



**BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

SOUTH BRANCH LIBRARY

1901 RUSSELL STREET

**SPECIAL MEETING AGENDA
OCTOBER 24, 2007
7:00 P.M.**

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

PRELIMINARY MATTERS

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

CONSENT CALENDAR

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

- A. Approve minutes of September 19, 2007 regular meeting**
Recommendation: Approve the minutes of the September 19, 2007 regular meeting of the Board of Library Trustees.
- B. Delegation of authority to the Director of Library Services to consider Library employee requests for leave without pay and to grant or deny requests per the applicable Memorandum Agreement**
Recommendation: Adopt the resolution delegating authority to the Director of Library Services to consider leave without pay requests from library employees and to make a determination regarding the application.
- C. Library Records Retention Schedule**
Recommendation: Adopt the resolution approving the amendment of the General Records Schedule items pertaining to the Library as detailed below and approve sending these recommendations to the Office of the City Clerk for City Council consideration.
- D. Library Internet Use Policy**
Recommendation: Adopt the resolution approving the Internet Use Policy for the Berkeley Public Library.
- E. Recommended changes to renewal limits on print and media materials**
Recommendation: Adopt the resolution that approves the increase of renewals on print and media materials as follows: 1) increase renewals on books and magazines by one; 2) increase renewals on Spoken CDs and Tapes by one; and 3) add one renewal to DVD/VHS materials since no renewals are currently allowed.
- F. Administrative Regulation 3.2: Stipend and Reimbursement in Lieu of Expenses for Board of Library Trustees**
Recommendation: Adopt the resolution adopting Administrative Regulation 3.2: *Stipend and Reimbursement in Lieu of Expenses for Board of Library Trustees*.
- G. Resolution of gratitude to Francisca Goldsmith**
Recommendation: Adopt the resolution expressing the Board of Library Trustees gratitude to Francisca Goldsmith who has served as a career Librarian for the Berkeley Public Library from February 27, 1989 through September 27, 2007.

H. Exam Proctoring Policy

Recommendation: Adopt the resolution adopting the Exam Proctoring Policy, which establishes Berkeley Public Library policy regarding the proctoring of examinations by Berkeley Public Library staff.

I. Berkeley Public Library Foundation Donation to the West Branch Library

Recommendation: Adopt a resolution authorizing the Director of Library Services to accept an out-of-cycle donation from the Library Foundation to support replacement of the furniture at the West Branch Library and to recognize the \$25,000 donation from Bayer HealthCare by placing a plaque in the branch.

J. National Friends of Libraries Week

Recommendation: Adopt the resolution commemorating the week of October 21-27, 2007 as National Friends of Libraries Week in honor of the Friends of the Berkeley Public Library and the support they offer the staff, services, and programs of the Library.

ACTION CALENDAR

A. Status Report on the Library Work Plan

Recommendation: Discussion and direction.

B. Appointment of a Trustee to the 2x2 Ad Hoc Committee for selection of members for the Board of Library Trustees

Recommendation: Adopt the resolution appointing a Trustee to sit on the 2x2 Ad Hoc Committee for selection of members for the Board of Library Trustees.

INFORMATION REPORTS

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

1. Comments / responses to reports and issues addressed in packet.

B. Status report from the ERC / Southwest Berkeley Library Needs Discussion Group on September 2007 activities

C. September 2007 Monthly Report from Library Director Donna Corbeil

1. Library Development
2. Professional Activities
3. Programs, Services and Collections
4. Personnel

D. Library events: Flyers and press releases for various Library programs

AGENDA BUILDING

Next regular meeting will be held at 7:00 p.m. on Wednesday, November 14, 2007 at the South Branch Library, 1901 Russell Street, Berkeley.

A. Tracking Chart

ADJOURNMENT

* * * * *

Please refrain from wearing scented products at public meetings.

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

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

I hereby certify that the agenda for this special meeting of the Board of Library Trustees of the City of Berkeley was posted in the display cases located at 2134 Martin Luther King, Jr. Way and in front of the Central Public Library at 2090 Kittredge Street, as well as on the Berkeley Public Library's website on October 19, 2007.



//s//

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

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

**Berkeley Public Library
Board of Library Trustees**

Regular Meeting
September 19, 2007

MINUTES
7:00 p.m.

South Branch Library
1901 Russell Street

PRELIMINARY MATTERS

A. Call to Order

The regular meeting of September 19, 2007 was called to order at 7:00 p.m.

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

Absent: None

Also present: Director of Library Services Donna Corbeil

Trustee Kupfer recognized that it was Trustee Anderson's last meeting as a sitting Trustee. The City Council honored Trustee Anderson at their September 18, 2007 meeting with a proclamation of appreciation. The Board expressed their appreciation to Trustee Anderson for her work during the two terms she served.

B. Public Comments

Elaine Green spoke on the remodeling of the branches and concern regarding RFID.

C. Approval of Agenda

R07-78 Moved by Trustee Lee, seconded by Trustee Moore, to approve the agenda. Motion passed unanimously.

CONSENT CALENDAR

Trustee Moore asked that Action Calendar Item "B" be moved to the Consent Calendar.

Trustee Powell asked that Consent Calendar Item "F" be moved for discussion.

Trustee Powell also asked for clarifications within Consent Calendar Item "G":

1. It was asked how AR 2.14 relates to State law regarding cell phone use. The Director explained that it is stricter than the current State law, but it is geared toward safety when operating a vehicle or heavy-duty machinery.
2. On AR 3.5 there is a minor correction in the second paragraph, second to last sentence, in Section II, the word "but" should also be struck out.
3. In AR 3.2 under the Procedures section, item numbers 4 – 8 do not relate to the Library and it was asked that they be deleted. Item number 3.b should be deleted and clarification was needed for 3.a.

AR 3.2 was removed from the report and will be brought back with noted corrections for approval at the next meeting.

R07-79 Moved by Trustee Moore, seconded by Trustee Lee, to approve the Consent Calendar as amended. Motion carried unanimously.

R07-80 Approval of the minutes from the July 18, 2007 special meeting.

R07-81 Approval of the minutes from the August 1, 2007 special meeting.

R07-82 Approval of the request for leave of absence without pay for a Library Aide position from October 12, 2007 through December 20, 2007.

- R07-83** Approval of the extension of request for leave without pay for a Library Specialist position from August 20, 2007 through November 20, 2007.
- R07-84** Adoption of the resolution changing the charges or service fees for overdue materials as follows: 1) increase the fine for specific tools from \$15.00/day to \$18.00/day; 2) increase the fine for specific tools from \$5.00/day to \$6.00/day; and 3) increase maximum late fee (currently \$5.00) on tools with late fees of \$5.00/day or more. New maximum will equal twice the daily late fee of items.
- R07-85** Adoption of the resolution approving City of Berkeley Administrative Regulations as corresponding administrative regulations for the Berkeley Public Library.
- R07-86** Adoption of the resolution approving the proposed revisions to the Library Financial Manager classification, which is a Unit Z2, Unrepresented Classification, to retain its current job salary schedule, change the title to Library Administrative Manager, and to recommend it to the Personnel Board for approval

Item Moved from the Action Calendar to the Consent Calendar

- R07-87** Adoption of the resolution authorizing the Director of Library Services to negotiate and execute a three-year contract with Ricoh Copier Services, Inc. for public copier and printing services for an amount not to exceed \$75,000.

ACTION CALENDAR

A. Annual report to the Berkeley City Council from the Board of Library Trustees

Library staff drafted a report for the Board of Library Trustees to be submitted to the City Council that captures activities of the Board and a summary of Library activities. It was requested that an introductory paragraph be added that gives a short explanation of the report. It was also requested that a summary section be added that would contain bullet items with brief explanations on the status and activities of the Library, including:

1. The facilities of the Berkeley Public Library include a Central downtown library, four neighborhood branches and a tool lending library.
2. The total staffing of the Berkeley Public Library is "X," with possibly FTE and a total number.
3. The Berkeley Public Library has a total annual budget in FY2007 of "X" and an anticipated annual budget of "X."
4. The Berkeley Public Library has a total annual of circulation in FY2007 of 1.6M items.
5. The Berkeley Public Library has a total collection of approximately 500,000 items.
6. Include information on response from Alameda Grand Jury to the Board of Library Trustee's letter.

It was requested that the staff report section be placed first with separate headings for staff and actions of the Board.

Trustee Powell will write the introduction for the report and send it to the Director for inclusion.

It was asked that some type of graphic color handouts that contain a portion of the annual report be put together for distribution to the public.

- R07-88** **Moved by Trustee Powell, seconded by Trustee Lee, to approve the annual report as modified.** Motion passed unanimously.

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

Three firms responded to the Request for Proposals and all were interviewed. After reviewing the information submitted and conducting the interviews, the interview panel decided to recommend Noll & Tam as the most qualified candidate out of the three.

A tentative schedule will be drafted that includes Board meetings, extensive meetings with staff and community outreach. Various ways to explore community needs in regards to each branch will be used, such as surveys and community meetings. In the final report the consultant would research and put together different scenarios for each location. This project would hopefully begin in November this year. The final product can be expected before the end of the fiscal year, but a definite schedule still needs to be worked out in more detail.

The branches are currently not up to code and are in need of modernization. This project will assist the Library in planning ahead. It was suggested that a Trustee, or two Trustees, be designated as a liaison to Library staff that will be tasked with monitoring and meeting with the consultants through this process in order to ensure that the Board is represented and the final outcome represents what the Board envisions. There was also a suggestion that outside experts may want to be brought in to discuss with the Board, consultants and staff the possible future of libraries and changes that libraries may undergo in the future. Trustees Kupfer and Powell expressed interest in this role.

R07-89 Moved by Trustee Moore, seconded by Trustee Lee, to adopt the resolution authorizing the Director of Library Services to enter into an agreement with Noll & Tam Architects and Planners to provide professional services to complete a Branch Library Master Facilities Plan, which will analyze the current physical ability of the branch libraries to serve the needs of the community and an evaluation to determine the feasibility of expansion and/or renovation of the branch libraries and the tool library. The contract will be for the period of October 1, 2007 through June 30, 2008 in a total amount to exceed \$175,000. Motion passed unanimously.

D. Amendment to FY08 Adopted Budget

R07-90 Moved by Trustee Moore, seconded by Trustee Lee, to adopt the resolution amending the FY08 Adopted Budget based upon recommend re-appropriation of FY07 funding and other adjustments authorized since July 1, 2007 in the amount of \$791,920. Motion passed unanimously.

E. Appointment of Trustee to the 4x2 Committee

Trustee Anderson has been serving on the 4x2 Committee with Trustee Lee representing the Board at the quarterly meetings with the Friends and Foundation. It was suggested that the second Trustee be an alternating position with Trustee Lee as the principal member. This meeting is important for coordination of the three bodies and allowing a sharing of information between them. A rotating member would allow all members of the Board to participate and be involved with the other bodies.

R07-91 Moved by Trustee Moore, seconded by Trustee Lee, to appoint the Trustees on a rotating basis to represent the Board on the 4x2 Committee beginning October 1, 2007. Motion passed unanimously.

Item moved from the Consent Calendar to the Action Calendar

FY 2007/2008 Calendar for Staff Reports to the Board of Library Trustees

In the past, the monthly reports by each division consisted of the written portion reflecting what was going on within that division and the other half was a discussion regarding what the Board could do to assist. There was a request that Art & Music and Teen Services have reports done within the remaining 2007 calendar year since there have been changes within those divisions. For 2008, there was a request for Administration, Branch Services, General Services, Reference, Volunteer Services, Operations, Community Services, and Special Services Outreach. After these, reports from the Branches were requested so that the the Facilities Master Plan information would be available.

In the future the reports from divisions should consist of written reports and then a brief oral report from the head of the division and would consist of a discussion with the Board. The purpose of these reports would be to find out what is going on in each division and to hear an oral presentation from each head, along with their goals and issues, as it relates to the strategic plan.

R07-92 Moved by Trustee Moore, seconded by Trustee Powell, to adopt the resolution approving the FY 2007/2008 calendar schedule for Library staff reports to be submitted to the Board of Library Trustees. Motion passed unanimously.

INFORMATION REPORTS

- A. Report from library employees and unions, discussion of staff issues
- B. Status report from the ERC / Southwest Berkeley Library Needs Discussion Group on August 2007 activities

Trustee Lee handed out and read two paragraphs that she requested be included in the minutes.

- C. Oral report from BOLT members on 2007 American Library Association Annual Conference from June 21-27, 2007 in Washington, D.C.

Trustee Powell attended three sessions, two of which were sponsored by Association for Library Trustees and Advocates (ALTA). The California Association of Library Trustees offers half-day training for Trustees, which she suggested the current Trustees attend. The other training she attended defined the role of Trustees in outreach and the need for them to have a place at the table during large community decisions that are made. She also attended training by the Public Library Association on a tool kit for advocating on behalf of the library, which the Library will purchase.

Trustee Moore said that he was impressed by the organization and the quality of the sessions he attended. He attended sessions on stewardship and being a trustee and on bookmobiles. He suggested that the Trustees attend these conferences in order learn from other libraries.

- D. Status report from the Self-Check/Checkpoint Taskforce on its results and findings
- E. FY07 Annual Budget Update: 4th Quarter and Year-End Report
- F. Orientation and welcome process for new Trustee

It was suggested that Carolyn Henry Golphin be sworn in during her first meeting. The orientation process would be determined by the Director.

Trustee Moore also suggested that a group photo or individual pictures be included on the BPL website of the Trustees.

- G. September 2007 Monthly Report from Library Director Donna Corbeil

AGENDA BUILDING

- October meeting:
 - Library Work Plan
 - Internet Use Policy
 - Delegation of authority to approve requests for leave of absence without pay
- November meeting:
 - Election of Chairperson and Vice-Chair
 - Meeting schedule
 - Bond measure

ADJOURNMENT

R07-93 **Moved by Trustee Moore, seconded by Trustee Powell, to adjourn the meeting in honor of Trustee Laura Anderson at 9:05 p.m. Motion carried unanimously.**



BERKELEY PUBLIC LIBRARY

CONSENT CALENDAR

October 24, 2007

TO: Board of Library Trustees

FROM: Donna Corbeil, Director of Library Services

SUBJECT: Delegation of authority to Director of Library Services to consider Library employee requests for Leave of Absence without Pay exceeding 30 days and to grant or deny requests per the applicable Memorandum Agreement

RECOMMENDATION

Adopt the resolution delegating to the Director of Library Services the authority to receive and consider all requests for leave of absence without pay from library employees and to make a determination regarding the application.

FISCAL IMPACT

This report will have no fiscal impacts.

BACKGROUND

Pursuant to the *Memorandum Agreement between the City of Berkeley and Service Employees International Union Local 535* (July 7, 2002 through June 28, 2008), Section 25, Leave of Absence without Pay, the Board is the authorizing body for library employee requests of leave without pay exceeding thirty days. Section 25.1 states: "No leave without pay shall be granted for more than thirty (30) working days except upon the written request of an employee and approval of the City Manager/Board of Library Trustees."

CURRENT SITUATION AND ITS EFFECTS

Written requests for leave of absence without pay exceeding thirty days are currently included as consent items in the Board of Library Trustee's agenda packet. The employee's request may be related to illness of a family member or their own, in the case where sick leave has been exhausted, for personal reasons not related to sickness, where all compensatory and vacation time has been exhausted or a sabbatical leave of up to six (6) months for employees with longevity of over eight consecutive years of service.

Requests for leave without pay of less than thirty (30) working days are currently considered and approved or denied by the Director of Library Services.



The procedures for requesting all types of leave without pay, parental, medical, sabbatical and other leaves without pay are detailed in “On the Job: A Policy and Procedure Manual for the Berkeley Public Library”, section B-8 (Attachment 2). The Library uses a leave request form for this purpose that is similar to the City’s (Attachment 3) with modifications to part B the approval signature section (Attachment 4). The City’s internal procedures are reflected in the form, which directs, “if the leave without pay is recommended by Assistant City Manager/Department Director, forward to personnel department with employee transaction form....” The City Manager has delegated this authority to Department Heads and ultimately the Director of Personnel. If authority is delegated the form used by the Library and our internal procedures, as detailed in On the Job, will be revised to reflect this change.

