacy. This should include:
  - General privacy issues and best practices.
  - Relevant state and local laws.
  - The library's privacy policy and staff procedures.
- Assign a "privacy officer" within the library's staff as the person who will be responsible for ongoing practices, new developments in the area, and the point person for questions from staff.
- Designate who on the library's staff will handle law enforcement requests, and what legal counsel is available through the library and its larger governing body.

## Appendix A: California State Law

Text of California State Laws relating to library patron data:

**6254.** Except as provided in Sections 6254.7 and 6254.13, nothing in this chapter shall be construed to require disclosure of records that are any of the following:

(j) Library circulation records kept for the purpose of identifying the borrower of items available in libraries, and library and museum materials made or acquired and presented solely for reference or exhibition purposes. The exemption in this subdivision shall not apply to records of fines imposed on the borrowers.

**6267.** All registration and circulation records of any library which is in whole or in part supported by public funds shall remain confidential and shall not be disclosed to any person, local agency, or state agency except as follows:

- By a person acting within the scope of his or her duties within the administration of the library.
- By a person authorized, in writing, by the individual to whom the records pertain, to inspect the records.
- By order of the appropriate superior court.

## Appendix B: Participating BPL Staff

Alicia Abramson, Library Information Technology

Jason Dickinson, General Services

Susan Huish, Children's' Services

Shani Leonards, Adult Services

ViJay Nand, General Services

Douglas Smith, Library Administration

Marge Sussman, West Branch

## **BERKELEY PUBLIC LIBRARY POLICIES**

SUBJECT: PRIVACY POLICY

DATE: October 7, 2008

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### **I. PURPOSE**

**The purpose of this policy is to explain the privacy and confidentiality rights of all users of the Berkeley Public Library (BPL), the steps the library takes to respect and protect users' privacy when using library resources, and how the library manages personally identifiable information that it may collect from users.**

Although often referred to as "privacy," the more appropriate term for steps taken by the library is "records confidentiality." This means that information held by Berkeley Public Library about a person's use of the library is not available for scrutiny by others.

### **II. POLICY**

#### The Basis of this Policy

BPL provides confidentiality of data regarding use of the library's materials and services in accordance with California State law<sup>i</sup>.

#### Scope

Protection of confidentiality is extended to items used in the library or checked out, and to information sought through library systems or the library's reference services. In accordance with California State law, access to this information is limited to the patron him/herself and library staff in the performance of their duties<sup>ii</sup>. All library patrons are protected regardless of age. All other access to confidential patron records is not permitted without a legitimate order from the appropriate Federal or Superior Court.

Protection of confidentiality does not extend to records of outstanding fines or fees; payments for the use of library premises or equipment; or communications directed to the library regarding library services.

#### Responsible Data Practices

The library is committed to responsible data practices. This means that no user data is retained that is not essential to the functioning of a library service; that information is available only to those library staff who must use it in the course of their duties; and that data is kept secure while in the library's possession and discarded when it is not longer used.

#### The Data

The following is a brief list of areas and functions where patron data is utilized in library services:

#### **Library Card and Circulation Information**

Library cards are issued after a patron fills out one of the registration forms, either online or in hard copy. The forms are destroyed once the data has been entered into the library's computer system.

The user record shows which items are currently checked out but does not show previous items checked out and returned. Records of fines owed on items are kept until paid, and the data is then stored for one year after payment is made.

### **Computer and Internet Use**

Patrons may reserve time on library computers by logging on at a library catalog terminal and entering their library card number. The reservation data for each day is deleted one week later. Additionally, while using public Internet computers, users may opt to clear their browsing history, cache and other personally identifying information at any time during their session. Otherwise, that data is deleted from the computer upon a computer reboot.

### **Meetings, Groups and Events**

Reservation of a meeting room requires contact information of one representative of the group holding the meeting. This information is not considered confidential and is stored according to the City of Berkeley records management requirements.

Members of the public who attend library-sponsored meetings or participate in group activities organized by the library may be asked to provide contact information for notification of future events. Doing so is voluntary, and at any time the user may ask to be removed from any such list.

### **Reference Services**

If a reference question cannot be answered immediately, it may be necessary for the reference librarian to telephone or email the requester at a later time. The contact information provided by the patron is retained only as long as is necessary to reply to the request, after which it is destroyed.

### **Online Access to Resources**

The library provides online access to resources and services that are managed by third parties, such as access to article databases. When library patrons are asked to identify themselves using their library card number, that number is checked against the library database to verify that the user is a legitimate member of the Berkeley Public Library community. The online service receives the information that the user is authenticated but is not provided with the user's library card number or with any other information identifying the user.

### **Optional Services**

The library may provide services that allow users to store personalized reading lists on the library system. These services will be provided on an "opt-in" basis and will be under the control of the user in terms of initiating the service, modifying the data stored, and removing the account when the service is no longer desired. The library will inform users of the privacy implications of these services as part of their online documentation.

### **User Rights & Responsibilities**

Users have a right to view their own patron record and record of items currently checked out or requested. They can update contact phone numbers and email addresses by signing into their user account online.

It is the responsibility of users to make sure that their information in the library's patron database is current and accurate. Users can have their information updated at the circulation desk of any branch.

The library card is the user's access to library services. Lost or mis-placed cards must be reported to the library as soon as possible. Cards can be mis-used by others and so should be kept secure by the library user.

The library's computers are programmed to remove all temporarily stored information about a session when the session is ended. Although the computers are set to time out after a period of inactivity, users are strongly encouraged to log out of the programs they are using before leaving the computer station so that others do not have access to their personal information. Users must also take responsibility for removing any storage media or other devices that they have attached to the computer they are using. The library cannot reveal the identities of subsequent users for any reason.

### RFID Tags

RFID tags are affixed to library materials and used to automate check-out and check-in of materials and for general inventory control. The only information stored on the RFID tag is the item's inventory number, the same as a barcode. The inventory number cannot be associated with the item through the public interface to the library database. Library cards do not have RFID tags in them.

### Library Security Cameras

As a public building with considerable activity, the library finds it necessary to increase security through the use of security cameras inside the library buildings. The recordings are viewed only in the case that the library management is aware of activity that presents a danger to the library or its patrons.

### Law Enforcement and Library Records

There are times when library records may be requested by law enforcement officials. As specified in State law, the Library may disclose these records only upon the presentation of a signed order from the appropriate superior court<sup>iii</sup>.

Additionally, certain federal laws, including the Patriot Act, may allow federal law enforcement officials to access records, including those of libraries, through means outside of those defined by state law.

Should any law enforcement requests be made to the library, the library will strive to provide only the specific information requested and will exercise its best effort to protect the privacy of patrons whose information has not been requested in the legal documentation.

\* Records that identify borrowers of library materials are exempted from the *Public Records Act*, meaning that they are not subject to normal disclosure as public records (Gov't Code 6254j).

\* California Government Code 6267:

All registration and circulation records of any library which is in whole or in part supported by public funds shall remain confidential and shall not be disclosed to any person, local agency, or state agency except as follows:

(a) By a person acting within the scope of his or her duties within the administration of the library.

(b) By a person authorized, in writing, by the individual to whom the records pertain, to inspect the records.

(c) By order of the appropriate superior court.

As used in this section, the term "registration records" includes any information which a library requires a patron to provide in order to become eligible to borrow books and other materials, and the term "circulation records" includes any information which identifies the patrons borrowing particular books and other material.

