BERKELEY PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES

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REGULAR MEETING DECEMBER 9, 2009 AGENDA 7:00 P.M.

CENTRAL BRANCH 2090 KITTREDGE 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)

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- C. Report from library employees and unions, discussion of staff issues Comments / responses to reports and issues addressed in packet.
- D. Report from Board of Library Trustees
- E. Approval of Agenda

STAFF UPDATE

A. Update on Programs and Services provided by Teen Services Staff Presented by Joy Shioshita, Senior Librarian

III. PRESENTATIONS

A. Measure FF Claremont Branch Library Update

- i. Presentation by Gould Evans / Baum Thornley Architects on the Conceptual Design Phase; and Staff Report on the Process, Community Input and Next Steps.
- ii. Public Comment (on this item only)
- iii. Board discussion

IV. 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 14, 2009 Regular Meeting <u>Recommendation</u>: Approve the minutes of the October 14, 2009 regular meeting of the Board of Library Trustees.
- B. Approve minutes of October 20, 2009 Special Meeting <u>Recommendation</u>: Approve the minutes of the October 20, 2009 special meeting of the Board of Library Trustees.
- C. Approve minutes of November 5, 2009 Special Meeting <u>Recommendation</u>: Approve the minutes of the November 5, 2009 special meeting of the Board of Library Trustees.
- D. 2010 Meeting Schedule for the Board of Library Trustees <u>Recommendation</u>: Adopt the resolution setting the dates for the 2010 regular meeting schedule for the Board of Library Trustees.

E. 2010 Holiday Schedule for the Berkeley Public Library

<u>Recommendation</u>: Adopt the resolution approving the 2010 calendar of holidays for the Berkeley Public Library.

F. Gift from Berkeley Patients Group in an amount not to exceed \$5,000 <u>Recommendation</u>: Adopt a resolution to approve acceptance of a gift in an amount not to exceed \$5,000 from Berkeley Patients Group for the Berkeley READS Program and approve the deposit and appropriation of these funds into the Berkeley Public Library, Gift Fund, for FY10.

G. Approve the Library Administrative Regulation AR 3.4 Purchasing Policy and Purchasing Manual as revised Recommendation: Adopt a resolution approving Administrative Regulations establishing

H. Approve the Revised Behavior Guidelines <u>Recommendation</u>: Adopt a resolution approving the patron behavior guidelines for the Library.

I. Contract Amendment: Kitchell CEM Inc.

policies and procedures for or in the Library.

<u>Recommendation</u>: Adopt a resolution recommending City Council amend the existing Contract No. 7961 with Kitchell CEM, Inc. by increasing expenditure authority in an amount not to exceed \$1,198,580 for the provision of construction / project management services and LEED commissioning agent services for the branch library bond program and extend the contract term through September 30, 2013.

J. Opening the Central Library and All Branches One Hour Late

<u>Recommendation</u>: Adopt the resolution authorizing the Central Library and all Branches open one hour late on January 29, April 30, July 30, October 29, and December 31, 2010 to allow adequate time for the quarterly all-staff meetings.

K. 2010 Annual Authors Dinner event

<u>Recommendation</u>: Adopt the resolution approving the arrangements in preparation for the eighth annual Authors Dinner to be held on Saturday, February 6, 2010 at the Central Library.

L. Appropriation: Fusionbox Inc. for Children's Website Design

<u>Recommendation</u>: Adopt a resolution authorizing the Library to appropriate \$4,950 from the Max Delaware Neidorf-Weidenfeld Trust gift for services with Fusionbox Inc. to complete the final phase of development for the Library's children's website module.

V. ACTION CALENDAR

A. Self Check Vendor Search and RFP Process <u>Recommendation</u>: Adopt a resolution authorizing release of a request for proposals (RFP) for services, software and equipment related to the replacement of the 3M / Checkpoint brand self check system.

B. Berkeley Public Library Foundation Fundraising Campaign Presentation by Chris Adams, President, and David G. Snyder, Development Director, Berkeley Public Library Foundation

<u>Recommendation:</u> Adopt a resolution in support of the Berkeley Public Library Foundation Capital Campaign to raise funds for furnishings, equipment and fixtures related to implementation of the Branch Library Improvement Program and approve the donor recognition plan as presented.

VI. INFORMATION REPORTS

A. Update on the Branch Bond Program

Discussion of staff report on status of implementation of the Measure FF branch improvement program, to include update on Request for Proposals, schedule, and budget.

B. Update on Library Strategic Plan (2009-2012)

C. December 2009 Monthly Report from Library Director Donna Corbeil

- i. Library Development
- ii. Professional Activities
- iii. Programs, Services and Collections
- iv. Personnel

D. Library events: Calendar of events and press releases for various Library programs are posted at <u>http://www.berkeleypubliclibrary.org</u>

- E. Preparation for Census 2010 Memo from Phil Kamlarz City Manager
- F. FY 2010 1st Quarter Update and FY 2010 /2011 Biennial Budget Implementation
- G. Update On Library Participation In The City Of Berkeley/Berkeley Unified School District's 2020 Vision For Berkeley's Children And Youth

VII. AGENDA BUILDING

Next regular meeting will be held at 7:00 p.m. on Wednesday, January 13, 2010 at the **South Branch Library, 1901 Russell Street**, Berkeley.

VIII. 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 December 2, 2009.



//s//

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

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

COMMUNICATIONS

Action on Communications is limited to referral to staff or Trustee for investigation and/or recommendations.

A. SuperBOLD 11/05/2009



BERKELEY PUBLIC LIBRARY

PRESENTATION CALENDAR

December 9, 2009

- TO: Board of Library Trustees
- **FROM:** Donna Corbeil, Director of Library Services
- **SUBJECT:** MEASURE FF CLAREMONT BRANCH LIBRARY PROJECT UPDATE: REPORT ON CONCEPTUAL DESIGN PHASE PROCESS

INTRODUCTION

In November 2008 voters approved Measure FF, a Library bond to renovate, expand and make seismic and access improvements at the four neighborhood branch libraries. Since that time the board has overseen the selection of four design firms, one for each project. Gould Evans Baum Thornley is the selected design firm under contract to address the needs of the Claremont Branch Library located at 2940 Benvenue Avenue, at the corner of Ashby Avenue. Assisting in this effort is library consultant Kathy Page of Page + Moris, project consultant Rene Cardinaux AIA, Steve Dewan, KCEM and Library staff.

BACKGROUND

The physical and program needs of the four neighborhood branch libraries were addressed most recently in the two-volume *Branch Libraries Facilities Master Plan* (July 2008). The report recommends the Claremont Branch undergo renovation to include refurbishment or restoration of the historical features, improved landscaping, ADA compliance upgrades, infrastructure improvements and abatement, seismic strengthening and to consider a small addition of 140 SF to address congestion in the lobby / entrance area. The branch was expanded in 1975, with a new wing added on purchased land adjacent to the original library accommodating expanded services, a flexible program space, a new main entry with a ramp and much needed staff work space. In 2000 the branch was closed for several months for Americans with Disabilities Act (ADA) related improvements focusing on accessibility improvements to the restrooms, ramp, book return and main entry door. This project was funded by the City's ADA Building Improvement Fund.

The results of the *Branch Libraries Facilities Master Plan* provided the basis for the needs and cost analysis resulting in Measure FF, the Library bond program.

CURRENT SITUATION

Following approval to execute the contract with the design consultant, the project manager, Steve Dewan, KCEM, arranged a project team kick-off meeting to set the schedule for the Claremont Branch project, identified any special testing or third party reports needed, reviewed existing conditions and established reporting relationships.



The Claremont Branch project is in the conceptual design phase.

SUMMARY OF MEETINGS

The design team has met several times with staff and the library program consultant and they will continue to meet throughout the process to discuss options and possible layouts as they relate to the branch program and functions. Suzanne Olawski is the library lead on the branch program discussions, coordinating and facilitating staff and design team meetings.

Staff, (KCEM) project manager, the project consultant and the design team have met with Planning Department staff to identify zoning and use issues. The consultants and staff attended an informational session with the City's Sustainability Office and representatives from Alameda County's *Stopwaste.org* to cover environmental issues and green initiatives that might benefit the program and have since had a follow-up meeting on December 1st to discuss the sustainability opportunities for the Claremont project.

The design team, staff, (KCEM) project manager and project consultant will meet with a subcommittee of the Landmarks Preservation Commission (LPC) on December 3, 2009 at the Claremont Branch to discuss historical features, possible renovations and schemes under consideration. A second meeting will be scheduled in the future. The building is not currently landmarked by the City though it is most likely eligible given its age, character and design by a noted local architect, James W. Plachek. The 1975 addition was the work of Mr. Robert Ratcliff, of the firm Ratcliff, Slama & Cadwalader Architects of Berkeley.

Two community meetings at the branch have occurred, November 2 and November 19, 2009. The agenda and notes from these meetings are included (Attachment A and B). There were fairly good turnouts at the meetings, excluding library staff, project consultants, the design team and others working directly on the project, 18 members of the public attended the first meeting and 8 members of the public attended the second meeting, a good discussion and sharing of ideas occurred.

NEXT STEPS

Following board discussion and consensus on a conceptual scheme preference, the board will need to give direction to staff in order to move the project to the schematic design phase. The consultant's presentation and scale drawings have captured the relationship of project components, reflecting the functional and service needs of the program and desired adjacencies. Early during the next design phase staff will set up a second meeting with the LPC subcommittee and schedule a community meeting to continue discussion of drawings and documents illustrating project scale, layout, landscape issues, elevations and functionality. Staff will bring more developed plans to the board during this phase for additional review and direction.

Following the board meeting staff will seek advice from the Planning Department on the next steps in the approval process.

ATTACHMENTS

- A. November 2, 2009 Community Meeting: Agenda, Meeting Notes & Summary of Comment / Survey forms
 - Measure FF goals: Claremont branch library renovation
 - Existing conditions: Claremont branch library renovation
 - Design Goal: home away from home



- Design goal: improve health and comfort
- Design goal: enhance technology access
- Claremont branch library Library services + Space concerns (Kathy Page, Page + Moris)
- **B.** November 19, 2009 Community Meeting Agenda, Meeting Notes & Summary of Comment / Survey forms
 - What We Heard

Presentation III, Item A Attachment A

CLAREMONT BRANCH LIBRARY RENOVATION

COMMUNITY MEETING

NOVEMBER 2, 2009 6:30 – 8:00 PM

AGENDA

Welcome!

Karen Joseph Smith, Branch Supervisor

Agenda Review

Donna Corbeil, Library Director

Project Review

Suzanne Olawski, Neighborhood Services Manager

Services and Functions Discussion

Kathy Page, Library Consultant - Page + Moris Inc.

Design Considerations Discussion

Bob Gould, FAIA - Douglas Thornley, AIA – Bob Baum, AIA Gould Evans / Baum Thornley

Questions & Comments

Next Steps

Berkeley Public Library Foundation Representative

Thank you for coming and please complete a comment sheet and survey before you leave.

November 2, 2009 6:30-8:00PM / Claremont Branch

Attendance:	Approx. 18 non-library audience members
Council members:	Kriss Worthington
Board members:	Terry Powell
Presenting design team members:	Bob Gould, FAIA and Douglas Thornley, AIA
Presenting library consultant:	Kathy Page
Presenting library staff:	Donna Corbeil, Suzanne Olawski, Karen Joseph-
	Smith
Foundation representative:	Chris Adams

Audience Participation

- There are meeting room use conflicts between programs and patron usage (studying)
- **Q**: Why isn't the Library expanding the building? **A**: The facility cannot be expanded because of site constraints.
- There should be a small room for community use, especially for local entrepreneurs to meet with clients instead having to meet at local restaurants and coffee shops
- Holds shelf space is very congested
- Self checkout terminals often go out of order and don't work, need more reliable equipment
- Dedicated space for adult computers
- Larger sized multipurpose room
- Poor outside lighting; it's scary to walk outside at night; need improved interior and exterior lighting
- Pay attention to outside areas; trees at the west side are damaging the concrete slab
- The fence to the west and south requires repairs (damage due to trees)
- Current public access computers have a nice amount of space around them for books, etc.
- Like that the computers are near the service desk so staff can help as needed
- Two entrances are confusing
- Low visibility from Ashby Ave; better street presence
- Better signage; difficult to know library is there
- More signage along College Ave and Ashby Ave directing people to the library
- Make the back area (rear) of the library publically accessible; didn't know there was a backyard
- **Q**: What is the construction budget? **A**: 2.9 million. The budget allocation is based on project needs.
- Want comfortable seating near periodicals
- Want space and hours to be available for (adult) book clubs to meet
- New addition is ugly; "don't let it happen again"
- Entrance is so far south, confusing
- Please explain the design process and opportunities for community input **R**: In two weeks the design team will bring back initial concepts for public input, following that

meeting there will be a public workshop as part of the December 2009 Board of Library Trustees meeting

- Q: Does the 2.9M cover furniture? A: No. Bond funds cannot be used for furniture, fixtures, or equipment (FF&E). Instead, the Library Foundation will be fund raising to raise money to purchase FF&E for each of the four branches.
- **Q**: How will space be improved without expanding the library? **A**: The design team will look at improving the configuration of space to make it more spacious.
- **Q**: Are you doing usage studies? **A**: Studies were completed as part of the Branch Libraries Facility Master Plan process.
- **Q**: Will the branch be closed for construction? If so, for how long? **A**: Yes, the branch will close for construction for approximately 9 months. The current project schedule has only two branches closing at the same time.
- **Q**: Is the building landmarked? **A**: No; however, the Library is working with a Landmarks Preservation Commission subcommittee on each branch project to address preservation concerns.
- **Q**: Is there a "buy local" component to the project? **A**: No. It is not a City requirement.
- **Q**: What is the "shelf life" of the project? **A**: The Branch Libraries Facility Master Plan is a 20-year feasibility study
- Please attach updated designs to the project website

Claremont Branch Conceptual Design Community Meeting – 0110209 Audience Comments / Survey Responses

Comments

- More outdoor lighting along the Benvenue side
- Make patio space accessible and usable for library patrons, if possible
- Interior design is good; the addition is ugly 1975 architecture
- Nice lighting; minimal or no fluorescent lighting
- Use carpet tiles instead of rolls of carpet
- Don't make the mistake of SFPL's main branch which has lots of unusable interior space that requires lots of utility expenditures but doesn't actually provide more books and other kind of usable space. I mention this because many of the example images show spacious foyers and decorative space waste. Claremont has that nice New England-ly library coziness

Surveys

None submitted



claremont branch library renovation

Berkeley Public Library Existing Building Evaluation Summary	Claremont Branch Library Berkeley Public Library Existing Building Evaluation Summary	I II II I	
Structural		0	 Remove and resultation of over a new plywood diaphragin Anchow analls to the reof: Add new when walls where possible against existing walls, and in the crawlepace Add new concrete footings under new shear walls
Mechanical	HVAC	0	The existing system consists of two rooflop HVAC unlis – they are not original but are oritimated to be at least 55 years old. The system is functional, but the unlis are nearing the end of their useful life and should be explaved it the scale of work to the rest of the building warrants it • Decrement bound be replaced.
	Plumbing	•	 Replace all existing plumbing fixtures and water piping, except fixtures in the two relatively new accessible restrooms Add overflow datisor scappers to the roof drainage system Add a verglope fire sprinker system to the entire building
	Power	•	 Replace existing electrical receptucles and additional receptucles throughout the building Replace all electrical panels Upgrade primary service for future capacity
Electrical	Lighting	•	 Replace existing lighting firstness with historically appropriate firstness Install new emergency lighting and illuminated exit signs, required by code
	Telecom	0	 Telephone and data service is in working order Replace with state-of the art relecon systems and wiring in concealed raceways and proper relecommunications room
	Roofing	0	 The roof has recently been entirely replaced and is in excellent condition
Architectural	Windows & Doors	0	 Original vocoeffarmed windows must be repaired or rebuilt so that they are easily operable by a proper solution of the refurth sheet so it does not look abundoned original errory (now locked) should be refurth sheet so it does not look abundoned of Replace errory door in a syste that is appropriate to the historic character of the building e Replace and vandow-bindas.
	Existing Finishes	0	 Replace interior flooring Respirate interior and patiend portion of exterior Respirat traine interior and patiend portion of exterior Clan and repoint exterior biokwork Re-finish interior woodwork, including abetving and any remaining original furriture Provide and the interior woodwork, including abetving and any remaining original furriture new accessible circulation dosi.
VQV		0	Recent association upgrades have made much of the public areas accessible, with exerct deficiencies are into compliance, including shoring chearness Remode and expand her acremons in the fulletor is and arafa areas Replace the entry runp with a new ramp that meets mode metaired dimensions Replace the entry runp with a new ramp that meets and an equired dimensions Real areas are much too crowded for legal accessibility.
Hazardou	Hazardous Materials	s	 There is advestos in the staff area flooring, roof mastic and sealant, and the pipe insultation in the cavelypaces under the building There is lead in the existing exterior paint
Pest I	Pest Damage		 There is evidence of termite infestation in the wooden framing underneath the original building There is fungus damage to the wooden framing and trim in the addition
Historic	Historic Character	1.28	 The original building was built in 1924, and the addition dates from 1976. The original building is in good condition and not build compromede by the addition Consider replacing the viable root with historically-supropriate rooting material. The existing interior lighting is improperties and should be replaced (dawings exist of and original finance should be retembered) and all finables and original finance should be retembered) and all finables The addition is not historically significant.
Major Program Needs	gram Need	ls	 Inviting, uncluttered, open lobby space Adequate data decricial infrastructure for public access and personal computers Adequate space for common and compatible use allowing for comfortable seating and quiet reading studying areas



Restoration of Historic Features and LEED Silver Certification





Accessibility Compliance and



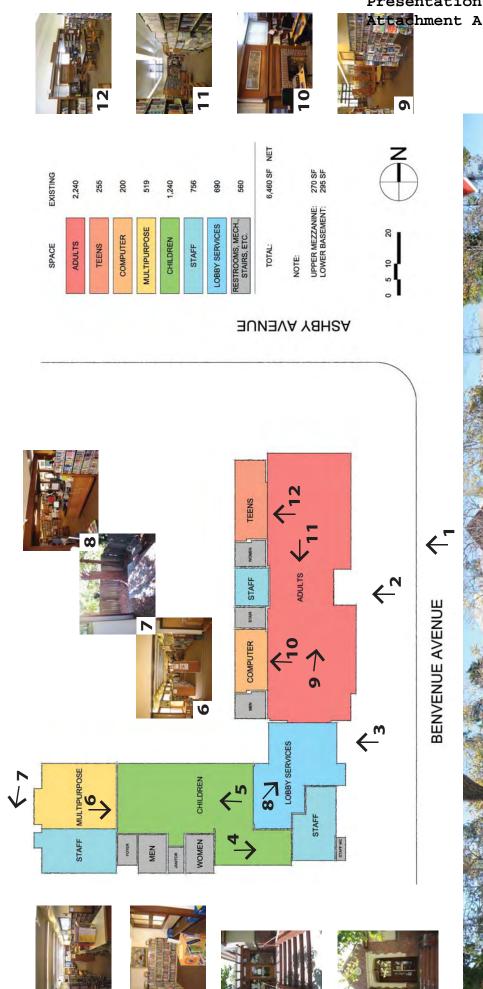
Existing Library Evaluation of

Existing Conditions

claremont branch library renovation

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Presentation III, Item A GouldEvans BAUM THORNLEY

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claremont branch library renovation







Foster a Residential Atmosphere

Create spaces of refuge and belonging as opposed to institutional solutions.





Connect Indoors and Outdoors

Pay attention to activities that may benefit from being adjacent to outdoor spaces or circulation paths.



Improve the Entry

Celebrate your arrival at the library.



Facilitate Belonging and Ownership

Provide patrons the opportunity to rearrange furniture to create their own new environments.





Presentation III, Item A Attachment A





Flexible, Adaptable Space

ing user and building requirements. Accomodate groups as comfortably as individu-Create interior spaces with furnishings that are flexible enough to change with varyals.



Building Systems

Replace or modify existing building mechanical, electrical, plumbing, and life-safety systems to meet or exceed current standards.







Air and Sound Quality

quality. Selectively place acoustical treatment and create compatible space zones to reduce Carefully select finish materials and fine-tune mechanical systems to optimize interior air sound conflicts.





Increase natural daylighting and introduce transparency between spaces to enhance connection and view.









Enable Connectivity

Shift from the traditional service desk and support patron self-service thereby allowing individual access to information.



Integrate Technology

Re-imagine the facility to fully integrate a state-of-the-art technology infrastructure.





Provide access to information via mobile devices, which are fast becoming the norm.



Accomodate Changing Technology

Provide technology that can accomodate future changes to library services.



CLAREMONT BRANCH LIBRARY LIBRARY SERVICE + SPACE CONCERNS

- Awkward space layout with bottlenecks in high-use areas
- Crowding / congestion
- Additional seating for both adults + children / more quiet reading/study area
- Computers More workstations – Internet and online catalogs Better location Electrical outlets for laptop plug-in
- Increased collection browsing / display capability
- Relocate and reconfigure teen space / separate acoustically from adult space
- Create space for tutoring
- Functional, well-designed, ergonomic service desk
- Improved layout for self checkout, holds shelving, returns handling

Larger work surface More privacy Functional relationship to service desk More holds shelving Return drop direct into sorting space

- Larger programming space
- Relocated public restrooms

CLAREMONT BRANCH LIBRARY RENOVATION

COMMUNITY MEETING

NOVEMBER 19, 2009 6:30 – 8:00 PM

AGENDA

Welcome!

Karen Joseph Smith, Branch Supervisor

Agenda and Project Review

Donna Corbeil, Library Director

Previous Meeting Recap

Bob Gould, FAIA - Gould Evans / Baum Thornley

Program Goals

Bob Baum, AIA - Gould Evans / Baum Thornley

Design Considerations Discussion

Bob Baum, AIA - Gould Evans / Baum Thornley

Questions & Comments

Next Steps

Thank you for coming and please complete a comment sheet and survey before you leave.

November 19, 2009 6:30-8:00PM / Claremont Branch

Attendance:	8 non-library audience members
Council members:	·
Board members:	
Presenting design team members:	Bob Gould, FAIA and Bob Baum, AIA
Presenting library consultant:	
Presenting library staff:	Donna Corbeil, Karen Joseph-Smith
Foundation representative:	

Audience Participation

Q: Are small meeting rooms in scenarios 1a and 1b? **A:** No. It's exampled only in scenario 2a. These scenarios are to generate discussion.

It looks like the adult area is reduced in all the schemes. I am concerned about what happens to the books.

Doesn't look like children's area is increasing but the lobby space is expanded in all scenarios. **R:** The lobby area includes the service desk, holds shelving, self-checkout equipment, popular materials (movies and best sellers) and computers.

Q: Can the restrooms be located downstairs? **A**: Restrooms cannot be located downstairs in the basement. Only the mechanical equipment can go down there.

There are a lot of Cons for the existing plan but it works well as it is. **R**: The FMP identifies the needed facility improvements, including improved mechanical and electrical systems, removal of hazardous materials from underneath the building, bringing everything up to current code, seismic reinforcement, and full accessibility compliance.

Support the bifurcation of the children's and adult areas.

Against staff being in the back; it's not good to have staff in the back because of needed sightlines to and presence by children's and adult areas. These areas are heavily used and staff is always at hand for assistance. **R**: The service desk will be up front in the lobby services area and just the staff workroom is proposed to be in the back. Actually, there are good sightlines in scenario 2a from the service desk to children's, teen, and adult areas.

Should keep the multipurpose room and it should be adjacent to children's because most of the programs are children's.

Would like to see exploration of improvement to the old entrance; looks like an abandoned entrance. **R**: We're looking at ways to improve it.

Like the idea of a deck off the back; nice for the children.

Hate to see the spending or \$ if it's not needed. Just make necessary improvements and use the saved money for books. **R**: Bond funds, per the language in Measure FF, cannot be used for collections only construction costs.

Make most use of the space; it'll be a long time before anything can be done again.

Scheme 2a is brilliant; like the open space with children's up front apart from adults; like the idea that it will be open to the street and let in more light

Scenario 2a is the best one but flip staff and children; children's should be in the back to take advantage of outside.

Keep children's and adults where they are right now

Need to add (140SF) addition to scenario 2a in lobby services area.

Children's librarian: it's helpful to have a separate space for children's programs but flex space is more practical if designed right, allowing for more seats and shelving.

The building doesn't require extensive modifications.

Should have a visual display (digital message board) / kiosk in the new entry and eliminate the plethora of postings and should put shelving in front of the windows to make most use of space.

Q: How are you planning to decide whether or not to have a multipurpose room? **A:** In addition to speaking with the community we are talking with staff about the use of the room. Tonight's meeting is part of the information gathering process, providing the community to share their opinions and views.

Feel it's important that there is a separation of adults and children's areas.

Remember there is a main library so don't add things that will take away from space; small meetings can take place at the Central library but you shouldn't get rid of the multipurpose room.

Everything shouldn't be left up to the architects; the library should hire a planner / programmer \mathbf{R} : The library has hired a library consultant to write the program for all four branches; she was at the previous meeting but is not here tonight.

The garden area has nothing to do with the library **R**: We're discussing both interior and exterior spaces. It's not just about creating an outdoor are but rather being able to open up the rear of the building will allow fresh air to circulate and improve ventilation.

The front exterior seating is well used; nice to have seating outside.

Would like the seating to feel more integrated with the library; it kind of feels apart from it now. It would be nice to be able to step into an outside space to take a phone call or crying child.

Outside seating should stay with some improvements; take advantage of the width and length of space available; tables should be bolted and benches to discourage sleeping

I've never really see teens in the library **R**: There really isn't an inviting and welcoming space for them now; when they do come they are usually in the multipurpose room for programs.

I like the multipurpose room, small meeting room is a waste of space.

I feel the small meeting room is a great idea.

Q: What's going to happen to the existing lobby area? It's a bottleneck right now. **A:** A new 140 SF addition will help with the congestion.

Q: How long will the library be closed for construction? **A**: It's projected that the library will be closed for approximately 9 months; however, the Library will provide notice of closure at least three to four months in advance of closure.

Claremont Branch Conceptual Design Community Meeting – 11.19.09 Audience Comments / Survey Responses

Comments

None submitted

Surveys

1. What were three things that you heard today about the project that were most memorable?

The wish for keeping staff accessible to both adults and children and between them as it is now

2. What three issues do you consider most important to the Claremont Branch Library?

Small meeting space Keeping as much as space as is now available for adults, children's and staff Keeping the children's area where it is and the adult area where it is

3. What did you like most about the community meeting?

Leader was good at getting input Lots of ideas –good ideas Nicely laid out diagrams

4. What did you like least about the community meeting?

Worried that the location of the wing areas will be changed, which I don't think should happen

5. Is there anything you would like the project team to know that was not said at the meeting?

Whatever is done should minimize the time the library is closed

Ceam Response claremont branch library renovation

TOPIC	WHAT WE HEARD	WHAT WE WILL DO
LAYOUT	Space layout is awkward Spaces are crowded	New design will improve layout and reduce crowding, but may require putting less back
	Teen location is problematic noisy. Too close to Adult Reading Area	New design will incorporate acoustic separation from Teens and adjoining spaces
	Relocate Restrooms	Studying the best location for public and staff restrooms
	Service Desk is ergonomically and functionally deficient	New design will replace existing Service Desk with a new ergonomically designed desk
	Locate computers near Service Desk	We will work with library staff to determine the best locations for computers
PROGRAM	Provide small meeting room for patron use Add reading/study areas Add dedicated tutorial spaces	We are in the process of finalizing the Library Program and will study adding dedicated reading/tutoring and small meeting room areas
	Add seating for both adults and children	We will study
	Expand size of library	The facility cannot be expanded due to physical constraints. However, a small 140 SF addition off existing lobby may be possible
	Increase size of Multi-Purpose Room	We seek to balance all needs and to improve the functionality of this space while exploring alternatives

00	browsing by the and AV	f finalizing I will study vices	these areas	d lighting at th the City of set lighting	ape e a stronger nue	lition of an ce is tight	oors to nditions and nine the trees	jured and	Att	esenta
WHAT WE WILL DO	New design will improve browsing by highlighting new materials and AV collections	We are in the process of finalizing the Library Program and will study improving computer services	New design will improve these areas	We will provide improved lighting at building and will work with the City of Berkeley to improve street lighting	We will integrate landscape improvements to provide a stronger presence on Ashby Avenue	We are studying the addition of an outdoor area(s), but space is tight	We will work with neighbors to improve property line conditions and will have an expert examine the trees	Entrance will be reconfigured and improved	Signage will be replaced and improved	New entrance will be clearly visible and identifiable
WHAT WE HEARD	Increase browsing areas	Provide more spaces to use laptops Provide dedicated adult computer area	Improve self check-out, return, drop- off and hold book areas	Improve exterior lighting at Benvenue Street	Improve visibility on Ashby Avenue	Provide publically accessible outdoor areas(s)	Trees at west rear yard are damaging concrete and west property line fence needs repair	Entrance is confusing and constricted	Signage is confusing	Two entrances are confusing
TOPIC	LOBBY SERVICES		SELF SERVICES	EXTERIOR		8		ENTRANCE		



tation III, Item A



claremont branch library renovation



Multipurpose Dedicated







Separation



Adults and Children Flex Space



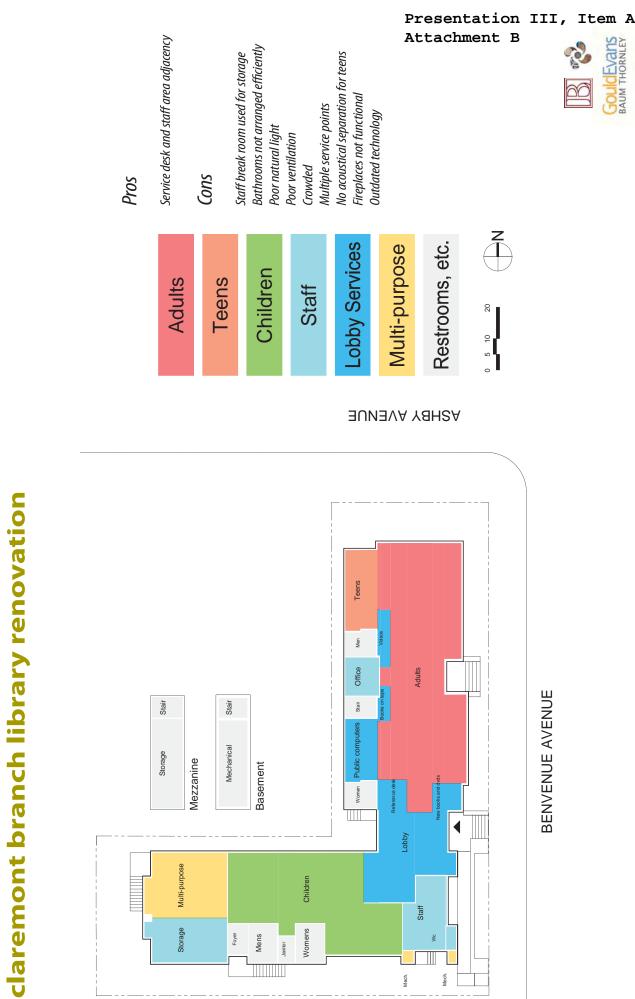




Presentation III, Item A

Attachment B

Small



Existing Conditions



Berkeley Public Library Board of Library Trustees

Regular Meeting October 14, 2009 MINUTES 6:30 p.m.

Young Adult Project MLK Jr. Youth Services Center 1730 Oregon Street

A. Call to Order

The regular meeting of October 14, 2009 was called to order by Chair Moore at 6:35 PM.

I. PRELIMINARY MATTERS

- **Present:** Trustees Darryl Moore, Winston Burton, Carolyn Henry-Golphin, Susan Kupfer, and Therese Powell.
- Absent: None.
- Also present: Donna Corbeil, Director of Library Services; Doug Smith, Deputy Director; Suzanne Olawski, Neighborhood Services Manager; Rene Cardinaux, Consultant; Steve Dewan, Project Manager, Kitchell CEM

B. Public Comments

- First speaker identified herself as Jane Scantlebury, resident of Otis Street (near South Branch) and library employee; so happy about building plans, want us to do best we can, herself and neighbors she has spoken to want new building; feels very strongly a cinder block building is not what they want, build the best we can for kids and adults, internet use, best program and place to provide services in facility can, really best that can be done for the community in library services, some of the plans are wonderful, especially the new building with the entry on the corner, really supports a new building as do a number of her neighbors.
- Second speaker, Gwendolyn Reed identified herself as a neighbor of the South Branch, lives at the intersection of Otis and Russell streets on and off since 1954 in her mothers house; the present library is too small for people to even want to come in, we want a new building we will be glad to come to and spent more time there in order to use the facility, services and books; consider putting in a sound stage for young people; would rather see new building than keeping old one.
- C. Report from Union and Employees None.
- D. Report from Board of Library Trustees None.

E. Approval of Agenda

R09-88 Moved by Trustee Henry-Golphin, seconded by Trustee Powell, to approve the agenda as presented. Motion passed unanimously.

	II. CONSENT CALENDAR
R09-89	 Trustee Powell requested Item E, Increase Director's Expenditure Authority moved to the Action Calendar. Moved by Trustee Kupfer, seconded by Trustee Burton, to approve the consent calendar as amended. Item E - Increase Director's Expenditure Authority for Service Contracts to \$100,000 moved to the Action Calendar, Item A. Motion passed unanimously.
R09-90	A. <u>Approve minutes of September 9, 2009 Regular Meeting</u> Moved by Trustee Kupfer, seconded by Trustee Burton, to approve the minutes of the September 9, 2009 regular meeting of the Board of Library Trustees as presented. Motion passed unanimously.
R09-91	 B. <u>Approve Annual Report to the Berkeley City Council from the Board of Library Trustees for the period of July 2008 through June 2009</u>. Moved by Trustee Kupfer, seconded by Trustee Burton, to approve the resolution authorizing the annual report to City Council as presented. Motion passed unanimously.

	A. Measure FF South Branch and Tool Lending Library Update
	III. PRESENTATIONS
R09-97	H. <u>Approve Resolution of Gratitude to Norine Nomura</u> . Moved by Trustee Kupfer, seconded by Trustee Burton, to approve the resolution expressing gratitude to Norine Nomura, who served as a Library Assistant and Library Specialist for the Berkeley Public Library from October 1980 to September 2009 as presented. Motion passed unanimously.
R09-96	G. <u>Approve Resolution of Gratitude to Constance Reyes</u> . Moved by Trustee Kupfer, seconded by Trustee Burton, to approve the resolution expressing gratitude to Constance Reyes, who served as a Library Assistant and Library Specialist for the Berkeley Public Library from February 1975 to August 2009 as presented. Motion passed unanimously.
R09-95	F. <u>Approve Resolution of Gratitude to Evelyn Gahtan</u> . Moved by Trustee Kupfer, seconded by Trustee Burton, to approve the resolution expressing gratitude to Evelyn Gahtan, who served as a Librarian for the Berkeley Public Library from July 1950 to September 2009 as presented. Motion passed unanimously.
R09-93	D. <u>FY 2010 Budget Amendment</u> Moved by Trustee Kupfer, seconded by Trustee Burton, to approve the resolution to authorize amending the FY 2010 Adopted Operating Budget based upon recommended re-appropriation of committed FY 2009 funding and other recommended adjustments totaling \$616,810, adopting an Amended FY 2010 Library budget of \$15,043,738 as presented. Motion passed unanimously.
R09-92	through November 1, 2012, in an amount not to exceed \$140,000 annually. Moved by Trustee Kupfer, seconded by Trustee Burton, to approve the resolution authorizing the contract with Universal Protection Services as presented. Motion passed unanimously.
	C. Approve Contract: Universal Protection Services for Security Services authorizing the Library to enter into a security services contract with Universal Protection Services effective November 1, 2009

The Director briefly reviewed the staff report included in the packet and recommended the tool library discussion referenced in the report be included in the discussion following the architect's presentation.

Presentation by Field Paoli Architects on the Conceptual Design Phase Process, Community Input and Next Steps.

Introduction of team members present: Field Paoli: Avery Moore – Principal, Mark Schatz –Lead designer, and Rob Ludlow – Senior Associate Project Architect.

Other team members: Page + Moris: Kathy Page (Library program consultant); Kitchell CEM: Steve Dewan (Project Manager) and staff: Jeri Ewart (South Branch Supervising Librarian)

Presentation

Ms Moore reviewed boards (Attachment A) that display her firms work on library projects over the past 20 years demonstrating their wide experience, highlighting those of a similar size.

She then reviewed and summarized comments and reactions from the public at two community forums held to date (Attachment B). She characterized comments as very thoughtful. Highlights included: Library presence – library as beacon from street level with improved visibility as one of the design goals. Staff and consultant still developing program but available square footage adequate for program needs, limited size of lot will require it to be built out and will depend on variances for setbacks and lot coverage. Other program goals include: good accessibility,

upgraded systems, reviewed FMP dot chart with building needs, and need for multipurpose room. As a result of input from the community meetings two options were developed for board discussion.

Mr. Ludlow gave a summary of the meeting of the South Branch design team with the Landmarks Preservation Commission subcommittee (3 members of the Commission) on September 29, 2009. Topics at this meeting included: review of branch history, landmark status and review of four early options under consideration. A significant outcome was a discussion and acknowledgement of programmatic and operational issues with current building. Options reviewed at that meeting included keeping 1960s building, keeping adult reading room with expansion and an all new building. The team agreed to meet again with the Landmarks Preservation Commission (LPC) subcommittee again.

Trustee Burton asked who from the Commission was on the sub-committee. Trustee Moore asked if the current structure was landmarked and about the review process. Rob responded structure is approaching 50 year anniversary, original portion was built in 1961 and addition (restrooms and program space) was built in 1973 with tool library as a separate building in the early 1990's. Board asked for clarification on 1970's program room expansion, Rob reported that from the subcommittee's perspective this portion of the building doesn't seem to be of concern from an historical perspective. but the need to have a dedicated library program space was discussed at the first community meeting. A question was raised if the library needed a dedicated space and the conclusion expressed at the second community meeting, after staff discussed the issue further, was that it was given the programmatic goals of the library and heavy use of the senior center for it's own program needs. Rob reported for historic structures over 40 years of age there is a requirement that all buildings go to LPC for review prior to issuance of a demolition permit.

Mark Schatz reviewed the board (Attachments C) from the first community meeting, in which four schemes were explored. He expressed that it became clear the program would not all fit on a single-floor for Scheme A and B, which both keep portions of the original building and will require a 2 story expansion with programmatic aspects on the second floor. The team explored this idea further and came back to the second community meeting with several options including, Scheme 1 which retained the adult reading room portion of the 1960s era building (see: Attachment C: Scheme B) with a second floor addition (Attachment D). Using the site model Mark demonstrated the massing for this plan which keeps the original adult reading room only with an expansion and smaller second story, the original Scheme A was eliminated as an option following the first community meeting 1960s era adult reading room with addition), this one story expansion looked good but could not accommodate the entire program, so the team explored an option of an expansion with a second floor. Scheme 2 (see: Attachment C: Schemes C) explored an all new building with corner entry. People attending the community meeting responded positively to moving the entry to the corner.

Using the model, Mark demonstrated Scheme 1, the massing which keeps the adult room section of the 1960s building only (Attachment E) and the existing facility (Attachment F). The main reading room section has the nicest features, including windows / natural light and open feeling created by skylight and open floor plan. Now it is very full, beyond capacity, so that perimeter light is substantially blocked by shelving, entry is blocked with computers so wheelchairs must try and go around. Goals in this scheme would include: bringing existing building up to code as described in the Branch Libraries Facilities Master Plan, July, 2008 (Attachment G), creating adequate staff space in another part of the building, creating adequate space for adult area if children's is located here and space for tool program. Scheme 1, partially demolishes the building, keeping adult reading room. There would still be quite a bit of construction needed in the existing structure, including: replacing wiring that is currently on surface of walls and ceiling; floor radiant heating system works now but will need replacement in the near future; needs structural reinforcement (grouting at minimum); and needing to have the roof and walls tied together, which is a challenge since under eaves are glass blocks; the two new wings slope down in deference to the main reading room building. The height of the existing eaves of the reading room will limit the ceiling height of the adjacent lobby areas to about 8'. Mark walked through entry plan, entry at Russell (improve landscaping), service desk in center, make existing adult space into children's area so shelving lower, continuing on to new wing with browsing, adult, teen, staff workroom, tool

and upstairs program room. Stairs and elevator would be required to access the second floor. The plan includes 2 parking spaces which is the assumed minimum allowable. The community room, storage and additional restrooms would be on the second floor. Trustee Moore asked if in this plan the community room could be accessed after hours, Mark responded it could – 8,800 SF total, with 800 SF for additional restrooms, stairs and elevator areas.

Reviewed Scheme 2 (Attachment H), which is an all new building. Massing model shows height compared to surrounding buildings, includes a central raised clerestory window / light monitor in an attempt to capture light and bring it into the middle of the building from all four sides. A design goal is to create a real sense of warmth, a cheerful and sunny place. This scheme has the main entry at the corner, with setback for landscaping and plaza. Second entry on Russell Street for tool library entry, after hour community space use, the latter would include access to the single set of public restrooms but be gated off from the rest of the library for security. Gravel area adjacent to tool library, near second entry for two parking spaces. In the back of the building place high north facing windows into the adult reading area. This plan offers a lot of flexibility. There is an opportunity to take advantage of the neighboring Temple's site plans to offer views of green fences and landscaping with strategically placed windows or notches. This design scheme presents opportunities for natural day lighting; main public area entry allows staff good sightlines to all public areas; and flexibility of the floor layout for future needs.

Members of the board asked Mark to review the pros and cons of each scheme. Prior to doing so Mark stated that both schemes as presented accommodate the program and budget.

Scheme 1 [Existing adult reading room and new addition]

Retain historic reading room that resonates with some members of the community. This plan would allow a larger band of landscaping on Russell because of the existing larger set back of the current building.

The team has initial cost estimates for each plan, which found a 10% premium for this scheme. It would save some money by retaining existing building but will still need to renovate that section of the building, such as replacing roofing (keep framing), upgrading all electrical and mechanical, shear framing related to seismic code and the added SF costs, which include an elevator and stairs that add approximately \$400K to the cost. There is some inefficiency in having 2 sets of bathrooms but will need them on both floors for the public. The common areas, where the old and new structures meet, will require the new to tuck under the existing building height to respect that roof line. The ceiling here will be approximately 8' tall. The Board asked about code requirements related to height of ceilings, Mark assured them that this plan would meet those requirements.

Will need to allow space for construction to occur and create a waterproof transition where the two buildings meet at the low point. In older renovations there is often unforeseen costs not planned for, possibly dry rot etc. This scheme requires a 2-story expansion to accommodate the entire program which is not ideal for operations. Earlier versions of this scheme did explore placing the adult quiet reading area on the second floor but staff said this would require additional staff. Ms Page had expressed, that in her experience in library programming, one floor is preferable for operational reasons. This floor plan is also less flexible as it does not permit movement of program / functions around the building; the second floor is limited to program space or activities that do not require staff monitoring at all times.

Scheme 2 [All new building]

Like Scheme 1, this one can accommodate the entire program, but in this case on one floor. The schemes positives include greater flexibility in the future with the ability to move functions around; no bearing walls will be put in the middle to accommodate this. It will have a sense of civic presence with the corner entry, a high volume central public space. Higher roofs of approximately 20' make high ceilings and natural lighting possible. A negative is the existing building will be demolished and there are community and emotional feelings associated with this decision. There will also be less landscaping and open-space opportunity, in this plan it is mostly concentrated at the entry with landscaping the edges more of a challenge given the limited setbacks.

Trustee Burton asked more about the green fence – Mark pointed out areas where common property exists. These are plantings which the Temple has offered to coordinate with us. A representative of the Temple spoke about their interest and willingness to work together as they have approved plans and want to work with the library.

Trustee Moore asked about usable and programmatic space differences between the two schemes, Mark clarified they are about the same – in Scheme 1 there is more program space because it was available on the second floor layout. Mr. Moore also asked about the Teen space, he observed it seemed small on the diagram. Ms Page spoke to the program which is approximately 400 SF; the branch currently only has dedicated shelving for the teen collection while in both schemes the new program includes shelving, a variety of seating that is teen friendly and dedicated computers with a capacity of 20 young people. Other program questions included the number of computers, which will go from the current 5 to 12 computers in the various age level areas, wireless capacity and possibly laptop checkout or laptop cart in the program room for after school homework use.

Trustee Kupfer thanked the team for bringing the two very different schemes, in her opinion the opportunities presented with new construction are large. Trustee Powell asked about the seismic status of the building if kept as proposed in Scheme 1. Rob responded that there is reinforcing but it is not clear if there is grouting in the cells with the rebar. Testing has been ordered and is underway to verify the current condition; if it is found to be deficient there are several approaches. Avery responded that shear walls would need to be installed but that the standing walls will not necessarily need to be removed; one option is coring the walls and inserting supports, which is expensive while another common approach is steel bracing on the interior walls. Also need to tie roof to walls, problem is glass blocks are around the perimeter at the top of the wall, may need to remove some of the glass blocks and floor to ceiling oriented windows to create sheer walls and adequately address seismic support.

Trustee Powell asked about the height of the proposed building and shadows in both schemes and if it would be considered adverse to the neighbors. A member of the Temple spoke that this was not a concern as they are in a three-story building this would not be critical. The orientation of the building would also not create significant shadows.

Public comment on this item

Margie Wilkinson - Identified herself as neighbor since 1968, speaking on behalf of herself and other family members that could not attend tonight. Her son is a Berkeley resident and architect and wants the library to tear down and start fresh. Her daughter recalled the branch as a scary place growing up because it was a dark place inside and it felt unfriendly. The Library for children needs to be light, an open and welcoming space, and doesn't feel like preserving the current place does that. She feels like libraries are a huge important part our Berkeley democracy and democratic process. She brings her grandchildren now, they take frequent field trips to the library and she really appreciates the staff's interactions with children, they all have library cards. Recommend new library.

Steve Finacom – Identified himself as a resident of Russell Street and attended first meeting at the South Branch on the building plans. He identified himself as previous Friends of the Library board member. First issue, demolition vs renovation: he has reviewed all of the public documents on the library bond through the annual report. He believes library represented to the community that would renovate and expand the branch, in his analysis given the wording of the bond measure and election analysis the library is foreclosed from a teardown of any branch, legal risk of violation, can not be easily dismissed.

Secondly, this site is too small for the program. Step back and look for another site in neighborhood that large enough and public land. Think twice about going down path of cramming in, such as Tool library and parking needs. Encourage board to find place on public site in this neighborhood to move branch to and that also preserves existing building for another use. Think outside the box. Remember why South Branch moved to this site in the 60's, space issues. Create an option for South branch that really works and meets public needs, preserves the current building and finds an alternate public use for the current building.

Board Discussion

The board had a discussion of staff report on tool lending library and possible move of the program to an alternative location. Consultant, Rene Cardinaux has assisted the staff in analyzing the needs of the tool program and exploring how it might fit in another site. Staff outlined the considerations in a possible move in the memo; Mr. Cardinaux summarized the key issues, noting funding is the most challenging. He noted that both schemes presented adequately fit the program. Suggested the landscaping continue into the parking area, so that it is not just asphalt. Larger issues are how to fund the construction and site improvements (assuming City property), increased staffing for program if moved off-site and community response to a move. Staff shared that bond funds can be used for temporary tool site while closed for construction.

As the conceptual phase concludes the trustees gave staff feedback on the schemes presented and discussed next steps and direction. Staff informed the board that would bring greater level of detail to the board, next steps will include meeting with Planning Department staff on setbacks, including possible variances and identify any zoning issues and meet with Landmark Preservation Commission subcommittee regarding investigation of schemes since first meeting with them.

Trustee Powell asked if staff had considered other library sites for Tool library inventory to reduce need to store it all at one site. Staff expressed it is a unique program to operate and that the community needs are being met. Another positive aspect of the process has been an opportunity to understand more fully the operational needs of the program. Trustee Burton asked if the community had expressed a strong desire to keep it where it currently is located. Staff responded that opinions have varied but it is clear it is a well used and supported service.

Trustee Powell expressed that both schemes have merit but was concerned about the renovation of the building, would it be an appropriate response given the seismic risks. A new building would achieve a higher level of code compliance. Also she expressed a concern about second story scheme and operational issues that are evident in Scheme 1.

Trustee Henry- Golphin expressed her concern about the connection of the adult reading space and a new addition. It is unfortunate that height would be so limited and limiting to the scheme. She expressed that Scheme 2 allows for a freshness not in the other scheme and it would not bring with it the inherent difficulties of bringing together the old and new spaces.

Trustee Moore thanked the staff of Field Paoli for their excellent job in bringing these options forward. His concerns are the unknown potential costs of renovation / rehabilitation of the adult reading room. On the positive side Scheme 2's treatment of the community area is much better, putting it in the front visually and programmatically, feels more dynamic and the layout overall seems better.

Trustee Burton expressed that he was in favor of the new library, Scheme 2. A vibrant community / program space that was easily accessed was a resource needed now; libraries are more than a collection of books. The library is a focal point for people in the community. The second story scheme is restraining. Among the positives of scheme 2 are the abundance of light and the ceiling height.

Trustee Kupfer agreed with the positive comments regarding Scheme 2. To address a concern expressed during comments about the library's ability to build new, she does not believe it is not allowed. The process leading up to the bond measure included a community process, public discussion by the board and a vote by BOLT, a new library scheme was discussed as an option throughout the process. For the South Branch scheme 2 as presented she understands the concern about building out to the curb, but this is the reality of the site. She applauded the work of the architects.

Trustee Moore again thanked staff and the presenters. In respond to questions raised he suggested staff consult with the City Attorney's Office if needed.

Attachments:

- A: Pictures of Field Paoli projects 9.17.09 (2 pages)
- B: What We Heard 10.14.09 (1 page)
- C: Schemes Comparisons 9.17.09 (1 page)

- D: Schemes Comparison detail 10.1.09 (3 pages)
- E: Model Scheme 1 10.14.09 (4 pages)
- F: Model Existing 10.14.09 (4 pages)
- G: Existing Conditions Summary [BLFMP] 9.17.09 (1 page)
- H: Model Scheme 2 10.14.09 (4 pages)

IV. ACTION

Action item A was discussed prior to the presentation. At 7:02 PM the board commenced with the time-specific presentation regarding the South Branch building project. Item B. was taken up following the presentation.

A. <u>Increase Director's Expenditure Authority for Purchasing Goods, Materials and Equipment</u> <u>Contracts from \$50,000 to \$100,000</u>

Trustee Powell began the discussion by ensuring the board her opposition to the resolution was not due to a lack of regard for the staff. See: Memo Increased signature authority for Director of Library Services, from Trustee Powell included as Communications - 1, detailing her reasons for opposing the item, which she read at the meeting. Trustee Burton expressed that the scope and amount of current projects warranted the resolution, reporting and timeliness were considerations. In addition, the board could revisit this in the future, depending on changing circumstances. Trustee Kupfer, acknowledged Trustees Powell's thoughtful analysis of the issue and expressed her favor for the resolution given the needs of the library and that any desire for additional reporting from staff regarding expenditures and contracts could be requested; a list of contracts anticipated during budget preparations be prepared in addition to a year-end accounting. The director stated that Measure FF bond related contracts over \$50K have all been brought to the board, the exceptions; a personal service contract was brought as an informational item.

- R09-94 Moved by Trustee Kupfer, seconded by Trustee Henry-Golphin, to adopt the resolution increasing the Director of Library Services' expenditure authority to purchase goods, materials and equipment from \$50,000 to \$100,000. Motion approved, Roll call vote: Trustee Powell opposed, Trustees Henry-Golphin, Moore, Kupfer and Burton in favor.
 - A. <u>Chairperson and Vice-Chairperson Nominations and Election of Chairperson and Vice-Chairperson to sit for a one-year term commencing on November 10, 2009.</u>
 - R09-98 Moved by Trustee Moore, seconded by Trustee Henry-Golphin, to adopt the resolution to nominate Trustee Kupfer tosit as Chairperson for the Board of Library Trustees; and moved by Trustee Henry-Golphin and seconded by Trustee Burton to nominate Trustee Moore to sit as Vice-Chairperson both for a one-year term as presented. Motion approved unanimously.