Delegating this authority to the Director will be in keeping with the delegation of other types of employee leave approvals designated in the current contract with Local 535, Article 3 – Leaves. For example, in Section 18 – Vacations, general vacation approval and management is delegated to Department Heads, exceptions, such as deferring the use of vacation leave to the next year, is delegated to the City Manager and Director of Library Services. In Section 20.10 – Voluntary Leave Exchange for Catastrophic Illness, requests are subject to the approval of the City Manager, Director of Library Services, and Executive Director of the Rent Board. In Section 22 – Funeral Leave, the City Manager or, in the case of the Library, Director may grant leave to allow an employee to attend a funeral or memorial service for the death of a person not included in the definition of immediate family.

Delegating the authority to consider and approve or deny Leave of Absence without Pay Requests exceeding thirty (30) days to the Director will ensure employee privacy is respected and personal matters do not become public as a consequence of the process. Delegating this authority is well within the scope of personnel-related matters already managed by the Director and will improve the ability of Administration to respond to requests in a timelier manner.

The City’s Director of Personnel has been delegated by the City Manager to act on these requests. The Board may also request the Director include the item in contract negotiations when they next occur if the delegating authority change is desirable.

FUTURE ACTION

No future action is needed at this time.

Attachments:

1. Resolution
2. On the Job: A Policy and Procedure Manual for the Berkeley Public Library”, section B-8
3. Request for Leave of Absence without Pay Requiring City Manager Approval
4. Request for Leave of Absence without Pay Requiring Board of Library Trustee’s Approval

RESOLUTION NO.: R07-____

**DELEGATION OF AUTHORITY TO THE DIRECTOR OF LIBRARY SERVICES TO
CONSIDER ALL LIBRARY EMPLOYEE REQUESTS FOR LEAVE OF ABSENCE WITHOUT
PAY AND TO GRANT OR DENY REQUESTS PER THE APPLICABLE MEMORANDUM
AGREEMENT**

WHEREAS, the *Memorandum Agreement between the City of Berkeley and Service Employees International Union Local 535 (SEIU 535) (July 7, 2002 through June 28, 2008)*, Section 25 – Leave of Absence Without Pay, states that the Board of Library Trustees is the authorizing body for library employee requests of leave without pay exceeding thirty days; and

WHEREAS, written requests for leave without pay exceeding thirty days are currently included as consent items on the Board of Library Trustee's agendas; and

WHEREAS, these requests may include personal information related to the illness of a family member or their own; and

WHEREAS, requests for leave without pay less than thirty days are currently considered and approved or denied by the Director of Library Services; and

WHEREAS, delegating authority to approve requests for leave without pay exceeding thirty days to the Director of Library Services will be in keeping with the delegation of other types of employee leave approvals designated in the current Memorandum Agreement with SEIU 535 and within the scope of personnel-related matters already managed by the Director; and

WHEREAS, the City Manager has developed a procedure in which the authority to review and approve or deny these requests has been delegated to Department heads and the Director of Personnel.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to delegate authority to the Director of Library Services to consider all Library employee requests for Leave of Absence Without Pay and to grant or deny requests per the applicable Memorandum Agreement.

Leave Without Pay Berkeley Public Library

1. Parental Leave – Up to one year continuous leave granted to any employee with one or more years of employment with the City (or equivalent in case of part-time employees) upon the birth of a child or adoption of a child who is five years or younger. Under the City's family care leave policy, parental leave can also be granted for the purpose of providing foster care for a family member; however, this leave is limited to a maximum of twelve weeks. The City maintains coverage for the employee for the duration of the approved leave.

Details regarding this type of leave are contained in Section 17 of the 535 MOU.

2. Medical Leave - Under the City's family care leave policy, medical leave can be granted for up to twelve weeks to care for a serious health condition that prevents an employee from performing his/her job. Medical leave may be taken intermittently, provided the employee schedules the leave so as not to unduly disrupt the library's operations. At the beginning of the medical leave, all accrued sick, vacation, compensatory, and administrative leave must be used. No more than twelve days of sick leave may be used to provide care for a family member.

During approved medical leave, after all accrued leaves have been exhausted, the City maintains medical, dental, and life insurance coverage, subject to the employee's regular participation requirement. Medical leave shall not be deducted from the employee's seniority service date. Family care and medical certification forms for medical or foster care leave are available from library supervisors.

3. Sabbatical – "After eight years of consecutive employment with the City, an employee may apply for a sabbatical leave without pay for up to (6) months. Such leave may be granted by the appropriate authority upon the recommendation of the employee's department head but such leave shall not be unreasonably denied. There shall be no requirement that the employee exhaust paid leave balances prior to such leave. Life and Health insurance shall be paid by the City for the duration of an approved sabbatical." 535 MOU Sec. 18.3

4. Other Leaves of Absence Without Pay – The Director of Library Services has authority to grant a leave without pay for a period of up to 30 calendar days. Requests for leave in excess of 30 calendar days must be approved by the Board of Library Trustees. The following guidelines have been established by the Board for granting such leaves:

1. Recognition that a leave of absence is a privilege, not a right, and that the employee's evaluations will be considered before a leave is granted.
2. The library's ability to substitute for the employee while still maintaining quality service in the unit is a prime consideration.
3. Understanding that employees must exhaust vacation and compensatory leave, but not be in deficit status, when requesting a leave of absence.

(over)

4. Types of leave

a - *Educational* - priority given to those attending accredited library schools. Other educational leave requests should demonstrate how the leave benefits the library and its program, or how it is directly related to the employee's current position.

b - *Compassionate* - when an employee requests leave in order to care for a family member (as defined by the MOU).

c - *Travel* - employee has a one-time opportunity to travel and can demonstrate how the experience will benefit the library.

d - *Miscellaneous* - other types of leave, such as a temporary assignment to another city department.

Administration and Process: Employee requests leave at least 30 days in advance, using the normal administrative route, through the immediate supervisor, unit head, Library Manager, Deputy Director, and Director. Director forwards the request, with a recommendation, to the Board of Library Trustees for consideration and action at a regularly scheduled Board Meeting.

5/95

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

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

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

Employee Name: _____ Phone #: _____

Department/Division: _____ Class Title: _____

Request for leave of absence without pay from: _____ to _____

Original Request Personal Educational Sabbatical

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

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

Conditions of Leave of Absence Without Pay:

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

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

Employee Signature

Date

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

Will employee be replaced during absence?: Yes No

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

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

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

Supervisor

Date

Division Manager

Date

Secretary to Board of Library Trustees

Date

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

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

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



BERKELEY PUBLIC LIBRARY

CONSENT CALENDAR

October 24, 2007

TO: Board of Library Trustees
FROM: Donna Corbeil, Director of Library Services
SUBJECT: LIBRARY RECORDS RETENTION SCHEDULE

RECOMMENDATION

Adopt a resolution approving the amendment of the General Records Schedule items pertaining to the Library as detailed below and approve sending these recommendations to the Office of the City Clerk for City Council consideration.

FISCAL IMPACT

This report will have no fiscal impacts.

BACKGROUND

The City of Berkeley General Records Schedule (GRS) details the management and storage of administrative records for all Departments, Boards and Commissions, including the Library. Within the schedule are items unique to the Library. On occasion the Library has requested the City make changes to those items unique to the Library that are included in the master record management schedule. The Board has passed the following resolutions related to records management:

- Resolution 76-045: "In accordance with specific schedule of destruction, destruction of official records that include purchase orders, payroll cards, sick leave records, receipts for books lost and paid for, cash receipts and vouchers."
- Resolution 77-056: "Authorized destruction of official records including vouchers dating from August 1959 to December 1969."
- Resolution 00-37: "Request to Approve Changes to Library's Schedule of Record Retention".

CURRENT SITUATION AND ITS EFFECTS

The Library currently follows the record retention policy for financial and general records as set forth by the Office of the City Clerk Records Center Procedures, dated 11/12/03 which includes the Records Management Manual and records retention schedule. The record management guidelines and schedule covers administrative records; budget documents; citizen complaints; contracts and leases; correspondence and memos regarding policies, programs and services; financial reports; grant related documents; publications and reports; manuals; personnel records; and organizational charts. Included in the general schedule are the retention requirements for city wide boards and commissions, including agendas, resolutions, minutes, attendance records and tapes. It is not necessary for the Board of Library Trustees to adopt a schedule for the latter records as they are covered by the General Records Schedule (GRS) items 2000 through 2025. The citywide general schedule was last revised in June 2003. The Library last made recommended changes to the Schedule in 2000.



Library staff requests the following recommendations be approved for submission to the city for inclusion in the next update to the GRS:

Item No. 09.19	Borrower registration records	Historic record type changed to N
Item No. 09.04	Cash Receipts	Delete this line – Library is observing city standard
Item No. 09.16	Circulation Records	Historic record type changed to no
New	Circulation statistical reports	Change Office and Storage to 3 years and historic record to no
Item No 09.17	Circulation statistical report	Add a media code type of paper for this item; office and destroy type are PERM, vital record is yes; historic record is yes and statutory reference is department policy
Item No 09.18	Library Catalog	Change historic record to no; statutory reference is department policy
Item No. 09.06	Lost and Paid Receipts	Delete this item, the library follows City procedures
Item No. 0.07	Overdue records	Make note this item refers to library fine information for accounts unsettled over \$50
NEW	Overdue records	Add a line for library fine information for accounts unsettled under \$50; the information is the same as above except office and destroy types are 3 years (not the 5 yrs for the over \$50)
Item No. 09.10	Personnel Posting cards	Delete this item, the library follows City procedures
Item No.09.11	Purchase orders	Delete this item, the library follows City procedures
Item No. 09.12	Records of missing books in circulation	Delete this line
Item No. 09.14	Vouchers – vendor invoices, reference information and proof of payment	Delete this item, the library follows City procedures

FUTURE ACTION

Recommended changes that are adopted by the Board will be sent to the Office of the City Clerk for inclusion in future record retention schedule changes brought to the City Council for approval.

Attachments:

1. Resolution
2. General Records Retention Schedule – revised February, 2003 (11 pages)
3. Library Records Retention Schedule – revised October, 2000 (2 pages)
4. Definitions

RESOLUTION NO.: 07-___

**APPROVAL OF THE AMENDMENT OF THE GENERAL RECORDS SCHEDULE ITEMS
PERTAINING TO THE LIBRARY AND APPROVAL TO SEND THESE RECOMMENDATIONS
TO THE OFFICE OF THE CITY CLERK FOR CITY COUNCIL CONSIDERATION**

WHEREAS, the City of Berkeley General Records Schedule (GRS) details the management and storage of administrative records for all Departments, Boards and Commissions; and

WHEREAS, in the past the Library has requested that the City makes changes to the items specific and unique to the Library within the GRS; and

WHEREAS, the Office of the City Clerk has requested each department to review the GRS and recommend changes to its current guidelines; and

WHEREAS, Library staff has reviewed these guidelines and compiled a list of recommended changes for submission to the Office of the City Clerk for inclusion in the next update to the GRS.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to approve the amendments to the General Records Schedule items pertaining to the Library.

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Board of Library Trustees of the City of Berkeley to approve sending these recommended changes to the Office of the City Clerk for City Council consideration.



ment Program
04

Records Retention Schedule

(NEW)

DEPARTMENT	DIVISION	SECTION
General Records Schedule	All Departments including Mayor/Council	
DEPARTMENT DIRECTOR	CITY ATTORNEY	CITY CLERK
Not Applicable		

Approvals (Signature and Date)

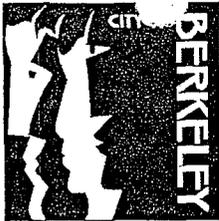
ITEM NO.	RECORD SERIES TITLE/SUBTITLE AND DESCRIPTION IF APPLICABLE	MEDIA CODE	DEPT OF RECORD	RECORD COPY	OFFICE	STORAGE	DESTROY	VITAL RECORD	HISTORIC RECORD	STATUTORY REFERENCE
1000	ADMINISTRATION									
1005	Auto Allowance	Paper	GRS	N	2	-	2	N	N	GC 34090
1010	Budget Documentation - Department Work Papers Records used exclusively for the preparation of budgets; including budget requests, justification statements, and similar documents.	Paper, Electronic	GRS	N	FYE+2	-	FYE+2	N	N	GC 34090
1011	Budget Documentation Fund Encumbrance and Expenditure Reports Status report showing expenditures and encumbrances against a budget i.e., Budget Performance Report	Paper, Electronic	GRS	N	FYE+2	-	FYE+2	N	N	GC 34090
1015	Certificates and Licenses Certificates, licenses, or permits required for employees to qualify for or remain eligible to hold a position requiring certification or licensing. (*Unless specified otherwise on a specific department schedule.)	Paper	GRS	Y	US+5*	-	US+5*	N	N	GC 34090
1020	Citizen Complaints Complaints received from the public by a governing body or any officer or employee relating to City policy. Retention Note: 2-yr. retention applies to complaints of a general nature that do not fall into another complaint category noted in this or another schedule.	Paper, Electronic	GRS	N	AS+2	-	AS+2	N	N	GC 34090

Retention Codes

AA = After Audit
 AE = After Expiration
 AT = After Termination
 CL = Close/Completion
 EL = Election
 MAX = Maximum
 PERM = Permanent
 ACT = Active
 AS = After Settlement
 AV = Administrative Value
 CYE = Current Year End
 FYE = Fiscal Year End
 Number = Number of Years
 US = Until Superseded

Department Codes

AUD = Auditor
 CIP = Capital Improvements
 FIRE = Fire & EMS
 HRD = Human Resources
 OED = Economic Development
 PRC = Police Review Commission
 SECY = Board or Commission Secretary
 ATTY = City Attorney
 CLK = City Clerk
 GRS = Common to All Depts.
 IT = Information Technology
 PARK = Parks & Waterfront
 PWKS = Public Works
 BDGT = Budget
 CM = City Manager
 HHS = Health & Human Services
 LIBR = Library
 PLNG = Planning & Development
 RSB = Rent Stabilization Board
 BHA = Housing Authority
 FIN = Finance
 HOUS = Housing
 MYR = Mayor & Council
 POL = Police



ment Program

04

Records Retention Schedule

DEPARTMENT		DIVISION	SECTION
General Records Schedule		All Departments including Mayor/Council	
DEPARTMENT DIRECTOR		CITY ATTORNEY	CITY CLERK
Not Applicable			

Approvals (Signature and Date)

ITEM NO.	RECORD SERIES TITLE/SUBTITLE AND DESCRIPTION IF APPLICABLE	MEDIA CODE	DEPT OF RECORD	RECORD COPY	OFFICE	STORAGE	DESTROY	VITAL RECORD	HISTORIC RECORD	STATUTORY REFERENCE
1025.1	<p>Contracts, Leases, M.O.U.s and Agreements for Services, Equipments, Supplies (Department Originals)</p> <p>Originals of contracts with vendors and consultants - includes related records such as disclosure forms, change orders and term amendments.) Lease, agreement, report, performance bond, correspondence, insurance, etc. relating to negotiation, administration, renewal, or termination of contracts.</p> <p>(See also: other types of contracts in item 1025.2, 1025.3, 1025.4)</p>	Paper	GRS	Y	AE+5	-	AE+5	N	N	GC 34090 CA Opinion 1/3/90
1025.2	<p>Contracts, Leases, M.O.U.s and Agreements which could result in liability to the City in the future</p> <p>a.) Originals of contracts in which the contractor is a health care provider or health clinic that renders professional services.</p> <p>b.) Originals of contracts in which the contractor develops real property, or constructs or provides design consultation or construction management services for improvement to real property. (Includes related records such as disclosure forms, change orders and term amendments.)</p>	Paper	GRS	Y	PERM	-	PERM	N	Y	CA Opinion 1/3/90

Retention Codes

AA = After Audit
 AE = After Expiration
 AT = After Termination
 CL = Close/Completion
 EL = Election
 MAX = Maximum
 PERM = Permanent

ACT = Active
 AS = After Settlement
 AV = Administrative Value
 CYE = Current Year End
 FYE = Fiscal Year End
 Number = Number of Years
 US = Until Superseded

