BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

REGULAR MEETING	AGENDA	SOUTH BRANCH LIBRARY
NOVEMBER 14, 2007	7:00 P.M.	1901 RUSSELL STREET

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

PRELIMINARY MATTERS

A.   Call to Order

B.   Public Comments (7:00 – 7:30 p.m.)
(Proposed 30-minute time limit, with speakers allowed 3 minutes each)

C.   Approval of Agenda

CONSENT CALENDAR

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

A.   Approve minutes of October 24, 2007 special meeting
<u>Recommendation</u>: Approve the minutes of the October 24, 2007 special meeting of the Board of Library Trustees.

B.   Proposed Fine Amnesty Period
<u>Recommendation</u>: Adopt the resolution designating a period in February, approximately the 1st through the 14th, a fine amnesty period.

C.   Administrative Regulation 1.13: ADA Grievances
<u>Recommendation</u>:   Adopt the resolution adopting *Administrative Regulation 1.13: ADA Grievances.*

D.   2008 Berkeley Public Library Holiday Calendar
<u>Recommendation</u>:   Adopt the resolution approving the 2008 calendar of holidays for the Berkeley Public Library.

E.   FY08 Purchase Authority for Services, Materials and Supplies in Excess of Director of Library Services' Authority
<u>Recommendation</u>: Adopt a resolution authorizing the Director of Library Services to enter into purchase agreements and approve payments to Ross McDonald Company, a vendor specializing in library furniture and supplies for services, materials and supplies in excess of her delegated spending authority.

ACTION CALENDAR

A.   Appointment of the Chairperson and Vice-Chairperson
<u>Recommendation</u>:   Adopt the resolution appointing a Trustee to sit as Chairperson and a second Trustee to sit as Vice-Chairperson from November 15, 2007 through November 15, 2008.

B.   Berkeley Public Library Facilities Master Plan (LFMP) for the Branches
<u>Recommendation</u>:   Adopt the resolution to adopt the process for development of a Berkeley Public Library Facilities Master Plan (LFMP) for the Branches that engages stakeholders and sets direction for the future.

C.   2008 Board of Library Trustees Meeting Schedule
<u>Recommendation</u>: Discuss and set dates for the 2008 regular meeting schedule 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.   Oral report update on the Children's Services Division's programs and activities

C.   Priority Designation for Library Work Plan Projects for FY2008

D.   California Library Association Annual Conference in Long Beach, CA: October 26 - 29, 2007

E.   October 2007 Monthly Report from Library Director Donna Corbeil
1.   Library Development
2.   Professional Activities
3.   Programs, Services and Collections
4.   Personnel

F.   City of Berkeley Work Force Report

G.   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, December 12, 2007 at the South Branch Library, 1901 Russell Street, Berkeley.

A.   Tracking Chart

ADJOURNMENT

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Please refrain from wearing scented products at public meetings.

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

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

I hereby certify that the agenda for this special meeting of the Board of Library Trustees of the City of Berkeley was posted in the display cases located at 2134 Martin Luther King, Jr. Way and in front of the Central Public Library at 2090 Kittredge Street, as well as on the Berkeley Public Library's website on November 9, 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	**MINUTES**	**South Branch Library**
October 24, 2007	**7:00 p.m.**	**1901 Russell Street**

PRELIMINARY MATTERS

A. Call to Order

The special meeting of October 24, 2007 was called to order at 7:02 p.m.

Present: Trustees Carolyn Henry Golphin, Ying Lee, Darryl Moore, and Therese Powell
Absent: Trustee Susan Kupfer
Also present: Director of Library Services Donna Corbeil and Administrative Secretary Alisa Furuzawa

Trustee Powell acted as Chairperson for the meeting.

B. Public Comments

No public speakers.

C. Welcome Trustee Carolyn Henry Golphin

The Board of Library Trustees formally welcomed Trustee Golphin to the Board.

D. Approval of Agenda

R07-94   **Moved by Trustee Lee, seconded by Trustee Golphin, to approve the agenda.** Motion passed unanimously.

CONSENT CALENDAR

Trustee Lee requested Consent Item "D" be moved for discussion.

Trustee Moore requested Action Item "B" be moved to the Consent Calendar and nominated Trustee Powell to serve on the 2x2 Ad Hoc Committee.

R07-95   **Moved by Trustee Moore, seconded by Trustee Lee, to approve the Consent Calendar as amended.** Motion passed unanimously.

R07-96   **Approved the minutes of the September 19, 2007 regular meeting.**

R07-97   **Adopted 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.**

R07-98   **Adopted 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.**

R07-99   **Adopted the resolution approving 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.**

R07-100   **Adopted the resolution adopting Administrative Regulation 3.2:** *Stipend and Reimbursement in Lieu of Expenses for Board of Library Trustees.*

R07-101   **Adopted 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.**

R07-102   **Adopted the resolution adopting the Exam Proctoring Policy, which establishes Berkeley Public Library policy regarding the proctoring of examinations by Berkeley Public Library staff.**

R07-103   **Adopted the 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.**

R07-104   **Adopted 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 Item Moved to the Consent Calendar

R07-105   **Adopted the resolution appointing Trustee Therese Powell to sit on the 2x2 Ad Hoc Committee for selection of members for the Board of Library Trustees.**

The Director spoke on Consent Item "I" and the donation from Bayer. Library staff has finalized the cost estimate for the furnishings and it was given to the Foundation for their review. The Foundation was also asked if they would pay for the replacement of the shelving end panels at West Branch, which they approved and agreed to do. The Foundation will send a formal letter regarding the money from Bayer and what it will be going towards.

The grand reopening of the West Branch will be on November 2, 2007.

The issue of donor recognition was also discussed and it was suggested that a gift donor policy be created and brought to the Board for approval at an upcoming meeting.

ACTION CALENDAR

   A.   Status Report on the Library Work Plan

Two of the project sheets were updated and new versions were distributed to the Board and provided for the public. The Board asked that the Director give priority rankings to each project: 1) critical initiatives (CI), 2) special projects (SP), and 3) department projects (DP). After the priorities are given the Director will bring it back to the Board as an information item.

There was a suggestion to add the diversity report as a library project. The City has been working on a diversity report that breaks down each department by race and job classification. Trustee Moore has asked for the library portion of the report, which he should be receiving shortly and will distribute to the Board and Director.

The option of a bookmobile would be included in the *Study Southwest Berkeley Needs* project sheet.

Trustee Moore wanted to go forward with allotting time for the Board to give a presentation at an upcoming City Council meeting with highlights of the Annual Report and upcoming events and projects.

Consent Calendar Item "D" Moved to the Action Calendar for Discussion

   D.   Library Internet Use Policy

Once the Policy is approved a staff committee will begin working on procedures for the use of computers. Telus is a computerized reservation system for all of the internet computers, not the

online public access catalog computers, and it has helped in making the process automated. There are 15-minute express computers that do not need to be reserved and there are behavioral issues that occur frequently around them. The procedures that the staff committee is working on will hopefully help in diminishing the issues surrounding the computers.

A temporary patron card has been created that will allow people to check out one item and give them access to the computers. This patron-type is for those who have identification but don't meet all the requirements for a regular card (e.g. proof of address).

A one-day card will be for those people who come in and are truly from out of town. They won't need a regular card and just need to use the computers or library services for the day they are here.

Library card applications will also be placed online on the Library's website. Patrons could fill out the application online come in to show their ID and then receive their library card.

The Library Internet Use Policy and new use procedures will be publicized inside and outside the Library. Staff will create a brochure, post signage, etc.

R07-106   **Moved by Trustee Lee, seconded by Trustee Moore, to adopt the resolution approving the Internet Use Policy for the Berkeley Public Library.** Motion passed unanimously.

INFORMATION REPORTS

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

No report given.

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

       C. September 2007 Monthly Report from Library Director Donna Corbeil

One of the attachments in the Director's report is an annual report that will be submitted to the City Council, which reports on the attendance and other information regarding the meetings of the Board.

The Librarian I/II classification will open on October 29th and close on November 26th. The Accounting Office Specialist Supervisor position will open on November 5, 2007. The Library Information System Administrator will open in mid-November for a very short period. The Library Administrative Manager position will go to City Council on November 6th for approval; it has already been approved by the Personnel Board.

AGENDA BUILDING

- November meeting:
  - Information item identify priorities on the Library Work Plan
  - Funding branch improvements/expansion (Bond)
  - Elect a Chairperson and Vice-Chairperson
  - Photographs of the Board to post on library website
- December meeting:
  - Donor gift policy (draft)
  - Diversity report
- January meeting:
  - Report on how revised procedures for internet use are working

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ADJOURNMENT

R07-107   **Moved by Trustee Lee, seconded by Trustee Golphin, to adjourn the meeting at 8:18 p.m.** Motion passed unanimously.

BERKELEY PUBLIC LIBRARY

TO: Board of Library Trustees

FROM: Jay Dickinson, Circulation Services Manager

SUBJECT: PROPOSED FINE AMNESTY PERIOD

RECOMMENDATION

Adopt the resolution designating an approximate two-week period in February 2008 as a fine amnesty period and authorizing the Director to go forward with organizing and publicizing in preparation for it.

FISCAL IMPACT

Statistics for the two week period from February 1st through the 14th, 2007 were gathered as an estimate for the loss in revenue that may be expected. Those statistics resulted in the following estimations:

$9,016	Amount paid in late fees last year during the two week period
$5,000	A rough estimate of the fines owed by patrons who did not choose to pay at the time of checkout, since they were below the $10 threshold, and therefore did not have to pay. This is 55% of the actual fines collected during this time last year.
$6,258	Accounts for 10% of the late fees associated with currently billed items[1] and so assumes we will recoup 10% of the items currently billed.
$1,000	Amount of fines waived during last year as per normal transactions.
$21,274	**TOTAL ESTIMATED LOSS OF REVENUE (unknown margin of error)**

NOTE: If these calculations prove to be accurate, it would mean that $24,000 worth of materials would be recovered, offsetting overall losses in revenue. *Revenue loss estimate reflects waiving of late fees exclusively.*[2]

In order to inform patrons of the amnesty period, an advertising budget of $750 is estimated. Advertising in at least one local newspaper, preferably two, would be done, along with the

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[1] "Billed Items" are defined in Attachment 2
[2] Attachment 3 details what is and is not subject to the amnesty

creation of flyers, leaflets or handbills that would be distributed throughout the library system, to local schools and other institutions.

The exact impact of an amnesty period cannot be predicted due to a number of unknowns. It is difficult to foresee how many items will be returned, resulting in recovery offset, or how much in late fees will be lost.

BACKGROUND

In 1998, during the move from the "Old Central" to the temporary site, the last amnesty period was offered; however, there is no solid data from that amnesty period since the database has drastically changed. Amnesty periods allow the library a chance to draw patrons back into the library and hopefully recover lost materials. Many people are not always aware of the way items are billed when unreturned and may not have come back due to the fear of a large fine awaiting them. An amnesty would give the library the opportunity to educate the public on fees and fines and encourage them to return books.