This section shall not apply to statistical reports of registration and circulation nor to records of fines collected by the library.

\* Ibid Gov't Code 6267(c).

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

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iii Ibid Gov't Code 6267(c).



## BERKELEY PUBLIC LIBRARY

### ACTION CALENDAR

October 14, 2008

**TO:** Board of Library Trustees

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

**SUBJECT:** DISCUSSION AND NOMINATIONS FOR THE SELECTION OF BOARD CHAIRPERSON (PRESIDENT) AND VICE-CHAIRPERSON (VICE-PRESIDENT)

#### INTRODUCTION

Each year the Board of Library Trustees elects Officers for a one-year term. Following discussion, the Board will nominate Trustees to sit as Chairperson and Vice-Chairperson, for the term commencing November 12, 2008, for a one-year term.

#### FISCAL IMPACT

This report will have no fiscal impacts.

#### BACKGROUND

Each year the Board of Library Trustees appoints a Trustee to sit as Chairperson and a second Trustee to sit as Vice-Chairperson for the following year. *Section 3.04.040 Organization of Board* of the City of Berkeley Municipal Code specifies that each year the Board of Library Trustees shall elect one of its members president and another vice president for a term of one year at the first meeting of the board in October of each year.

#### CURRENT SITUATION AND ITS EFFECTS

For the past eleven months, Trustee Terry Powell has sat as the Chairperson for the Board of Library Trustees and Trustee Darryl Moore has held the post of Vice-Chairperson. The previous year Trustee Powell was Vice-Chairperson. At the November 14, 2007 Board meeting, nominations were made from the floor; a unanimous vote resulted in the election of Chair Powell and Vice-Chair Moore, per Resolutions R07-115 and R07-116 respectively. Appointments were made effective immediately, with the gavel handed from Chair Kupfer to Chair Powell. The term set at that time was from November 14, 2007 until the time of election in 2008.

#### *Process*

In October of each year, an open nominations process is followed for the election of officers for the Board of Library Trustees Chair and Vice-Chair one-year term to the Board of Library Trustees. Nominations taken "from the floor" allow all of the Trustees the opportunity to nominate others as well as themselves.



The election of officers is a public process, with the vote announced at the conclusion of voting. The one-year term will commence at the first scheduled meeting in November.

FUTURE ACTION

No future action is needed.

Attachments:

Resolution

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

**APPOINTMENT OF A TRUSTEE TO SIT AS CHAIRPERSON AND A TRUSTEE TO SIT AS VICE-CHAIRPERSON FOR THE BOARD OF LIBRARY TRUSTEES**

WHEREAS, each year the Board of Library Trustees must appoint a Chairperson and Vice-Chairperson to sit in those capacities for the following year; and

WHEREAS, the Board wishes to establish a consistent practice for this process to be followed in the current term and in the future, such that in October of each year, an open nominations process will occur, to be followed by election of Library Trustee Chair and Vice-Chair for a one-year term to the Board of Library Trustees; and

WHEREAS, nominations will be taken "from the floor", thereby allowing all of the Trustees the opportunity to nominate others as well as themselves; and

WHEREAS, the election of officers is a public process, with the vote announced at the conclusion of voting with the term commencing at the first scheduled meeting in November.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to appoint \_\_\_\_\_ to sit as Chairperson for the remainder of 2008 and through the time of election in 2009 and to appoint \_\_\_\_\_ to sit as Vice-chair for the same period.



## **BERKELEY PUBLIC LIBRARY**

### **INFORMATION CALENDAR**

October 14, 2008

**TO:** Board of Library Trustees

**FROM:** Doug Smith, Deputy Director of Library Services

**SUBJECT:** ANNUAL REPORT TO THE BERKELEY CITY COUNCIL FROM THE BOARD OF LIBRARY TRUSTEES FOR THE PERIOD OF JULY 2007 THROUGH JUNE 2008

#### **BACKGROUND**

Each year staff prepares a draft annual report to the Berkeley City Council for Board discussion. Following any revisions staff submits the report to the City Clerk for inclusion on the City Council agenda as an informational report.

#### **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 both 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. Berkeley Public Library Annual Report to Berkeley City Council

# **Berkeley Public Library Board of Library Trustees Annual Report to the Berkeley City Council**

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## **SUMMARY**

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This Berkeley Public Library Annual Report for Fiscal Year 2007-2008 is presented to the Berkeley City Council and the community to provide current information about the status and activities of the Public Library as it provides vital and valued services to the community. The Annual Report includes information about programs, services, and major activities and decisions of Library staff and Board of Library Trustees during the past year. With a commitment to its users, the Berkeley Public Library pledges to continue developing collections, resources, facilities, and services that meet the cultural, informational, recreational, and educational needs of Berkeley's diverse, multi-cultural community.

The Berkeley Public Library consists of the Central Library in the downtown district, four neighborhood branch libraries, and a tool lending library. The Library is staffed by 120 FTE, or 174 total employees, many of whom work part-time. The Library's total amended annual budget to be requested on Sept. 10, 2008 for fiscal year 2009 is projected at \$15.654 million. Expenditures during fiscal year 2008 totaled \$14.371 million. In fiscal year 2008, the Library's total annual circulation (i.e. the number of items from the collection that were checked out) was 1.75 million. The Library's collection includes over 550,000 items, including books, magazines, DVDs, CDs, audiobooks, and tools.

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### **I. Berkeley Public Library Staff Report: July 2007 through June 2008**