V. INFORMATION REPORTS

a. Update on the Branch Bond Program No discussion on report.

b. FY 2009 Annual Budget Update: Year-End Closing Report

- c. Report on Central Library Layout and Service Improvement Project
- d. October 2009 Monthly Report from Library Director Donna Corbeil
 - i. Library Development
 - ii. Professional Activities
 - iii. Programs, Services and Collections
 - iv. Personnel

e.Library events:

Calendar of events and press releases for various Library programs are posted at http://www.berkeleypubliclibrary.org

VI. AGENDA BUILDING

- **A.** The regular meeting of November 11 will be cancelled due to the holiday and a special meeting may be held on November 12, 2009 at the South Branch Library, 1901 Russell Street.
 - Berkeley Public Library Foundation Presentation
 - Trustee vacancy
- **B.** The next special meeting will be held at 6:30 p.m. on Tuesday, October 20, 2009 at the North Berkeley Senior Center, 1901 Hearst Street, Berkeley.
 - North Branch Library conceptual design presentation by representatives from Architectural Resource Group and Tom Eliot Fisch

VII. ADJOURNMENT

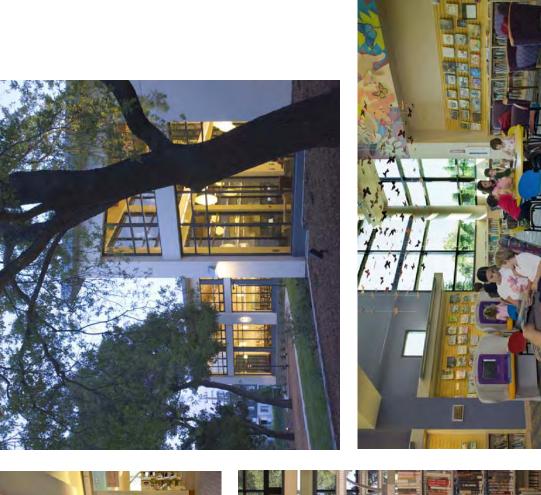
R09-99 Moved by Trustee Kupfer, seconded by Trustee Henry-Golphin, to adjourn the regular meeting of the board at 8:25 PM. Motion passed unanimously.

COMMUNICATIONS

Action on Communications is limited to referral to staff or Trustee for investigation and/or recommendations.

1. October 14, 2009 Memo to BOLT, from Therese Powell, Trustee, Increased signature authority for director of library services.

Consent IV, Item A Attachment #A 09.17.09











Consent IV, Item A Attachment #A 09.17.09













FIELD PAOLI PROJECTS

						Attachment 10.14.09	#B
	RESPONSE	• All agree	 Branch Program under development See Facilities Matrix 	 Met with LPC Subcommittee See current schemes 1 and 2 	 Important library multipurpose space 	 More built space in current schemes Two spaces if approved by City Library reviewing options 	PAOLI FIELD
WHAT WE HEARD	COMMENTS	 Neighborhood beacon Welcome community Civic presence Landscape important 	 Better accessibility Upgrade wiring, computers, lighting More space, more seating, better staff areas, teen area 	 Preserve Main Reading Room OR Provide all new structure Don't sacrifice program to building 	Easy accessCould it be eliminated?	 Important City-wide resource Better space – storage all over; cramped How much parking on-site? Should it relocate? 	C LIBRARY SOUTH BRANCH
	ISSUE	LIBRARY PRESENCE	LIBRARY OPERATIONS	EXISTING BUILDING: PRESERVE OR REPLACE	COMMUNITY ROOM	TOOL LENDING LIBRARY	BERKELEY PUBLIC LIBRARY

Consent IV, Item A

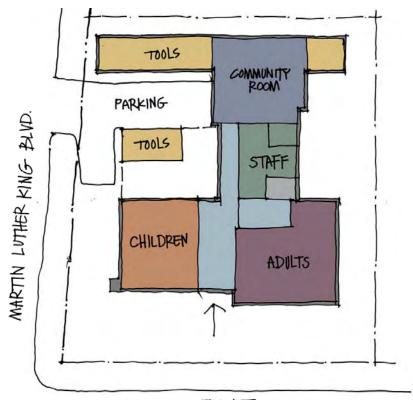
Consent IV, Item A Attachment #C 09.17.09



SCHEME COMPARISONS

Consent IV, Item A Attachment #D 10.01.09

EXISTING



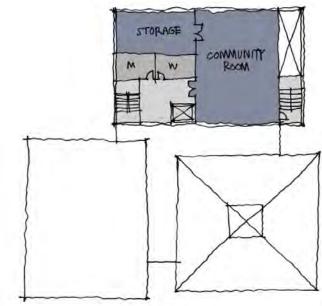
RUSSELL STREET

	SCHEME 1 GROSS SQ FT	SCHEME 2 GROSS SQ FT	GROSS SQ FT
Lobby/Browsing	900	1,000	400
Adults & Computers	1,300	1,400	1,250
Children	1,250	1,150	900
Teens	400	450	0
Staff	1,100	1,100	400
Multipurpose	1,100	950	1,000
Tools & outside storage	1,200	1,200	850
Restrooms, Mech/Elec	750	750	600
Elevator & Stairs	800	0	0
TOTAL	8,800 SF	8,000 SF	5,400 SF

BERKELEY PUBLIC LIBRARY SOUTH BRANCH FIELD Paoli

Consent IV, Item A Attachment #D 10.01.09

SCHEME 1



Pros

Accommodates full program Reuses existing main room More setback on Russell Street Simpler lockoff for community room





Cons

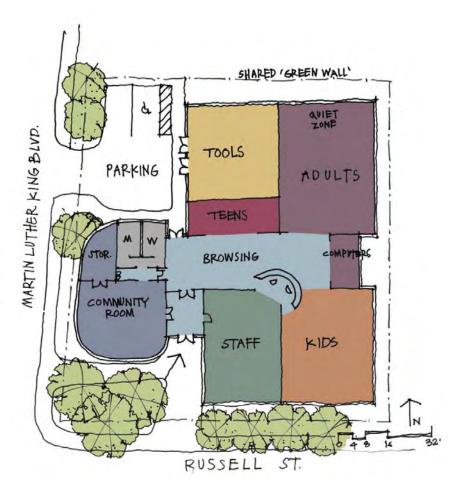
Approximately 10% greater cost Second set of bathrooms Low ceiling in lobby Unforeseen costs in renovation Contrasting scale of two-story addition

First Floor

BERKELEY PUBLIC LIBRARY SOUTH BRANCH

Consent IV, Item A Attachment #D 10.01.09

SCHEME 2



Pros

Accommodates full program More plan flexibility Side yard for tools Civic entry at corner High volumes in central spaces

Cons

Demolishes existing building Less setback on Russell Street

BERKELEY PUBLIC LIBRARY SOUTH BRANCH FIELD Paoli

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Consent IV, Item A Attachment #G 09.17.09





South Branch Library / Berkeley Public Library Existing Building Evaluation Summary	anch Lì Library g Evaluatio	ibrary n Summa	r / Tool Lending Library Buik 1961 Addition 1974 Size 5,040 SF
Structural			 Repair damage from rot in roof structure and rebuild roof with greater slope Anchor walls to the roof Add grout and reinforcing to existing block walls Add seismic bracing to the building
Mechanical	HVAC		 The existing system is the original radiant hot-water heating in the floor slab; there is no cooling the system is functional, but all the elements are past their ordinary working life; the boiler and tanks should be replaced Alternate: Replace the entire existing heating system with new forced air manages.
	Plumbing		 Réplace all existing plumbing fixtures; piping can be re-used if locations remain appropriate Add overflow drains or scuppers to the roof drainage system Add an automatic fire sorinkler system to the entrine building
	Power		 Replace all electrical receptades and other power devices in the building Replace all electrical panels Replace service to building to increase carrying capacity
Electrical	Lighting		 Rehabilitate original skylights and light fixtures Replace existing lighting fixtures with fixtures that do not conflict with the historic character of the building Install new emergency lighting and illuminated exit signs, required by code
	Telecom	0	 Telephone and data service is in working order Rephace with state-of the art telecom systems with wing in concealed raceways and proper telecommunications room with in the ilibrary Provide data hookups for patron use in the library
	Roofing		 Replace the existing roof, which is very old and visibly degraded There is history of leakage through the roof
Architectural	Windows & Doors		 Replace all windows with new frames and insulated glazing Replace multi-blade jalousie windows with a different operable style Upgrade door hardware
	Existing Finishes	0	 Clean, repair and repaint all interior and exterior walls, soffits and trim Replace carpet Replace docrative colored glass where it is broken Replace circulation desk and interior furniture
ADA			 Bring all public areas into compliance Remodel and expand the restrooms Staff areas are much too crowded for legal accessibility
Hazardou	Hazardous Materials	s	 There is asbestos in the office floor linoleum, the textured plaster on the library celling and walls, and the roof flashing. Existing interior and exterior paint contain lead
Pest [Pest Damage		 There is fungus infestation in the exterior wooden trim, fascias, soffits and some softiels areas of the roof There is fungus infestation in some interior wooden trim Ceramic then the restrooms has failed and there is evidence of fungus in the daming members in the walls behind
Historic	Historic Character		 The building will be 50 years old in 2011 While most original lease lower with visible, whe building has been greatly changed by later additions, primarily the meeting room, which was designed by the same in and additions, primarily the meeting room, which was designed by the same diminand addition was not designed to be used at night and therefore had in additiong was not designed to be used at night and therefore had or any object and the reformation and the same second solved to be rescond Shi Ugits and ceiling should be rescond
Major Pro	Major Program Needs	s	 Adequate space for the Tool Lending Library to efficiently provide service and to effectively display, store and repair tools Adequate space for more public access computers for general public use as and as information literap. Instruction Adequate accessible restroom space

EXISTING CONDITIONS

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Berkeley Public Library Board of Library Trustees

Special Meeting October 20, 2009 MINUTES 6:30 p.m. North Berkeley Senior Center 1901 Hearst Avenue

I. PRELIMINARY MATTERS

- A. Call to Order The special meeting of October 20, 2009 was called to order by Chair Moore at 7:00 PM.
- **Present:** Trustees Winston Burton, Carolyn Henry-Golphin, Susan Kupfer, Darryl Moore and Therese Powell.

Absent: None.

- Also present: Donna Corbeil, Director of Library Services; Suzanne Olawski, Neighborhood Services Manager; David Howd, Supervisor North Branch Library; Eve Franklin, Administrative Secretary; Rene Cardinaux, Consultant; Steve Dewan, Kitchell CEM; Cathleen Malmstrom, Architectural Resources Group; Doug Tom, Tom Eliot Fisch
- **B.** Public Comments None.
- C. Report from Union and Employees None.
- D. Report from Board of Library Trustees None.
- E. Approval of Agenda
- **R09-100** Moved by Trustee Powell, seconded by Trustee Kupfer, to approve the agenda as presented. Motion passed unanimously.

II. PRESENTATION CALENDAR

A. Measure FF North Branch Library Update:

Cathleen Malmstrom of Architectural Resources Group and Doug Tom of Tom Eliot Fisch, associate architectural firm for the project presented the key issues and process related to the conceptual design phase. Basic project goals are to preserve an important and beloved resource while providing seismic, ADA and infrastructure upgrades.

Community meetings were held at the branch Wednesday, September 23 and Wednesday, October 7. Attendees were encouraged to engage in discussion and provide written comments / questions. Ms Malmstrom reviewed the display boards from the community process, including the chart of concerns / topics raised and the three concepts reviewed in detail at the second meeting. These three conceptual plans for an addition were explained and the pros and cons of each explained. These massing diagrams do not reflect the actual shape of the final plans but represent the volume of spaces.

- Concept A 2-story scheme
- Concept B 1-story scheme (double height addition level with current floor)
- Concept C 2-story "T-shaped" scheme

Concepts A & B can meet all programming needs. Concept C cannot meet all programming needs; it creates awkward exterior spaces and bottleneck at intersection of old and new structures.

Trustee Burton asked for a greater explanation of the multi-purpose rooms. The proposed addition in all three concepts includes a new multi-purpose room which will accommodate library programming that currently occurs in the public areas.

Trustee Moore asked if afterhour's access to this space would be possible. Ms Malmstrom responded the layout as proposed would allow this but it is a library policy issue if this option is made possible for the public. Visitors can enter from the Alameda main entry or new side entrance. The design will consider security issues of two public entries.

Ms Malmstrom reviewed the current building plans all on one level, with lobby and 3 nodes off of the lobby. The plans looked at how these spaces would work; the most useable new spaces are created if they are not retained fully.

Concept A, a two-story scheme, was reviewed. The upper floor is level with the existing library and contains most library functions. The lower level has the multipurpose room and some library staff work space. As shown, it calls for demolition of the two small wings with the addition wrapping around the current workroom wing.

Concept B, the one from the Branch Libraries Master Facility Plan, a one story addition was reviewed. The negative is it will take up more of the site and would result in the wing windows covered by the new building walls. The new addition would create a new entrance, staff workroom area, teen area and multi-purpose room. It would result in demolition of nodes to create a flexible program.

Concept C is what is being called the preservation scheme, though it is not necessarily the scheme favored, but it is the most sympathetic to the historic fabric and retains all of the side node windows. If all things were equal it would be desirable but the programming needs are not as well met with this scheme: it can not fully net the program SF needs and the set-back requirements; and it creates awkward exterior spaces.

The display boards used in the presentation are attached as follows:

- 1. ARG Library Projects (2 pages)
- 2. Design Goals (1 page)
- **3.** Community Response (2 pages)
- 4. Preliminary Areas (1 page)
- 5. Concept A (1 page)
- 6. Concept B (1 page)
- 7. Concept C (1 page)
- 8. Proposed Concepts (1 page)
- 9. View from Josephine Street (1 page)
- **10.** Pros & Cons of Concepts (1 page)

Trustee Moore asked where the restrooms were located on the plans. Ms Malmstrom pointed these out, showing that there are two-sets for the public, one on each floor for the 2-story schemes, and placed near the elevator area in the new construction. She explained that they may seem enormous on the diagrams, but that this is because they are so much below normal now that the proposed size seems extra large. The team has calculated the ratio of net to gross space, where the net SF is useable space that can be programmed and the gross SF are what are referred to as non-assignable and includes the exterior walls, interior wall spaces, hallways, restrooms, utility and HVAC rooms. The gross square feet factors in all of these spaces in equal approximately 1/3rd of the total gross SF, which is normal.

Other issues:

- Preliminary cost estimates done, the program can be met on budget for schemes A & B
- Completed existing conditions report: areas covered include seismic, electrical, lighting, some restoration of historic fixtures; addresses ADA issues which is a huge portion of the bond goals and includes new restrooms, fixing the front entry ramp and improving the ability to get around the building; and address wear and tear on historic fabric including walls, floor and wooden windows.

Trustee Burton asked about the exterior and the placement of windows. Ms Malmstrom explained that the boards show volume only but Concept B would have a basement on the lower level with less activity as it is not programmed and scheme A and C both have useable spaces, including the program space on the lower level and would have a nicer and more active façade as a result.

Trustee Powell asked for clarification on the cost estimate for Scheme C. Ms Malmstrom restated that the issue is it does not meet the program with less space for the staff workroom and teen area because of the design constraints and is a little more expensive but probably could be done within the allowable construction costs set for the project of \$3.8M.

Public Comment:

- Wanted to point out that at the second community meeting scheme A was the preferred option by those in attendance. An informal show of hands vote taken at end of the 2nd meeting. Also the issue of collection size came up and she hopes it will not be reduced.
- 2. Person identified self as immediate neighbor, expressed that one-story scheme is unacceptable because it is imposing to neighbors on Josephine Street block. For scheme C suggested fill in spaces where awkward exterior spaces are created and keep the windows.
- 3. Person identified self as resident of North Berkeley interested in preservation. Would like to see hybrid plan to enhance the preservation of the exterior. Commented that as mentioned earlier the branch is experienced three dimensionally. Would be deeply saddened to see the loss of original windows. Preference is to combine plans (2-story schemes) and consider keeping the little rooms or at least the larger of the three which is a pleasant space.
- 4. Person identified self as a neighbor in the North community. Expressed that this has been a good opportunity to see the plans. He expressed a concern with moving forward, asked what the schedule was and would like to see how the branch layout proposed will function, the ADA approach and program. He cautioned the board to keep an eye on the cost estimates so that the projects were delivered on time and on budget.

Board Discussion:

Ms Malmstrom explained that the project was in conceptual design phase and would move next into schematic design, but it was still at an early point. The team will be careful as it moves forward to take into consideration the comments from the public and the concerns expressed tonight.

Director Corbeil acknowledged that the team, both consultants and staff were present and attending the community meetings as well. The library has received good feedback from the community. We will continue to hold community meetings which will include the layout, assigned spaces and responses to comments. Following the board's discussion and direction this evening the team will continue the process and to bring forward design plans as they develop. Staff is coordinating meetings with the architects and subcommittee members of the Landmarks Preservation Commission Committees set up for each project. Staff will bring information on the schedule in the near future.

Trustee Powell asked how the team anticipated getting to LEED gold certification. Mr. Tom responding they are working on the required checklist and have identified some initial possibilities, there is still a lot of design to do but the fabric of the building and materials used could make a big difference, other areas being explored includes renewable energy, indoor air quality levels and water reclamation. A follow-up question was regarding the condition of the building foundation. Ms Malmstrom responded that the structural engineer has assessed the building's seismic condition and found it to be in good shape and it looks fairly straightforward to do seismic retrofit.

Trustee Powell asked about the program and if the collection size would be affected. Director Corbeil responded that the service of placing and picking up holds was very popular at the North branch and we hoped with the renovation this could work more efficiently. This demand demonstrates how the branch could not hold enough items to meet user's needs with a browsing collection alone. Director Corbeil reported staff will continue to work with the Library program consultant to look at the balance of the collection, shelving types and display opportunities. A follow-up question regarded the placement of public computers in the lobby area. The current plan shows a place saver for computers. Trustee Powell expressed that she would like to see them spread around the library, with some in adult, teen and the children's area and understood that catalog computers would need to be near the entry.

Trustee Moore suggested the trustees each make their final comments on the presentation.

Trustee Powell suggested Scheme B be eliminated completely. The comments on the windows suggest further work and that A and C appear to use the spaces differently, which effecting the layout options.

Trustee Burton asked what the gray are on scheme C was. Ms Malmstrom responded that it represented crawl space and was created due to the slope of the site. Trustee Burton asked that it be explored further for storage or some functional use. He commented that the awkward exterior spaces in Scheme c might be a safety issue at night. He is in favor of Scheme A and looks forward to seeing a more developed plan with windows included.

Trustee Moore expressed a preference for Scheme A and asked for clarification about the loss of doors and nodes in the T-shaped 2-story plan. Ms Malmstrom explained that it created an awkward interior layout and would be challenging to develop useable spaces but understood the philosophical reasons for retaining the nodes. They will explore this further. Trustee Moore expressed that he did care for scheme B and the exterior space on Scheme C doesn't seem like a good use of the exterior space or site.

Trustee Golphin expressed concurrence on the preference of scheme A, as it does seemed to be favored for many reasons. She asked that the historical tone be keep as they move forward.

Trustee Kupfer expressed that she did like the idea as expressed by Ms Malmstrom that the old and new would reflect each other and that perhaps you would see the old façade / windows from the interior spaces creating a positive transition between spaces.

Trustee Moore asked about the two fireplaces in the building, one in children's and one in the adult wing and what places there were for these. Ms Malmstrom said that would be up to the city but they would look into gas option and explore alternatives. These are visual points and could be used to create comfortable reading areas around the fireplaces.

Mr. Tom explained next steps, they will develop elevations and greater detail of layout and exteriors using a software modeling program and these would be discussed at upcoming community meetings.

Director Corbeil briefly mentioned that traffic and use of the streetscape came up at the first community meeting and Council Member Capitelli was informed of the concerns. Staff will continue to collaborate with other city agencies as issues arise.

Trustee Moore ended the meeting by thanking the community for their comments and participation in the process.

III. AGENDA BUILDING

A. The next special meeting may be held on November 12, 2009 at the South Branch Library, 1901 Russell Street.

IV. ADJOURNMENT

R09-101 Moved by Trustee Kupfer seconded by Trustee Henry-Golphin, to adjourn the special meeting of the board at 8:00 PM. Motion passed unanimously.



Palo Alto Children's Library, Palo Alto, CA



A K Smiley Public Library, Redlands, CA



Children's Library, Palo Alto



Smiley Library, Redlands



Marina Branch Library, San Francisco, CA



Glen Park Library



Marina Branch Library



Glen Park Branch Library, San Francisco, CA

PROS & CONS OF CONCEPTS FOR THE NORTH BRANCH LIBRARY

TWO-STORY CONCEPT A

Pros:

- Addition has compact footprint and mass
- Lower level windows create 'friendly' face on Josephine Street
- Convenient alternate access to Multi-purpose Room at lower level
- Possible staff entrance on north side of addition
- Most or all windows along rear facades of adult & children's wings will be retained
- Significant center wing (present workroom) will be retained

Cons:

- Activities on lower level will have added security & staffing requirements
- Loss of two small wings to achieve flexible plan in addition
- Addition will obscure a portion of rear facades of adult & children's wings
- Requires an elevator
- Restrooms on both floors are desirable; if not, some inconvenience & potential security concerns

ONE-STORY CONCEPT B

Pros:

- All functional spaces on one level: good for library management & security
- Staff entrance on Josephine Street
- Possible access to multi-purpose room from north side via terraces, ramps and/or stairs
- Large floor plate allows flexible use of space
- Does not require an elevator

Cons:

- Addition has large footprint & mass
- Lower level has no functional use
- Basement crawlspace at lower level creates blank wall facing Josephine Street
- Loss of three small wings, including significant center wing, to achieve flexible plan in addition
- Addition will obscure most of rear facades of adult & children's wings

TWO-STORY CONCEPT C

Pros:

- Addition has compact footprint and mass
- Addition only connects to library at rear wall of current workroom, allowing retention of three small wings
- Lower level windows create 'friendly' face on Josephine Street
- Convenient alternate access to the Multi-purpose Room at lower level
- Possible staff entrance on north side of addition
- All windows along rear facades of adult & children's wings will be retained

Cons:

- Limited footprint means more functions must be located on lower level, creating staffing & security problems
- Activities on lower level will have added security & staffing requirements
- Connection of addition only at center wing creates serious bottleneck & limits required adjacencies
- Requires an elevator
- Restrooms on both floors are desirable; if not, some inconvenience & potential security concerns
- Addition creates awkward & unusable outdoor spaces

DESIGN GOALS FOR THE NORTH BRANCH LIBRARY

Preserve an important and beloved City resource

Upgrades: seismic, ADA & infrastructure

Exterior

- Recapture the historic character of the building
- Remove non-historic features at main entrance & provide new, better integrated access ramp
- Design new addition to present a 'friendly face' to neighborhood, specifically Josephine Street
- Update landscaping to enhance park-like setting & create new amenities for the neighborhood

Interior

- Recapture the historic character of the spaces
- Use historic spaces for public functions that complement building's significant features
- Create new program room to allow west wing to be dedicated to children's library use
- Locate staff work spaces, teen library, program room & support functions in new addition
- Separate quiet & noisy functions
- Improve patron comfort (ergonomics, ventilation, natural & artificial lighting)
- Improve working environment for staff (ergonomics, space, required adjacencies & proximities)

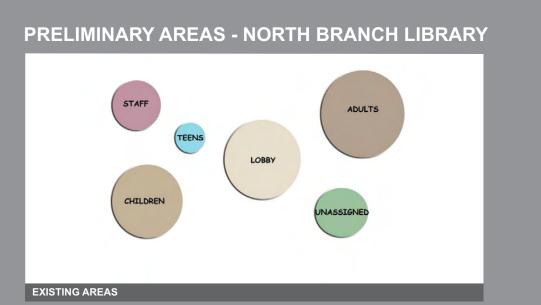
Sustainable design: LEED Silver Certification

BERKELEY NORTH BRANCH LIBRARY COMMUNITY RESPONSE

TOPIC	WHAT WE HEARD	WHAT WE WILL DO		
	Preservation is a priority	All actions will be in accordance with the Secretary of the Interior's Standards for Rehabilitation of Historic Properties		
	Addition should not be so big as to ruin the building's integrity	Addition will be sized to balance program requirements with impact on historic fabric & integrity		
Historic Preservation	Maintain historic configuration of wings	Addition will be designed, to the greatest extent possible, to retain & not obscure the original 2-wing plan		
	Preserve the historic 'feel' of the library spaces	Interior spaces will be rehabilitated, significant features restored & inappropriate later additions removed; new FF&E will be compatible		
	Keep & restore original furniture	Original furniture will be restored and reused		
	Make lobby more open	Expansion will allow removal of service functions & clutter from lobby; new functions & FF&E will be chosen to enhance its historic character		
	Consider 'flow' for both patrons & staff	We will work with programming team & staff to determine adjacencies & best flow of staff, patrons & materials		
Crowding & Congestion	Need more space for check-out	Expansion will allow this: self-check stations will have a dedicated		
	Move librarians' workspace out of the lobby	Expansion will allow this		
	Consider having staff space on lower level (2-story scheme)	This will be considered if necessary; for # of staff required, efficiency, & security, having all staff space on main library level is our goal		
	Separation of adults/children/teens	Noise separation & control is a priority		
	Quiet space for adults should be a priority	Intent is to remove all non-adult functions from the adult wing & spaces adjacent to it; spaces will be organized in a hierarchical manner, from noisiest at lobby to quietest near fireplace		
Noise Control	Effect of outdoor noise, especially with windows open	Landscaping & location of outdoor gathering spaces will be planned to address this		
	Consider sliding glass to separate	This will be considered; preference is to achieve acoustic control by		
	children's wing	appropriate location of noisy & quiet functions		
Patron	Building is cold in winter Lighting is poor and historically	Building will have a new heating system The project will have new, historically appropriate, energy efficient		
	inappropriate			
Comfort	Keep operable windows; don't block light or cross ventilation	windows, on both sides of wings, as possible		
	Need a larger, separate space	Teen library, 3 times current size, is part of the program		
Teens	Involve teens in planning for their space	We will meet with Library's teen chess club next week; we intend to hold a workshop with teens from King Middle School in future		
	Locate teens away from adult spaces	We will plan to do this		
	Locate teen library on lower level (2-story scheme)	This will be considered; it will have security & staffing implications		
	Locate teens adjacent to children's wing	We will consider this, depending on configuration of addition		
	Teens share adult wing and learn to be quiet	This is a policy issue that we will consider & discuss with staff		
	Teen library should not be in this building	accordance with Master Plan)		
Staff Space	Organization for good delivery of services	We will work with programming team & staff; most staff functions will be located in new, more flexible spaces in addition		
	Adequate work space w/office for librarian	Current sub-standard work & support spaces will be expanded to about 3 times present area & will include librarian office		
	Outside is cluttered and looks 'trashed-out'	Ramp will be replaced, extraneous elements removed from porch, entrance rehabilitated		
Entrances	Vestibule is cumbersome & crowded	The historic character of the vestibule will be rehabilitated, clutter removed, better entry & exit traffic pattern developed		
	Better bulletin boards for community	Both interior and exterior bulletin boards will be redesigned		

BERKELEY NORTH BRANCH LIBRARY COMMUNITY RESPONSE

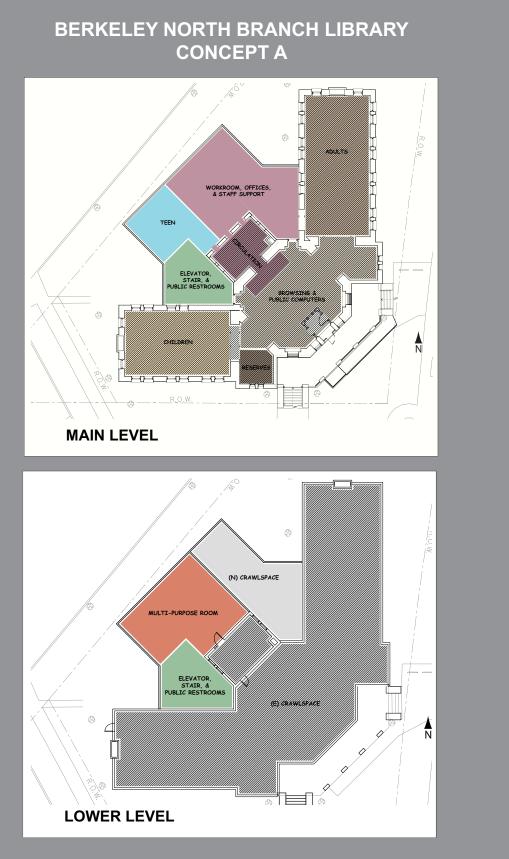
TOPIC	WHAT WE HEARD	WHAT WE WILL DO		
	High ceiling & windows	Room will have windows; a high ceiling is desirable, depending on excavation required (for 2-story scheme) and cost		
Multi-Purpose Room	Separate entrance good for groups of children & possible after-hours access	Separate entrance to Multi-purpose room & restrooms is planned (both schemes)		
Room	Locate on lower level with separate entrance (2-story scheme)	2-story scheme will do so		
	Locate adjacent to children's wing (1-story scheme)	We will consider this among important adjacencies as we continue develop the plan		
One-story vs. Two-story Addition	Preference for 2-story scheme 2-story: better organization of space; more exterior open space; possible entrance at lower level 1-story: too big; loss of exterior integrity of original wings	We hope to arrive at a preferred scheme shortly, based on these and other criteria		
	Addition should not be taller than historic building	Addition will not be taller than the original building		
Style of Addition	Should be the same style as the existing building Should be compatible, not overtly modern; graceful, echoing some features of the original building	Addition will be compatible with historic building: neither overtly 'modern', nor mimicking the original style		
Sustainability	Want a 'green' building	Goal is LEED "silver" at a minimum		
Site & Landscaping	Maintain park-like setting & retain existing trees & plants Maintain grove of trees: children love it	g The entire site will be rehabilitated, retaining & protecting all health s trees and shrubs except where removal is necessary for construction it using drought tolerant native plants s s s We will work with our team & City departments to develop site g solutions that encourage appropriate community uses of the site		
	Create more user-friendly outdoor spaces with benches Consider ways to eliminate loitering outside the library			
	Consider impact on neighborhood	Design of all aspects of both the site & building will consider the		
	Effect of exterior lighting on neighborhood & on dark sky	We will study this & work with our team on a sustainable, neighborhood-friendly design		
Concern for traffic on Josephine Street We will work with City departments on these issues		We will work with City departments on these issues		
	Library is a center for the community	Enhancement of the Library's ability to provide community services i our most important goal; this will inform all of our design decisions		
	Make fireplaces functional	We will investigate this idea, for code compliance, sustainability, and cost		
Other Topics	Consider effect of seismic retrofit on historic building	n Building requires only modest retrofit; retrofit will respect building's		
	Separate area for FOL book deposits	We will work with staff to determine best location		
	Space for FOL sales; self-service	We will investigate whether there will be room for FOL activities at		

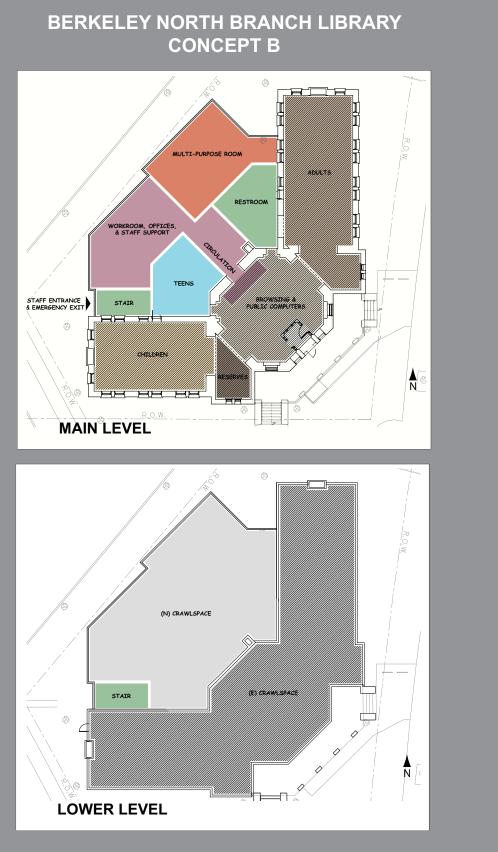


PRELIMINARY AREA COMPARISON				
EXISTING AREA	AREAS	PROPOSED AREA		
1260 SF	ADULTS	1260 SF		
945 SF	CHILDREN	945 SF		
155 SF	TEENS	525 SF		
1095 SF	LOBBY	1150 SF - Includes Circulation		
655 SF	STAFF	1250 SF		
Children's Wing used for Programs	MULTI-PURPOSE ROOM	1070 SF		
545 SF	UNASSIGNED	1620 SF		
	Restrooms, Stairs, Corridors, Utility Spaces, Entrance Vestibule			

PRELIMINARY AREA COMPARISON

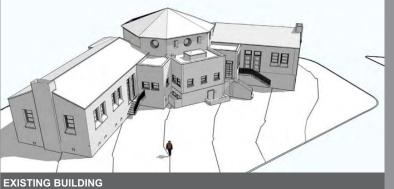




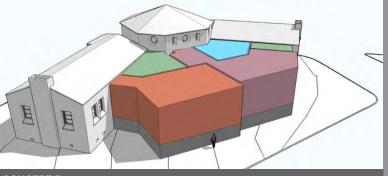












OD

ARCHITECTURAL RESOURCES GROUP / TOM ELIOT FISCH

Bead



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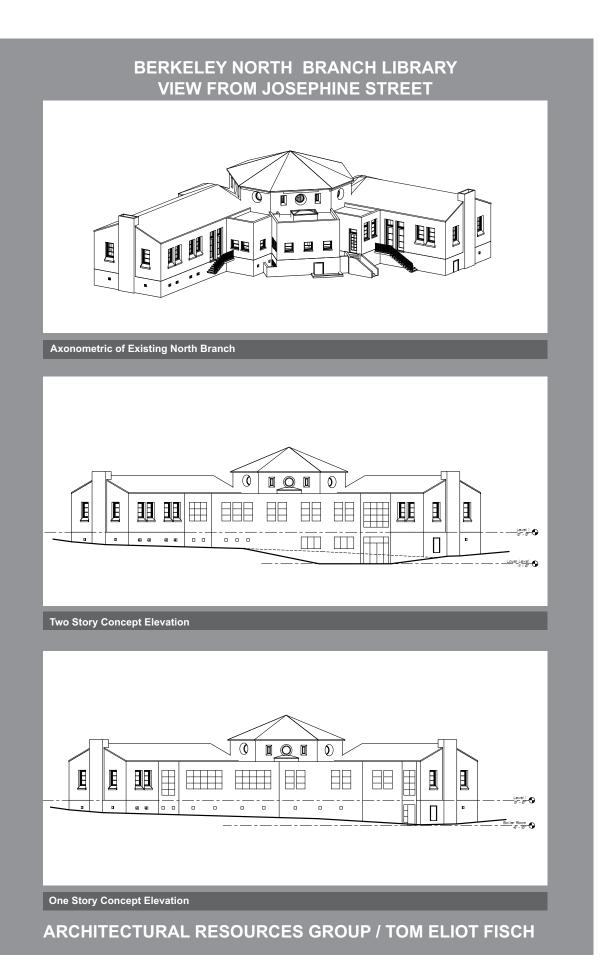
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A

CONCEPT C



Berkeley Public Library Board of Library Trustees

Special Meeting November 5, 2009 MINUTES 6:00 p.m. Central Branch 2090 Kittredge Street Avenue

I. PRELIMINARY MATTERS

- **A. Call to Order -** The special meeting of November 5, 2009 was called to order by Chair Moore at 6:00 PM.
 - **Present:** Trustees Winston Burton, Carolyn Henry-Golphin, Susan Kupfer, Darryl Moore and Therese Powell.

Absent: None.

Also present: Donna Corbeil, Director of Library Services

- **B.** Public Comments None.
- C. Report from Union and Employees None.
- D. Report from Board of Library Trustees None.
- E. Approval of Agenda
- **R09-102** Moved by Trustee Kupfer, seconded by Trustee Burton, to approve the agenda as presented. Motion passed unanimously.

II. TRUSTEE INTERVIEWS

A. Interviews for Upcoming Trustee Vacancy on the Board of Library Trustees

Trustees interviewed nine (9) candidates for the upcoming Board of Library Trustee vacancy beginning January 3, 2010. Trustees asked a series of questions in round-robin manner of each candidate.

III. ACTION CALENDAR

A. Discussion and recommendation to City Council for trustee appointment effective January 2, 2010.

Following the interviews, the board discussed the applicants. The Chair reviewed process, acknowledging recruitment closed with ten (10) candidates to be considered, one withdrew and nine were scheduled to be interviewed. The board greatly appreciates the time and interest of all those interested in serving.

The board thanked applicants and commented on the wealth of talent and support for the library expressed throughout the evening by a diversity of candidates. The board discussed those candidates that stood out the most and the qualifications of each. The decision was reached to recommend Ms Franklin because of her superior qualifications in several relevant areas, including her:

- Interest and enthusiasm for the library as expressed in her regular use of the library as a patron;
- Experience and background in the areas of municipal finance and business;
- Experience and involvement in community organizations, including the Berkeley public schools and as a member of the Berkley Public Library Foundation Board;
- Interest in public policy, planning and library operations;
- Work as an advocate for passage of the library ballot measures included in the November 2008 elections and leadership on the recently launched capital campaign to refurbish the Branch libraries;
- Enthusiastic and positive attitude to embrace open involvement and engagement with the community; and
- Passion for libraries and what they represent to the Berkeley community.

R09-103 Moved by Trustee Kupfer, seconded by Trustee Henry-Golphin, to adopt a resolution recommending to the City Council Abigail Franklin as the preferred candidate to fill the upcoming vacancy on January 2, 2010 on the Board of Library Trustees. Motion passed unanimously

IV. AGENDA BUILDING

A. The next regular meeting will be held on December 9, 2009 at the Central Library, 2090 Kittredge Street.

V. ADJOURNMENT

R09-104 Moved by Trustee Powell seconded by Trustee Henry-Golphin, to adjourn the special meeting of the board at 9:35 PM. Motion passed unanimously.



CONSENT CALENDAR

December 9, 2009

TO: Board of Library Trustees

FROM: Donna Corbeil, Director of Library Services

SUBJECT: 2010 MEETING SCHEDULE FOR THE BOARD OF LIBRARY TRUSTEES

RECOMMENDATION

Set dates, times and locations for the 2010 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 meeting 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 regular meeting in September has been changed to the 3rd Wednesday to not interfere with the observance of the Jewish holidays. The Board may choose to change any part of their regular meeting schedule, including the date, time or location and to schedule special meetings as needed in accordance with the Brown Act. During August the Board has chosen to follow the City Council and other City commissions and take a meeting recess.

The City Council has adopted the following schedule for 2010 regular meetings:

Winter Recess – December 16, 2010 – January 18, 2010 January 19, 2010 and January 26, 2010 February 9, 2010 and February 23, 2010 March 9, 2010 and March 23, 2010 Spring Recess – March 24, 2010 – April 19, 2010 April 20, 2010 and April 27, 2010 May 4, 2010 and May 18, 2010



June 1, 2010 and June 8, 2010 and June 22, 2010 July 6, 2010 and July 13, 2010 *Summer Recess – July 14, 2010 – September 20, 2010* September 21, 2010 and September 28, 2010 October 12, 2010 and October 26, 2010 November 9, 2010 and November 16, 2010 December 7, 2010 and December 14, 2010 *Winter Recess – December 15, 2010 – January 18, 2011*

The proposed 2010 Board of Library Trustees Meeting Schedule is attached as Attachment 2.

FUTURE ACTION

No further action is required.

Attachments:

- 1. Resolution
- 2. 2010 Board of Library Trustees Meeting Schedule



BERKELEY PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES

RESOLUTION NO.: 09-___

APPROVAL OF THE 2010 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 2010 meeting schedule for the Board of Library Trustees with location of meetings to be determined by the Director of Library Services.

ADOPTED by the Board of Library Trustees of the City of Berkeley during a regular meeting held on December 9, 2009.

AYES: NOES: ABSENT: ABSTENTIONS:

Susan Kupfer, Chairperson

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

PROPOSED

Berkeley Public Library Board of Library Trustees 2010 Meeting Schedule

Regular Meeting Dates	Locations
January 13 th	South Branch Library (1901 Russell Street)
February 10 th	South Branch Library (1901 Russell Street)
March 10 th	South Branch Library (1901 Russell Street)
April 14 th	South Branch Library (1901 Russell Street)
May 12 th	South Branch Library (1901 Russell Street)
June 9 th	South Branch Library (1901 Russell Street)
July 14 th	South Branch Library (1901 Russell Street)
{No meeting in August}	
September 15 th	South Branch Library (1901 Russell Street)
October 13 th	South Branch Library (1901 Russell Street)
November 10 th	South Branch Library (1901 Russell Street)
December 8 th	South Branch Library (1901 Russell Street)



CONSENT CALENDAR

December 9, 2009

TO: Board of Library Trustees

FROM: Donna Corbeil, Director of Library Services

SUBJECT: 2010 HOLIDAY SCHEDULE FOR THE BERKELEY PUBLIC LIBRARY

RECOMMENDATION

Adopt the resolution approving the 2010 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 for the coming calendar year toward the end of the previous year. This schedule will result in the closure of all libraries, including the branches.

CURRENT SITUATION AND ITS EFFECTS

Union contracts specify recognized holidays for employees in the various Units of the City of Berkeley. The Board sets the operating schedule for the Library. For the most part the Library follows the City of Berkeley practice when it comes to closing services for holidays. One major exception is that the Library does not participate in approved VTO (voluntary time off) days. One deviation in the holiday schedule, recognized in the SEIU Local 1021 Community Services Chapter Memorandum Agreement, is that the Library may close on Christmas Eve in lieu of Lincoln's Birthday.

The Central Library and the Branches are open on weekends and during evenings when many other City departments are closed. In the case of Thanksgiving Eve and New Year's Eve, the Library observes a day schedule, 10 AM to 6 PM. On the occasion that a holiday falls on a weekend day the Library closes on both the actual holiday and the observed holiday day, such as the upcoming Independence Day, Sunday, July 4, 2009. In this case, eligible employees will receive a paid holiday for one of the closed days. On the other day, for those employees normally scheduled to work both days, a schedule adjustment or other type of leave will be arranged in advance.

The draft 2010 Library Schedule of Holiday and Early Closures is attached (Attachment 2) for discussion and approval.

FUTURE ACTION

No future action is required.

- Attachments:
- 1. Resolution
- 2. 2010 Berkeley Public Library Schedule of Holidays and Closings
 3. 2009 Berkeley Public Library Schedule of Holidays and Closings
- 4. City of Berkeley 2010 Holiday Schedule



BERKELEY PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES

RESOLUTION NO.: 09-___

APPROVAL OF THE 2010 HOLIDAY SCHEDULE FOR THE BERKELEY PUBLIC LIBRARY

WHEREAS, union contracts specify recognized holidays for employees in the various Units of the City of Berkeley; and

WHEREAS, this schedule will result in the closure of all libraries, including the branches; and

WHEREAS, the Board of Library Trustees sets the operating schedule for the Library; and

WHEREAS, the Board of Library Trustees approves the Library's holiday schedule for the coming calendar year toward the end of the previous year; and

WHEREAS, for the most part, and with the exception that the Library does not participate in approved VTO (voluntary time off) days, the Library follows the City of Berkeley practice when it comes to closing services for holidays.

NOW, THEREFORE, BE IT RESOLVED that the board of Library Trustees of the City of Berkeley approves the attached 2010 schedule of holiday closures for the Berkeley Public Library.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on December 9, 2009:

AYES: NOES: ABSENT: ABSTENTIONS:

Susan Kupfer, Chairperson

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

Holi	Holiday Date		
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1.	New Year's Day	January 1 (Friday)	
2.	Martin Luther King, Jr. Birthday (observed)	January 18 (Monday)	
3.	President's Day	February 15 (Monday)	
4.	Malcolm X Birthday (observed)	May 17(Monday)	
5.	Memorial Day	May 31 (Monday)	
6.	Independence Day**	July 4 (Sunday)	
7.	Independence Day (observed)	July 5 (Monday)	
8.	Labor Day	September 6 (Monday)	
9.	Indigenous People's Day	October 11 (Monday)	
10.	Veteran's Day	November 11 (Thursday)	
11.	Thanksgiving Eve* (close early)	November 24 (Wednesday)	
12.	Thanksgiving Day	November 25 (Thursday)	
13.	Thanksgiving Holiday	November 26 (Friday)	
14.	Christmas Eve ***	December 24 (Thursday)	
15.	Christmas Day	December 25 (Saturday)	

Berkeley Public Library 2010 Schedule of Holidays & Early Closings

* All Library locations will open at 10 a.m. and close at 6:00 p.m.

** Library closed on Sunday July 4th. Independence Day holiday observed on Monday, July 5th.

*** The Library is closed Christmas Eve instead of Lincoln's birthday (February 12th).

Holi	day	Date
1.	New Year's Day	January 1 (Thursday)
2.	Martin Luther King, Jr. Birthday (observed)	January 19 (Monday)
3.	George Washington's Birthday (observed)	February 16 (Monday)
4.	Malcolm X Birthday (observed)	May 18 (Monday)
5.	Memorial Day	May 25 (Monday)
6.	Independence Day (observed)	July 3 (Friday)
7.	Independence Day**	July 4 (Saturday)
8.	Labor Day	September 7 (Monday)
9.	Indigenous People's Day	October 12 (Monday)
10.	Veteran's Day	November 11 (Wednesday)
11.	Thanksgiving Eve* (close early)	November 25 (Wednesday)
12.	Thanksgiving Day	November 26 (Thursday)
13.	Thanksgiving Holiday	November 27 (Friday)
14.	Christmas Eve ***	December 24 (Thursday)
15.	Christmas Day	December 25 (Friday)
16.	New Year's Eve* (close early)	December 31 (Wednesday)

Berkeley Public Library 2009 Schedule of Holidays and Closings

* All Library locations will open at 10 a.m. and close at 6:00 p.m.

** Independence Day, actual on Saturday, City observed on Friday, July 3rd.

* * The Library is closed Christmas Eve instead of Lincoln's birthday (February 13th).

City of Berkeley 2010 Holiday Service Schedule

- 1. January 1, 2010 (Friday) New Year's Day
- 2. January 18, 2010 (Monday) Martin Luther King Jr. Birthday Observed
- 3. February 12, 2010 (Friday) –Lincoln's Birthday Observed
- 4. February 15, 2010 (Monday) George Washington Birthday Observed
- 5. May 17, 2010 (Monday) Malcolm X Birthday Observed
- 6. May 31, 2010 (Monday) Memorial Day
- 7. July 5, 2010 (Monday) Independence Day Observed
- 8. September 6, 2010 (Monday) Labor Day
- 9. October 11, 2010 (Monday) Indigenous People's Day
- 10. November 11, 2010 (Thursday) Veteran's Day
- 11. November 25, 2010 (Thursday) Thanksgiving
- 12. November 26, 2010 (Friday) Day after Thanksgiving
- 13. December 24, 2010 (Friday) Christmas Eve



CONSENT CALENDAR

December 9, 2009

TO: Board of Library Trustees

FROM: Donna Corbeil, Director of Library Services

SUBJECT: GIFT FROM BERKELEY PATIENTS GROUP TO BERKELEY READS

RECOMMENDATION

Adopt a resolution to approve acceptance of a gift in an amount not to exceed \$5,000 from Berkeley Patients Group Inc. for the Berkeley READS Program and approve the deposit and appropriation of these funds into the Berkeley Public Library, Gift Fund, for FY10.

FISCAL IMPACT

This report has a beneficial fiscal impact on the Berkeley Public Library's Gift Fund. Acceptance of this gift will support community-based adult literacy outreach services and restore the directclient service program previously offered in partnership with the Berkeley Adult School.

BACKGROUND

Berkeley READS is the adult literacy program of the Berkeley Public Library. The program offers a variety of services to English-speaking adults who want to improve their basic reading and writing skills. Most adult literacy students participate in one-to-one tutoring with trained volunteers. In addition, the program offers family literacy programming for students with small children, computer-assisted learning, small group instruction, periodic workshops and student leadership opportunities. The literacy program is head-quartered at the West Branch Library but provides services city-wide, utilizing all library facilities and engaging other local groups in an effort to reach those most in need and least likely to be aware of the full complement of public library services available to them. Literacy services, including tutoring are provided free and in a confidential environment to learners.

The Berkeley Patients Group (BPG) is a not-for-profit, services based medical cannabis dispensary collective founded in 1999. This is a highly regarded service provider in the City of Berkeley; the organization's mission includes creating a safe and compassionate space for patients to obtain medication in a wellness-focused environment.

Throughout the past ten years, the BPG has labored to improve the lives and assist end-of-life transitions for thousands of patients, participated in civic activities across all Berkeley communities through donations, sponsorships, and voluntarism, including efforts dedicated to the Berkeley Public Library, Berkeley Free Clinic, Berkeley Warm Water Pool, Center for Intervention on Deafness, KPFA Radio, Berkeley Food and Housing Project, Berkeley Women's Daytime Drop-in Center, Biofuel Oasis, KQED Public Media, etc.



In consideration of the BPG's 10th anniversary the City Council adopted on October 13, 2009 resolution no. 64,656–N.S. declaring Saturday, October 31, 2009 as "Berkeley Patients Group Day" in honor and recognition of BPG's service to its patients and the community.

CURRENT SITUATION AND ITS EFFECTS

Targeted services supported by this gift include a Berkeley READS tutor for one-on-one instruction at the BPG San Pablo Avenue site. This tutor will be scheduled for a weekly two-hour session and will be able to provide a 30-60 minute session per student, depending on the number of students. Additionally, a Berkeley READS adult literacy instructor will be engaged to teach English literacy skills in reading, writing, and conversation to immigrant parents at the West Branch Library.

Upon Board acceptance and approval, this gift will be included in the Library's FY10 revised budget, and made available for use this fiscal year.

FUTURE ACTION

No further action is required.

Attachments:

1. Resolution



BERKELEY PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES

RESOLUTION NO.: 09-##

AUTHORIZING THE LIBRARY SERVICES DIRECTOR TO ACCEPT AND APPROPRIATE GIFT FUNDS IN AN AMOUNT NOT TO EXCEED \$5,000 IN FY 2010 FROM THE BERKELEY PATIENTS GROUP INC.

WHEREAS, the Berkeley Public Library's Berkeley READS Program is dedicated to promoting literacy and providing direct services to learners and the Berkeley Patients Group is committed to improving the health and well-being of its clients and their families, the acceptance of a cash gift to support literacy services to this client group will support both organizations mission and improve the lives of Berkeley residents; and

WHEREAS, in 1999, the Berkeley Patients Group was founded to provide safe, affordable medical cannabis and other healing services to medical cannabis patients from Berkeley and the surrounding areas, in a compassionate, welcoming environment; and

WHEREAS, since their founding, Berkeley Patients Group has given back to the local community through donations, sponsorships and voluntarism, including to the Berkeley Public Library, Berkeley Free Clinic, Berkeley Warm Pool, Center for Early Intervention on Deafness, KPFA Radio, Berkeley Food and Housing Project, Berkeley Women's Daytime Drop-In Center, Biofuel Oasis, KQED Public Media, etc.; and

WHEREAS, Berkeley Patients Group has developed the best-practices, social-service based model for their organization's operations; and

WHEREAS, in an effort to expand services into other relevant areas for clients and their families the Group initiated discussions with the Library on how to introduce services related to improving adult literacy into this model; and

WHEREAS, outreach and collaboration with other community organizations, nonprofits, educational institutions and social service organizations is part of the mission of the Library and the provision of direct services off site with partnering agencies is in accordance with regular operations of the adult literacy program.

NOW, THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley hereby authorizes the Director of Library Services to accept and appropriate on behalf of Berkeley READS the FY 2010 gift awarded by the Berkeley Patients Group in an amount not to exceed \$5,000.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on December 9, 2009 by the following vote:

AYES: NOES: ABSENT: ABSTENTIONS:

Susan Kupfer, Chairperson

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

BERKELEY PUBLIC LIBRARY ADMINISTRATIVE REGULATIONS

A.R. Number:	10.11	
ORIGINAL DATE:	3/12/08	
BOLT Resolution #:	R08-25	
REVISED DATE:	n/a	
PAGE:	1 of 2	

SUBJECT: Gift / Donation Policy

I. PURPOSE

The Berkeley Public Library welcomes gifts of money to enhance library services through the provision of additional materials, equipment and services, as well as other types of gifts such as books. The Library encourages gifts of cash, not earmarked for specific items (unrestricted) in order to permit the most flexible use of the donation for the enrichment of the library program.

II. POLICY

It is the policy of the Board of Library Trustees to approve substantial gifts, donations, awards, grants, etc., based on the recommendation of the Director of Library Services. The Board of Library Trustees will be responsible for approving the policy parameters of criteria for acceptance or refusal of donations, as developed by the Library Director. It is also the policy of the Board of Library Trustees to encourage ongoing support from both the Friends of the Berkeley Public Library and the Berkeley Public Library Foundation. Acceptance of substantial donations is to be done at Board meetings immediately following receipt of the donation, or as part of the budget process.