CURRENT SITUATION AND ITS EFFECTS

The Berkeley Public Library is taking steps to make library services more generous, easier to use and make materials easier to borrow. It is becoming a more inviting institution to be a member of and an amnesty period would further extend the same sense of invitation to already existing patrons.

The operational budget for the library comes from taxes, and sometimes bonds, which ultimately means we are directly dependent on residents and their opinions of us and our services. Encouraging patrons to reinstate and/or continue their use of the library is, not only a good service, it is essential to our existence.

Library staff is considering implementing an amnesty during the first two weeks in February 2008.

All late fees, including those accrued in the past and those associated with current late items, would be subject to the amnesty. In order for patrons to benefit they would need to have interaction with a staff member.

Fees or fines not subject to the amnesty would include those accrued on tools, books borrowed through ILL or Link+, billed or lost items, collection agency fees, damaged items, manual fees or lost card fees.

Overview of Fines Owed

61,013   Number of patrons who owe money
$1,663,933   Total amount of money owed

Patrons with fines of less than $10 are extended full library privileges.
        37,531   Number of patrons who owe less than $10
        $141,304   Total amount owed by patrons who owe less than $10

Patrons with fines and fees in excess of $10 are unable to check out books.

| 23,482 | Number of patrons with fines and fees in excess of $10 |
| $1,522,629 | Total amount owed by patrons who owe more than $10 |

Patrons who owe in excess of $50 and who have at least one billed item are referred to a professional collection agency, Unique Management.

| 5,330 | Number of patrons currently in collections |
| $648,958 | Total amount owed by patrons in collections |

12,516   Number of items with a status of "billed"
$242,223   Total listed price of these items listed as "billed"

Overview of Fines Paid

Amount collected in Fiscal Year 2006/2007

$228,710	Overdue amount paid
$47,726	Replacement cost paid
$19,045	Manual amount paid
$295,482	**Total amount paid**

Amount collected in the two week period beginning February 1, 2007 and ending February 14, 2007 (the proposed amnesty would take place during this period in 2008).

$9,016	Overdue amount paid
$1,607	Replacement cost paid
$723	Manual amount paid
$11,346	**Total amount paid**

These statistics allow staff to assess the impact of going forward with a fine amnesty. Although the monies waived would result in a loss of revenue, we anticipate the materials recovered would offset that cost.

FUTURE ACTION

No future action is required.

Attachments:
1. Resolution
2. How Billed Items Work
3. Specifics of Proposal

RESOLUTION NO.: 07-___

AUTHORIZATION TO IMPLEMENT A FINE AMNESTY PERIOD DURING THE MONTH OF FEBRUARY 2008 THROUGHOUT THE BERKELEY PUBLIC LIBRARY SYSTEM

WHEREAS, the last amnesty period for the Berkeley Public Library was in 1998; and

WHEREAS, amnesty periods allow the chance to draw patrons back into the library and hopefully recover lost materials; and

WHEREAS, the Berkeley Public Library is taking steps to make library services more generous, easier to use and easier to procure; and

WHEREAS, the Berkeley Public Library proposes to implement a fine amnesty during approximately the first two weeks in February 2008.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to designate a two-week period in February 2008 a fine amnesty period and authorize the Director of Library Services to go forward with organization and publicizing in preparation for this amnesty.

How Billed Items Work

When a patron keeps an item out 21 days past its due date, it is considered lost, and becomes a billed item on their account. A $10 service fee is applied to the cost of the item, as well as a $5 maximum late fee. The service fee is a generic amount added to all lost items, and is intended to cover the cost of staff time and materials necessary to order a new copy of the item and prepare it for the collection.

If a patron loses an item with a cost of $24.99, they will be accessed a bill for $39.99.

Lost item = $24.99
Processing fee = $10.00
Maximum late fee = $5.00
Total of bill = $39.99

When a patron returns an item that has been billed, the amount of the book is automatically removed from their record, as is the $10.00 processing fee, since its purpose is to pay for costs associated with replacing an item. The $5.00 maximum late fee remains, and the patron is responsible for paying it.

Recouping lost items is one desirable effect of the proposed amnesty. Billed items themselves are not subject to the amnesty, but fees associated with them are. Since the $10.00 processing fee and the cost of the book are waived upon receipt of missing items even under normal circumstances, the fiscal impact of the amnesty would only be reflected in the $5.00 maximum late fee being waived. BPL currently has 12,516 items that have a billed status. Their total worth (item cost alone) is $242,223. The maximum late fees of $5 associated with these items equal $62,580.

Amount of items currently billed at BPL =   12,516
Value of these items = $242,223
Late fees associated with these items = $62,580

In the unlikely event that every billed item was returned to BPL during the amnesty period, a total of $62,580 in fine revenue would be lost, but materials equaling a value of $242,223 would be returned.

It is difficult to predict how many billed items will be returned, but the ratios remain similarly positive in even an item by item basis. In the case of the billed item used as an example above:

Lost item (returned) = $24.99 (gained – the item is returned to the collection)
Processing fee = $10.00 (waived – this fee is waived outside of amnesties as well)
Maximum late fee = $5.00   (waived – the only chartable loss in revenue)

The library loses revenue of $5.00, but it gains a $25.00 dollar item, and saves money and staff time needed to replace the item.

Specifics of Proposal

Fines subject to the amnesty:
All late fees, including those accrued in the past, and those associated with current late items. To receive this benefit, patrons will have to interact with a staff member in person. Fines will not be waived via the telephone.

Not subject to the amnesty:
Fines accrued on Tools
Fines accrued on books borrowed through ILL or Link+
Non-recoverable items ("billed items")
Collection agency fees
Damaged items
Manual fees (fees manually entered into the system by staff for lost cards, damaged items, etc.)
Lost card fees

BERKELEY PUBLIC LIBRARY

CONSENT CALENDAR
November 14, 2007

TO: Board of Library Trustees

FROM: Doug Smith, Deputy Director of Library Services

SUBJECT: ADMINISTRATIVE REGULATION 1.13: SECTION 504/ADA GRIEVANCES

RECOMMENDATION

Adopt the attached Section 504/ADA Grievance Procedure, to establish Berkeley Public Library practices complying with Section 504, Title V, Subsection 84.7(b) of the Rehabilitation Act of 1973, which specifies that persons with disabilities are entitled to file complaints alleging that they have been discriminated against solely because of his/her disability.

FISCAL IMPACT

This report will have no fiscal impacts.

BACKGROUND

The Berkeley Public Library has a long history of commitment to nondiscriminatory treatment towards any person who is covered by any of the protected classes addressed in federal, state, and local laws. This includes a commitment to nondiscrimination towards persons with disabilities, in accordance with the Library's mission of meeting the cultural, recreational, informational and educational needs of the entire diverse community—a community with a vibrant history of disability rights advocacy. This commitment is demonstrated by Library staff's efforts to devote employee time and material resources in order to provide accommodations for the disabled in many instances. This includes extended access to materials and computers, home delivery services, TTY devices for the hearing-impaired, developing collections of close-captioned and descriptive videos, and incorporating adaptive software and hardware into many of the Library's public computing stations. Adoption of this procedure will ensure that the Berkeley Public Library complies with the U.S. Department of Justice regulations implementing Title II of the Americans with Disabilities Act (28 CFR Part 35 Section 35.107). This specifies that a public entity that employs 50 or more persons shall adopt grievance procedures providing for resolution of complaints alleging any action that would be prohibited by this part.

CURRENT SITUATION AND ITS EFFECTS

The City of Berkeley Administrative Regulation 1.13, governing grievance procedures for Section 504 of the Rehabilitation Act of 1973 and the regulations implementing Title II of the Americans with Disabilities Act, was originally adopted on October 1, 2001, and last revised on

September 6, 2005. The Board of Library Trustees has not adopted a similar Administrative Regulation for the Library, thus leaving the Library without a formal, consistent procedure to respond to any complaint of discrimination based on a disability. While Library staff has received training in services to disabled communities and strives to accommodate disabled Library users in every way possible, it is important that the Library be in compliance with the abovementioned legislation and be able to assure both patrons and staff that any complaints will be responded to in an orderly, complete, and consistent manner. The proposed Library Administrative Regulation is based on the City's A.R. 1.13, changed to reflect that the Director of Library Services, or her/his designee, will be the Library's Section 504/ADA Compliance Coordinator.

<u>FUTURE ACTION</u>

No further action is required.

Attachments:
1. Resolution
    a. Administrative Regulation 1.13: Section 504/ADA Grievances

RESOLUTION NO.: 07-___

ADOPTION OF ADMINISTRATIVE REGULATION 1.13: SECTION 504/ADA GRIEVANCES

WHEREAS, the Berkeley Public Library has a long history of commitment to nondiscriminatory treatment toward any person covered by any of the protected classes address in federal, state and local law; and

WHEREAS, this commitment to nondiscrimination includes persons with disabilities in accordance with the Library's mission of meeting the needs of the entire diverse community; and

WHEREAS, the City of Berkeley adopted Administrative Regulation 1.13, governing grievance procedures for Section 504 of the Rehabilitation Act of 1973 and the regulations implementing Title II of the Americans with Disabilities Act, originally on October 1, 2001 and a revised version on September 6, 2005; and

WHEREAS, the Board of Library Trustees' practice is to adopt similar Administrative Regulations in accordance with City of Berkeley Administrative Regulations where appropriate; and

WHEREAS, the attached Administrative Regulation is based on the City of Berkeley Administrative Regulation with changes specific to the Library.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to adopt Administrative Regulation 1.13: Section 504/ADA Grievances.

BERKELEY PUBLIC LIBRARY
ADMINISTRATIVE REGULATIONS

A.R. Number:	1.13
ORIGINAL DATE: 11/14/07	
BOLT Resolution #: R07-__	
REVISED DATE:	
PAGE:	1 of 3

SUBJECT: Section 504 / ADA Grievance Procedure

I.   PURPOSE

The purpose of this policy is to:

1. Comply with Section 504, Title V, Subsection 84.7 (b) of the Rehabilitation Act of 1973, as amended, and its implementing regulations which specify that persons with disabilities are entitled to file complaints alleging that they have been excluded from participation in, have been denied the benefits of, or have been subjected to discrimination under any program or activity receiving Federal financial assistance solely by reason of his/her disability;

2. Comply with the U.S. Department of Justice regulations implementing Title II of the Americans with Disabilities Act (28 CFR Part 35 Section 35.107). This specifies that a public entity that employs 50 or more persons shall adopt and public grievance procedures providing for prompt and equitable resolution of complaints alleging any action that would be prohibited by this part.