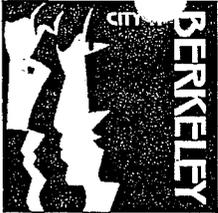
Department Codes

AUD = Auditor
 CIP = Capital Improvements
 FIRE = Fire & EMS
 HRD = Human Resources
 OED = Economic Development
 PRC = Police Review Commission
 SECY = Board or Commission Secretary

ATTY = City Attorney
 CLK = City Clerk
 GRS = Common to All Depts.
 IT = Information Technology
 PARK = Parks & Waterfront
 PWKS = Public Works

BDGT = Budget
 CM = City Manager
 HHS = Health & Human Services
 LIBR = Library
 PLNG = Planning & Development
 RSB = Rent Stabilization Board

BHA = Housing Authority
 FIN = Finance
 HOUS = Housing
 MYR = Mayor & Council
 POL = Police
 TRN = Transportation



ment Program
t
04

Records Retention Schedule

DEPARTMENT	DIVISION	SECTION
General Records Schedule	All Departments including Mayor/Council	
DEPARTMENT DIRECTOR	CITY ATTORNEY	CITY CLERK
Not Applicable		

Approvals (Signature and Date)

ITEM NO.	RECORD SERIES TITLE/SUBTITLE AND DESCRIPTION IF APPLICABLE	MEDIA CODE	DEPT OF RECORD	RECORD COPY	OFFICE	STORAGE	DESTROY	VITAL RECORD	HISTORIC RECORD	STATUTORY REFERENCE
1025.3	Contracts, Leases, M.O.U.s and Agreements with Funding Sources from County, State or Federal Government (*Originals of revenue agreements and subcontracts with Community Agencies – destroy 5 years after expiration of contract)	Paper	GRS	Y	AE+5*	-	AE+5*	N	Y	CA Opinion 1/3/90
1025.4	Contracts, Leases, M.O.U.s and Agreements for the sale or purchase of real property (*originals retain 5 years from date of sale or 5 years from fulfillment of conditions, if applicable; if conditions ongoing, retain permanently)	Paper	GRS	Y	AE+5*	-	AE+5*	N	Y	CA Opinion 1/3/90
1030	Correspondence and Internal Memoranda Policy and Program Development Records pertaining to the formulation, planning, modification, implementation, or redefinition of City policies, programs, services, or projects. Retention Note: *Review carefully; some records may merit permanent retention for historical reasons	Paper,	GRS	Y	US+5	-	US+5*	Y	Y	GC 34090(d)
1031	Correspondence and Internal Memoranda Administrative Documents pertaining to or arising from routine administration or operation of City policies, programs, services and projects (includes both incoming and outgoing documents).	Paper,	GRS	Y	CYE+2	-	CYE+2	Y	N	GC 34090(d)

Retention Codes

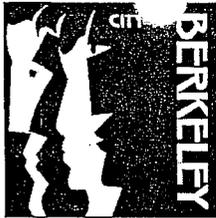
AA = After Audit
 AE = After Expiration
 AT = After Termination
 CL = Close/Completion
 EL = Election
 MAX = Maximum
 PERM = Permanent
 ACT = Active
 AS = After Settlement
 AV = Administrative Value
 CYE = Current Year End
 FYE = Fiscal Year End
 Number = Number of Years
 US = Until Superseded

Department Codes

AUD = Auditor
 CIP = Capital Improvements
 FIRE = Fire & EMS
 HRD = Human Resources
 OED = Economic Development
 PRC = Police Review Commission
 SECY = Board or Commission Secretary
 ATTY = City Attorney
 CLK = City Clerk
 GRS = Common to All Depts.
 IT = Information Technology
 PARK = Parks & Waterfront
 PWKS = Public Works

BDGT = Budget
 CM = City Manager
 HHS = Health & Human Services
 LIBR = Library
 PLNG = Planning & Development
 RSB = Rent Stabilization Board

BHA = Housing Authority
 FIN = Finance
 HOUS = Housing
 MYR = Mayor & Council
 POL = Police
 TRN = Transportation



ment Program
04

Records Retention Schedule

DEPARTMENT		DIVISION	SECTION
General Records Schedule		All Departments including Mayor/Council	
DEPARTMENT DIRECTOR		CITY ATTORNEY	CITY CLERK
Not Applicable			

Approvals (Signature and Date)

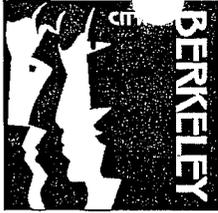
ITEM NO.	RECORD SERIES TITLE/SUBTITLE AND DESCRIPTION IF APPLICABLE	MEDIA CODE	DEPT OF RECORD	RECORD COPY	OFFICE	STORAGE	DESTROY	VITAL RECORD	HISTORIC RECORD	STATUTORY REFERENCE
1032	Correspondence and Internal Memoranda Transitory Routine documents such as letters of transmittal, requests for publications, internal meeting notices, and similar records of a transitory nature.	Paper,	GRS	Y	AV	-	MAX=2	N	N	GC 34090
1033	Correspondence and Internal Memoranda Chronological Files (a.k.a. "Chron" or "Chrono" Files) Copies of correspondence and/or reports arranged in chronological order (by date issued) for quick reference.	Paper,	GRS	Y	AV	-	MAX=5	N	N	GC 34090
1034	Correspondence and Internal Memoranda Library Material Department Reference Library; Books, art, gifts, donations, exhibits, etc.	Paper	GRS	Y	AV	-	AV	N	N	GC 34090
1035	Correspondence and Internal Memoranda Desk Reference Files Copies of reports, clippings, articles, newsletters, research results, and correspondence kept for reference purposes only.	Paper	GRS	Y	AV	-	AV	N	N	GC 34090
1040	Financial Reports – Periodic Monthly, bimonthly, quarterly, or semi-annual financial reporting on accounts, funds, or projects of the city created either for internal use or submission to state agencies, except specific reports of similar types noted in this or other schedules.	Paper	GRS	N	FYE+2	-	FYE+2	N	N	GC 34090

Retention Codes

AA = After Audit
 AE = After Expiration
 AT = After Termination
 CL = Close/Completion
 EL = Election
 MAX = Maximum
 PERM = Permanent
 ACT = Active
 AS = After Settlement
 AV = Administrative Value
 CYE = Current Year End
 FYE = Fiscal Year End
 Number = Number of Years
 US = Until Superseded

Department Codes

AUD = Auditor
 CIP = Capital Improvements
 FIRE = Fire & EMS
 HRD = Human Resources
 OED = Economic Development
 PRC = Police Review Commission
 SECY = Board or Commission Secretary
 ATTY = City Attorney
 CLK = City Clerk
 GRS = Common to All Depts.
 IT = Information Technology
 PARK = Parks & Waterfront
 PWKS = Public Works
 BDGT = Budget
 CM = City Manager
 HHS = Health & Human Services
 LIBR = Library
 PLNG = Planning & Development
 RSB = Rent Stabilization Board
 BHA = Housing Authority
 FIN = Finance
 HOUS = Housing
 MYR = Mayor & Council
 POL = Police
 TRN = Transportation



ment Program
04

Records Retention Schedule

DEPARTMENT	DIVISION	SECTION
General Records Schedule	All Departments including Mayor/Council	
DEPARTMENT DIRECTOR	CITY ATTORNEY	CITY CLERK
Not Applicable		

Approvals (Signature and Date)

ITEM NO.	RECORD SERIES TITLE/SUBTITLE AND DESCRIPTION IF APPLICABLE	MEDIA CODE	DEPT OF RECORD	RECORD COPY	OFFICE	STORAGE	DESTROY	VITAL RECORD	HISTORIC RECORD	STATUTORY REFERENCE
1045	Goals & Objectives Department Performance Measures, Goals and Objectives	Paper	GRS	Y	CYE+2	-	CYE+2	N	N	GC 34090
1050	Minutes (Staff) – Minutes of Internal Staff meetings.	Paper	GRS	Y	AV	-	MAX=2	N	N	GC 34090
1055	News Releases, Newsletters and Press Releases Retention Note: *Review carefully; some records may merit permanent retention for historical reasons.	Paper	GRS	N	CYE+2	-	CYE+2	N	Y*	GC 34090
1060	Organizational Charts (See Bi-Annual Budget for Official Organization Charts)	Paper	GRS	N	US	-	US	N	N	
1065	Photographs, Recordings and Non-textual Media Photographs, scrapbooks, slides, sound recordings, videotapes, posters and other non-textual media that document the history and activities of the City or any of its departments, programs, or projects except such records noted elsewhere in this or other schedules. *Retention Note: Most media of this type must be retained for historical reasons, but latitude is allowed record-keepers in determining to what extent an item documents the history and activities of the City. If it is determined that it does not, it need be kept only as long as administratively valuable.	Photo, Audio, Video	GRS	Y	PERM*	-	PERM*	N	*Y	

Retention Codes

AA = After Audit
 AE = After Expiration
 AT = After Termination
 CL = Close/Completion
 EL = Election
 MAX = Maximum
 PERM = Permanent
 ACT = Active
 AS = After Settlement
 AV = Administrative Value
 CYE = Current Year End
 FYE = Fiscal Year End
 Number = Number of Years
 US = Until Superseded

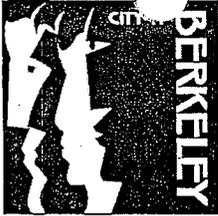
Department Codes

AUD = Auditor
 CIP = Capital Improvements
 FIRE = Fire & EMS
 HRD = Human Resources
 OED = Economic Development
 PRC = Police Review Commission
 SECY = Board or Commission Secretary

ATTY = City Attorney
 CLK = City Clerk
 GRS = Common to All Depts.
 IT = Information Technology
 PARK = Parks & Waterfront
 PWKS = Public Works

BDGT = Budget
 CM = City Manager
 HHS = Health & Human Services
 LIBR = Library
 PLNG = Planning & Development
 RSB = Rent Stabilization Board

BHA = Housing Authority
 FIN = Finance
 HOUS = Housing
 MYR = Mayor & Council
 POL = Police
 TRN = Transportation



ment Program
04

Records Retention Schedule

DEPARTMENT	DIVISION	SECTION
General Records Schedule	All Departments including Mayor/Council	
DEPARTMENT DIRECTOR	CITY ATTORNEY	CITY CLERK
Not Applicable		

Approvals (Signature and Date)

ITEM NO.	RECORD SERIES TITLE/SUBTITLE AND DESCRIPTION IF APPLICABLE	MEDIA CODE	DEPT OF RECORD	RECORD COPY	OFFICE	STORAGE	DESTROY	VITAL RECORD	HISTORIC RECORD	STATUTORY REFERENCE
1070	Policy and Procedure Documentation Executive orders, directives, manuals, and similar documents that establish and define the policies, procedures, rules and regulations governing the operations or activities of the City as a whole or any of its departments, programs, services, or projects. * Retention Note: One copy retained permanently by issuing department for historical reference.	Paper,	GRS	N	US+5*	-	US+5*	N	Y	
1075	Publications – Promotional and Marketing Materials Pamphlets, reports, studies, proposals, and similar material printed by or for the City or any department, division, or program and distributed, or intended for distribution on request to City staff or to the public Retention Note: Retain one (1) copy permanently for historical reference. *	Paper	GRS	Y	CYE+7	-	CYE+7	N	Y*	
1080	Purchasing Records – Departmental Requisitions	Paper	GRS	N	FYE+2	-	FYE+2	N	N	GC 34090
1081	Purchasing Records – Purchase Orders	Paper	GRS	N	FYE+2	-	FYE+2	N	N	GC 34090
1082	Purchasing Records – Requests for Encumbrance (FN-024)	Paper	GRS	N	FYE+2	-	FYE+2	N	N	GC 34090
1083	Purchasing Records – Warehouse Requisitions	Paper	GRS	N	FYE+2	-	FYE+2	N	N	GC 34090

Retention Codes

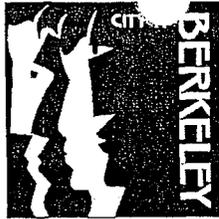
AA = After Audit
AE = After Expiration
AT = After Termination
CL = Close/Completion
EL = Election
MAX = Maximum
PERM = Permanent
ACT = Active
AS = After Settlement
AV = Administrative Value
CYE = Current Year End
FYE = Fiscal Year End
Number = Number of Years
US = Until Superseded

Department Codes

AUD = Auditor
CIP = Capital Improvements
FIRE = Fire & EMS
HRD = Human Resources
OED = Economic Development
PRC = Police Review Commission
SECY = Board or Commission Secretary
ATTY = City Attorney
CLK = City Clerk
GRS = Common to All Depts.
IT = Information Technology
PARK = Parks & Waterfront
PWKS = Public Works

BDGT = Budget
CM = City Manager
HHS = Health & Human Services
LIBR = Library
PLNG = Planning & Development
RSB = Rent Stabilization Board

BHA = Housing Authority
FIN = Finance
HOUS = Housing
MYR = Mayor & Council
POL = Police
TRN = Transportation



ment Program

04

Records Retention Schedule

DEPARTMENT	DIVISION	SECTION
General Records Schedule	All Departments including Mayor/Council	
DEPARTMENT DIRECTOR	CITY ATTORNEY	CITY CLERK
Not Applicable		

Approvals (Signature and Date)

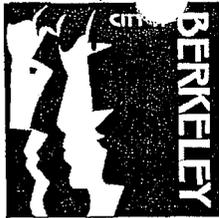
ITEM NO.	RECORD SERIES TITLE/SUBTITLE AND DESCRIPTION IF APPLICABLE	MEDIA CODE	DEPT OF RECORD	RECORD COPY	OFFICE	STORAGE	DESTROY	VITAL RECORD	HISTORIC RECORD	STATUTORY REFERENCE
1085	Reports and Studies (Non-Fiscal) – Annual Reports Reports, performance audits, or planning studies submitted to the Council, City Manager, Mayor, or State Agency, on the performance of a department, program, or project, or for planning purposes. Includes those prepared by consultants under contract with the City.	Paper	GRS	Y	PERM	-	PERM	N	Y*	Dept. Policy
1086	Reports and Studies (Non-Fiscal) Reports or studies prepared by order or request of a governing body (as reflected in its minutes), or ordered or requested by a federal or state agency or court.	Paper	GRS	Y	PERM	-	PERM	N	Y*	Dept. Policy
1087	Reports and Studies (Non-Fiscal) Special reports or studies prepared by order or request of the City Manager.	Paper	GRS	Y	5	-	5	N	N	Dept. Policy
1088	Reports and Studies (Non-Fiscal) Routine Monthly, bimonthly, quarterly or semi-annual reports	Paper	GRS	Y	CYE+2	-	CYE+2	N	N	GC 34090
1089	Reports and Studies (Non-Fiscal) – Performance Measures Activity Reports compiled on a periodic basis pertaining to workload measures, time studies, number of public contacts, etc., except specific reports of similar types noted in this or other schedules.	Paper	GRS	Y	CYE+5	-	CYE+5	N	N	GC 34090

Retention Codes

AA = After Audit
 AE = After Expiration
 AT = After Termination
 CL = Close/Completion
 EL = Election
 MAX = Maximum
 PERM = Permanent
 ACT = Active
 AS = After Settlement
 AV = Administrative Value
 CYE = Current Year End
 FYE = Fiscal Year End
 Number = Number of Years
 US = Until Superseded

Department Codes

AUD = Auditor
 CIP = Capital Improvements
 FIRE = Fire & EMS
 HRD = Human Resources
 OED = Economic Development
 PRC = Police Review Commission
 SECY = Board or Commission Secretary
 ATTY = City Attorney
 CLK = City Clerk
 GRS = Common to All Depts.
 IT = Information Technology
 PARK = Parks & Waterfront
 PWKS = Public Works
 BDGT = Budget
 CM = City Manager
 HHS = Health & Human Services
 LIBR = Library
 PLNG = Planning & Development
 RSB = Rent Stabilization Board
 BHA = Housing Authority
 FIN = Finance
 HOUS = Housing
 MYR = Mayor & Council
 POL = Police
 TRN = Transportation



ment Program
t
04

Records Retention Schedule

DEPARTMENT	DIVISION	SECTION
General Records Schedule	All Departments including Mayor/Council	
DEPARTMENT DIRECTOR	CITY ATTORNEY	CITY CLERK
Not Applicable		