The Director of Library Services has management responsibility for receipt of gifts. The Director, in coordination with appropriate members of Library staff, also has responsibility for development of criteria for gift acceptance and their final disposition, and for recommendations to the Board regarding acceptance or refusal of substantial donations.

Donations may be given in the form of cash (monetary) gifts, or as a bequest, trust, real property or donation of an asset. We recognize that the gift may be a remembrance, a way to honor an individual or group, a memorial or a tribute. The Library will establish the methods by which gifts are publicly acknowledged.

The Library will not affix a value for income tax purposes to any gift accepted; this is the responsibility of the donor. The Library will, however, on request, acknowledge the gift by letter and specify the type, and quantity, condition, etc. of the gift for the donor's records. All gifts of money will be acknowledged. Gifts are the management responsibility of the Director of Library Services. The Director, in coordination with Library staff members has responsibility for decisions regarding criteria for gift acceptance and final disposition. The Board of Library Trustees will receive quarterly reports regarding all donations.

Personal property, art objects, memorial or commemorative objects, displays or plaques, portraits, artifacts, antiques, museum objects and similar items are not generally accepted as gifts. Under certain circumstances and with Board approval when such a gift meets the mission

A.R. NUMBER: 10.11

and needs of the library, these types of gifts will be accepted. Any restrictions on gifts, whether donations of monies, books, periodicals, media or art work must be submitted in writing and approved by the Board. Monetary gifts offered with special restrictions or conditions, including endowment funds, require Board approval of such restrictions before such monetary gifts are accepted.

Library staff will develop procedures regarding the disposition of books and other materials to include guidelines in considering material for inclusion in the Library's collection and disposition of material not included in the collection. The Library will develop a gift record form that includes options available to givers, including branch, collection or program designation. A record of all monetary donations above \$100 will be retained for seven years.

Donor Recognition

The purpose of recognition is to commemorate the gifts of all donors. A gift to the Berkeley Public Library may be commemorated with a book plate, signage, plaque or by other means. In the case of a tribute donation, the Library will send the honoree(s) a formal announcement of the donation.

It is not the policy of the Library to provide separate shelf space for books or other materials donated to it.

The Berkeley Public Library Foundation and the Friends of the Berkeley Public Library are not part of the Berkeley Public Library and as such have there own set of policies and practices. Under certain circumstances and with Board approval the Library may collaborate with one or the other of these organizations to initiate a "Library Campaign" to improve the physical space or service program of the Library. Such a campaign may have a donor recognition component that includes memorializing the gift or donation in Library facilities only if approved by the Board.

Reviewed by:		•	
Kevieweu by.	Director of Library Services	Date	
1			
Approved by:		· · ·	
·	Chair, Board of Library Trustees	Date	



CONSENT CALENDAR

December 9, 2009

TO: Board of Library Trustees

FROM: Dennis Dang, Administrative Services Manager

SUBJECT: PURCHASING POLICY AND PURCHASING MANUAL – UPDATE

RECOMMENDATION

Adopt the resolution approving the update to the Berkeley Public Library Administrative Regulation 3.4 Purchasing Policy and Purchasing Manual regarding accepted purchasing protocols to be employed at the Library.

FISCAL IMPACT

There is no fiscal impact from the adoption of updated Administrative Regulation 3.4.

BACKGROUND

The Berkeley Public Library is not obligated to adhere to City of Berkeley Administrative Regulations as approved by the City Manager or the City Council. However, due to the Library's collaborative relationship with the City, it is generally in the Library's best interests to do so unless operational needs unique to the Library warrant a deviation in order to better provide patron services. Consequently, in most cases to date, the Library adopts Administrative Regulations that mirror those of the City excluding certain areas in which the Library is compelled to adhere to the Administrative Regulations of the City (i.e., personnel policies based on local, state, and federal statutes).

CURRENT SITUATION

At a special meeting convened August 1, 2007 by the Board of Library Trustees, the Board adopted Administrative Regulation 3.4 by Resolution No. R07-74. Administrative Regulation 3.4 included adoption of a Purchasing Manual applicable to the Library to ensure that the Library receives the most favorable price, quality, and/or service available for all purchases, and to achieve procedural consistency with the practices implemented by the City of Berkeley. The Library's Purchasing Manual essentially mirroring that employed by the City has undergone a recent review by the City Attorney's office for the updated revisions presented herein.

Since the 2007 development and adoption of the Library's Purchasing Manual the following developments have occurred to materially impact the procedural directives contained therein.

- City revised CoB Purchasing Manual on October 7, 2008
- The Berkeley City Council Ordinance No. 6,875-N.S. increased the goods, materials, and equipment expenditure authority of the City Manager to \$100,000
- The Board of Library Trustees on June 10, 2008 by Resolution No. 08-56 increased the service expenditure authority for the Director of the Library to \$50,000
- The Board of Library Trustees on October 14, 2009 by Resolution No. 09-94 increased the goods, materials, and equipment expenditure authority for the Director of the Library to \$100,000



In consideration of the above noted developments and current Library operations, the Library is proposing the following revisions to Administrative Regulation 3.4 and by consequence, the Purchasing Manual:

Administrative Regulation 3.4

• Section IV. **Approval Limits**: Deletion of statement, "Purchases are to be for no more than one year, with a three-year maximum for contract renewals."

The imposition of the above restriction is cumbersome and costly to ongoing Library operations. Many vendors such as janitorial services, security services, and software systems providers prefer longer-term contracts by which the Library is able to receive more favorable pricing and terms. Moreover, the City does not impose upon itself a time restriction to contracts; and harmonization with the City in this regard would facilitate the Library to consolidate some contracted services as security services with the City in order to garner increased savings.

Purchasing Manual

 Section I.G.3. Restrictions on use of Public Funds: Deletion of statement relating to exemption of Library All Staff meetings from the prohibition of use of Library funds for catered or other food. Section shall be identical to that of the City's Purchasing Manual stating, "Catered or other food (such as donuts, sandwiches, pizza, etc.) for employee celebrations, including and not limited to birthdays, going-away parties, etc."

Removal of the statement regarding Library All Staff meeting imposes the same restriction as borne by the City.

- Section II.F. **Purchases of Goods and Services (over \$25,000)**: Revision to this portion of the Purchasing Manual is consistent with BOLT resolution no. R09-94 to increase the Director of Library Services' authorized amount for goods, materials, and equipment to \$100,000 to match that granted to the City Manager by the City Council.
- Section IV **Glossary of Terms**: Revision to the RFQ (Request for Qualifications) dollar value threshold to \$100,000 from \$25,000. The City Attorney's office suggests that the threshold be revised to be consistent with that of the City unless there is a compelling reason for a variation.

ALTERNATIVE ACTIONS

The Board of Library Trustees is recommended to adopt the considered revisions in order to streamline and harmonize closer Library purchasing policies and procedures with that of the City. Non-adoption would create discrepancies and conflicts between Library and City processes.

FUTURE ACTION

The Library will continue to review this and other Administrative Regulations as the environment changes within the Library and the City.

Attachments:

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



BERKELEY PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES

RESOLUTION NO.: R09-##

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

WHEREAS, the City Council of the City of Berkeley at a special meeting adopted Ordinance No. 6,875-N.S. increasing the City Manager's authority to approve payments for goods, materials, and equipment to \$100,000; and

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

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

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

WHEREAS, the Board of Library Trustees at a special meeting convened August 1, 2007 adopted Administrative Regulation 3.4, Purchasing Policy and Purchasing Manual for the Berkeley Public Library, by Resolution No. R07-74; and

WHEREAS, the Director of Library Services' authorization limits were established to reflect the City Manager's purchase authority

WHEREAS, the Board of Library Trustees at a special meeting convened June 10, 2008 adopted Resolution R08-56 authorizing the Director of Library Services to enter into purchase orders for services up to \$50,000, and

WHEREAS, the Board of Library Trustees at a regular meeting convened October 14, 2009 adopted Resolution R09-94 authorizing the Director of Library Services to enter into purchase orders for good, materials, and equipment up to \$100,000, and

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to amend Berkeley Public Library Administrative Regulation 3.4, Purchasing Policy and Purchasing Manual.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on December 9, 2009 by the following vote:

AYES: NOES: ABSENT: ABSTENTIONS:

Susan Kupfer, Chairperson

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

A.R. Number:	3.4
ORIGINAL DATE:	8/2/07
BOLT Resolution #:	R07-74
Implementation Date:	8/1/07
Revised Date:	12/9/09
Page:	1 of 3

BERKELEY PUBLIC LIBRARY ADMINISTRATIVE REGULATIONS

SUBJECT: Purchasing Policy & Purchasing Manual

I. PURPOSE

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

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

II. POLICY

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

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

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

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

- 6. All contracts shall be drawn under the supervision of the City Attorney. All contracts must be in writing, executed in the name of the City of Berkeley by an officer or officers authorized to sign the same, and must be countersigned by the Auditor, who shall number and register the same in a book kept for that purpose. Contracts may be reviewed by City Attorney's Office.
- 7. The Director of Library Services will forward the scope of services, deliverables and schedule as an information or consent agenda item during an RFP or specification process.

III. DEFINITIONS

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

IV. APPROVAL LIMITS

Approval by the Board of Library Trustees is required for purchases of services over \$50,000 as established by Resolution R08-56; and goods, materials, and equipment over \$100,000 as established by Resolution R09-94.

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

PURCHASING MANUAL

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

Purchasing Manual

Section I – General Policy, Responsibilities and Requirements

A. General Purchasing Policy

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

B. Responsibility for Library Purchases

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

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

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

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

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

C. Sole/Single Source Procurement

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

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

D. Emergency Procedures

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

E. Departmental Communication with Vendors

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

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

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

F. Employee Ethical Standards

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

Any officer of the City, or of any department thereof, who shall aid or assist a bidder in securing a contract to furnish labor, material or supplies at a higher price than that proposed by any other bidder, or who shall favor one bidder over another by giving or withholding information, or who shall willfully mislead any bidder in regard to the character of the material or supplies called for, or who shall knowingly accept materials or supplies of a quality inferior to those called for by the contract, or who shall knowingly certify to a greater amount of labor performed than has been actually performed, or to the receipt of a greater amount or different kind of material or supplies than has been actually received, shall be deemed guilty of malfeasance and shall be removed from office.

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

G. Restrictions on use of Public Funds

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

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

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

H. Requirements on Contracting with Certain Entities.

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

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

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

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

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

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

I. Restrictions on Procurements

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

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

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

J. Preferences on Procurements

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

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

K. Administrative Regulations

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

L. Evidence of Insurance

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

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

M. Service Providers not Library Employees

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

II – Purchasing Requirements by Price¹

A. Purchases Not Exceeding \$50.00

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

B. Purchases Not Exceeding \$1,000

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

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

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

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

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

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

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

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

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local vendor per the requirements of the Local Business Preference policy. Quotes must be documented on the on-line PR in the FUND\$ system.

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

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

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

- Services (\$50,000)
- Goods, Materials, and Equipment (\$100,000)

In conformance with the purchase limits set by Berkeley law (Ordinances 6,875-N.S.and 7,035-N.S.) the Board of Library Trustees will approve all purchases exceeding the above limits. No waivers are available except by the Board or during an emergency as defined by Section I.D.

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

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

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

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

III – Library Purchasing Procedures

A. Introduction

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

B. Responsibilities of the General Services Division

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

C. Responsibilities of the Library

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

D. Purchasing Requisitions

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

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

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

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

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

staff is available to help in this process or provide additional ideas for finding a needed commodity, service, or potential vendors. As the price of the good or service rises, the requirements for the procurement become more restrictive and time consuming.

Applicable freight, shipping, and handling charges should be included on the PR. In general, freight and shipping costs are not taxable (although handling charges are taxable). Consult Administration for questions on taxes and shipping. In general, most purchases of goods are subject to sales tax (currently at 9.75%). However, some purchases are <u>not taxable</u>.

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

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

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

E. Approval of Purchase Requisitions

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

F. Pre-encumberance/Encumberance

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

G. Budget Codes

The correct budget code must be used on PRs. If you are purchasing office supplies element object 55-11 should be used. There is a look up feature in FUND\$ (F4) to identify the correct budget code. Fixed assets must use budget codes with element object in the 70-40 series. Fixed assets are items which have an individual total cost of \$1,000 or more (including tax and shipping) and have a life of greater than one year. There is an exception for fixed assets individual costs if items must be used together and each component is less than \$1,000 but the total cost for the units will be over \$1,000. If you have any question about what element object to use please contact Administration.

H. Receipt and Invoice Processing

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

I. Liquidation of Remaining Funds on a PO

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

J. Purchases Requiring Special Handling

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

- 1. **Petty Cash Procedures.** Items with a total value (per order) of \$50 or less may be procured using petty cash procedures. Generally, minor office supply needs and transportation reimbursements may be initiated and paid using this provision. An item that is purchased on a regular basis should not be procured using this procedure. See Administrative Regulation 3.3, "Petty Cash Revolving Accounts"
- 2. **Blanket Orders (BPO).** BPOs for goods are used to establish an overall spending limit for goods that will be needed in small amounts though the fiscal year. BPOs are established for one year. A standard PR process is required, and Section II Purchasing limits apply to the entire blanket order (i.e., blankets for more than the Director of Library Services' expenditure authority must go to the Board of Library Trustees). It is the responsibility of Administration to ensure authorized releasers on BPOs are kept current throughout the fiscal year. Additional PRs are required to add monies to BPOs and the BPO number should be noted on the new PR. If the BPO is going to exceed the Director of Library Services' authority, the Board of Library Trustees must approve an increase. The quote process is not required for BPOs, prices are as billed by the vendor. Discounts are documented by General Services. BPOs where specific prices have been negotiated will remain stable through the term of the BPO. No individual order should exceed \$1,000 and fixed assets should not be ordered on a BPO, as the element object is not correct on a BPO.
- 3. Emergencies. In extreme circumstances, a "Field PO" may be issued by the Purchasing Division with approval of the Director of Library Services. This situation requires the establishment of an "actual emergency and of urgent necessity for the preservation of life, health or property" (City Charter Section 67.4). Emergency purchases may not exceed the Director of Library Services' authority limits as set by the Board of Library Trustees. Whenever possible, Administration will continue to seek as many quotes or bids as would otherwise be required if the emergency did not exist. If a purchase order will be generated using the FUND\$ system, purchasing staff will notify the selected vendor of the PO number and provide a department contact or delivery address for the emergency item(s).

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

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

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

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

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

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

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

After receiving vendors' proposals, General Services will open the sealed bids or proposals submitted by vendors. Bids are only opened on Tuesdays and Thursday at 2:00 pm at 2180

Milvia St, 3rd Floor Finance Department/General Services Division. All bids must be received prior to 2:00 pm or they will be rejected. There is no exception to this time, and the time is based on the clock in the General Services Division. General Services will fill out a bid abstract at the bid opening. This form documents the vendors who responded in a timely manner to the RFP/IFB. IFB openings are open to the public. RFP openings are not open to the public.

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

N. Competitive Formal Bid Evaluation

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

O. Contracts – Blue Backed

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

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

P. Protest of Award

Anyone may protest a decision to award a bid to the Board of Library Trustees prior to Board approval of the Library's decision. The protesting party must first submit a letter to the Library Administrative Services Manager describing the basis of the protest. The Library Administrative Services Manager then reviews the basis of the protest, sends a copy to the apparent low bidder

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for comments/rebuttal, and then reviews the protest with legal counsel and General Services before making a determination on the validity of the protest. If necessary and requested by the protesting party, the Library will hold an informal hearing with the protester and all interested bidders prior to making a determination. The matter is then brought before the Board as part of the award process along with a recommendation for disposition of the protest.

Section IV - Glossary of Terms

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

RFQ (**Request for Qualifications**): An advertisement for information related to a company's or person's qualifications (e.g., architects and engineers). Like an RFI, responses to the advertisement are opened on a specific date at a specific time. The document only asks for a company or person's qualifications (for example, architects or engineers). Prices are not usually requested. This process is used to select someone based strictly on experience and qualifications. Rates are negotiated with the firm of first choice. For projects over \$100,000 a formal advertisement is made and interview panel makes the selection. After the initial interview, selected firms may be asked to interview and make a presentation. For informal projects (under \$100,000), firms are solicited from an established list and the Director of Library Services makes the selection.

Requisition: A formal written request for goods and service.

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

PURCHASING MANUAL

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

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

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

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

Section V – Frequently Asked Questions (FAQs)

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

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

- Q: Who should I call if I have a question about a purchase?
- A: You should call Administration. We are always available to answer any questions you might have.
- Q: Can a Division Manager sign a vendor's agreement?
- A: No, the Director of Library Services is the only person with the authority to enter into an agreement with a vendor. Legal counsel and General Services need to be consulted before signing any type of agreement with a vendor. Vendors many times have terms and conditions that are not acceptable to the City of Berkeley.
- Q: I have a friend who is interested in performing work for the City, and will give us a good price. Can I just have them perform the work?
- *A:* No. All work should be awarded via a competitive process. There should never be any hint of impropriety. We are charged with spending the public's money appropriately.



BERKELEY PUBLIC LIBRARY

CONSENT CALENDAR

December 9, 2009

TO: Board of Library Trustees

FROM: Douglas Smith, Deputy Director of Library Services

SUBJECT: REVISED RULES OF CONDUCT FOR VISITORS TO ALL LIBRARY BUILDINGS

RECOMMENDATION

Adopt the resolution adopting the revised Berkeley Public Library Rules of Conduct.

FISCAL IMPACT

This report will have no fiscal impacts.

BACKGROUND

The Berkeley Public Library Board of Library Trustees adopted Library Rules of Conduct in 1988, with periodic revisions adopted in subsequent years. Library staff has developed procedures for employees to follow when encountering violations of behavioral rules and regularly discusses instances of problematic visitor behavior in the context of the Library's mission to provide all Library patrons with a safe and rewarding experience. The City of Berkeley adopted its Administrative Regulation 1.15, Governing rules of behavior for visitors to City buildings, on March 10, 2003 and last revised it in December 2007. In December of 2007 Library staff, in striving to bring Berkeley Public Library policies into conformance with City policies where feasible, brought before the Board an Administrative Regulation modeled after the City A.R. 1.15 addressing the need to formalize Library policy with regard to establishing limits on unacceptable behavior in its facilities.

CURRENT SITUATION AND ITS EFFECTS

The Library Rules of Conduct has served as an effective tool for Library staff since it was initially adopted by the Board of Library Trustees and the most current version is posted in all Library facilities. In the years since 1988 as the community and the Library's services evolved and incorporated new technologies, and responded to new patron needs, the Board of Trustees has amended the Rules. In the process of reviewing the City of Berkeley policy on conduct in City buildings (A.R. 1.15), Library staff reviewed its conduct rules again, as well as the rules used by other, similar public libraries nationwide. In addition, discussions with front-line staff regarding security concerns resulted in the identification of recommendations for specific new rules that would help staff provide library services in an environment that is safe for all users. A copy of the Rules of Library Conduct is attached to the resolution for Board approval. Staff will be developing specific procedures following Board approval.



FUTURE ACTION

No future action is required.

Attachments:

- 1. Resolution
- 2. Administrative Regulation: Posting and Enforcing Rules of Conduct for Visitors to all Library Buildings
- 3. Berkeley Public Library Rules of Conduct Revised



RESOLUTION NO.: 09-____

ADOPTION OF REVISED RULES OF CONDUCT FOR VISITORS TO ALL BERKELEY PUBLIC LIBRARY BUILDINGS

WHEREAS, Library staff have developed procedures for employees to follow when encountering violations of behavioral rules in the context of the Library's mission to provide all Library patrons with a safe and rewarding experience; and

WHEREAS, the Berkeley Public Library Board of Library Trustees adopted Library Rules of Conduct in 1988, with periodic revisions adopted in subsequent years; and

WHEREAS, the City of Berkeley adopted its Administrative Regulation 1.15, Governing rules of behavior for visitors to City buildings, on March 10, 2003 and last revised it in December 2007; and

WHEREAS, the Library Rules of Conduct has served as an effective tool for Library staff since it was initially adopted by the Board of Library Trustees and the most current version is posted in all Library facilities; and

WHEREAS, in the process of reviewing the City of Berkeley policy on conduct in City buildings (A.R. 1.15), Library staff reviewed its conduct rules again, as well as the rules used by other, similar public libraries nationwide; and

WHEREAS, discussions with front-line staff regarding security concerns resulted in the Identification of recommendations for specific new rules that would help staff provide library services in an environment that is safe for all users.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to adopt the *Berkeley Public Library Rules of Conduct* as revised.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on December 9, 2009:

AYES: NOES: ABSENT: ABSTENTIONS:

Susan Kupfer, Chairperson

BERKELEY PUBLIC LIBRARY ADMINISTRATIVE REGULATIONS

A.R. Number:1.15ORIGINAL DATE:12/12/07BOLT Resolution #:R07-126REVISED DATE:n/aPAGE:1 of 2

SUBJECT: POSTING AND ENFORCING RULES OF CONDUCT FOR VISITORS TO ALL LIBRARY BUILDINGS

I. PURPOSE

As a public entity, the Berkeley Public Library as a matter of course constantly interacts with its patrons. Dealing with disruptive and potentially dangerous persons can be a difficult and intimidating experience. Employees may feel concerned for their own safety as well as that of their co-workers and other patrons. This A.R. is designed to protect Library staff and patrons by clarifying what constitutes unacceptable behavior in Library facilities.

II. POLICY

It is the policy of the Board of Library Trustees and the Director of Library Services to protect the safety of Library staff and all persons visiting Library facilities, to facilitate the Library's ability to conduct business and provide services, and to prevent injury to personnel or damage to City facilities. The Board of Library Trustees adopts for all Library facilities the *Berkeley Public Library Rules of Conduct* for implementation by Library staff. In September 2002, the Board approved the Patron Suspension Policy, which details the specific procedures Library staff will follow when certain instances of violations, or repetitive violations, of the *Berkeley Public Library Rules of Conduct* warrant a suspension of Library privileges.

The approved Library Rules of Conduct will be posted in all Library facilities.

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

BERKELEY PUBLIC LIBRARY RULES OF CONDUCT

Dangerous, destructive or criminal conduct, including but not limited to the following, will not be tolerated:

- Physical abuse or assault;
- Fighting or challenging to fight;
- Making violent and threatening statements;
- Engaging in or soliciting any sexual act; and
- Damaging or destroying library property.

The following behaviors are also prohibited:

- Using harassing or insulting language.
- Leaving children under the age of eight (8) unattended by a parent or authorized adult.
- Blocking library entrances, ramps or exits, with animals, bicycles, strollers, etc.
- Participating in any activity in the library or at public entrances/exits which interferes with any person's safety, or egress.
- Entering library with animals other than service animals authorized by law.
- Entering library with bicycles, or riding skates, scooters, skateboards, etc.
- Smoking, eating, or drinking.
- Being under the influence of alcohol or drugs to the extent that one is unable to exercise care for one's own safety or the safety of others.
- Lying on the floor or sleeping.
- Unreasonable use of rest rooms, including laundering and bathing.
- Exuding offensive, pervasive odors, including pervasive fragrances caused by perfume or other scented products.
- Disturbing or annoying anyone with loud and/or unreasonable noise, including using electronic equipment at a volume that disturbs others.
- Petitioning, soliciting or selling merchandise or services without written permission from the Director of Library Services.
- Personally monopolizing Library space, seating, tables, or equipment to the exclusion of other patrons or staff.
- Fraudulent use of another's Library card and/or number for any purpose, including to reserve or use computers.
- Refusing to leave the Library and/or otherwise follow staff or law enforcement directions during emergency evacuation.
- Failing to wear shirt/top, pants/skirt, and shoes.

Adopted by the Board of Library Trustees, 4/88. Revised 8/91, 9/95, 1/97, 9/02, 12/06. 12/07

NOTICE TO PATRONS OF BERKELEY PUBLIC LIBRARY BERKELEY PUBLIC LIBRARY RULES OF CONDUCT

These rules of conduct are for the comfort, safety and protection of all library patrons and library staff. Library staff and library security guards will firmly and courteously enforce these rules. We ask your cooperation in maintaining an environment conducive to enjoyable use of the Library for all.

Dangerous, destructive or illegal conduct, including but not limited to the following, will not be tolerated:

- Physical abuse or assault;
- Fighting or challenging to fight;
- Making violent and threatening statements;
- Engaging in or soliciting any sexual act; and
- Damaging or destroying library property.

Any patron displaying any of these behaviors will be instructed to leave the library immediately. Police will be called and appropriate legal action will follow. In addition, based on the severity of the situation, a suspension of library privileges for up to one year will be applied without advanced warning or prior suspension.

The following behaviors are also prohibited:

- Using harassing or insulting language.
- Leaving children under the age of eight (8) unattended by a parent or authorized adult.
- Blocking library entrances or exits, with bicycles, strollers, etc., or leaving animals unattended on Library property.
- Participating in any activity in the library or at public entrances/exits which interferes with any person's comfort or safety.
- Entering library with animals other than service animals authorized by law.
- Entering library with bicycles (collapsible bicycles excepted if in a folded state).
- Riding skates, roller shoes, scooters, skateboards, or other similar devices.
- Smoking, eating, or drinking except for a nonalcoholic beverage in a bottle with a secure top.
- Possessing, consuming, or being under the influence of alcohol or illegal drugs.
- Lying on the floor or sleeping.
- Unreasonable use of rest rooms, including laundering, bathing, and shaving.
- Exuding offensive, pervasive odors, including pervasive fragrances caused by perfume or other scented products, which constitute a nuisance to other patrons or staff.
- Failing to wear shirt/top, pants/skirt, and shoes.
- Disturbing or annoying anyone with loud and/or unreasonable noise, including but not limited to using electronic equipment or mobile telephones at a volume that disturbs others.
- Carrying weapons of any type.
- Petitioning, soliciting or selling merchandise or services without written permission from the Director of Library Services.
- Personally monopolizing Library space, seating, tables, or equipment to the exclusion of other patrons or staff.
- Fraudulent use of another's Library card and/or number for any purpose, including using another's Library card to reserve or use Library computers.
- Refusal to follow reasonable direction from Library staff, including but not limited to leaving the Library during normal closing procedures or during an emergency evacuation.

Any patrons displaying these behaviors will be addressed in the following manner: FIRST VIOLATION: Initial warning, given copy of Library Rules of Conduct.

FIRST VIOLATION: Initial warning, given copy of Library Rules of Condu

SECOND VIOLATION: Library privileges suspended for one day. **THIRD VIOLATION:** Library privileges suspended for seven days.

THIRD VIOLATION: Library privileges suspended for seven days.

FOURTH VIOLATION: Library privileges suspended for up to one year.

If you observe anyone violating any of these rules of conduct, please inform either a security guard or a library staff member.



BERKELEY PUBLIC LIBRARY

CONSENT CALENDAR December 9, 2009

To: Board of Library Trustees

From: Donna Corbeil, Director of Library Services

Subject: CONTRACT AMENDMENT: KITCHELL CEM, INC.

RECOMMENDATION

Adopt a resolution recommending City Council amend the existing Contract No. 7961 with Kitchell CEM, Inc. by increasing expenditure authority in an amount not to exceed \$1,198,580 for the provision of construction / project management services and LEED commissioning agent services for the branch library bond program and extend the contract term through September 30, 2013.

FISCAL IMPACT OF RECOMMENDATION

Following board approval the contract scope will be amended to include the provision of LEED commissioning agent services for the Claremont, North, and South branch libraries in an amount of \$92,628, and add a contingency provision of 10% amounting to \$108,962; thereby, increasing the contract authorized amount from \$996,990 to a revised amount not to exceed \$1,198,580 and extending the contract term through September 30, 2013.

Funding for these tasks of the program is available through Measure FF in budget code 308-9301-450.65-70 = \$201,590.

The CMS number for this amendment request is RA4RE.

CURRENT SITUATION

Kitchell is providing project management and construction administration services for the Branch Libraries Renovation Program. As it is an objective of the program that all renovated branch sites attain LEED Silver or higher certification Kitchell was requested to address early-on LEED compliance issues with the contracted architectural firms as both a budgetary cost saving measure and program efficiency action – the West branch was not included in this request due to the net zero energy initiative being explored at that site. The West Branch's architectural design firm has commissioning agent services included in their contract.

An amendment is needed to allow Kitchell to fully engage with the architects and to confer upon Kitchell the responsibilities to develop and provide implementation and oversight of a LEED commissioning plan that would consist of documented confirmation that the energy related systems of a facility fulfills the functional and performance requirements of the building owner, occupants, and operators. Kitchell, as the commissioning agent would develop detailed commissioning specifications and perform design review to ensure that all components of the City's commissioning objectives are met, develop and coordinate the execution of a testing plan including deferred testing, and complete building operation review up to 11 months after substantial completion.

In addition, the current contract does not include a contingency provision for any unforeseen event; thus, any such occurrence would potentially individually delay the overall program, therefore staff recommends a built-in contingency amount in the contract with the consultant be added.

BACKGROUND

On May 5, 2009 under Resolution No. 64,430-N.S. the City Council authorized the City Manager to execute Contract No. 7961 with Kitchell for project management and contract administration services with funding provided from Measure FF for the renovation of the Berkeley Public Library branch libraries.

On April 14, 2009 under Resolution No. R09-35 the Board of Library Trustees recommended to the City Council approval for the execution of a contract by the City Manager with Kitchell to provide project management and contract administration services for the Measure FF bond financed renovation program of the Berkeley Public Library's branch libraries.

RATIONALE FOR RECOMMENDATION

The City does not have the internal resources or staff expertise necessary to perform the specialized services required to execute and achieve LEED certification. As expressed by City Council Resolution No. 62,284-N.S. "that all Covered Projects that enter design and construction after January 1, 2006 shall meet a minimum LEED "Silver" rating."

Based on the recommendation of staff and the Library's consultants a contingency fee of 10% is requested to be added to the overall contract authorized amount.

ALTERNATIVE ACTIONS CONSIDERED

Consideration was given to conducting an RFP specifically for commissioning agent services. It was judged that engaging another party for commissioning agent services would not be cost effective and may possibly hinder procedural efficiency during the life of the program.

Without an authorized contingency value for this contract unforeseen events could result in substantial program delays as BOLT and City Council authorizations would need to be sought per occurrence.

Attachments:

1. Resolution



RESOLUTION NO.: R09-XX

CONTRACT NO. 7961 AMENDMENT: KITCHELL CEM, INC.

WHEREAS, on April 14, 2009 the Board of Library Trustees recommended to the City Council approval for the execution of a contract by the City Manager with Kitchell to provide project management and contract administration services for the Measure FF bond financed renovation program of the Berkeley Public Library's branch libraries under Resolution No. R09-35; and

WHEREAS, on May 5, 2009 the City Council authorized the City Manager to execute Contract No. 7721 with Kitchell for project management and contract administration services with funding provided from Measure FF for the renovation of the Berkeley Public Library's branch libraries under Resolution No. 64,430-N.S.; and

WHEREAS, staff recommends the contract be amended to include commissioning agent for the development and execution of a LEED commissioning plan to achieve LEED "Silver" rating as articulated in City Council Resolution No. 65,284-N.S; and

WHEREAS, the cost for this additional service for the Claremont, North, and South branch libraries will be \$92,628; and

WHEREAS, staff recommends the contract be amended to include a 10% contingency provision for to provide for any unforeseen event(s); and

WHEREAS, the cost for a 10% contingency provision for the contract will be \$108,962; and

WHEREAS, the cost of commissioning agent services and for a contingency provision for the contract will total \$201,590 for a revised authorized contract amount not to exceed \$1,198,580; and

WHEREAS, funds are available in the Measure FF Fund in budget code 308-9301-450.65-70 10LB28; and the CMS number is RA4RE.

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to recommend to City Council execution of an amendment to Contract No. 7961 with Kitchell CEM, Inc. to authorize an amended contract amount not to exceed \$1,198,580 for the period December 21, 2009 through September 30, 2013.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on December 9, 2009 by the following vote:

AYES: NOES: ABSENT: ABSTENTIONS:

Susan Kupfer, Chairperson

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



BERKELEY PUBLIC LIBRARY

CONSENT CALENDAR

December 9, 2009

TO: Board of Library Trustees

FROM: Douglas Smith, Deputy Director of Library Services

SUBJECT: AUTHORIZATION TO OPEN THE CENTRAL LIBRARY AND ALL BRANCHES ONE HOUR LATE TO ALLOW ADEQUATE TIME FOR ALL-STAFF MEETINGS

RECOMMENDATION

Adopt the resolution to open the Central Library and all branch libraries one hour later on January 29, April 30, July 30, and October 29, 2010 to allow adequate time for the all-staff meetings.

FISCAL IMPACT

This report will have no fiscal impacts.

BACKGROUND

In the past, all-staff meetings have been held from 8:30-9:30 am prior to the Library opening, allowing 30 minutes for preparation to open the branches and Central Library at 10:00am. Branch staffs had an even shorter period of time to rush back to the branches facilities and open on time, or they regretfully had to leave the meeting or miss it entirely. With only an hour available, the presentations and announcements have sometimes of necessity been shortened to the point that full, detailed communication to the staff at large has not been possible.

All Library staff are expected to attend these meetings. Full-time employees who wish to attend but who are not scheduled to work during that time may adjust their schedules to accommodate the meetings. Employees who work less than full-time and who are not scheduled to work may add the appropriate amount of time to their timesheets that week if their schedules cannot be adjusted. Intermittent staff are not paid to attend these all-staff meetings. These practices would continue.

Standing items currently on the all-staff meeting agenda include:

- Introduction of new staff.
- Important news announcements (e.g. direction on political activity, changes to staff intranet, summer reading program details, updates on the branch library projects, budget update, recognition of staff achievements, etc.)

• Presentations by staff or guest on topic relevant to all (e.g. Privacy Policy trainings, , demonstrations of new ADA-related equipment, workplace safety issues, committee reports, new policy introductions, strategic plan updates)

While these meetings are convened by the Director of Library Services, it is an opportunity for staff to speak to each other about special projects, services and other relevant issues. These all-staff meetings allow the Director and managers the opportunity to hand out staff awards, announce updates, and communicate pertinent information directly to all personnel. There is intrinsic value to the Library staff having the ability to hear important information directly from their managers. By delaying the Library's opening by one hour on these four mornings, continued staff participation in the meetings is anticipated, and in-depth topics will continue to be covered with adequate time for discussion.

CURRENT SITUATION AND ITS EFFECTS

At the December 10, 2008 BOLT meeting, at the request of the Director of Library Services, the Board authorized the Library to open an hour later on five Fridays throughout the course of the 2009 calendar year to allow for additional time for more productive meetings and provide ample time for staff to prepare for opening. This schedule change has permitted effective, informative meetings, with enough time for staff to prepare Libraries to open. Management review of the extended meetings has concluded that they continue to provide advantageous circumstances for in-depth discussion of policy implementation (for example, the Privacy Policy training) and important planning information related to the Branch projects. Library staff would like to continue this practice, with the goal of using this time to improve communication regarding policies and other topics of professional value to employees.

FUTURE ACTION

No future action is required.

Attachments:

1. Resolution



RESOLUTION NO.: R09-___

AUTHORIZATION TO OPEN THE CENTRAL LIBRARY AND ALL BRANCHES ONE HOUR LATE TO ALLOW ADEQUATE TIME FOR ALL STAFF MEETINGS IN 2010

WHEREAS, it has been the practice for the Director of Library Services to convene quarterly meetings of all Library staff, including branch staffs, on the fifth Friday of months which have five Fridays from 8:30 a.m. to 10 a.m.; and

WHEREAS, these meetings allow staff to speak to each other about special projects, services and other relevant issues, and permit the Director and managers the opportunity to hand out staff awards, announce updates, and communicate pertinent information directly to all personnel; and

WHEREAS, prior to 2008, all-staff meetings have been held from 8:30-9:30 am prior to the Library opening, allowing 30 minutes for preparation to open the branches and Central Library at 10:00am; and

WHEREAS, by delaying the Library's opening by one hour on these four mornings, continued staff participation in the meetings is anticipated, and in-depth topics will continue to be covered with adequate time for discussion; and

WHEREAS, opening an hour later on all-staff meeting days has provided effective and productive meetings, with adequate time for Library staff to prepare for opening.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to authorize the Director of Library Services to open the Central Library and all branches one hour late on January 29, April 30, July 30, and October 29, 2010 in order to accommodate the all-staff meetings and allow adequate time for Library staff t pen the libraries.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on December 9, 2009 by the following vote:

AYES: NOES: ABSENT: ABSTENTIONS:

Susan Kupfer, Chairperson

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



BERKELEY PUBLIC LIBRARY

CONSENT CALENDAR

December 9, 2009

TO: Board of Library Trustees

FROM: Donna Corbeil, Director of Library Services

SUBJECT: 2010 ANNUAL AUTHORS DINNER EVENT

RECOMMENDATION

Adopt the resolution approving the arrangements in preparation for the seventh annual Authors Dinner to be held on Saturday February 6, 2010 at the Central Library.

FISCAL IMPACT

There will be no fiscal impact from this report.

BACKGROUND

For the past six years in February the Berkeley Public Library Foundation has held an annual Authors Dinner at the Central Library. The event generates much excitement throughout the community and is an important fundraising event for the Library Foundation.

CURRENT SITUATION AND ITS EFFECTS

The eighth annual Authors Dinner is scheduled for Saturday February 6th, 2010 with a gala reception beginning at 6pm, followed by a Silent auction and Dinner. The Foundation is expecting approximately 300 guests, and 31 noted authors are scheduled to attend. In preparation for this event, the following arrangements need Board approval:

- 1. Close the Central Library at 5:00pm on Saturday, February 6, 2010. Public computers will shut down at 4:50 pm.
- 2. Arrange for Library staff to assist with cleanup of the Central Library between 5:00 and 6:00 pm.
- 3. Close the Reference Room, the Teen Room, the Historic Lobby, and the second floor Reading Room all day on Saturday February 6, 2010.



4. Arrange for maintenance staff to be available for resetting lights and various other set-up efforts.

FUTURE ACTION

Attachments:

1. Resolution



RESOLUTION NO.: 09-____

APPROVAL OF THE ARRANGEMENTS FOR THE 2010 EIGHTH ANNUAL AUTHORS DINNER EVENT TO BE HELD ON SATURDAY FEBRUARY 6, 2010 AT THE CENTRAL LIBRARY

WHEREAS, over the past seven years the Berkeley Public Library Foundation has held annual Authors Dinners at the Central Library; and

WHEREAS, this event is an important fundraising event for the Library Foundation; and

WHEREAS, the eighth annual Authors Dinner is scheduled for Saturday, February 6, 2010; and

WHEREAS, in preparation for the event, specific arrangements must be approved by the Board of Library Trustees.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to approve the following arrangements in preparation for the seventh annual Authors Dinner:

- 1. Close the Central Library at 5:00pm on Saturday, February 6, 2010.
- 2. Shut down the Central Library's public computers at 4:50pm on Saturday, February 6, 2010.
- 3. Arrange for Library staff to assist with cleanup of the Central Library between 5:00 and 6:00 pm on Saturday, February 6, 2010.
- 4. Close the Reference Room, the Teen Room, the Historic Lobby, and the second floor Reading Room all day on Saturday February 6, 2010.
- 5. Arrange for maintenance staff to be available for resetting lights and various other set-up efforts.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on December 9, 2009 by the following vote:

AYES: NOES: ABSENT: ABSTENTIONS:

Susan Kupfer, Chairperson

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



BERKELEY PUBLIC LIBRARY

CONSENT CALENDAR

December 9, 2009

TO: Board of Library Trustees

FROM: Linda Perkins, Library Services Manager

SUBJECT: APPROPRIATION: FUSIONBOX INC. FOR CHILDREN'S WEBSITE DESIGN

RECOMMENDATION

Adopt a resolution authorizing the Library to appropriate \$4,950 from the Max Delaware Neidorf-Weidenfeld Trust gift for services with Fusionbox Inc. to complete the final phase of development for the Library's children's website module.

FISCAL IMPACT

The Max Delaware Neidorf-Weidenfeld Trust was bequeathed to the Berkeley Public Library to enrich library services for children. Authorization of this appropriation request will result in \$4,950 being spent from this fund to provide for the completion and launch of the new Children's website module, a resource that will extend and expand the library's outreach into the community and envisioned as a "sixth" branch for Children's Services.

BACKGROUND

Children's Services is in the final stages of completing a redesigned website for children. The new website, which will be a module within the Berkeley Public Library website, will offer improved organization and fresh, exciting, and colorful visuals directed expressly towards children and their needs. Innovative presentation and intuitive functionality will:

- Highlight the Library's online resources for children
- Showcase the Library's programs, services, and events for children and families
- Create a child-friendly OPAC interface
- Present the many popular in-house created book lists in a user-friendly manner with links to the OPAC
- Provide important information for parents, teachers and caregivers in a more accessible way

The webpage designs are designed to be eye-catching and visually appealing to BPL's younger patrons. Included in the project is the newly created dragon mascot, a friendly character who is captured on each webpage engaged in a library oriented activity.

Focus groups conducted in earlier project development phases were employed to guide the evolution of the project and to validate that the direction of the project was responsive to the target audience. Children and parents surveyed by Library staff overwhelmingly expressed a positive reaction to the proposed look and layout as fun, exciting, and educational. Upon public



launch the website will extend library services beyond the walls and hours of the Library and presents a de facto sixth branch for Children's Services in a contemporary context. Additionally, Children's Services will be able to track and provide reporting on the impact of the new website once it is launched by following online resource usage patterns and visit counts to the website's pages.

CURRENT SITUATION AND ITS EFFECTS

The first two of three stages of the website redesign project are completed. The module's organization, functionality, page design and visuals, and creation of a website mascot (the friendly dragon) have been researched and reviewed through target focus groups and with Library staff. Remaining work to complete prior to launch involves populating the web pages with content and final build-out of the website's internal pages. Once these tasks are completed, BPL staff will undertake a final review and test, and send any modifications changes to Fusionbox for final adjustment. The website is projected to launch online in spring 2010.

FUTURE ACTION

No further action is required.

Attachments:

1. Resolution



RESOLUTION NO.: 09-##

AUTHORIZING THE LIBRARY SERVICES DIRECTOR TO APPROPRIATE \$4,950 FROM THE MAX DELAWARE NEIDORF-WEIDENFELD TRUST GIFT FOR SERVICES WITH FUSIONBOX INC. TO COMPLETE THE FINAL PHASE OF DEVELOPMENT FOR THE LIBRARY'S CHILDREN'S WEBSITE MODULE.

WHEREAS, the Berkeley Public Library has undertaken a project to develop and launch a Children's Services module within the <u>www.berkeleypubliclibrary.org</u> website targeting children as the end user; and

WHEREAS, to date Fusionbox Inc. has completed the developmental phases of this project including having conducted focus groups with children, parents, and staff; and determined the module's organization, functionality, page design and visuals, and creation of a website mascot (the friendly dragon); and

WHEREAS, remaining work to complete prior to launch involves populating the web pages with content, build-out of the website's internal pages, and Library staff final review and testing, and vendor adjustments, with website launch projected for spring 2010; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley hereby authorizes the Director of Library Services to appropriate \$4,950 from the Max Delaware Neidorf-Weidenfeld Trust gift for services with Fusionbox Inc. to complete the final phase of development for the Library's Children's website module.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on December 9, 2009 by the following vote:

AYES: NOES: ABSENT: ABSTENTIONS:

Susan Kupfer, Chairperson

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



BERKELEY PUBLIC LIBRARY

ACTION CALENDAR December 9, 2009

TO: Board of Library Trustees

FROM: Donna Corbeil, Director of Library Services

SUBJECT: CIRCULATION SYSTEM AND MATERIAL SECURITY PROVIDER REQUEST FOR PROPOSALS

RECOMMENDATION

Adopt a resolution to approve the release of a request for proposals for services, software and hardware related to the provision of a self-check technology system, staff assisted circulation functions (check in and checkout), materials security and automated materials handling system.

FISCAL IMPACT

This report will have no fiscal impacts.

BACKGROUND

In response to a Library request to continue ongoing equipment maintenance services for software and hardware for the Checkpoint branch intelligent library system equipment provided by 3M, City Council adopted Resolution NO. 64,347-N.S. on January 27, 2009. The Council approved a waiver to the "no-contract" provision of the B.M.C. Section 12.90.070 for a period of two years. At that time the Library committed to actively seek alternatives to its dependence on Checkpoint, a vendor that is not compliant with the Nuclear Free Berkeley Act, while minimizing the direct negative effect on library operations. As a result, during the budget development process for the FY 2010 and 2011 fiscal cycle the Library board adopted a relevant budget priority. In February 2009, the board adopted the following priority: research and report on evolving self-check and other technologies. The developed project description to research and recommend a system to replace the current materials security system vendor was included in the June 10, 2009 action calendar resulting in the adoption of the Proposed FY 2010 and FY 2011 library budget.

CURRENT SITUATION AND ITS EFFECTS

Since that time, staff has been actively engaged in the first phase of this process; activities included formation of a staff committee and engaging a library consultant to assist with the process through the release of an RFP to selection. The selection of the current system dates to 2004 - much has changed in the intervening five years. A first activity was to assess the state of the library industry; this included a review of the literature (Attachment B & C), attendance at the 2009 American Library Association annual conference exhibits forum. An invitation was extended to identified vendors to make a no obligation informational presentation to staff. From



- There is no alternate existing library circulation / material security system vendor that can take over the hardware and software in place and continue to operate it with software upgrades, maintenance and replacement equipment.
- Several vendors offer limited dual-system capacity, but this is limited to read-only for check-out and check-in functionality and would not provide security on current materials while utilizing the ID tags installed.
- Hardware and software can be purchased separately; interoperability and open architecture are the new norm resulting in multiple vendors selling ID tags, checkout stations, security gates and software that can function with many of the major ILS providers and a variety of peripheral equipment.
- There is greater competition in the field with multiple vendors for the various components resulting in greater choice and flexibility in putting together a system that meets the library's unique needs.
- ID tag standards have been adopted and accepted by vendors in the field (Attachment D) resulting in increased compatibility. This was a major problem with the Checkpoint brand and other early systems where the unique tags had limited readability by other vendors' equipment and often only one supply source for tags.
- Automated Material Handling (AMH) systems have also seen an increase in vendors entering that marketplace, resulting in a greater variety of options in size. They are now more common in branch libraries, with increased customizability, and a reduction in costs with an increase in partnerships between the various ILS providers, inventory and circulation system software providers and hardware vendors.
- The self-service model has become more popular in retail, by airlines, banks, etc., Library self-check stations have improved the range of options and services offered at these stations, resulting in a more full service approach. For example the newest models of self-check stations allow library patrons to view their library record and pay fines, email a transaction receipt to their selves, make changes to their hold queue, check what is overdue and renew items, all utilizing touch screen technology. From a library perspective they also allow the gathering of more robust statistics on circulation activities.
- One issue that remains a challenge is the self-checkout functionality for the various forms of media in a way that assures security of those materials, but vendors are responding to meet the unique needs of libraries in ways that were not available in the past.

In moving forward the staff recommends that the RFP be developed to allow vendors to submit solutions that are for an RFID tag inventory / security option or a barcode inventory / security strip security option. The advantages and disadvantages of each will be considered during the assessment process of the proposed system and will include rating of multiple factors, not limited to: cost, transition plan, workload impact, interoperability and patron usability.

Next Steps

With the conclusion of the industry information gathering phase staff is prepared to move forward with development of an RFP following the City's Purchasing Department polices and procedures, as approved by the board. An outline for the RFP document (Attachment E) covers the main points that will be included. Vendors interested in the opportunity will be invited to attend a pre-proposal meeting during the open period. The library consultant will assist staff in developing a review and rating system for submissions. If approved by the board we anticipate



releasing the bid opportunity in January 2010 (Attachment F) with adequate time for vendors to prepare a thorough response and staff to vet received proposals.

Process

Staff will report periodically on the status of the process to the board. A cost benefit analysis of the proposals that best meet the library's need will be included in staff's recommendation to the board. Financing options and an implementation or transition plan will also be developed for future board discussion.

FUTURE ACTION

No future action is needed.

Attachments:

- 1. Resolution
- 2. The help you buy series Comparing competing library technology products, your guide to vendor product facts: Self-Check systems, by Jason Vaughan and Jenifer Fabbi, *Computers in Libraries*, February 2008.
- 3. Our Journey: Down the Self-check road by Ann Whitney and Adam Garrett, in www.infotoday, February 2008.
- 4. Managing Multivendor RFID rollouts: communication and compatibility are keys to a successful project by Shai Robkins, *American Libraries*, November 2009.
- 5. Outline for RFP
- 6. Draft Timeline for Process



BERKELEY PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES

RESOLUTION NO.: 09-xxx

CIRCULATION SYSTEM AND MATERIAL SECURITY PROVIDER REQUEST FOR PROPOSALS

WHEREAS, the Library committed to actively seek alternatives to its dependence on Checkpoint, a vendor that is not compliant with the Nuclear Free Berkeley Act; and

WHEREAS, the Board of Library Trustees has made it a priority for the FY 2010 and FY 2011 budget cycle to research evolving self-check and other technologies and to research and recommend a system to replace the current materials security system vendor; and

WHEREAS, staff has been actively engaged in the first phase of this process and has formed a staff committee and engaged a library consultant to assist with the process through the release of a Request For Proposals (RFP) to selection; and

WHEREAS, staff is prepared to move forward with development of an RFP following the City's Purchasing Department polices and procedures, as approved by the board.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to adopt a resolution to approve the release of a request for proposals for services, software and hardware related to the provision of a self-check technology system, staff assisted circulation functions (check in and checkout), materials security and automated materials handling system.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on December 9, 2009 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Susan Kupfer, Chairperson



COMPUTERS IN CHRARIES | helping you buy: self-check systems

COMPARING Competing Library Technology Products

Your guide to vendor product facts

Self-Check Systems

This article, the first installment of CIL's 2008 Helping You Buy series, provides an in-depth look at library self-check systems from 11 vendors. The chart you'll find on the following pages will help you to quickly and easily compare products from competing vendors. All of the information on the product comparison chart came directly from vendor representatives, and in some cases, responses were modified for brevity, clarity, or consistency. There is complete vendor contact information at the end of the article to help you follow up on any products of interest.

The Current Marketplace

Self-service technology continues to expand and improve in many sectors, from retail and grocery checkout lines to online purchases of seemingly everything. Examples of self-service in the library environment include increasingly automated document requests and delivery, online viewing and/or updating of patron records. and technologies allowing patrons to check out physical library materials with no staff assistance. Vendor responses to our survey indicate that self-check technologies for libraries have existed for at least 15 years; thousands of units are now in widespread use. Research has shown that librarians embrace self-check technology for two main reasons-improving service for patrons and increasing the efficiency of their limited budgets.¹ The self-service option is the preferred choice of many, allowing increased activity without additional personnel costs.2 The introduction of a convenient, timesaving checkout option can enhance a library's customer service, but that promise is tempered with the reality that, as with any new service, you'll need skilled library staff to introduce, assist, and coach users through their first encounters.3

While the initial implementation cost may be seen as high, librarians justify it through added efficiency. The perception of self-check technology is that it helps increase service hours, reduces lines at the checkout counter, improves customer service options, and, possibly, frees staff to undertake other tasks away from the counter.

Here at the University of Nevada -Las Vegas (UNLV) Libraries, we implemented our first self-checkout option in 2000 and simultaneously converted the majority of our collections to RFID. Since our initial implementation, we have improved se-

BY JASON VAUGHAN AND JENNIFER FABBI

curity related to our self-check stations by requiring patrons to enter a PIN and have replaced our older selfcheck models with new ones purchased in 2007. The main library began with three self-check stations but downsized to two new stations in 2007: the Curriculum Materials Library began with one station and replaced it with a new model in 2007; the Architecture Studies Library first implemented self-check in 2007. Replacing aging units with newer models and expanding the service to an additional branch library illustrates our continued commitment to what we deem a worthwhile service for our patrons.