II.   POLICY

It shall be the policy of the Berkeley Public Library to ensure:

1. That all services and programs, including grants and contracts, are available to people with disabilities in the same manner as accorded to all other patrons of the Berkeley Public Library; and

2. That complaints will be processed in an orderly fashion, allowing a complete and impartial investigation and resolution within a reasonable period of time; and,

3. That information and assistance will be provided to disabled persons, resulting in the orderly processing of the complaint(s).

   This grievance policy shall apply to individuals who have a physical or mental impairment that substantially limits one or more of the major life activities of such individual; a record of such an impairment; or being regarded as having such an impairment, and those who may be treated adversely by other people because of real or perceived disability (past emotional problem[s], cancer, mental retardation, etc.).

LEGAL BASIS

1. <u>Discrimination Prohibited</u>

Section 504, Title V of the Rehabilitation Act of 1973 (29 USC 794), as amended, specifies: "No otherwise qualified disabled individual in the United States. . . shall, solely by his/her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

Title II of the Americans with Disabilities Act (28 CFR Part 35, section 35.130) specifies:
"No otherwise qualified disabled individual shall, solely because of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination" in programs sponsored by a public entity.

Sections 11135-11139.5 of the California Government Code specifies:
"No disabled person in California may be subjected to discrimination under any program or activity that receives any financial assistance from the State."

2. Designation of Responsible Employee

Section 504, Title V, Subsection 84.7 (a) specifies: "A recipient that employs fifteen or more persons shall designate at least one person to coordinate its efforts to comply with this [part]."

Title II of the Americans with Disabilities Act, (28 C.F.R, Part 35, section 35.107 (a)) specifies: "A public entity that employs 50 or more persons shall designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under this part, including any investigation of any complaint communicated to it alleging its noncompliance with this part or alleging any actions that would be prohibited by this part."

The Berkeley Public Library employee designated to serve as the Section 504/ADA Compliance Coordinator shall be the Director of Library Services, or his/her designee.

3. Adoption of Grievance Procedures

Section 504, Title V, Subsection 84.6 (b) specifies:
"A recipient that employs fifteen or more persons shall adopt grievance procedures that incorporate appropriate due process standards and that provide for the prompt and equitable resolution of complaints, alleging any action prohibited by this part."

Title II of the Americans with Disabilities Act, section 35.107 (b) specifies:
"A public entity that employs 50 or more persons shall adopt and publish grievance procedures providing for prompt and equitable resolution of complaints alleging any action that would be prohibited by this part."

PROCEDURES

1. Any person with a disability who believes he/she has been subjected to discrimination based on disability may file a grievance under this procedure. It is unlawful for the Berkeley Public Library to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance.

2. A grievance shall be in writing and contain the name, address and telephone number of the person filing the grievance (the grievant) the problem or action alleged to be discriminatory and the remedy or relief sought by the grievant. If needed, grievances may be filed using alternative formats upon request.

3. Grievances shall be processed in the following manner:

Step 1:

Any person with a disability (and/or representative of this person) may discuss a complaint with the local site manager (Library Services Manager or Supervising Librarian) where the problem occurs within 60 days of the alleged discriminatory action. If the issue is not resolved within ten (10) working days following this discussion, the grievant may elect to move the grievance to Step 2.

Step.2:

Any grievance not resolved by the procedures described in Step 1 above; may be referred to the Section 504/ADA Compliance Coordinator by the grievant or a representative of the grievant within 30 days of the local site manager's decision. Any such referral shall be in writing identifying the specific complaint, with the desired resolution. Upon request, referrals may be made using alternative formats.

The Section 504/ADA Compliance Coordinator (or his/her designee) shall conduct an investigation of the complaint to determine its validity. This investigation may be informal, but it must be thorough, affording all interested persons an opportunity to submit evidence relevant to the complaint. The Disability Compliance Coordinator will maintain the files and records of the Berkeley Public Library relating to such grievances.

The Section 504/ADA Compliance Coordinator will issue a written decision on the grievance within 45 working days following the formal filing as stated in Step 2.

4. The availability and use of this grievance procedure does not preclude a person with a disability from filing a complaint of discrimination with the Office of Civil Rights or other appropriate Federal agency.

5. The Berkeley Public Library will make appropriate arrangements to ensure that persons with disabilities can participate in or make use of these procedures.

The Section 504/ADA Compliance Coordinator will be responsible for providing such arrangements, in addition to, when requested, providing a list of organizations representing persons with disabilities.

Reviewed by: _____
Director of Library Services   Date

Approved by: _____
Chair, Board of Library Trustees   Date

BERKELEY PUBLIC LIBRARY

TO: Board of Library Trustees

FROM: Donna Corbeil, Director of Library Services

SUBJECT: 2008 HOLIDAY SCHEDULE FOR THE BERKELEY PUBLIC LIBRARY

RECOMMENDATION

Adopt the resolution approving the 2008 calendar of holidays for the Berkeley Public Library.

FISCAL IMPACT

This report will have no fiscal impacts.

BACKGROUND

The Board of Library Trustees approves the Library's holiday schedule during one of its last meetings toward the end of each year. These holidays entail the closure of all libraries, including the branches and the holiday schedule for Library staff.

CURRENT SITUATION AND ITS EFFECTS

Union contracts specify which holidays are observed each year. For the most part the Library follows the City of Berkeley practice when it comes to closing for holidays. The Library does not participate in approved VTO (voluntary time off) days for FY2007-2008. The one deviation in the holiday schedule is the Library has traditionally closed on Christmas Eve in lieu of Lincoln's Birthday. In the case of Thanksgiving Eve and New Year's Eve the Library closes at 6 PM. The Central Library and the Branches are open on weekends and during evenings when many other City departments are closed. On the occasion that a holiday falls on a weekend day the Library closes on both the actual holiday and the observed holiday day

The draft *2008 Schedule of Holidays and Closings* is attached to the Resolution as Attachment 1.a.

FUTURE ACTION

No further action is required.

Attachments:
1. Resolution
   a. 2008 Berkeley Public Library - Schedule of Holidays and Closings
2. 2008 City of Berkeley - Holiday Schedule
3. 2007 Berkeley Public Library – Schedule of Holidays and Closings
4. VTO Days for FY 2007-2008

RESOLUTION NO.: 07-___

APPROVAL OF THE 2008 HOLIDAY SCHEDULE AND CLOSINGS FOR THE BERKELEY PUBLIC LIBRARY

WHEREAS, the Board of Library Trustees approves the next year's holiday schedule for the Berkeley Public Library during one of its last meetings each year; and

WHEREAS, the union contracts specify which holidays are observed by the closure of City buildings and services; and

WHEREAS, the Berkeley Public Library is open on weekends, which means additional holidays must be approved for closure when that holiday lands on a weekend day.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to approve the 2008 holiday schedule and closings for the Berkeley Public Library (schedule attached).

Berkeley Public Library
2008 Schedule of Holidays and Closings

Holiday	Date

1.	New Year's Day *	January 1 (Tuesday)
2.	Martin Luther King, Jr. Birthday	January 21 (Monday)
3.	George Washington's Birthday (observed)	February 18 (Monday)
4.	Malcolm X Birthday (observed)	May 19 (Monday)
5.	Memorial Day	May 26 (Monday)
6.	Independence Day	July 4 (Friday)
7.	Labor Day	September 1 (Monday)
8.	Indigenous People's Day	October 13 (Monday)
9.	Veteran's Day	November 11 (Tuesday)
10.	Thanksgiving Eve - All library locations close at 6:00 p.m.	November 26 (Wednesday)
11.	Thanksgiving Day	November 27 (Thursday)
12.	Thanksgiving Holiday	November 28 (Friday)
13.	Christmas Eve * *	December 24 (Wednesday)
14.	Christmas Day	December 25 (Thursday)
15.	New Year's Eve - All library locations close at 6:00 p.m.	December 31 (Wednesday)

* The Library is closed on Monday, December 31, 2007 (New Year's Eve) at 6:00 p.m.

* * The Library is closed Christmas Eve instead of Lincoln's birthday (February 15th) as the City does.

City holiday is on February 15th in observance of Abraham Lincoln's Birthday instead of Christmas Eve.

City of Berkeley
2008 Holiday Schedule

1. January 1, 2008 (Tuesday) – New Year's Day

2. January 21, 2008 (Monday) – Martin Luther King Jr. Birthday

3. February 15, 2008 (Friday) – Abraham Lincoln Birthday Observed

4. February 18, 2008 (Monday) – George Washington Birthday Observed

5. May 19, 2008 – (Monday) – Malcolm X Birthday Observed

6. May 26, 2008 – (Monday) - Memorial Day

7. July 4, 2008 – (Friday) – Independence Day

8. September 1, 2008 (Monday) – Labor Day

9. October 13, 2008 (Monday) – Indigenous People's Day

10. November 11, 2008 (Tuesday) – Veteran's Day

11. November 27, 2008 (Thursday) – Thanksgiving Day

12. November 28, 2008 (Friday) – Day after Thanksgiving Day

13. December 25, 2008 (Thursday) – Christmas Day

Berkeley Public Library
2007 SCHEDULE OF HOLIDAYS AND CLOSINGS

APPROVED BY BOLT ON DECEMBER 6, 2006

	Name of Holiday	Date
1.	New Year's Day*	January 1 (Monday)
2.	Martin Luther King, Jr. Day	January 15 (Monday)
3.	Washington's Birthday	February 19 (Monday)
4.	Malcolm X Day	May 18 (Friday)
5.	Memorial Day	May 28 (Monday)
6.	Independence Day	July 4 (Wednesday)
7.	Labor Day	September 3 (Monday)
8.	Indigenous People's Day	October 8 (Monday)
9.	Veterans Day**	November 11 (Sunday)
10.	Veterans Day (observed)	November 12 (Monday)
11.	Thanksgiving Eve - all library locations close at 6 p.m.	November 21 (Wednesday)
12.	Thanksgiving Day	November 22 (Thursday)
13.	Thanksgiving Holiday	November 23 (Friday)
14.	Day before Christmas Eve	December 23 (Sunday)
15.	Christmas Eve	December 24 (Monday)
16.	Christmas Day	December 25 (Tuesday)
17.	New Year's Eve – close at 6 pm	December 31 (Monday)

Notes:
  * The Library is closed on Sunday, Dec. 31, 2007 (New Year's Eve).
  ** The Library is closed on Sunday, Nov. 11, 2007 for Veterans Day and closed for observance on Monday, Nov. 12, 2007.