Approvals (Signature and Date)

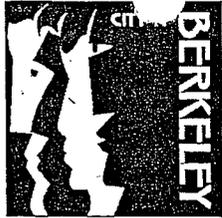
ITEM NO.	RECORD SERIES TITLE/SUBTITLE AND DESCRIPTION IF APPLICABLE	MEDIA CODE	DEPT OF RECORD	RECORD COPY	OFFICE	STORAGE	DESTROY	VITAL RECORD	HISTORIC RECORD	STATUTORY REFERENCE
1090	Software Programs Automated software applications and operating system files; including job control language, program listings, source code, procedure manuals, etc. Retain until software has been superseded and all electronic records are transferred to, and are usable in, new software environment, or until there no electronic records are being retained to meet an approved retention period that requires the original software for access. RETENTION NOTE: If retention of electronic records is extended to meet the requirements of an audit, litigation, open records action, etc. any software program required to retrieve and read the records must be retained for the same period.	Paper,	GRS	Y	US*	-	US*	Y	Y	
1091	Travel Records	Paper,	GRS	N	CYE+2	-	CYE+2	N	N	GC 34090
2000	BOARDS & COMMISSIONS									
2010	Agendas – Boards & Commissions Published Meeting Agendas and/or Notices	Paper,	SECY	Y	CYE+3	5	CYE+8	N	N	GC 34090

Retention Codes

AA = After Audit
 AE = After Expiration
 AT = After Termination
 CL = Close/Completion
 EL = Election
 MAX = Maximum
 PERM = Permanent
 ACT = Active
 AS = After Settlement
 AV = Administrative Value
 CYE = Current Year End
 FYE = Fiscal Year End
 Number = Number of Years
 US = Until Superseded

Department Codes

AUD = Auditor
 CIP = Capital Improvements
 FIRE = Fire & EMS
 HRD = Human Resources
 OED = Economic Development
 PRC = Police Review Commission
 SECY = Board or Commission Secretary
 ATTY = City Attorney
 CLK = City Clerk
 GRS = Common to All Depts.
 IT = Information Technology
 PARK = Parks & Waterfront
 PWKS = Public Works
 BDGT = Budget
 CM = City Manager
 HHS = Health & Human Services
 LIBR = Library
 PLNG = Planning & Development
 RSB = Rent Stabilization Board
 BHA = Housing Authority
 FIN = Finance
 HOUS = Housing
 MYR = Mayor & Council
 POL = Police
 TRN = Transportation



ment Program
04

Records Retention Schedule

DEPARTMENT		DIVISION	SECTION
General Records Schedule		All Departments including Mayor/Council	
DEPARTMENT DIRECTOR		CITY ATTORNEY	CITY CLERK
Not Applicable			

Approvals (Signature and Date)

ITEM NO.	RECORD SERIES TITLE/SUBTITLE AND DESCRIPTION IF APPLICABLE	MEDIA CODE	DEPT OF RECORD	RECORD COPY	OFFICE	STORAGE	DESTROY	VITAL RECORD	HISTORIC RECORD	STATUTORY REFERENCE
2011	Agendas – Boards & Commissions Agenda Packets and Supporting Documentation Retain one copy of each document submitted to a meeting of a governing body for consideration, approval, or action; if such action is reflected in minutes of the meeting. (*Unless specified otherwise on an individual department schedule.)	Paper	SECY	Y	CYE+3*	5*	CYE+8*	N	N	GC 34090
2020	Minutes - Boards and Commissions Official Written Minutes	Paper	SECY	Y	PERM	-	PERM	N	Y	
2021	Minutes - Boards and Commissions Audio and/or Video Tapes of meetings for which written minutes are not prepared	Audio / Video Tapes	SECY	Y	PERM	-	PERM	N	Y	
2022	Minutes - Boards and Commissions Audio and/or Video Tapes of meetings for which written minutes are prepared. *Recycle tapes 90 days after minutes are approved unless maintained for public reference.	Audio / Video Tapes	SECY	Y	90 days*	-	2	N	N	GC 34090
2025	Commissioner Attendance Records	Paper	SECY	Y	10	-	10	N	Y	GC 34090
3000	GRANTS									
3010	Grant Development and Administrative Records Successful grant applications and proposals, and any documentation that modifies the terms of a grant.	Paper	GRS	Y	CL+5	-	CL+5+	N	N	GC 34090.
3011	Grant Development and Administrative Records Financial, performance, and compliance reports submitted to grantor or sub-grantor agencies.	Paper	GRS	Y	CL+5	-	CL+5	N	N	GC 34090.

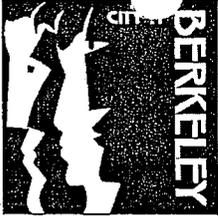
Retention Codes

AA = After Audit
AE = After Expiration
AT = After Termination
CL = Close/Completion
EL = Election
MAX = Maximum
PERM = Permanent
ACT = Active
AS = After Settlement
AV = Administrative Value
CYE = Current Year End
FYE = Fiscal Year End
Number = Number of Years
US = Until Superseded

Department Codes

AUD = Auditor
CIP = Capital Improvements
FIRE = Fire & EMS
HRD = Human Resources
OED = Economic Development
PRC = Police Review Commission
SECY = Board or Commission Secretary
ATTY = City Attorney
CLK = City Clerk
GRS = Common to All Depts.
IT = Information Technology
PARK = Parks & Waterfront
PWKS = Public Works

BDGT = Budget
CM = City Manager
HHS = Health & Human Services
LIBR = Library
PLNG = Planning & Development
RSB = Rent Stabilization Board
BHA = Housing Authority
FIN = Finance
HOUS = Housing
MYR = Mayor & Council
POL = Police
TRN = Transportation



Management Program

104

Records Retention Schedule

DEPARTMENT		DIVISION	SECTION
General Records Schedule		All Departments including Mayor/Council	
DEPARTMENT DIRECTOR		CITY ATTORNEY	CITY CLERK
Not Applicable			

Approvals (Signature and Date)

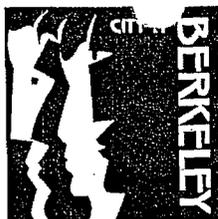
ITEM NO.	RECORD SERIES TITLE/SUBTITLE AND DESCRIPTION IF APPLICABLE	MEDIA CODE	DEPT OF RECORD	RECORD COPY	OFFICE	STORAGE	DESTROY	VITAL RECORD	HISTORIC RECORD	STATUTORY REFERENCE
3012	Grant Development and Administrative Records Reports, planning memoranda, studies, correspondence, and similar records created for and used in the development of successful grant proposals.	Paper	GRS	Y	CL+5	-	CL+5	N	N	GC 34090.
3013	Grant Development and Administrative Records Records relating to unsuccessful grant proposals.	Paper	GRS	Y	CYE+2	-	CYE+2	N	N	GC 34090.
4000	Personnel & Payroll									
4010	Application for Leave of Absence - Leave Requests	Paper	GRS	N	CYE+2	-	CYE+2	N	N	GC 34090
4020	Employee Time Sheets / Cards -- Department Copies (Retain for audit & FEMA Reports)	Paper	GRS	N	2	AA+6	AA+6	Y	Y	GC 34090; 29CFR516.2; IRS Reg. 31.6001-1(e)(z); R&T 19530; LC-1174(d)
4030	Employee Personnel Files (Department copy of Personnel documents, including performance evaluations and goals. HRD retains official record copy of all personnel records.)	Paper	GRS	N	AT	-	AT	N	N	GC 34090; GC 06250
4040	Employee Security Records -- Identification and Access Records created to control and monitor the issuance of keys, ID cards, passes, or similar instruments of identification and access to controlled spaces.	Paper	GRS	Y	AE+2	-	AE+2	N	N	GC 34090
4050	Employee Security Records - Parking Records relating to issuance of parking permits.	Paper	GRS	Y	US	-	US	N	N	GC 34090

Retention Codes

AA = After Audit	ACT = Active
AE = After Expiration	AS = After Settlement
AT = After Termination	AV = Administrative Value
CL = Close/Completion	CYE = Current Year End
EL = Election	FYE = Fiscal Year End
MAX = Maximum	Number = Number of Years
PERM = Permanent	US = Until Superseded

Department Codes

AUD = Auditor	ATTY = City Attorney	BDGT = Budget	BHA = Housing Authority
CIP = Capital Improvements	CLK = City Clerk	CM = City Manager	FIN = Finance
FIRE = Fire & EMS	GRS = Common to All Depts.	HHS = Health & Human Services	HOUS = Housing
HRD = Human Resources	IT = Information Technology	LIBR = Library	MYR = Mayor & Council
OED = Economic Development	PARK = Parks & Waterfront	PLNG = Planning & Development	POL = Police
PRC = Police Review Commission	PWKS = Public Works	RSB = Rent Stabilization Board	TRN = Transportation
SECY = Board or Commission Secretary			



ment Program

04

Records Retention Schedule

DEPARTMENT	DIVISION	SECTION
General Records Schedule	All Departments including Mayor/Council	
DEPARTMENT DIRECTOR	CITY ATTORNEY	CITY CLERK
<i>Not Applicable</i>		

Approvals (Signature and Date)

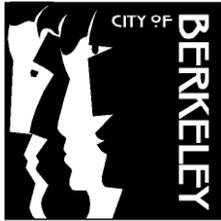
ITEM NO.	RECORD SERIES TITLE/SUBTITLE AND DESCRIPTION IF APPLICABLE	MEDIA CODE	DEPT OF RECORD	RECORD COPY	OFFICE	STORAGE	DESTROY	VITAL RECORD	HISTORIC RECORD	STATUTORY REFERENCE
4060	Payroll Reports and Related Records	Paper	GRS	N	CYE+2	-	CYE+2	N	N	GC 34090

Retention Codes

AA = After Audit	ACT = Active
AE = After Expiration	AS = After Settlement
AT = After Termination	AV = Administrative Value
CL = Close/Completion	CYE = Current Year End
EL = Election	FYE = Fiscal Year End
MAX = Maximum	Number = Number of Years
PERM = Permanent	US = Until Superseded

Department Codes

AUD = Auditor	ATTY = City Attorney	BDGT = Budget	BHA = Housing Authority
CIP = Capital Improvements	CLK = City Clerk	CM = City Manager	FIN = Finance
FIRE = Fire & EMS	GRS = Common to All Depts.	HHS = Health & Human Services	HOUS = Housing
HRD = Human Resources	IT = Information Technology	LIBR = Library	MYR = Mayor & Council
OED = Economic Development	PARK = Parks & Waterfront	PLNG = Planning & Development	POL = Police
PRC = Police Review Commission	PWKS = Public Works	RSB = Rent Stabilization Board	TRN = Transportation
SECY = Board or Commission Secretary			



City of Berkeley
 Records Management Program
 2180 Milvia Street
 Berkeley, CA 94704

**RECORDS RETENTION SCHEDULE
 Exhibit B**

DEPARTMENT	DIVISION	SECTION
Library		
DEPARTMENT DIRECTOR	CITY ATTORNEY	CITY CLERK

Approvals (Signature and Date)

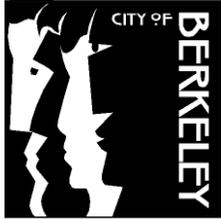
ITEM NO.	RECORD SERIES TITLE/SUBTITLE (AND DESCRIPTION IF APPLICABLE)	MEDIA CODE	DEPT OF RECORD	RECORD COPY	OFFICE	STORAGE	DESTROY	VITAL RECORD	HISTORIC RECORD	STATUTORY REFERENCE
09.15	Borrower Registration Records Records documenting the registration of authorized borrowers.	Electronic	LIBR	Y	US	-	US	Y	Y	Dept. Policy
09.04	Cash Receipts (for Daily deposit of monies from Library)	Paper	LIBR	Y	5	-	5	N	Y	Board Resolution R76-045
09.16	Circulation Records Records documenting the circulation of library materials to individual borrowers	Electronic	LIBR	Y	US	-	US	Y	Y	Dept. Policy
09.17	Circulation Statistical Reports	Electronic	LIBR	Y	5	-	5	N	N	Dept. Policy
09.18	Library Catalog	Electronic	LIBR	Y	US	-	US	Y	Y	Record should be protected from loss or damage by off-site storage of a security copy.
09.06	Lost and Paid Receipts Copies of receipts issued when patron pays for a lost book.	Paper	LIBR	Y	5	-	5	N	Y	Board Resolution R76-045
09.07	Overdue Records Library Fines Information	Electronic	LIBR	Y	5	-	5	N	Y	Board Resolution R76-045
09.10	Personnel Posting Cards	Paper	LIBR	Y	P	-	P	N	Y	Dept. Policy
09.11	Purchase Orders	Electronic	LIBR	Y	5	-	5	N	Y	Board Resolution R76-045
09.12	Records of Missing Books in Circulation	Electronic	LIBR	Y	5	-	5	N	Y	Dept. Policy

See the General Records Schedule (GRS) for additional administrative records common to all Departments, Boards and Commissions.

Retention Codes

Department Codes

AA = After Audit	ACT = Active	AUD = Auditor	ATTY = City Attorney	BDGT = Budget	BHA = Housing Authority
AE = After Expiration	AS = After Settlement	CIP = Capital Improvements	CLK = City Clerk	CM = City Manager	FIN = Finance
AT = After Termination	AV = Administrative Value	FIRE = Fire & EMS	GRS = Common to All Depts.	HHS = Health & Human Services	HOUS = Housing
CL = Close/Completion	CYE = Current Year End	HRD = Human Resources	IT = Information Technology	LIBR = Library	MYR = Mayor & Council
EL = Election	FYE = Fiscal Year End	OED = Economic Development	PARK = Parks & Waterfront	PLNG = Planning & Development	POL = Police
MAX = Maximum	PERM = Permanent	PRC = Police Review Commission	PWKS = Public Works	RSB = Rent Stabilization Board	
US = Until Superseded	Number = Number of Years				



City of Berkeley
 Records Management Program
 2180 Milvia Street
 Berkeley, CA 94704

**RECORDS RETENTION SCHEDULE
 Exhibit B**

DEPARTMENT	DIVISION	SECTION
Library		
DEPARTMENT DIRECTOR	CITY ATTORNEY	CITY CLERK

Approvals (Signature and Date)

ITEM NO.	RECORD SERIES TITLE/SUBTITLE (AND DESCRIPTION IF APPLICABLE)	MEDIA CODE	DEPT OF RECORD	RECORD COPY	OFFICE	STORAGE	DESTROY	VITAL RECORD	HISTORIC RECORD	STATUTORY REFERENCE
09.14	Vouchers – Vendor Invoices, Reference Information and Proof of payment	Paper	LIBR	Y	2	5	7	N	N	Dept. Policy

See the General Records Schedule (GRS) for additional administrative records common to all Departments, Boards and Commissions.

Retention Codes

Department Codes

AA = After Audit	ACT = Active	AUD = Auditor	ATTY = City Attorney	BDGT = Budget	BHA = Housing Authority
AE = After Expiration	AS = After Settlement	CIP = Capital Improvements	CLK = City Clerk	CM = City Manager	FIN = Finance
AT = After Termination	AV = Administrative Value	FIRE = Fire & EMS	GRS = Common to All Depts.	HHS = Health & Human Services	HOUS = Housing
CL = Close/Completion	CYE = Current Year End	HRD = Human Resources	IT = Information Technology	LIBR = Library	MYR = Mayor & Council
EL = Election	FYE = Fiscal Year End	OED = Economic Development	PARK = Parks & Waterfront	PLNG = Planning & Development	POL = Police
MAX = Maximum	PERM = Permanent	PRC = Police Review Commission	PWKS = Public Works	RSB = Rent Stabilization Board	
US = Until Superseded	Number = Number of Years				

Definitions

Vital Record:

1. ___ The loss of this record would impact the health, welfare, and security of citizens.
2. ___ This record is required for the continued delivery of essential services to the population.
3. ___ The information contained in this record, if lost, would be totally irrecoverable or not readily recreated, and the loss of this information would severely impact the continuation of essential services to citizens and/or revenue to the City.
4. ___ This record, in addition to falling in one of the above categories, is mandated to be kept by law. (See legal citation in retention schedule.)