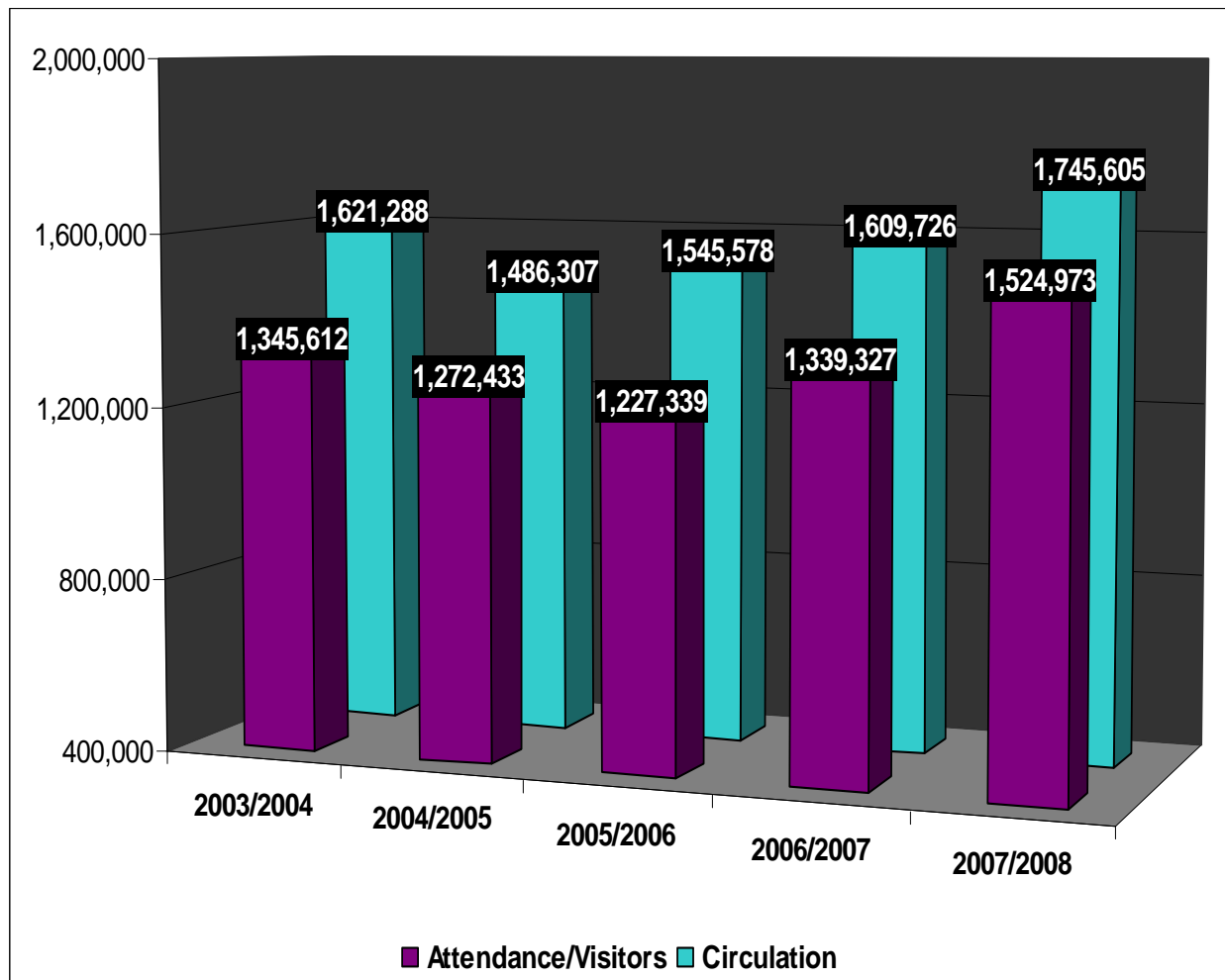
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#### **Statistical Highlights: A Library that builds community, knowledge, talent, inspiration and equality of access**

As we near the end of the new century's first decade, the Berkeley Public Library continues to be both a lasting cultural institution and a hub of community activity where knowledge, technological skills, creative talents and equality of access thrive. The Library today is far more than a set of attractive buildings filled with books—it is the focal point of our city's shared community values. The talented staff members of the Berkeley Public Library are passionate about what they do. They are creative, resourceful people with a hunger to serve residents and an inspired commitment to the transformational role public libraries play in our society. The Berkeley Public Library is building community stature and local value through the collective social capital that results from residents coming together to enjoy their shared resources. The Berkeley Public Library is our city's gathering place:

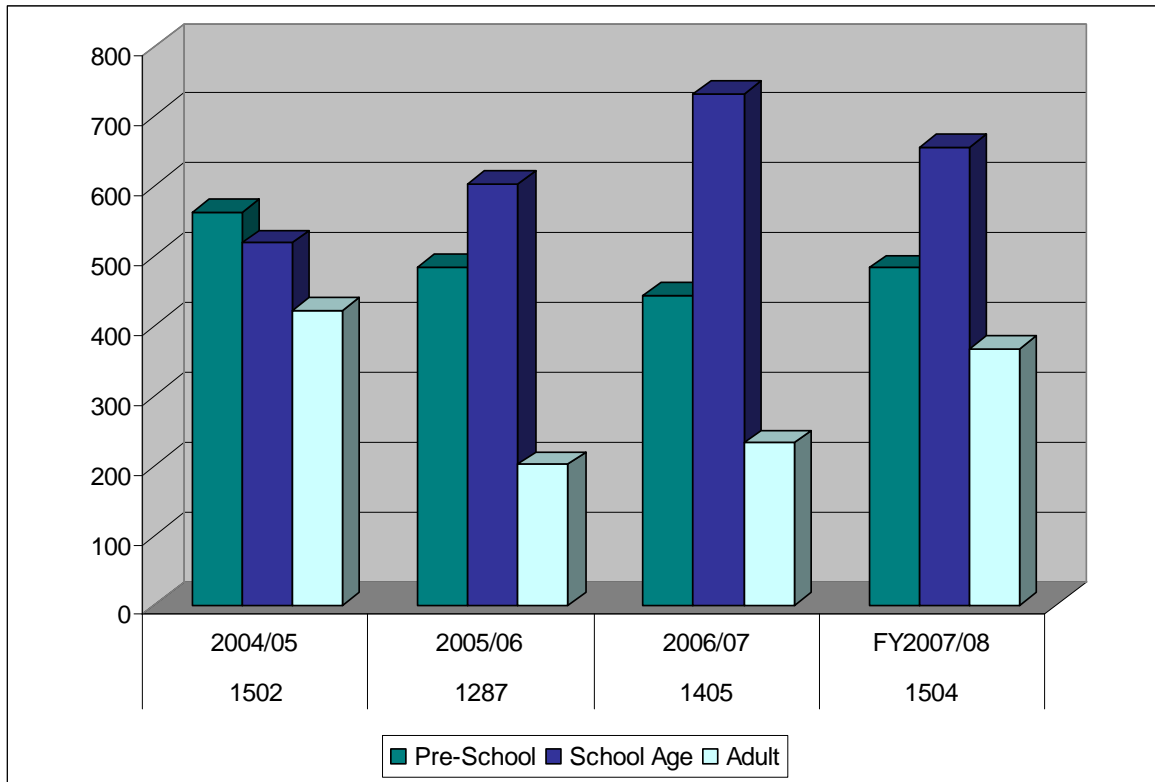
- During the 2007-2008 fiscal year 1,524,973 visits were made to the five Berkeley Public Libraries, an increase of 14% over the previous year. At the four neighborhood branches, the number of visits increased 19%.

- Circulation of materials from the Library's collections continues to rise. 1,745,605 items were borrowed by 84,513 registered borrowers, an 8.4% jump, and double the rate of increase over the previous year. On average, residents checked out over 16 items from the Library, *more than three times* the most recent statewide mean.