Transactions on these stations in our main library peaked at just under 60,000 transactions in fiscal year 2003/2004. Looking at the past 5 years, as a percentage of overall yearly circulation figures for the main library, transactions conducted via the selfcheck stations have ranged from 19% to 41% of overall checkouts; interestingly, this past year (FY 06/07) we experienced a significant drop-off in the amount of self-check transactions (likely due to our early-2007 implementation of the PIN requirement to conduct transactions).

continued on page 34 %

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1620	helping	you buy:	self-check systems	

21	helping	you	buy:	sell-check	systems

n :	When was your first model introduced?	When was your most recent model introduced?	Aptrox, how many individual units have you installed to date (all models)? Which type of library has the most installations? (K-12 school, academic, public, special/corporate)	With what ILS has your unit successfully interfaced?	What defines your pricing structures ()====================================	What's the basic control mechanism of the system (customer's PC, what's PC, device other than a PC)? What's the op system? (Win 2000, Win XP, Win Vista, Other)	What is the read range of the scanner?	What types of item identifiers can the unit read?	What types of patron identifiers can it read?	Can it check out magnetic media? If so, is this done with a separate reader or media so??	Does your unit require ILS SIP compliance? If so, which SIP version? (SIP1, SIP2, NCIP)
3M Co. 3 models: 1. Borcode System (BCS) 2. V-Series (EM/RFID) 3. R-Series (RFID)	Jan. 1992	June 2006	5.000+ Public	Most major ILSs	Q	PC supplied by vendor Win XP, Win Vista in 1Q 2008	5" to 8"	Bar code, RFID	RFID,	Yes; No for RFID; Yes for EM. Library would need to use Media Check for EM.	Yes, can work with any SIP
Bibliotheca, Inc. 2 models; 1. Geneva Selfcheck 2. New Orleans Selfcheck	Feb. 2002	Jüne 2007	500+ Public	All major ILSs and software worldwide	L	PC supplied by vendor Win 2000, Win XP	Approx. 12"	Bar code, RFID	Bar code, RFID, Magnetic strip, Smartchip, PIN	Y, Y	Yes, SIP1, SIP 2, NCIP, and direct interface
Central Technology, inc. i-cire Self-checkout	Fali 2001	Nov, 2007 with the wall- mounted unit	200 Public	SirsiDynix: Unicorn, Dynix Classic, Horizon Innovative Interfaces: Millennium Polaris: Polaris ILS Companion Corp: Alexandria TLC: CARLX, Library.Solution	Q	PC supplied by vendor Win XP	Type 1: Short range 6" max Type 2: Long range 14" max	Bar code, RFID	Bar code, Magnetic strip, RFID, Smartchip	Y , N	Yes, SIP2
EnvisionWare, Inc. OneStop	Jan. 2006	Nov. 2007	200 Public	Evergreen Innovative Interfaces: Millennium Polaris: Polaris ILS SirsiDynix: Dynix, Classic (DRA), Horizon, Symphony, Unicorn TLC: CARL, Library,Solution	L, C. Q	PC supplied by either library or vendor; PC can be included in kiosk. Win 2000, Win XP, Win Vista	13"; RFID: user- defined	Bar code, RFID	Bar code, RFID, Magnetic strip	Yes when RFID, No when EM	Yes, SIP now; NCIP later
FKI Logistex 2 models: 1: Librory Mate Checkin Kinsk 2: Librory Mate Check-Out Station	Model 1: 2002 Model 2: 2003	Aug 2007	Model 1: 75 Model 2: 90 Both: Public	SirsiDynix, Concerto, DDE Libra, Innovative, TLC, Polaris	I, L, U, C, T	PC supplied by vendor Linux	4" for both bar code and RFID Model 2: 6" for RFID; 1" -for-bar	Bar code, RFID Model 2: Bar code, Dotcode, Magnetic -strip,	strip	Y, N	Yes, SIP2
Libramation, Inc. SCOT (Self Check-Out Terminal)	Sept. 1998	Jan 2007	475 Public, Academic	Biber Bicat Concerto Dynix Ex Libris, GEAC Innovative interfaces Lib-it Polaris TLC: CARL SirsiDynix: Unicorn, Horizon Vubis	ί, υ, τ	PC supplied by either vendor or customer Win 2000, Win XP, Win Vista	code We custom- build our systems and allow for different scanners depending on sample items from the library.	RFID Bar code, RFID	Bar code, RFID, Magnetic strip, One card, Smart card, Manual card entry	μγ	Yes, SIP1, SIP 2 & NCIP

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How many items can it simultaneously scan?	Power requirements? (110-120v, 220-240v, Other) Network connectivity requirements? (Ethernet 10/100+, Serial, Other)	How can if be positioned? (C=Countertor, SA= Stand-alone Kiosk, O=Other: specify, N/A Software only)	For integrating with an ILS that supports a patron PIN (personal identification number), is your system compatible with PIN system compatible with PIN entry via compute keypad, entry via computer keybaard, other: specify, M/NJ?	Does it desensitize typical library security mechanisms? If a library doesn't use a securit system, is the desensitizer optional?	Does your system offer multiple language support? Which languages?	Does it provide patron receipts? is the receipt customizable? Can the unit email receipts to patrons?	What type/how much training do you offer to customers? (S=on-site training, W=web-based training, O=other, N/A = no specific training)	Do you offer specific strategies on marketing the products to library users?	Assuming a maintenance contract is in effect, what proper mechanisms exists (T=elephone, E=email, W=website (= <tus, d="download<br" s="site" visits,="">of software/firmware updates, D=olher)</tus,>
EM=1, RFID varies depending on book thickness	110-120v; 220-240v Ethernet 10/100+; Wireless 802.11g	C, SA, O (custom built-in)	Yes, Touch screen keypad	Y Y (bar code- only self- service system)	Yes, 43 language options	Y Y Y	S, O (training DVD)	Ŷ	T, E, S, D
10+	110-120v; 220-240v Ethernet 10/100+	Geneva: C New Orleans: SA, C	Yes, Touch screen keypad	Ŷ Ŷ	Yes, English, French, German, Arabic, Spanish, Chinese, Japanese, Italian, Danish	Ý Y N	S. W, O (telephone)	¥	T, E, W, C, S, D
1	110-120v Ethernet 10/100+	C, SA, O (wall mounted)	Yes, Touch screen keypad	Ŷ	Yes, English, Spanish	Y Y Y	S	Ŷ	T, E, S, D, O (advanced shipment of replacement parts)
Bar code= 1; RFID= 16 is typical but no pro- grammed limit	110-120v 220-240v Ethernet 10/100+	C, SA, O (Integrated Into existing library furniture)	Yes, Touch screen keypad, Physical keypad, Entry via computer keyboard	Ŷ	Yes, English, Spanish, French, Chinese (3 dialects) (Others are under development and available at no additional charge.)	Ŷ	S, W, O (video)		T, E, W. C, 2, S, D, O (searchable knowledgebase, user list server, customer portal)
RFID; Multiple items Bar code =1	230v 1P 50 Hz or 120v 1P 60 Hz Ethernet 10/100+	SA	Yes, Touch screen keypad	Ŷ	Yes, English, Danish, French, German, Spanish (Command scripts for other languages are available upon request.)	Y Y Y	S	Y	T, E, S
Bar code=1 RFID= Jepends on how nany tems it within he range of the	110-120v Ethernet 10/100+ Wireless	C, SA, O (assembly, built in to library cabinetry)	Yes, Touch screen keypad	Ŷ	Yea, the 30-plus langunges currently recognized by the SIP2 protocol: Afrikaans, Italian, Arabic, Japonese, Bosnian, Korean, Chinese (smptitico), Chinese (tradi- tional), Malay, Norwegian, Czechoslovekian, Polish, Danish, Dutch, Portuguese, Czechoslovekian, Polish, Danish, Dutch, Portuguese, Fortuguese (Brazilian), English, Serbo-Crostian, Slovenian, Finnish, Spanish, Spanish (North American), Franch, French (Canadian),	Y Y (newest version of Lib~ Digit software)	S, W	*	T, E, W, C, 2, S, D

DISCLAIMER: While the author and editor have made all efforts to include every product that fit our criteria, this may not be an exhaustive list. This section is designed to be a shopping aid for CIL readers, and we remind them to check for other products and for updated facts before they make any purchases. The publisher does not assume any liability for errors or omissions.

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When was your first model introduced?	When was your most recent model introduced?	Approx. how many individual units have you installed to date (all models)? Which type of library has the most installations? (K-12 school academic, public, special/corporate)	what ILSs ha ssfully interfi	What defines your pricing structure? (1=# of items in collection; L=# of locations; U=# of concurrent users; C=circulation; T=type of library; Q=quantity ordered)	What's the basic control mechanism of the system device outer than a PC/3 What's device outer than a PC/3 What's the op system? (Win 2000, Win XP, Win Vista, Other)	What is the read range of the scanner?	What types of item identifiers can the unit read?	What types of patron identifiers can it read?	Can it check out magnetic media? If so, is this done with a separate reader or media slot?	Does your unit require N.S SIP compliance? If so, which SIP version? (SIP1, SIP2, NCIP)
Dec. 2002	June 2007	250∔ Public, Academic	and is certified with all ILSs on	fairness to end	Varies, the majority have a PC supplied by vendor. Preference is Win XP Pro; also supports other OS versions at customer's request.	Varies from 1" to 24" for bar code scanners; varies for RFID up to several feet	option, or a combination of multiple options, including Alphanumeric entry of	Any scanning option, or a combination of multiple options; also biometric ID and various types of card swipe ID	Y, N	Yes, SIP1, SIP2. NCIP later
June 2004	Dec. 2006	155 Public	Polaris: Polaris Integrated Library System	L	PC supplied by customer in some cases; custom hardware supplied by vendor in some cases. Win XP	Width of field: 5" in each direction from center Depth of field 12.5"	Bar code, RFID	Bar code, RFID	N	No
Europe: Jan. 1999 North & South America: Jan. 2001	April 2007	Approx. 350 Public	SirsiDynix: Unicorn, Horizon Innovative Interfaces: Millennium Endeavor: Voyager Alexandria	L	PC supplied by either customer or vendor. PC is supplied by Sentry unless customer is purchasing QC Software only. Win XP	Height range: 6.5" Length range: 7" to 14"	Bar code, RFID	Bar code, RFID, Magnetic strip, Smartchip, Manual card entry		No, QuickCheck works with any protocol the ILS provides; in most cases this is a SIP Protocol.
			Sentry has the ability to provide ILS migration support, including open source (i.e., Evergreen).							Sentry can provide ILS migration support, including open source (i.e., Evergreen).
April 2001	June 2007	371 Public	Horizon, Dynix Classic, Unicorn TLC: CARL, Library Solution GIS (Polaris)	· · · · · · · · · · · · · · · · · · ·	PC supplied by customer or vendor Win XP	8" to 12"	Bar code, RFID	Bar code, RFID, Magnetic strip, Smartchip	Y, N	Yes, SIP2
			Interfaces: Millennium							
Jan. 2000	2005 (new model due in 2008)	Approx. 75 Public	SirsiDynix; I DRA, Unicorn, Horizon VTLS: Virtua TLC: CARL Innovative Interfaces Endeavor: Voyager	, L, U, Q	PC supplied by customer or vendor Win 2000, Win XP, Win Vista	Up to 8"	Bar code, RFID	Bar code, RFID, Magnetic strip, Smartchip	Y, N	Yes, SIP2, NCIP
	2002 June 2004 Europe: Jan. 1999 North & South America: Jan. 2001 April 2001	2002 2007 June Dec. 2004 2006 Europe: April Jan. 2007 1999 North & South America: Jan. 2001 June 2001 2007 April June 2007 Jan. 2007	20022007Public, AcademicJune 2004Dec. 2006155 Public20042006PublicJan. 1999 North & South America: Jan. 2001Approx. 350 PublicApril 20012007PublicApril 2001June 2007371 PublicApril 2001June 2007371 PublicJan. 20012007Public	20022007Public, Academicand is certified with all ILSs on the market. Our most common ILS environments: SirsiDynix, Polaris, III, TLC, Autographics. Koha-ready.June 2004Dec.155 PublicPolaris: Polaris -integrated Library SystemJune 2004Dec.155 PublicPolaris: Polaris -integrated Library SystemMorth & 30012007 PublicApprox. 350 PublicEx Libris: Aleph SirsiDynix: Unicorn, Horizon Innovative Interfaces: America: Jan. 2001April 2001June South America: Jan.SirsiDynix: Public2001June South America: Jan.371 PublicApril 2001June SirsiDynix: PublicSirsiDynix: Horizon, Horizon Hilennium Endeavor: Voyager Alexandria Library SystemApril 2001June 2007371 PublicSirsiDynix: Horizon, Dynix Classic, Unicorn TLC: CARL, Library Solution GIS (Polaris)Jan. 20002005 (new model due in 2008)Approx. 75 PublicSirsiDynix; Horizon VTLS: Virua TLC: CARL Innovative Interfaces: Millennium	2002 2007 Public, Academic and is certified with all ILSs on the market. 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How many items can it simultaneously scan?	Power requirements? (110-120v, 220-240v, Other) Network connectivity requirements? (Ethernet 10/100+, Señal, Other)	How can it be positioned? (C=Countertop, Soard-alone Kiosi, O=Other: specify, N/A Soltware only)	For integrating with an ILS that supports a patron PIN (personal identification number), is your system compatible with PIN entry? Does it provide a mechanism to input the PIN (touch streen keypad, physical keypad, entry via computer keyboard, other: specify, M/M?	Does it desensitize typical library security mechanisms? If a library doesn't use a security system, is the desensitizer optional?	Does your system offer multiple language support? Which languages?	Does it provide patron receipts? Is the receipt customizable? Can the unit email receipts to patrons?	What type/how much training do you offer to customers? (5=on-site training, W=web-based training, O=other, N/A = no specific training)	Do you offer specific strategies on marketing the products to library users?	Assuming a maintenance contract is in effect, what support mechanisms exist? (T=delephone, E=email, W=website, C=delat, S=site visits, D=download of software/firmware updates, O=other)
Non-RFID mode=1 RFID mode= >10	110-120v 220-240v Ethernet 10/100+ Wireless Serial upon request	C, SA, O (can be built in)	Yes, Touch screen keypad, Physical keypad	Ý	Yes, English, Spanish, French, Chinese (2 dialects), Korean, Russian, Hindi (2 dialects), Vietnamese, Tagalog (additional languages added upon request at no additional charge)	¥ ¥	S, W	¥.	T, E, W, C, S, D, O (remote diagnostics, spare inventory)
Non-RFID version=1 RFID version= 10	110-120v Ethernet 10/100+	C	Yes, Touch screen keypad, Entry via Computer keyboard	N	Yes, English, Spanish, Vietnamese	Y Y N	Polaris staff assist with setup and sysadmin policies. No additional training is necessary.	Y	T, E, W
Bar code=1; RFID=4-5; exact number depends on the height of the items.	110-120v 220-240v Ethernet 10/100+ Serial Other: A standard network connection is needed (wired or wireless)	C, SA, O (Built-In systems can be retrofitted into new or existing library cabinetry.)	Yes Touch screen keypad, Physical keypad, Entry via computer keyboard, Other: Optional hand- held keypads with large buttons are available for special needs.	Ŷ	Yes, English, Spanish, Spanish, Vietnamese, Italian, French, Creole, Portuguese, Russian, Slovakian, Chinese (traditional), Chinese (traditional), Chinese (simplified), Punjabi, German. Additional languages can be purchased.	ŶŶ	S, W, O (In-depth technical training for library IT staff)	Y	T, E, W, 2, S, D, O (remote diagnostics)
Approx.16	110-120v Ethernet 10/100+		Yes, Touch screen keypad, Physical keypad, Entry via computer keyboard		Yes, All languages. Comes with standard Spanish and English-screens	Y Y N	S, W	Y	T, E, W, S, D
8-10 items per antenna	110-120v Ethernet 10/100+	Ç, SA	Yes, Touch screen keypad	¥	Yes, currently there are 175 languages in the Options Editor of the software. Additional languages can be added. Translations are available in English, French, and Spanish.	¥ ¥ N	S, W, O (training at VTLS headquarters)	Ν	T, E, W, 2, S, D

DISCLAIMER: While the author and editor have made all efforts to include every product that fit our criteria, this may not be an exhaustive list. This section is designed to be a shopping aid b for C/L readers, and we remind them to check for other products and for updated facts before they make any purchases. The publisher does not assume any liability far errors or omissions.

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COMPUTERS IN LIBRARIES helping you buy: self-check systems

continued from page 29

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Central Technology, Inc. 614 Casey Court Darville, IN 46122 (317) 745-5255 www.cen-tec.com Email:sales@cen-tec.com

EnvisionWare, Inc. 2810 Premiere Parkway N.W. Suite 350 Duluth, GA 30097-8917 (800) 216-8370 / (678) 584-5911 APAC: 011-61 (0)8 8132 5800 www.envisionware.com Email: info@envisionware.com

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Libramation, Inc. 12527-129 St. Edmonton, AB, CANADA T5L 1H7 (888) 809-0099 www.libramation.com Email: info@libramation.com

Library Automation Technologies, Inc. 2 East Atlantic Ave. Somerdale, NJ 08083 (856) 566-4121 www.latcorp.com Email: sales@latcorp.com

Polaris Library Systems P.O. Box 4901 Syracuse, NY 13221-4901 (800) 272-3414 www.polarislibrary.com Email: info@polarislibrary.com Sentry Technology Corp. 1881 Lakeland Ave. Ronkonkoma, NY 11779-7416

or

37Voyager Court N. Toronto, ON M9W 4Y2 CANADA (800) 461-2803 ext. 104, 116 www.sentrytechnology.com/libroverview.htm Email: sales@sentrytechnology.com or libraries@sentrytechnology.com

Tech Logic Corp. 1818 Buerkle Road White Bear Lake, MN 55110 (800) 494-9330 or (651) 747-0492 www.tech-logic.com Email: info@tech-logic.com

VTLS, Inc. 1701 Kraft Drive Blacksburg,VA 24060 (540) 557-1200 www.vtls.com Email: info@vtls.com

Where We Got the Data

We sent a survey of nearly 40 questions to 15 self-check vendors, asking them to answer questions about many aspects of their offerings, from technical requirements, capabilities, and options to customer support and demographic data. Vendors that responded are listed in the To Contact the Companies sidebar above. This survey was revised from a previous survey we conducted in early 2005,4 and it's remarkable to note the evolution of self-check technology within libraries by comparing data from both surveys. Since the original survey, the number of easily identifiable major vendors in the marketplace and

the variety and capabilities of selfcheck models have increased. All vendors identified in 2005 continue to offer self-check products for libraries in 2008, indicating a stable market.

A Variety of Options and New Capabilities

As the survey results indicate, many vendors have stronger holds in particular market segments. Many vendors continue to offer a variety of self-check models, and nearly all introduced their most recent model(s) in 2006 or 2007. One vendor introduced its first model in 1992 and indicated an install base of more than 5,000 units, while others are relative newcomers; most vendors told us they had installed several hundred units. A variety of installation options exist, such as standalone kiosks, portable units that sit on existing furniture, or custom units that integrate into furniture.

In general, the vendors' self-check units have successfully paired with many major integrated library systems. Nearly all of the responding vendors are compliant with the Standard Interchange Protocol (SIP1. SIP2, or both), and many vendors indicated an awareness of the NISO Circulation Interchange Protocol (NCIP, a draft of a standard that's been approved⁵). All vendors support English as well as at

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COMPUTERS IN LIBRARIES | helping you buy: self-check systems

least one additional language; many offer more than a dozen languages. In addition, all of them indicated ADA compliance for at least one if not all of their models.

All vendors have models compatible with bar codes and RFID as item identifiers; patron identifier options include these and other methods. The control mechanism for the unit is most often a PC running Windows XP; one vendor uses Linux, and several have already migrated to support Windows Vista as the underlying operating system. All vendors but two (Central Technology and Polaris) offer a self-checkin option with one or more of their units. All except for one (Polaris) have models that check out magnetic media (e.g., videotapes); some require a separate media slot or reader. All systems can operate on a wired Ethernet network, while several vendors now offer wireless connectivity as well.

In terms of customizing the user experience, all respondents offer customizable screens and receipts, and some systems can email the transaction receipt to the user's email account. Each product featured here can collect fines. Every responding vendor said it helps customers with marketing so the librarians have an easier time getting people to use their new machines. Also, each system can handle its own statistics reporting. And all vendors even offer you a choice of colors!

Our experience at UNLV has been that once installed, self-check systems require very little care. However, should attention be required, vendors offer support by a variety of means. Some offer replacement part shipping and spare inventory; generally all offer some level of telephone, email, webbased, and, if needed, site-visit support. Most vendors indicated that no out-of-the-ordinary IT expertise was needed at the library end, but when it is (for FKI, Libramation, and VTLS), the vendors generally provide training or assistance to such staff.

It's a Popular Option

We hope that through the use of the charted survey results and accompanying discussion, librarians who have not yet adopted self-checkout, or who are thinking of changing their systems, will find a strong starting place to identify the products that best meet their needs.

Even as information is increasingly available in an online environment, self-check systems that help circulate physical materials continue to exemplify one option for modern libraries. The marketplace appears healthy, and self-check products continue to mature as proven by newer options such as wireless connectivity, receipt customizing, NCIP support, etc. Getting cash, buying groceries, checking out library materials—people can do all of this using widely available self-service technology.

Jason Vaughan is director of library technologies at the University of Nevada-Las Vegas and holds an M.L.S. from the University of North Carolina-Chapel Hill. His email address is jason.vaughan@unlv.edu. Jennifer Fabbi is the head of the Curriculum Materials Library and special assistant to the dean of libraries at the University of Nevada-Las Vegas. She holds an M.A. in information resources and library science from the University of Arizona. Her email address is jen nifer.fabbi@unlv.edu.

Endnotes-

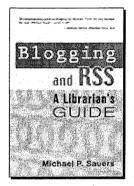
- Gollia, S. & Pinder, C. (2003). "The adoption of self-check technology in UK academic libraries." *The New Review of Academic Librarianship* 9 (1), 42–58.
- McDonough, E. (2004). "Craft a self-service plan." Library Journal, 129 (16), 12.
- 3. Ibid.

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- Fabbi, J. & Vaughan, J. (2005). "The Helping Yau Buy Series: May: Self-Check Systems." *Computers in Libraries* 25 (5), 23–29.
- National Information Standards Organization. Circulation interchange Part 1: Protocol (NCIP): Standards Committee AT. Dec. 18, 2007,

www.niso.org/committees/committee_at.html#status.

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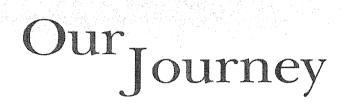
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Do-It-Yourself Checkout

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Even though several issues remain to be solved, self-checkout is already becoming popular with patrons.

Down the Self-Check Road

veryone has had the experience of going to the grocery store and finding that all the checkout lines are busy. You look over at the selfcheckout machines, and there's a free station. You're in a hurry, so you think, "How hard can it be?" You only have a couple of items. But when you try to scan one of them, you can't find its bar code anywhere. A clerk comes over to help you enter this item, but as he walks away, the machine tells you that your item hasn't been placed in the bagging area, and your station light starts flashing. The clerk has to come over again and clear the machine before you can finally finish checking out. After an experience like this, there's not much chance you'll try the self-checkout machines again anytime soon.

Although self-checkout technology has been around for about 15 years, cashiers haven't yet needed to worry about being rendered obsolete. Many stores have added self-checkout, but a clerk still has to be stationed in the area to help with problems. While selfcheck technology has improved immensely over the years, it still hasn't caught on to the extent that folks originally projected. In this article, we'll discuss our library's journey down the selfcheck road, share lessons learned along the way, and offer tips for making such an experience more successful.

Our Services and Needs

The Health Sciences Libraries at the University of Washington (UW), a state-supported, 4-year research-level school, has a heavily used web presence. The physical library is also heavily used by students, faculty, and the community. We serve the schools of Medicine, Dentistry, Nursing, Pharmacy, Public Health, and Social Work as well as basic science students. We currently maintain more than 250,000 materials that can be checked out, and we participate in a strong ILL program with other UW libraries and libraries from other institutions. In 2005–2006, we filled 34,932 ILL requests. External circulation for that year was 60,888 items. We answered 49,465 reference questions in person and provided an additional 4,219 answers electronically. The total gate count for 2006–2007 was more than 330,000, with 79.5 service hours a week.

by Ann Whitney and Adam Garrett

eature: our journey down the self-check ro

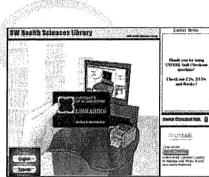
In our library, we perform checkout at a central information desk, which is usually staffed with two employees at a time. In addition to handling materials checkout, these staff members answer all reference and informational questions as well as phone queries. They can direct complicated questions to a reference librarian. Lines occasionally form during peak usage hours.

The Health Sciences Libraries has been using self-checkout for about 7 years. We first tried this technology in 2000 by purchasing a 3M self-check system; which was compatible with our security-gate technology. The original project was a pilot to see if self-checkout could free up time on the information desk so that staff members could

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COMPUTERS IN LIBRARIES feature: our journey down the self-check road



Here's what users see on the machine's screen.

answer patron questions rather than check out materials manually.

Around the same time, during a remodel of the library, we changed the name of the circulation desk to "information desk" to reflect our focus on providing information instead of just materials. The self-check machine sat at the desk for a couple of years, being used by some brave patrons. When we adopted a new checkout system using magnetic-strip ID cards instead of bar codes and PIN numbers, we discovered that the 3M system wasn't compatible. In 2005, we replaced the old technology with a new FlashScan system. which was manufactured by Library Automation Technologies, Inc. This system was more successful because of its better design and compatibility with our magnetic ID cards.

Just like a PC, a self-check unit includes a system board with a processor as well as memory, a hard drive, and software. It also includes networking capability through an Ethernet or optional wireless connection so that it can connect to the library's checkout software. Our station is set up with a static IP address so the vendor and technical support staffers can access it to run updates and troubleshoot problems remotely. It also has software that allows us to run reports, perform routine maintenance, and load media for checkout. The unit's monitor displays a customizable video that explains each step in the checkout and desensitizing process with voice prompts. The error messages are also customizable. We added a magnetic strip reader to our system, and a receipt printer produces a transaction record and due dates on a customizable receipt. The screen also has space for system messages and patron alerts.

The New Self-Check Journey

Last spring, we decided to upgrade our portable self-check station to a larger kiosk system with media-dispensing capabilities. We could then move the portable FlashScan station to a smaller departmental library, which is staffed by only two librarians. The main reason for purchasing the new system was to add the capability of storing CDs and DVDs securely, where they could be checked out automatically. This was in response to our loss of more than 60 media items over several years, Originally, we were looking for a self-check system that would store approximately 400 discs, read magnetic strip ID cards, have a userfriendly display, be compatible with our ILS, and provide desensitization compatible with our security technology. We were ready to hit the ground running.

We eventually chose Library Automation Technologies, Inc.'s allCirc station. It had all of the above capabilities and more. The main benefits of our new self-check kiosk include the following:

- Private transactions
- Automatic receipt printing
 - Compatibility with security-gate technology
- Secure media storage and dispensing

- Built-in custom messaging and on-screen announcements
- Built-in statistics and reporting
- Wireless capability for placement options
- Foreign-language support (Spanish)
- SIP-compliant with ILS

Some Bumps in the Road

As is common for academic libraries, we had to be creative about funding our new hardware. We received a quote sometime in February 2007, and we ordered allCirc in April. The requirement for funding was that the product needed to be delivered before the end of June 2007. The vendor promised that there would be no problem with this date. However, the product we originally ordered had changed, and we had to wait longer for delivery. Luckily, the vendor was able to send us a spare FlashScan unit by the delivery date and promised to get us the allCirc by August 2007. We decided to leave the spare FlashScan unit in the box and not use it for the month we had to wait.

Our new self-check station arrived in August, as scheduled. The vendor's technicians told us that it was going to take a couple of hours or so for them to get the allCirc up and running. About an hour later, they had moved the unit upstairs and opened the side and back panels so they could inspect the interior and make necessary adjustments after shipping. Unfortunately, they soon discovered that the main power switch had been broken during shipment. We reminded them that we had the spare FlashScan unit in the office, and maybe there were some parts they could borrow from it. Fortunately, they were able to take the power switch from the temporary unit and install it on the new allCirc. The rest of the

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COMPLIERS IN LIBBARIES

installation went fairly smoothly. By late afternoon, the technicians were ready to give library staffers some rudimentary training on how all Circ works.

Earlier, we noticed that the machine was missing the optional part we had requested to desensitize material. The vendor told us that even though it was an option for allCirc, it still was not available for installation. Without this part, the process wouldn't work with our gate-security technology. So after the initial installation and train-



The complete unit stands ready for action

ing, we were forced to turn the new self-check station off and wait until we received the optional part. The vendor initially told us that it would install the desensitizing unit in October, but in September we received a phone call informing us that it was very close to being shipped. Apparently, production was not taking as long as expected.

After we received the desensitizing unit, the technician said that it would take about 2 hours to install it onto the side of the allCirc. The installation was simply a matter of drilling a few holes for mounting and then plugging the power cable into the back of the machine. After the technician was finished at about 5:30 p.m., he also ran a software upgrade. We turned the all-Circ back on, and everything seemed to work as expected. The technician only had time to give a refresher training session to two staff members, one of whom sent out an email to all staffers with information about allCirc's basic

functions. We proceeded to do a sample self-checkout, which included desensitizing the item. Everything was going fine until the new unit made a grinding noise. The good news was that we were able to desensitize the item. Unfortunately, we didn't like that noise.

We spent the next hour doing some tests and looking at the desensitizing unit's magnetic arm to see why it was grinding. With the cover off, the arm worked flawlessly and without any noise, but once we put the cover back

on, it started grinding again. The technician finally figured out that the magnetic arm was longer than the box it was designed to fit into. We concluded that a magnetic arm for a larger desensitizing box was inadvertently installed onto ours. With the cover on the box, the arm could only travel about 90 degrees (versus 180 de-

grees) as it desensitized an item. The concern was that eventually the motor driving the arm would burn out if the arm couldn't move the entire distance it was designed to go.

It was now getting close to 7 p.m. and our only solutions were to either shorten the arm or have the vendor send another arm. The downside of the second option was that because the technician was only scheduled to visit for 1 day, he would have to come back. Otherwise, library systems staff would have to install the arm. We told the technician that it would be better to cut the arm and have the unit working before he left since we had been unable to use allCirc since we received it in August. We wanted to get past this roadblock as soon as possible.

We opened the desensitizing box and removed the arm. The technician had to carefully mark the magnets attached to the arm so that he could put them back the same way after he cut it. It only took a few minutes for him to cut the arm down and reattach the magnets. Once the cover was back on, the unit worked without any grinding sounds. Our allCirc was fully functional and ready to use. We finally had the green light.



Our Self-Check Machine Is Finally Ready to Use

We placed the allCirc near the information desk to ensure that patrons have help readily available and to make it easy for staff members to train users. The station is one of the first things you see as you're leaving the library, which hopefully encourages patrons to use it. We also decided to move the holds shelf so that it's located next to the self-check station. We now place holds on that shelf and sort them by patron name. Patrons can easily retrieve their holds and check them out on the allCirc, making the holds process completely self-serve.

A staffer created a login card for administrative access to the machine and gave instructions for loading CDs and DVDs. Fortunately, checking out and loading discs are pretty intuitive, so everyone picked up the procedures fairly quickly. Now, we even teach student workers to load discs into the all-Circ station.

Evaluating Our Progress

As we go through the process of evaluating this project now that it has been up and running for a few months, we find that there are several things we would do differently to make the process smoother. Because we didn't really have a formal training session, we had to learn as we went along. We realized that this wasn't adequate. In addition, staff members who are not comfortable with the new system hesitate to train patrons to use it. We have found that training by staffers' peers who are comfortable with the system works better than training

continued on page 47 »

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by technical staff. We decided to offer a couple of informational sessions to introduce staffers to the basic functions of the machine and to give some hands-on experience.

We have also placed a clipboard at the information desk so staff members can record any problems they have with the machine. Eventually, we will prepare an FAQ document from the questions and comments we receive. We'll then put it at the desk and post it on our staff intranet. We also printed out a copy of all-Circ's online manual and placed it at the information desk for staff reference.

Some of the machine's most common problems are that discs are loading and unloading incorrectly, and patrons are having difficulty desensitizing books. Since we do not yet have RFID, desensitization is a continuing issue. The all-Circ's desensitizer is located to the left of the bar code scanning area. Many times, patrons do not place their materials in the desensitizer quickly enough and so they set off the gate alarm when they walk out. We have placed a sign in the desensitizing area and are looking into ways to make this process more successful.

In addition, the voice levels on the audio prompts are too loud. Because of this, some staff members were turning the volume off. But we found, through experimentation, that patrons are much more successful if the voice is turned on. We are hoping to work with the vendor to customize some of the settings, such as increasing the lag time before the desensitizer does a scan, modifying the volume of the voice recording, and changing the video prompts so that instructions are easier to follow.

We're covering new ground every day. Just recently, we found out that the machine stops working when it runs out of receipt paper. Fortunately, we had one spare roll on hand, but we hadn't realized how often we would need to change it and had not yet ordered a backup supply. In the future, we may want to disable the receipt-printing function to save paper and just display due dates on the screen. WE ARE CONFIDENT THAT IN THE FUTURE, AS STAFF MEMBERS GET MORE ACCUSTOMED TO TRAINING PATRONS TO UTILIZE THE MACHINE AND AS TECHNICAL DIFFICULTIES GET IRONED OUT, THE USAGE

PERCENTAGE WILL GROW.

Compatibility is a big issue. Although the unit we purchased was advertised as compatible with all systems, we found that our regional checkout items require a manual input key before the bar code can be read, which allCirc's automated system does not allow. This problem should be solved with a pending future release of our Innovative Interfaces Millennium software. But for now, we are limited to using the station only to check out materials from the UW library system.

The Patrons' Response

Even though several issues remain to be solved, self-checkout is already becoming popular with patrons. We have received overwhelmingly positive response from faculty, students, and community members. The most frequent comment is that the machine is surprisingly easy to use. Usually, after only one attempt at using allCirc with assistance, patrons feel confident the next time they try it. We recently received a comment from a student who had difficulty getting his items desensitized. After describing the problem, he said, "Other than that, it was lots of fun."

COMPLICERS IN LIBRARIES | feature: our journey down the self-check road

During the first month it was up and running in our main

Health Sciences Library, patrons used the new self-check kiosk 813 times, which was almost 20% of checkouts for that month. We have loaded many of our most popular CD/DVD items into the allCirc station and have pulled the rest from the stacks so that theft is no longer an issue. We are confident that in the future, as staff members get more accustomed to training patrons to utilize the machine and as technical difficulties get ironed out, the usage percentage will grow.

Would we travel down the same road again, even with all the challenges we faced? The answer is yes. Overall, our staff agrees that self-check has become an integral part of our library services and contributes to having more efficient and better quality information desk service.

Ann Whitney is the head of systems for the Health Sciences Libraries at the University of Washington in Seattle. She holds an M.L.S. from the University of Rhode Island in Kingston. She supervises the systems staff and manages all computer resources, systems, and networking. She also leads the strategic direction of digital services and projects for the UW Health Sciences Libraries. Her email address is amwhit24@u.washington.edu. Adam Garrett is systems manager for the Health Sciences Libraries at the University of Washington in Seattle. He is currently responsible for desktop support for all staff and public workstations and is also the Windows server system administrator. His email address is garrett@u.washington.edu.



ith library operational budgets being slashed nationwide, more IT directors are turning to radio frequency identification (RFID) systems to track inventory and manage circulation, cutting operating costs and increasing efficiencies. Because most RFID applications communicate in real time with a library's integrated library system (ILS), a strong relationship between the RFID vendor and ILS vendor is critical. Miscommunication and incompatibility among vendors can threaten the success of a project, resulting in unexpected costs and unforeseen investments in time and energy on the part of library staff. According to a survey conducted by the Computing Technology Industry Association (CompTIA), miscommunication or lack of communication is the top reason most IT projects fail. Jessamine County Public Library in Nicholasville, Kentucky, sought an RFID solution to help ease the burden on its personnel budget. "Our library had a continually growing need for additional staffing; but our personnel budget was not increasing at an equal pace," said Circulation Services Manager David M. Powell. "We needed a solution that would help our existing staff keep up with the growing demands on our library."

JCPL pursued a multivendor RFID solution offered through its ILS vendor, SirsiDynix, which has a strategic partnership with Integrated Technology Group (ITG). To address both their growing circulation and security demands, the library installed the Apex RFID system developed by ITC. The new system features three Apex RFID XpressCheckpatron self-service kiosks, eight Apex RFID workstations, and Apex RFID security gates. In the process of implementing the rollout, JCPL discovered numerous best practices for managing an installation where two technology vendors were involved. According to Powell, "The key to a successful multivendor rollout is choosing compatible vendors, developing a communication strategy, and establishing clear troubleshooting procedures."

The real-world experiences of Jessamine County Public Library are applicable to almost any multivendor technology implementation.



Step 1: Choose Compatible Vendors What criteria do you use to evaluate technology vendors? Is your focus on the technology and its features and benefits? Are you concerned about cus-

tomer service? Reliability?

🗉 Is cost the most important factor?

According to the 2009 RFID Marketing Strategies Report published by RFID Update, the top priority for most end users is to find an RFID company that has successfully performed numerous implementations at an organization similar-to-their own. Powell suggests contacting references not only to ask about the performance of the technology but also to inquire how well the RFID vendor worked with the library's ILS vendor, as well as other technology vendors if applicable. He also suggests asking the vendors themselves if they already have a working partnership with others. These may be technology partnerships or mutual accreditations; there might even be a marketing partnership that allows libraries to purchase one vendor's products through a strategic partner. Choosing vendors that already have an existing relationship saves time and money from the start. Vendors that have a partnership or have worked together on multiple proj-

ects have probably worked out the kinks that arise in new collaborations.

During the bidding process, ask vendors how long they've worked together, whether they have dedicated communication channels in place, and how they handle

Choosing vendors that already have an existing relationship saves time and money from the start.

problems and troubleshooting. Without lateral communication channels among vendors, the customer can end up in the role of de facto liaison.

Other considerations include:

E Product compatibility. Products from different vendors that do not operate together seamlessly require special accommodations that may increase the cost of the overall project. In addition to assuring compatibility between software systems, consider the full range of equipment. Will Vendor A's software run on Vendor B's hardware? Will Vendor B's hardware fit in the furniture you have chosen from Vendor C? Are all vendors compatible with the cataloging and circulation system? Test the compatibility of equipment early before making a purchase to avoid costly alterations down the road.

© Service agreements and warranties. Understand the compatibility of vendors' service terms, guarantees, warranties, and payment options: Do service terms conflict? Do all products involved have a similar lifespan? Do the maintenance and technical support agreements have a similar timeline? Are you paying for two technical support service plans that overlap?

Addressing these details up front will help determine which vendors are most compatible. In the case of Jessamine County's installation, ITG and SirsiDynix submitted a joint proposal to eliminate the possibility of conflicting service terms.

© Corporate cultures. Amy Thropp, vice president of customer care for ITG, suggests working with vendors that have similar corporate cultures, if possible. For instance, do both vendors' corporate cultures lean toward collaboration or competition? Some companies hold their practices and procedures close to the vest, which may hinder communication during a collaborative project. november 2009

american libraries

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"Vendors have to be willing to put their client's best interests first, which means learning how to work with other vendors. even if that means lifting the curtain a little," said Thropp.



Step 2: Develop a Communication Strategy

"Ask alot of questions in the beginning," advises JCPL's Powell. "The more questions you ask, the more you know what to expect, who is

responsible for what, and how to move forward."

Next, identify the key players from within the client organization, as well as from each vendor, and build a hierarchy outlining each team member's area of responsibility. The hierarchy may also be used to outline an escalation process for troubleshooting.

When developing a communication strategy, include staff members and patrons who will be using the technology. If staff members fully understand and appreciate the new technology, patron buy-in often follows. Failure to garner support from the beginning can diminish the benefits of the new technology.

"We have used training and signage to help our staff and patrons adapt to the new technology," said Powell. "We set up a training program with visuals, guidelines, and procedures to show the staff how to tag the items and operate the equipment."

Set goals and create a timeline. A communication

strategy should contain a set of clear goals and objectives that are linked to a timeline. In developing a fimeline, be sure to build in extra time for troubleshooting and lastminute adjustments.

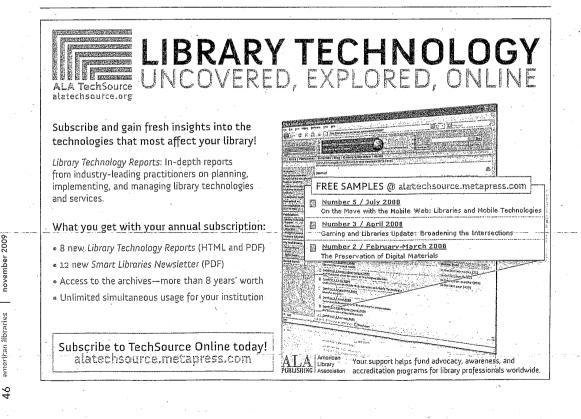
"For example," said Thropp, "there are a lot of options for configuring a self-service unit, and it takes time to determine which settings are most appropriate for your library."

E. Define terms. "A lesson 1 learned early on is the importance of defining terms," said Powell. "At one point, ITG referred to a piece of equipment by one term, while SirsiDynix called it something else. It took me a while to figure out they were both talking about the same piece of equipment."

A multivendor team may need to define technical terms for equipment, processes and technical procedures, and terms of measurement. For example, some people use the term "RFID reader" to include both the coupler and the antenna; for others the term refers to the coupler alone.



Step 3: Establish Troubleshooting Procedures In addition to establishing a written communication plan, it's equally important to institute trouble-



shooting procedures prior to encountering a technical issue. After equipment has been installed, most technical support will take place remotely. Remote tech support can save time and money, but it can also present communication challenges.

With proper training from vendors, a library's technical staff can probably handle minor maintenance and hasic troubleshooting; they become an extension of the vendor's technical support team.

"It's a good idea for libraries to have a main technical contact who can speak in a technical manner when it comes to troubleshooting," said Thropp. "Investing a small amount of time to train the library's technical staff in maintenance and troubleshooting goes a long way in helping your vendor tech support teams identify and diagnose problems quickly and efficiently."

A service level agreement and maintenance contract should define troubleshooting procedures. Understand the exact terms of the agreement and be sure to review fees associated with technical support services and maintenance contracts with staff. This includes how vendors define "support." Onsite or remote support? Only during normal business hours? Does the support outlast the warranty on the equipment? "Be certain that you get not just a full year's warranty at no additional charge, but also sup-

Remote tech support

can save time and maney. but it can also presidat communication challenges.

port and maintenance," said Thropp. "Sometimes there is a series of trials and errors required before all settings are just right. Your library may want to try a specific setting for a week and then change to find the best configuration."

Jessamine County Public Library's RFID system has been up and running since February. and the library is already experiencing a return on investment in operating costs, which have held steady thanks to the new technology and loss prevention. "Overall, the experience of implementing a multivendor RFID technology rollout has been a positive one," said Powell. "Now our patrons and our staff members are benefiting daily from our efforts, and we are watching the tangible results and ROI add up over time." i.



SHAI ROBKIN is founder and president of Integrated Technology Group, a division of Vernon Library Supplies, and co-author of Radio Frequency Identification Handbook for Librarians (Libraries Unlimited, 2007).

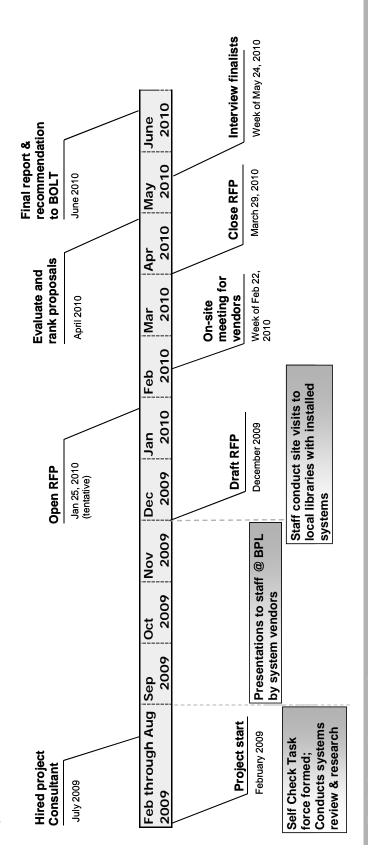


Outline for RFP

Position the library for future upgrades Address need to gain efficiencies in check-in, sort and shelving Increase self-check usage
Description of Library and Community Figures: population, library collection, circulation rates
Current systems Circulation and security (Checkpoint) ILS (III Millennium)
Requirements (Bid on any or all) Circulation and Security Systems Software Standards Supplies (tags, labels) Workstations Self-check Workstations Account management capabilities (review, renew, fines) Media Handling Circulation Security Automated Materials Handling (Check-in and Sorting) Systems and space requirements Automated Check-in Sorting capabilities Service, Support and Maintenance Service requirements Maintenance Implementation/Transition Plan

Berkeley Public Library

Self Check, Automated Materials Handling & Security System Selection Project Schedule



(Draft: December 1, 2009



BERKELEY PUBLIC LIBRARY

ACTION CALENDAR December 9, 2009

TO: Board of Library Trustees

FROM: Donna Corbeil, Director of Library Services

SUBJECT: BERKELEY PUBLIC LIBRARY FOUNDATION FUNDRAISING CAMPAIGN AND DONOR RECOGNITION PLAN

RECOMMENDATION

Adopt a resolution in support of the Berkeley Public Library Foundation Capital Campaign to raise funds for furnishings, equipment and fixtures and materials related to implementation of the Branch Library Improvement Program and approve the donor recognition plan as presented.

FISCAL IMPACT

This report will have no fiscal impacts.

BACKGROUND

The Berkeley Public Library Foundation (BPLF) is one of two, non-profit, 501(c)(3) fundraising organizations that support the Berkeley Public Library system. The other is the Friends of the Berkeley Public Library. The stated mission of the Foundation is "to support our community's knowledge and learning by enhancing library facilities, programs, and services". Founded in 1996 to raise money for furniture, fixtures and equipment (FF&E) for the Central Library during its City General Obligation Bond funded renovation, the Foundation generated \$4.2 million for the project. Although a separate entity from the Friends, library administration and Board of Library Trustees, the Foundation has historically worked in tandem with the three organizations to ensure that the library's capital improvements and programs are being supported. The "We Love the Library" campaign to provide the furniture, technology, and other interior fittings that by law the Central Library reopened on April 6, 2002 with the new furnishings and equipment funded by this successful campaign.

The Foundation was an early supporter of Measure FF – the Neighborhood Library Bond Campaign (November 2008) and following the measures passage the Foundation Board of Director's began discussions of how they would support the branch improvement efforts. They have committed their organization to raising the private funds necessary to turn the branches into the library the community envisioned in approving the measure. The foundation board has taken actions to authorize the development of a BPLF Campaign Planning Task Force to develop a strategy to raise over \$3 Million for the branch libraries.



CURRENT SITUATION AND ITS EFFECTS

Library bond

Measure FF, the \$26 million bond to fund the branch library improvement program was passed by voters in November 2008. Since that time, outside bond council has confirmed, that as is customary with general obligation bonds for construction that the City cannot use bond proceeds for furnishings or fixtures under State law. But instead the bond funds can only be used for 'bricks and mortar' or what is permanently attached to the structure and can be treated as real property.

As part of the Library's 20-year feasibility plan - the *Branch Libraries Master Facilities Plan* (July 2008), the consultants included an estimate for FF&E costs of \$2,318,711 based on a standard per square foot rate for a project budget of \$26 million. This estimate does not include funding for enhancing the collections in preparation for reopening or the costs associated with raising such a substantial sum over multiple years.

Gift / Donor Policy

The Board of Library Trustees adopted by Resolution No.: 08-25, *A.R. Number 10.11 Gift / Donor Policy* in March 2008 (Attachment C). The policy allows: "with Board approval the Library may collaborate with one or the other of these organizations [Foundation or Friends] to initiate a "Library Campaign" to improve the physical space or service program of the Library. Such a campaign may have a donor recognition component that includes memorializing the gift or donation in Library facilities only if approved by the Board."

The Director represents the Library at regularly held Library Foundation Board of Director meetings and was invited to participate as a member of the campaign planning task force. We anticipate that this role will continue in order to communicate needs and progress on the signage plans and other related matters.

Signage – Criteria & Design

As the design of the branches moves forward interior and exterior signage will be included as a design component. The scope of these efforts will include the following types of signage or graphics: code specified, way-finding or directional, dedication, identification of collections, end of range, and area or service identification. The placement of signage will be considered as part of the design process as locations are identified for wall-mounted, hanging, top-of-shelf, inserts and other types of graphics depending on function, code requirements and the unique layout and opportunities in each branch facility. For the recognition program the following criteria will be applied to donor signage: consistency between locations; signage is appropriate to the level of giving; and recommended plaques and display that are in keeping with the architectural character of each branch.

The design development of branch signage and graphics are included in the architectural design process. The design and manufacture of donor signage is not included in the bond



Staff will report periodically on the status of this effort to the board.

<u>FUTURE ACTION</u> No future action is needed.

Attachments:

- 1. Resolution
- 2. Donor Recognition (Foundation)
- 3. AR 10.11 Gift / Donation Policy



RESOLUTION NO.: 09-xxx

BERKELEY PUBLIC LIBRARY FOUNDATION FUNDRAISING CAMPAIGN AND DONOR RECOGNITION PLAN

WHEREAS, on November 4, 2008, the people of Berkeley approved Measure FF, a \$26 million bond measure, to fund the renovation, construction and expansion of the branch libraries; and

WHEREAS, Measure FF bond funds by law cannot be used to purchase furniture, fixtures and equipment, and materials needed for the new and renovated neighborhood branch libraries; and

WHEREAS, the Berkeley Public Library Foundation, through it's branch capital campaign, is committed to raising over \$3 Million to purchase the needed furniture, fixtures and equipment and materials not provided for in the passage of Measure FF (2008); and

WHEREAS, the Berkley Public Library Board of Library Trustees wishes to recognize the generosity of the Foundation and its donors by offering suitable and appropriate opportunities for recognition at branch libraries; and

WHEREAS, the BPLF capital campaign planning task force and Foundation staff have developed a donor recognition plan approved by the BPLF Board of Directors outlining the goals of the plan, uniform recognition areas for designated categories and donor wall; and

WHEREAS, the Berkeley Public Library Foundation donor recognition plan reflects the design objectives of the Library with guidelines that are inclusive, provide consistency between locations, are appropriate to the level of giving and recommend plaques and display that are in keeping with the architectural character of each branch; and

WHEREAS, the Board of Library Trustees delegates the management responsibility of the acceptance of gifts and donor recognition for the branch capital campaign to the Library Director, the board reserves the right to approve the permanent location of all donor recognition plaques as part of its oversight authority.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to adopt a resolution that all branch libraries of the Berkeley Public Library may display such plaques or other forms of donor recognition as the Library Director shall deem appropriate to honor the Foundation and contributors to the branch capital campaign as set forth by the board.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on December 9, 2009 by the following vote:

AYES: NOES: ABSENT: ABSTENTIONS:

Susan Kupfer, Chairperson

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

Berkeley Public Library Foundation Branch Library Campaign Donor Recognition

The campaign planning task force has developed a recognition program that is inclusive and tasteful. This plan was reviewed and approved by the Berkeley Public Library Foundation Board of Directors at their November 18, 2009 meeting.

The goals of the recognition plan are to:

- Have consistent recognition levels throughout the four branches
- Offer donors the opportunity to be recognized in the branch of his/her choice
- Make recognition tasteful, low-key and in keeping with the architectural character of each branch

Donor Wall

A donor wall will be prominently located in each branch to honor donors of gifts of \$2,500 and above. Donors will be grouped by level; the gift level will be a named category and will not indicate a dollar amount. The levels are:

- \$2,500 to \$4,999
- \$5,000 to \$9,999
- \$10,000 to \$24,999
- \$25,000 to \$49,999
- \$50,000 to \$99,000
- \$100,000 and above

In addition, temporary recognition of donors at these levels will be placed in the Central Library.

Honoring Donors in Rooms and Areas

1) Recognition in rooms and spaces begins at the \$15,000. The language will be along the lines of:

The Children's Room

A gift from Susie and Bobby Smith

Some examples of recognition areas for gifts from \$15,000 to \$25,000 include; Staff

Lounge,

Tool Area Service Desk and Hold Shelves.

2) Donors giving \$2,500 and above can be recognized on group plaques. The language will be along the lines of:

Computers, Tables & Chairs A gift from Sarah Jones, Susie and Bobby Smith, etc. The current recognition opportunities are:

Recognition Areas in each Branch	Gift Level
Central Area	
Entry lobby	\$100,000
Program/multi-purpose room (Claremont, West, South)	TBD
Circulations desk – service	\$50,000
Staff work area	\$50,000
Teen Area 2 names on shared plaque	2 at \$50,000 each
Children's Area	\$100,000
Adult Area	\$150,000

SOUTH BRANCH only	
Tool lending library	\$200,000 or
	4 each \$50,000

WEST BRANCH only	
Berkeley Reads Program Room	\$300,000
Elevator (tentative)	\$50,000

NORTH BRANCH only	
New wing & Meeting Room	\$500,000 and above
Elevator	\$50,000
Historic features renovation	TBD
Historic light feature	TBD

Additional rooms and areas will be developed for donors who contribute \$15,000 - \$49,999.