Important Record:

This information is needed for the effective running of the department and contributes to good office procedures. In most cases the information can be obtained from other sources or can be reconstructed. This information does contribute to the City's functioning, but at the departmental level. The department could not perform some or all of its specific functions if this information was destroyed. It may also be mandated to be kept by law.

Useful Record:

This information is regular, routine office paperwork. In some cases, copies are duplicated throughout the City or for several departments. The information in this category is easily obtained from various sources and is used as a convenience by staff. Records are standard throughout most of the City's departments. The loss of this information will not hamper the running of the department or the City.

Archival Record:

Records in any form which contribute to the historic background of the City. The information might have been vital once but now is mainly a reference source. This information/record series contributes to the City's functioning in terms of reference and research material but is not essential to the services being provided by the City at this time.

Very Important Records:

Records created as a direct result of an actual disaster, the assessment and recovery phase, and existing records involved in the means to return the City to normal operations. (This information may not be easily obtained or reconstructed and the loss of this information would hinder the City's functioning.) These records are needed for the running of the departments, but the main emphasis is the smooth running of the City.



BERKELEY PUBLIC LIBRARY

CONSENT CALENDAR

October 24, 2007

TO: Board of Library Trustees
FROM: Doug Smith, Deputy Director of Library Services
SUBJECT: LIBRARY INTERNET USE POLICY

RECOMMENDATION

Adopt an Internet Use Policy, which establishes Berkeley Public Library policy regarding patron responsibilities for content and behavior while accessing the internet in Library facilities, and connecting user responsibilities with the Library Rules of Conduct. This policy affirms the safeguarding of library users' First Amendment rights, intellectual freedom, and equity of access.

FISCAL IMPACT

This report will have no fiscal impacts.

BACKGROUND

Consistent with its mission of providing resources in a wide variety of formats to meet the cultural, informational, recreational, and educational needs of the community it serves, the Berkeley Public Library provides its patrons free access to the Internet at over 65 computers system wide and, in the current fiscal year, is introducing wireless Internet access points to all its facilities. The Library recognizes electronic resources as vital to the provision of information that is at the core of a public library's role in its community. In view of the complex issues associated with access to electronic information, the American Library Association urges libraries to formally adopt Internet use policies developed from their specific missions and goals. Many public libraries have done so. In response, the Berkeley Public Library staff has researched the policies of other libraries and developed this policy based on the practical experience of its employees, in both public service and information technology roles, in order to assist the staff at large in managing the way that Internet access is provided to the public.

CURRENT SITUATION AND ITS EFFECTS

Many libraries nationwide have adopted formal policies about access to electronic resources and networks in response to the need to ensure equal access to these media. While the Berkeley Public Library has provided free Internet access for many years, written policies or procedures have yet to be developed. As a result, enforcement of some rules, such as the Library Rules of Conduct or the time limits needed to ensure equality of access, has not been as



consistent as possible. Demand for access exceeds the supply of time available on the public internet computers, compelling Library staff to determine ways to tailor restrictions on use while maintaining a commitment to equality of access, and to preserving safe public common spaces. An Internet use policy linked with the Library Rules of Conduct will enable staff to better protect Library equipment and more effectively manage the use of a high-demand resource. In addition, affirming the responsibility of parents to determine and monitor the Internet access of their children will permit children's librarians to develop procedures regarding the use of the Internet in the Library's children's areas.

FUTURE ACTION

No further action is required.

Attachments:

1. Resolution
 - a. Library Internet Use Policy
2. Access to Electronic Information, Services, and Networks: an Interpretation of the LIBRARY BILL OF RIGHTS
3. American Library Association's Library Bill of Rights

RESOLUTION NO.: 07-____

ADOPTION OF THE INTERNET USE POLICY FOR THE BERKELEY PUBLIC LIBRARY

WHEREAS, the Berkeley Public Library provides its patrons free access to the Internet through a wireless network and at public access 65 computers available in all branches, which is consistent with the Library's mission; and

WHEREAS, the Berkeley Public Library adheres to the American Library Association's *Library Bill of Rights*, which acknowledges librarians' professional and ethical responsibilities to the Constitution's promise of access to information in all formats to all people; and

WHEREAS, electronic resources are recognized as vital to the provision of information; and

WHEREAS, the American Library Association urges libraries to formally adopt Internet use policies specific to each library's mission and goals; and

WHEREAS, with written policies or procedures related to Internet use, the enforcement of some rules can be consistent.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to adopt the Administrative Regulation regarding Internet Use Policy, which establishes policy regarding patron responsibilities for content and behavior while accessing the Internet in Library facilities.

**BERKELEY PUBLIC LIBRARY
ADMINISTRATIVE REGULATIONS**

A.R. Number:	---
ORIGINAL DATE:	9/19/07
BOLT Resolution #:	R07-__
REVISED DATE:	
PAGE:	1 of 2

SUBJECT: Internet Use Policy

I. PURPOSE

The purpose of this administrative regulation is to set forth a policy governing the use of the Internet by patrons in any Berkeley Public Library facility, and upon which procedures for implementing this policy can be based.

II. POLICY

The Berkeley Public Library provides public access to the Internet to fulfill, in part, the Library's mission of developing resources and services that meet the cultural, informational, recreational, and educational needs of Berkeley's diverse, multicultural community, and of supporting the individual's right to know by providing free access to information. The Library adheres to the American Library Association's policy statement *Access to Electronic Information, Services, and Networks: An Interpretation of the Library Bill of Rights*, which supports the right of individuals to choose library materials for themselves, including those in electronic formats. All Library computers must be used in accordance with this policy and the Berkeley Public Library Rules of Conduct.

Responsibility for Content: The Berkeley Public Library does not monitor and has no control over the information available on the Internet and cannot be held responsible for the content, accuracy, or quality of the information retrieved. Not all information available on the Internet is accurate, complete, up-to-date, lawful, or philosophically acceptable to all individuals. The Library does not limit access to sites on the Internet or censor information that some may find offensive.

The Library encourages parents and guardians to participate with their children in using Library resources and the Internet. The Library affirms the right and responsibility of a parent to determine and monitor their child's Internet access. Computers reserved for the exclusive use by children, or children with guardians, are available in children's areas of the Library.

The user is ultimately responsible for selecting which sites to visit but should be aware that Library computers are in a public area and that others may be involuntarily exposed to what is displayed. Privacy screens are available for computers upon request. However, these screens do not fully prevent other library users from seeing what you are viewing. Users are asked to respect the privacy of others and adhere to the Library Rules of Conduct. Violations may result in the loss of Library privileges.

Use of Library Equipment: Illegal activities or activities that interfere with or disrupt the network, users, services, or equipment are prohibited. Use of the Library's computers for the transmission, dissemination, and/or duplication of information is regulated under various state and federal laws. The Library expects all users to comply with such laws. There are time limits

on Library computer use per day; the limit may vary according to location and level of demand. Violation of these limits in any way, including representing oneself as another person by access codes or library card number may result in loss of Library privileges.

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

Access to Electronic Information, Services, and Networks: an Interpretation of the LIBRARY BILL OF RIGHTS

INTRODUCTION

The world is in the midst of an electronic communications revolution. Based on its constitutional, ethical, and historical heritage, American librarianship is uniquely positioned to address the broad range of information issues being raised in this revolution. In particular, librarians address intellectual freedom from a strong ethical base and an abiding commitment to the preservation of the individual's rights.

Freedom of expression is an inalienable human right and the foundation for self-government. Freedom of expression encompasses the freedom of speech and the corollary right to receive information. These rights extend to minors as well as adults. Libraries and librarians exist to facilitate the exercise of these rights by selecting, producing, providing access to, identifying, retrieving, organizing, providing instruction in the use of, and preserving recorded expression regardless of the format or technology.

The American Library Association expresses these basic principles of librarianship in its *Code of Ethics* and in the *Library Bill of Rights* and its Interpretations. These serve to guide librarians and library governing bodies in addressing issues of intellectual freedom that arise when the library provides access to electronic information, services, and networks.

Issues arising from the still-developing technology of computer-mediated information generation, distribution, and retrieval need to be approached and regularly reviewed from a context of constitutional principles and ALA policies so that fundamental and traditional tenets of librarianship are not swept away.

Electronic information flows across boundaries and barriers despite attempts by individuals, governments, and private entities to channel or control it. Even so, many people, for reasons of technology, infrastructure, or socio-economic status do not have access to electronic information.

In making decisions about how to offer access to electronic information, each library should consider its mission, goals, objectives, cooperative agreements, and the needs of the entire community it serves.

The Rights of Users

All library system and network policies, procedures or regulations relating to electronic resources and services should be scrutinized for potential violation of user rights.

User policies should be developed according to the policies and guidelines established by the American Library Association, including *Guidelines for the Development and Implementation of Policies, Regulations and Procedures Affecting Access to Library Materials, Services and Facilities*.

Users should not be restricted or denied access for expressing or receiving constitutionally protected speech. Users' access should not be changed without due process, including, but not limited to, formal notice and a means of appeal.

Although electronic systems may include distinct property rights and security concerns, such elements may not be employed as subterfuge to deny users' access to information. Users have the right to be free of unreasonable limitations or conditions set by libraries, librarians, system administrators, vendors, network service providers, or others. Contracts, agreements, and licenses entered into by libraries on behalf of their users should not violate this right. Users also have a right to information, training and assistance necessary to operate the hardware and software provided by the library.

Users have both the right of confidentiality and the right of privacy. The library should uphold these rights by policy, procedure, and practice. Users should be advised, however, that because security is technically difficult to achieve, electronic transactions and files could become public.

The rights of users who are minors shall in no way be abridged.¹

Equity of Access

Electronic information, services, and networks provided directly or indirectly by the library should be equally, readily and equitably accessible to all library users. American Library Association policies oppose the charging of user fees for the provision of information services by all libraries and information services that receive their major support from public funds (50.3; 53.1.14; 60.1; 61.1). It should be the goal of all libraries to develop policies concerning access to electronic resources in light of *Economic Barriers to Information Access: an Interpretation of the Library Bill of Rights and Guidelines for the Development and Implementation of Policies, Regulations and Procedures Affecting Access to Library Materials, Services and Facilities*.

Information Resources and Access

Providing connections to global information, services, and networks is not the same as selecting and purchasing materials for a library collection. Determining the accuracy or authenticity of electronic information may present special problems. Some information accessed electronically may not meet a library's selection or collection development policy. It is, therefore, left to each user to determine what is appropriate. Parents and legal guardians who are concerned about their children's use of electronic resources should provide guidance to their own children.

¹ See: *Free Access to Libraries for Minors: an Interpretation of the Library Bill of Rights; Access to Resources and Services in the School Library Media Program; and Access for Children and Young People to Videotapes and Other Nonprint Formats*.

Libraries and librarians should not deny or limit access to information available via electronic resources because of its allegedly controversial content or because of the librarian's personal beliefs or fear of confrontation. Information retrieved or utilized electronically should be considered constitutionally protected unless determined otherwise by a court with appropriate jurisdiction.

Libraries, acting within their mission and objectives, must support access to information on all subjects that serve the needs or interests of each user, regardless of the user's age or the content of the material. Libraries have an obligation to provide access to government information available in electronic format. Libraries and librarians should not deny access to information solely on the grounds that it is perceived to lack value.

In order to prevent the loss of information, and to preserve the cultural record, libraries may need to expand their selection or collection development policies to ensure preservation, in appropriate formats, of information obtained electronically.

Electronic resources provide unprecedented opportunities to expand the scope of information available to users. Libraries and librarians should provide access to information presenting all points of view. The provision of access does not imply sponsorship or endorsement. These principles pertain to electronic resources no less than they do to the more traditional sources of information in libraries.²

Adopted by the ALA Council, January 24, 1996

[ISBN: 8389-7830-4]

² See: *Diversity in Collection Development: an Interpretation of the Library Bill of Rights*.

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948.

Amended February 2, 1961; June 28, 1967; and January 23, 1980,
inclusion of "age" reaffirmed January 23, 1996,
by the ALA Council.



BERKELEY PUBLIC LIBRARY

CONSENT CALENDAR

October 24, 2007

TO: Board of Library Trustees

FROM: Jay Dickinson, Circulation Services Manager

SUBJECT: RECOMMENDED CHANGES TO RENEWAL LIMITS ON PRINT AND MEDIA MATERIALS

RECOMMENDATION

Adopt the resolution that approves the increase of renewals on print and media materials as follows: 1) increase renewals on books and magazines by one; 2) increase renewals on Spoken CDs and Tapes by one; and 3) add one renewal to DVD/VHS materials since no renewals are currently allowed.

FISCAL IMPACT

This report will have no fiscal impact.

BACKGROUND

The Library has established policies and procedures for the lending of materials including fine amounts, circulation periods, etc. These policies and limits are reviewed from time to time to ensure that Berkeley Public Library is delivering service to its patrons in the way that best reflects their needs and preferences, while simultaneously protecting the integrity of the collection.

CURRENT SITUATION AND ITS EFFECTS

Patron requests for more renewals than those currently allowed are common. The proposed increase would improve service to our patrons, as well as bring Berkeley Public Library more closely in line with circulation periods of other Bay Area libraries. The request/holds system currently in place at Berkeley Public Library will assure that patrons seeking materials already circulating will receive them in a timely fashion, since renewals are denied to items with reserves on them.

FUTURE ACTION

Authorization to proceed with the renewal changes will result in implementation on November 1st, 2007. Changes will be posted in Library (central and branches) immediately to notify patrons of intended change.

CONTACT PERSON

Jay Dickinson, Library Services Manager

(510) 981-6174

Attachments:

1. Resolution
2. Current Circulation periods and suggested changes
3. Loan Limits, Fees & Fines Handout

RESOLUTION NO.: R07-_____

INCREASE OF RENEWALS ON PRINT AND MEDIA MATERIALS

WHEREAS, the Library has established policies and procedures for the lending of materials, including fine amounts and circulation periods; and

WHEREAS, on occasion these policies and limits are reviewed to ensure that the Berkeley Public Library is delivering service that best reflects the needs and preferences of patrons; and

WHEREAS, patrons often request additional renewals be allowed on print and media materials; and

WHEREAS, increasing the number of renewals on materials would improve the Library's service to its patrons and would follow more closely with circulation periods of other comparable libraries in the Bay Area.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to increase the renewal limits on print and media materials as follows: 1) increase renewals on books and magazines by one; 2) increase renewals on Spoken CDs and Tapes by one; and 3) add one renewal to DVD/VHS materials since no renewals are currently allowed. These increases shall be implemented on November 1, 2007.

Current Circulation Limits

- Books, Magazines: 21 days (one renewal)
Suggested change: Add one (1) renewal
- Spoken CDs and Tapes – 21 days (one renewal)
Suggested change: Add one (1) renewal
- Music CDs and Tapes – 21 days (one renewal)
Suggested change: None
- DVDs/Videos – 7 days (no renewal)
Suggested change: Add one (1) renewal

Loan Limits, Fees & Fines

The fees, charges and limits listed apply to all materials checked out at the Berkeley Public Library (BPL) except for tools, which have a special use/fee list.

REPLACEMENT LIBRARY CARDS

- Any California resident is entitled to a free Berkeley Public Library card.
- \$1.00 fee for lost, stolen or damaged replacement cards.

RENEWING MATERIALS

You may renew most items (except DVDs/VHS) one time if no one else has a reserve on your item.

You may renew one of four ways:

- Online using "Your Library Account" on the Library's website at: www.berkeleypubliclibrary.org
- At any library workstation
- With staff at any circulation desk
- By calling (510) 981-6249

PAYING YOUR FINES ONLINE

Fines can now be paid online using "Your Library Account" on the Library's website: www.berkeleypubliclibrary.org

LOST AND STOLEN ITEMS

Replacement fee is the price of the item, a non-refundable \$10.00 processing fee, and any applicable overdue fees.

INTERLIBRARY LOANS (ILL)

- \$2.00 non-refundable initiating fee
- Loss or damage fees as charged by lending agency

ITEM LIMITS

50 items may be checked out per patron.