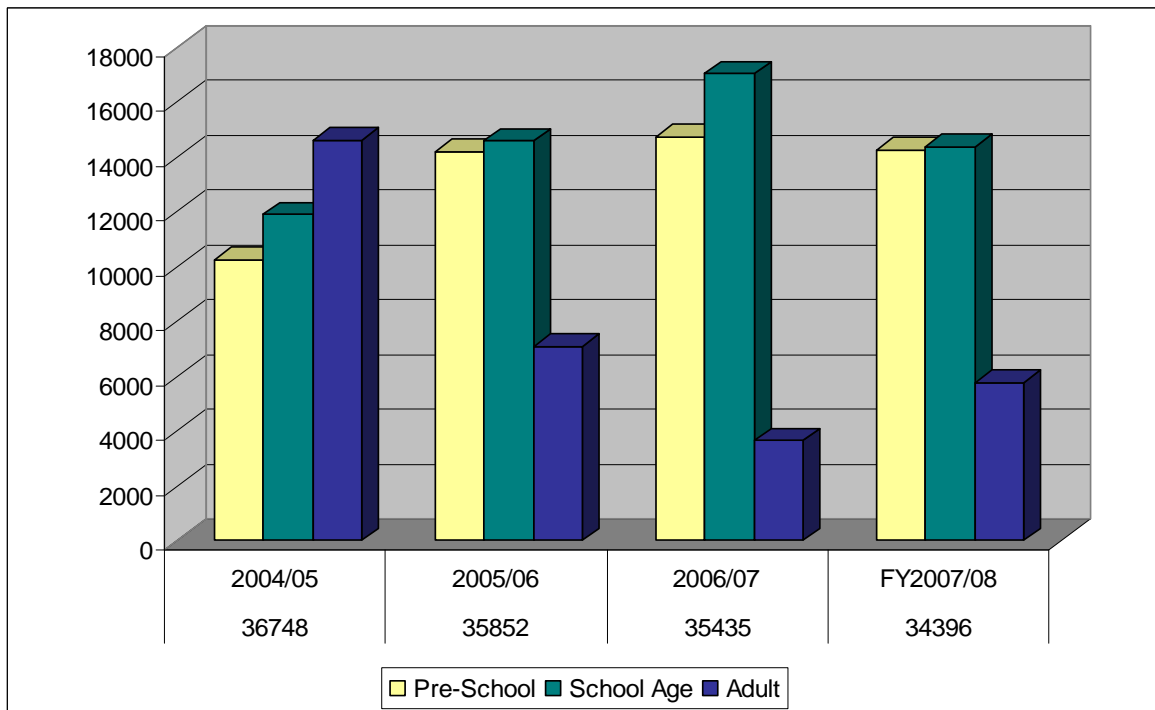


- With collections comprising over 550,000 items, the total materials available are above 5 per resident, more than *double* the statewide average.
- These Library collections are delivered upon request directly to users' most convenient location and set aside for them: last year, reserves for 147,401 different books, DVDs, CDs, audiobooks, and other hoped-for items were filled.
- The Library held over 1,500 public programs at Library facilities and at other community locations, with a total attendance of 35,298 persons. Of these programs, 1,137 events were for preschool or school-age audiences, encouraging excellent reading habits and promoting lifelong library use among younger citizens.

**Program Attendance:**



**Number of Programs:**





## Other Highlights

- The Library values the importance of engaging with its community and its highly involved stakeholders. As a reflection of this, during the past year Library staff began a three-year strategic planning process to define specific strategic goals and service initiatives. These initiatives will guide the Board of Library Trustees and staff in how the Library's resources are allocated over the next three years. The plan is based upon broad input from community members, obtained through a series of surveys, focus groups, public forums, and individual interviews. Over 1,900 residents and staff participated in the planning process. The Strategic Plan was approved by the Board of Library Trustees in September 2008.
- In fiscal year 2008, the Library hired the local architectural firm of Noll & Tam to facilitate a feasibility study focusing on the four neighborhood branches and the Tool Lending Library to assess their physical conditions and capacity to meet current and future service needs. Their findings and recommendations resulted in the two-volume study *Branch Libraries Facilities Master Plan*, a long-range strategic planning tool.
- The Library embarked on a new partnership with the University of California's Berkeley Art Museum/Pacific Film Archive in which all Library card holders are eligible for discounted memberships to the Museum, enabling users to receive free admission to Museum galleries, discounts on PFA tickets, and sales in the Museum Store.
- Berkeley Public Library has joined the national network of Foundation Center Cooperating Collections, and now provides free public access to grant maker directories, books on fundraising and nonprofit management, and the databases *Foundation Directory Online* and *Foundation Grants to Individuals Online*. The searchable databases include detailed profiles of all active U.S. foundations, as well as an extensive file of recent grants awarded by the nation's top funders. Free public classes on both databases have taken place, with overflowing attendance.
- Free wireless access at the Library: In late 2007, after implementing free wireless access for the public at the Central Library, wireless access points were installed at each of the four neighborhood Branch libraries in order to allow laptop users equipped with WiFi to access the Internet. This WiFi access extends beyond the Library's walls and hours, from 7am to 10pm.
- The Library established a new relationship with the Berkeley Rent Stabilization Board by hosting free, one-on-one counseling sessions every month, offering expert help from Rent Board representatives to landlords and tenants on housing-related issues.
- The South Branch Library continued to benefit from an ongoing partnership with the local affiliate of the national nonprofit Rebuilding Together. In April, a large crew of volunteers gave the branch new paint inside and out, and installed new flooring in the staff office area.

- The West Branch Library received an “extreme makeover” late in 2007, with the installation of new carpeting, new furniture, new paint, a complete cleaning, and a new, ergonomic public service desk. Support for these improvements to the popular University Avenue facility was provided by the Berkeley Public Library Foundation and Bayer HealthCare LLC. A gala re-opening celebration took place on November 2, 2007.
- The Berkeley Public Library Foundation presented the Sixth Annual Authors Dinner at the Central Library on February 9, 2008, with noted author Michael Pollan (*The Omnivore’s Dilemma, Botany of Desire*) as Honorary Chairperson. Among the other 28 eminent authors recognized were Michael Krasny, Ben Bagdikian, Peggy Orenstein, Cara Black, Barry Gifford, and David Talbot. Held in the Main Reading Room of the landmark Central Library, the Authors Dinner celebrates the Bay Area’s uniquely vibrant literary community and raises funds which directly aid the Library. The Fred and Pat Cody Award, created by local furniture maker Berkeley Mills, was awarded to the renowned culinary revolutionary Alice Waters.
- All of the Library Foundation’s efforts enabled grants of \$53,500 to benefits the Library’s services.

## Children’s Services

- Berkeley’s children are at the center of the Library’s mission. Over the last year, BPL librarians made 266 visits to local classrooms to speak to over 7,200 schoolchildren about reading, and the great things they can find and do at their library. In addition, more than a hundred classes and 2,000 more students came to the Library. That makes 9,200 children, or the equivalent more than 125 full school buses of new readers and avid learners that Berkeley’s librarians have had direct contact with, encouraging good reading habits and promoting lifelong love of learning.
- To add to this, almost 30,000 people—close to a third of Berkeley’s population—attended children’s events taking place both inside and outside the Library’s walls. With its passionate devotion, the Library forms a major part of that proverbial village that it takes to raise a child.
- As the legendary retailer Cody’s Books closed its Fourth Street book store, they donated their “Good Night Moon” diorama room to the BPL’s Children’s Library. This classic scene can now continue to be a favorite setting for Berkeley families.
- With the cooperation of BUSD Middle Schools, BPL librarians embarked on a series of “Lunchtime Surprises,” visiting middle school libraries each week. Students made crafts and talked about books. It was also a prime opportunity to spread the word about middle-school aged activities and programs at the Berkeley Public Library.
- This summer’s Summer Reading Program theme was “Catch the Reading Bug”, with 1,335 kids participating. The completion rate was even better than a year

ago. Program promotions included huge, live bugs from the Insect Discovery Center, puppets fighting off “space bugs” from the Puppet Art Theater, music from a variety of performers, magic, crafts, movies, a ventriloquist and a guitar-playing dragon to round out the summer.

- Targeting the “tween” patron, the Library continued its Middle School Book Group last year. The year culminated in an author visit by Gene Luen Yang, author of the acclaimed Graphic Novel *American Born Chinese*, which was nominated for a National Book Award and won the American Library Association’s Printz Award.