VTO Days for FY 2007 –2008	
2007	Friday, July 27th
2007	Friday, August 24th
2007	Friday, September 28th
2007	Friday, October 26th
No VTO in November	
Monday, December 24th & WEDNESDAY, DECEMBER 26TH – MONDAY, DECEMBER 31ST*	
2008	Friday, January 25th
No VTO in February	
2008	Friday, March 28th
2008	Friday, April 25th
2008	Friday, May 23rd
2008	Friday, June 27th

BERKELEY PUBLIC LIBRARY

TO: Board of Library Trustees

FROM: Donna Corbeil, Director of Library Services

SUBJECT: FY08 PURCHASE AUTHORITY FOR SERVICES, MATERIALS AND SUPPLIES
            IN EXCESS OF DIRECTOR OF LIBRARY SERVICES' AUTHORITY

RECOMMENDATION

Adopt a resolution authorizing the Director of Library Services to enter into purchase agreements and approve payments to Ross McDonald Company, a vendor specializing in library furniture and supplies for services, materials and supplies in excess of her delegated spending authority.

FISCAL IMPACT

The total cost of the expenditures for this vendor is approximately $75,000 for FY08 and is included in the adopted FY08 budget. No additional appropriation is necessary.

BACKGROUND

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

CURRENT SITUATION

As of July 1, 2007, the Library began processing purchase requisitions for services, materials and supplies to support Library operations. Upon initiating the West Branch refreshment project it became apparent that professional assistance in reassembling the shelving would be needed. In addition, some worn and damaged pieces of shelving needed replacement. In order to improve the path of travel three ranges of shelving in the children's area were replaced with two higher ranges. The result was wider aisles and improved ADA access. Subsequently, the Berkeley Public Library Foundation received $25,000 from Bayer Healthcare to replace all of the public area furniture. In order to ensure all of the shelving, shelving end panels, circulation desk and furniture match it is necessary to work with the sole source vendor of many of these products and services. The Library has secured permission to purchase the final pieces of furniture from Ross McDonald from the city's Purchasing office upon Board approval.

The anticipated purchases with this vendor will exceed the purchasing authority delegated to the Director of Library Services by the Board of Library Trustees. Therefore, in order for the Library to enter into purchasing agreements to cover anticipated expenditures, the Board must approve

increased authority for purchases from this specific vendor. All other anticipated purchases for FY08 are anticipated to be within the Director's purchasing authority.

ALTERNATIVE ACTIONS

No alternative is recommended.

FUTURE ACTION

No future action is necessary.

ATTACHMENTS
1. Resolution
    a. Materials to be bought from Ross McDonald Company

RESOLUTION NO.: R07-__

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

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

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

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

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

Materials to be bought from Ross McDonald Company

Worden Circulation Desk	$24,973.00	BPL Foundation
OPAC Carrel for end of desk	$1,112.11	BPL Foundation
Wood Cupboard Storage unit	$1,283.64	BPL Foundation
Transfer box storage	$430.56	BPL Foundation
Installation of shelving	$7,552.00	Library Operations budget
Replacement shelving	$3,325.80	Library Operations budget
Shelving for Children's Area	$4,618.88	West Branch gift funds
Worden Terres tables	$6,743.14	BPL Foundation
Jasper solid oak chairs	$6,342.61	BPL Foundation
Laminate shelving End Panels	$8,218.24	BPL Foundation
Subtotal	***$74,608.98***	

BERKELEY PUBLIC LIBRARY

TO: Board of Library Trustees

FROM: Donna Corbeil, Director of Library Services

SUBJECT: ELECTION OF CHAIRPERSON AND VICE-CHAIRPERSON

RECOMMENDATION

Adopt the resolution electing a Trustee to sit as Chairperson and a second Trustee to sit as Vice-Chairperson from November 15, 2007 through November 15, 2008.

FISCAL IMPACT

This report has no fiscal impacts.

BACKGROUND

Each year the Board of Library Trustees appoints a Trustee to sit as Chairperson and second Trustee to site as Vice-Chairperson for the following year.
Section 3.04.040 Organization of board of the City of Berkeley Municipal Code (Attachment 2) specifies that each year the Board of Library Trustees shall elect one of its members president and another vice president for a term of one year.

CURRENT SITUATION AND ITS EFFECTS

For the past year, Trustee Susan Kupfer has sat as the Chairperson for the Board of Library Trustees and Trustee Terry Powell held her post as Vice-Chairperson.

FUTURE ACTION

No future action is required.

Attachments:
1. Resolution
2. Section 3.04.040 Organization of Board

RESOLUTION NO.: 07-___

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

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

WHEREAS, it is now time for the Board to appoint a Chairperson and Vice-Chairperson.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to appoint Trustee _____ to sit as Chairperson for the remaining 2007 and through the time of election in 2008.

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Board of Library Trustees of the City of Berkeley to appoint Trustee _____ to sit as Vice-Chairperson for the remaining 2007 and through the time of election in 2008.

Chapter 3.04 BOARD OF LIBRARY TRUSTEES*

Section 3.04.040 Organization of board.

The Board of Library Trustees shall organize by electing one of its members president and one of its members vice president, who shall hold office for one year, and until their successors are elected unless their terms as a member of said board expire sooner. The president and vice-president shall be elected at the first meeting of the board in October of each year. The Director of Library Services shall be ex officio secretary of the board and as such secretary shall keep a full account of all receipts and expenditures, and a record and full minutes of all proceedings of the board. (Ord. 6154-NS § 2, 1992: Ord. 3853-NS (part), 1962: Ord. 2278-NS § 2, 1939)

BERKELEY PUBLIC LIBRARY

TO: Board of Library Trustees

FROM: Donna Corbeil, Director of Library Services

SUBJECT: BERKELEY PUBLIC LIBRARY FACILITIES MASTER PLAN (LFMP) FOR THE BRANCHES

RECOMMENDATION

The Branch Library Facility Master Plan project is an opportunity to engage the community, staff, local organizations, business leaders, educators and other stakeholders in a discussion of library branch facilities (North, South, Claremont, West and Tool Library) and the services that take place in those buildings. The recommendation is to undertake a collaborative approach with the input of as many people as possible to ensure the Plan meets the community's needs for Library services in facilities that are safe, modern and can meet the challenges of the future.

Advisory Committee

Set up an advisory group with Library staff, representation from the Berkeley Public Library Foundation, representatives from the Friends of the Berkeley Public Library, two members of the Board of Library Trustees and a person(s) to represent the disability community. This group will meet with the Director of Library Services and other staff assigned to the project to provide on-going community oversight and guidance to shape the plan and assist with community outreach.

Public input

Through a variety of methods solicit public input. This may include public workshops and a written survey to be made available in the branches and online. Neighborhoods will have an opportunity to contribute their opinions and ideas and to hear directly from Library staff and the project architects on the condition of their community's branch and any recommended improvements.

Staff participation

Library staff will be invited to participate in the process and will be invaluable in providing ideas on services and facility needs, as they spend up to eight hours a day in the building and talk to visitors about needs. Operations staff is critical to bringing details regarding the general history of branches, maintenance and repair patterns, previous studies and capital projects and a day-to-day view of facility related issues. Branch staff is critical to ensuring those that regularly use the library and those that may not for a variety of reasons are included in the discussions.

Community analysis

Concurrent to the development of a LFMP will be the conducting of a Library Strategic Plan. Information on services and community needs that come from this and are relevant to the Facility Plan will be referenced or included. Other Library projects and endeavors currently underway, including the South West Berkeley Library Needs Assessment and the ERC/South Branch Library discussion group findings will also inform the recommendations regarding future facility needs.

Board of Library Trustees
Monthly status reports regarding the project will be agendized. The Director of Library Services will report on progress to ensure all Trustees have an opportunity to be engaged in the process and final outcomes. Public workshops will be conducted in a manner to allow a quorum of Trustees to fully participate.

The draft plan will be reviewed and discussed at a regular or special Board meeting before it is finalized. The completed Branch Library Master Facility Plan document will analyze the current physical ability of the branch libraries to serve the needs of the community and provide recommendations based on this analysis and input gathered throughout the process. This professional evaluation will address the need and the feasibility of expansion and/or renovation of the branch libraries and the Tool Library.

FISCAL IMPACT

No fiscal impact is anticipated outside of the approved contract with Noll & Tam Architects for $175,000.

BACKGROUND

As part of the FY2008 planning process the Board of Library Trustees approved the allocation of funds to conduct a branch facility study. At the August 1, 2007 Board meeting the Director discussed the initiation of efforts to move forward on this item. An RFP (Request for Proposals) for a Berkeley Public Library Facilities Master Plan was released, interviews conducted and a firm selected. Award of the contract and notice to proceed occurred at the October 2007 Board meeting and resulted in the completion of contract negotiations. The contract will be for the period of November 1, 2007 through June 30, 2008 in a total amount not to exceed $175,000.

FUTURE ACTION

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

Attachments:
1. Resolution

RESOLUTION NO.: R07-_____

**ADOPT THE PROCESS FOR DEVELOPMENT OF BERKELEY PUBLIC LIBRARY
FACILITIES MASTER PLAN (LFMP) FOR THE BRANCHES THAT ENGAGES
STAKEHOLDERS AND SETS DIRECTION FOR THE FUTURE**

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

WHEREAS, after a Request for Proposals soliciting consultants for a Berkeley Public Library Facilities Master Plan was released and interviews conducted a firm was selected as the preferred candidate; and

WHEREAS, at a special meeting held on October 24, 2007 the Board of Library Trustees approved the preferred candidate and authorized to Director to go forward with the contract negotiations; and

WHEREAS, the contract has been finalized and will be for the period of November 1, 2007 through June 30, 2008; and

WHEREAS, the Branch Library Facilities Master Plan project allows the opportunity to engage the community, staff, local organizations, business leaders, educators, and other stakeholders in a discussion of library branch facilities.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to authorize the Director of Library Services to undertake a collaborative approach with the input of as many people as possible to ensure the Plan meets the community's needs for Library services in the facilities that are safe, modern and can meet the challenges of the future.

BERKELEY PUBLIC LIBRARY

TO: Board of Library Trustees

FROM: Donna Corbeil, Director of Library Services

SUBJECT: 2008 MEETING SCHEDULE FOR THE BOARD OF LIBRARY TRUSTEES

RECOMMENDATION

Discuss and set dates, times and locations for the 2008 regular meeting schedule for the Board of Library Trustees.

FISCAL IMPACT

This report will have no fiscal impacts.

BACKGROUND

The Board of Library Trustees approves the following year's regular meeting schedule during one of its last meetings toward the end of each year. These regular meetings dates currently fall on the second Wednesday of each month, except for August due to a meeting recess.

CURRENT SITUATION AND ITS EFFECTS

The regular meetings of the Board of Library Trustees normally occur on the second Wednesday of each month at 7:00 p.m. at the South Branch Library, 1901 Russell Street. The Board may choose to change any part of their regular meeting schedule, including the date, time or location. During August the Board has chosen to follow the City Council and other City commissions and take a meeting recess.

The proposed *2008 Board of Library Trustees Meeting Schedule* is attached as Attachment 2.

FUTURE ACTION

No further action is required.