Materials	Fines Per Day	Loan Period In Days
Adult**		
Books, Magazines	.25¢	21
8* Spoken CDs/tapes	.25¢	21
8* Music CDs/tapes	.25¢	21
8* DVDs, Videos	\$1.00	7
ILL, Link+ books	\$1.00	14-21
Children's		
Books, Magazines	none	21
8* Spoken CDs/tapes	none	21
8* Music CDs/tapes	none	21
8* DVDs, Videos	\$1.00	7
ILL, Link+ books	\$1.00	14-21

* Item limits per category

** Patrons with senior cards (age 60+) pay 10¢ per day fines on print and audio material.

Maximum Fines

The maximum fine for overdues per item for print and audio materials is \$5.00, for DVDs/VHS and ILL items the maximum fine is \$10.00 per item. Your account is blocked when your fines exceed \$10.00.

Billed Items

Your account will be blocked when you have not returned an item by the time a bill is sent for it. If the items are still not returned within 8 weeks after the due date, you may be referred to a collection agency. If so, you will be charged \$20.00 in addition to the bill and overdue fees.

Reserved Materials

You may place reserves on 15 items. Reserves not picked up or not cancelled are charged \$1.00 per item.



BERKELEY PUBLIC LIBRARY

CONSENT CALENDAR

October 24, 2007

TO: Board of Library Trustees

FROM: Donna Corbeil, Director of Library Services

SUBJECT: Final Reading and Adoption of the City of Berkeley Administrative Regulation 3.2:
Stipend and Reimbursement in Lieu of Expenses for Board of Library Trustees

RECOMMENDATION

Adopt the resolution approving City of Berkeley Administrative Regulation 3.2 (Attachment 1.a) as corresponding administrative regulation for the Berkeley Public Library.

FISCAL IMPACT

This report will have no fiscal impacts.

BACKGROUND

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

On September 19, 2007 the Board held on final reading numerous Administrative Regulations, which were formally adopted as Library administrative regulations.

CURRENT SITUATION AND ITS EFFECTS

During the September 19, 2007 the Board of Library Trustees requested that Administrative Regulation 3.2: *Stipend and Reimbursement in Lieu of Expenses for Board of Library Trustees* be removed from the list of ARs that were heard on final reading. There were references in AR 3.2 that were not related to the Library or the Board of Library Trustees. These paragraphs that did not pertain to the Library have been removed and AR 3.2 is being brought back for Board approval.

FUTURE ACTION

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

Attachments:

1. Resolution
 - a. Administrative Regulations 3.2

RESOLUTION NO.: 07-____

**FINAL READING AND ADOPTION OF CITY OF BERKELEY ADMINISTRATIVE
REGULATION 3.2: *STIPEND AND REIMBURSEMENT IN LIEU OF EXPENSES FOR BOARD
OF LIBRARY TRUSTEES***

WHEREAS, the Board of Library Trustees sets policies and regulations governing Library operations; and

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 must adopt City of Berkeley Administrative Regulations as Berkeley Public Library administrative regulations in order for them to become policy; and

WHEREAS, on September 19, 2007 Administrative Regulation 3.2 was brought before the Board, but was subsequently pulled for revisions to exclude references made that did not pertain to the Library or the Board of Library Trustees.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to hold on final reading and adopt Administrative Regulation 3.2: *Stipend and Reimbursement in Lieu of Expenses for Board of Library Trustees* (attached).

**BERKELEY PUBLIC LIBRARY
ADMINISTRATIVE REGULATIONS**

A.R. Number:	3.2
ORIGINAL DATE:	10/24/07
BOLT Resolution #:	
REVISED DATE:	
PAGE:	1 of 6

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

I. PURPOSE

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

II. POLICY

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

An eligible member is authorized to receive:

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

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

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

PROCEDURE

TRUSTEE'S CRITERIA AND RESPONSIBILITIES

1. –

- a) Persons eligible to receive reimbursement in lieu of expenses are those Board of Library Trustees whose family's gross income as filed jointly for federal income tax purposes is below \$20,000 per year.
- b) Trustees who are minors must have eligibility declaration forms co-signed by a parent or legal guardian attesting that the combined family income is under \$20,000.
- c) In order to pay a Board of Library Trustee's attendant directly, a vendor form with the attendant's social security number or tax I.D. number must be on file in the Finance

RESOLUTION NO.: R07-___

**THE BOARD OF LIBRARY TRUSTEES EXPRESSES ITS GRATITUDE TO
FRANCISCA GOLDSMITH UPON HER RETIREMENT FROM THE BERKELEY
PUBLIC LIBRARY AFTER SERVING AS A LIBRARIAN IN MANY CAPACITIES
FROM FEBRUARY 27, 1989 THROUGH SEPTEMBER 27, 2007**

WHEREAS, Francisca Goldsmith served as an interim Librarian prior to her career appointment in 1989, promotion to a position as Senior Librarian for Teen Services followed by her promotion to Collection Development and Promotion and Teen Services Manager until her retirement in September 2007; and

WHEREAS, Ms. Goldsmith brought to all of her positions at Berkeley Public Library her extensive knowledge of, and experience in, library services to young adults, collection management and teen services and took a lead role in the development of innovative programs and services, grant development and community collaboration; and

WHEREAS, she brought her love and dedication to serving the needs of teens to her professional endeavors in the form of writing articles, reviewing books, active involvement in the professional library journal VOYA (Voice of Youth Advocates) and School Library Journal among others, electronically publishing author interviews, speaking at conferences and teaching; and

WHEREAS, she has contributed to the development of the profession as the author of **Graphic Novels Now: Building, Managing, and Marketing a Dynamic Collection**; and

WHEREAS, she has been a teacher for Infopeople, responsible for a variety of courses, and has taught over 55 classes to library staffs in the past seven years as a consultant; and is a YALSA trainer for its Serving the Underserved Project and Power Up with Print! Institute; and

WHEREAS, she presented an all day institute at a California Library Association conference, sponsored by ALA, YALSA's Get Graphic@Your Library; and

WHEREAS, she was honored by the Board of Directors of the YALSA (Young Adult Library Services Association) at the ALA Annual conference in 2006, by a resolution expressing their gratitude and appreciation for her dedication during her three years as a member of the Board of Directors of YALSA serving with style, grace, humor, and incisive wit; and her able service as liaison for various YALSA committees, including Audiobook Selection, Graphic Novels, YA Galley, Research, Printz, and the Morris Task Force; and as chair of the 2006 Pre-conference "Reading with Your Ears";

WHEREAS, she contributed to the advancement and support of services to young adults both national and locally as a member of BAYA, Bay Area Young Adult Librarians; and

WHEREAS, she was unwaveringly loyal to, and supportive of, the Library; and

WHEREAS, her knowledge, good humor, helpfulness, dedication, hard work and wisdom have been much appreciated by the Library staff, Board and the Berkeley community; and

WHEREAS, Ms. Goldsmith will be missed on both a personal and professional level by all who worked with her at the Berkeley Public Library;

NOW, THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley expresses its deep appreciation and gratitude to Francisca, for her service as a Librarian for the Berkeley Public Library from February 27, 1989 through September 27, 2007.



BERKELEY PUBLIC LIBRARY

CONSENT CALENDAR

October 24, 2007

TO: Board of Library Trustees
FROM: Doug Smith, Deputy Director of Library Services
SUBJECT: EXAM PROCTORING POLICY

RECOMMENDATION

Adopt the attached Exam Proctoring Policy, which establishes Berkeley Public Library policy regarding the proctoring of examinations by Berkeley Public Library staff.

FISCAL IMPACT

This report will have no fiscal impacts.

BACKGROUND

The Berkeley Public Library supports the goal of lifelong learning. To that end, the library will generally proctor exams for individuals, subject to the availability of authorized staff and resources, and has made a practice of offering this service for many years. With the growth of distance learning as an option for many post-secondary students, there has been an increase in the numbers of requests of Library staff to proctor exams.

CURRENT SITUATION AND ITS EFFECTS

The staff in the Central Library Reference Department provide proctoring services on an on demand basis when patrons request it. The introduction of a written policy and procedures regarding this service will bring a consistency to the requirements the Library asks of students, such as a picture identification, defining the designated lead time for reservations, and assigning to the student the responsibility of assuring the adequacy of the Library facility as a test-taking environment. This consistency will assure distance learners using this service that they are being treated fairly and equitably as they take important tests at the Library.

FUTURE ACTION

No further action is required.

Attachments:

1. Resolution
 - a. Exam Proctoring Policy

RESOLUTION NO.: 07-___

ADOPTION OF THE EXAM PROCTORING POLICY FOR THE BERKELEY PUBLIC LIBRARY

WHEREAS, the Berkeley Public Library supports the goal of lifelong learning; and

WHEREAS, it has been the practice of the Berkeley Public Library's to offer the service of proctoring exams for individuals, subject to the availability of authorized staff and resources; and

WHEREAS, with the growth of distance learning there has been an increase in the number of requests for the service of proctoring exams; and

WHEREAS, a written policy and procedures for this service will bring a consistency to the requirements ensuring distance learners are treated fairly and equitably.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to adopt the attached Exam Proctoring Policy to ensure consistency in the requirements for the service of proctoring exams.

**BERKELEY PUBLIC LIBRARY
ADMINISTRATIVE REGULATIONS**

SUBJECT: Exam Proctoring Policy

A.R. Number:	---
ORIGINAL DATE:	10/24/07
BOLT Resolution #:	R07-__
REVISED DATE:	
PAGE:	1 of 1

I. PURPOSE

The purpose of this administrative regulation is to set forth a policy governing the proctoring of exams at Berkeley Public Libraries by Library staff.

II. POLICY

As part of its mission to meet the educational needs of its users, the Berkeley Public Library provides exam proctoring services upon request to patrons who are distance learning students. Distance learning and correspondence courses are increasingly popular methods of obtaining advanced education, and are often the only way citizens can complete specialized programs of study locally and in a cost-effective manner. The Berkeley Public Library agrees to cooperate with institutions of higher learning in providing exam proctoring services as a courtesy to area residents to support their lifelong learning goals. This service is subject to the availability of authorized staff.

III. PROCEDURES

Students must make arrangements for exam proctoring at least 48 hours in advance. When making appointments, students must supply a name, address, telephone number, name of testing institution, and the date and time of the exam. The Library does not guarantee that the student will be under observation during the test. The employee who monitors the examination will be the librarian on duty at the Reference Desk, or their designee, at the time the student takes the examination. The monitor will verify the identity of the student by requiring presentation of a picture ID before administering the examination. Completed examinations will be returned to the testing institution only via the envelopes or packaging provided by the student or institution. Copies of completed exams are not retained. Examinations not completed by the student within 30 days of receipt by the Library will not be retained. Testing accommodations may vary. It is the student's responsibility to ensure that the physical facility is adequate for their test taking requirements. A quiet study area may not always be available.

Reviewed by:	_____	_____
	Director of Library Services	Date

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



BERKELEY PUBLIC LIBRARY

CONSENT CALENDAR

October 24, 2007

TO: Board of Library Trustees

FROM: Donna Corbeil, Director of Library Services

SUBJECT: BERKELEY PUBLIC LIBRARY FOUNDATION DONATION TO THE WEST BRANCH LIBRARY

RECOMMENDATION

Adopt a resolution authorizing the Director of Library Services to accept an out-of-cycle donation from the Library Foundation to support replacement of the furniture at the West Branch Library and to recognize the \$25,000 donation from Bayer HealthCare by placing a plaque in the branch.

FISCAL IMPACT

The donation of additional funds for the improvement of the West Branch from the Library Foundation will supplement their FY07 commitment of \$23,000 toward the purchase of a new service desk for the branch. Funds for furniture replacement were not included in the FY07 or FY08 Library budget. This funding is well-timed and will contribute to the improvement of the general esthetic of the space and it's utility as furniture will be purchased to match the various uses of the space.

BACKGROUND

The Berkeley Public Library Foundation Board has made a commitment in FY08 to support branch capital projects. To that end, they identified three branch facility improvements to fund; these include the service desk at West, the carpeting at North and renovation of the public restroom at South. In addition, the Foundation Board has made a commitment to seek additional funding for specific needs identified by library staff related to these projects, beginning with the West Branch. Representatives from Bayer HealthCare Pharmaceuticals located in Berkeley have generously agreed to contribute funding to replace the branch public area furnishings.

At the October 1999 Library Board meeting several resolutions related to donor recognition were approved (Attachment 2). One of the provisions was to bring any naming opportunities requested by corporations or corporate foundations to the Board of Library Trustees for approval.



CURRENT SITUATION AND ITS EFFECTS

The additional funds will allow for the replacement of the public area furniture, reading tables and chairs. The furniture currently in the branch is a collection of styles and appears to have originated from the Central Library and other sources. Generally, it is in fair to poor condition. Library staff at the branch has worked closely with the Director to select new furniture and library staff will take full responsibility for the ordering, delivery arrangements and payment once funds are received. The Director of Library Services, the Executive Director of the Library Foundation and the President of the Foundation will work together on the final wording, size and placement of the recognition plaque in the West Branch Library in order to appropriately recognize the donation. The Foundation and Bayer's donation of funds to the project will be recognized in press releases regarding the re-opening and at the public event planned for November 2, 2007.

FUTURE ACTION

No further action is required.

Attachments:

1. Resolution
2. BOLT October 13, 1999 minutes page 2
3. Draft text for recognition plaque

RESOLUTION NO.: 07-___

ACCEPTANCE OF THE BERKELEY PUBLIC LIBRARY FOUNDATION DONATION TO THE WEST BRANCH LIBRARY

WHEREAS, the Berkeley Public Library Foundation has made a commitment in FY08 to support branch capital projects; and

WHEREAS, the Foundation has also committed to seeking additional funding for specific needs identified by library staff related to these projects; and

WHEREAS, at the West Branch Library the replacement of the public area furniture has been identified as one of those specific needs; and

WHEREAS, representatives from Bayer HealthCare Pharmaceuticals have generously agreed to contribute funding to replace the West Branch's public area furnishings; and

WHEREAS, the Foundation and Bayer's donation of funds will allow the purchase of new furniture and contribute to the improvement of the general esthetic of the space.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to authorize the Director of Library Services to accept the out-of-cycle donation from the Library Foundation to support replacement of the furniture at the West Branch Library.

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Board of Library Trustees of the City of Berkeley to recognize the \$25,000 donation from Bayer HealthCare by placing a plaque in the West Branch Library.

Thanks to Bayer HealthCare LLC

for their generous support

of the West Branch Library

November 2, 2007

Berkeley Public Library Foundation



BERKELEY PUBLIC LIBRARY

INFORMATION CALENDAR

October 24, 2007

TO: Board of Library Trustees
FROM: Donna Corbeil, Director of Library Services
SUBJECT: National Friends of Libraries Week

RECOMMENDATION

Adopt the resolution commemorating the week of October 21-27, 2007 as National Friends of Libraries Week in honor of the Friends of the Berkeley Public Library and the support they offer the staff, services, and programs of the Library.

FISCAL IMPACT

This report will have no fiscal impacts.

BACKGROUND

Since the 1950s The Friends of the Berkeley Public Library have enhanced library services in Berkeley, by raising money from annual dues and from their two bookstores (staffed by more than 75 devoted volunteers), to support library programs, the purchase of library materials and support library staff with scholarships and longevity awards. In the current fiscal year, the Friends have awarded the Library with programming grants totaling \$86,688. Through the support of the Library, the maintenance of its two bookstores, its partnering and coordination with the Berkeley Public Library Foundation, the Friends have enhanced the Library's role and presence in the local community. In June the Friends held its annual meeting which featured a silent auction, staff award presentations, and an entertaining and inspiring talk by bookseller Andy Ross of Cody's Books, "a great iconic business...a business that in many ways defined the community."

CURRENT SITUATION AND ITS EFFECTS

The Friends of Libraries USA has set in motion the second annual Friends of Libraries Week celebration nationwide, an opportunity for libraries of all types to honor the work and dedication of their Friends groups. The staff of the Berkeley Public Library is well aware of the advocacy of the BPL Friends, and wishes to gratefully acknowledge how the Friends stimulate the use of the Library's resources and services.

FUTURE ACTION

No future action is needed.