## **Teen Services**

- In August 2007 the Library was awarded a grant during the Young Adult Library Services Association (YALSA) Excellence in Library Services to Young Adults. The Berkeley High School Vera Casey Parenting Program, partnering with BPL’s Teen Services Librarians, utilized the funds to assist book discussion and scrapbook programs with young parents’ participants.
- “Teen Playreaders” (winner of an American Library Association/ YALSA Excellence in Library Services to Young Adults award) continues. This weekly program at Claremont Branch offers all teens a chance to explore theater literature by reading it aloud. Teens select the plays to read, and change parts frequently. The teens performed for over 175 people in front of Central Library and at Willard Middle School’s Metal Shop Theater.
- The “Already-Read-It Book Club” at the Claremont Branch Library now offers busy teens the opportunity to participate in literary discussion without adding a new title to their reading list. Each week teens gather to talk about titles that relate to such themes as: childhood favorites, best/worst books read for school, guilty pleasures and more.
- Teen Services Librarians recruited, trained and employed eight high school students for a one year term. These students assisted with collection maintenance, programs, and publicity, learning valuable job skills in the process.
- Teen Services staff sponsored an inspiring mural project in collaboration with Berkeley High School. Students created two three-dimensional murals as part of the National Endowment of Arts’ “Big Read” program being celebrated in cities across the nation during fall 2007. The completed piece is installed at the West Branch Library’s Teen Room.

## **Berkeley READS (Adult and Family Literacy)**

- Berkeley READS was awarded \$66,762 from the 2007/2008 California Library Literacy Services Grant Program.
- Berkeley READS, in partnership with local nonprofit The Unity Council, hosted “Scholastic Literacy Caravan” visits for five Head Start preschools including

Sacramento Street, California Street, Oceanview, Tenth Street, Emeryville Marina, as well as the Bahia Afterschool Program and the Centro Vida Preschool in April and May of 2008.

- Family literacy outreach storytime and/or early literacy workshop sites were increased to a total of eight locations including all Berkeley Head Start preschools, Women’s Daytime Drop-In Center, Bahia and Centro Vida programs and Vera Casey Center Teen Parenting Program.
- Berkeley READS, in partnership with the Berkeley Adult School, seeded a CBET (Community–based English Training) and family literacy program in September 2007 for parents and their children, providing direct-client service weekly on Wednesday evenings and Saturday mornings at the West Branch Library.
- Adult Literacy services were further expanded when drop-in tutoring and computer lab instruction began in September 2007 at the Central Branch while the West Branch was being refurbished. These instructional sessions continue to be successfully provided in the third floor Electronic Classroom on Tuesdays and Thursdays.
- Berkeley READS received additional literacy staff support by hosting and supervising a Berkeley City College work-study student, and two Americorps Members in grant partnership with California Library Literacy Services.

## Grants

- The Library was among California public libraries selected as a participant in the State Library’s initiative *Transforming Life After 50*, a Library Services and Technology Act (LSTA), federally grant-funded project. The purpose of this 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. As an outgrowth of this program, the Library submitted a successful application for a \$18,754 grant to fund a project in the coming year, *Coming of Age in the Civil Rights Era: Experiencing Berkeley School Desegregation 1964-1968*, to capture and store digital oral histories of the public school desegregation struggle in Berkeley.
- The Library received a \$19,870 Early Learning with Families (ELF) grant from the California State Library for the second consecutive year. This money helped to fund a number of programs: animal workshops from the Lawrence Hall of Science, outreach visits to home daycares and childcare centers in the rainy winter months, “Family Play-shops” based on the Family Place model, and book purchases in support of the Vera Casey Center’s mission of assisting teen parents.

## Programs

A host of fascinating cultural, literary, and artistic events took place at Berkeley's libraries this past year, enjoyed by over 35,000 persons—more than a third of Berkeley's population. Nearly all of these wonderful events would not have been possible without the support and devotion of the Friends of the Berkeley Public Library, who gave grants totaling \$86,688 for program support:

- The ever-popular series of free concerts at the Central Library continued for another great year with a wonderfully eclectic array of musician appearances:
  - The Baguette Quartet, in October 2007, played French café music like that heard on the streets and in the dance halls of Paris from the 1920s through the 1940s.
  - In November the Carol String Trio presented a chamber music concert featuring pieces by Bach, Gliere, and Dohnanyi.
  - Classical, flamenco, and jazz guitar, by Glenn Staller in January.
  - “Jazz at Sunset”, with the Kaspar/Sherman Quartet, wowed an overflow crowd at the equinox sun set over the Bay.
  - The Berkeley Opera company performed highlights from Puccini's *Tosca* in June.
- Enrollment in the weekly Basic Computing classes increased dramatically. In the past fiscal year reference librarians taught 409 students who were new to computers basic mouse skills, Internet navigation techniques, and how to create an email account.
- Dozens of Library users got free, direct advice and support for their business ventures in an ongoing series of business development seminars, presented through a partnership with the Cal State East Bay Small Business Development Center. Topics included *Preparing a Successful Business Plan* and *Banks, SBA Loans and Start-Up Financing*. Other career-development events included:
  - Local performer Sarah Manning taught her class *Promote Your Music Using the Internet*, in which she shared with local musicians how to grow a fan base, discover the best venues, and more.
  - The Library partnered with Upwardly Global, a non-profit that assists new immigrants and asylees reclaim their careers in the US, to present the popular event *How to Use Your Foreign Degree in the United States*.
- At a Spring 2008 BPL event, Mayor Tom Bates presented Chuck Wollenberg, Berkeley's Historian, with a proclamation in honor of the publication of Wollenberg's new book *Berkeley: A City in History*.
- *Environmental Impact: Evolution of the Berkeley Landscape*: Wollenberg, a professor at Berkeley City College, moderated a series of panel discussions featuring local experts on a variety of subjects including *Environmental Justice*, *the New Deal in Berkeley*, *Environmental Perspectives on Development*, and *Building With Nature*.
- In celebration of the 40<sup>th</sup> Anniversary of the “Summer of Love”, rock music historian Richie Unterberger presented two hours of rare film clips of some of the greatest musicians of the era: Jefferson Airplane, Janis Joplin, Pink Floyd, The Beatles, Sly and the Family Stone, Jimi Hendrix, and numerous other icons of the psychedelic age.

- To commemorate Black History Month Mr. Unterberger presented an evening of rare footage of soul music performances from the 1960s and 1970s.
- Exhibits at the Central Library:
  - *Macbeth--A Graphic Perspective: Berkeley High Student Art*
  - *What a Card: Library Cards Through History and from Across the Country*
  - *In celebration of the New Deal's 75<sup>th</sup> anniversary, The Legacy of Berkeley Parks: A Century of Planning*
  - *Old Pacific Coast League Remembered*
- The much-loved *Café Literario* series of lectures and discussions of books in Spanish continued at the West Branch Library, sponsored by Friends of the Library.
- The Summer of 2007 featured the conclusion of the “Reading in Common” series in which the Library brought together Berkeley’s diverse community to read and discuss one book—Khaled Hosseini’s *The Kite Runner*. 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.