Attachments:
1. Resolution
2. 2008 Board of Library Trustees Meeting Schedule

RESOLUTION NO.: 07-___

APPROVAL OF THE 2008 MEETING SCHEDULE FOR THE BOARD OF LIBRARY TRUSTEES

WHEREAS, the Board of Library Trustees approves the next year's regular meeting schedule for the Board of Library Trustees during one of its last meetings each year; and

WHEREAS, the regular meetings of the Board are currently held on the second Wednesday of each month, except for August when there is a meeting recess, at 7:00 p.m. at the South Branch Library.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to approve the 2008 meeting schedule for the Board of Library Trustees.

PROPOSED

Berkeley Public Library
Board of Library Trustees
2008 Meeting Schedule

Regular Meeting Dates	Locations
January 9th	South Branch Library (1901 Russell Street)
February 13th	South Branch Library (1901 Russell Street)
March 12th	South Branch Library (1901 Russell Street)
April 9th	South Branch Library (1901 Russell Street)
May 14th	South Branch Library (1901 Russell Street)
June 11th	South Branch Library (1901 Russell Street)
July 9th	South Branch Library (1901 Russell Street)
{No meeting in August}	
September 10th	South Branch Library (1901 Russell Street)
October 8th	South Branch Library (1901 Russell Street)
November 12th	South Branch Library (1901 Russell Street)
December 10th	South Branch Library (1901 Russell Street)

BERKELEY PUBLIC LIBRARY

TO: Board of Library Trustees

FROM: Donna Corbeil, Director of Library Services

SUBJECT: Priority Designation for Library Work Plan Projects for FY2008

INTRODUCTION

The purpose of this report is to provide recommended priority designations for individual projects included in the Library Work Plan FY08.

FISCAL IMPACT

There is no direct fiscal impact from this report.

BACKGROUND

At the October 24, 2007 Board of Library Trustee meeting the FY08 work plan was discussed. At that time the Board requested a priority designation be added similar to the City Council process in which the City Manager assigns a designation to city projects. Similarly, we will use the designations of critical initiative (CI), special project (SP), and department project (DP) to further focus resources.

CURRENT SITUATION AND ITS EFFECTS

The attached spreadsheet includes all of the projects presented at the October Board of Library Trustee meeting with a column added for priority designation. The spreadsheet information has been updated to reflect the current status of the projects listed.

At the March 21, 2007 Board of Library Trustee meeting priorities for FY08 were adopted.
1. Continue to pursue restoring hours of service at the Branches.
2. Continue to pursue the potential of moving South Branch to the Ed Roberts Campus.
3. Continue to pursue the implementation of WiFi at all branches, including Central.
4. Continue to identify and meet the needs of Southwest Berkeley, with a bookmobile or other collaborative action.
5. [Complete] two planning studies for services and facilities, including community engagement.

In determining priorities those projects most directly related to Board priorities have been given a critical initiative (CI) designation.

FUTURE ACTION

Staff will bring a status reports on the work plan and individual worksheets to the December 12, 2007 meeting.

Attachments:
1. Library Projects FY08 – Summary Chart

LIBRARY PROJECTS FY08
Summary Chart

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

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

BERKELEY PUBLIC LIBRARY

INFORMATION CALENDAR
November 14, 2007

TO: Board of Library Trustees

FROM: Donna Corbeil, Director of Library Services

SUBJECT: Report on the California Library Association (CLA) Annual Conference
            Long Beach, CA from October 26-29, 2007

BACKGROUND

Each year the California Library Association puts together an annual conference that attracts the most influential professionals from the California library community.

FISCAL IMPACT

There are no fiscal impacts from this report.

CURRENT SITUATION AND ITS EFFECTS

This year's 109th annual conference was held in Long Beach, CA from October 26-29, 2007. This year's conference theme was *Opportunity Knocks*. As always, the conference brought well-known authors to speak at the various functions throughout the weekend, including Chip Heath and Jamie Lee Curtis. More than sixty workshops and posters covered the hottest library issues and concerns while seven pre-conference institutes allowed attendees to explore important issues in depth.

REPORTS FROM STAFF WHO ATTENDED

***Shani Leonards**, Reference Supervising Librarian*: I attended two hands-on workshops that focused on the practical application of Web 2.0 technology in libraries, Reader's Advisory 2.0 (a half day Institute) and Hands-on IM: How to use Instant message software as a Reference Tool (which demonstrated from start to finish how one would go about setting up an Instant Message Reference Service for the library). I found both of these workshops especially exciting because they made the acquisition of the skills needed to provide these services seem like something that I might be able to work into our very tight Reference workdays here at Central. Both of these workshops and at least one other made reference to how helpful a particular practical program of study called "Learning about 2.0" (created by the Charlotte Mecklenberg County Technology Department in South Carolina) had been to the leaders of the seminars. This self-paced learning course focuses on 23 Things that one can do with Web 2.0. I plan to plug this program in my next Reference staff meeting and to encourage my staff to carve out 15-30 minutes of their day to join me in working through the 23 Things, which include setting up a blog, uploading a picture to flickr and covers other tools and techniques that our patrons are using daily, but that many of us have not had/made time to master).

While at CLA I attended the workshops listed above and heard Chip Heath, Stephen Abrahm, Shawn Gold and Craig Newmark speak as part of the Infopeople Master Speakers Program.

Doug Smith, *Deputy Director of Library Services*: I really appreciated the "Master Speakers" series at the conference, although because of conflicts with other workshop sessions I only attended one: SirsiDynix VP of Innovation Steven Abrams. Abrams is an always-engaging, witty speaker (I heard him a couple of years ago at the Alameda Free Library) with an expertise in Cassandra-like calls to arms on behalf of new technologies and the rapidly burgeoning Web 2.0 sites and applications. He is a big believer in Internet-mediated social environments. It was inevitable that social networking would become a viable communications paradigm, he says, and he touts freeform folksonomies, or collaborative tagging, as the current revolution in how we categorize content. Heady days for all "knowledge workers", librarians especially.

Among the workshop sessions I attended was an engaging presentation of the Urban Libraries Council's recent study *Making Cities Stronger: Public Library Contributions to Local Economic Development* by the ULC's Martin Gomez and the Urban Institute's Carlos Manjarrez. This important report makes a strong case for the public library's positive impacts in urban places, from encouraging business development on small and grander scales, improving preschool literacy and school preparedness, and "the power of place"--all valid in the case of the Berkeley Public Library. Another noteworthy session I attended was State Librarian (and past Public Library Association president) Susan Hildreth's presentation of the new PLA publication *Passion, Purpose and Persuasion: A PLA Toolkit for Advocacy Success,* a good primer on community advocacy for libraries. Finally, on Friday I participated in the InfoPeople institute *Planning Library Space in the 2.0 World*, which was facilitated by Library consultant Alex Cohen. This took place in the Long Beach PL's Main Library, a very interesting architectural case study--a "classic" 1970's brutalist concrete edifice with many of the peopblems I've noticed in other buildings of this sort (I was reminded of the UC Art Museum and the SF State Student Union.) It was an interesting and instructive experience to spend much of a day with an accomplished library planner like Mr. Cohen.

Linda Sakamoto-Jahnke, *Literacy Coordinator*: The three most informative workshops:
1) The ELF---Early Learning with Families—panel discussion included highlights of 5 California library ELF sites—all involved in-house and community partnerships w/ outreach sites – this information was shared w/ Children's Librarian Supervisor in facilitating the Children's and library literacy partnership which can target the current family literacy outreach sites of Berkeley Reads.
2) Creating Readers in Juvenile Halls—panel discussion included highlights of the "only" 4 California library and juvenile hall partnerships which based their teen/youth library on the juvenile hall site---this information will be shared with the Teen Librarians since Berkeley has three Teen Group Homes which serve this parallel teen population who are "wards" of the state—a partnership can be seeded with these Homes as library literacy outreach sites.
3) Simple Strategies to Make Technology Accessible, Relevant, and Engaging---a presentation by the computer lab coordinator for San Francisco adult literacy program which highlighted software programs, logistical organization, blog and website pages---this information was shared w/ library literacy instructors in Berkeley Reads—and to be implemented both at West and Central branches computer labs.

Sandy Schmitz, *Librarian II, Technical Services*: I began my trip to the CLA conference by attending a pre-conference institute titled "Readers' Advisory 2.0", which examined the application of Web 2.0 sites to the traditional library readers' advisory service. While I was

familiar with many of the websites highlighted in the institute, I gained a new perspective on their utility in library services. An interesting discussion during the institute concerned the frequent inability of subject and genre headings in the library catalogue to provide access to materials in a way that is useful for readers' advisors. There is, for example, no subject or genre heading that corresponds to a reader request for "a gentle read" or "something uplifting". Some suggestions for improving access were the inclusion of tags (folksonomies) and reader-created lists within the parameters of the library catalogue.

During CLA, I attended several sessions on the future of the library catalogue, focusing on the Next Generation Catalogue (NGC). Library catalogues, in their current form, are good for retrieving known items, but are less effective at the task of discovering what the user may find of interest but does not already know about. For the latter task, users often search a commercial site, such as Amazon.com, and once they have a list of interesting titles, go to the library catalogue to find out if their library owns the items. There was widespread agreement in the room that even we, who are librarians and cataloguers and therefore experts at navigating library catalogues, find this "Amazon-style" approach to be more efficient and effective than restricting our search to the library catalogue. How, then, can we make the catalogue into, not just a searching tool, but a discovery tool? One approach of local interest is the University of California system's test of an NGC, OCLC's WorldCat Local, as a replacement for their current Melvyl catalogue. They anticipate going live with the new catalogue in Spring 2008. Peninsula Library Services, in San Mateo, has already replaced their Innovative Interfaces catalogue with a WorldCat Local catalogue, and is conducting usability studies and soliciting user feedback. The PLS catalogue can be seen on their website http://plsinfo.worldcat.org/. Information about the UC project can be found at http://libraries.universityofcalifornia.edu/about/uc_oclc.html.

Lynn Murdock, Librarian II, Art & Music: CLA 2007 was a stimulating, thought-provoking conference. Many thanks to BPL administration for sponsoring my attendance. Here are my personal highlights:

Science fiction writer Ray Bradbury spoke about his various books and screenplays. A gregarious personality and colorful storyteller, he told about writing his novel, *Fahrenheit 451,* on dime typewriters in the UCLA Library and his reference quest to discover the exact temperature at which book paper burns. He stressed that all his works were born of a personal love and he advised us to "do what you love, and love what you do."

Stephen Abram of SirsiDynix outlined issues to be considered in planning for the future of libraries. He gave specific suggestions for improving library websites including making them playful, making them social by allowing users to collaborate and share information, keeping them simple, and choosing pictures over text.

A workshop titled *Hands-On IM: How to Use Instant Message Software as a Reference Tool* tackled the nuts and bolts of setting up IM accounts for the library. The presenters gave do's and don'ts for IM reference. DO: create multiple IM accounts on different services; funnel all accounts through an aggregator (Meebo); publicize the service, consider limiting it to certain hours; block users who are abusing the service. DON'T: handle IM questions at the walk-in reference desk; open files or attachments sent by users.