All donors to the Branch Library Campaign will be recognized in a digital "memory" book at each library.

BERKELEY PUBLIC LIBRARY ADMINISTRATIVE REGULATIONS

A.R. Number:	10.11	
ORIGINAL DATE:	3/12/08	
BOLT Resolution #:	R08-25	
REVISED DATE:	n/a	
PAGE:	1 of 2	

SUBJECT: Gift / Donation Policy

I. PURPOSE

The Berkeley Public Library welcomes gifts of money to enhance library services through the provision of additional materials, equipment and services, as well as other types of gifts such as books. The Library encourages gifts of cash, not earmarked for specific items (unrestricted) in order to permit the most flexible use of the donation for the enrichment of the library program.

II. POLICY

It is the policy of the Board of Library Trustees to approve substantial gifts, donations, awards, grants, etc., based on the recommendation of the Director of Library Services. The Board of Library Trustees will be responsible for approving the policy parameters of criteria for acceptance or refusal of donations, as developed by the Library Director. It is also the policy of the Board of Library Trustees to encourage ongoing support from both the Friends of the Berkeley Public Library and the Berkeley Public Library Foundation. Acceptance of substantial donations is to be done at Board meetings immediately following receipt of the donation, or as part of the budget process.

The Director of Library Services has management responsibility for receipt of gifts. The Director, in coordination with appropriate members of Library staff, also has responsibility for development of criteria for gift acceptance and their final disposition, and for recommendations to the Board regarding acceptance or refusal of substantial donations.

Donations may be given in the form of cash (monetary) gifts, or as a bequest, trust, real property or donation of an asset. We recognize that the gift may be a remembrance, a way to honor an individual or group, a memorial or a tribute. The Library will establish the methods by which gifts are publicly acknowledged.

The Library will not affix a value for income tax purposes to any gift accepted; this is the responsibility of the donor. The Library will, however, on request, acknowledge the gift by letter and specify the type, and quantity, condition, etc. of the gift for the donor's records. All gifts of money will be acknowledged. Gifts are the management responsibility of the Director of Library Services. The Director, in coordination with Library staff members has responsibility for decisions regarding criteria for gift acceptance and final disposition. The Board of Library Trustees will receive quarterly reports regarding all donations.

Personal property, art objects, memorial or commemorative objects, displays or plaques, portraits, artifacts, antiques, museum objects and similar items are not generally accepted as gifts. Under certain circumstances and with Board approval when such a gift meets the mission

A.R. NUMBER: 10.11

and needs of the library, these types of gifts will be accepted. Any restrictions on gifts, whether donations of monies, books, periodicals, media or art work must be submitted in writing and approved by the Board. Monetary gifts offered with special restrictions or conditions, including endowment funds, require Board approval of such restrictions before such monetary gifts are accepted.

Library staff will develop procedures regarding the disposition of books and other materials to include guidelines in considering material for inclusion in the Library's collection and disposition of material not included in the collection. The Library will develop a gift record form that includes options available to givers, including branch, collection or program designation. A record of all monetary donations above \$100 will be retained for seven years.

Donor Recognition

The purpose of recognition is to commemorate the gifts of all donors. A gift to the Berkeley Public Library may be commemorated with a book plate, signage, plaque or by other means. In the case of a tribute donation, the Library will send the honoree(s) a formal announcement of the donation.

It is not the policy of the Library to provide separate shelf space for books or other materials donated to it.

The Berkeley Public Library Foundation and the Friends of the Berkeley Public Library are not part of the Berkeley Public Library and as such have there own set of policies and practices. Under certain circumstances and with Board approval the Library may collaborate with one or the other of these organizations to initiate a "Library Campaign" to improve the physical space or service program of the Library. Such a campaign may have a donor recognition component that includes memorializing the gift or donation in Library facilities only if approved by the Board.

Reviewed by:		•	
Kevieweu by.	Director of Library Services	Date	
7			
Approved by:		· · · ·	
	Chair, Board of Library Trustees	Date	



BERKELEY PUBLIC LIBRARY

INFORMATION CALENDAR

December 9, 2009

TO: Board of Library Trustees

FROM: Donna Corbeil, Director of Library Services

SUBJECT: DECEMBER 2009 MONTHLY BRANCH RENOVATION PROJECT REPORT FROM LIBRARY DIRECTOR

INTRODUCTION

Every month the Library Director gives the Board a report on branch renovation activities and updates from the previous month, but since no report was given in November this will include the previous month as well.

FISCAL IMPACT

This report will have no fiscal impacts.

SUMMARY OF WORK

During this reporting period staff arranged and facilitated the first Claremont Branch conceptual design community meeting held on Monday, November 2 from 6:30 – 8:00PM at the Claremont branch. Community turnout was good with many immediate neighbors attending. A second Claremont community meeting was held on November 19th, at this meeting a variety of possible schemes and design ideas were vetted with the public. The West Branch conceptual design community meetings dates have been set for Thursday, December 3rd and Thursday, January 7th and meeting publicity has started. A 3rd community meeting is scheduled for the North Branch Library on December 1st to review schematic designs, landscape options and exterior elevations.

Other meetings held during this reporting period include:

- Weekly project meetings facilitated by the KCEM project manager, Steve Dewan
- Kickoff meeting with Technology consultant, Smith Fause Macdonald, Inc. (SFMI)
- Meeting #2 with Landmark Preservation Commission Subcommittee and architects from Field Paoli on South Branch
- Meeting with City's Planning Department and architects from Field Paoli on South branch
- Meeting with City's Planning Department and architects from GEBT on Claremont Branch
- Two meetings with Landmarks Preservation Commission Subcommittee and architects from ARG on the North Branch
- Two meetings with Landmarks Preservation Commission Subcommittee and architects from HED / GreenWorks on the West Branch



 Staff met with the City's Public Arts Commission Secretary to discuss establishing public art projects in the renovated branches

COMMUNICATION

The staff continues to publicize the community meetings by distributing announcements to the branches; City offices, community and senior centers; Berkeley Unified School District; neighboring libraries; and Library support organizations. A full set of the design presentation boards exhibited at the board project workshops as well as detailed minutes from those meetings are included in the board packet and will be posted on the library's website once approved.

WORK ANTICIPATED

In recognition of the December holidays staff will plan a limited number of community meetings, resuming these in the new year, beginning in January.

The Berkeley Public Library Foundation has hired a Development officer, David G. Snyder. The board held a kick-off meeting for the various committees they are forming related to the neighborhood focused Capital Campaign effort in November.

Staff will continue to work with Kathy Page to schedule meetings to develop the library program for the West Branch and the Claremont Branch libraries. She has, with staff input, delivered initial programs for South and North to allow the architects to move into Schematic Design.

KEY PROJECT ISSUES

Structural testing of the 1960's sections of the South Branch Library was done under the direction of Tipping Mar + Associates at the request of Field Paoli Architects. The destructive testing was a follow-up to earlier testing completed during the *Branch Libraries Master Facilities Plan* (July 2008) study, completed as part of conceptual design research into existing conditions. Following review of the findings, the Library and design team agreed that a few more test sites will be selected for additional testing and confirmation. While further testing progresses, we should discuss whether signs should be posted to alert the community to a potential hazardous condition.



BERKELEY PUBLIC LIBRARY

INFORMATION CALENDAR

December 9, 2009

TO: Board of Library Trustees

FROM: Douglas Smith, Deputy Director of Library Services

SUBJECT: UPDATE ON THE BERKELEY PUBLIC LIBRARY STRATEGIC PLAN IMPLEMENTATION

INTRODUCTION

This report provides an update on the implementation of the Berkeley Public Library Strategic Plan.

FISCAL IMPACT

This report has no fiscal impacts.

BACKGROUND

After many years of offering a diverse and effective array of services to the community without a formal strategic plan containing defined service priorities, Library staff in 2008 undertook a strategic planning process. This process involved extensive community and staff engagement, and resulted in a draft plan containing seven service goals within which are fifteen more specific initiatives. These specific staff activities serve to fulfill the seven service goals. The Board of Library Trustees approved with minor revisions the draft Berkeley Public Library Strategic Plan at its regular meeting in September 2008.

CURRENT SITUATION AND ITS EFFECTS

Since the approval of the three-year plan, oversight of the individual initiatives was assigned to relevant managers and other senior Library staff and a phasing matrix created for implementation. Progress has been tracked and discussed at Library management team and in other staff meetings. The staff assigned oversight of each initiative have identified specific new activities and services which are helping the Library meet the objectives in the approved plan. Significant progress has been made toward every goal in nearly every individual initiative, the details of which are delineated in greater detail in Attachment 1, *BPL Strategic Plan Implementation Phases.*

FUTURE ACTION

Staff will provide updates to the Board of Library Trustees on a periodic basis.

Attachments:

1. BPL Strategic Plan Implementation Phases.

BPL Strategic Plan 2008-201	Implementation phases
BPL Stra	Impleme

ents find the materials they need in or through Year one (FY09)	h BPL. (ear two (FY10)	Year three (FY
	ind the materials they need in or throug Year one (FY09)	ind the materials they need in or through BPL. Year one (FY09)

Difutegic Oodi 1. Del Netey resuents find the finder dies they here in of hir orgh DI L.	Jun	un main and an sint ann an an a	ngn DI L.	
	Υ€	Year one (FY09)	Year two (FY10)	Year three (FY11)
Initiative 1a:	•	Reports from Innovative and	Weeding guidelines and	
Develop usage reports to identify		OCLC identified: replacement	training launched	
collections most useful to Berkeley		lists, circ activity/weeding lists,	Selectors trained in running	
residents.		turnover rates, LINK+, holds	Millennium reports	
(Lead=Megan McArdle)	•	Set schedule/ process for	4	
		regular generation/distribution		
		to selectors		
Initiative 1b: Create and implement	•	Collate existing policy	• Draft policy outlined, draft in	
a collection development policy		fragments, 2005 draft policy	progress	
(Lead=Megan McArdle, Linda	•	Identification of	Selector & manager review	
Perkins)		gaps/inaccuracies		

Strategic Goal 2: Berkeley residents have quick and easy access to materials from the entire BPL system	hav	e quick and easy access to materic	ds from the entire BPL system	
	Υ€	Year one (FY09)	Year two (FY10)	Year three (FY11)
Initiative 2a:	•	Staff task force convened	• Delivery schedules & routes	• Evaluation of materials flow
Streamline sorting, shelving, &	•	Consultant Calif. Mfg	changed, increased to two	and handling in the Central
delivery		Technology hired	deliveries daily	Library bookdrop room
(lead+Jay Dickinson)	•	Evaluation of space &	New ergonomic workstation	
		workflow	furniture custom designed,	
	•	Written report submitted	purchased and installed	
	•	Shelving removed, new	Statistical measures of	
		booktrucks purchased	materials flow, reshelving	
	•	new scheduling procedures	monitored	
		implemented		
<u>Initiative 2b:</u>	•	Review continuity of service	• Identify data for analysis for	Begin evaluation of schedule
Provide service hours of greatest		options for BOLT	post-construction schedule	options for new branches
use to patrons	•	Incorporate service hours	Schedule closures to coincide	
(Lead=Doug Smith)		questions into surveys	for least impact on branch users	
	•	Administrative and budgetary		
		review		
	•	Option to not alter current		
		schedule selected		

Strategic Goal 3: Early elementary-age children build their reading skills and their enjoyment of reading.

	Ye	Year one (FY09)	Year two (FY10)	Year three (FY11)
Initiative 3:	٠	ELF playshops @ Central	• Continuation of 2 nd grade visits,	Continuation of 2 nd grade visits, • Continuation of 2 nd grade visits,
Expand the early literacy program	•	BUSD Board & principals	BUSD visits to BPL sites	BUSD visits to BPL sites
to include all BUSD 2 nd grade		contacted	Incorporation of BPL	
students	•	2 nd grade classroom visits	Children's Services activities in	
(Lead=Linda Perkins)	•	• Class visits to BPL sites	citywide 2020 Vision initiative.	

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Initiative 4a: Year one (FY09) Branch Master Facilities Plan • Architect interview			
er Facilities Plan		Year two (FY10)	Year three (FY11)
	Architect interviews, firms	Public presentations/work	 Initial branch closures, begin
		sessions begin at 4 locations	construction
implementation • Projection	Project management firm hired	 Conceptual & schematic 	 CEQA process completed:
(lead=Donna Corbeil) • Progr	Program consultant hired	designs created	South & West
IT col	IT consultant hired	 CEQA process completed: 	 Construction docs, bidding,
		North & Claremont	permit review completed
		CEQA process started: South &	
		West	
Initiative 4b: • Consu	Consultant selection	Public work session held	• Implementation of 1 st phase
Space planning @ Central • Data (Data collection, community $\&$	Initial phase projects identified	layout changes
(lead=Doug Smith) staff i	staff input	 Project management, cost 	
Tayot	Layout options developed &	estimates secured	
presei	presented to staff, mgmt, BOLT		

Tracking database created Promotional course: Reader's Advisory Staff mentoring of current MLS candidates Recruitment @ PLA 2010 as needed	Fire and earthquake drills scheduled Ongoing monitoring/ updating of safety program elements. EVC drills planning in partnership w/ CoB Launch Library Wellness Program (Safety Committee)
••••	• • •
Training task force created, audit of training needs completed New hire orientation workflow established; orientation video created Competencies for most job classes established Formal promotional paths established Promotional course introduced: Reference interviews Friends of BPL scholarships publicized, awarded to staff MLS candidates HR Analyst to recruit at library conferences as needed	Emergency handbooks completed & distributed Procedures developed for contact with Homeless Outreach, Berkeley Hosts, Mobile Mental Health BPL-specific Injury Prevention Guide in partnership w/ Balance Health In Motion Launched staff stretching program, "stretch-a-thon" Staff attended Emergency Volunteer Center (EVC) training
<u>Initiative 4c:</u> Maintain staff diversity via recruitment, training, staff development (Lead=Jenifer Shurson)	<u>Initiative 4d:</u> Develop a comprehensive safety/security plan to provide safer library environments (Lead=Jenifer Shurson)

Goal 5: A broader base of Berkeley residents are habitual library users	resi	dents are habitual library users		
	Υ	Year one (FY09)	Year two (FY10)	Year three (FY11)
<u>Initiative 5a:</u> Develop a plan for promoting BPL	•	Committee to work on "The Look" of promo material	Identify strategies/opportunities for internal & external	Plan evaluation & review
resources (Lead=Doug Smith)	•	Internal audit of marketing activities	marketing"Look" flyers created, printed	
	•	Launch event publicity via Facebook		
<u>Initiative 5b:</u> Evaluate, coordinate outreach	•	Audit current outreach staff workflow	Establish partnerships with key groups/orgs: BUSD, North	Establish Library field activities during branch
activities (Lead=Suzanne Olawski)	•	ID strategic partnerships	Atlantic Books, BAM/PFA, Berkeley JazzSchool	closures

Goal 6: Adults frequent Berkeley libraries for their high-quality programs

	Year one (FY 09)	Year two (FY '10)	Year three (FY'11)
Initiative 6a:	Staff planning group convened to coordinate FoBPL grant	Continuation of year	Continuation of
Expand, publicize adult	requests	one initiatives	year one
programming	Develop new partnerships for co-sponsored programs:	Apply via CALIFA for	initiatives
(Lead=Doug Smith)	JazzSchool, Downtown MusicFest, East Bay Small Business	grant-funded video	
	Development Center, Unite for Sight, BAM/PFA, Chalk for	conferencing equipment	
	Peace, Berkeley Rent Board, Foundation Center, Center for		
	Digital Storytelling		
	Branch library formal programming plan developed for FY 2010		
Initiative 6b:	• Establish & formalize partnerships w/ arts/performance	Secure permits for	Continuation of
Develop Central as a	organizations: Berkeley JazzSchool, BAM/PFA, Berkeley Old-	outdoor events in	year one
destination within	Time Music Convention, East Bay Depot for Creative Reuse,	Central Library plaza	initiatives
Downtown Arts District	Bay Area Discovery Museum, Lawrence Hall of Science	Continuation of year	
(Lead=Doug Smith)		one initiatives	

Goal 7: Patrons use wi	th ea	Goal 7: Patrons use with ease BPL's content-rich and accessible electronic resources			
	Ύί	Year one (FY09)	Ye	Year two (FY10)	Year three (FY11)
Initiative 7a:	٠	User interface of the LibOnline PC reservation system	٠	Evaluate the social media	 Continue eval. of
Enhance web site		streamlined		projects selected in year one.	social media
(Lead=Alicia	•	Web catalog task force convened to review web catalog,	•	Redesign of the web catalog	projects, catalog and
Abramson)		identify problems of access/usability, and areas of needed	٠	Upgrades to LibOnline PC	web site design
		improvement		reservation system	
	•	Conduct a user survey to better understand current use of	•	Implementation of III	
		the web catalog & subscription resources, & identify areas		"Encore" search interface &	
		of needed improvement		ResearchPro federated	
	•	Identify areas where the implementation of two-way		search	
		communication and/or social networking technologies	•	Completion and launch of	
		(e.g. blogs, wikis, etc.) could enhance community		Children's Services web	
		awareness of library services and resources, and to		page module	
		facilitate community feedback			
	•	T thusan Boochadr as a setablished			
	•	LIDIALY FACEDOOK page established			
	•	Existing Teen Services blog promoted, activity enhanced			
Initiative 7b:	•	Expansion of volunteer roles in public trainings	•	Public training classes	
Partner w. CoB IT	•	Expansion of topical trainings: Chinese characters,		doubled in frequency	
division on a "digital		employment & small business	•	Partnership with Rubicon	
divide initiative"				Programs Inc. for hands-on	
(Leads+Alicia				trainings	
Abramson, Pat			•	Apply via CALIFA for	
Nagamoto)				grant-funded laptops &	
				video conferencing	
				equipment	



BERKELEY PUBLIC LIBRARY

INFORMATION CALENDAR

December 9, 2009

TO: Board of Library Trustees

FROM: Donna Corbeil, Director of Library Services

SUBJECT: DECEMBER 2009 MONTHLY REPORT FROM LIBRARY DIRECTOR

INTRODUCTION

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

FISCAL IMPACT

This report will have no fiscal impacts.

LIBRARY DEVELOPMENT

The Library held an all staff meeting on October 30th in the morning, opening one-hour later that day. Among the topics covered were updates on the branch renovation program and the Central Library space study; a report from the safety committee; and a demonstration of the new module in the Innovative online catalog – Encore.

PROFESSIONAL ACTIVITIES

A report on the recent California Library Association conference is attached.

The Library has been invited to attend the upcoming California Opportunity Online Summit to be held December 14-15 in Sacramento. This event is sponsored by the California State Library and the Gates Foundation. The intent of the workshop is to help the sponsors shape the future of broadband availability and connectivity for California libraries, especially public libraries. All expenses will be covered by the sponsoring organizations.

PROGRAMS, SERVICES AND COLLECTIONS

The Library will host the upcoming CALTAC Spring 2010 workshop at the Central Library. Telling Your Library's Compelling Stories is the theme of this year's event and will feature speakers from area libraries with success stories. The event is scheduled for Saturday, February 27, 2010 (flyer attached).

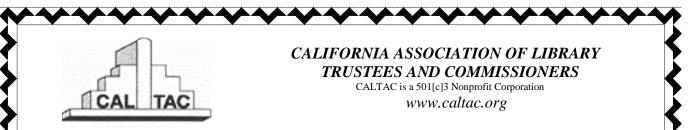
Berkeley Public Library was included in the LJ Index for 2009 and garnered four stars in the expenditure category of \$10 - \$20M. (Attachment 5)

PERSONNEL

The city will be launching the online city staff directory in November. The Library will be participating in the customer service improvement initiative.

ATTACHMENTS:

- 1. CALTAC flyer
- 2. CLA report
- 3. Google Book Settlement article
- 4. Kindle in libraries staff report
- 5. Library Journal, November 15, 2009, *America's Star Libraries: the LJ Index of Public Library Service* 2009, Round 2, by Keith Curry Lance and Ray Lyons



Affiliate of the California Library Association

Trustees, Commissioners, System Advisory Board Members, Friends, Library Advocates, and all members of the library community:

SAVE THE DATE

CALTAC - Spring 2010 - Workshops

Telling Your Library's Compelling Stories

Saturday, February 27, 2010 : Berkeley Public Library

Saturday, March 13, 2010 : San Marino Public Library

Welcome from Stacey Aldrích ... CA Deputy State Líbrarían

A panel of local experts and patrons sharing how the library impacted them. Attendees will share ideas (through a facilitator) to take away and start using locally.

The **California Association of Library Trustees and Commissioners** (CALTAC) invites you to share your interest and concerns and explore options on important library issues.

Watch for more information: www.caltac.org

PLEASE SAVE THE DATE!

California Library Association Conference: October 30, 2009 – November 3, 2009

Report from Donna Corbeil, Director

I was very proud to attend the 2009 Writer to Writer Award luncheon held as part of the CLA

conference. This year the winner of the Advanced Writer award is Sima Tawakoli, whom attended the luncheon in Pasadena along with her Berkeley READS tutor. The California State Library sponsors this event and provides funding for travel to the winner writer and his or her tutor. The winners of each category reads there piece. It was a moving and satisfying experience and demonstrates how important literacy is to the mission of public libraries.

2009 Writer-to-Writer Challenge - A Writing Competition for Adult Literacy Learners

What is the Writer-to-Writer Challenge? Adult literacy learners of the California Library Literacy Services are invited to read a book, any book. It can be fiction or non-fiction, written at any level, and can be a book-on-tape. They then write a letter to the author describing how the book changed their lives.

This year 188 adult learners entered the Challenge from 43 library literacy programs all over California. Their letters, based on their writing skill levels, were divided into four categories: Emerging, Beginning, Intermediate and Advanced. There are two rounds of judging: In the first round a panel of librarians and literacy specialists carefully selected the finalists in each category. In the second round, groups of learners reviewed the finalists' letters and picked the winner and runners-up in each category.

Library Vendor Exhibits

I visited the exhibits center several times to see what the latest trends are in libraries and talked to vendors of library equipment, technology and furnishings. As we move forward on identifying the needs of the branches we may want to explore some of these possibilities further.

Conference Sessions

Among the special events I attended was the general opening session, the awards presentation and the State Librarians breakfast. The conference is a key time for the Legislative Committee, of which I am a member, to meet with leadership, the incoming Association president and executive director and the State Librarian to set goals and directions for the upcoming year. As always we will continue to focus on state issues of interest to libraries, state budgeting and will renew our focus on advocacy and expand this theme in several ways.

The Mercury News

MercuryNews.com

Opinion: Proposed Google book settlement leaves libraries' rights in question

By Melinda Cervantes and Jane Light Special to the Mercury News

Posted: 10/22/2009 08:00:00 PM PDT

Updated: 10/22/2009 08:35:56 PM PDT

It's good news that the U.S. District Court decided to hold off on finalizing the settlement among authors, publishers and Google Book Search, the search engine's gigantic new online library that scanned 7 million books from major American research libraries. While the concerns of protecting intellectual property rights are getting most of the attention, there are still too many questions about public fair use and privacy that remain unresolved.

The potential of Google's digitized library is exciting. For the first time, students who attend small colleges and people who live far away from major universities will be able to access to the same resources as those who can easily visit the campuses of Harvard, the University of Michigan, the University of California, Stanford and other great schools with vast library collections. Access to information is a great equalizer and a fundamental element of a democratic society. It is an important way to narrow the gap between the haves and havenots.

The problem with the initial proposed settlement is a lack of specificity about how public libraries throughout the United States would be able to provide access to Google Book Search for millions of citizens. Would each library, regardless of its size and number of users, only be allowed to have one computer that could be used to access the Google Book Search?

What about access for the many library cardholders who use their home or work computers to "visit" the library's online resources? Would they be shut out?

Would the public be required to give up anonymity and privacy in order to explore Google's digitized library? Who would hold this information, and what assurance would library users have that the data would not be used for commercial purposes?

What would be the cost to libraries to access Google's Book Search — and should they have to pay anything at all, considering that much of Google's collection is material already in the public domain, and many of the books they are scanning come from publicly funded libraries?

These are troubling questions, and not just for librarians. They get to the heart and soul of what libraries are all about: equal access to information for everyone and a guarantee of privacy.

More people than ever are coming to their local libraries for resources. Some are budding inventors and entrepreneurs who are seeking inspiration for the next great innovation. Some are self-motivated independent learners who want to read, research and learn just for the fun of it. And, of course, many are students who rely as much on the public library as their school library for access to the world of information. The needs of the public are equally important as the intellectual property rights of authors.

So far, the Google settlement is being treated as if it were just another private litigation. It's not. Google's digitized library represents a huge worldwide public policy issue with complex, significant impacts that need further exploration.

Attachment #3 Mercury News 10/22/2009

The Alercury News MercuryNews.com

We are proud that another Silicon Valley company is again creating an innovation that could truly change the world, but more in-depth study about the potential consequences of a settlement action is needed. We agree with Marybeth Peters, register of copyrights for the U.S. Copyright Office, who told the House Judiciary Committee that Congress should be concerned about the settlement.

We urge Silicon Valley's congressional representatives to take the lead in protecting the rights of the public to access and use this incredible technological resource with ease and a guarantee of privacy.

MELINDA CERVANTES is the Santa Clara County librarian. JANE LIGHT is San Jose"s city librarian. They wrote this article for the Mercury News.

KINDLE READER REPORT

Prepared by: Megan McArdle, Manager, Collection Development / Technical Services

The Kindle is a proprietary ebook reading device available only from Amazon.com. The Kindle uses a display technology called electronic ink, a high resolution screen that is meant to mimic the experience of reading black letters on white paper. The device only sends a charge through when you turn a page, redrawing the page. It is also easier to read in bright lights (it is not backlighted) and it uses less electricity than the sort of displays used on laptop computers and cellphones. This same E Ink technology is being used in most of the ebook devices on or coming to the market, such as the Sony Reader and the Barnes and Noble Nook. The Kindle itself is only about the size of a trade paperback book, though slimmer, has a reading screen size of 6" on the diagonal and weighs only about 10 oz. There is a built in keyboard for typing notes and searching. Books can be purchased directly from the Kindle, again only from Amazon, through a built-in wireless network. The books are also a proprietary format, and cannot be read on other ebook devices.

Kindles are problematic for libraries, as there is much debate about whether the licensing agreements allow would allow a library to load the device with selections and loan them out. Technically the terms of agreement imply "no":

Unless specifically indicated otherwise, you may not sell, rent, lease, distribute, broadcast, sublicense or otherwise assign any rights to the Digital Content or any portion of it to any third party, and you may not remove any proprietary notices or labels on the Digital Content.

There are some libraries that have tried, but many others are afraid of getting in legal trouble somewhere down the line. Some started to loan and then stopped when Amazon would not give a written OK. In the past libraries that asked were told they could loan them, but not with any content loaded. Not too useful! The libraries that have dipped their toes in the water did ask Amazon about the rules more recently, and some got unofficial (usually verbal) OKs. If we wanted to do this, I would advise checking with someone at Amazon beforehand.

The issues as I see them are as follows:

- The expense to patrons if the device is lost. The device itself is now discounted to the still hefty \$250, and then there would be the question of whether to charge them for the content loaded on the device as well (if we pre-loaded them with books). I think not, as long as those titles can be re-loaded to another Kindle. This would require a little research into the terms of the licensing agreements.
- The complications of buying titles. I have no real idea how this would work. The kindle store at Amazon seems to be a credit-card based business which doesn't really work for materials purchases for us. Amazon does accept purchase orders though, so that would have to be looked at.
- 3. The other problem of buying titles is that the Kindle is primarily a proprietary format device, reading only books purchased from Amazon. This makes me a little nervous. With all the ebook readers coming to market soon, it might be smarter to wait and buy one that allows us more flexibility in where we could purchase titles. The industry standard that is emerging is the .epub format, which the Kindle does NOT support. There are many vendors getting into the ebook market, with more to come in the near future.
- 4. We would have to lock the devices down at the time of loan by unregistering them, otherwise anyone could order additional titles on our account when they had the device in hand. Again, this is a side effect of adapting a device that is intrinsically meant to be a

consumer product to library use. This one button purchasing is meant to make things easier for the owner – but complicates things for us!

- 5. Cataloging them would be interesting. We would have to catalog the device, and could presumably add the titles on the device in a notes field. Whenever we loaded additional titles, the cataloging would have to be updated.
- As this article points out (<u>http://tinyurl.com/ebooksoniphone</u>), the dedicated ebook reader is by no means guaranteed to stick around. There are many that believe that the future is in all-in-one devices such as smart phones (I read on my iphone constantly), or mininotebooks/tablet computers.

These are just initial thoughts on this issue, but really, the biggest issue seems to be that this is a fast changing area of publishing and distribution. Not that I am against being an earlyadopter, but sometimes there are good reasons to wait and see how things shake out. There are at least 4 new devices launching at the end of this year or 1st quarter of 2010. It might be better to see what is coming, rather than having buyer's remorse. Finally, I will end with an illustrative tale from my years at the Chicago Public Library. We purchased 10 Rocket ebook readers in 2001, which we loaned pre-loaded with titles to patrons from our popular materials library (where I worked). It was a constant hassle with folks forgetting to bring back cases and chargers, one broken device, and the mechanics of charging and loaning the readers. But what was really disappointing was that interest completely fizzled, especially when folks realized that they could not control what titles were on the device. Patrons who were interested in the technology got a chance to play with it, which is the one positive thing. But while I like the idea of exposing people to new tech who might never otherwise have the opportunity, this seems to stray pretty far from our mission. Someday this might be a viable way to loan materials maybe even someday soon - but for right now it is a novelty. What I am really hoping for is that our downloadable vendor (Ingram), who currently only loans audiobooks, will move into the ebook arena. Then those Berkeley patrons who get Kindles under the Christmas tree will be able to borrow materials from us. We can talk more about our options in this area (we chose not to go with Overdrive who DOES loan ebooks because the materials budget could not support the cost), but it would seem that this would be more our area - loaning the content, not the container.

Some articles about libraries loaning Kindles: http://www.libraryjournal.com/article/CA6666004.html http://www.libraryjournal.com/article/CA6649814.html http://www.libraryjournal.com/article/CA6533029.html

Megan McArdle Manager, Collection Development/Technical Services

IBRARIES The *LJ* Index of Public Library Service

AMERICA'S

2009, Round 2

By Keith Curry Lance & Ray Lyons

The LJ Index of Public Library Service, sponsored by Baker & Taylor's Bibliostat, recognizes libraries based on the levels of service they provide, but its relevance does not stop there. Library directors and trustees are studying

Keith Curry Lance is an independent consultant based in Denver. He was the longtime director of Colorado's Library Research Service and a founding member of the Steering Committee of the Federal-State Cooperative System (FSCS) for Public Library Data. Ray Lyons is an independent consultant and statistical programmer in Cleveland. His articles on library statistics and assessment have also appeared in Public Library Quarterly, Public Libraries, and Evidence Based Library and Information Practice

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their LJ Index scores and the four statistics on which it is based. In some cases, comparison against spending peers is helping to identify measures of service that decision-makers feel ought to be higher, and libraries are taking steps to expand their service capacity. In others, decisions are being made that will improve the accuracy and completeness of local data reports. And some libraries without a star library rating are using the index to improve their services and how they are measured as well as to increase public awareness and financial support.

Many public libraries are adapting to dramatic economic changes—static or reduced resources despite predictably increased public demand for library services. This second round

of the LI Index is based on 2007 data, which predates the recession's onset, but a library's score and star library status, where applicable, may be helpful in defending against cuts or proposing new or increased funding.

The LJ 2/15/09 issue reported the first star library ratings based on the LJ Index. Less than a year later, we are back with the second round, thanks to a dramatic improvement in data timeliness achieved by the Institute of Museum and Library Services (IMLS) in its annual census of U.S. public libraries. Data for 2006 were released in November 2008, while data for 2007 were released in May 2009-a six-month turnaround. Planned as an annual event, the LJ Index will continue to be published as soon as possible after each year's data become available.

More libraries rated

While the LJ Index only gives five, four, or three stars to the top 258 libraries, 153 more made it into this round. The number of public libraries with LJ Index scores increased from 7,115 to 7,268. There were modest gains in the number of libraries in most of the nine spending categories (see table, p. 20), but the bulk of the additions came in the \$1 million-\$4.9 million category, with 84 additional librariesmore than half of the total gain in scored libraries from the 2006 database to the 2007 one. Only the \$10,000-\$49,999

category had fewer scored librarieswith a loss of 73. The overall difference is owing to a net gain in the number of scored libraries and a rise in the number of libraries reporting all four LJ Index per capita statistics: visits, circulation, program attendance, and public Internet computer use. An additional factor explaining differences by category is libraries moving from one category to another as budgets shifted.

Fifty-eight libraries received their first star library ratings this round, while 200 earned this distinction for the second time. The new star libraries were most likely unrated in the first round owing to gaps in the data submitted in 2006. These newly recognized libraries include Central Rappahannock Regional, VA; Ela Area PL, IL; Jacksonville PL, FL; Lopez Island Library District, WA; Malvern PL, IA; Mattituck-Laurel, NY; National City PL, CA; Parker PL, AZ; San Diego County; and others.

Some libraries did receive lower scores

or fewer stars than in the first LJ Index ratings issued last February. However, a library's lower index score does not mean the library's actual performance decreased in 2007. Rather, it reflects the stiffer competition that additional libraries introduce into the mix.

The states where star libraries hail from remained about the same as the first set of ratings (see www.libraryjournal.com/ LJ Index2009X for the current state-by-state breakdown). New York gained three additional star libraries, while Alabama, Illinois, Iowa, Kansas, Massachusetts, and Ohio each added two to their rolls. Again, these increases are primarily owing to more libraries qualifying for ratings rather than to

changes in library performance in these states. New York remains the lead state, boasting 37 star libraries, with Ohio in second place with 33.

We wish to underscore that this rating system is not cast in stone. Indeed, it is hoped that discussion of LI Index ratings and the four statistics on which they are based currently will lead to the addition of new output measures to the national data collection. This would open up the possibility of expanding the LJ Index to include additional output measures. To this end, selected libraries that have now been star-rated in both rounds of the LI Index to date were asked to respond to four questions:

- To what do you credit the statistics driving your library's rating?
- How did you use your library's star library rating from earlier this year?
- On what additional service outputs does your library collect data locally?
- Which of those local service outputs do you believe are ready to be collected nationally?

The measures that make a star library

Traditionally, the public library community has focused on statistics on circulation and, to a lesser extent, visits. The LI Index includes two additional service outputs-program at-

NEW HAMPSHIRE 1 WASHINGTON NORTH DAKOTA **O** VERMONT MAINE MINNESOTA 4 MASSACHUSETTS 4 MONTANA CONSIN 3 Michigan 37 2 PENNSYLVANIA ^{14NA} THIO 5 TRGIN OREGON 13 RHODE ISLAND WYOMING 1 1 NEBRASKA NEW JERSEY INDIANA IS 10 0HIO 33 8 4 NIA 3 18 15 0 MARYLAND TENNESSEE RKANSAS **()** GEORGIA ALABAMA 0 SOUTH AROLINA 5 TEXAS 1 0 New York State remains the star leader, with 37 star libraries, and HAWAI Ohio is second with 33 0

tendance and public Internet computer use-that alone or in combination contributed to some public libraries getting star library ratings. While providing access to information and a place to consume it remain important, these additional measures reflect other key roles: introducing library users to new information and guiding them in its use and helping to bridge the "digital divide" between technology haves and have-nots. When directors of these libraries were asked to identify reasons why their libraries had such high statistics for these two outputs, they pointed to the community's setting and demographics, various indicators of unusually high service capacity, and specific library efforts.

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All Stars, State by State

WWW.LIBRARYJOURNAL.COM REVIEWS, NEWS, AND MORE

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Boulder Public Library (BPL), CO (\$5 million-\$9.9 million. $\star \star \star \star$) serves the city of Boulder, one of the major suburbs of Denver and the center of its own metropolitan area, due to the presence of the University of Colorado's main campus and a plethora of high-technology companies (e.g., IBM) and its proximity to Rocky Mountain National Park. BPL reported more than eight public Internet computer uses per capita compared to between one and five for other star libraries. Director Tony Tallent attributes this to a combination of several factors including the numerous computers available for public use. Located in downtown Boulder along the Boulder Creek path, the main library is perfectly set for "inviting folks to come in to discover...computers that can connect them to the world" Though Boulder is generally an affluent and highly edu-

cated community, Tallent also sees his library closing the digital divide. "We discover each day that many people who come through our doors simply don't have access to a computer of their own." With BPL's main library, two traditional branches, and the Carnegie Library for Local History, Tallent notes that, "for a city [our] size, it is easy to get to a library to take advantage of the computers and good support from staff."

Richland County Public Library (RCPL), SC (\$10 million-\$29.9 million, $\star \star \star$) in Columbia, the state capital, is also one of the nation's leading retirement cities and home of the University of South Carolina and Fort Jackson (the army's largest training base). The new director, Melanie Huggins, credits her library's high Internet computer usage per capita (4.9 vs. less than 3.0 for most star library peers) to service capacity and community demographics. At most Richland County outlets, available computers are in use 80 percent of the time. A likely "capacity" reason for this is the great hours of her library's outlets—9 a.m. to 9 p.m., Monday-Thursday, in most cases. Huggins also believes the access to public Internet computing is valued highly by most RCPL users but especially by "those who can't afford" a computer, a highspeed connection, and the cost of authoritative databases.

LJ INDEX PUBLIC LIBRARIES BY TOTAL OPERATING EXPENDITURES—FEBRUARY 2009 vs. NOVEMBER 2009

	NUMBER OF LIBRARIES				
TOTAL OPERATING EXPENDITURES	FEBRUARY 2009 (2006 DATA)	NOVEMBER 2009 (2007 DATA)	DIFFERENCE (2006-2007 DATA)		
\$10K-\$49K	1,088	1,015	-73		
\$50K-\$99.9K	1,115	1,152	37		
\$100K-\$199.9K	1,173	1,191	18		
\$200K-\$399.9K	1,089	1,113	24		
\$400K-\$999.9K	1,247	1,278	31		
\$1M-\$4.9M	1,125	1,209	84		
\$5M-\$9.9M	159	176	17		
\$10M-\$29.9M	88	98	10		
\$30M or more	31	36	5		
TOTAL IN LJ INDEX	7,115	7,268	153		

KEY: M-Millions K-Thousands

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AVERAGE (MEAN) VALUES OF *LJ* INDEX MEASURES NOVEMBER 2009 RATINGS

EXPENDITURE GROUP	VISITS PER CAPITA	CIRCULATION PER CAPITA	ATTENDANCE PER CAPITA	PUBLIC INTERNET TERMINAL USE PER CAPITA
\$10K-\$49.9K	3.9	5.3	0.33	1.1
\$50K-\$99.9K	5.3	7.5	0.46	1.4
\$100K-\$199.9K	5,5	7.8	0.44	1.3
\$200K-\$399.9K	6,3	8.1	0.45	1.3
\$400K-\$999.9K	6,8	9.1	0.45	1.4
\$1M-\$4.9M	6,8	9.8	0.41	1.5
\$5M~ \$9.9M	6.6	10.8	0.38	1.7
\$10M-\$29.9M	5,9	10.5	0.29	1.6
\$30M and above	5.3	9.0	0,27	1.6

KEY: M-Millions K-Thousands

Camden Public Library, ME (400,000-1 million, $\star \star \star \star$) sits in a small coastal harbor town that is a summer resort. Director Nikki Maounis identifies several factors in her library's high program attendance per capita (2.3 vs. less than 1.6 for most star library peers): a full-time director of programming, daily story times, regular events on the library grounds (a harbor-side park-like setting with an amphitheater), and evening and weekend hours of service.

Multnomah County Library, OR (\$30 million and over, $\star \star \star \star$) serves the Portland area. Director Vailey Oehlke simply credits her library's program attendance per capita (.47 vs. less than .30 for most star library peers) to "being in sync with the needs and interests of our users."

Use of star ratings

When we asked directors receiving a star library rating for the second time how they used the first rating, their responses included not only some good examples of exercising "bragging rights" but also some exemplary and readily replicable applications of the rating and its underlying statistics in planning, budgeting, fundraising, and assessment.

Boulder's Tallent reports that he and his staff "were so pleased with the LJ 4-Star rating that we immediately crafted a small celebration campaign"-the key feature of which was a giant banner placed at each library facility's entrance. The banners "had great images of our staff with the phrase 'Welcome to your $\star \star \star \star$ library!'" The rating was also reported in the library newsletter and on its web site and blog. Perhaps more important, though, the rating provoked some serious reflection on local data collection and reporting efforts. "[It] fueled our passion [to study] how well we collect our user statistics. Within several weeks, we had identified a couple of key areas where we think our statistics were potentially being underreported," says Tallent. "Needless to say, we have tightened these areas and are looking at some clearer ways to share our user statistics not only with our staff but with our public."

> Camden's Maounis describes a similar publicity blitz, including a banner placed on the Main Street side of the library property for maximum

visibility. A local newspaper article explained the LJ Index and Camden's rating. The library's logo, letterhead, annual report, and postcards all feature the star library logo. Even better, the rating was mentioned at budget hearings to document more fully the amount of service the library provides within the limits of its resources. Maounis also mentions the rating in grant proposals, believing that it confers stature. Most intriguing, LJ Index data is being used in a strategic planning effort. A key question is, "How do we raise Camden's performance on the other three service outputs to the level of its performance on program attendance?"

Multnomah County's Oehlke also referred to the rating in budget presentations, in addition to posting a news release on the library's web site and announcing the news at events for library staff and stakeholders, such as the library's governing board, foundation, and Friends group.

Wornstaff Memorial Public Library (100,000-4499,999, *****), which serves a small village in Ashley, OH, circulates an impressive 41 items per capita and performs well on two of the three other LJ Index measures. While Director Elizabeth Barker echoes typical efforts for publicizing the star rating, she notes that she has used the rating to respond to the 30 percent cut to Ohio's hitherto enviable state funding for public libraries. She cites their star status as part of the "pushback" to the governor's original proposal of a 50 percent cut, and she plans to enlist the star rating when she presses for support for a local property tax levy to replace the lost state funds.

An honorable mention for exemplary local use of the LJ Index goes to Bixby Memorial Library in Vergennes, VT, which is not—yet—a star library. Trustee Peter Morris said his board is using the LJ Index in its decision-making and the development of a campaign to improve library awareness and funding. Reviewing their LJ Index outputs in relationship to spending peers, the trustees and director found they were underreporting visits. A simple solution: acquire an automatic door counter. They also plan to add more Internet computer use." Ultimately, they believe, said Morris, "statistics can help us make our case."

Local service outputs

What other service outputs are used to inform local decisionmaking? The directors interviewed identified multiple measures that get at the depth and range of Internet-based services as well as others related to existing service outputs.

Visits to the library's web site were mentioned by Boulder's Tallent, Camden's Maounis, and Richland County's Huggins. In addition, Tallent wants to know specific databases being used. Maounis tracks local use of state-funded databases, difficult, however, because of the consortial nature of usage statistics for those databases. Huggins's focus is on the length of individual sessions on her library's web site and specific purposes for which patrons are using it (particularly early literacy and workforce development), as well as the percentage of hours open her library's computers are in use. Taken together, capacity testing and service measures can guide development.

Maounis, Multnomah's Oehlke, and Huggins also track Wi-Fi access by visitors, noting that without this statistic, the count of uses of the library's public Internet computers gives only a partial picture of in-library use of e-resources.

Maounis watches consortial lending trends for her library but finds the inconsistent reporting of such lending from li-

The LJ Index Basics

The latest *LJ* index of Public Library Service scores and star library ratings are based on 2007 data. The data are reported annually by public libraries to their state library agencies and compiled nationally by the Institute of Museum and Library Services (IMLS). Any issues with data accuracy or completeness should be directed to local libraries and/or their state library agencies.

L/Index scores are based on four per capita service outputs: library visits, circulation, program attendance, and public Internet computer use. These four measures are closely related to one another statistically. Other service outputs available nationally--registration, reference transactions, and interlibrary lending --are not sufficiently correlated with these four measures to justify their inclusion in the same index.

By definition, service outputs don't measure quality, value, excellence, or relevance of services to the community. The LJ Index is a rating system based on key related service outputs, not overall quality. National-level data required to measure library service quality, even in a limited fashion, do not exist. A library's LJ Index score is based on the relationship among

A library's LJ index score is based on the relationship among its four statistics and the averages of those statistics among its peers based on total operating expenditures. Because we use only four statistics and do not reduce these to ranks or percentiles, a very high value on one or more statistics can compensate for lower values on other statistics. This "sensitivity" of the LJ Index

Nower values on other statistics, it is sensitivity of the LJ index is intended to encourage both the identification of exceptional levels of specific services as well as thoughtful review of the validity and reliability of local data reports.

velidity and reliability of local data reports. To be scored on the LJ Index, a library must meet four criteria: 1) match the IMLS definition of a public library; 2) serve a population of at least 1000; 3) have total operating expenditures of at least \$10,000; 4) report all four of the service outputs on which the LJ Index is based.

LJ Index ratings for all the included libraries and the data on which they are based are readily available via the LJ Index homepage at which any journal comit/line 2009X. In addition to these data, national and state rankings and national percentiles may be accessed and analyzed graphically and interactively by those with access to Bibliostat Connect, which provides the valueadded benefit for customized analyses by linking via LJ Index data to other data from IMLS, the Public Library Data Service, the state library agency, and the U.S. Census.

More detailed facts about the *LJ* index as well as responses to frequently asked questions (FAQ) may be found at www.libraryjournal.com/ljindex2009X. The FAQ addresses a variety of issues raised by readers since the launch of the index, including:

the relationship between service output and overall quality

the relationship between service outputs and resource inputs

the relationships between individual service outputs and \boldsymbol{L} index scores

why registration and reference statistics are not included in the $\boldsymbol{L}\boldsymbol{I}$ index

the statistical advantage of per capita ratios to libraries in certain circumstances

how circumstances in different states affect *LJ* Index scores and star library ratings

how the LJ Index was designed and how scores are calculated

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brary to library a hindrance. Some libraries report it as circulation, others as interlibrary lending; she prefers circulation.

Oehlke and Huggins watch trends in registration. Oehlke examines the demographic details in her community (children, teens, non-English speakers), while Huggins monitors activity levels to decide when to ask inactive registrants why they are no longer using her library.

Maounis follows meeting room usage (i.e., nonlibrary programs) as an indicator of the library's support of community groups.

Proposed new national outputs

Four of the five directors believe their state library agencies and IMLS should increase the number of measures of Internet-based services. Tallent and Maounis support adding visits to the library's web site. Oehlke and Huggins also want a new measure of use of Wi-Fi access provided by libraries. Huggins would also like to know the percentage of time a library's computers are in use.

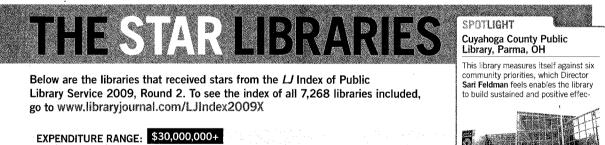
Oehlke and Huggins suggest refining the existing count of total registered borrowers. Oehlke wants to know the number of new registrants each year, while Huggins recommends identifying the active cardholders, those who used their library cards within the past year.

The need for more relevant data

As the LJ Index becomes a more established part of the public library landscape, we hope more public libraries will make good use of it. To help libraries understand LJ Index scores better, averages of the four output statistics for each expenditure group are available in the table on p. 20. Libraries can refer to these to tell whether their individual statistics exceed or lag behind group averages. LJ Index scoring is based on how a library's output statistics compare to group averages (see "The LJ Index Basics," p. 21). However, the four statistics on which the index is based currently are not enough to provide the ideal framework. Public library services are transforming rapidly and dramatically, and national and state statistics about those services need to catch up.

One clear and positive lesson from these distressing economic times is that we need richer, more relevant data to demonstrate the value of library services. We hope the LJ Index can serve as a catalyst for developing enhanced measures that help tell our libraries' stories. Established service output statistics should not be discarded; they should be redefined and augmented so data are available to paint a more complete and accurate picture of the myriad services public libraries now provide. The directors interviewed here identified specific directions for IMLS and its Statistics Working Group to move. Here's hoping they and the state library agencies will begin to expand the national database on which the LJ Index is based in some of those directions.

In the meantime, public libraries that received star library ratings have something to be proud of—their excellence at providing key services compared with their spending peers. Libraries receiving a second star library rating can be satisfied with the continuation of that standing, while new star libraries can celebrate achieving that recognition for the first time. Libraries that have yet to receive a star library rating can reflect on their LJ Index scores and underlying data to target areas for improvement. Whatever your library is doing with the LJ Index of Public Library Service, we hope you will share it with LJ and its readers via the project's web site.