## **Equality of Access**

- The Library is connecting the disconnected. In its mission to keep residents technology-ready, the Library is actively working to prevent the “Digital Divide”—the gap between those people with and those without effective access to digital and information technology—from expanding. At its 70 computers dedicated to Internet and public computing, over 77,500 individual sessions were logged by Library users. Berkeley’s younger adults are significant beneficiaries of this service. The National League of Cities states that one out of every six adults between 18 and 24 are neither in school or employed. The Berkeley Public Library is re-connecting these persons, serving as one of the few places where they can access Internet resources, send emails, allow their young children to hear a story or learn how to use child-centered technology—all free of charge. Through targeted enrichment activities, the Library is connecting this population with jobs, school, and the emotional support they need.
- The Library’s “electronic branch”—its web sites and the immeasurably rich electronic resources cardholders can access there—continues to be a vibrant conduit of knowledge and research information to the community. During the past year 933,782 visits were logged at [berkeleypubliclibrary.org](http://berkeleypubliclibrary.org), an average of over 2,500 people every day of the year. That many people would fill California Memorial Stadium 12 times and still be overflowing. About 200,000 of these web visitors to the Library made use of the abundant resources accessible among the many subscription databases and e-books the Library provides free to cardholders, such as full-text journal articles, online tutoring and homework help, legal and computing e-textbooks, online test practice, and much more

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## **II. Board of Library Trustee Proceedings & Activities**

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### **Trustee Appointments**

The Chair and Vice-Chair elections occurred in November 2007; Terry Powell is currently Chair and Darryl Moore is serving as Vice-Chair.

### **Meetings**

The Board set by resolution on November 14, 2007 the regular BOLT meeting time as the Second Wednesday of the month, accepting the summer recess taken in August.

The Board held Regular Meetings on: September 19, 2007, November 14, 2007, December 12, 2007, January 9, 2008, February 13, 2008 (Workshop on BPL Facilities Master Plan), March 12, 2008, April 9, 2008, May 14, 2008, July 9, 2008 (Workshop on 3-Year Library Strategic Plan)

The Board held Special Sessions on: July 18, 2007 (Trustee Interviews for Vacancy), August 1, 2007 (Trustee Interviews for Vacancy), October 24, 2007, April 23, 2008 (Closed Session with Labor Negotiator & Discussion of Possible Library Bond Measure), May 20, 2008 (Discussion of Possible Library Bond Measure) and June 10, 2008

### **Activities and Significant Decisions**

#### *Facilities*

In September 2007, the Board approved a contract with the consulting firm Noll & Tam Architects to complete a Branch Library Master Facility Plan, following a request for proposal process begun in August. In support of engaging the community, staff, local organizations, business leaders, and other stakeholders in a collaborative process, an advisory group was established. The Board held a Workshop on February 13, 2008, in addition to four community meetings, one at each branch in February and March. On March 12, 2008, the Board heard an update on the results of the study, including discussion of the option of a possible bond measure to address branch facility needs.

These discussions and progress reports from the consultants culminated in an information report to council, March 25, 2008, on library branch facility needs and a possible bond measure to address these needs. On May 14, 2008, the Board by unanimous resolution requested Council consider placing a \$26 M Library Bond Measure on the November 2008 ballot. The funds, if approved by voters, would be used solely to renovate, expand and make seismic and access improvements at four neighborhood branch libraries, but not the Central Library, with annual reporting by the Library Board to the City Council. The Board supports this measure to ensure the branch libraries currently and in the future continue to serve the needs of the community.

### *Services*

In January 2008, the Board approved a process to involve the community and staff in development of a Three-year Library Strategic Plan. The final Plan, approved in September 2008, occurred following extensive community involvement, staff participation, community meetings and a Board workshop in July 2008.

### *Fiscal*

The Board requested Council consider placing a Gann Override (Gann Appropriations Limit) measure on the November 2008 voter ballot to reauthorize spending the proceeds, for a four-year period, of the Library Tax approved by voters in 1988.

The Board also recommended that Council set the Library Services Tax rate for FY 2009 with a growth factor of 4.29% based on the per capita personal income growth (PIG) factor for the State of California.

The Adopted FY 2008 Library budget of \$15,250,477, amended in September 2007 to include gift funds, increased the Library's gross FY 2008 appropriations to \$16,042,397. The Proposed FY 2009 Library Budget of \$15,582,423 approved in May 2008; amended in September 2008 as the Adopted Amended FY 2009 Library budget of \$15,654,017.

## **Policy**

Approval of:

- Library Fee Schedule for 2008;
- Increase to charges and fees for overdue, lost or damaged materials specific to the Tool lending Library;
- Revisions to the policies and procedures related to the lending of materials, including increasing loan limits for movies, books and other popular materials;
- Elimination of the fee for not picking up held material; and
- Age requirement for children's library cards at five years old.

Adopted the following Library Policies:

Library Exam Proctoring Policy

Library Internet use Policy

Berkeley Public Library Rules of Conduct (Revised)

Use of Video Monitoring Equipment

Posting and Enforcing Rules of Conduct for Visitors to All Library Buildings

Requesting Library Material

Noncommercial Photography and Filming (in the Library)

Gift / Donation Policy

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

AR 1.13 ADA Grievances

AR 2.6 Library Property – Issuance and Retrieval

AR 2.8 Administrative Leave Policy

AR 2.14 Safe Use of Cellular and Other wireless Devices

AR 3.2 Stipend and Reimbursement in Lieu of Expenses for Board of Library Trustees



AR 3.5 Disposal of Surplus Property

AR 3.14 FN024 Voucher Process

AR 3.18 Establishing and Closing Bank Accounts

AR 3.21 Policy for Hiring Employees Responsible for Cash handling and Asset Management

These administrative regulations will be available on the Berkeley Public Library website ([www.berkeleypubliclibrary.org](http://www.berkeleypubliclibrary.org)) in the near future.

## INFORMATION CALENDAR

October 14, 2008

**TO:** Board of Library Trustees

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

**SUBJECT:** PUBLIC COMMENT AT BOARD OF TRUSTEE MEETINGS

### BACKGROUND

The Board of Library Trustees conducts its business meetings under the general guidelines of the City of Berkeley Commissioner's Manual, with the exception of specific guidance proscribed by the City of Berkeley Charter and Berkeley Municipal Code (BMC). Meetings are conducted in accordance with The Brown Act (Government code 54950 et seq.).

Resolution No. 06-03 was unanimously adopted at the January 18, 2006 meeting, *Library Administrative Regulation 1.1 Public Comment at Board of Library Trustee Meetings*. If the public would like to speak during the "public comment" section of the meeting, they must write their name (clearly and legibly) and subject on the slips provided, and drop them into the box.

### FISCAL IMPACT

There are no fiscal impacts from this report.

### CURRENT SITUATION AND ITS EFFECTS

The Board has been following the 2006 adopted policy regarding public comment at BOLT meetings. Upon request from a member of the public, the Board asked to include a discussion on a future agenda. At the June 2008 BOLT meeting, staff brought a report to the Board regarding current policy and practice in the City.

Further discussion on this matter occurred at the September 2008 BOLT meeting. The Board asked the Director to summarize these ideas for further consideration:

- Language on the agenda that would give the Board flexibility to hear public comment closer to when the particular item of interest is heard. This may be difficult when trying to control that flexibility in the event there is a large number of people in attendance who would like to participate.
- Flexibility that would not be formally written, but a policy that allows the Board to informally make time available.
- Adopt the same rules that the City Council operates under.
- Trustees could call on members of the audience who would like to speak or Trustees could request the Chairperson call on individuals to speak.
- The Chairperson could be allowed to grant people the chance to speak. This could present problems because it allows too much room for inequity.
- Inclusion of an additional public comment period at the end of the meeting.
- Allow the public to also speak on items that are not on the agenda.
- Setting a time limit for how long the meetings can go. This may present issues when there are items that are more controversial or require extended discussion.