Craig Newmark, creator of Craigslist, spoke about his list and shared his two tenets of good customer service: 1)treat people the way you want to be treated and 2) give the other guy a break. He answered many questions about how his company makes decisions, funds the list so that users can get information free of charge, and deals with scam postings. He has very high ideals and will not accept advertisements nor make the company public.

Other fun highlights included seeing Jamie Lee Curtis and gathering freebies from the exhibits. It was a great weekend!

Alan Bern, *Community Relations Librarian*:

- In the preconference workshop I attended, *Next Generation Research Tools*, I thought more about avatars for the library and possible use of Facebook and/or MySpace at public libraries: I am still not convinced that these particular programs will endure, but social networking is here to stay for the foreseeable future.

- Opening General Session: Chip Heath, Professor, Stanford Graduate School of Business, presented from *Made to Stick*. The most revealing part of this fascinating presentation was that major companies spend huge sums to try to make their "ideas" stick with very mixed results. Libraries do not have these budgets, but we must be as inventive as Aesop to try to make our ideas stick.

- *From Madison Avenue to Main Street: Introducing the CLA Communication Toolkit for Public Libraries.* Thanks to the great work of CLA's Public Relations and Information Committee, this rich, up-to-date, and well-organized toolkit will be available on the CLA website soon, http://www.cla-net.org/

- Marti Goddard (SFPL), Cheryl Grantano (South San Francisco Public Library), and I met with Marty Sweeney of the AT Network about programs on assistive technology and referrals for our patrons for both the Bay Area Disability Services Librarians (BADSL) and CLA next year -- http://www.atnet.org/

- Had a brief meeting with authors Camila A. Alire and Jacqueline Ayala about the Second Edition of their book *Serving Latino Communities: A How-To-Do-It Manual for Librarians*. I recommended them to CLA for a program next year since it would do well and be very valuable to us California libraries and to our publics -- I will be purchasing their book when it is available on BWI, http://www.neal-schuman.com/db/1/601.html

- The most useful program I attended was *Dyslexia: The Science and the Interventions* presented by Tracy Block from San Diego Public Library's READ/San Diego. I learned a tremendous amount about the symptoms of Dyslexia and the research-based interventions that have been successful. For further information and the presentation, see
  http://www.sandiego.gov/public-library/services/read.shtml
  http://www-rohan.sdsu.edu/~sandmanh/
  http://www.cla-net.org/included/docs/literacy13.pdf

Suzanne Olawski, *Neighborhood Services Manager*: This year's conference theme, *Opportunity Knocks,* emphasized the importance of libraries services in and to the communities they serve –libraries as an integral part of community services. Libraries serve as cultural and intellectual community commodities, attracting a talented and educated workforce to their environs, which contributes to viable community investments in making cities stronger and subsequently to a greater return on long term economic investment and development.

Libraries are places of opportunities not only for the services they provide to communities but also for the economic and community partnerships they build and maintain on an ongoing long-term basis. Libraries find their identities based on their communities' values and concerns and

evolve those standards through strategic planning and development. Libraries need to develop their voice, keep their message simple and clear, and speak to their audience using facts and data of interest and relevant to them. Tell them (communities/partners) the stories they need to hear to allow them to make value based decisions regarding libraries and community development.

Donna Corbeil, *Director of Library Services*: This year's CLA was full of wonderful speakers and workshops. The Exhibits had extended hours this year which made it easier to spend time viewing the latest new equipment and books. Vendors were well represented with Library related businesses and library service providers. Among the later were Califa and Infopeople who created a Halloween themed new technology maze highlighting: podcasting, MP3 players, gaming consoles, Instant messaging, video games to check out, etc.

Making Cities Stronger: ULC sponsored presentation with Martin Gomez and Carlos Manjarrezno
The speakers discussed how the 2007 ULC report, Making cities Stronger: Public Libraries contributions to local economic development, came to be produced and the goals of the report and research. The report's approach is not the traditional return on investment (ROI) type analysis which has been done and been found to be limiting when discussing the value of libraries in the community with local leaders. The report aimed to examine the link between library services and targeted programs and the new realities of economic development theory and practice. The presenters suggested that both approaches had valued and combined bring a powerful message to leaders.

Libraries – PLA Tool Kit
This session was sponsored by the PLA@Your Library Task force with Susan Hildreth the State Librarian as one of the presenters. The advocacy tool kit promotes three themes, libraries are necessary for a free people, libraries are community partners and libraries promote and contribute to opportunities for community members with the programs and services they offer (for example career resources and tools for small businesses). The advocacy tool kit is the second phase of the project developed with PLA and the Metropolitan Group, the first was the smartest card promotion. The task force wanted to develop tools that could be adapted locally. The tool kit is a call to action with technical assistance. In depth training will be offered at upcoming library events, for example PLA in Minneapolis and at annual ALA in Annaheim. The message was to tell your own story.

CLA Legislative Committee
I began my four year term on the legislative committee by attending the conference meeting. The group meets at CLA and monthly in Sacramento. I look forward to sharing updates wit the board and staff on what is happening locally, at the state level and any national issues that may be of interest.

Master Speaker Series
The list of speakers this year was outstanding; with Jamie Lee Curtis, Sarah Vowell (NPR), Chip Heath (Make to Stick) and Craig from Craig's List. The speakers added a dynamic dimension to the event bringing in perspectives and approaches outside of the usual library profession vision that was stimulating and inspiring, for me it brought our work into the bigger world view.

Deirdre Cerkanowicz, *Library Specialist II, South Branch*: CLA was the first Library conference that I have attended. I learned a lot. It is hard to know which part was best. I got a lot out of the Leadership Institute-Convincing and Influencing Others and Leaders in Libraries: What the Best do Best were very useful. I learned how to present ideas to an

audience and how to handle controversial question from the first, and many example of how other libraries offer innovative services in the second institute. Chip Heath's talk on how to make ideas stick made me want to read his book. The keynote speakers were also very interesting-Stephen Abrams ideas on what the library of the present and future could look like, made me think of how we can be more innovative at Berkeley Public Library.

One item that I hope we can consider implementing soon came from a talk with the Innovative Interfaces, Inc (III) vendor. They have a program called Encore, that will work with our Millennium to make it easier for patrons to find items in our catalog. It allows patrons to find library material even when they misspell search terms. Much like Google or other search engines, it will give an alternative spelling and say is this what you mean. Encore will also make the catalog look and act more like a Search Engine.

I enjoyed attending the awards events and meeting other librarians from around the state and running into some old friends. I also got to talk with other BPL staff that I rarely see. I enjoyed going to the exhibits because I learned about supplies, equipment and library materials that were new to me, as well as learning more about items that we already use.Infopeople.org offered many training opportunities. I learned the basics of doing a bi-lingual storytime and got to use several new technologies that make up Library 2.0. Apple computers, IPhones, IPods, digital video recorders, digital cameras, podcast recording equipment and gaming software and equipment like SONY WII. I went to a presentation on how to design a training program to get staff and patrons comfortable working with these new technologies.

I appreciate the opportunity to attend CLA and will share what I learned with my co-workers. I hope that more staff can attend next year when CLA will be in San Jose. I think it is important for paraprofessionals, as well as librarians to see what is happening at other libraries and how they can plan for the future.

FUTURE ACTION

No future action is required.

BERKELEY PUBLIC LIBRARY

TO: Board of Library Trustees

FROM: Donna Corbeil, Director of Library Services

SUBJECT: November 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.

LIBRARY DEVELOPMENT

Community Assessment of Unmet Library Needs in Southwest Berkeley
Staff continues to work with Hatchuel Tabernik & Associates (HTA) on this project. The final survey (attached) which has been tested on a focus group will be distributed in the community and at the South and West branches, be made available online, and serve as the basis for the phone surveys to be conducted by HTA. It will also be available in Spanish. We are also planning on having our Cal interns assist with the distribution and collection of surveys and compiling the results for analysis.

3M and Checkpoint announced this week a strategic sales and marketing alliance whereby 3M will distribute Checkpoint products to libraries globally. The press release states that "under terms of the alliance, 3M Library Systems will become the exclusive worldwide reseller and service provider for Checkpoint's line of library security and productivity products. Checkpoint will continue to expand its patron-based marketing services portfolio and continue selling those offerings directly to libraries worldwide. This alliance is effective January 1, 2008; 3M and Checkpoint will immediately begin the transition to ensure seamless support for their library customers." Staff will follow-up with both vendors to ensure no gaps in ordering or service occur.

PROFESSIONAL ACTIVITIES

A separate report detailing the recent California Library Association conference is included in the Board packet under "Information Reports."

PROGRAMS, SERVICES AND COLLECTIONS

New Library Card

In an effort to promote our four new library card designs, staff held a variety of contests, including the card from the furthest geographical location. We are grateful to those local businesses that supported this effort by donating the prizes for our New Library Card Sign-up Contests!

Teen Services

A number of the Library's Teen Librarians attended an important collaboration meeting called by the City of Berkeley, the **Interdepartmental Youth Services Training**, which occurred on November 1, 2007. Attending the workshop were representatives from the City departments of: Recreation and Youth Services, Mental Health, Public Health, Youth Employment, Police and the Library.

On September 17th Teen Services inaugurated a new program - yourspace@berkeleypubliclibrary. This program gives high school age students exclusive use of the Electronic Classroom located on the third floor of the Central Library on Wednesdays, Thursdays and Fridays from 3:30-5:00p.m. The Teen Librarian staff reports that the sixteen computers in the Electronic Classroom are always occupied, with up to 20 teens each day. The program began with five students the first day, this doubled on day two and it has been filled to capacity each subsequent open day. Students work on homework, play games or work on their MySpace or Facebook pages. Staff is always available for homework help. Kay Finney, one of four Teen Librarians, reports, "The students seem glad to have a place where they can talk in a relatively relaxed atmosphere".

Collection Development

Effective November 3, 2007 Marti Morec has filled the 40 hours a week NTE Librarian II position in collection development left vacant by Francisca Goldsmith's retirement. Marti will focus full-time on those activities specific to collection development, the selection and ordering of materials in all formats, the electronic databases and the Friday afternoon film series.

In addition, the Director of Library Services will oversee a study of our current collection development practices with the dual objectives of reviewing library-wide material selection processes and determining how it might be improved and, secondly, determine the job responsibilities and appropriate position level for a new head of Collection Development. The first goal will involve extensive staff involvement beginning with a meeting of all library selectors in mid-November and the latter will be discussed among managers. Final recommendations are anticipated early next year.