Attachments:

1. Resolution

RESOLUTION NO.: R07-___

**PROCLAMATION OF APPRECIATION AND THANKS TO THE FRIENDS OF THE
BERKELEY PUBLIC LIBRARY DURING NATIONAL FRIENDS OF THE LIBRARY WEEK**

WHEREAS, in accordance with its mission, The Friends of the Berkeley Public Library have supported and expanded the educational, cultural, and outreach programs of the Library, and worked with Library staff to build collections and stimulate community interest in the Library.

WHEREAS, since the 1950s The Friends of the Berkeley Public Library have enhanced library services in Berkeley, by raising money from annual dues and from their two bookstores (staffed by more than 75 devoted volunteers), to support library programs, the purchase of library materials and support library staff with scholarships and longevity awards.

WHEREAS, the work of the Friends highlights on an on-going basis the fact that our library is the cornerstone of the community providing opportunities for all to engage in the joy of life-long learning and connect with the thoughts and ideas of others from ages past to the present;

WHEREAS, the Friends understand the critical importance of well funded libraries and advocate to ensure that our library gets the resources it needs to provide a wide variety of services to all ages including access to print and electronic materials, along with expert assistance in research, readers' advisory, and children's services;

WHEREAS, the Friends' gift of their time and commitment to the library sets an example for all in how volunteerism leads to positive civic engagement and the betterment of our community;

NOW, THEREFORE, BE IT RESOLVED that the Berkeley Public Library Board of Library Trustees proclaims their great appreciation and thanks to the Friends of the Berkeley Public Library during National Friends of the Library Week, October 21-27, 2007, and urges everyone to join the Friends of the Library and thank them for all they do to make our library and community so much better.



BERKELEY PUBLIC LIBRARY

ACTION CALENDAR

October 24, 2007

TO: Board of Library Trustees
FROM: Donna Corbeil, Director of Library Services
SUBJECT: Status Report on Library Work Plan for FY2008

INTRODUCTION

The purpose of this report is to provide a status report regarding the Library Work Plan and individual projects included in the FY08 plan; discuss the progress of individual projects and future actions; and make any revisions in priorities or direction based on Board direction.

FISCAL IMPACT

There is no direct fiscal impact from this report. However, the individual projects included in the annual work plan have budgetary and workload implications. FY08 allocated funds will be expended in the completion of the identified projects.

BACKGROUND

At the June 13, 2007 Board of Library Trustee meeting a draft FY08 work plan and reporting format was discussed. The concept of developing an annual work plan for the Library was discussed and affirmed. The draft plan has been further developed since this meeting and all major staff projects are now included in the chart.

The vast majority of work at the Library can be described as baseline service delivery. The 90% baseline, 10% special projects composition used by the City accurately reflects library operations in most years. Baseline work represents what we consider as basic services, such as opening the library the prescribed hours per week, providing reference services, purchasing materials for use by the public, children's programming, etc.

The City's work plan focuses on high priority time specific projects that accomplish specific goals through concentrated efforts. The Library will use the same definition as the city does to categorize activities as a "project": *Projects have a desired objective, take concentrated resources and effort to achieve, and have a beginning and end.* Throughout the year as projects develop they are planned and budgeted for within the current year's budget or incorporated into future fiscal cycles, such as capital repairs. Regardless, all projects require resources; these may be within the scope of the budget and staff capacity or not, in which case additional resources may be needed to complete them.



CURRENT SITUATION AND ITS EFFECTS

The attached spreadsheet is a summary of projects reflective and inclusive of those identified in Board discussions, directly related to the adopted FY08 budget or staff identified Library needs. It is a comprehensive list of major Library projects for FY08 to date. While some have not been started, others are close to completion. For each project identified, a separate one-page project work sheet has been or will be developed for each that includes a brief description, comments, deliverables or the various steps required to complete the project, detailed timeline, status, budget information and the lead person and/or team.

FUTURE ACTION

Staff is planning on bringing status reports on the work plan and individual worksheets to the Board on a quarterly basis throughout the FY or as requested, with the next status reports scheduled for the December, March and June BOLT meetings. Before new projects are added the detailed information will ensure new projects or endeavors carefully consider existing staffing, commitments already on the table, and adequate resources to complete the work. The Board may wish to adopt a priority designation for work plan projects are added as the City Council has done. They use the designations of critical initiative (CI), special project (SP), and department project (DP) to further focus resources. This could be considered at a later time.

In March 2008 when the budget planning process begins for next fiscal year Work Plan development will be integrated into the initial sessions on budget planning. At that time staff will:

- Present information on priorities and integration of these with the budget.
- Present information on previous years work plan priorities, including completed and discontinued projects.
- Review capacity of the organization to take on new projects and how to balance new work as it arises with existing priorities.
- Clarify the status and scope of both new priority projects and existing projects within the 2-year budget cycle.

Attachments:

1. Spreadsheet of FY08 Library projects and Work Plan Project Work Sheets

LIBRARY PROJECTS

	Project Title	Source	Lead	Budget	Timeline
1	Administrative Regulations & Policy Development	Staff	D. Smith, J. Shurson & L. Perkins (J. Dickinson Circ P&P)	None	Ongoing
2	Privacy Policy	Board	A. Abramson	\$5,000	Consultant contacted Feb '08
3	Signage	Staff	J. Dickinson	??	Feb '08
4	Increase hours of operation at branches	Board	D. Corbeil & S. Olawski	??	March '08
5	Explore South Branch to ERC	BOLT Subgroup	D. Corbeil, A. Bern & BOLT Sub-committee	\$25,000	Analysis of cost completed by N&T, presentation to BOLT
6	WiFi at Central & Branches	Staff	A. Abramson	??	Central complete & banners up
7	High speed internet @ Branches	Staff	A. Abramson	\$10K-\$20K each location	Trenching and installation underway @ West Branch
8	Library Master Facilities Plan (Branches)	Staff	D. Corbeil & S. Olawski	\$175,000	BOLT approved contract neg. 9/19/07
9	Strategic planning w/ public, staff and BOLT	Staff	D. Smith	\$10,000	Begin Nov '07
10	Study Southwest Berkeley Needs	Staff	D. Corbeil, A. Bern & Staff Committee	\$25,000	In progress, HTA consultants hired, grant funded
11	Annual Report, Graphics and Marketing Design	Board	D. Corbeil, A. Bern, A. Somera & Staff Group	\$5,000	Consultant hired 10/07, complete by 11/16/2007
12	Intranet Redesign	Staff	A. Abramson & Staff Group	None	Ongoing
13	Children's Webpage Design	Staff	L. Perkins	\$15,000	RFP in Sep '07
14	Web OPAC Redesign	Staff	A. Abramson, S. Lim & Staff Web OPAC Group		Ongoing
15	Online Applications	Staff	J. Dickinson, A. Abramson & S. Lim		Nov '07
16	Wireless Inventory Wands / PDA	Staff	T. Kottkamp & J. Dickinson		Nov '07
17	Staff Development / Training Plan	Staff	J. Shurson, A. Abramson, A. Bern & Admin Svcs Manager	??	Jan '08
18	Teen Webpage	Staff	K. Finney and L. Perkins	< \$500	
19	Collection Development Policy	Staff	Collection Dev. Librarian	\$0	

1 Administrative Regulations and Policy Development

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

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

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

Budget No budget is needed.

Deliverables

Step	Detail	Status
Identification of policy and A.R. areas for development	Develop tracking chart	Met on 6/14 and 7/5/07 –11 policies in process

Subset of 1 Policy and Procedures Manual: Circulation

Lead Jay Dickinson

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

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

Budget No budget is needed.

Deliverables

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

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

Alicia Abramson

Description

The American Library Association states: Privacy is essential to the exercise of free speech, free thought, and free association. In libraries, the right to privacy is the right to open inquiry without having the subject of one's interest examined or scrutinized by others. Confidentiality exists when a library is in possession of personally identifiable information (PII) about users and keeps that information private on their behalf.

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

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

Comments**Budget**

\$5,000

Deliverables

Step	Detail	Status
Prepare an RFP to solicit bids from consultants for assistance in creating a privacy policy	Specify the deliverables required to assist the Library in the development of a Privacy Policy	December 2007
Review RFP responses, interview & hire consultant		January 2008
Survey current practices regarding collection and retention of personally identifiable Information (PII)		January 2008
Review other libraries' privacy policies		January 2008

3

Signage

Lead

Jay Dickinson

Description

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

Comments

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

Budget

To be determined.

Deliverables

Step

Detail

Status

4

Increase hours of operation at Branches

Lead

Suzanne Olawski and Administrative Services Manager

Description

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

Comments

Budget

Unknown

Deliverables

Step

Detail

Status

To be determined.

5

Explore South Branch to ERC

Lead

Donna Corbeil, Alan Bern and BOLT Subcommittee

Description

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

Comments

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

Budget

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

Deliverables

Step

Detail

Status

Continue meeting to help Board of Library Trustees with information upon which to base their decision.

Ongoing

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

Alicia Abramson

Description

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

Comments

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

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

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

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

Alicia Abramson

Description

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

Comments

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

Budget

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

Deliverables

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

8

Library Master Facilities Plan (Branches)

Lead

Donna Corbeil and Suzanne Olawski

Description

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

Comments

Budget

\$175,000

Deliverables

Step

Detail

Status

RFP conducted in Aug '07;
three firms interviewed

BOLT approved resolution
to negotiate contract with
Noll & Tam

September 19, 2007

9

Strategic Planning with Public, Staff and BOLT

Lead

Doug Smith

Description

Comments

Budget

Deliverables

Step

Detail

Status

To be determined.

10

Study Southwest Berkeley Needs

Lead

Donna Corbeil, Alan Bern and Staff Committee

Description

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

Comments

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

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

Budget

\$29,500

Deliverables

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

needs.

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

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

Presentation to BOLT

Work with HTA to give presentation

Winter 2007

11

Annual Report, Graphics and Marketing Design

Lead

Donna Corbeil, Alan Bern, Alisa Somera and Staff Group

Description

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

Comments

Budget

\$10,000

Deliverables

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

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

Alicia Abramson and Staff Group

Description

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

Comments

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

Budget**Deliverables**

Step	Detail	Status
Convene a staff Intranet task force	Identify staff from various library units to participate	October 2007
Solicit staff feedback on the Intranet	Conduct a survey of staff needs regarding an Intranet	November 2007
Identify areas of the Intranet that need to be developed	Areas of the Intranet to be developed will be based on the review of staff feedback and the task force members own analysis	December 2007
Assign task force members areas of the Intranet to develop, populate and maintain	Intranet development phase.	December 2007

13 **Children's Webpage Design**

Lead Linda Perkins

Description

Comments

Budget

Deliverables

Step

Detail

Status

To be determined.

14

Web OPAC Redesign

Lead

Alicia Abramson, Shiok Lim and Staff Web OPAC Group

Description

Comments

Budget

Deliverables

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

15

Online Applications

Lead

Jay Dickinson, Alicia Abramson and Shiok Lim

Description

Implementation of online applications for patron account registration.

Comments

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

Budget

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

Deliverables

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

16 **Wireless Inventory / PDA**

Lead Trarie Kottkamp and Jay Dickinson

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

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

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

Deliverables

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

17

Staff Development / Training Plan

Lead

Jenifer Shurson, Shiok Lim, Alicia Abramson, Alan Bern and Administrative Services Manager

Description

Comments

Budget

Deliverables

Step

Detail

Status

To be determined.

18

Teen Webpage

Lead

Kay Finney and Linda Perkins

Description

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

Comments

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

Budget

< \$500

Deliverables

Step

Detail

Status

Formulate criteria

a checklist of necessary topics and access points

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

Meet with Ms. Russ before start of new school year

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

Meet with interns

Tentatively scheduled October

Formulate criteria

a checklist of necessary topics and access points

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

19

Collection Development Policy

Lead

Collection Development Librarian

Description

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

Comments

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

Budget

\$0

Deliverables

Step

Detail

Status

Edit input

30+ selectors have contributed to the current draft

Present edited version to Management, Library Council, selectors

Each designated group has some level of interest and stewardship

Finalize draft policy

Present policy to BOLT for approval



BERKELEY PUBLIC LIBRARY

ACTION CALENDAR

October 24, 2007

TO: Board of Library Trustees

FROM: Donna Corbeil, Director of Library Services

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

RECOMMENDATION

Adopt the resolution appointing a Trustee to sit on the 2x2 Ad Hoc Committee for selection of members for the Board of Library Trustees.

FISCAL IMPACT

This report will have no fiscal impacts.

BACKGROUND

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

This Ad Hoc Committee was to be comprised of two City Councilmembers and two Library Trustees. On December 6, 2006, by Resolution No. R06-116, the Board of Library Trustees selected Trustees Susan Kupfer and Ying Lee to serve on the Ad Hoc Committee. On July 18, 2007, by Resolution No. R07-64, the Board of Library Trustees selected Trustee Laura Anderson to replace Trustee Susan Kupfer on the Committee. On March 13, 2007, the City Council appointed City Councilmembers Kriss Worthington and Betty Olds to serve with the two Trustees.

CURRENT SITUATION AND ITS EFFECTS

Since its inception, the Ad Hoc Committee has met twice to discuss the criteria for appointment, review of reappointment, and the process and timeline for selection. While the Ad Hoc Committee has made comments and discussed changes to the current process, no official recommended changes have been sent to either body for approval. When recommended



changes are decided on it will go before both the City Council and the Board of Library Trustees for approval and adoption.

Laura Anderson's second term as a Board of Library Trustee ended on October 1, 2007. The Board must now appoint a sitting Trustee to replace her position on the Committee.

FUTURE ACTION

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

Attachments:

1. Resolution

RESOLUTION NO. R07-___

APPOINTMENT OF A TRUSTEE TO SIT ON THE AD HOC COMMITTEE FOR SELECTION OF MEMBERS TO THE BOARD OF LIBRARY TRUSTEES

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

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

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

WHEREAS, on July 18, 2007 the Board of Library Trustees appointed Trustee Laura Anderson to replace Trustee Susan Kupfer to serve on this Committee

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

WHEREAS, Laura Anderson's second term as a Board of Library Trustee expired on October 1, 2007; and

WHEREAS, the Board must appoint a sitting Trustee to take her place on the Committee.

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



BERKELEY PUBLIC LIBRARY

INFORMATION CALENDAR

October 24, 2007

TO: Board of Library Trustees

FROM: Trustee Ying Lee
Trustee Terry Powell

SUBJECT: Status report from the ERC / Southwest Berkeley Library Needs Discussion Group on September 2007 activities

BACKGROUND

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

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

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

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

Berkeley Public Library's South Berkeley Community's Library Needs and Ed Roberts Campus (ERC) Discussion Group, meeting September 26, 2007

Present: Alan Bern, Donna Corbeil, Ying Lee, Chris Adams, Roxanne Figueroa

1. The group agreed that minutes for Berkeley Public Library's South Berkeley Community's Library Needs and Ed Roberts Campus (ERC) Discussion Group should be focused on summarizing key points. The Discussion Group reviewed a series of maps produced by the consultants Hatchuel Tabernik & Associates (HTA), who are



assessing the Unmet Library Needs of Southwest Berkeley; these maps show percentages of library users disaggregated by census tract and zip code.

2. The maps indicate that there is significant less use of library cards for checking out materials during the last year in areas on and near the UC campus and in southwest Berkeley than in most other parts of Berkeley. Alan also showed a map he had marked showing that the southwest area of Berkeley is further from any public library (not just Berkeley Public Library, but also from libraries in neighboring cities) than other areas in Berkeley and surrounding cities. The HTA maps also show that moving the South Branch to the ERC site would not significantly change its proximity to tributary areas with lesser participation. The Discussion Group recommends that these maps be presented to the BOLT in the near future.
3. Alan reiterated that the ERC is a unique partnership possibility, in some ways separate from the issues of serving the southwest part of the city. Ying noted that a library, more than a bookmobile, can also serve as a community center.
4. Outreach continues for the Assessment of Unmet Library Needs in Southwest Berkeley, and the ERC/Southwest Berkeley Staff Committee will continue to work with HTA to finalize the survey and begin focus groups. There is also a possibility of having an intern from UCB to help with this project.

Alan stated that our next meeting is scheduled for October 17, at 8 AM in the Central Library's Community Meeting Room to meet with Dave Fogarty from the City of Berkeley's Office of Economic Development about future planning and related issues in Berkeley.