Trustee Moore also asked staff to look into how other Berkeley City Boards handle public comment periods, e.g., Rent Board, Housing Authority Board, and Zoning and Planning Board. Sample copies of agendas for these entities are attached (Attachment A). None of these Boards or commissions includes public comment on each item except for specific public hearings conducted at the Zoning Adjustment board.

The Board could consider a six-month experiment whereby at the beginning of each BOLT meeting speakers who wish to comment may do so at the beginning of the meeting or request time during the item discussion itself. Public comment at the agenda item level would occur after the staff presentation and before the BOLT discussion and any subsequent action.

#### FUTURE ACTION

No future action is required.

#### Attachments:

1. Planning commission Agenda
2. Housing Advisory Commission Agenda
3. Zoning Adjustment Board Agenda
4. Rent Stabilization Board Agenda



## BERKELEY PUBLIC LIBRARY

### INFORMATION CALENDAR

October 14, 2008

**TO:** Board of Library Trustees

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

**SUBJECT:** RECRUITMENT PROCESS TO FILL VACANCY ON BOARD OF LIBRARY TRUSTEES CREATED BY TRUSTEE YING LEE'S TERM END IN MARCH 2009

#### RECOMMENDATION

Approve recruitment process for Vacancy on Board of Library Trustees created by Trustee Ying Lee's term end of March 22, 2009.

#### FISCAL IMPACT

This report has no fiscal impact.

#### BACKGROUND

Trustee Ying Lee's first four-year term will end on March 22, 2009. Trustee Lee has notified the Board by letter, dated September 4, 2008, that she will not be seeking a second term on the Board. In order to ensure a replacement is selected and confirmed by the City Council prior to the end of her term, the process to fill this vacancy should begin in November. The proposed timeline is in conformance with the process established by the Board for the last Trustee appointment.

#### CURRENT SITUATION AND ITS EFFECTS

The process and criteria related to the search for a replacement will begin in November to ensure an appointment is made prior to March 22, 2009. The following timeline reflects the process used during the last appointment.

<u>DATE</u>	<u>ACTION</u>
October 14, 2008	Board reviews and approves vacancy announcement & related documents
November & December	Recruitment, Possible Open House & Application Review
January / February 2009	Interviews and Recommendation
February / March 2009	City Council meeting to approve the consent item to appoint the recommended candidate
March 22, 2009	Trustee Lee's term expires
April 8, 2009	New Trustee's first meeting as a Board member



## RECRUITMENT

The current boards and commission page of the city's website gives general information on commission vacancies and specific information for the Board of Library Trustees, including BOLT Application, Supplemental Questionnaire, meeting times, minutes and a link to the Library's website. In addition, the Board's mission and the following charter citations are listed with full text.

### Chapter 3.04 BOARD OF LIBRARY TRUSTEES (see Charter § 30)

- Section 3.04.010 Composition--Term of office.
- Section 3.04.040 Organization of board.
- Section 3.04.050 Control and management authority--Meetings--Library defined.
- Section 3.04.060 Tax levy for library expenditures.
- Section 3.04.070 Library fund--Created--Disposition.
- Section 3.04.080 Library property to vest in City when.
- Section 3.04.090 Powers and duties.
- Section 3.04.100 Reports required.

The three documents most relevant to the recruitment process: Application for Appointment to Berkeley Boards and Commissions and the Supplemental Questionnaire for the Berkeley Board of Library Trustees, are included for the Board's review, revision and approval.

## ALTERNATIVE ACTION

If the board chooses to not act at this time the Trustee vacancy announcement could be reviewed and approved at the November 12<sup>th</sup> meeting with the announcement postponed until that time. This could have a negative impact on the ability to recruit an adequate number of qualified applicants for the vacancy and/or delay the process beyond the end of Trustee Lee's term.

## FUTURE ACTION

No future action is necessary.

### Attachments:

1. Application for Appointment to Berkeley Boards and Commissions
2. Supplemental Questionnaire for the Berkeley Board of Library Trustees
3. 05/09/07 Responsibilities of the Library Trustees

APPLICATION FOR APPOINTMENT TO BERKELEY  
BOARDS AND COMMISSIONS

NAME: \_\_\_\_\_

RESIDENCE ADDRESS: \_\_\_\_\_  
Street City Zip

BUSINESS NAME/ADDRESS: \_\_\_\_\_  
Street City Zip

OCCUPATION/PROFESSION: \_\_\_\_\_

BUSINESS PHONE: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_

I have been a resident of Berkeley since: \_\_\_\_\_

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

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

\_\_\_\_\_  
(Name of board or commission)

\_\_\_\_\_  
(Name of board or commission)

List any qualifications (work experience, education, attributes and training) which you feel would  
provide positive input to the work of the commission and the reason why you are interested in being  
appointed: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

*Please use another sheet of paper, if necessary.*

The following individuals are qualified to comment on my capabilities:

<u>NAME</u>	<u>ADDRESS</u>	<u>PHONE NO.</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Please return this form to the Office of the City Clerk*



## Responsibilities of the Berkeley Public Library Board of Library Trustees

*“There is not such a cradle of democracy upon the earth as the Free Public Library, this republic of letters, where neither rank, office, nor wealth receives the slightest consideration.” – Andrew Carnegie*

### **Overview**

The Berkeley Public Library Board of Trustees provides a liaison between the general public and the library. The Library Board has the legal authority and responsibility to see that the library is well-managed, and that it operates in accordance with the Berkeley City Charter (Article VII, Section 30) as well as with policies established by the Board itself.

### **Legal Authorities and Responsibilities**

Appointment of the Library Director: Trustees select and appoint the Director of the Library. They delegate to the Director the authority needed to ensure effective planning and managing of the day-to-day operations.

Policy formulation: The Director and appropriate staff assist the Trustees in developing policies to ensure that the organization is sound and can respond to the needs of the public. This includes determining fines and fees, setting or changing hours of service, approving and affirming principles used to guide collection development, and making final decisions regarding personnel actions involving grievances or the Skelly process.

Planning and Budget Review: The Trustees are involved in both short- and long-range planning; they are the managing agents of the Library Fund and are participants in the annual budget review and approval process.

### **Role as liaison between the general public and the Library**

It is the responsibility of the Library Board to represent the Berkeley community to the library by mixing with many segments and interests in the community and attending meetings of other groups; to serve as library advocates, bringing library awareness to the citizens; to explain the library and its usefulness to individuals, groups and to the political structure; to respond to questions and comments positively, accurately, and convincingly; to organize support for the library, its plans, its programs, and its growth.

### **General Qualifications**

- Demonstrated interest in and enthusiasm for the library (preferably a regular library user)
- Readiness to devote time and effort
- An open mind coupled with respect for the opinion of others and, a steadfast belief in intellectual freedom and privacy.
- Ability to plan creatively.
- Courage to withstand pressures and resist influences based on prejudice
- Ability to analyze the business and administrative procedures, and to be part of the accountability process to the public and provide oversight.
- Possession of common sense
- Reflects the diversity of the Berkeley community.
- Experience with books and libraries
- Willing and able to work with management, staff and the union.