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LIBRARY	STATE	CIRCULATION	VISITS	PROGRAM ATTENDANCE	PUBLIC INTERNET TERMINAL USES	SCC
Cuyahoga County Public Library, Parma	OH	27.9	12.2	0,5	3.4	14
Columbus Metropolitan Library	OH	22.0	10.7	0.4	2.8	16.
Multnomah County Library, Portland	OR	28.4	6.7	0.5	0.1	10
San Diego County Library	CA	4,7	3.8	, 0.2	15.7	. 9
Public Library of Charlotte & Mecklenburg County	NC	7.5	6.3	0.8	1.6	9
Toledo-Lucas County Public Library	он	13.8	8.9	0.3	2.6	88
Cleveland Public Library	OH	12.9	8.5	0.3	2.3	8
San José Public Library	CA	14.4	7.8	0.2	2.2	80
Indianapolis-Marion County PL	IN	17.0	6.4	0.3	1.9	79
Consolidated Lib. Dist. #3, Independence	MO	13.3	6.2	0,4	1.4	77
Broward Cty, Libs, Div., Ft. Lauderdale	FL	5.1	5.6	0.4	1.7	61
Baltimore County Public Library, Towson	MD	11.7	7.1	0.2	1.2	6
Jacksonville Public Library	FL	9.3	5.2	0.3	1.7	- 64
Montgomery County PLs, Rockville	MD	12.8	6.7	0.2	· 1.0	6
Queens Borough Public Library, Jamaica	NY	9.7	6.5	0.2	1.2	100.1

tiveness. In 2007, it took on the area's unemployment rate with the priority to "put Cuyahoga County back to work," hiring a full-time Microsoft trainer to strengthen job skills among residents. That year, the priority to reconnect its citizenry with reading translated into among other things—an extraordinary release party in the Hogwartsdecorated administration building for the final Harry Potter book. Over 500 people, nearly two-thirds of the 800 customers with holds, showed up to claim their book and waited no longer than 20 minutes.—**Beth Dempsey**

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Information VI, Item C Attachment #5

				ER CAPITA		
LIBRARY	STATE	CIRCULATION	VISITS	PROGRAM ATTENDANCE	PUBLIC INTERNET TERMINAL USES	SCOR
Middle Country Public Library, Centereach	NY	22.2	8.8	1.0	5.8 **	1 5 9 5
Salt Lake City Public Library	UT	18,8	19.8	0,5	2.6	10001495
Ann Arbor District Library	Mİ	45.7	10.1	0.3	1.8	1.1.1
Naperville Public Library	IL	32,4	11.2	0.5	1.6	1229
Stark County District Library, Canton	ОН	15.7	5.8	1.5 (1.5)	1.1	Service .
Akron-Summit Cty. Public Library	OH	14.8	8.4	0.7	4.5	1/2015
Mercer County Library, Lawrenceville	ŇĴ	12.0	8.0	0.5	5.2	Se(e::
Schaumburg Township District Library	IL.	18.4	9.4	0.6	2.2	1054
Arlington Heights Memorial Library	IL	27.6	9.9	0.3	1.8	
Evansville-Vanderburgh Public Library	IN	16.8	10.0	0.3	3.4	10113
Topeka & Shawnee County PL	KS	14.2	6.3	0.3	5.6	995
Allen County Public Library, Ft. Wayne	IN	18.3	9.2	0.6	1.9	992
Douglas County Libraries, Castle Rock	CO	24.4	6.5	0.5	2.2	957
San Mateo County Library	CA	13.3	8.1	0.6	2.6	955
Eugene Public Library	OR	17,4	· 8.5	0.3	3.5	936
Berkeley Public Library	CA	15.1	12.6	0.3	1.5	932
Kansas City Public Library	MO	9.3	9.9	0.4	3.4	923
Harford County Public Library, Belcamp	MD	16.9	6.9	0.6	1.7	890
Tulsa City-County Library System	OK	8.5	6.1	0.3	4.8	874
Pasadena Public Library	CA	12.4	8.4	0.6	1.4	871
St. Joseph County PL, South Bend	IN	17.0	10.5	0.3	1.5	850
Johnson County Library, Overland Park	KS	15.3	6.3	0.2	3.8	858
Saint Paul Public Library	MŇ	11.7	9.7	0.3	2.2	819
Central Rappahannock Reg. Lib., Fredericksburg	VA	24.9	8.0	0.3	0.6	780
Madison Public Library	WI	17.5	8.5	0.2	1.6	778
Dayton Metro Library	ОН	14.6	7.9	0.4	1.6	759
Richland County PL, Columbia	SC	8.6	5.4	0,1	4.9	755
Santa Clara County Library, Los Gatos	CA	22.9	7.2	0,3	0.9	745
Somerset County Library, Bridgewater	NJ	14.7	6.0	0.4	1.4	705
Saint Charles City-Cty. Lib. Dist., St. Peters	MO	20,0	6.3	.0,3	0.8	699

SPOTLIGHT Evansville-Vanderburgh Public Library, IN

1. 1

The LJ Index's first round gave this library three stars, and its focus on continuous improvement garnered a five in this round. "We realize that excellent service pretty much begins and ends with staff, so all of us work on going 'from good to great' with one another and our community," says Director Marcia Au. In 2007, the library started analyzing its operations. That self-examination has led the library to hone its programming and services to those delivering the greatest bang. To prepare for the impact of upcoming tax legislation, Au says, "We will be engaging our community in more



how best to meet their needs. Libraries may be transformative institutions in communities, but now more than ever we need to transform ourselves."-BD

EXPENDITURE RANGE: \$5,000,000-\$9,999,999

EXPENDITURE RANGE: \$10,000,000-\$29,999,999

LIBRAP STATE CIRCULATION VISITS PROGRAM ATTENDANCE PUBLIC INTERNET TERMINAL USES SCORE Upper Arlington Public Library OH 40.3 18.6 1.0 3.8 1554 Shaker Heights Public Library OH 38.2 24.9 0.7 1.9 1473 Williamsburg Regional Library VA 17.5 9.3 2.2 2.5 1396 Plainview-Old Bethpage PL, Plainview NY 16.8 15.5 1.7 2.2 123 Washington-Centerville Public Library OH 41.7 14.6 0.7 1.6 1233 Dert Washington Public Library OA 16.3 19.9 0.6 5.7 1218 Beverty Hills Public Library NY 18.0 15.2 0.9 5.2 1188 Cerricos Public Library CT 22.2 10.6 0.7 1.8 1169 Sokier Public Library CT 22.2 10.0 0.7 8.2 1106 Sokier Public Library CT					PER CAPITA			
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	Canton Public Library	MI	21.7	10.2	0.3	2.5	86 T 5	

SPOTLIGHT

Ela Area Public Library, Lake Zurich, IL

"We watch trends worldwide and within our own community," says Director Mary Beth Campe, to serve up an everevolving mix of entertainment and information in an environment that caters to both social and individual pursuits. "We embrace [change]." In 2007, EAPL saw the launch of new



lending items, including Playaways (a self-contained audiobook), magazines, "most wanted" DVDs, and video games. The library also hosted the first of its now annual "One Book One Reading Community" projects with Erik Larson's *The Devil in the White City.* The library's 160 copies circulated more than 800 times, and patrons attended programs—including one with the author—in record numbers.—BD

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Information VI, Item D Attachment #1 Berkeley Daily Planet 10/8-14/09

October 8-14, 2009

NOTICE



The Planet is changing its distribution. We will be replacing our boxes on the street with racks inside of our partner establishments. Be sure to pick up your Daily Planet at any of these participating distributors:

33 Revolutions Record Shop & Cafè 10086 San Pablo Avenue, El Cerrito, 94530

All Star Donuts 3070 El Cerrito Plaza, El Cerrito, 94530

Berkeley Art Center 1275 Walnut Street, Berkeley, 94709

Brewed Awakenings 1807 Euclid Avenue, Berkeley, 94709

Copy Central 1553 Solano Avenue, Berkeley, 94707

Espresso Roma Corporation 1549 Hopkins Street, Berkeley, 94707 (Cross street: California)

Hidden City Cafè 109 Park Place, Point Richmond, 94801

International House 2299 Piedmont Avenue, Berkeley, 94720 (Cross street: Bancroft)

Jumpin' Java 6606 Shattuck Avenue, Oakland, 94609

La Quinta Inn 920 University Avenue, Berkeley, 94710

Local 123 2049 San Pablo Avenue, Berkeley, 94702

Lucky Dog Pet Shop & Supplies 2154 San Pablo Avenue, Berkeley, 94702

Mama's Royal Cafè 4016 Broadway, Oakland, 94611

Mo' Joe Cafè 2517 Sacramento Street, Berkeley, 94702 (Cross street: Blake)

Moe's Books 2476 Telegraph Avenue, Berkeley, 94704

Nabolom Bakery 2708 Russell Street, Berkeley, 94705 (Between Cherry and College)

Ned's Book Store 2468 Bancroft Way, Berkeley, 94704 (Cross street: Telegraph)

Noah's Bagels 3170 College Avenue, Berkeley, 94705

North Berkeley Senior Center 1901 Hearst Avenue, Berkeley, 94709

Pegasus & Pendragon Bookstores 1855 Solano Avenue and

2349 Shattuck Avenue Berkeley, 94704

Rose Garden Inn 2739 Telegraph Avenue, Berkeley, 94705

Roxie Delicatessan 2999 Shattuck Avenue, Berkeley, 94705

Sonoma Coffee Cafè 2131 Durant Avenue, Berkeley, 94704

South Berkeley Senior Center 2939 Ellis Street, Berkeley, 94703

Spectator Books 4163 Piedmont Avenue, Oakland, 94611

The Vault Cafè and Restaurant 3250 Adeline Street, Berkeley, 94703 (Cross street: Harmon)

Walgreens 2801 Adeline Street, Berkeley, 94703

Well Grounded Tea & Coffee Bar 6927 Stockton Avenue, El Cerrito, 94530

West Berkeley Senior Center 1900 Sixth Street, Berkeley, 94710

Westside Bakerv Cafè 2570 Ninth Street, Berkeley, 94710

YWCA 2600 Bancroft Way, Berkeley, 94704 (Cross street: Bowditch)

UC Seeks Contractor for Helios Building

By RICHARD BRENNEMAN

THE BERKELEY DAILY PLANET

UC Berkeley wants bidders for its first major downtown construction project in the city center, the Helios Energy Research Facility, with the contract to be awarded Oct. 15.

The 112,800-square-foot building will be built on part of the site now occupied by the old state Department of Public Health building, just across Oxford Street from the main university campus.

Estimated cost of the high-tech lab building is \$85 million. The building will house both public

and corporate research labs, with much of the work funded by the controversial \$500 million grant from BP, formerly known as British Petroleum.

The project will occupy the northeast corner of the long block between Oxford Street and Shattuck Avenue between Berkeley Way and Hearst Avenue.

While the existing and privately owned Berkeleyan apartments will remain on the site's southeast corner, the remainder of the existing build-ings are scheduled for demolition.

The largest portion of the extended block is slated for the future development of the university's Community Health Campus, which originally had been projected to occupy the whole site now occupied by the former state office building.

Construction at the site will be the first major development under the university's plans to build a total of 850,000 square feet of new off-campus construction in downtown Berkeley.

That extensive building program sparked the lawsuit that resulted in the much-revised Downtown Area Plan, which is currently on hold after opponents gathered enough signatures to force a referendum on the version finally adopted by the Berkeley City Council.

University officials will discuss their plans for the Helios building, as well as research to be conducted there, during a public information session today (Thursday, Oct. 8) during a 90-minute session that begins at 7 p.m. The session will be held in Pat Brown's Grille in the Genetics and Plant Biology building, located on campus just east of the intersection of Oxford Street and Berkeley Way.

UCB spokesperson Dan Mogulof said the school "expects to submit the design of" the building to the Board of Regents in January. "If they approve and give the go-ahead for construction, demolition of the existing structure at 2151 Berkeley Way is planned to begin in early February 2010.

"Completion of demolition and site clearance is anticipated in June 2010. The university will fund and manage the demolition; the bid process to hire a contractor is scheduled to begin the week of Oct. 12, with construction of the new building to begin once demo-lition is finished."

Mogulof said bidding for the contract for removal of hazardous materials (mostly asbestos and lead) from

Continued on Page Twenty

C Consultant Provokes Hope, Outrage

By RICHARD BRENNEMAN

UC Berkeley Chancellor Robert Birgeneau will pay a consulting firm \$3 million to tell the university how to save money.

Bain & Co., a Boston-based consulting firm whose alumni include former GOP presidential hopeful Mitt Romney and current California GOP gubernatorial candidate Meg Whitman, will conduct a study similar to those commissioned by the University of North Carolina (UNC), Cornell University and the city of Atlanta.

Business clients range from Yahoo.com to Getty Images.

The study comprises a key element of a campaign Birgeneau has dubbed "Operational Excellence."

"I will be leading this effort together with Vice Chancellor Frank Yeary," Birgeneau said in announcing the program to the campus. "We will be conducting a comprehensive study of our costs-what we spend on our various operational and administrative activities-and developing concrete options that improve operations while reducing our costs."

Fortune magazine ranks Bain &

Co. at the 296th place on its list of the nation's largest privately held companies, and chair Orit Gadiesh has repeatedly appeared on the maga-zine's lists of the country's most powerful women.

A former Israeli Army military intelligence specialist who worked in the office of the vice chief of staff, she has a degree in psychology from Hebrew University in Jerusalem and went on to graduate with highest honors from the Harvard MBA program.

She succeeded Mitt Romney as chair, and gave \$2,300 to her predecessor's presidential campaign in early 2007, contributing an equal amount to John McCain. Under her 22-year tenure, Bain has

risen to become one of the nation's leading management consulting firms, and has expanded its reach globally, most recently with a new office in Dubai.

Jack Trout, an associate with the Blake Project, a consultant group that specializes in creating marketing brands, said Bain & Co. consultants "are so secretive they don't carry business cards. And it has been reported that when discussing clients on airplanes, they use code words instead of names." http://www.brandingstrategvinsider.com/2009/09/managementconsulting-help-or-hazard.html

Atlanta Mayor Shirley Franklin praised the company's role in helping that city develop "a comprehensive turnaround plan...it included 29 specific strategies for reinventing city government.

The decision to hire the consultant drew mixed reviews from the activists who helped organize the Sept. 23-24 campus teach-in and rally.

Lyn Hejinian, the poet and English professor who chairs the Solidarity Alliance, which coordinated the September events, said she is concerned about any study that uses efficiency as an overarching standard to judge a public institution.

"It seems to me that the outcome is highly predictable, given the end results of their other consultancy projects," she said.

But Richard Walker, a geography professor and member of the staff of UCB's Institute for Urban and Regional Development, said the

Continued on Page Twenty

Council to Acknowledge Referendum Success

By J. DOUGLAS ALLEN-TAYLOR

The Berkeley City Council returns Tuesday night to its most controversial subject of the year-the Downtown Area Plan-but the planned agenda item itself is unlikely to gener-

The meeting will be held on Tuesday, Oct. 13, beginning at 7 p.m. at the Old Berkeley City Hall building on Martin Luther King Jr. Way.

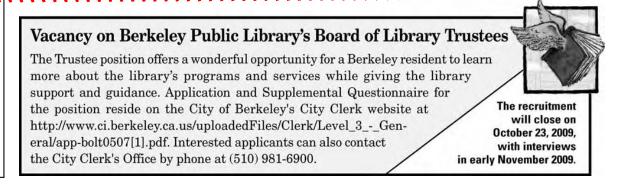
On the consent calendar agendawhere no debate is planned-is council "acknowledgment" of the ruling by the Alameda County Registrar of Voters that the recent Berkeley citizen petition drive to invalidate the council's passage of the Downtown

There do not appear to be any registrar's ruling. The petitioners needed 5,558 valid signatures to throw out the Downtown Area Plan, and Mayor Tom Bates-who led the council fight to pass the plan and led opposition to the referendum-publicly conceded that its opponents had enough valid signatures shortly after the petition drive ended, telling the Daily Planet that "apparently enough" signatures had been collected after an estimated 9,200 were

turned in to the registrar's office.

The council now has two options regarding an overall economic development plan for its downtown area. It can pass a new plan with substantial differences from the original Downtown Area Plan, crafting enough changes to forestall another successful petition drive. Or it can send the issue to Berkeley voters in June of next year, giving them an up or down vote on the council-passed plan. If voters approve the Downtown Area Plan in that election, the plan will go into effect. If voters don't approve the plan, the council can work to approve

Continued on Page Twenty



ate controversy.

Area Plan "contains the requisite number of valid signatures.' plans by the council to challenge the

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THE BERKELEY DAILY PLANET

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Community Calendar

THURSDAY, OCT. 8

"Inventing a Masterwork: **Bernard Maybeck** and the First Church of Christ, Scientist, Berkeley, 1909-1911" with Robert Judson Clark at 7:30 p.m. at First Church of Christ, Scientist, 2619 Dwight Way. Tickets are \$15, available from Berkeley Architectural Heritage. 841-2242. berkeleyheritage.com

Helios Community Open House A presentation on the new Biosciences Institute to be built in downtown Berkelev at 7 p.m. at Pat Brown's Grill, in the Genetics and Plant Biology Building, UC campus. Take the stairs off Oxford St. near Berkeley Way. For information con-tact comrel@berkeley.edu

Tilden Explorers An afterschool nature adventure pro-gram for 5-7 year olds. We will have a Nature Treasure Hunt. from 3:15 to 4:15 p.m.. Cost is \$6-\$8, registration required. 1-888-EBPARKS.

Beginning Seed Saving An introduction to the whys and hows of garden seed saving at 6:30 p.m. at the Ecology Cen-ter, 2530 San Pablo Ave., near Dwight Way. Cost is \$10-\$15. 548-2220, ext. 233.

Berkeley School Volunteers New Volunteer Orientation from 3 to 4 p.m. at 1835 All-ston Way. Bring a photo ID and two references to the orientation. Returning volunteers do not need to attend. For further information 644-8833.

Home Energy Improvements Workshop Learn how you can save energy and money, improve indoor air quality and take advantage of incentives and rebates, at 7 p.m. at St. John's Presbyterian Church, 2727 College Ave. 981-7473.

East Bay Mac Users Group with Derrick Story, photogra-pher, at 7 p.m. at Expression College for Digital Arts, 6601 Shellmound St., Emeryville. ebmug.org

American Red Cross Alame da County Heroes Breakfast at 8 a.m. at the Hilton Oakland Airport Hotel, 1 Hegenberger Rd., Oakland. Tickets are \$45. 415-427-8086. www.redcrossbayarea.org

Red Cross Blood Drive from 10 a.m. to 3 p.m. at Samuel Merritt College, Bechtel Room, 400 Hawthorne St., Oakland. To schedule an appointment go to www.helpsavealife.org

"Everything You've Been Told About Communism Is Wrong: Capitalism is a Failure, Revolution is the Answer" at 4 p.m. in the Lipman Room, 8th flr., Barrows Hall, UC campus. on the UC Berkeley campus. 848-1196.

Circle of Concern Vigil meets on West Lawn of UC campus across from Addison and Oxford, Thurs. at noon and Sun. at 1 p.m. to oppose UC weapons labs contracts. 848-8055.

The Poetry Workshop, offered by the Berkeley Adult School, meets on Thurs. from 9 a.m. to noon in the library of the North Berkeley Senior Cen-ter. Writers of all skill levels are welcome.

Fitness Class for 55+ at 9:15 a.m. at lewish Community Center, 1414 Walnut St. 848-0237.

FRIDAY, OCT. 9

City Commons Club Noon Luncheon with Dr. Bethanv Cobb on "Astronomical Events: Their Vital Role in the Development of Life on Earth" Luncheon at 11:45 a.m. for \$15, speech at 12:30 p.m., at the Berkeley City Club, 2315 Durant St. For information and reservations call 527-2173 www.citycommonsclub.org

"Education Inequity" with Dr. Pedro Noguera at 5 p.m. at MLK Student Union at Bancroft Way and Telegraph Ave., UC campus, followed by student spoken word performances on their educational experiences. http://publicservice.berkeley.edu

Laney College Sixth Annual Business Conference on Green Entrepreneurial Opportunities with keynote speaker Scott Cooney, Author of "Build a Green Small Business: Profitable ways to become an Ecopreneur and a Green Entrepreneur" From 8:15 a.m. to 2 p.m. at Laney College, 900 Fallon Street, Óak-land. Free. 464-3161.

"People's Park Still Blooming" Book release party at 6 p.m. at Cafe Med, 2475 Telegraph Ave., with slide show and park update.

Womansong Circle An evening of participatory Spsing-ing for women at 7:15 p.m. at First Congregational Church of Berkeley, Small Assembly Room, 2345 Channing at Dana. Suggested donation \$15-\$20. www.betsyrosemusic.org

Red Cross Blood Drive from 9 a.m. to 3 p.m. at Kaiser Permanente, Dining Conference Room, 1950 Franklin St., Oak land. To schedule an appointment go to www.helpsavealife.org

Educators' Appreciation Days, through Oct. 12, with discounts for teachers and libraians at Half Price Books, 2036 Shattuck Ave.

A Jewish Holiday That's Like Decorating a Christmas Tree? at 6:15 p.m. at Jewish Gateways, 409 Liberty St., El Cerrito. RSVP required. 559-

8140. www.jewishgateways.org Berkeley Women in Black weekly vigil from noon to 1 p.m. at Bancroft and Telegraph. Our focus is human rights in Palestine. 548-6310.

Stand With Us Stand for Peace Stand with Israel vigil every Friday from noon to 1 p.m. at Bancroft and Telegraph. www.sfvoiceforisrael.org

SATURDAY, OCT. 10 Indigenous Peoples Day Pow Wow and Indian Market from 10 a.m. to 6 p.m. at MLK Jr., Civic Center Park, with exhibition dancing at 10 a.m., grand entry at noon, Turtle Island Fountain Sculpture Ceremony at 2 p.m. 595-5520. info@ipdpowwow.org

Berkeley Architectural Heritage Fall Walking Tour Claremont Creekside From 10 a.m. to noon explore this neighborhood where the contours of the land are kept intact. Cost is \$10-\$15, or \$40-\$50 for the series. Advance registration required. 841-2242. berkeleyheritage.com

"Revolt in Berkeley: Restoring Democracy to Education and Keepting Éducation for the Public" with Jack Gerson, Tanya Smith and others at 7 p.m. at the Lalmeda Free Library, Con-ference Rooms A and B, 1550 Oak St. at Lincoln, Alameda. www.alamedaforum.org

Autumn Arachnids Learn about the mysteries of the spider and explore the area looking for orb weavers, jumping spiders, crab spiders and others, from 2:30 to 4 p.m. at Tilden Nature Center, Tilden Park. 544-2233.

Fall Fruit Tasting from 10 a.m. to 6 p.m. at Berkeley Farmers' Market, Center St. at Martin Luther King, Jr. Way. ecologycenter.ora

Harmony Walk to End Hunger A 3.5 mile walk begin-ning at 8 a.m. at Civic Center Plaza, Richmond. Sponsored by Greater Richmond Interfaith Program. For information call 233-7127, ext. 304. gripcommunity.org

Walking Tour of Old Oak-land Uptown to the Lake to discover Art Deco landmarks. Meet at 10 a.m. in front of the Paramount Theater at 2025 Broadway. Tour lasts 90 minutes Reservations can be made by calling 238-3234.

Native Plant Fair with plants, speakers, books and posters, Sat. from 10 a.m. to 3 p.m., and Sun. from noon to 3 p.m. at Native Here Nursery, 101 Golf Course Dr., Tilden Regional Park. Sponsored by the California Native Plant Society. 222-2320. ebcnps.org

Berkeley Garden Club Plant Sale with natives, annuals, perennials, garden items from 9 a.m. to 1 p.m. at 131 Ashbury Ave., El Cerrito. www.berkeleygardenclub.org

Point Richmond Fall Fest with music, arts, pumpkin patch, chili cook-off and more from 11 a.m. to 8 p.m. on Washington Ave. and Park Place in downtown Point Richmond. www.pointrichmond.com/FallFest Rabbit Adoption Day from 1

to 4 p.m. at RabbitEars, 377 Colusa Ave., Kensington. 525-6155.

German International School, Bilingual K-5 Berkeley Open House from 10 a.m. to noon at UUCB Berkeley, One Lawson Rd., Kensington. www.gissv.org

"99 Bottles of Beer: Global Brewing Tradition 2500 B.C. to Present" from noon to 6 p.m. at The Phoebe Hearst . Museum of Anthopology, Gallery and Patio, 103 Kroeber Hall, UC campus. Tickets start at \$20. To register see hearstmuseum.berkeley.edu/beer

Techno Geek Art Challenge Create designs or cyborgs with fuses resistors and other gadjets, from 1 to 3 p.m. at Muse-um of Children's Art, 538 9th St., Oakland. Cost is \$3-\$7. 465-8770. www.mocha.org

The East Bay Chapter of The Great War Society meets to discuss "Relatives in The Great War" by Robert Denison at 10:30 a.m. in the Albany Veterans Hall, 1325 Portland Ave., Albany. 527-7118.

Berkeley Project Day 2009 Cal students volunteer with over 70 community partners. Meet at 8 a.m. at Memorial Glade on U.C. Berkeley campus. Register on line at www.berkeleyproject.org 396-9801.

2009 Reel Rock Film Tour Climbing and adventure films at 8 p.m. at Albany Twin, 1115 Solano Ave. tickets are \$12. www.reelrocktour.com

Great Ghost Gathering at Playland-Not-At-The-Beach Sat. and Sun. from 10 a.m. to 5 p.m. at 10979 San Pablo Ave., El Cerrito. Cost is \$10-\$15. "Mystery and Mentalism" with Peter Kim, Sat. at 8 p.m. Cost is \$20-\$25. 932-8966. www.playland-not-at-the-beach.org Red Cross Blood Drive from 9 a.m. to 3 p.m. at Herms District Scouts and Lions Club, American Red Cross Bus, 1325 Port-land Ave., Albany. To schedule an appointment go to www.helpsavealife.org "Taking your Leadership to the Next Level" from 11:30 a.m. to 1:30 p.m. at Ginn House in Preservation Park 1233 Preservation Park Way, Oakland. RSVP to westcoast@moretolife.org

Free Garden Tours at **Regional Parks Botanic Gar-den** Sat. at 2 p.m. and Sun. at 11 a.m. and 2 pm. Regional Parks Botanic Garden, Tilden Park. Call to confirm. 841-8732. www.nativeplants.org

Lawn Bowling on the green at the corner of Acton St. and Bancroft Way every Wed. and Sat. at 10 a.m. for ages 12 and up. Wear flat soled shoes, no heels. Free lessons. 841-2174. Car Wash Benefit for Options

Recovery Services of Berkeley, held every Sat. from 9 a.m. to 2 p.m. at the Lutheran Church, 1744 University Ave. 666-9552.

SUNDAY, OCT. 11

Native Plant Fair with plants, speakers, books and posters, from noon to 3 p.m. at Native Here Nursery, 101 Golf Course Dr., Tilden Regional Park. Spon-sored by the California Native Plant Society. 222-2320. ebcnps.org **Pumpkin Patch Pageant**

Learn about the squash family at 11 a.m. at Tilden Nature Center, Tilden Park. 544-2233

Little Farm Goat Hike Join a short hike and learn about the historic connections between humans and their ungulate friends at 2 p.m. at Tilden Nature Center, Tilden Park. For ages 6 and up*544-2233.*

Crabby Chefs Seafood Festival Benefit for Cal Recreational Sports Fund from 11 a.m. to 4 p.m. at Spenger's Fresh Fish Grotto, 1919 Fourth St. 845-7771.

Education Summit for all Bay Area educators and youth work-ers from 11 a.m. to 5 p.m. at MLK Student Union at Bancroft Way and Telegraph Ave, UC campus. Over 25 skills-building and education issues workshops and keynote by G Reyes. Free for all students, \$25 for community members. http://publicservice.berkeley.edu

Green Sunday "Meltdown" A two-part workshop on the eco-nomic crisis, from 5:30 to 7 p.m. at Niebyl-Proctor Library, 6501 Telegraph Ave., near 65th St., Oakland. Second part will be held on Nov. 8.

Oaktoberfest in the Dimond with a traditional bier garten, Eco-Expo, and events for chil-dren, from 11 a.m. to 6 p.m. at Fruitvale and MacArthur. www.Oaktoberfest.org

The Cooperative Grocery Cheese Celebration from 4 to 6 p.m. at 1450 67th St. at Hol-lis., Emerville. www.thecog.org

Old Time Radio East Bay Collectors and listeners get together to enjoy shows together at 4 p.m. at a private home in Berkeley . For more information email DavidinBerkeley, [at] Yahoo.com

All Italian Car and Motorcy-cle Show Benefit for the Alameda Special Olympics from 10 a.m. to 3 p.m. at Lincoln Middle School, 1250 Fernside Blvd., Alameda. Cost is \$5.

"Religious Syncretism in Peruvian Shamanism" with Doug Sharon, retired director of Museum of Anthropology, UCB, at 10 a.m. at the Unitarian Universalist Church of Berkeley, 1 Lawson Rd., Kensington. 525-0302, ext. 306.

Free Garden Tours at **Regional Parks Botanic Gar**den in Tilden Park Sat. at 2 p.m. and Sun. at 11 a.m. and 2 p.m. Call to confirm. 841-8732. www.nativeplants.org

Lake Merritt Neighbors Organized for Peace Peace walk around the lake every Sun. Meet at 3 p.m. at the colon nade at the NE end of the lake. 763-8712. lmno4p.org

Tibetan Buddhism with Tom Morse on "Alternatives to Dis-satisfaction" at 6 p.m. at the Tibetan Nyingma Institute, 1815 Highland Pl. 809-1000.

MONDAY, OCT. 12

Red Cross Blood Drive from noon to 6 p.m. at West Pauley Ballroom, MLK Studen Union, UC campus. To schedule an appointment go to www.helpsavealife.org

Community Yoga Class 10 a.m. at James Kenney Parks and Rec. Center at Virginia and 8th. Seniors and beginners welcome. Cost is \$6. 207-4501.

World Affairs/Politics Discussion Group, for people 60 years and over, meets at 9:45 a.m. at Albany Senior Center, 846 Masonic Ave, Albany. Cost is \$3.

Berkeley CopWatch organiza-tional meeting at 8 p.m. at 2022 Blake St. Join us to work on current issues around police

misconduct. Volunteers needed. For information call 548-0425.

TUESDAY, OCT. 13

Tuesdays for the Birds Tranauil bird walks in local parklands, led by Bethany Facendini, from 7 to 9:30 a.m. Today we will visit Coach Drive, Sobrante Regional Park Preserve. Bring water, field guides, binoculars or scopes. Call for meeting place and if you need to borrow binoculars. 544-2233.

Taste of Temescal A culinary crawl along Telegraph between 40th and 51st St, from 6 to 8:30 p.m. Cost is \$25 and ben-efits the Women's Cancer Resource Center. www.brownpapertickets.com

California Colloquium on Water "Resolving the Delta Crisis" with Jared Huffman, CA State Assemblyman, District 6, at 5:30 p.m. at Goldman School of Public Policy, Rm, 250, UC campus. waterarc@library.berkeley.edu

Red Cross Blood Services Volunteer Orientation from 6 to 8 p.m. at 6230 Claremont Ave., Oakland. Registration required. 594-5165.

Susan Mernit "Inspired by change" A Woman's Voice lecture on thriving on change and surviving failure at 7:30 p.m. at Hillside Club, 2286 Cedar St. Cost is \$5-\$10. 644 2967. www.hillsideclub.org

"Opposition and Defiance in Toddlers and Preschoolers" A presentation at 7 p.m. at Col-lege Avenue Presbyterian Church, 5951 College Ave in Oakland. Pre-crawling babies welcome. Free to Twins by the Bay members. \$45 for nonmembers. Registration is required at www.twinsbythebay.org

Tuesday Tilden Walkers Join a few slowpoke seniors at 9:30 a.m. in the parking lot near the Little Farm for an hour or two walk. 215-7672, 524-9992.

End the Occupation Vigil every Tues. at noon at Oakland Federal Bldg., 1301 Clay St. www.epicalc.org

Homework Help at the Albany Library for students in grades 2 - 6, Tues. and Thurs. from 3:15 to 5:15 p.m. at the Albany Library, 1247 Marin Ave. Emphasis on math and writing skills. No registration is required. For more information, call 526-3720.

Homework Help Program at the Richmond Public Library Tues. and Thurs. from 3 to 5:30 p.m. at 325 Civic Center Plaza. For more information or to enroll, call 620-6557.

Street Level Cycles Community Bike Program Come use our tools as well as receive help with performing repairs free of charge. Youth classes available. Tues., Thurs., Sat. and Sun. from 2 to 6 p.m. at at 84 Bolivar Dr., Aquatic Park. 644-2577. www.watersideworkshops.org

October 8-14, 2009

Berkeley Camera Club meets at 7:30 p.m., at the Northbrae Community Church, 941 The Alameda. Share your digital images, slides and prints and learn what other photographers are doing. Monthly field trips. 548-3991. www.berkeleycameraclub.org

Bridge for beginners from 12:30 to 2:15 p.m., all others 12:30 to 4 p.m. Sing-A-Long at 2:30 p.m. at the North Berkeley Senior Center. 981-5190.

St. John's Prime Timers meets at 9:30 a.m. at St. John's Presbyterian Church, 2727 College Áve. We offer ongoing classes in exercise and creative arts, and always welcome new mbers over 50-845-6830

WEDNESDAY, OCT. 14 South Branch Library Meet the Architects at 7 p.m. at Young Adult Project Youth Services Center, 1730 Oregon St. berkeleypubliclibrary.org

Walking Tour of Historic Oakland Churches and Tem ples Meet at 10 a.m. at the front of the First Presbyterian Church at 2619 Broadway. Tour lasts 90 minutes. Reservations

can be made by calling 238-

3234. Personal Emergency Pre-paredness Workshop for People with Disabilities From 3 to 5 p.m. at North Berkeley Senior Center at 1901 Hearst Ave. Sponsored by Easy Does It Emergency Services in collaboration with Collaborating Agencies Responding to Disasters. RSVP to 704-2179. gina@easydoesitservices.org

A Tribute to Robert Scalapino: "The Political Landscape of Asia" with Sung Joo Han, George T. Yu, Chongsik Lee, Hong Yung Lee, Wen-hsin Yeh at 4 p.m. at IEAS Conference Room, 2223 Fulton St., 6th flr.

"Ask Not" A documentary on the effect of the US military's "don't ask, don't tell" policy at 7 p.m. at Wildwood School, 301 Wildwood Ave., Piedmont. Free. Sponsored by Piedmont Diversity Film Series. *diversity*filmseries.org

"Climate Engineers: War, Profit, Full Spectrum Dominance" a documentary by Geoff Brady of WBAI at 7:30 p.m. at Humanist Hall, 390 27th St., Oakland. Potluck at 6 p.m., discussion follows film. Donation \$5. www.Humanist Hall.org

"Cycling Solo Across America: A Fundraising Ride" with Shawne Camp who cycled from San Francisco to Washington D.C. to raise funds for the American Lung Assoc., at 7 p.m. at REI, 1338 San Pablo Ave. 527-4140.

Red Cross Blood Drive from 10 a.m. to 4 p.m. at the American Red Cross bus, 921 Kains Ave., Albany. To schedule an appointment go to www.helpsavealife.org

"Jewish Dying, Death, and Mourning Rituals" at 7 p.m. at Grace North Church, 2138 Cedar St. www.aracenorthchurch.org

Information VI, Item D Attachment #2 BDP 10/22-28/2009

October 22-28, 2009

COMMUNITY CALENDAR

THE BERKELEY DAILY PLANET

THURSDAY, OCT. 22

Berkeley Path Wanderers Founders Walk Join BPWA co-founder Pat DeVito on a brisk walk of her favorite paths. Meet at 10 a.m. at the Berkeley Rose Garden, near the sign on Euclid. Walk lasts 2.5 hours. 520-3876.

Conference on Afghan and Iranian Diaspora Cultures and Communities in the Bay and Communities in the Bay Area with presentations, discus-sions, film screening, art exhibi-tion, poetry and dance perform-ance, Thurs; from 5 to 7 p.m. and all day Sat. and Sun. at Cal-ifornia State University, East Bay, 25800 Carlos Bee Blvd., Hayward. Cost is \$35-\$50. http://class.csueastbay.edu/Glo bal_Knowledge.php

Dal_Knowledge.php Home Energy Improvements Workshop Learn how you can save energy and money, improve indoor air quality and take advantage of incentives and rebates, at 7 p.m. at Epworth Unified Methodist Church, 1953 Hopkins St. For information call 981-7473.

Berkeley Entrepreneurs

Forum for innovation in the semiconductor industry at 6:30 p.m. in Andersen Auditorium, Haas School of Business, UC campus. http://entrepreneur ship.berkelev.edu National Day of Protest to

Stop Police Brutality at noon at Oakland City Hall Plaza, 14th at Oakland C & Broadway

FRIDAY, OCT. 23

City Commons Club Noon Luncheon with Dr. Joel Parrott Exec. Dir. of the Oakland Zoo, on "The History and Future of the Oakland Zoo" Luncheon at 11:45 a.m. for \$15, speech at 12:30 p.m., at the Berkeley City Club, 2315 Durant St. For reser-vations call *527-2173*.

Berkeley Women in Black weekly vigil from noon to 1 p.m. at Bancroft and Telegraph Our focus is human rights in Palestine. 548-6310.

Stand With Us Stand for Peace Stand with Israel vigil every Friday from noon to p.m. at Bancroft and Telegraph. www.sfvoiceforisrael.ora

SATURDAY, OCT. 24 SATURDAY, OCT. 24 Out of the Darkness Walk A benefit for the American Society for Suicide Prevention at 6 a.m. at The Colonnades, at Lake Merritt. You do not have to fundraise to walk, and any size donation helps. For information email OoklandWolk@ool.com

"Upholding Dignity: The Farm Worker Struggle Con tinues" Benefit dinner for AFSC in honor of the commitment to farm worker's rights, with David Bacon and Jesus Gamboa, the Mayor of Visalia, at 5 p.m. at First Presbyterian Church of Oakland, 2619 Broadway, Oak-land. Tickets are \$100, some scholarships available. 415-565-0201, ext. 16. jparish@afsc.org

Help Restore Cerrito Creek Help Restore Cerrito Creek at the foot of Albany Hill. Meet at 10 a.m. at Creekside Park, south end of Santa Clara Ave., El Cerrito. Wear closed-toed shoes with good traction and clothes that can get dirty. All ages welcome, snacks, tools, and gloves provided. 848 9358. www.fivecreeks.org

Project Peace East Bay's Day of Peace from 9 a.m. to 12 p.m. Volunteers at Claremont Middle School, 5750 College Ave., in Oakland, and Berkeley's Leconte Elementary School, 2241 Russell St. will help each school with various building school with various building and grounds projects. Those who wish to volunteer may reqister at www.projectpeaceeast bay.org

The New School Halloween Bazaar with face painting, chilbazaar with face painting, children's games, rummage sale, book sale, lunch, crafts, jump tent, bake sale, mobile bike repair, and live entertainment, from 10 a.m. to 4 p.m. at 1606 Bonita at Cedar. 548-9165. Haunted House and Family

Pre-Halloween Party for all ages with adjustable scariness, from 6:30 to 8:15 p.m. at St. John's Presbyterian Church. 2727 College Ave. Wear cos-tumes, 845-6830 ext 13.

Halloween Spook-tacular Music and party with games, Haunted Parlor and fun for the whole family, at 6:30 p.m. at First Presbyterian Church of Alameda, 2001 Santa Clara at Chestnut, Alameda, Free, dona-tions accretad, 623 11472 tions acepted. 522-1477.

Fall Storvtime for preschool children and thier families at 11 a.m. at the Albany Library 1247 Marin Ave. 526-3720. Superheroes and Mythical Monsters Make a cape and mask from 1 to 3 p.m. at Muse-um of Children's Art, 538 9th St., Oakland. Cost is \$7 per child, \$3 per adult. 465-8770.

Music Business Seminar

sponsored by California Lawyers for the Arts from 9:30 a.m. to for the Arts from 9:30 a.m. to 5:30 p.m. at Ex'pression Col-lege for Digital Arts, 6601 Shell-mound St. Cost is \$25-\$70. 415-775-7200. www.calawyersforthearts.org

South Berkeley Clinic Acupuncture Day from 8 a.m. to noon at 2880 Sacramento St.

Walking Tour of lack London Waterfront Meet at 10 a.m. at the corner of Broadway and Embarcadero. Tour lasts 90 minutes. Reservations can be hade by calling 138.3214.

"Get Well!" Alternative practi-tioners talk about healing from 2 to 4 p.m. at the Berkeley Pub-lic Library, 3rd Flr, 2090 Kit-tredge. 981-6107.

heroes and Mythical Monsters from 1 to 3 p.m. at Muse-um of Children's Art, 538 9th St., Oakland. Cost is \$3-\$7. 465-8770. www.mocha.org

Community Reflections on Oakland Homicides Open roundtable discussions set among art exhibits and performances from 4 to 6:30 p.m. in San Antonio Park, Oakland ace.arts.eastbay@gmail.com

Albary Reads "The Curious Incident of the Dog in the Night-time" Discussion on autism and asberger's syndrome with Mimi W. Lou, Clinical Direc-tor of CHAI, Children's Hospital Autism Intervention at 2 p.m. in the Edith Stone Room of the Albany Library, 1247 Marin Av Albany. 526-3720 ext. 5.

Zombies and Killer Klowns Zombies and Killer Klowns Weekend at Playland-Not-At-The-Beach Sat. and Sun. from 10 a.m. to 5 p.m. at 10979 San Pablo Ave., El Cerri-to. Cost is \$10-\$15. 932-8966.

Lawn Bowling on the green at the corner of Acton St. and Bancroft Way every Wed. and Sat. at 10 a.m. for ages 12 and up. Wear flat soled shoes, no heels. Free lessons. 841-2174.

SUNDAY, OCT. 25

Free/Low-Cost Animal Care Free/Low-Cost Animal Care including vaccines for dogs and cats, rabies vaccines, microchip-ping, dog licensing, and spay/neuter vouchers, from 1 to 3 p.m. at Berkeley Animal Care Services, 2013 Second St., cross treat Adding. Doer need to be street Addison. Dogs need to be on a leash; puppies and cats in a carrier. No-one turned away for lack of funds. 981-6603.

Community Music Day with Instrument Petting Zoo, class demonstrations, performances, food and prizes from 10 a.m. to 3 p.m. at Crowden Music Cen-ter, 1475 Rose St. 559-6910. info@crowden.org

Haunted Caves of the Environ-mental Education Center with mental Education Center with crafts, refreshments and Hal-loween Lore. For ages 6 and up from 1 to 3:30 p.m. at Tilden Nature Center, Tilden Park. Cost is \$4. 544-2233.

Pumpkin Mania Come and carve pumpkins and make your own mask from 1 to 5 p.m. at Expressions Gallery, 2035 Ashby Ave. 644-4930. "The End of Suburbia" A doc-

umentary, followed by discus-sion at 1:30 p.m. at the Albany Library, 1247 Marin Ave., Albany. *528-2261*.

Ssangyong Motor Strike and Occupation in Pyeongtaek, South Korea at 10:30 a.m. at Niebyl-Proctor Library, 6501 Telegraph Ave., at Alcatraz, Oakland. Sponsored by The Institute for Critical Study of Society. www.tifcss.org Tour of the Berkeley City

Club, the "little castle" designed by Julia Morgan from 1 to 4 p.m. at 2315 Durant Ave. 848-7800.

Ave. 846-7800. Free Sailboat Rides from 1 to 4 p.m. at the Cal Sailing Club, Berkley Marina. Wear warm, waterproof clothing and bring a change of clothes in case you get wet. Children S and over welcome with parent or guardian. www.cal/sailing.org "Grame Marine Lencemeter"

"From Mystical Encounters "From Mystical Encounters to Social Activism" with Patrick M. McCollum, at 10 a.m. at the Unitarian Universal-ist Church of Berkeley, 1 Law-son Rd., Kensington. *\$25-0302*, *xt. 306*.

ewish Dance Theatre's Freylekh" Yiddish dance party vith live music by The Freilach-nakers Klezmer String Band at 7 .m. at the JCC of the East Bay.

Free Garden Tours at Regional Parks Botanic Gar-den in Tilden Park Sat. at 2 p.m. and Sun. at 11 a.m. and 2 p.m. Call to confirm. 841-8732. www.nativeplants.org Tibetan Buddhism with Judy Rasmussen on "Power of the Tibetan Prayer Flag" at 6 p.m. at the Tibetan Nyingma Institute, 1815 Highland Pl. *809-1000*. www.nyingmainstitute.com

MONDAY, OCT. 26

MUNDAY, UCT. 26 "Dark Secrets: What Science Tells Us About the Hidden Universe" A panel discussion with scientists Saul Perlmutter, David Schlegel, and Alexie Leauthaud at 7 p.m. at Roda Stage. 2015 Addison St. Free-rientssobenkeleydoubl.gov

Peace Corps Information Night Learn about serving as a Peace Corps Volunteer in one of 70+ countries at 6 p.m. at Berkeley Public Library, Com-munity Meeting Room, 2090 Kittredge. 452-8442. www.peacecorps.gov

Camornia's roth congles-sional District Candidates Forum at 7 p.m. at Soda Activi-ty Center, Saint Mary's College of California, 1928 St. Mary's Road, Moraga. This district includes El Cerrito and Kensing-ton. 925-386-0067.

'The Role of Victims in the Criminal Justice System: Death Penalty and Domestic Violence Cases" with Judy Kerr, murder victim family member, Prof. Nancy Lemon, Boalt School of Law and others at 12:45 p.m. at Berkeley Law School, Boalt Hall, Room 10 UC campus. www.californi-acrimevictims.org n 105.

"Chocolate for a Cause" fundraiser and community event benefiting the Lafayette School Mentoring Project, a West Oakland children's nonprofit, from 9 a.m. to 9 p.m. at Bittersweet Chocolate Cafe, 5427 College Ave., Rockridge. info@lsmptutor.org

Kensington Book Club meets to discuss "The Enchantress of Florence" by Salman Rushdie at 7 p.m. at Kensington Library, 61 Arlington Ave. *524-3043*.

Berkeley School Volunteers New Volunteer Orientation from 3 to 4 p.m. at 1835 All-ston Way. Bring a photo ID and two references to the orienta-tion. Returning volunteers do not need to attend. Exer further not need to attend. For further information 644-8833.

TUESDAY, OCT. 27

Nario Savio Memorial Lec-ture with Naomi Klein on "Shock Doctrine California Style: How the Poor are Paying the Price for Wall Street's Greed—and How to Fight Back!" at 8 p.m., free tickets available at 6:30 p.m. at the Pauley Ballroom Martin Luther Pauley Ballroom, Martin Luther King Jr. Student Center, UC campus, 707-823-7293.

Halloween/Day of the Dead Halloween/Day of the Dead Celebration with pumpkin carving contest, costume mak-ing, entertainment from 2 to 7 p.m. at Tuesday Berkeley Farm-ers' Market, MLK, Jr. Way at Derby. 548-2220.

"360 Degrees Longitude: One Family's Journey Around the World" with the Higham family at 7 p.m. at REI, 1338 San Pablo Ave. *527-4140*.

Genealogy Workshop with Jane Knowles Lindsey, president of the California Genealogical Society who will instruct individuals on how to research and start a genealogical program at 3 p.m. at Salem Lutheran home, 2361 East 29th St., Oak-land. Free. 534-3637. www.salemlutheranhome.org

"As Seen on TV: Jewish Con-cepts and Popular Media" with Rabbi Judah Dardik at 7:15 pm. at Beth Jacob, 3778 Park Blvd., Oakland. bethjacoboak-land.org

Richmond Emergency Food Pantry Volunteers needed to help organize cases of canned food, from 9 a.m. to noon at 2369 Barrett Ave. Richmond. Ability to lift 50 pounds helpful Help needed on Fridays also. 235-9732.

Tuesday Tilden Walkers Join a few slowpoke seniors at 9:30 a.m. in the parking lot near the Little Farm for an hour or two walk. 215-7672, 524-9992.

Homework Help at the Homework Help at the Albary Library for students in grades 2 - 6, Tues, and Thurs, om 3:15 to 5:15 p.m. at the Ibary Library, 1247 Marin Ave, Imphasis on math and writing wills. No registration is equired. For more information, bil 526:3270.

equired. For m all 526-3720.

ionework Help Program at he Richmond Public Library ues. and Thurs. from 3 to 5:30 p.m. at 325 Civic Center Plaza. For more information or to enroll, call 620-6557. Street Level Cycles Commu-

nity Bike Program Come use our tools as well as receive help our tools as well as receive help with performing repairs free of charge. Youth classes available. Tues., Thurs., Sat. and Sun. from 2 to 6 p.m. at at 84 Boli-var Dr., Aquatic Park. 644-2577. www.watersidework-shops.org

Berkeley Camera Club meets at 7:30 p.m., at the Northbrae Community Church, 941 The Alameda. 548-3991. www.berkeleycameraclub.org St. John's Prime Timers meets at 9:30 a.m. at St. John's Presbyterian Church, 2727 College Áve. 845-6830.

WEDNESDAY, OCT. 28 WEDNESDAT, OCT. 28 Walking Tour of Old Oak-land around Preservation Park to see Victorian architecture. Meet at 10 a.m. in front of Preservation Park at 13th St. and MLK, Jr. Way. Tour last 90 minutes. Reservations can be made by calling 238-3234. Taking Back California in

2010 with Jodie Reid of California Alliance of Retired Americans. Hear about needed changes in the State Legislature and how to achieve the n. at 1:30 p.m. at North Berkeley Senior Center, 1901 Hearst. 486-8010.

Volunteer Weeding at the Edible Schoolyard from 2:30 to 4 p.m. at the Edible School yard garden at Martin Luther King, Jr. Middle School, 1781 Rose St. Gardening experience is helpful, but not necessary. Come prepared to do physical work and dress appropriately. Call or email for more infor tion or to sign up. 558-1335. info@edibleschoolyard.org

"Don't Talk About the Weather" A documentary about the Weath er" A documentary about the chemtrailing of our skies at 7:30 p.m. at Humanist Hall, 390 27th St., Oakland. Donation \$5. www.Humanist Hall.org

"Remembering the Departed with Love: Days of the Dead Altars" at 7 p.m. at Grace North Church, 2138 Cedar St. www.gracenorthchurch.org

"Rain Man" film screening in "Rain Man" film screening in conjunction with Albany Reads "The Curious Incident of the Dog in the Night-time" 6:30 p.m. in the Edith Stone Room of the Albany Library, 1247 Marin Ave., Albany. 526-3720 ext. 5. Family Sing-along for young children and their families at 5 p.m. at Albany Library, 1247 Marin Ave., Albany. 526-3720. Walk Berkeley for Seniors meets every Wednesday at 9:30 a.m. at the Sea Breeze Market, iust west of the I-80 overpass. Everyone is welcome, wear comfortable shoes and a warm hat. 548-9840.

THURSDAY, OCT. 29 Tilden Tots Join a nature

adventure program for 3 and 4 year olds, each accompanied by an adult (grandparents wel-come)! We will have a Pumpkin Scavenger Hunt from 10 to 11:30 a.m. at Tilden Nature Center, Tilden Park. Cost is \$6-\$8. Registration required. 1-888-327-2757.

"Poverty and Human Rights" with Irene Khan at 7:30 p.m. at First Congregational Church of Berkeley, 2345 Channing Way. Cost is \$10-\$13. www.brown-meantickte.com papertickets.com

FRIDAY, OCT. 30

TIGIN TOS Join a nature adventure program for 3 and 4 year olds, each accompanied by an adult. We will have a Pump-kin Scavenger Hunt from 10 to 11:30 a.m. at Tidien Nature Center, Tilden Park. Cost is 56-88. Registration required. 1-888-327-2757.

'Identity Theft Prevention and Remedies" with Mark Jackson, Alameda County District Attorney at noon at Alameda County Law Library, 125 Twelfth St., Oakland. 272-6486.

"Holy Land: Common Ground" Film and discussion at 7:30 p.m. at Berkeley Fellowship of Unitarian Unversali 1924 Cedar St. 841-4824 alists,

Berkeley Women in Black weekly vigil from noon to 1 p.m. at Bancroft and Telegraph. Our focus is human rights in Palestine. 548-6310.

Stand With Us Stand for Peace Stand with Israel vigil every Friday from noon to p.m. at Bancroft and Telegraph. www.sfvoiceforisrael.org

SATURDAY, OCT. 31 SATURDAT, OCL. 31 Berkeley Historical Society Walk "West Berkeley Workst" led by West Berkeley Artians and Industrial Compa-nies (WEBAIC) advocate Rick Auerbach. From 10 a.m. to noon. Cost is \$8-\$10. For reser-vations and starting point, call 848-0181.

Halloween Pancake Break-fast Benefit from 8 to 11 a.m. at First United Methodist Church of Richmond, 201 Mar-tina St., corner of W. Richmond Aug. Pairt Bichmond Suggest Ave., Point Richmond. Suggest-ed donation \$6. 236-0527.

Walking Tour of Oakland City Center Meet at 10 a.m. in front Oakland City Hall at Frank Ogawa Plaza. Tour lasts 90 minutes. Reservations can be made by calling 238-3234.

Compost Give-Away from 9 a.m. to 3 p.m. at the Berkeley Farmers' Market, Center St. at the Park. Please bring 2 buckets or 1 large bag to dig your com-post into, and haul it to your red by backyard garden. Sponsored the Berkeley Community Ga dening Collaborative & Cit Berkeley Recycling Division City of

Fall Storytime for preschool children and their families at 11 a.m. at the Albany Library, 1247 Marin Ave. *526-3720*.

Tracy the Animal Show Guy with animals for Halloween at 11 a.m. at Studio Grow, 1235 10th St. Cost is \$9. *526-9888*.

10th St. Cost is \$9. 526-5888. Monster Bash Aboard the Aircraft Carrier USS Hornet, with haunted tours, costume contests, music, crafts and activities for children, from 7:30 p.m. to midnight at 707 W Hor net Ave., Pier 3, Alameda. Tick-ets are \$10 for children, \$20-\$25 for adults. \$21-844.8 ext. \$25 for adults. 521-8448, ext. 282. www.hornetevents.com

Princesses, Pirates and Super Heroes Weekend at Play-land-Not-At-The-Beach Sat. and Sun. from 10 a.m. to 5 p.m. at 10979 San Pablo Ave., El Cerrito. Cost is \$10-\$15. 932-8966. www.playland-not-at-the-beach.org

Lawn Bowling on the green at the corner of Acton St. and Bancroft Way every Wed. and Sat. at 10 a.m. for ages 12 and up. Wear flat soled shoes, no heels. Free lessons. 841-2174.

SUNDAY, NOV. 1

Program An action-oriented program An action-oriented program for the whole family to learn about nature's interrela-tionships at 10:30 a.m. at Tilden Nature Center, Tilden Park, 644, 2323 Park. 544-2233.

Tilden Nature Theater games a movie, snacks and cider for the whole family at 2 p.m. at Tilden Nature Center, Tilden Park. 544-2233.

Personal Theology Seminars with Bill Garrett on "The Social Matrix of Islamic Origins" at 10 a.m. at the Unitarian Universal-ist Church of Berkeley, 1 Law-son Rd., Kensington. 525-0302, ext 306

Submit calendar listings at least two weeks before the event to calendar@ berkeleydailyplanet.com Please include a telephone number for the public.

Information VI, Item D Attachment #2 BDP 10/22-28/2009

October 22-28, 2009

THE BERKELEY DAILY PLANET

Page 15

ARTS & ENTERTAINMENT

Mick LaSalle's SF Chronicle review of A Serious Man does the Coen brothers an injustice – although his little man was jumping out of the chair, because he fails to recognize the movie's roots. And it's set in the '60s not to show, as LaSalle said, that

FILM REVIEW

"everything happened, and it all amounted to nothing," but because the Coens are talking about, literally, the Religion of their Fathers. No other time-or place, a suburb of Minneapolis where they grew up-would do. The Coens are working with sacred material, on the level of what Tom Stoppard did with Hamlet in *Rosencrantz* and *Guildenstern Are Dead. A Serious Man* is a retelling of Job, with its comic potential

realized. Jews, like Buddhists, are skeptical believers. Jews don't pray in search of sal-

ing and discussion at The

at McGee, Cost is \$15-\$30.