BERKELEY PUBLIC LIBRARY

INFORMATION CALENDAR

October 24, 2007

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

INTRODUCTION

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

FISCAL IMPACT

This report will have no fiscal impacts.

PERSONNEL

A summary of the positions filled and lists developed in the last month is attached (Attachment 1).

Interviews for the Neighborhood Services Manager, the previous Adult Services Manager position, have been completed and Suzanne Olawski will begin work on October 29, 2007. Her office will be in the Central Library, Administrative Services office.

As noted in the consent calendar, Library Manager Francisca Goldsmith has retired effective September 27th after 18 years with the Berkeley Public Library. In the interim, Linda Perkins has agreed to manage Teen Services. The collection development portion of her responsibilities will be overseen by the Director with a Librarian II in a NTE (not to exceed) capacity responsible for the day-to-day workload.

LIBRARY DEVELOPMENT

At the September Board meeting there was a request to locate copies of the book, *Upon the Objects to be Attained by the Establishment of a Public Library: Report of the Trustees of the Public Library of the City of Boston, 1852* by the Boston Public Library. It is no longer in print, but it can be read or printed from the online version at:

http://www.mcmillanlibrary.org/history/report_of_trustees.html

Alan Bern and I have begun to work with graphic designer Lauren Wohl-Sanchez on the 2007 Library Annual Report. The content will be based on the report to City Council and we expect to have it for public distribution by the end of November if all goes well.

The ERC/Southwest Berkeley Staff Committee has continued to meet and work with the consultants, Hatchuel Tabernik and Associates (HTA), to create maps of library card usage in



Southwest Berkeley that will be presented to the Board for review in the future. These maps will also be helpful in looking at library usage in the rest of Berkeley as well. The ERC/Southwest Berkeley Staff Committee will also finalize the Assessment Survey and the surveying can begin soon. The library will be working with two interns from UC Berkeley's Cal In Berkeley program who will help out with the Assessment. On Wednesday, October 17th, the ERC/Southwest Berkeley Staff Committee and ERC/Southwest Berkeley Discussion Group will meet with Dave Fogarty from the City of Berkeley's Office of Economic Development to discuss planning and development trends in both Southwest Berkeley and throughout the rest of Berkeley.

A calendar for staff reports to the Board of Trustees was discussed at the September 2007 board meeting. Subsequently, staff has developed a tentative schedule (Attachment 2) taking into consideration those departments that recently reported. The attached schedule outlines the schedule for reports.

American Library Association's Fall Division Planning

In the fall, ALA brings divisional officers in for training, planning, and cross-divisional communication. The vice-presidents/presidents-elect have an extra day with media training, ALA indoctrination, etc.

As the ALSC Divisional Councilor, Linda Perkins is a member of the ALSC Executive Board, which will go over the divisional long-range plan and strategies, budget, staff reports, special projects, issues and hot topics, etc. in preparation for the Midwinter Conference. They will also meet with other divisions on projects that are shared, and will have an early morning meeting with councilors who represent other divisions. The ALA Executive Board also has an afternoon session for all of them on a topic or issue of broad concern to the profession.

California Library Association Legislative Committee

The Director has been appointed to the California Library Association Legislative Committee effective October 30, 2007 to serve a five-year term. The Legislative Committee is charged to do the following:

Monitors California library-related legislation and directs the CLA lobbyist regarding support or opposition. Takes action, if needed, on legislation that impacts the association's ability to serve its members. Informs the executive committee at each meeting about legislative activity. Informs the library community about legislative matters.

BOARD OF LIBRARY TRUSTEES

The BOLT/Friends/Foundation /Staff quarterly meeting was held on October 10, 2007 with Terry Powell representing the Board. The group agreed to change the meeting time to 12:00 on the first Wednesday of the quarter. The chair for the coming year will be Amy Roth, President of the Friends. The next meeting will be January 2, 2008. As agreed by the Board, the second Trustee joining the group will be rotated with Ying Lee as the permanent member.

All City Board and Commission secretaries have been informed that the City Council has adopted a plan requiring certain reporting requirements regarding Board / Commission meetings. In June 2005 the City Council adopted a plan which required commission secretaries to submit information to the City Manager's Office to use in preparation for an information item to the City Council. This included the requirement that secretaries report whenever a



commission cancels two consecutive meetings for lack of quorum, along with an annual report to include the following statistics:

1. Meeting Date
2. Commissioners Present
3. Public Present
4. Speakers
5. Length of Meeting

Subsequently, Council adopted Resolution No. 63,472-N.S.: Commission Meeting Frequency Schedule on November 14, 2006, which set out commission meeting frequency for the year by categories and added a column to the annual reporting statistics to record whether a regular meeting was canceled and, if yes, space to provide the reason (e.g. lack of quorum). The Clerk's Office is required to submit another report for this year and place it on the December City Council Agenda per Resolution No. 63,472-N.S. This would include data for meetings for the period November 2006 through October 2007 using the revised template (Attachment 3). Each Commission / Board secretary must file a report with the City Clerk's Office no later than November 2, 2007.

PROFESSIONAL ACTIVITIES

Deputy Director Douglas Smith attended the California State Library's Orientation for New Library Directors on September 20th-21st in Sacramento. In addition to providing an opportunity to meet State Library staff and other Library administrators from around the state, numerous speakers covered a range of topics relating to State Library programs including the Public Library Fund, the Library Services and Technology Act, and E-rate funding requirements.

The annual California Library Association conference will take place in Long Beach from October 26th through the 29th. In addition to the Director and other Library staff, Trustee Lee will also be attending. The Public Library Association Conference, which takes place every two years, will occur March 25-29, 2008 in Minneapolis, Minnesota. Those attending include Deputy Director Doug Smith, Tara Rivera, Karen Joseph Smith, Sandy Schmitz and Suzanne Olawski. Staff will gather information related to the Strategic Plan effort and hear about new trends and innovations in libraries throughout the country.

BALIS (Bay Area Library and Information Systems), of which Berkeley Public Library is a member, has contracted with the marketing firm BBMG to develop a social marketing campaign for Bay Area libraries. The goal of the campaign is to increase usage and appreciation of libraries as central to our lives. The firm will perform market research, formulate a campaign brand position, create a marketing plan, produce visual identity for the campaign, and design appropriate marketing materials and a splash webpage. The campaign is looking to be an exciting innovative take on libraries. More information regarding the details will be forthcoming in December.

PROGRAMS, SERVICES AND COLLECTIONS

The West Branch Library will celebrate it's reopening on November 2, 2007. In addition to the carpet replacement and painting, the operations staff took the opportunity to make many other repairs and improvements that would have interfered with public service if they had been done while the library was open. Staff is in the process of promoting the reopening and getting out flyers, press releases and several paid ads in the Daily Planet. You must see it to really appreciate the transformation. We will reopen with a new service desk, a new shelving configuration in the children's area, high speed internet access and wireless internet access for our patrons.



A very successful Banned Books Week program was held at the Central Library on October 1, 2007. Joining members of staff and the public were Councilmember Worthington in his role as Acting Mayor, Councilmember Wozniack and Deputy City Manager Lisa Caronna in taking turns publicly reading from the first book in the Harry Potter series. Staff also put together a list of banned children's books, a display in the library of banned material and a mobile was hung in the Central lobby of banned books.

Attachments:

1. Personnel Summary
2. Calendar for Staff Reports to BOLT FY2007/2008
3. Annual Statistical Report on BOLT meetings to City Council

BPL's Recruitment Timeline

<i>Classification</i>	<i>Posting Date</i>	<i>Closing Date</i>	<i>EXAM Date Tentative</i>	<i>Comments</i>
Library Aide	1/2/2007	2/5/2007	2/15/2007	New List Valid 2/6/07-2/6/08
Administrative Secretary	Berkeley Matters 2/2/07	CLOSED	Interviews & Testing held wk of 2/5/07.	Alisa Somera selected. Hire Date : 2/27/07
*Circulation Services Manager	1/29/2007	2/26/2007 Closed	2 nd Round of Interviews held 4/12/07.	Jason Dickinson selected. Start Date: 05/21/07
*Deputy Director	2/5/2007	3/5/2007	Interviews held 3/29. [3 Panels, 30 min Reception, Tour of Central & 2 Branches]	Douglas Smith selected. Start Date: 05/14/07
Library Assistant	2/26/2007	04/02/2007 Closed	Exam held 4/18/2007.	New List Valid 4/24/07-4/24/08
Supervising Librarian	3/19/2007	4/16/2007 Closed	Interviews Scheduled for WK Ending 6/22 (Tentatively)	Shani Leonards selected for Ref. Jane Scantlebury selected for A & M. Both Eff : 7/30/07
Library Specialist I	5/14/2007	6/11/2007 CLOSED	Apps screened. Questionnaires to be rated. Selection interviews to follow.	Sam Zhang selected for GS.
Library Specialist II	5/14/2007	6/11/2007 CLOSED	Apps screened. Questionnaires to be rated. Selection Interviews to follow.	Pat Nagamoto selected for Vol Coord. Lisa Hesselgesser for Spec II @ West. Richard Brooks selected for Spec II @ North
Senior Librarian	6/17/07	7/16/07 CLOSED	Panel Examination Completed	Erica Glenn selected for Children's
*Library Services Manager (Neighborhood Services)	6/25/07	7/23/07 CLOSED	Interviews Completed	Suzanne Olawski selected. Starts 10/29/07.
Librarian I/II	9/17/07	10/15/07	Brochure Approved. Waiting on approval from CM to open recruitment.	Lists good through 10/16/07.

Library Info Systems Administrator	10/29/07	11/05/07	Pending approval of brochure competitive recruitment to open 10/29.	New Classification. Alicia Abramson Current incumbent.
Accounting Office Specialist Sup	10/29/07	11/26/07	HR to administer exam as this is a City Classification.	No current list. G. Gonzalez acting AOS Sup.
Central Services Aide	10/29/07	11/26/07	HR to administer exam (if any) as this is a City Classification.	No current list. Temp selection to be made by 11/1.
Library Administrative Manager	11/7/07	12/3/07	QAB tent scheduled for 2 nd wk of December.	Proposed new classification. To City Council for approval on 11/6/07.

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

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

Department	2007	2008
Administration		
Art & Music	Dec 12	
Branch Services		Nov 12
Children's Services	Nov 14	
Claremont Branch		
General Services		Mar 12
Information Technology	Jun 13	
North Branch		
Reference		April 9
South Branch		
Special Services/Outreach		Sep 10
Technical Services		Jun 11
Teen Services		
West Branch		
Literacy		Jan 9
Neighborhood Services		
Collection Development	Mar 21	
Community Services		Jul 9
Volunteer Services		Oct 8
Operations		May 14

Anticipated future Board of Library Trustees meeting dates:

2007

November 14, 2007
December 12, 2007

2008

January 9, 2008
{no report in Feb}
March 12, 2008
April 9, 2008
May 14, 2008
June 11, 2008
July 9, 2008
{no meeting in August}
September 10, 2008
October 8, 2008
November 12, 2008
{no report in Dec}

2007 Annual Commission Attendance Report

Reporting Period: November 1, 2006 through October 31, 2007

Attachment 3

Commission: Board of Library Trustees

Commission Secretary: Donna Corbeil, Director of Library Services

SCHEDULED MEETING DATE	CANCELLED? IF YES, PROVIDE REASON	COMMISSIONERS PRESENT	PUBLIC PRESENT	SPEAKERS	LENGTH OF MEETING
11/15/06	Yes, meeting held later in the month.				
11/18/06	No	5 of 5	11	3	7 hours
11/29/06	No	5 of 5	8	6	4 hours
12/6/06	No	5 of 5	28	9	3.25 hours
12/20/06	Yes, meeting held earlier in the month.				
1/17/07	No	5 of 5	8	2	2 hours
2/21/07	No	5 of 5	15	3	2 hours
3/21/07	No	5 of 5	18	2	2 hours
4/18/07	No	5 of 5	16	4	2 hours
5/9/07	No	5 of 5	13	4	3 hours
6/9/07	No	4 of 5	27	0	1.5 hours
6/13/07	No	5 of 5	10	4	2.5 hours
6/19/07	No	3 of 5	12	0	1.25 hours
7/11/07	Yes, meeting held later in the month.				
7/18/07	No	5 of 5	11	2	2.25 hours
8/1/07	No	5 of 5	30	7	3.5 hours
9/18/07	No	5 of 5	1	1	2 hours
10/10/07	Yes, meeting held later in the month.				
10/24/07	No				

Board of Library Trustees Tracking Chart

<i>Date</i>	<i>Requested By</i>	<i>Person Assigned</i>	<i>Deadline</i>	<i>Status</i>	<i>Item</i>
11/9/2005	Trustees	Donna Corbeil	1/18/2006	Compilation completed; analysis begun	Analysis of Library Board Charter
11/9/2005	Trustees	AR Committee	1/18/2006	In process	Administrative Regulations for Library
11/9/2005	Trustees	Alicia Abramson	3/15/2006		Establish agenda calendar for Board items
12/21/2005	Trustee Powell	Donna Corbeil	1/18/2006	In process - sent to City Attorney	City Attorney's analysis of ALA resolution on workplace speech
3/15/2006	Trustee Lee	Donna Corbeil	7/21/2006	In process	Status of Quilt Show
4/19/2006	Trustee Lee	Donna Corbeil	5/17/2006	In process	Would like to see profile of benefits offered by other cities
5/10/2006	Trustee Moore	Management		Completed schedule	Would like to hear regular reports from each library department at BOLT meetings.
5/17/2006	Trustee Moore	Beverli Marshall	7/19/2006		Form committee to look at the impacts of the FY07 budget adoptions.
6/21/2006	Trustee Powell				Report or outline on how Board budget policies are to be implemented.
7/19/2006	Trustee Moore	Trustees and Donna Corbeil	10/18/2006		Role of the Board
9/26/2006	Trustee Powell	Donna Corbeil		BFMP neg. approved 9/07	List of deferred maintenance items.

<i>Date</i>	<i>Requested By</i>	<i>Person Assigned</i>	<i>Deadline</i>	<i>Status</i>	<i>Item</i>
10/18/2006	Trustee Powell	Trustees Powell and Lee		Ongoing	Further explore needs of South Berkeley community and investigate potential Ed Roberts Campus option.
10/18/2006	Trustees Powell and Lee	Donna Corbeil/Alan Bern	12/6/2006		Report on possible interest in bookmobile by City of Emeryville, and esimated costs of bookmobile.
10/18/2006	Trustee Kupfer	Donna Corbeil/Beverli Marshall			Determine if some part-time positions can be combined into full-time positions.
1/17/2007	Trustee Powell	Trustees, Donna Corbeil		Ongoing	Identify opportunities for Trustees to participate in professional organizations, e.g. ALTA.
4/18/2007	Board of Trustees	Donna Corbeil			Post to website the terms of each Trustee showing when they were appointed, if they are eligible for reappointment, and when it ends.
4/18/2007	Board of Trustees	Donna Corbeil		Ongoing	Self-Check/Checkpoint RFID Task Force report of findings
4/18/2007	Trustee Moore	Donna Corbeil/Trustee Kupfer			Request legal opinoin on public comment period from City Attorney
5/9/2007	Board of Trustees	Donna Corbeil		Included in Work Plan '08	Report on the possibility of expanding hours.
6/13/2007	Trustee Powell	Donna Corbeil			Privacy policy report
8/1/2007	Board of Trustees	Donna Corbeil			Update report on library staff diversity
8/1/2007	Trustee Moore	Donna Corbeil	10/24/2007		Report giving Director authority to approve leave of absence without pay requests
9/19/2007	Donna Corbeil	Doug Smith	10/24/2007		Library Internet Use Policy

<i>Date</i>	<i>Requested By</i>	<i>Person Assigned</i>	<i>Deadline</i>	<i>Status</i>	<i>Item</i>
9/19/2007	Board of Trustees	Donna Corbeil	11/14/2007		Election of Chairperson and Vice-Chair
9/19/2007	Board of Trustees	Donna Corbeil	11/14/2007		2008 Meeting Schedule
9/19/2007	Board of Trustees	Board of Trustees	11/14/2007		Bond Measure