### **Practical background and/or direct experience in one or more of these areas is desirable:**

- Involvement in community organizations
- An understanding of local government operations, of public boards, and commissions
- An interest in long-range planning
- Personal experience in one or more of these areas:



- ✓ Education
- ✓ Architecture/Construction
- ✓ Accounting/Finance
- ✓ Business
- ✓ Personnel management
- ✓ Technology
- ✓ Law/Government
- ✓ Humanities
- ✓ The Arts
- Availability and openness to the public.



## BERKELEY PUBLIC LIBRARY

### INFORMATION CALENDAR

October 14, 2008

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

#### INTRODUCTION

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

#### FISCAL IMPACT

This report will have no fiscal impacts.

#### PERSONNEL

A summary of the positions filled and lists developed in the last month is attached (Attachment 1). This month we wished Alisa Furuzawa, Administrative Secretary well on her new position in the City Clerk's office in San Francisco. We welcomed Megan McArdle, as the Library's new Manager for Technical Services and Collection Development. Megan joins us from Chicago Public Library.

The Director of Library Services was elected to the California Library Association Assembly as a member-at-large. The term will begin at the annual California Library Association Conference scheduled for November 2008 in San Jose.

#### LIBRARY DEVELOPMENT

##### *State Library Grant Award*

The final State budget, signed by the Governor has reductions to various Library programs of 5 percent from the Budget adopted by the Legislature. The additional 5 percent reduction reflects the original 10 percent reduction proposed in the Governor's January Budget Proposal. The additional reduction reflects a 5 percent decrease in funding for the "English Acquisition and Literacy Program," of \$253,000 (from \$4,811,000 to \$4,558,000). The "Direct Loan and Interlibrary Loan Programs" were reduced by \$717,000 (from \$10,899,000 to \$10,182,000), and the "Public Library Foundation Program" (PLF) was reduced by \$718,000 (from \$13,642,000 to \$12,924,000). Other State Library Programs suffered a similar 5 percent reduction.



## PROGRAMS, SERVICES AND COLLECTIONS

### *Programs*

Coming in October is the 3rd Annual Berkeley Public Library Staff Art Show. The show runs from September 30 through October 27 at the Central Library. Original artwork and crafts will be on display in the Kittredge Street windows and on the first two floors. The show includes painting, collage, ceramics, quilting, knitting and other unique arts.

It was Banned Books Week through the country and at the Berkeley Public Library: September 27 through October 4, 2008. This year to note this important week the Library held a Public Reading in the Library Plaza in front of Central Library on Monday, September 29, from 3:30-5 pm. Many people joined the celebration by stopping to listen or joining in and reading a passage from their favorite banned book. A bookmobile of banned books (literally) is hanging in the Central atrium area.

### *Community Meetings & Events*

Over the course of three weeks, from September 18-October 2, the Berkeley Public Library held four neighborhood meetings at each of the branch libraries to present and discuss the Library's final *Facilities Master Plan* and three-year *Strategic Plan*, which were helped in shaping by community input from planning meetings held during the spring. These fall follow-up meetings were part of the on-going participative process of providing Berkeley neighborhoods with an opportunity to be involved with the Library planning process and more especially to share their views on the Library's service and facility plans.

While heavily advertised in the branches, on the Library's website, and in local news publications (Attachment 2), the meetings were poorly populated by the community and most members attending were library affiliated; however, those attending were given information specific to their "home" branch's physical and space needs and general information from the service plan. Discussion following the presentations allowed for comments and questions as well as support for the near-term and future Library service and facility direction.

The Library Director gave a presentation on the Branch Facility Plan and the 3-year Strategic Plan to the Berkeley Breakfast Club members at their October 3, 2008 meeting. Thank you to Trustee Powell for organizing this opportunity and being present to answer questions. Council Member and Trustee, Darryl Moore attended the event as did several staff members.

### ATTACHMENTS:

1. Positions
2. Newspaper advertisements

## **Media and Articles related to BPL and Libraries**

*October 6, 2008*

Berkeley Daily Planet - Online

Letters to Editor – Better stewardship of taxpayer money - Vincent Casalaina

*October 2, 2008*

Oakland Tribune

Library Repairs Overdue (Front page, cont. Metro section, Bookended with Blight – Bond would fund library repairs A3 & 4) By Kristin Bender

*October 3, 2008*

The Berkeley Voice

Out-dated libraries would get boost from bond measure – Measure FF would bring branches up to code, restore historic features, add space (Front page, cont. pg 8) by Kristin Bender

*October 02, 2008*

Berkeley Daily Planet

A Guide to Berkeley's Library and Disaster Bonds - Measure FF: Berkeley Library Bond  
*By J. Douglas Allen-Taylor*

Editorials

Worry Global, Vote Local, *By Becky O'Malley* – pg 10

Letter to the Editor – Re-thinking Everything – Bill Newton, pg 10

Commentary – The Free Library Tree – Winston Burton – pg 13

Letter to the Editor – Free Libraries – Helen Rippier Wheeler, pg 28

Letter to the Editor – Free Libraries – Peter Klatt, Pg 17

*September 25, 2008*

Berkeley Daily Planet

Letters to the Editor – No on Tax measures – pg 24 – 25

Letters to the Editor – Libraries – Ted Vincent – pg 25

*September 18, 2008*

Berkeley Daily Planet

Commentary – Re-thinking the Idea of Free Libraries – Peter Klatt, pg 11

Yes on Measure FF and Why it matters – Terry Powell, Winston Burton and Amy Roth, pg 11

October 6, 2008  
Berkeley Daily Planet  
Online Letters to Editor – Better stewardship of taxpayer money

Editors, Daily Planet:

Those of us who feel now is not the time for additional new taxes in Berkeley are not opposed to funding the libraries, the fire fighters and other essential services. Our opposition to Measures FF, GG and HH is based on the premise that these essential services should be funded first out of the general fund, rather than by special taxes.

In the “good times” of 2004, Berkeley voters were clear that they opposed new taxes. One message our elected representatives didn't seem to get from those votes was that they should look to other funding sources to leverage city money in funding these essential services.

Many of our neighboring communities have been much more active in going after grants from both public and private sources for funding essential services. For the libraries, the Bill & Melinda Gates Foundation will pay for new computers and librarian training. For police and firefighters, new radios that allow interagency communication can be purchased with Department of Homeland Security matching funds.

The other thing our elected representatives should have taken from the 2004 vote is that better management of the funding they do have is needed.

That might mean less generous raises for city employees. That might mean looking at alternative means of delivering services such as employing an outside contractor to provide paramedic services, rather than rolling expensive firefighters for every call. That might mean controlling overtime by city staff, especially in the fire and police departments. At some point it becomes cheaper to hire additional staff than to pay one person the salary of two people.

In the past we have approved many special taxes. We thought we could get improved streets, parks, EMT and other services. Instead, what our elected representatives did, was for every penny we added as additional taxes, they took away City funding. This is why, although we are paying for more taxes, we don't receive better services.

Our elected representatives have ignored the critical need to identify and adequately fund essential services, before making hard decisions about the many nice-to-have services. A no vote on Measures FF, GG and HH will make it clear that essential services must be our city's top priority and must be funded first.

Vincent Casalaina