Library Budget

A detailed FY08 annual budget update will be brought to the December 12, 2007 Board meeting and include *Y-T-D Expenditure Details for All Funds: FY08* and the *All Funds: 5-Year Fund Analysis.*

As mentioned in a previous month's report, the State has reduced two reimbursements to California libraries. In late-October the State Library informed Directors of the preliminary allocation estimates for funds to be distributed to all public library jurisdictions for the 2007-08

fiscal year. Public Library Fund (PLF) allocations are directly tied to population of the service area. It is expected that distribution of funds will occur in February 2008.

Transaction Based Reimbursement (TBR) is given to support local libraries for a portion of the costs they incur when they extend lending services beyond their normal clientele. The two services that make up this program are:

- Direct Loan (DL): Over-the-counter loan of materials by a California public library to a resident of some other California public library jurisdiction. Direct loans are reimbursed on a net imbalance basis. A participating public library is reimbursed for the handling costs of those loans made to non-residents that exceed the number of loans made by all other public libraries to the participating library's own residents.
- Interlibrary Loan (ILL): Lending of materials from one library to another as a result of a user request for the item. Public libraries as well as non-public libraries (e.g., public and private academic libraries, not-for-profit corporate libraries, school libraries, etc.) are reimbursed only when the borrowing library is a California public library. Public libraries are reimbursed for loans made to each other and to eligible non-public libraries. As in the Direct Loan program, only handling costs are reimbursed.

	FY2006 Actuals (9/5/07 report)	FY2007 Final (9/5/07 report)	FY 2008 Adjusted (9/5/07)	FY 2008 Projected (2/12/07)	State Library estimates (10/07)
ILL	2,086	5,549	3,500	3,500	3,380
DL	119,308	213,979	119,000	185,000	119,010
PLF	41,051	60,839	41,000	60,839	40,549

The reduction of TBR funding is distressful for all libraries in California. The Governor had increased funding at mid-year but in final budget cuts reduced support of public libraries by $14 million. The California Library Association is asking library supporters to contact the Governor. Assembly member Mike Eng is working on a letter to the Governor in support of restoring these funds in the FY2008/09 budget.

Attachments:
1. Personnel Summary
2. Community Assessment of Unmet Library Needs – Southwest Berkeley Public Library
3. Alert! Governor Slashes 2007-2008 Funding for Libraries

BPL's Recruitment Timeline

| *Classification*	*Posting Date*	*Closing Date*	*EXAM Date Tentative*	*Comments*
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**	2nd 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. DOE 10/29/07.
Librarian I/II	10/29/07	11/26/07 *OPEN*	Rating Panel to Review Supp Questionnaires 11/07	
Accounting Office Specialist Sup	11/05/07	11/19/07 *OPEN*	HR to administer exam as this is a City Classification.	No current list. G. Gonzalez acting AOS Sup.

Central Services Aide	11/05/07	11/19/07 *OPEN*	No Exam Required.	No current list.
Library Administrative Manager	11/13/07	12/3/07	QAB tent scheduled for 2nd wk of December.	Proposed new classification. To City Council for approval on 11/6/07.
Library Info Systems Administrator	11/19/07	12/03/07	Pending approval of brochure competitive recruitment to open 11/19.	New Classification. Alicia Abramson Current incumbent.

*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

Community Assessment of Unmet Library Needs
Southwest Berkeley

1. Which Zip code do you live in?

   ☐ 94702   ☐ 94707
   ☐ 94703   ☐ 94708
   ☐ 94704   ☐ 94709
   ☐ 94705   ☐ 94710
   ☐ 94706   ☐ Other _____
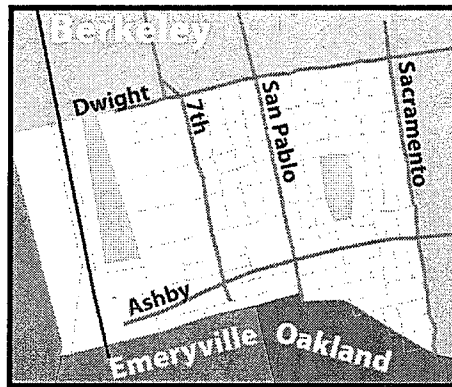
2. Do you live or work in Southwest Berkeley. We are calling Southwest Berkeley the area from Sacramento west to the bay, and from Dwight Way south to the Oakland or Emeryville border.   ☐ Yes   ☐ No

3. Have you used a Library in the last year?

   ☐ Yes (continue to next question)   ☐ No (skip to question 12)

Questions for Library Users

4. How often do you use . . .

Berkeley Libraries:	At least once a year	At least once a month	Once a week or more	Not at all
Central Library (on Kittredge)	☐	☐	☐	☐
Claremont Branch (on Benvenue)	☐	☐	☐	☐
North Branch (on The Alameda)	☐	☐	☐	☐
South Branch (on Russell)	☐	☐	☐	☐
West Branch (on University)	☐	☐	☐	☐
Tool Lending Library (at South Branch)	☐	☐	☐	☐
Berkeley Public Library Website	☐	☐	☐	☐
Oakland Libraries:				
Golden Gate Branch	☐	☐	☐	☐
Other Oakland Library	☐	☐	☐	☐
UC Berkeley Library	☐	☐	☐	☐
Other Libraries	☐	☐	☐	☐

5. How do you get to the library?

   ☐ Car
   ☐ Public/Para Transit
   ☐ Walk/Wheelchair
   ☐ Bike/Skateboard

6. Why do you go to the library?

   _____

   _____

   _____

7. In the past year you have used this service . . . . ?
   - ☐ Checked out any print materials (books, magazines, or newspapers)
   - ☐ Read books, magazines, or newspapers in the library
   - ☐ Talked to a Librarian
   - ☐ Used computers in the library for word processing
   - ☐ Used computers in the library for internet
   - ☐ Attended children's programs or checked out children's materials
   - ☐ Attended teen programs
   - ☐ Participated in Adult Literacy Program (as a tutor or student)
   - ☐ Used any materials in other languages (e.g. books, newspapers, DVDs)
   - ☐ Checked out any media (e.g. DVDs, videos, music)
   - ☐ Used Lawyer in the Library or Free Tax Services
   - ☐ Attended events for adults
   - ☐ Reserved a meeting room
   - ☐ Used the Tool Library

8. Of the services that we just listed what are the top three if any you would like to see expanded.
   (Please check only three)

   > **Comment [CC1]:** Phone surveys would not reread list unless asked

   - ☐ Checked out any print materials (books, magazines, or newspapers)
   - ☐ Read books, magazines, or newspapers in the library
   - ☐ Talked to a Librarian
   - ☐ Used computers in the library for word processing
   - ☐ Used computers in the library for internet
   - ☐ Attended children's programs or checked out children's materials
   - ☐ Attended teen programs
   - ☐ Participated in Adult Literacy Program (tutor or student)
   - ☐ Used materials in other languages
   - ☐ Checked out any media (e.g. DVDs, videos, music)
   - ☐ Used Lawyer in the Library or Free Tax Services
   - ☐ Attended events for adults
   - ☐ Reserved a meeting room
   - ☐ Used the Tool Library

9. If you have a disability, have you used any library services for the disabled? ☐ Yes ☐ No

10. In the past year you have used **online** library services in any of these ways . . . . ?

- ☐ Searched, reserved or renewed books on the library website
- ☐ Used online language classes or test preparation
- ☐ Downloaded or read books online (e-books)
- ☐ Used online homework help (tutor.com)
- ☐ Found out about library events
- ☐ Found out about library hours
- ☐ Searched magazine, newspaper, or journal articles online
- ☐ Received email reminders about due or overdue books etc.

11. Overall, what are the services you use most frequently at the library?

_____

_____

_____

* * Please Skip to Question #14 * *

Questions for Non-Library Users

12. Thank you. I'm going to ask you about some specific services that the Berkeley libraries offer. Please tell me first if you are aware of the service, and second if it is a service that you might be interested in using.

> **Comment [NA2]:** Add comment for phone survey: if respondent asks "what is that," say "I do not know the details, it is a service offered at the library" and do not check "aware of" box

	Are you aware of this service?	Would you ever use this service?
Checking out any print materials (books, magazines, or newspapers)	☐	☐
Reading books, magazines, or newspapers in the library	☐	☐
Talking to a Librarian	☐	☐
Computers for word processing	☐	☐
Computers for internet	☐	☐
Children's programs	☐	☐
Teen programs	☐	☐
Adult literacy program (tutor or student)	☐	☐
Materials in other languages	☐	☐
Checking out any media (e.g. dvds, videos, music)	☐	☐
Lawyer in the library or free tax services	☐	☐
Events or speakers (for adults)	☐	☐
Reserving a meeting room	☐	☐
Using the tool library	☐	☐
Services for persons with disabilities	☐	☐

13. There are also library services available directly on the Berkeley Public Library website.

	Are you aware of this service?	**Would you ever use this service?**
Searching, reserving, or renewing books on the library website	☐	☐
Using online language classes or test preparation	☐	☐
Downloading or read books online (e-books)	☐	☐
Using online homework help (tutor.com)	☐	☐
Finding out about library events online	☐	☐
Finding out about library hours online	☐	☐
Searching magazine, newspaper, or journal articles online	☐	☐
Email reminders for due or overdue books	☐	☐

Questions for Everyone

14. What are the reasons you don't use the Berkeley Public Libraries more often?
    (Please check all that apply)
    - ☐ Library is too far from me
    - ☐ Library doesn't have enough parking
    - ☐ I'm too busy
    - ☐ I buy my own books/movies/music
    - ☐ I have my own access to the internet at home or work
    - ☐ I use the university or other non-Berkeley Public Libraries
    - ☐ I have no need for the library
    - ☐ Library doesn't always have books/periodical I like
    - ☐ Library doesn't always have of movies/music I like
    - ☐ Library has limited number of computers and internet
    - ☐ Library is too small or crowded
    - ☐ Library has limited access for elderly or disabled patrons
    - ☐ Libraries are for children
    - ☐ I use the internet now to get information so I don't use the library
    - ☐ No Reason, I use the library all the time
    - ☐ OTHER: _____

15. What are the most convenient days/times for you to use the library?

    _____
    _____

16. Is there a Berkeley Public Library close to your home or work?   ☐ Yes   ☐ No

17. One purpose of this survey is to explore alternative ways for Berkeley residents to make use of library resources. Please tell us if the following sound like good ideas:
- ☐ Bookmobile
- ☐ Mini-library kiosk at BART, a community or commercial center
- ☐ Weekly library drop-off at local spot
- ☐ Book/movie vending machines
- ☐ Books through the mail

18. Do you have any additional ideas on how the Berkeley Public Library can serve you outside of the library building?

_____

_____

_____

I have a few quick questions about the demographics of you and your family and then we are done.