496-6060. dream-institute.org "Object Knowledge: Art Arti-

"Object Knowledge: Art Arti-fact, and Authority in South-east Asia" A conference with historians, art historians, anthro-pologists and curators in an exploration of the social life of things, from 10 a.m. to 6 p.m. at Berkeley City Club, 2315 Durant Ave. Registration required.

http://ieas.berkelev.edu/Confer-

MUSIC AND DANCE

University Symphony Orchestra at 8 p.m. at Hertz Hall, UC campus. Tickets are \$5-\$10. 642-4864.

Los Boleros, Halloween dance

party, at 9 p.m. at La Peña Cul-tural Center. Cost is \$10-\$12.

849-2568. www.lapena.org

Creative Voices with Molly

Skuse and Rebecca Griffin at 8

p.m. at the Jazzschool. Cost is \$15. 845-5373. www.jaz-

Ken Husbands Group with

zschool.com

http://music.berkeley.edu

required.

enceRegistration

book that has long demarcated the bounds of their difficult relationship to God. Job is a thoroughly righteous man picked by God to prove to Satan that His chosen people really love Him and aren't just doing it for the goodies, wealth and happiness. The throne of heaven was at stake, and if Satan had won, humanity would have been abandoned as God's naive folly. Every conceiv-able affliction and misfortune is visited upon Job; God's special effects department was clearly told not to worry about going over budget. It's the sacrifice-of-Isaac test in spades. Job holds up stoically—Jesus complaining on the cross was pretty much a wimp in comparison—but the book owes its enduring relevance to the question it leaves unanswered: Why is there evil in the world? Jesus died for everyone's sins for all world Jesus died for everyone's sins for an time forward, but if evil exists to test the capacity of humankind to follow God's laws even in the absence of just reward for righteousness, and Job passed the test for humanity, why are we still getting tested?

Nietzsche's announcement of God's death at the end of the 19th century preof God's

as its central tenet the not-so-compelling as its central tener the not-so-competing revelation "we're here, so we might as well learn to live with it," and whose most prominent exponent, Martin Heidegger, was a faithful Nazi Party member. It was a century that would have made an excellent affliction in Job.

Job got to go, more or less, face-to-face with the big guy, so the question of His existence wasn't an issue then. The question of evil got resolved in Job, if you can call it a resolution, in favor of God, who gets to allow evil to exist without having to explain His reasons. But if the resolution instead turns out to be that evil exists because there is no God, then these centuries of sacrifice and endless self-examina-tion and gefilte fish will have been shown tool and genie hist win have over stoley of the best tace on a difficult case. That's why "Tradi-tion" in *Fiddler on the Roof* is half sarcastic and half sentimental, and how the joke from Annie Hall about relationships applies as well to Woody Allen's relationship to his religion: A man tells his psychi-atrist that his brother thinks he's a chicken.

When the psychiatrist asks why he doesn't just have his brother committed, he says, "I would, but I need the eggs." My grandfather was a rabbi in Poland in

the 1890s, but abandoned his faith when he came to America. After grandme died, he started back into it, dovening-praying aloud but too softly to be overheard-every day and attending services regularly. I once asked him whether, after all his decades as a lost sheep, he really believed his prayers were being heard On High. He said, "Honestly, I don't know. But what can it hurt?" In the face of the argument of Job, Jews pray mostly because there's just nothing better to do. (You got something better? Let me know.)

Here's another relevant joke. Schmuel's clock breaks down, so he takes it into town to what he always assumed to be a clock repair store because of the huge grandfather clock in the window. But when he asks the storekeeper whether he can fix it, the reply he gets is, "I don't fix clocks. I'm a mohel (ritual circumcisionist). So Schmuel asks, "Then why is there a big clock in your window?" and the mohel says, "And just what do *you* suggest I put there?"

Continued from Page Fourteen

Central Works "Blastos-phere!" Thurs.-Sat. at 8 p.m., Sun. at 5 p.m. through Nov. 22 at The Berkeley City Club, 2315 Durant Ave. Tickets are \$14-\$25. 558-1381. centralworks.org

Masquers Playhouse "The Rocky Horror Show" Fri. and Sat. at 8 p.m., Sun. at 2:30 p.m. at 105 Park Place, Point Richmond, and runs through Dec. 12. Tickets are \$18. 232-4031. www.masquers.org

Theatrefirst "Stones in His Pockets" Thurs.-Sat. at 8 p.m., Sun. at 2 p.m. at Marion E. Greene Theatre, ground floor of The Fox Oakland Building, 19th St. entrance, through Nov. 8. Tickets are \$15-\$30. Nearch brownengadickets com www.brownpapertickets.com

Virago Theatre Company The Afterlife of the Mind Fri. and Sat. at 8 p.m. at tThe Ashby Stage, 1901 Ashby Ave. Tickets are \$15-\$25. 865-6237. www.viragotheatre.org

FII M

"Abbott & Costello Meet Frankenstein" at 8 p.m. at the Paramount Theatre, 2025 Broadway, Oakland. Tickets are \$5. 1-800-745-3000.

Shimshai, Aluna at 9 p.m. at Ashkenaz. Cost is \$12-\$15. 525-5054. www.ashkenaz.com "Psyche and Cinema: Bride of Frankenstein" Film Screen-Dream Institute, 1672 University

The Waybacks at 8 p.m. at Freight and Salvage. Cost is \$20.50-\$21.50. 548-1761. www.freightandsalvage.org

p.m. at The Starry Plough. Cost s \$10. 841-2082.

The P-PL at 10 p.m. at Beck-ett's Irish Pub, 2271 Shattuck Ave. 647-1790.

Oola Rock Steady, Honey Chile, Relapse, Planting Seeds at 9 p.m. at Shattuck Down Low, 2284 Shattuck Ave. Cost is \$10. 548-1159.

Marcus Shelby Trio at 8 p.m at Jupiter. 843-8277.

SATURDAY, OCT. 31 CHILDREN

Los Amiguitos de La Peña Halloween songs with Ingrid Noye at 10:30 a.m. at La Peña. Cost is \$5 for adults, \$4 for chil-dren. 849-2568.

Byron at 3:30 p.m. at the laz-school. Cos. is \$20, 845-5373 West Africa Wins Again" a memoir of teaching in Ghana in the 60s, at 2 p.m. at Berkeley Public Library, 2090 Kittredge St. 981-6151.

READINGS AND LECTURES

A Conversation with Don

University Symphony Orchestra at 8 p.m. at Hertz Hall, UC campus. Tickets are \$5-\$10. 642-4864. http://music.berkeley.edu La Monica "Out of the Depths: The Birth of a Ger-man Style" at 7:30 p.m. at St. John's Presbyterian Church, 2727 College at Garber. Tickets are \$10-\$25. 528-1725.

www.sfems.org The Medicine Ball at 8 p.m. at Anna's Jazz Island, 2120 All-ston Way. Cost is \$14. 841-

, www.Annaslazzisland.com Ghosts of Electricity with Mookie Siegel, Robin Sylvester, Greg Anton and others at 9:30

IAZZ

p.m. at Ashkenaz. Cost is \$10. 525-5054. www.ashkenaz.com Mike Meezy Halloween Bash at 9 p.m. at Shattuck Down Low, 2284 Shattuck Ave. Cost is

Freight and Salvage. Cost is \$18.50-\$19.50. 548-1761. Deuce, with Jean Fineberg and Elen Seeling at 7 p.m. at the Jazschool. Cost is \$16-\$20, order 16, \$10. 845-5373.

Wake the Dead at 8 p.m. at

ackyard Tarzans at 7 p.m. at lester's Bay View Cafe, 1508 alnut St. 849-9995.

Larry Stefl Jazz Quartet at .30 p.m. at Albatross, 1822 San Pablo Ave. Cost is \$3. 843-2473. www.albatrosspub.com Hippie Halloween Costume and Dance Party featuring Country Joe McDonald and live 60s tributes at 8 p.m. at Art House Callery & Cultural Cen-ter, 2905 Shattuck Ave. Cost is \$15, 482-3336.

Guns for Sebastian Halloween party at 10 p.m. at Beckett's Irish Pub, 2271 Shattuck Ave. 647-1790.

12th Annual Murder Ballads Bash at 9:30 p.m. at The Starry Plough. Cost is \$10. 841-2082.

SUNDAY, NOV. 1

READINGS AND LECTURES Kenneth Cardwell Oral History Reception Celebrating the work by Paul Grunland at 2 p.m. at Berkeley Historical Soci-ety, Veterans Memorial Build-ing. 848-0181. Camille T. Dungy, Chad Sweeney, and Russell Dillon, poets, read from their work from the latest Parthanon West Review at 7:30 p.m. at Pegasus Books Downtown, 2349 Shat-tuck Ave. 649-1320.

Dan Alter, poet, reads at p.m. at Mo'Joe Cafe, 2517 Sacramento St., Suite A.

MUSIC AND DANCE

Oakland Youth Chorus Music of Our World Benefit Show Music and dance from diverse African and Afro-American traditions at 7 p.m. at La Peña. Cost is \$10-\$25. 849-2568.

Zoyres Eastern European Wild Ferment at 8 p.m. at Anna's Jazz Island, 2120 Allston Way. Cost is \$10. 841-JAZZ.

UC Folkdancers' Reunion at 1:30 p.m. at Ashkenaz. Cost is \$7. 525-5054.

Chip Taylor at 8 p.m. at Freight and Salvage. Cost is \$18.50-\$19.50. 548-1761.

> Submit calendar listings at least two weeks before the event to calendar@ berkeleydailyplanet.com Please include a telephone

number for the public



GREAT RESTAURANTS • 65 SHOPS 🕷 A WONDERFUL STREET.

EXHIBITIONS woodcarver and painter, will demonstate his work, Sat. and Sun. from noon to 5 p.m. at Talavera Ceramics, 1801 Univer-sity Ave. Susanna Smith at 8 p.m. at Anna's Jazz Island, 2120 Allston Way. Cost is \$14. 841-JAZZ. www.AnnasJazzIsland.com \$10. 548-1159.

Information VI, Item D Attachment #3 Berkeley Daily Planet 10/29-11/4/2009

Page 6

THE BERKELEY DAILY PLANET

October 29-November 4, 2009

OMMUNITY ALENDAR

THURSDAY, OCT. 29

Tilden Tots Join a nature adventure program for 3 and 4 year olds, each accompanied by an adult (grandparents wel-come)! We will have a Pumpkin Scavenger Hunt from 10 to 11:30 a.m. at Tilden Nature Center, Tilden Park. Cost is \$6-\$8. Registration required. 1-888-327-2757.

"Poverty and Human Rights" with Irene Khan at 7:30 p.m. at First Congregational Church of Berkeley, 2345 Channing Way. Cost is \$10-\$13. www.brownpapertickets.com

FRIDAY, OCT. 30

Tilden Tots Join a nature adventure program for 3 and 4 year olds, each accompanied by an adult. We will have a Pump kin Scavenger Hunt from 10 to 11:30 a.m. at Tilden Nature Center, Tilden Park. Cost is \$6-\$8. Registration required. 1-888-327-2757.

City Commons Club Noon Luncheon with Abe Smith, President, MSH Consultants, Inc. on "Computer Security: Essential Tactics and Techniques You Must Know To Protect You Must Know To Protect Yourself' Luncheon at 11:45 a.m. for \$15, speech at 12:30 p.m., at the Berkeley City Club, 2315 Durant St. For informatior and reservations call *\$27-2173*. www.citycommonsclub.org

"Identity Theft Prevention and Remedies" with Mark Jackson, Alameda County District Attorney at noon at Alameda County Law Library, 125 Twelfth St., Oakland. 272-6486.

"Holy Land: Common Ground" Film and discussion at 7:30 p.m. at Berkeley Fellow-ship of Unitarian Unversalists, 1924 Cedar St. 841-4824.

Berkeley Women in Black weekly vigil from noon to 1 p.m. at Bancroft and Telegraph. Our focus is human rights in Palestine. 548-6310.

Stand With Us Stand for Peace Stand with Israel vigil every Friday from noon to 1 p.m. at Bancroft and Telegraph. ww.sfvoiceforisrael.org

SATURDAY, OCT. 31 SALUMDAT, OLT. 31 Berkeley Historical Society Walk "West Berkeley Workst" led by West Berkeley Artisans and Industrial Compa-nies (WEBAIC) advocate Rick Auerbach, from 10 a.m. to noon. Cost is \$8-\$10. For reser-vations and starting point, call 848-0181.

Halloween Pancake Break-fast Benefit from 8 to 11 a.m. at First United Methodist Church of Richmond, 201 Martina St., corner of W. Richmond Ave., Point Richmond. Suggest-ed donation \$6. 236-0527.

Walking Tour of Oakland City Center Meet at 10 a.m. in front Oakland City Hall at Frank Ogawa Plaza. Tour lasts 90 minutes. Reservations can be made by calling 238-3234.

Groundbreaking for Kenney Cottage Garden at 10 a.m. at 1631 Fifth St., near Virginia. Celebrate Berkeley's newest community garden. 559-8368.

Compost Give-Away from 9 a.m. to 3 p.m. at the Berkeley Farmers' Market, Center St. at the Park. Please bring 2 buckets or 1 large bag to dig your com-post into, and haul it to your backward garden. Scoprogred hy backyard garden. Sponsored by the Berkeley Community Gardening Collaborative & City of Berkeley Recycling Division

Heart 2 Heart: Building Com munity Connections in South Berkeley With free health infor-mation from 11 a.m. to 5 p.m. at 1550 Oregon St. 981-5362. Annual Fall Black & White Yard Sale, benefitting Kenney Cottage Community Garden, from 11 a.m. to 5 p.m. at 1629 Fifth St., through Mon., Nov. 2. 559-8368.

Halloween on Solano Trick or Treat at 3 p.m. Costume contest and Ty the Magic Guy magician from 5 to 8 a.m. at 1245 Solano at Masonic. info@solanostroll.org

Children's Halloween Party Share your scariest poem of short story, wear costumes and enjoy treats, from 3 to 5 p.m. at Rebecca's Books 326° Activ Rebecca's Books, 3268 Adeline St. 852-4768.

Fall Storytime for preschool children and their families at 11 a.m. at the Albany Library, 1247 Marin Ave. *\$26-3720*.

Tracy the Animal Show Guy with animals for Halloween at 11 a.m. at Studio Grow, 1235 10th St. Cost is \$9. 526-9888.

Spooky Tales in the Red-wood Groove Wear your cos-tume and listen to stories from 1 to 2:30 p.m. at UC Botanical Garden. Cost is \$8-\$10 for one additional child. \$33 for additional child. \$35 to 643. additional child. RSVP to 643-2755, ext. 03.

Manzanita Charter Middle School "Day of the Dead Festival & Holiday Bazaar" with sugar skull decorating, face painting, food (tamales, horcha-ta, cookies), crafts, jewelry, artwork, Day of the Dead Altars, a special raffle, and live music from 11 a.m. to 3 p.m. at 1615 Carlson Boulevard, Richmond. Free. 524-5500.

Monster Bash Aboard the Monster Bash Aboard the Aircraft Carrier USS Hornet, with haunted tours, costume contests, music, crafts and activities for children, from 7:30 p.m. to midnight at 707 W Hor-net Ave., Pier 3, Alameda. Tick-ets are \$10 for children, \$20-\$25 for adults. \$21-8448, ext. 282 www.hornetevent.com 282. www.hornetevents.com

Princesses, Pirates and Super Heroes Weekend at Play-land-Not-At-The-Beach Sat. and Sun. from 10 a.m. to 5 p.m. at 10979 San Pablo Ave., El Cerrito. Cost is \$10-\$15. 932-8966.

Lawn Bowling on the green at the corner of Acton St. and Bancroft Way every Wed. and Sat. at 10 a.m. for ages 12 and up. Wear flat soled shoes, no heels. Free lessons. 841-2174.

SUNDAY, NOV. 1

Environment Restoration Program An action-oriented program for the whole family to learn about nature's interrelationships at 10:30 a.m. at Nature Center. 544-2233. at Tilden

Tilden Nature Theater games a movie, snacks and cider for the whole family at 2 p.m. at Tilden Nature Center, Tilden Park. 544-2233.

"Gone East: Exploring the Beauty of the Perfect Tree" A study of the Asian maple from 10 a.m. to noon, with a second class on Nov. 8, at the UC Botanical Garden. Cost is \$25-\$30 for both parts. RSVP to 643-2755, ext. 03.

Personal Theology Seminars with Bill Garrett on "The Social Matrix of Islamic Origins" at 10 a.m. at the Unitarian Universal-ist Church of Berkeley, 1 Law-son Rd., Kensington. 525-0302, evt. 306 ext. 306

"Reclaiming Our History: The Soviet Union" Does the socialism of the twentieth century have anything to say to us in the twenty first century? Pre-sentations by Gifford Hartman, labor activist and historian, and Gene Ruyle, retired anthropolo gy professor, from 10:30 a.m. to 12:30 p.m. at the Niebyl Proctor Marxist Library, 6501 Telegraph Ave., Oakland.

Tibetan Buddhism with Hugh Joswick on "Meditative Aware-ness" at 6 p.m. at the Tibetan Nyingma Institute, 1815 High-land Pl. 809-1000.

MONDAY, NOV. 2

Claremont Branch Library Rennovation Plans Meet the architects and learn about the project at 6:30 p.m. at Clare-mont Branch Library, 2940 Ben-venue at Ashby. 981-6195. "The Free Speech Move-ment: Coming of Age in the

60s" with David Lance Goines at 7:30 at The Hillside Club. 2286 Cedar St. 848-3227 www.hillsideclub.org

"Adventures in Plant Politics" with Lech Naumovich the Native Plant Society at 7 p.m. at the Albany Community Center, 1249 Marin at Masonic. Sponsored by Friends of Five Creeks 848-9358

Red Cross Blood Drive from noon to 6 p.m. in the West Pauley Ballroom, MLK Student Union, UC campus. To schedule an appointment go to www.helpsavealife.org

TUESDAY, NOV. 3

Tuesdays for the Birds Tranguil bird walks in local parklands, led by Bethany Facendini, from 7:30 to 9:30 a.m. Today we will visit the Cull Canyon Recreation Area. Bring water, field guides, binoculars or scopes. Call for meeting place and if you need to borrow binoculars, 544-2233.

"Modern Communication: The Global Brain, the New **Economy**" with Suzanna Stin-nett, author of "Little Shifts" at 6:15 p.m. in the conference room, Albany Library, 1247 Marin Ave. 526-3720.

"Power of Myth at the "Power of Myth at the Movies: The Search for Meaning" "American Beauty" will be discussed at 7:30 p.m. at the Unitarian Universalist Church of Berkeley, 1 Lawson Rd., Kensington. Please watch the meric before a threading. the movie before attending.

Free Small Business Seminar

"Restaurant Success" from 2 to 5 p.m. at Berkeley Public Library, 2090 Kittredge. Register in advance at www.acsbdc.org

Pantry Volunteers needed to Pantry Volunteers needed to help organize cases of canned food, from 9 a.m. to noon at 2369 Barrett Ave. Richmond. Ability to lift 50 pounds helpful. Help needed on Fridays also. 235-9732.

Tuesday Tilden Walkers loin a few slowpoke seniors at 9:30 a.m. in the parking lot near the Little Farm for an hour or two walk. 215-7672, 524-9992.

Homework Help at the Albany Library for students in Albany Library, 1247 Marin Ave. from 3:15 to 5:15 p.m. at the Albany Library, 1247 Marin Ave. Emphasis on math and writing skills. No registration is required. For more information, cull 526 3220.

call 526-3720.

Homework Help Program at the Richmond Public Library Tues. and Thurs. from 3 to 5:30 p.m. at 325 Civic Center Plaza. For more information or to enroll, call 620-6557.

Street Level Cycles Commu-Street Level Cycles Commu-nity Bike Program Come use our tools as well as receive help with performing repairs free of charge. Youth classes available. Tues., Thurs., Sat. and Sun. from 2 to 6 p.m. at at 84 Boli-var Dr., Aquatic Park. 644-2577, www.watersidework-shors ora shops.org

Berkeley Camera Club meets at 7:30 p.m., at the Northbrae Community Church, 941 The Alameda. 548-3991. St. John's Prime Timers meets

at 9:30 a.m. at St. John's Presby-terian Church, 2727 College Ave. We always welcome members over 50. 845-6830.

WEDNESDAY, NOV. 4

"Smart Growth, Green Buildings & Other Oxy-morons" with Jane Powell at 7:30 at the Hillside Club, 2286 Cedar St. Tickets are \$15. 644-9344. berkeleyheritage.com

"Creating A Just Food Sys-tem" with Dr. Raj Patel, Brahm Ahmadi, Jeff Conant, and Rajasvini Bhansali, at 6 p.m. in the Goldman Theater, The David Brower Center, 2150 All-tem Way. Suggested depation ston Way. Suggested donation \$10. idexevents@idex.org Berkeley Path Wanderers: Emeryville Public Art Self-Guided Walk Discover the

wealth of public art in Emeryville. Meet at 10 a.m. at Ruby's Cafe, Hollis and 63rd. www.berkeleypaths.org "Crime and Safety in the Hills" with Jane Brunner, Jean Quan and Gordon Wozniak at 7

p.m. at Hiller Clubhouse, Oak-land Hills. RSVP to www.northhills.org Sudden Oak Death Preventa

Sudden Oak Death Preventa-tive Treatment Training Ses-sion Meet at 1 p.m. at Tolman Hall "portico" Hearst Ave. at Arch/Leconte, UC campus for a two hour field session, rain or shine. Pre-registration required. SODtreatment@nature.berke-

lev.edu "Death Experience Informa-Life and Spirituality" with John McNally at 7:30 p.m. at North-brae Community Church, 941 The Alameda.

East Bay Science Cafe at 7 p.m. at Cafe Valparaso at La Peña Cultural Center. 849-2568. www.lapena.org "Memorials in Bronze,

Grain, Pictures and Stone" at 7 p.m. at Grace North Church, 2138 Cedar St. *www.gra*enorthchurch.org 0 Year Anniversary of the

Corparian of Alcatraz, with dim, music, and speakers, at 30 p.m. at La Peña. Cost is 8. 849-2568. www.lapena.org

"Hiking in Torres del Paine National Park in Chilean Patagonia" with Chris and Richard Braunlich at 7 p.m. at REI, 1338 San Pablo Ave. 527-4140. Red Cross Blood Drive from

Red Cross Blood Drive from 10 a.m. to 4 p.m. at The Coop-erative Center Federal Credit Union, 2001 Ashby Ave. To schedule an appointment go to www.helpsavealife.org

Red Cross Blood Services Volunteer Orientation from 10 a.m. to noon at 6230 Claremont Ave., Oakland. Registration required. 594-5165

Walk Berkeley for Seniors meets every Wednesday at 9:30 a.m. at the Sea Breeze Market, ust west of the I-80 overpass. Everyone is welcome, wear Everyone is welcome, wear comfortable shoes and a warm hat. 548-9840.

Berkeley CopWatch Drop-in office hours from 6 to 8 p.m. at 2022 Blake St. 548-0425.

THURSDAY, NOV. 5 "Carbon-Capture Farming: Helping Wetlands, Delta, Cli-mate Change and Rising Seas?" with Roger Fuji and Brian Berga-maschi from the USCS at 6:30 p.m. at MIC Meeting Place, 800 Hearst. 665-3495. "What Parents Can Do to Ensure Student Success" with Dr. Pedro Noguera, professor in the Steinhard School of Culture, Education, and Human Develop-ment at New York University at 7 p.m. at First Congregational Church of Oakland, Suggested donation \$5. 845-0876.

"Socialists Under the Bed" The Smear Campaigns against ACORN and Van Jones at 7 p.m. at La Peña. Cost is \$8. 849-2568. www.lapena.org Journal and Memoir Writing: Capturing Life Stories A workshop program for seniors from 1:30 to 3 p.m. at the Albany Library, 1247 Marin Ave. Free. *526-3720*.

Alameda Community for Kids Alameda Community for Kik Awards with live music, silent auction, raffle, food and bever-ages, from 6 to 9 p.m. at Rhyt mix Cultural Works, 2513 Blan ing Ave., Alameda. Tickets are \$25. www.childunique.net/ events/communityforkids

Berkeley School Volunteers, New Volunteer Orientation from 10 to 11 a.m. at 1835 All-ston Way. Bring a photo ID and two references to the orientation. Returning volunteers do not need to attend. For further information 644-8833.

Red Cross Blood Drive from 8:30 a.m. to 2:30 p.m. at Kaise Center Foyer, 300 Lakeside Dirve. To schedule an appointment go to www.helpsavealife.org

Red Cross Blood Drive from 10 a.m. to 3 p.m. at Julia Mor 10 a.m. to 3 p.m. at Julia Mor-gan Chapel, 4499 Piedmont ave., Oakland. To schedule an appointment go to www.help-savealife.org

Circle of Concern Vigil meets Circle of Concern Vigil mee on West Lawn of UC campus across from Addison and Oxford, Thurs. at noon and Sun. at 1 p.m. to oppose UC weapons labs contracts. 848-8055.

FRIDAY NOV. 6

"The Unknown Cultural Rev-olution: Life and Change in a Chinese Village" with author Dongpiing Han at 6:30 p.m. in the Maude Fife Room, Wheeler Hall, UC campus. 384-1816

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Jack Kornfield "Carrying the Lamp" Stories, practice and conversation with Kornfield, a Buddhist monk, at 7:30 p.m. at at the Unitarian Universalist Church of Berkeley, 1 Lawson Rd., Kensington. 525-0302, ext. 306.

City Commons Club Noon Luncheon with Dan Damon on "How Dies a Composer Write Music?" Luncheon at 11:45 a.m. for \$15, speech at 12:30 p.m., at the Berkeley City Club, 2315 Durant St. For information and reservations call *527-2173*. *www.citycommonsclub.org*

Downtown Berkeley YMCA One Day Camp from 9 a.m. One Day Camp from 9 a.m 4 p.m. For details call 665-3271. nboero@baymca.org

"Ministry as Vocation" A con-ference through Nov. 8 at Pacif-ic School of Religion, 1798 Scenic Ave. Information and registration at *psr.edu*

Berkeley Women in Black weekly vigil from noon to 1 p.m. at Bancroft and Telegraph. Our focus is human rights in Palestine. 548-6310.

Stand With Us Stand for Peace Stand with Israel vigil every Friday from noon to 1 p.m. at Bancroft and Telegraph. www.sfvoiceforisrael.ora

SATURDAY, NOV. 7

Berkeley Path Wanderers: Fruitvale Walk Discover a bit of Central America in this neighborhood of colorful shops, charming streets with early 1900s houses, and small parks. Optional lunch at local Latin restaurant. Meet at 10 a.m. at Fruitvale BART station, 848-9358 www.berkeleypaths.org

Ridge Trail Service Day along Skyline Trail from 8 a.m. to 1 p.m. Ages 12 and older welcome, but if under 18 must be accompanied by a supervising adult. Advance reg-istration required. 415-561-2595. www.ridgetrail.org

Compass 101 Learn the basics of using a compass to deter-mine direction, then use it on a treasure hunt, from 2 to 3:30 p.m. at Tilden Nature Area, Tilden Park. For ages 7 and up

Wizard's Lab on Wheels Festival Watch as a ball floats in tival watch as a ball floats in mid-air, hands seem to go through solid objects and words whispered are heard from 10 feet away. For ages 5 and up at 1 p.m. at the Berkeley Public Library, third floor, Community Meeting Room, 2090 Kittredge St. 981-6223. www.berkeleypubliclibrary.org

Acin Annual Fan casso Ant Craft Sale Local and international artists have donated arttional artists have donated art-work to help support homeless dogs and cats at the Berkeley-East Bay Humane Society. From 7 to 9 p.m. and Sun. from noon to 4 p.m. at 715 Hearst St., at 4th St. accord #6.97276 4th St., second flr. 845-7735

ext.13 www.berkeleyhumane.org United Nations Assoc. Open House with fair trade gifts, multi-cultural books, UNICEF cards, refreshments and prizes from 11 a.m. to 5 pm. at 1403B Addison St., by Universi-ty Ave. Andonico's parking lot. www.unaeastbay.org

"Remembering Fr. Bill O'Donnell" Reception with Mary O'Donnell for her book "Reflections of a Beloved Rebel" at 6:30 p.m. at Berkeley Fellow-ship of Unitarian Universalists, 1924 Cedar St. *841-4824*.

Himalayan Evening by the Bay Benefit for the Ama Foun-dation with Nepali cuisine, song and dance, at 6 p.m. at North Berkeley Senior Center, 1901 Hearst. Tickets are \$25-\$35. 847-2889, www.ama-founda tion.org

Eat Local A workshop on farmers' markets, eating from local farms and growing your own food, from 11 a.m. to 2 p.m. at the Ecology Center, 2530 San Pablo Ave. Cost is \$10-\$15. 548-2220, ext. 233.

Personal Statement Editing

Workshop for teens writing their college essays from 1 to 4 p.m. at the Claremont Branch Library, 2940 Benvenue. Spon-

sored by ecBerkeley.org. 266-

Free Beginning Email Class from 10 to 11 a.m. at the El Cerrito Library, 6510 Stockton Ave., El Cerrito. Call to sign up

Family Day "Re-Create" Learn to take the things you toss and transform them into art, from 1 to 3 p.m. at Museum of Chil-dren's Art, 538 9th St., Oak-

land. Cost is \$7 per child, \$3 per adult. 465-8770.

Continued on Page Seven

ww.mocha.org

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526-7512

October 29-November 4, 2009

FILM

"Abbott & Costello Meet

496-6060, dream-institute.org

"Object Knowledge: Art Arti-

fact, and Authority in South-east Asia" A conference with historians, art historians, anthro-pologists and curators in an exploration of the social life of things, from 10 a.m. to 6 p.m. at Berkeley City Club, 2315 Durant Aue. Registration required

Ave. Registration required.

enceRegistration

http://ieas.berkeley.edu/Confer-

MUSIC AND DANCE

University Symphony Orchestra at 8 p.m. at Hertz Hall, UC campus. Tickets are \$5-\$10. 642-4864.

Los Boleros, Halloween dance

party, at 9 p.m. at La Peña Cul-tural Center. Cost is \$10-\$12. 849-2568. www.lapena.org

Creative Voices with Molly Skuse and Rebecca Griffin at 8 p.m. at the Jazzschool. Cost is \$15. 845-5373.

Ken Husbands Group with

Susanna Smith at 8 p.m. at Anna's Jazz Island, 2120 Allston Way. Cost is \$14. 841-JAZZ.

www.AnnaslazzIsland.com

Shimshai, Aluna at 9 p.m. at

naz Cost is \$12-\$15

525-5054. www.ashkenaz.com

The Waybacks at 8 p.m. at

Freight and Salvage. Cost is \$20.50-\$21.50. 548-1761. www.freightandsalvage.org

plouahpub.com

ettsirishpub.com

Fred Firth, Mirthkon at 9:30

p.m. at The Starry Plough. Cost is \$10. 841-2082. www.starry-

The P-PL at 10 p.m. at Beck-ett's Irish Pub, 2271 Shattuck Ave. 647-1790. www.beck-

Oola Rock Steady, Honey Chile, Relapse, Planting Seeds at 9 p.m. at Shattuck Down Low, 2284 Shattuck Ave. Cost is \$10. 548-1159.

Marcus Shelby Trio at 8 p.m. at Jupiter. 843-8277.

SATURDAY, OCT. 31

CHILDREN

Los Amiguitos de La Peña

www.lapena.org

sity Ave.

Halloween songs with Ingrid Nove at 10:30 a.m. at La Peña

Cost is \$5 for adults, \$4 for chil-dren, 849-2568.

EXHIBITIONS

Jesus Sosa, Oaxacan master woodcarver and painter, will demonstate his work, Sat. and Sun. from noon to 5 p.m. at Talavera Ceramics, 1801 Univer-

READINGS AND LECTURES

A Conversation with Don Byron at 3:30 p.m. at the Jaz-zschool. Cost is \$20. 845-5373 WW 9.Jo. 228 400 . co 91

Thomas Turman on "WAWA, West Africa Wins Again" a memoir of teaching in Ghana in the 60s, at 2 p.m. at Berkeley Public Library, 2090 Kittredge St. 981-6151.

University Symphony Orchestra at 8 p.m. at Hertz Hall, UC campus. Tickets are \$5-\$10. 642-4864.

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http://music.berkeley.edu

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THE BERKELEY DAILY PLANET

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LENDAR RTS C

THURSDAY, OCT. 29

READINGS AND LECTURES Kaja Silverman discusses her new book "Flesh of My Flesh With Judith Butler and Anne Wagner at 5:30 p.m. at Univer-sity Press Books, 2430 Bancroft Way. 548-0585.

"Metaphysical Abstraction: Contemporary Approaches to Spiritual Content" Panel discus-sion with exhibition curators and artists at 7 p.m. at Berkeley Art Center. 644-6893. berkeleyartvcenter.org

Irene Khan on "The Unheard Truth: Poverty and Human Rights" at 7:30 p.m. at FCCB, 2345 Channing Way at Dana. Tickets are \$10-\$13. www.brownpapertickets.com

Ionathan Lethem reads from his new novel "Chronic City" at 7:30 p.m. at Moe's Books, 2476 Telegraph Ave. 849-2087.

Antero Alli reads from his new book "The Eight-Circuit Brain" at 7:30 p.m. at Finnish Brother-hood Hall, 1970 Chestnut. 464-

MUSIC AND DANCE

Beaufunk at 8:30 p.m. at Ashkenaz. Cost is \$10. 525-5054. www.ashkenaz.com Catie Curtis at 8 p.m. at

Freight and Salvage. Cost is \$18.50-\$19.50. 548-1761. www.freightandsalvage.org Jim Grantham Quartet at 8

p.m. at Anna's lazz Island, 2120 Allston Way. Cost is \$10. 841-IA77 www.Annas/azzIsland.com

The Real Tom Thunder, The Mitchell Experiment, Emily Stein at 9 p.m. at The Starry Plough. Cost is \$5. 841-2082. www.starryploughpub.com

FRIDAY, OCT. 30 THEATER

Actors Ensemble of Berkeley "As It Is in Heaven" Fri. and Sat. at 8 p.m. at Live Oak The-ater, 1301 Shattuck Ave., through Nov. 21. Tickets are \$12\$\$15. 649-5999. www.aeofberkeley.org

Aurora Theatre "Fat Pig" ddi through Dec. 6, at 2081 Ad son St. Tickets are \$15-\$55. 843-4822. auroratheatre.org

Berkeley Rep "American Idiot" at 2025 Addison St., through Nov. 15. Tickets are \$32-\$86. www.berkeleyrep.org

Berkeley Rep "Tiny Kushner" Short plays by Tony Kushner at the Thrust Stage, 2025 Addison, through Nov. 29. Tickets are \$33-\$71. 647-2949 www.berkeleyrep.org

Central Works "Blastos-

phere!" Thurs.-Sat. at 8 p.m., Sun. at 5 p.m. through Nov. 22 at The Berkeley City Club, 2315 Durant Ave. Tickets are \$14-\$25. 558-1381. centralworks.org

Masquers Playhouse "The Rocky Horror Show" Fri. and Sat. at 8 p.m., Sun. at 2:30 p.m. at 105 Park Place, Point Richmond, and runs through Dec. 12. Tickets are \$18, 232-4021 4031. www.masquers.org

TheatreFirst "Stones in His Prockets" Thurs.-Sat. at 8 p.m., Sun. at 2 p.m. at Marion E. Greene Theatre, ground floor o The Fox Oakland Building, 19th St. entrance, through Nov. 8. Tickets are \$15-\$30. www.brownganetickets.com www.brownpapertickets.com

Virago Theatre Company "The Afterlife of the Mind" Fri. and Sat. at 8 p.m. at The Ashby Stage, 1901 Ashby Ave. Tickets are \$15-\$25. 865-6237. w.viragotheatre.org

La Monica "Out of the Depths: The Birth of a Ger-man Style" at 7:30 p.m. at St. John's Presbyterian Church, Frankenstein" at 8 p.m. at the Paramount Theatre, 2025 Broadway, Oakland. Tickets are \$5. 1-800-745-3000. 2727 College at Garber. Tickets are \$10-\$25. 528-1725.

www.sfems.org "Psyche and Cinema: Bride The Medicine Ball at 8 p.m. of Frankenstein" Film screen-ing and discussion at The Dream Institute, 1672 Universit at McGee. Cost is \$15-\$30. at Anna's Jazz Island, 2120 All-ston Way. Cost is \$14. 841-JAZZ. University

, www.Annas|azzIsland.com Brazilian Halloween Party at 9 p.m. at Casa de Cultura, 1901 San Pablo Ave. Cost is \$15. www.BrasArte.com

Ghosts of Electricity with Mookie Siegel, Robin Sylvester, Greg Anton and others at 9:30 p.m. at Ashkenaz. Cost is \$10. 525-5054. www.ashkenaz.com

Mike Meezy Halloween Bash at 9 p.m. at Shattuck Down Low, 2284 Shattuck Ave. Cost is \$10. 548-1159. www.shattuckdownlow.com

Wake the Dead at 8 p.m. at Freight and Salvage. Cost is \$18.50-\$19.50. 548-1761. www.freightandsalvage.org

Deuce, with Jean Fineberg and Ellen Seeling at 7 p.m. at the Jazzschool. Cost is \$16-\$20, under 16. \$10. 845-5373 www.jazzschool.com

Backyard Tarzans at 7 p.m. a Chester's Bay View Cafe, 1508 Walnut St. 849-9995.

Larry Stefl Jazz Quartet at 9:30 p.m. at Albatross, 1822 San Pablo Ave. Cost is \$3. 843-2473. www.albatrosspub.com

Hippie Halloween Costume and Dance Party featuring Country Joe McDonald and live 60s tributes at 8 p.m. at Art House Gallery & Cultural Center, 2905 Shattuck Ave. Cost is \$15. 482-3336.

Guns for Sebastian Halloween party at 10 p.m. at Beckett's Irish Pub, 2271 Shattuck Ave. 647-1790, www.beckettsirish pub.com

12th Annual Murder Ballads Bash at 9:30 p.m. at The Starry Plough. Cost is \$10. 841-2082. www.starryploughpub.com

SUNDAY, NOV. 1

READINGS AND LECTURES

Kenneth Cardwell Oral History Reception Celebrating the work by Paul Grunland at 2 p.m. at Berkeley Historical Societv. Veterans Memorial Building. 848-0181.

Camille T. Dungy, Chad Sweeney, and Russell Dillon, poets, read from their work from the latest Parthanon West Review at 7:30 p.m. at Pegasus Books Downton 2349 Shattuck Ave. 649-1320

Dan Alter, poet, reads at 2 p.m. at Mo'Joe Cafe, 2517 Sacramento St., Suite A.

MUSIC AND DANCE

Oakland Youth Chorus Music of Our World Benefit Show Music and dance from diverse African and Afro-American traditions at 7 p.m. at La Peña. Cost is \$10-\$25. 849-2568. www.lapena.org

Zoyres Eastern European Wild Ferment at 8 p.m. at Anna's Jazz Island, 2120 Allston Way. Cost is \$10. 841-JAZZ. www.AnnasJazzIsland.com

UC Folkdancers' Reunion at 1:30 p.m. at Ashkenaz. Cost is \$7. 525-5054. www.ashkenaz com

Chip Taylor at 8 p.m. at Freight and Salvage. Cost is \$18,50-\$19,50, 548-1761. vww.freightandsalvage.org MONDAY, NOV. 2

READINGS AND LECTURES David Lance Goines on "The David Lance Coines on "The Free Speech Movement: Com-ing of Age in the 60s" at 7:30 p.m. at The Hillside Club, 2286 Cedar St. 848-3227. www.hillsideclub.org

Subterranean Shakespeare "Julius Caesar" staged reading at 7:30 p.m. at Berkeley Unitarian Fellowship, 1924 Cedar at Bonita Tickets are \$8 276-3871.

Terry Tempest Williams on "Finding Beauty in a Broken World" at 7:30 p.m. at St. Joseph the Worker Church, 1640 Addison St. Tickets are \$10-\$12. www.brownpapertickets.com

Poetry Express with Claire Blotter at 7 p.m. at Priya Restaurant, 2072 San Pablo Ave. 644-3977.

TUESDAY, NOV. 3

READINGS AND LECTURES

"A Bomb in Every Issue: How the Short, Unruly Life of Ram-parts Magazine Changed Ameri-ca" at 7 p.m. at Revolution Books, 2425 Channing Way. 848-1196.

MUSIC AND DANCE

Swamp Coolers at 8:30 p.m. at Ashkenaz. Cajun dance lesson at 8 p.m. Cost is \$9. 525-5054. www.ashkenaz.com Singers' Open Mic with Ellen Hoffman at 8 p.m. at Anna's

Jazz Island, 2120 Allston Way. Cost is \$5. 841-JAZZ. www.AnnaslazzIsland.com

WEDNESDAY, NOV. 4 THEATER

Ariel Luckey "Free Land" Hip-hop theater at 7 p.m. at Pacific School of Religion, 1798 Scenic

Ave. psr.edu

READINGS AND LECTURES

Jane Powell on "Smart Growth, Green Buildings & Other Oxymorons" at 7:30 p.m. at the Hillside Club, 2286 Cedar St. tickets are \$15. 644-9344. berkeleyheritage.com

40 Year Anniversary of the Occupation of Alcatraz, with film, music, and speakers, at 6:30 p.m. at La Peña. Cost is \$8. 849-2568. www.lapena.org Peter Beren will read from

"California the Beautiful" a book of photographs and testa-ments at 7:30 p.m. at Pegasus Books Downtown, 2349 Shat-tuck Ave. *649-1320*.

"The Indie Spirit" Kaya Oakes and others on the current state of the indie culture at 7:30 p.m. at Moe's Books, 2476 Telegraph Ave. 849-2087

MUSIC AND DANCE

Wednesday Noon Concert with University Baroque Ensem-ble at Hertz Hall, UC campus. Free. 642-4864. http://music.berkeley.edu

Whisky Brothers at 9 p.m. at Albatross, 1822 San Pablo Ave. 843-2473. www.albatrosspub.com

Roberta Donnay Jazz Quar-tet at 8 p.m. at Anna's Jazz Island, 2120 Allston Way. Cost is \$12. 841-JAZZ. www.Annas-JazzIsland.com

Red Divas Cabaret at 8 p.m. at La Peña Cultural Center. Cost is \$10-\$20. 849-2568. www.lapena.ora

Helladelics at 8:30 p.m. at Ashkenaz. Balkan dance lesson at 7:30 p.m. Cost is \$10. 525-5054. www.ashkenaz.com

THURSDAY, NOV. 5 **READINGS AND LECTURES**

Richard Candida Smith reads from "Modern Moves West: from "Modern Moves West: California Artists and Democrat-ic Culture in the Twentieth Cen-tury" at 5:30 p.m. at University Press Books, 2430 Bancroft Way. 548-0585. www.universi-twarschooks.com typressbooks.com

Poetry Flash with Barbara Claire Freeman and Endi Bogue Hartigan at 7:30 p.m. at Moe's Books, 2476 Telegraph. 849-2087

Vincenza Scarpaci on "Jour-ney of the Italians in America" at 6 p.m. at the Richmond Pub-lic Library, 325 Civic Center Plaza, Richmond. 620-6561.

MUSIC AND DANCE Band Recitals: My Amp Showcase at 7:30 p.m. at Ashkenaz. Cost is \$5. 525-

Peter Richardson reads from

5054. www.ashkenaz.com **Bill Evans & Megan Lynch** at 8 p.m. at Freight and Salvage. Cost is \$18.50-\$19.50. *548*-1761

www.freightandsalvage.org Kelly Park Trio at 8 p.m. at Anna's Jazz Island, 2120 Allston Way. Cost is \$10. 841-JAZZ. www.Annas/azzIsland.com

7 Orange ABC, Valerie Orth, at 9 p.m. at The Starry Plough Cost is \$7. 841-2082. www.starryploughpub.com

The Deep at 10 p.m. at Beck-ett's Irish Pub, 2271 Shattuck Ave. 647-1790. www.beck-ettsirishpub.com

FRIDAY, NOV. 6

THEATER

Actors Ensemble of Berkeley "As It Is in Heaven" Fri. and Sat. at 8 p.m. at Live Oak The-ater, 1301 Shattuck Ave., through Nov. 19. Tickets are \$12-\$15. 649-5999. www.aeofberkeley.org

Aurora Theatre "Fat Pig" through Dec. 6, at 2081 Addi-son St. Tickets are \$15-\$55. 843-4822. auroratheatre.org

Berkeley Rep "Tiny Kushner" Short plays by Tony Kushner at the Thrust Stage, 2025 Addison, through Nov. 29. Tickets are \$33-\$71. 647-2949 www.harkelowen.com www.berkeleyrep.org

Berkeley Rep "American Idiot" at 2025 Addison St., through Nov. 15. Tickets are \$32-\$86. www.berkeleyrep.org Central Works "Blastos-Central Works "Blastos-pherel" Thurs.-Sat. at 8 p.m., Sun. at 5 p.m. through Nov. 22 at The Berkeley City Club, 2315 Durant Ave. Tickets are \$14-\$25. 558-1381. centralworks.org

Impact Theatre "Large Ani-mal Games" Thurs.-Sat. at 8 nai Games Thurs.-sat. at 8 p.m. at La Val's Subterranean, 1834 Euclid Ave., through Dec. 12. Tickets are \$12-\$20. impacttheatre.com

Masquers Playhouse "The Rocky Horror Show" Fri. at Fri. and Sat. at 8 p.m., Sun. at 2:30 p.m. at 105 Park Place, Point Richmond, and runs through Dec. 12. Tickets are \$18. 232-4031. www.masquers.org TheatreFirst "Stones in His Pockets" Thurs.-Sat. at 8 p.m., Sun. at 2 p.m. at Marion E. Greene Theatre, ground floor of The Fox Oakland Building, 19th St. entrance, through Nov. 8. Tickets are \$15-\$30.

www.brownpapertickets.com

UC Dept. of Theater, Dance & Performance Studies "Silences and Salutations" Seven one act plays through Nov. 22 at Durham Studio The-ater, UC campus. 642-8827. tdos barelague adu tdps.berkeley.edu

EXHIBITIONS

"Pairings" Photographs, photograms, polaroids and paint-ings by Jim Doukas. Opening reception at 6 p.m. at Joyce Gordon Gallery, 406 14th St., Oakland. 465-8928.

"3AM: Under the Full Moon" New work by Christopher Romer. Reception at 6 p.m. at The Compound Gallery, 6604 San Pablo Ave., Oakland. www.thecompoundgallery.com

"The Last Waltz" Photography, paintings, sculpture by Peter Honig and Kathleen King. Opening reception at 6 p.m. at Mercury 20 Gallery, 25 Grand Ave., at Broadway. 701-4620.

FILM

"Dail M for Murder" at 8 p.m. at the Paramount Theatre 2025 Broadway, Oakland. Tick-ets are \$5. 1-800-745-3000.

READINGS AND LECTURES Orhan Pamuk reads from "The Museum of Innocence" at 7:30 p.m. at FCCB, in the sanctuary,

2345 Channing Way at Dana. Tickets are \$10-\$13.

www.brownpapertickets.com

rad dad zine Release Party at

7 p.m. at Book Zoo, 6395 Tele-graph Ave., Oakland. 654-2665.

MUSIC AND DANCE

earPlay lazzquintet at 8 p.m.

University Choruses "Hearty Songs for the Fall Season" at 8 p.m. at Hertz Hall, UC Cam-pus. Tickets are \$5-\$15. 642-

Brazilian Guitar Night with

Mauro Correa, and Ron Galen

Lisa B Poetic Groove Trio at

8 p.m. at Anna's Jazz Island, 2120 Allston Way. Cost is \$14.

841-JAZZ. www.AnnasJazzIs-

Prestige, Mega Banton, Blade Band, reggae, at 9:30 p.m. at Ashkenaz. Cost is \$51-\$20. 525-5054. www.ashke-

Bill Kirchen at 8 p.m. at Freight and Salvage. Cost is \$18.50-\$19.50. 548-1761.

www.freightandsalvage.org

oughpub.com

pub.com

The Deadicated Maniacs at 9

p.m. at The Starry Plough. Cost s \$10. 841-2082. www.starry-

Geroso at 10 p.m. at Beckett's Irish Pub, 2271 Shattuck Ave. 647-1790. www.beckettsirish-

SATURDAY, NOV. 7

CHILDREN

Saturday Stories "Down by the Station" read by author Jennifer Vetter at 1 p.m. at Museum of Children's Art, 538

Continued on

Page Sixteen

9th St., Oakland. 465-8770

h St., Ounce. www.mocha.org

Los Amiguitos de La Peña with Gerry Tenney at 10:30 a.m. at La Peña. Cost is \$5 for adults, \$4 for children. 849-2568. www.lapena.org

Ricardo Peixoto, Ian Faquini,

at 8 p.m. at the Jazzschool. Cost is \$15, 845-5373.

www.jazzschool.com

pus. T 9988.

land.com

naz.com

at the Hillside Club, Cedar at Arch. Cost is \$10-\$15.

Page 16

THE BERKELEY DAILY PLANET

October 29-November 4, 2009

Film Follows Championship of Grocery Baggers

Continued from Page Twelve

Friday. When the crew came back, the car was covered with stuff like silly string. I said, 'Was there a frat party or something?' They showed me the footage; I couldn't believe it. We woke up on Saturday and said, 'We've got a film.'"

Traveling through 23 states over three months, the *Ready, Set, Bag!* team "followed 19 contestants, 14 pretty closely," finally focusing on eight, with "their families and friends, co-workers, coaches, cheerleaders and fans.

In January 2007, the crew covered the National Con-In January 2007, the crew covered the National Con-test. There was drama, even a villain—a roll of Life-savers. "Brian, the Utah champ, had lost the Nationals the year before, because he left a roll of Lifesavers out of the bag on the checkout stand. He regained the Utah title—and set out to avenge himself against those Lifesavers!" Lifesavers!"

When the hour-and-a-half film was finished and its Berkeley premiere set, Jacob "called Alameda County Food Bank to see if we could partner with them, to do a fundraiser and a food drive at the screening. Mechan-ics Bank, headquartered in Richmond, will put up a dollar for the Food Bank for everyone who comes to see the film. Folks who bring two or more cans of food will get a dollar off their tickets, 50 cents off popcorn. Win get a donar of their fickets, 50 cents of popcorn. We've arranged the same sort of thing with Contra Costa County Food Bank, and in San Francisco—and in every area we'll be screening *Ready, Set, Bag!* It's a privilege to be helping them out." The premiere will also feature a rare screening of

Academy award nominee Jim Capobianco's new hand-drawn animated short film to open the program. Food Bank associates will speak about their work, and Ready, Set, Bag! will be followed by a question-andanswer session with the filmmakers and some of the contestants featured in the film.

Jacob reflected on the process and on the final impression of the completed film. "Working on a film, you're involved for several years, then you take it on the festival circuit before release. That's when there's an urban, often cynical eye on the film. Hollywood often casts an eye of derision on events like this, as in Best of Show. We've done something more in the arena with Spellbound. I was excited to portray people in America, working an honest job, trying to do the best they can—people as they are, with a positive attitude." Jacob has been at Pixar 19 years. His colleague from the making of *Finding Nemo*, Executive Producer Gra-ham Walters, joined Jacob in producing *Ready, Set, Bag!*

"transport: the alchemy of

Opening reception at 6 p.m. at Float Gallery, 1091 Calcot Place, Unit 116, Oakland. www.the-

"Box Art 2009" Exhibition and

benefit auction at 6 p.m. at Pro Arts, 150 Frank Ogawa Plaza,

THEATER

Shotgun Cabaret Burlesque and variety show at 8 and 10 p.m. at The Ashby Stage, 1901 Ashby Ave. Tickets are \$20. 841-6500. www.shotgunplay-

Stone Soup Improv Comedy at 8 p.m. at Temescal Arts Cen-ter, 511 48th St. at Telegraph, Oakland. Cost is \$7-\$10.

www.stonesoupimprov.com "Misery Luvs Company" Six characters' lives as they are test-ed by today's socioeconomic and emotional issues, Sat. at 3

and 8 p.m., Sun. at 6 p.m. at Black Repertory Theatre, 3201 Adeline St. Tickets are \$20.

652-2120. www.dlsimon.org

www.proartsgallery.org

machine into awareness" Works by Drake Logan, Julia

Robertson and The Genie.

floatcenter.com

ers.org

Arts & Entertainment

Scary and Sweet Halloween Events

By KEN BULLOCK Special to the Planet

alloween has gone from Trick-or-Treat to Superstore, apple bobbing to Exotic Erotic.