19. What is your ethnicity?
- ☐ White
- ☐ African-American
- ☐ Latino
- ☐ Asian/Pacific Islander
- ☐ Native American
- ☐ Multi-racial (specify _____)
- ☐ Other (specify _____)

20. What is your Gender?
- ☐ Male
- ☐ Female
- ☐ Other

21. What Age Range are you in?
- ☐ 18 or under
- ☐ 19-25
- ☐ 26-40
- ☐ 41-64
- ☐ 65 and over

22. Are there children under 18 years of age in your household?   ☐ Yes   ☐ No

23. What is your Education Level:
- ☐ did not complete high school
- ☐ high school graduate/GED
- ☐ some college
- ☐ college graduate
- ☐ post graduate degree

Thank you so much for your time and participation. The Berkeley Public Library appreciates your input.

ALERT! ALERT! ALERT! ALERT! ALERT!

## GOVERNOR SLASHES 2007-2008 FUNDING FOR LIBRARIES

HOW CAN YOU HELP?

Call the Governor's Office at 1-916-445-2841, select Option #5 and when connected to a representative of the Governor's Office of Constituent Affairs, be prepared to leave your name, your home city and the following message:

- State how disappointed you are about the $14 million in funding cuts to Public Library Foundation (PLF) *(per capita funding)* and Transaction Based Reimbursement (TBR) *(supports statewide resource sharing)*.
- Explain that PLF and TBR state funds are critical to California public library services and collections.
- Let the Governor know that cuts to PLF mean reduced library services, and cuts to TBR means people have less access to library materials from libraries outside their home communities.
- Ask the Governor to restore the $14 million in State funding for libraries when crafting the 2008 budget; this would return funding to the FY2006 - 2007 level.

2. Write your local legislators and encourage them to sign-on to the letter that Assemblymember Mike Eng (D) has drafted to restore funding to PLF and TBR for FY2008/09.

3. Meet with your local legislator during the 2008 CLA Legislative Days in the District, January 25, 2008 or February 1, 2008.

Respectfully submitted to the CLA Membership by:

Melinda Cervantes, Chair
CLA Legislative Committee
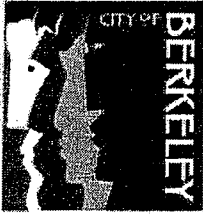
Office of the City Manager

November 6, 2007

To: Honorable Mayor and
              Members of the City Council

From: Phil Kamlarz, City Manager

Subject: **Workforce Report**

Councilmember Moore requested a detailed workforce analysis by City Department and Divisions. Since this report required a significant staff effort and contains important information, I am forwarding it to the Mayor and all Councilmembers.

The report was compiled by Dennis Feggans, the City's Equal Opportunity and Diversity Officer. As Mr. Feggans points out:

- The City's total minority and African American workforce continue to exceed Alameda Standard Metropolitan Statistical Area (SMSA) figures.

- Asian and Hispanic representation has improved this year, with a slight increase over the past year, and those efforts are ongoing.

- Female representation has increased, including in higher levels of management. Representation in the officials/managers and professional categories exceed parity with California and Bay Area labor pools.

Although the picture is overall favorable, there are pockets of underutilization in a few Divisions of the City. We have the additional challenge of an aging workforce. A significant number of employees will retire within the next five years, including a significant number of minorities.

In response, I have made succession planning and diversity a major City-wide goal. A key to maintaining a diversified workforce is recruitment effort. Dave Hodgkins, Director of Human Resources (HR), Dennis Feggans, and the rest of the HR staff have made diversified recruitment pools a priority.

I'm confident that by focusing on these goals we can maintain a quality diversified workforce.

Attachment

cc: Pamyla Means, City Clerk
     Ann-Marie Hogan, City Auditor
     Dave Hodgkins, Director of Human Resources
     Dennis Feggans, Equal Opportunity and Diversity Officer
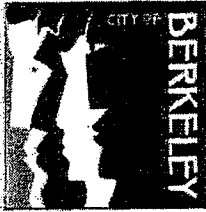
Human Resources Dept.

October 30, 2007

To: Phil Kamlarz, City Manager

From: Dennis T. Feggans, Equal Employment Opportunity & Diversity Officer

Subject: **CITY OF BERKELEY WORK FORCE REPORT**

The following summary is based on an analysis of female and minority representation within various occupational job categories[1] in the City's work force as of September 30, 2007. The report contains a breakdown of the work force by division within each department. Based on comparison work force statistics of a year ago and Alameda's Standard Metropolitan Statistical Area (SMSA) figures (commonly referred to as civilian labor force), the following is observed:

September 2006	Totals	City %	SMSA %	Parity %	September 2007	Totals	City %	SMSA %	Parity %
Total	1422				Total	1461			
Minorities	822	57.8%	45.7%	100%	Minorities	830	56.8%	45.7%	100%
African Americans	448	31.5%	11.1%	100%	African Americans	440	30.1%	11.1%	100%
Asians	195	13.7%	18%	76%	Asians	204	14.5%	18%	80%
Hispanics	175	12.3%	16.3%	75%	Hispanics	182	12.5%	16.3%	77%
Native Americans	4	.3%	.4%	75%	Native Americans	4	.3%	.4%	75%
Females	600	42.2%	45%	94%	Females	621	42.5%	45%	94%

The above table and Attachment B reveal that the City's total minority and African American work force representation figures continue to exceed Alameda SMSA figures. There was a slight increase in percentages of Asians, Hispanics and women, while Native American percentage was unchanged; each of those groups are at least at 75% of Alameda SMSA levels. Review of the department work force

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[1] Definitions of occupational job categories are provided under Attachment A.

summaries[2] disclose that minority representation figures in every department have exceeded SMSA figures (Attachment C and individual department summaries).

The City's overall African American work force figures of 30.1% are nearly 300% of the Alameda SMSA figures. Further, the percentage of African Americans has achieved or exceeded parity with the local SMSA in each of the occupational job categories (Attachment B), as well as in every City department, except the Fire Department. Even though the Fire Department's African American work force is short of 100% parity, its parity percentage is a favorable 84%. However, the reality is that their representation is gradually and continually decreasing as a consequence of ongoing retirements and a limited pool of accredited applicants to fill behind those retirees. The success of African American candidates has been impeded by the City's requirement to possess a paramedic license as a qualification for hire. Accordingly, discussion involving targeted recruitment strategies to restore and maintain a work force inclusive of African Americans in the Fire Department is ongoing (Attachments C and E).

The Asian work force increased by nine (9) employees from a year ago, raising its representation from 13.7% to 14.5%, which corresponds to a 80% parity rating (up from 76%). It was disclosed that the Planning Department had the lowest representation for Asians for a work force of more than 50 employees, with the remaining departments showing acceptable figures for Asian employees based on their size. Researching feasible alternative recruitment strategies, coupled with expanding recruitment sources towards increasing Asian representation in the City's applicant pools, the City is posed to continue its pursuit of parity for Asians in the work force.

The Hispanic work force increased by seven (7) employees over the previous year, raising its representation from 12.3% to 12.5%. From a noteworthy perspective, the Hispanic work force has increased by 17 employees since January 2006, with over 50% of those hires occupying professional (7) and managerial (2) classifications. Despite these accomplishments, the City's Hispanic representation figures still linger behind relevant SMSA figures. This is most evident in the City Clerk's Office and Information Systems Department whose staff is without any Hispanic representation. The absence of Hispanics is diminished somewhat because both departments have small staffs[3], but is still deemed an undesirable situation. Efforts to recruit and retain Hispanics in the work force in all departments are ongoing.

The female population continues to increase, showing twenty-one (21) new hires from a year ago; maintaining its representation at 42%, which translates into 94% parity with the Alameda SMSA figure of 45%. Their representation figures in the Officials/Managers category (48%) and the Professional category (62%), exceed parity with the California and Bay area SMSA figures for both categories respectively (Attachment B). Equally impressive, is that females have achieved parity with SMSA figures in every department (Attachment C and department summaries).

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[2] Alameda SMSA figures for the City's Total Work Force under Attachment B will differ from SMSA figures for the various departments because attempts were made to customize the department data to reflect the actual job classifications found in each department.
[3] Some departments/divisions within the work force contained less than 15 employees. From a statistical perspective, numbers less than 15 are considered statistically insignificant.

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The Police and Fire Departments show favorable representation for all minority groups and females. The Police Department representations show African Americans at 98% parity, Hispanics with 83% parity and 100% parity for Asians, Native Americans and females. The department continues to have success in finding and hiring Asian female Patrol Officers, showing a commendable representation of 2.7%, which exceeds the Alameda SMSA of 0.4%. There is also favorable representation of minorities and females among the ranking officers (i.e. Captains, Lieutenants, Sergeants) (Attachment D).

Likewise, the Fire Department's overall figures are equally commendable showing 100% parity for Hispanics, Asians, Native Americans and females. As previously discussed, the only minority group short of parity is African Americans with 84% parity. Additionally, the department has also done exceptionally well in recruiting the "hard to find" Hispanic and Asian females, as evidenced by SMSA 0% availability figures for both groups. The department has exceeded parity with representations of 2.4% for Hispanic females and .8% for Asian females (Attachment E).
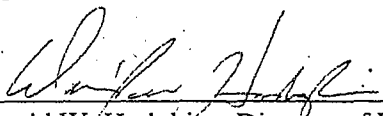
Review of the remaining six (6) departments with work forces in excess of 50 employees disclosed that the following minority groups or females are short of parity, but none of them are less than 51% parity:

Hispanics - Finance, Planning and Public Works
Asians   - HHS, Parks, Planning and Public Works
Females   - Public Works

A review of the Department Directors and Deputy Directors disclosed that African Americans, Hispanic and minority representation figures exceed the local SMSA for Chief Executives (Attachment C2). Review of department directors' hires under the current City Manager's tenure disclosed that he has made twelve (12) appointments, which consisted of four (4) African Americans comprised of two (2) females and two (2) males; and eight Whites consisting of five (5) females and three (3) males. The City Manager's commitment to diversity is evident by his actions.

As a work force, the City's representation figures are favorable. There are pockets of underutilization which have been identified and are topics for discussion and action planning with respective department heads and the Human Resources Director. Clearly, diversity or the lack of, in the work force is directly related to recruitment efforts. With emphasis on generating diverse applicant pools as an essential tool towards addressing the City's underutilizations, it is the City's objective to foster and retain diversity in its work force well into the future.

Approved for distribution:

David W. Hodgkins, Director of Human Resources

Attachments

Board of Library Trustees Tracking Chart

Date	Requested By	Person Assigned	Deadline	Status	Item
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	Turstee 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.

Date	Requested By	Person Assigned	Deadline	Status	Item
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

Date	Requested By	Person Assigned	Deadline	Status	Item
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
10/24/2007	Board of Trustees	Donna Corbeil	4/1/2008		National Library Week Proclamation for City Council adoption
10/24/2007	Board of Trustees	Donna Corbeil	12/12/2007		Donor gift policy
10/24/2007	Board of Trustees	Donna Corbeil	12/12/2007		Diversity report
10/24/2007	Board of Trustees	Donna Corbeil	1/9/2008		Revised procedures for internet use