Exotic Erotic. TV and Hallmark grabbed The Great Pumpkin from *Peanuts*' tight fist, like a goody bag, in the '60s, and a decade later, the blowout began with monster costume dance parties, parades and well-laid plans for mayhem.

for mayhem. Halloween went from a neighbor-ly gambit to another commercial holiday, when bank tellers and gro-cery checkers get to dress up. Fol-lowing Christmas, Thanksgiving and Easter, the once affable holiday has become notable, along with a near which delow Fourth of Luly, on new, high-gloss Fourth of July, on the financial calendar for gross sales

There are, however, amid the overblown commercialism, any number of unique or just plain old-fashioned events in the pumpkin patch that restore the homely and imaginative virtues of what began as the Celtic New Year's Eve, or Samhain in Gaelic.

A select few such events, both for Halloween and for the Dia de los Muertos, the Day of the Dead, follow. At presstime, some remained unannounced for the weekend or difficult to ferret out-there's no superlisting or clearinghouse. Parties, dances, haunted houses and other events, including altars for the Dia de los Muertos, may be found just about anywhere around the Bay Area.

Special shows in theaters top the list

Perhaps the most imaginative is Larry Reed's brilliant Shadowlight production of Octavio Solis' Ghost of the River, which features shad-owplay stories with puppets and live actors, at Intersection for the Arts in San Francisco's Mission District 8 p.m., Wed.-Sun. Oct. 28 through Nov 8

Closer to home, Virago Theatre

presents *The Afterlife of the Mind*, at the Ashby Stage by Ashby BART, which could be described as an offhandedly philosophical macabre comedy about an ingenious brain hosted by another's body (see the review in these pages).

Tomorrow night, Masquers Play-house in Point Richmond opens *The* Rocky Horror Picture Show with all its ghoulish campiness and song for a six-week run. Fri.-Sat. nights at 8. Sun. afternoon at 2:30 p.m. (232-

4031, www.masquers.org). In Martinez, there's *The Texas Chainsaw Musical* at the Campbell Theatre, closing, appropriately enough, on Halloween—so get your tickets: call 925-798-1300.

In San Francisco, Thick House on Potrero Hill stages **The Creature**, an adaptation of Mary Shelley's Frankenstein (415-401-8081; www.

Frankenstein (415-401-8081; www. thickhouse.org). *Meet the Samsas* brings Kafka up-to-date as a TV Reality Show, at Boxcar Theatre, South of Mar-ket (800-838-3006), and intimate Phoenix Theatre, off Union Square, presents *The Woman in Black*, a rale of a solicitor sent to a remote tale of a solicitor sent to a remote house on England's East Coast (www.phoenixtheatre.org).

Top among the film house events is the Oakland Paramount's feature of that near-classic of horror and comedy, Abbot & Costello Meet Frankenstein on Friday, Oct. 30 at 8 p.m. Box Office opens at 6 p.m. All Tickets: \$5.

More traditional and family-ori-ented fare, this Saturday, on Hal-loween proper: Halloween Pancake Breakfast Benefit, 8-11 a.m., First Methodist Church of Richmond,

Methodist Church of Richmond, 101 Matina St. at the corner of W. Richmond Ave. Suggested dona-tion \$6 (236-0527). Spooky Tales in the Redwood Grove, 1-2:30 p.m. at UC Botanical Garden: \$8-\$10, adult and one child, \$3 each additional child (RSVP: 643-2755 ext. 03). More scary poems and short sto-ries at the Children's Halloween Party 3-5 pm at Rebecca's Books

Party, 3-5 p.m. at Rebecca's Books,

3268 Adeline (852-4766). The Fall Storyline for preschoolers and families at the Albany Library, 1247 Marin St., 11 a.m. (526-3720).

Halloween on Solano Trick or Treat at 3 p.m. with a costume con-test and magician, Ty the Magic Guy, from 5–8 p.m. Solano at Masonic (info@solanostroll.org). Princesses, Pirates and Super Heroes Weekend at Playland-Not-

Heroes Weekend at Playland-Not-at-The-Beach, is an old-fashioned autumn festival. 10 a.m.-5 p.m. Sat-Sun, 10979 San Pablo Ave., El Cer-rito. \$10-\$15. (932-8966; www.playland-not-at-the-beach.org) The aircraft carrier USS Hornet

presents a Monster Bash Aboard presents a Monster Bash Aboard with haunted tours, costume con-tests, music, activities for kids, 7:30 p.m.-midnight. 707 W. Hornet Ave., Pier 3, Alameda. \$10-\$25. (521-8448, ext. 282; www.hor-netevents.com) netevents.com).

Fourth Street in Berkeley features live music, games for kids and free face painting for all, 12–6 p.m.

info@wwwfourthstreet.com). Among the get-down and rock-out bashes: Hippie Halloween Cos-tume & Dance Party with Country Joe McDonald & 60s tributes, 8 p.m. Art House gallery & Cultural Center, 2095 Shattuck. \$15. (482-3336)

Mike Meezy Halloween Bash, 9 hattuck Down Low, 2284 Shattuck. \$10 (548-1159; www. shattuckdownlow.com).

Guns for Sebastian Halloween Party at Beckett's Irish Pub, 2271 Shattuck (647-1790)

The 12th Annual Murder Ballads Bash will be at the Starry Plough at 9:30. \$10. (841-2082; www.starry-ploughpub.com).

On Friday, a candlelight proces-sion and **papier-mâché skeleton head contest** is scheduled to be held for the Dia de los Muertos, 6 p.m. at Cedar and Walnut streets with a kids' costume contest, 4 p.m. at Epi-curious Gardens, 1511 Shattuck Ave (www.anotherbullwinkleshow

\mathbb{R} ENDA

Continued from Page Fifteen

The Snow Queen Puppet Show Sat. and Sun. at 11 a.m. and 2 and 4 p.m. at at Children's Fairvland, 699 Bellevue Ave., Oakland. Cost is \$7. 296-4433.

Hanna Banana at 11 a.m. at Studio Grow, 1235 10th St. Cost is \$9. 526-9888.

EXHIBITIONS

"A Room of Their Own: The Bloomsbury Artists in American Collections" Opening reception at 5:30 p.m. at Mills College Art Museum. Exhibit runs to Dec. 13. www.mills.edu/museum

"The Last Waltz" Photogra-Photogra-phy, paintings, sculpture by Peter Honig and Kathleen King. Artist's reception at noon at Mercury 20 Gallery, 25 Grand Ave., at Broadway. 701-4620.

"rememberment: installa-Termemberment: installa-tion, separation, synthesis" Interdisciplinary art installation by Kimberly Campisano. Recep-tion at 5 p.m. in the Art and Consciousness Gallery, John F. Kennedy University, 2956 San Dable Aue 647, 2041 Pablo Ave. 647-2041.

READINGS AND LECTURES

Loren Rhoads reads from "Morbid Curiosity Cures the Blues: True Stories of the Unsa vory, Unwise, Unorthodox and Unusual from the magazine 'Morbid Curiosity'" at 7:30 p.m. at Pegasus Books Downtown, 2349 Shattuck Ave. 649-1320. Bay Area Poets Coalition

open reading from 3 to 5 pm. at Strawberry Creek Lodge, 1320 Addison St. Park on the street. 527-9905.

Andy Worthington on "Guan-tanamo: Torture, Lies and Incompetence" at 7 p.m. at Revolution Books, 2425 Chan-ning Way. 848-1196.

Mary O'Donnell on her book "Reflections of a Beloved Rebel" about Fr. Bill O'Donnell at 6:30 p.m. at Berkeley Fellowship of Unitarian universalists, 1924

Cedar St. 841-4824. MUSIC AND DANCE

Trio Chaskinakuy performs Trio Chastinatory performs traditional village music of the Andes on an extraordinary col-lection of native instruments at 7:30 p.m. at the Crowden Music Center, 1475 Rose St. Cost is \$5-\$12. 559-6910. Chalice Consort "By the Waters of Babylon" at 8 p.m. at St. Paul's episcopal Churhc, 114 Montecito Ave., Oakland. Tickets are \$10-\$20. www.chal-

Philharmonia Baroque Orchestra "The Passion of Dido" at 8 p.m. at First Con-gregational Church of Berkeley, 2345 Channing Way, Tickets are \$35-\$90. www.philharmo-

nia.org Kitka Women's Vocal Ensem Kitka Women's Vocal Ensem ble at 8 p.m. at St. Vartan Armenian Church, 650 Spruce St., Oakland. Workshop at 4 p.m. Tickets are \$20-\$25. 444-0323. www. kitka.org

Art Lande & Peter Sommer

at 7:30 p.m. at Piedmont Piano Company, at the corner of 18th and San Pablo, Oakland. Dona-tion \$15. RSVP to *547-8188*.

Hot Pink Feathers and Blue Bone Express New Orleans & Rio -inspired jazz and cabaret at 9:30 p.m. at Cafe Van Kleef, 1621 Telegraph Ave., Oakland, Cost is \$10.

Equilibria Brasil! at 8 p.m. at Anna's Jazz Island, 2120 Allston Way. Cost is \$14. 841-JAZZ.

Girlyman at 8 p.m. at Freight and Salvage. Cost is \$18.50-\$19.50. 548-1761. Quartet San Francisco at 8 p.m. at the Jazzschool. Cost is \$20. 845-5373.

Charlie Wilson's War at 10 p.m. at Beckett's Irish Pub, 2271 Shattuck Ave. 647-1790. Boris Garcia, David Gans at 9 p.m. at The Starry Plough. Cost is \$8. 841-2082.

SUNDAY, NOV. 8 FII M

PEN Oakland Writers' The-atre "A Night of Short Plays" Video Screening from 3 to 6 p.m. at Anna's Jazz Island, 2120 Allston Way. Tickets are \$5-47. 681-5652.

AD. DI TO, AND LEVID AD

Playreaders Performers' Showcase scenes from Shake-speare, Beckett, Stoppard, Girau-doux at 2 p.m. in the 4th fir story room, Berkeley Public Library, 2090 Kittredge St. 981-6236.

tion of the poetry of Adam David Miller at 3 p.m. at Berke-ley Fellowship of Unitarian Uni-versalists, 1924 Cedar St. 841-4824. 1 Calle at the "

Opera Piccola Play Reading from 4 to 6 p.m. at Opera Pic-cola Performing Arts, 2946 MacArthur Blvd., Oakland. Free, donations accepted. www.opera-piccola.org

MUSIC AND DANCE

Philharmonia Baroque Orchestra "The Passion of Dido" at 7:30 p.m. at First Congregational Church of Berkeley, 2345 Channing Way, Tickets are \$35-\$90. www.phil-harmonia.org

Bomba Estéreo, electronic dub and hip-hop, at 9 p.m. at La Peña. Cost is \$10-\$12. 849-2568. www.lapena.org

Mike Rinta "Eponymous" CD release party at 8 p.m. at Anna's Jazz Island, 2120 Allston Way. Cost is \$12. 841-JAZZ. w.AnnasJazzIsland.com

andworks, band recitals, at 1 nd 7 p.m. at Ashkenaz. Cost is 8. 525-5054. www.ashkeaz.com

rumpetSuperGroup Clifford rown Tribute Concert at 6 .m. at the Jazzschool. Cost is \$15. 845-5373.

Battlefield Band at 8 p.m. at Freight and Salvage. Cost is \$18.50-\$19.50. 548-1761.

iceconsort.org

Osamu Rock con Sabor! from Havana, at 8 p.m. at La Peña Cultural Center. Cost is \$13-\$15. 849-2568.

Information VI, Item D Attachment #4 Insight, SF Chronicle 2009_11_08

Great cities need libraries now, more than ever

Luis Herrera Sunday, November 8, 2009



The computer training lab at the San Francisco Main Library is buzzing with activity on a recent Tuesday morning. People are searching job boards, brushing up their resumes and sharing employment tips with one another. In response to high unemployment, the library has created an open-access computer lab dedicated to job seekers.

Public libraries across the nation are experiencing a surge in use, partly because of the tough economy. In 2008, 1.3 billion Americans visited libraries and borrowed more than 2 billion items. Both measures represent more than a 10 percent increase nationwide. Libraries now are the source for job searching through public access computers, free entertainment resources such as DVDs, downloadable media, children's programs and, of course, access to books and reading.

Yet, while the need for libraries is ever more critical, libraries across the country are facing significant cutbacks. From Cleveland to Phoenix, Philadelphia to Seattle, major urban libraries are facing severe reductions in funding, resulting in fewer open hours and reduced services.

San Francisco is bucking the national trend of diminished funding and services thanks to a budget set-aside, which received overwhelming approval by voters in 2007, and substantial progress on the largest capital improvement program in the history of the city's library.

In 2008, libraries increased open hours by 10.5 percent. Now all of the libraries are open a minimum of six days per week, and more than a third of all libraries are open seven days. The budget for books, media and databases has increased significantly, providing access to 2.5 million items in more than 40 languages.

The payback for San Franciscans' support of libraries is huge. When a renovated branch library opens, the number of new library card holders at that branch increases an average of 149 percent and visits to libraries increase by a whopping 42 percent. This year the library is on track to set a record in the number of visitors and materials borrowed with more than 6 million visitors checking out 8 million items. Access to technology is also impressive: 16 million hits to the San Francisco Public Library Web sites in English, Chinese and Spanish and almost a million public computer sessions in 2008.

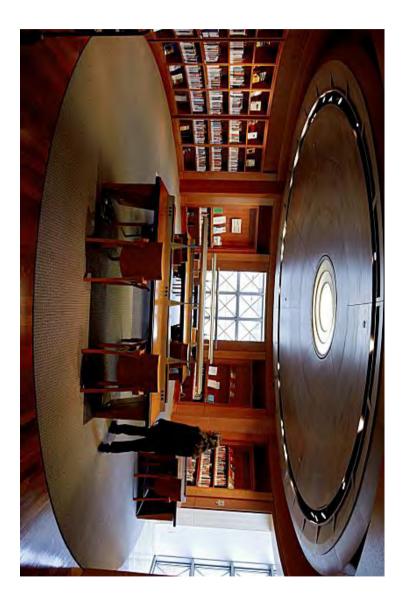
This resurgence is also due to an evolving role of libraries that reflect the needs and demands of users. For example, library users can now watch performances and readings through the library Web site, download audio and e-books to their PDAs or attend new and innovative public programs for children and teens,

such as the recent Tricycle Music Fest West or the Teenquake after-hours scavenger hunt.

The opening of the Eureka Valley/Harvey Milk Library last week marked the halfway point in the Branch Library Improvement Program. Twelve of the 24 neighborhood libraries slated for renovation or new library buildings are now completed and open for business. The result has been a rediscovery and resurgence of the library. Through a strong community partnership that includes the Friends of the Library, the San Francisco Public Library is re-engaging neighborhood residents and retooling to become the model urban public library. The public library resonates with energy and serves as a beacon of hope during these challenging times.

Luis Herrera is city librarian of San Francisco. Contact us at via our online submissions form at sfgate.com/chronicle/submissions/#1.

Information VI, Item D Attachment #4 Insight, SF Chronicle 2009_11_08



Library success story in Lafayette

Anne F. Grodin,Don Tatzin Sunday, November 8, 2009



Other communities have pulled together to replace aging libraries, so in a sense, the opening of the Lafayette Library and Learning Center on Saturday isn't unique. However, what deserves a second look is a new concept about what a library can be.

Lafayette citizens reimagined the library as a place for lifelong learning and collaborated with 12 of the region's leading arts, science and educational institutions to showcase their traveling programs. Called the Glenn Seaborg Learning Consortium, this collection of nonprofit organizations honors the UC Berkeley scientist and chancellor who called Lafayette his home for more than 40 years.

Drawing on regional resources to create partnerships made Lafayette's idea unique - and helped secure a state grant.

Many elements were in place to help make this a successful effort. Our 1960s-era library was built for a town half of Lafayette's current size. Facilities were cramped, worn out and a disgrace. The need was clear.

The ingredients for our success are simple: the vision, hard work and generosity of our residents and staff. Our residents, living close to the University of California, value education. Local schools are among the top in the state, so the expectation to have an outstanding library is widely shared.

Lafayette started planning for a new library 10 years ago. Hundreds of people volunteered to make the project successful, and participation in this project strengthened the bonds among citizens. Witness the Friends of the Library, which socked away nickels and quarters from its used-book sales for 40 years and then made an early donation of \$1 million.

To ramp up fundraising, a group of citizens formed the Lafayette Community Foundation 10 years ago. Since then, almost 25 percent of our residents have donated \$12.7 million toward construction. A spin-off organization, the Lafayette Library and Learning Center Foundation, is raising \$4 million more for operations and programs.

If the reactions of those who have seen the building during construction are a guide, extraordinary architecture, art and activities will enthrall people and make them want to return frequently.

What makes a new library?

In Lafayette, partners in the Glenn Seaborg Consortium at the Lafayette Library and Learning Center:

UC Lawrence Hall of Science

Oakland Museum of California

Chabot Space and Science Center

Commonwealth Club of California

The Oakland Zoo in Knowland Park

John Muir Health

Lindsay Wildlife Museum

California Shakespeare Theater

Greenbelt Alliance

John F. Kennedy University

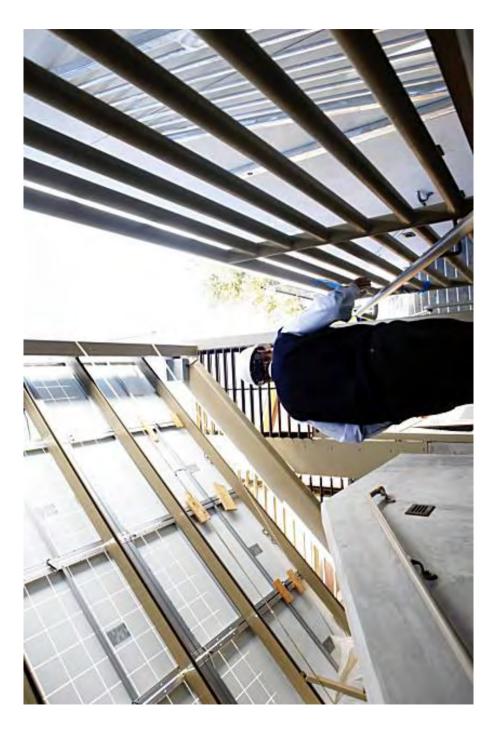
St. Mary's College

UC Institute of Governmental Studies

Anne F. Grodin is a former Lafayette City Council member, and Don Tatzin is the current mayor. Contact us at via our online submissions form at sfgate.com/chronicle/submissions/#1.









California libraries - where the action is

Tim Holt Sunday, November 8, 2009



Libraries are "one of the last great civic spaces in our society," as Berkeley librarian Jack Baur aptly puts it a place where anyone can read the newspaper, check e-mails, do homework or just sit and enjoy a safe and quiet space.

The traditional role of libraries as repositories and purveyors of print materials is shrinking in this digitalizing age. Like newspapers, libraries are trying to figure out how to reinvent themselves beyond the world of hard-copy print. One way they're doing that is to enhance their role as community gathering places. In libraries throughout the state, there's an increased emphasis on providing stimulating programs for people of all ages.

The new library is a kind of community living room, a welcome oasis in an era of social isolation.

The Lafayette Public Library is taking a bold step in that direction on Saturday when it officially opens its sprawling new quarters, a \$46 million facility that's a combination library and learning center. The Glenn Seaborg Learning Consortium will feature programs from a dozen Bay Area organizations, including the Oakland Zoo, St. Mary's College and the Lawrence Hall of Science. On opening day, the Chabot Space & Science Center will help kids build rockets they can launch into a simulated version of outer space. On Dec. 1, the Commonwealth Club will bring in political satirist Will Durst.

"Beyond books in a box" is a favorite catchphrase nowadays among librarians who prefer to define themselves as purveyors of information in all its forms, whether printed materials, electronic databases or living, breathing, lecturing authors.

The job of ferreting out information is, if anything, more challenging in this post-print era as librarians help patrons navigate through what Baur describes as "the millions of places information can hide in the digital age." It takes skilled and knowledgeable librarians to guide patrons through the more than 90 databases the San Francisco Public Library subscribes to.

Do you need to dig out an article from the New York Times archives? Dip into the database that includes some of the early recordings of folksinger Leadbelly? Fill out a job application or file a small-business tax form online? Librarians are not only expected to find information from myriad sources, but often also have to help technologically challenged patrons use and apply the materials they find.

This time-consuming and labor-intensive reinvention of libraries comes at a time when their budgets are

being slashed by cash-strapped local governments. (San Francisco, where voters have boosted library funding through ballot initiatives, is an exception, riding out the recession thus far virtually unscathed.)

Ironically, the same recession that is causing budget cutbacks is also prompting a surge in library patrons, many of them looking for job information and a no-cost alternative to bookstores. Like many other communities, Palm Springs has had to scale back its library's hours from six to five days a week. But when the doors do open, according to Library Director Barbara Roberts, there's a "crush of humanity" waiting to get in.

The Seattle Public Library is facing significant cutbacks in its hours of operation, but it's still managing to come up with creative programming designed to lure in a new generation of library users. The library has hired professional cartoonists to mentor teens creating their first comic books and graphic novels. Earlier this year, the Seattle library drew a mostly teen audience of 300 for a Wizard versus Vampire debate, one that pitted fans of J.K. Rowling against devotees of Stephenie Meyer's vampire romance novels.

In the libraries of Cuyahoga County, Ohio, teens build their own prototype robots after watching a video featuring robotic explorations of the ocean depths conducted by the Monterey Bay National Marine Sanctuary. Under the guidance of an adult writing coach, teens at the San Francisco Public Library make "collage" journals using found objects, old maps, scraps of paper and their own poetry.

The Berkeley Public Library is targeting another generation with time on their hands: newly retired Baby Boomers. In the first of a series of programs designed for that age group, participants created their short documentary films, videostories about their experiences with public school desegregation in the '60s and '70s.

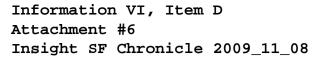
Publicly funded libraries were established in the mid-19th century with the idea that a democracy wouldn't last very long without an enlightened citizenry. Closely related to that idea, libraries have also come to stand for the notion that anyone at any age is capable of self-improvement through self-education. One of this country's better-known book lovers addressed that point a number of years ago. Before printing was invented, he wrote, "the great mass of men were utterly unconscious that their conditions or their minds were capable of improvement." To liberate "the mind from this false and underestimate of itself, is the great task which printing came into the world to perform," wrote Abraham Lincoln.

Libraries, as purveyors of information in all its current forms, are still pursuing the exalted goal of an educated and enlightened citizenry. The Lafayette library's ambitious new learning center provides a dramatic example of that, as well as the creative programming of many other libraries. And it'll still be there, at least for some years to come, on the shelves with those ancient, musty-smelling tomes and in the crackle of newspapers in the periodical reading room.

Tim Holt presents programs on the American folk song in Bay Area libraries and is a frequent contributor to The Chronicle. Contact us at via our online submissions form at sfgate.com/chronicle/submissions/#1.

http://sfgate.com/cgi-bin/article.cgi?f=/c/a/2009/11/08/INJK1ACL2S.DTL

This article appeared on page ${\bf D}$ - ${\bf 2}$ of the San Francisco Chronicle





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November 12-18, 2009

DMMUNITY CALENDAR

THURSDAY, NOV. 12

Panel Discussion on Berke ley's Downtown covering options of no-change, the DAPAC Plan and the City Coun-cil plan at 7 p.m. at Northbrae Church, 941 The Alameda.

City of Berkeley Watershed Management Plan A public meeting to discuss the goals and objectives of the plan, Thurs., Nov. 12, at 6:30 p.m. at the South Berkeley Senior Co ter, 2939 Ellis St. 981-6418 Cen

Homeless Connect Health Homeless Connect Health Fair with health screenings, referrals, flu shots and on-site acute care, from noon to 4 p.m. at the Multi-Service Center, 2362 Bancroft Way. *dkane@bfhp.org*

"Democracy Development as a Foreign Policy Goal" with Jeremy Kinsman at 7:30 p.m., International House, Auditori-um, Piedmont Ave. at Bancorft, UC campus. Free

Walkers 50+: Explore Alame-da's Hidden Canals on an easy, level walk. Meet at 9 a.m. in front of Safeway, 867 Island front of Safeway, 867 Island Drive, on Bay Farm Island in Alameda. Turn west into shop-ping ctr. from Island just N. of McCartney. Optional Chinese lunch follows. The walk, spon-sored by Albany Senior Center and Friends of Five Creeks, is free, but numbers are limited. Please register with Albany Senior Center, 846 Masonic. 524-9122.

Tilden Tots Join a nature adventure program for 3 and 4 ver olds, each accompanied by an adult (grandparents wel-come)! We'l look for signs of animals, from 10 to 11:30 a.m. at Tilden Nature Center, Tilden Park. Cost is 56-58. Registration required. 1-888-327-2757. Wild & Scenic Environmental

Film Festival Environmental films and a celebration of the environment, complete with a environment, complete with a pre-party, live music, and an auc-tion at 5 p.m., films at 7 p.m. at Clif Bar & Company Headquar-ters, 1610 Fifth St. Cost is \$10, benefits The Access Fund. www.accessfund.com/wself

Workshop on Oakland Rezoning covering changes to the commercial and residential zoning regulations, from 6 to 8 p.m. at Fruitvale-San Antonio Senior Center, 3301 E. 12th St., Suite 201, in Fruitvale Village, Oakland, 238-7299, www.oaklandnet.com/zoningupdate

East Bay Mac Users Group Music Night with information on Tiunes, senuti, Grace Note and more, at 7 p.m. at Expres-sion College for Digital arts, 6601 Shellmound St., Fmenoville admun org Emeryville. ebmuq.org

"New Solutions for Fibromyalgia and Chronic Pain" at 6 p.m. at Berkeley Library, Claremont Branch cor-ner Benvenue and Ashby. Free. 849-1176. www.TheRedwood-Clinic.com

Nutrition 101 at 5:30 p.m. at Whole Foods, Telegraph at Ashby. Free. 512-0448.

FRIDAY, NOV. 13

Tilden Explorers An after-school nature adventure pro-gram for 5-7 year olds. We will learn about the mammels that live in the park, from 3:15 to 4:15 p.m. Cost is \$6-58, regis-tration required. 1-888-FDPAPK FRPARKS

City Commons Club Noon Luncheon with Tom Meyer, SF Chronicle cartoonist on "Firing Chronicle carbonist on "Firing Up the People with Pen and Inkl" Luncheon at 11:45 a.m. for \$15, speech at 12:30 p.m., at the Berkeley City Club, 2315 Durant St. For information and reservations call *527-2173*.

'Exposing America's Bloody History" with author Mark Danner at 3 p.m. at Center for Latin American Studies, 2334 Bowditch St. 642-2088.

Plug Into Learning: The Elec-tric Company Circuit Tour with literacy-building activities for students and interactive, multimedia performance by Electric Company cast member Shock, from 3 to 6 p.m. at Cesar Chavez Center Auditori-um, 2825 International Bivd., Oakland.

Red Cross Blood Drive from 8:30 a.m. to 2:30 p.m. in the Red Cross Bus, 747 52nd St., Oakland. To schedule an appointment go to www.helpsavealife.org

Womensong Circle An evening of participatory singing for women at 7:15 p.m. at First Congregational Church, 2345 Channing Way. Suggested donation \$15-\$20. betsy@betsyrosemusic.org

Radical Gratitude: Jewish Wisdom on Everyday Thank-fulness at 6:15 p.m. at Jewish Gateways, 409 Liberty St., El Cerrito, Cost is \$7, or pot-luck contribution. RSVP required. www.jewishgateways.org

Berkeley Women in Black weekly vigil from noon to 1 p.m. at Bancroft and Telegrap Our focus is human rights in Palestine. 548-6310.

Stand With Us Stand for Peace Stand with Israel vigil every Friday from noon to 1 p.m. at Bancroft and Telegraph. www.sfvoiceforisrael.org

SATURDAY, NOV. 14

Turkey Gobble Gobble Visit the Little Farm and meet our resident turkeys, learn about their breeds and history, from 1:30 to 3 p.m. at Tilden Little Farm, Tilden Park. 544-2233. Spinning a Yarn Storytelling Come to the Little farm and watch wool being spun into yarn and listen to stories, from 3 to 4:30 p.m. at Tilden Little Farm, Tilden Park. 544-2233.

Carden Macover: A Green-er Green! Volunteers needed to revilatize the landscaping from 10 a.m. to 2 p.m. at the El Cerrito Community Center, 7007 Moeser Lane. To register call 215-4369. 'Affordable Housing in

Berkeley" Tour of non-profit-owned affordable housing stock from 10 a.m. to 12:30 p.m Sponored by Berkeley Historical Society. Cost is **\$8-\$10**. For reservations and starting point call 848-0181.

Dropout Prevention Summit from 9 a.m. to 4 p.m. at Castle-mont Community of Small Schools, 8601 MacArthur Blvd., Oakland. Free and open to the public. 238-7906.

Art and Crafts Sale Benefit for the Berkeley Friends Meet-inghouse Renovation Fund, from 11 a.m. to 4 p.m. at Berkeley Friends Meetinghouse, 2151 Vine St. 526-1403.

Benefit for Sea Turtle Restoration Project at 7 p.m. at David Brower Center, 2150 Allston Way. Tickets are \$85 and up, activist discount. www.seaturtles.org/bigsplash

'Burdens of Proof: Iran, the United States and Nuclear Weapons" with Michael Veiluva at 7 p.m. at the Alameda Free Library, Conference Rooms A and B, 1550 Oak St., at Lincoln, Alameda. Sggested dona-tion \$5. www.alamedapublicaffairsforum.org

"White Rainbow" Free screen "White Ranbow" Free screen ing followed by discussion and reception at 11 a.m. at Rialto Cinemas Cerrito, 10070 San Pablo Ave., El Cerrito. 215-4318. Swing Dance Lessons and dancing at 7:30 p.m. at the Albany YMCA, 921 Kains Ave. Cost is \$10.

Red Cross Blood Drive from noon to 5 p.m. at the Water-gate Condominiums, Room A, 5 Captain Drive, Emeryville.. To schedule an appointment go to www.helpsavealife.org Free Beginning Email Class

from 10 to 11 a.m. at the El Cerrito Library, 6510 Stockton Ave., El Cerrito. Call to sign up 526-7512. Handling Relationships Dur-ing the Holidays A half-day

meditation retreat from 1 to 4 p.m. at Alameda Yoga Station, 2414A Central Ave., Alameda. Free, a portion of donation will go to Alameda Food Bank. www.alamedayogastation.com

Fall Integrative Medicine Conference: Improving Indi-vidual & Community Well-Being from 10 a.m. to 4 p.m. Regis-traion/check-in at 9:30 a.m. at East Entrance, Valley Life Sci-ences Ruiffong LIC Berkeley ences Building, UC Berkeley campus. sites.google.com

Workshop on the Import-Export Business from 10 a. 10 a.m to 1 p.m. at Berkelev Public Library, 2090 Kittredge St. Free 981-6145.

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Playland-Not-At-The-Beach Films, memorabilia and per-formers from the former amuse-ment park in San Jose. Sat. and Sun. from 10 a.m. to 5 p.m. at 10979 San Pablo Ave., El Cerri-to. Cost is \$10-\$15. 932-8966. www.playland-not-at-the beach.org Free Garden Tours at Regional Parks Botanic Gar-

Regional Parks Botanic Gar-den Sat. at 2 p.m. and Sun. at 11 a.m. and 2 pm. Regional Parks Botanic Garden, Tilden Park. Call to confirm. 841-8732. www.nativeplants.org Tibetan Buddhism workshop

Tibetan Nyingma Institute, 1815 Highland Pl. Cost is \$45. 809-1000. www.nyingmainsti tute.com

Lawn Bowling on the green at the corner of Acton St. and Bancroft Way every Wed. and Sat. at 10 a.m. for ages 12 and up. Wear flat soled shoes, no heels, Free Jessons, 841-2174.

SUNDAY, NOV. 15 Family Cycling Clinic Join other parents and children, (2nd-5th grade) for a morning of fun, drills, games and a neighborhood ride, from 10 a.m. to noon at Rosa Parks Elea.m. to noon at Rosa Parks Ele-mentary School, Conference room 1107. Bring your bikes, your helmet if you have one, adequate clothing for relaxed two-mile bike ride. We have a limited number of bikes that we can loan. 533-7433. www.ebbc.org/safety

Raptors from Ridges A strenuous 8-mile hike in serach of birds of prey, from 10 a.m. to 2 p.m. in Briones Regional Park, Bear Creek Staging Area. Bring sunscreen, water and a lunch. For meeting place call 544-2233.

Growing More Food in Albany A community forum at 1:15 p.m. at the Albany Library, 1247 Marin Ave., Albany. *528*-2261

California Wrriters Club Workshop on "The Beauty of Brevity: Autobiography Dis-tilled" with Prof. Marilyn Abild-skov, from 10 a.m. to 1 p.m. Cost is \$9 for members, \$29 for others: Regultration required others. Registration required. cwcworkshops@gmail.com

Exploring Yoga Day from 8 a.m. to 7:30 p.m. at the Down town Berkeley YMCA, 2001 All-ston Way. 665-3245. "Creating Radical Graphics for Our Liberation" A work-shop for political printmakers from 1 to 4 p.m. at Eastside Cultural Center, 2277 Interna-tional Blvd., at 23rd Ave., Oak-head. Erea depations cargeted land. Free, donations accepted. www.sfprintcollective.com

Read Shakespeare Aloud An all-day experience, from 11 a.m. to 6 p.m., at Expressions Gallery, 2035 Ashby Ave. Cost is

\$25, or \$20 with pot-luck dish. 644-4930. "Afghan Lives and Freedom

Sucked into U.S. Quagmire" discussion led by Htun Lin, News & Letters "Workshop Talks" columnist at 6:30 p.m. at Niebyl-Proctor Marxist Library, 6501 Telegraph Ave., at Alcatraz, Oakland. 658-1448. www.newsandletters.org

East Bay Atheists November Meeting Paul Gehrman will speak about his novel, "Kaleido scope" at 1:30 p.m. at Berkeley Main Library, 3rd Floor Meeting Room, 2090 Kittredge St. 222-7580. info@eastbayatheists.org

Personal Theology Seminars with Bill Garrett on "Islam and the 21st Century" at 10 a.m. at the Unitarian Universalist Church of Berkeley, 1 Lawso Rd., Kensington. 525-0302, ext. 306.

"Zen and Psychology" with author Cheri Huber at 7 p.m. at 1924 Cedar St. By donation. w.eastbayopencircle.org

Free Garden Tours at Regional Parks Botanic Gar-den in Tilden Park Sat. at 2 p.m. and Sun. at 11 a.m. and 2 p.m. Call to confirm. 841-8732. www.nativeplants.org Tibetan Buddhism "Path of Liberation" lecture series begins with "Buddhism in the Modern World" by Betty Cook at 6 p.m. at the Tibetan Nying-ma Institute, 1815 Highland Pl.

809-1000

MONDAY, NOV. 16 Amy Goodman of Democra-cy Now speaks at 10 a.m. at North Gate Hall Library, 121 North Gate Hall, UC Berkeley's Graduate School of Journalism. Free, but donations to the Investigative Reporting Program welcome. 642-3394.

"Education and Empower-ment in Haiti" with Haitian educators Rea Dol and Euvonie Auguste at 9 a.m. at LEAP, 440 Civic Center Plaza, Richmond. For information call 307-8084.

Amy Goodman "Breaking the Sound Barrier" at 7 p.m. at First Congregational Church of Berkeley, 2345 Channing Way, Tickets are \$12-\$15. www.brownpapertickets.com

"Cuba Travelogue" Talk and slide show with Ed Kinney at 7 p.m. at Kensington Library, 61 Arlington Ave., Kensington. 524-3043.

TUESDAY, NOV. 17 Tuesdays for the Birds Tranquil bird walks in local park-lands, led by Bethany Facendini, from 7:30 to 9:30 a.m. Today we will visit Garretson Point at the Martin Luther King Regional Shoreline, Bring water, field guides, binoculars or scopes. Call for meeting place and if you need to borrow binoculars. уои песа 544-2233.

Tilden Mini-Rangers Hiking, conservation and nature-based activities for ages 8-12. Dress to activities for ages 8-12. Dress to ramble and get dirty. Bring a snack. From 3:30 to 5:30 p.m. at Tilden Nature Center, Tilden Park. Cost is \$6-\$8, registration required. 1-888-EBPARKS. Berkeley Garden Club "The Making of a Green Roof" with Cynthia Tanyan of Mozaic Landscape Design Group at 2 p.m. at Epworth United Methodist Church, 1953 Hop-kins St. Free. *526-1083*.

"Reforms for State and Local Governance" Updates on cur-rent proposals by the League of Women Voters Oakland at 6 p.m. at Oakland City Hall, Hearing Room 3, just inside the 14th St. entrance.

"Simply Raw: Reversing Dia-betes in 30 Days" a documen-tary at 7:05 p.m. at Cafe Grati-tude, 1730 Shattuck Ave. 725-4418.

Berkeley School Volunteers, New Volunteer Orientation from noon to 1 p.m. at 1835 Allston Way, Bring a photo ID and two references to the orien tation. Returning volunteer not need to attend 644-8833 Richmond Emergency Food Pantry Volunteers needed to help organize cases of canned food, from 9 a.m. to noon at 2369 Barrett Ave. Richmond. Ability to lift 50 pounds helpful. Help needed on Fridays also. 235-9732.

Tuesday Tilden Walkers Join a few slowpoke seniors at 9:30 a.m. in the parking lot near the Little Farm for an hour or two walk. 215-7672, 524-9992.

Homework Help at the Albany Library for students in grades 2 - 6, Tues. and Thurs. from 3:15 to 5:15 p.m. at the Albany Library, 1247 Marin Ave. Emphasics on math and writing Emphasis on math and writing skills. No registration is required. 526-3720.

Homework Help Program at the Richmond Public Library Tues. and Thurs. from 3 to 5:30 p.m. at 325 Civic Center Plaza. 620-6557.

Street Level Cycles Commu-nity Bike Program Come use our tools as well as receive help with performing repairs free of charge. Youth classes available. Tues., Thurs., Sat. and Sun. from 2 to 6 p.m. at at 84 Bolivar Dr., Aquatic Park. 644-2577

Berkelev Camera Club meets at 7:30 p.m., at the Northbrae Community Church, 941 The Alameda. 548-3991. www.berkeleycameraclub.org

St. John's Prime Timers meets at 9:30 a.m. at St. John's Presbyterian Church, 2727 College Áve. We always welcome new members over 50, 845 6830.

WEDNESDAY, NOV. 18 Berkeley Path Wanderers: Savoring the Moment Walk A low-impact walk to take time to smell the roses, observe the to smell the roses, observe the small things around you, and enjoy each other's company. Meet at 10 a.m. at Live Oak Park Arts Center. 520-3876. www.berkeleypaths.org

"Ordinary Storefronts of the Twentieth Century: Clues to the Local Histories of Shopping and Retailing" with Paul Groth at 7:30 at the Hillside Club, 2286 Cedar St. Tickets are \$15 644-9344. berkeleyheritage.com "Bats in the Garden" Learn about bats and their benefits at 6 p.m. at the UC Botanical Gar-den. Cost is \$12-\$15, \$5 for children under 12, accompa-nice by a parent or gurding nied by a parent or guardian. RSVP to 643-2755, ext. 03.

Geek Challenge "Surviving on Mars" An evening for adults with scientists, food and beverwith scientists, tood and bevi ages from 7 to 10 p.m. at Lawrence Hall of Science, Ce tennal Drive. Cost is **\$8-\$10**. *642-5132. www.lawrence-*hallofscience.org Cen

GIS Day Celebration with a MapTogether workshop intro-ducing GIS concepts at 3 p.m. and talks on GIS and GPS at 5:30 and 7:30 p.m. at Mulford Hall, UC campus. For details see gif.berkeley.edu/gisday.html

"Monumental: David Brow-er's Fight for Wild America" film screening at 7:30 p.m., fol-lowed by discussion, at Human-ist Hall, 390 27th St., Oakland. Donation \$5. www.Humanist Hall.org

Pacific Boychoir Academy Admissions Open House at 6:30 p.m. at 2401 Le Conte Ave. 849-8180.

Red Cross Blood Services Volunteer Orientation from 6 to 8 p.m. at 6230 Claremont Ave., Oakland. Registration required. *594-5165*.

Walk Berkeley for Seniors meets at 9:30 a.m. at the Sea Breeze Market, just west of the I-80 overpass. 548-9840.

THURSDAY, NOV. 19 Bus Rapid Transit Public Workshop on the Local Pre-ferred Alternative at the Trans-portation Commission meeting at 6 p.m. at North Berkeley Senior Center, 1901 Hearst.

Claremont Branch Library Rennovation Plans Meet the architects and learn about the project at 6:30 p.m. at Clare-mont Branch Library, 2940 Ben-venue at Ashby. 981-6195.

LeConte Neighborhood Association meets at 7:30 p.m. at the LeConte School. karl reeh@qmail.com

Golden Gate Audubon Soci-ety Field Trip to Berkeley Fishing Pier Meet at 8 a.m. for a leisurely walk in search of Surf Scooters, scaup, loons, grebe and gulls. Bring a scope if you have one. www.golden-gateaudubon.org

Berkeley Sustainablity Sum-mit and Green Gathering, with keynote speaker Robert Reich, at 4 p.m. at the David Brower Center. Tickets are \$35. www.ecologycenter.org/ggss

"Effective 'Boss' Manage-ment" at Assoc. of Women Sci-entists at 6:30 p.m. at Novartis, Building X-310, 5300 Hollis St., Emeryville. All welcome. http://ebawis.org

FRIDAY, NOV. 20 City Commons Club Noon Luncheon with Adair Lara on "Write Your Memoirs: You Owe It To Your Family" Luncheon at 11:45 a.m. for \$15, speech at 12:30 p.m., at the Berkeley City Club, 2315 Durant St. 527-2173. Say No to War! Bring our troops home now. Rally for Peace from 2 to 3 p.m. at the corner of Action and University.

Berkeley Women in Black weekly vigil from noon to 1 p.m. at Bancroft and Telegraph. Our focus is human rights in Palestine. 548-6310.

Stand With Us Stand for Peace Stand with Israel vigil every Friday from noon to 1 p.m. at Bancroft and Telegraph.

SATURDAY, NOV. 21 Close the Farm Say goodnight to the animals from 3:30 to 4:30 p.m. at the Little Farm, Tilden Park. *544-2233*.

Tilden Park. 544-2233. Giftmaking with Recycled Materials inkuding an origami gift box, note-pad, and printed holiday cards, from 10 a.m. to 1 p.m. at the Ecology Center, 2530 San Pablo Ave. Cost is \$30-\$15. Please call to register and for supplies list. 548-2220, ett 239 ext 239

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Malarkey over Maoists? Japan's New Course?

Reindia" reads the alarming headline in the New York Times, and the prose that follows is pretty scary: "India's Maoist rebels are now present in 20 states and have evolved into a potent and lethal insurgency." According to the Times, the insurgency." According to the Times, the Maoists have killed 900 Indian security officers over the last four years, hi-jacked a train, burned two schools, and freed pris-oners from jails. Indian Prime Minister Manmohan Singh calls them the "single greatest security challenge ever faced in our country.

Given that India has fought three wars with neighboring Pakistan—one that came within a whisker of going nuclear—plus a 1962 border clash with China, that is pretty strong rhetoric. Any truth in it?

Dispatches From The Edge By Conn Hallinan

According to a recent commentary in the The Guardian (UK) by Booker Prize-winning author, Arundhati Roy, not much. Roy argues that the counterinsurgency operation that the New Delhi government is preparing to launch into the forests of Chattisgarth state has less to do with security than with corporate bottom lines.

ty than with corporate bottom lines. "The Maoist guerrilla army is made up almost entirely of desperately poor tribal people living under conditions of such chronic hunger that it verges on famine ... They are people who, even after 60 years of India's so-called independence, have not had access to education, healthcare or legal redress ... If the tribals have taken up arms, they have done so because a government which has given them nothing but violence and neglect now wants to snatch away the

last thing they have — their land." There are an estimated 65 million tribals or "adivasis" in the five state region of Maoist activity.

The territory in question includes parts of Chattisgarth and the neighboring states of Orissa, Bihar, Jharkhand and Maharash tra, what the Indian press is calling the "Red Corridor." The area embraces much of India's Southeast, including thousands of square miles of forest inhabited by the country's tribal minorities. It is not so much the land that interests

the Indian government, as what lies beneath it. According to Amarendra Das and Felix Padel, authors of Out of This Earth: East India Adivasis and the Aluminum Cartel, Orrisa alone has \$2.7 trillion in bauxite deposits, a figure that is twice the GDP of the entire country. That figure is a

2004 estimate, so the deposits might now be worth \$4 trillion. Chattisgarh and Jharkhand have mas-sive amounts of iron ore, plus uranium, tin, copper, diamonds and gold. The five-state area also includes 85 percent of India's coal reserves While Singh calls the Maoists a "threat."

at a meeting of state chief ministers this at a meeting of state chief ministers this past January he described them as having only "modest capabilities." The most telling comment by the Prime Minister was made this past June when he told the Par-liament, "If feft-wing extremism continues to flourish in parts which have natural resources of minerals, the climate for invectment would exclude the detard." investment would certainly be affected. To take on the Maoists, New Delhi is

unleashing 70,000 paramilitaries, who have been accused of committing widespread atrocities against tribal people in the region. More than 50,000 locals have been foreed into communications and the second second forced into government-controlled villages that look much like the "strategic hamlets" of the Vietnam War. The Maoists—also called "Naxalites,

after the site of a 1967 uprising—are esti-mated to have between 10,000 and 20,000 fighters, although those figures are likely inflated. They are armed with AK-47 assault rifles, old bolt-action Enfields, and explosives. Some of the tribals use bows and arrows.

They face the fourth largest army in the world: 1,414,000 regular soldiers, 1,800,000 reserves, and 787,000 "territorials." The latter train for 32 days a year. The military also includes 32,000 pieces of artillery, 20,000 ballistic missiles, 10,000 cruise mis-siles, 900 aircraft, and 5,000 tanks.

Over the past several years, Indian mili-tary spending has steadily risen, jumping 10 percent in the 2008-09 budget. India is currently upgrading its fleet of Russian Sukhoi-Su-30MKI combat fighters and MIG-29s, and is considering spending \$10.6 billion to purchase 128 new MIG-35 Fulcrum fighter bombers.

In the meantime, according to Utsa Pat-naik, India's leading agricultural econo-mist, the average rural family is eating less than it did a decade ago. A study by the International Labor Fed-

A study by the International Labor Fed-eration found that India's current econom-ic boom is built largely on the backs of workers and farmers. While labor produc-tivity has risen 84 percent, and India has created 100,000 dollar millionaires, real wages declined 22 percent, and 836 million Indians live on less than 50 cents a day.

P. Sainath, India's leading independent investigative journalist, found that farm debt had almost doubled from 1991, contributing to a huge increase in rural sui-cides. According to the Mumbai-based journalist, 182,937 farmers committed sui-cide between 1997 and 2007. Many of those vere in Chattisgarth and Maharashtra. While most the Indian media has trum-

peted the figure of 900 security forces killed by the Maoists between 2002-06, the waverage yearly number of farm suicides was 17,513. That is, writes Sainath, "one farmer took his or her life every 30 minutes

farmer took his or her life every 30 minutes on the average." The debt crisis is largely fueled by a series of neo-liberal "rural economic reforms" that stress cash crops like cotton, coffee, sugarcane, pepper and vanilla over tradi-tional food crops like rice, wheat and maize. When landlords forced farmers to shift to each crops through their control of water cash crops through their control of water supplies and credit, says Sainath, it "meant much higher cultivation costs, far greater loans, much higher debt," and being locked into the "volatility of global commodity prices," which are "dominated by a handful of multinational corporations." Malnutrition rates in India are worse

Mainturnion rates in indua are worse then they are in sub-Saharan Africa, and considerably worse then they are in one of India's major economic competitors, China. According to Amartya Sen, who won the Nobel Prize in economics, while China has reduced childhood malnutrition to 7 percent, the rate in India is 42.5 percent

So the question is, what is the greatest threat to India's democracy? A handful of insurgents deep in the forests of Chattisgarh? Or an economy that leaves the bulk of its population mired in crushing poverty and debt?

The name of the counterinsurgency thrust into Chattisgarth, which will level forests and siphon off water sources, is

Operation Green Hunt. Irony is dead.

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apan's new Democratic Party govern-ment is finding out that the U.S. is an ment is finding out that the U.S. is an ally-as long as you do what Washington wants. Show a little independence, and you get leaned on.

When newly minted Prime Minister Yukio Hatoyama indicated that Japan wanted to re-visit a 2006 agreement about basing Marines in Okinawa, U.S. Secretary of Defense Robert Gates growled that any attempt to change the deal would be "counterproductive." And in case Tokyo didn't get the message, Gates boycotted a dinner for Japan's Defense Minister,

dinner for Japan's Defense Minister, Toshimi Kitazawa, and refused to attend a welcoming ceremony at the ministry. Tokyo responded by canceling talks between U.S. Secretary of State Hillary Clinton and Japanese Foreign Minister Katsuya Okada. Washington has since tried to patch things up before President Barak Obama's Nov. 12–13 visit to Japan. The benefic a varchim is Externed Instit

The base in question is Futenma, located in the middle of a major urban area in Okinawa. The 2006 agreement would move the base to a different part of the island, but the locals want the base moved to Guam. Okinawa houses more than half of

the 47,000 U.S. troops deployed in Japan. Behind the clash are very different views of the neighborhood. The old right-wing of the neighborhood. The old right-wing Liberal Democratic Party (LDP) was more than happy to house the United States because the LDP was hostile to China and Korea. The Party's stubborn refusal to apologize for the atrocities committed by Imperial Japanese forces in World War II was a continual source of friction with other Asian nations

But the Democratic Party ran on a platform of improving relations with other Asian nations—in particular, China—and for a more "equal" alliance with the United States

"Under the government of the Liberal Democratic Party, foreign policy was excessively dependent on the United States," Okada told the Financial Times. 'Mv fundamental thinking is that we would like to secure the peace and prosperity of Asia, and through that achieve

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Unitarian Universalists, 1924

Cedar St. Cost is \$6-\$25.Tickets available at brownpapertickets 841-4824.

"20 Years Later: Remember-ing the Jesuit Martyrs" in sol-idairty with the annual protest at the School of the Americas,

at 5 p.m. on the front steps of St. Joseph the Worker Church, 1640 Addison. *499-0537*.

Tour of the Berkeley City Club, the "little castle" designed by Julia Morgan from

Leslie Gallery of Animal Art Holiday Party at 1 p.m., 100 feet west of 2427 San Mateo St. Richmond Annex. http://direc-tory.acS.org/PALeslie

Regional Parks Botanic Gar

den in Tilden Park Sat. at 2 p.m. and Sun. at 11 a.m. and 2 p.m. Call to confirm. 841-8732. www.nativeplants.org

Free Garden Tours at

1 to 4 p.m. at 23 Ave. 848-7800.

at 2315 Durant

Continued from Page Six

Benefit for the Zapatista Autonomous Communities with Carlos Marentes Director of Sin Fronteras Border Agricultural Workers Project, and musical performance by Mamacoatl, at 7 p.m. at Humanist Hall, 390 27th St., Oakland. \$5-\$20. Dinner reception at 5:30 p.m. for \$30. "Islam and the Challenge of Human Rights" with author Dr. Abdulziz Sachedina at 6 p.m. at the Islamic Cultural Center of Northern California, 1433 Madison St, between 14th end 16th Oeldend Cocki is 65 and 15th, Oakland. Cost is \$5-\$7. 832-7600. www.iccnc.org

"What's Next for Haiti?" with Euvonie Georges Auguste and Rea Dol at 4 p.m. at La Peña, 3105 Shattuck Ave. Donation \$7-\$25, no one turned away. www.haitisolidarity.net

Diesel Car Maintenance Diesel Car Maintenance Workshop and information on biodiesel from noon to 6 p.m. at 2465 4th St. at Dwight. Cost is \$30 for lecture only, \$140 for lecture and workshop. Registra-tion required. 653-9450. diesel-workshop: Registraworkshops@qmail.com

The Hillside Club's Annual Arts & Crafts Benefit Show from 11:30 a.m. to 5 p.m. at 2286 Cedar St. 508-6242. w.hillsideclub.org

Friends of the Albany Library Book Sale with vintage, rare and collectible items from 10 a.m. to 4 p.m. at 1247 Marin Ave., Albany. 526-3720.

Floral Design Class with Devon Glaster from 1 to 3 p.m. at Expressions Gallery, 2035 Ashby Ave. Cost is \$25. 644-

"Get Well!" Alternative practi-tioners talk about healing from 2 to 4 p.m. at the Berkeley Public Library, 3rd Flr Community Room, 2090 Kittredge. 981-6107.

You Really Need an Agent to Get a Publisher?" with Kathy Briccetti, a 10 a.m. at Barnes & Noble Booksellers Event Loft, Jack London Square, 98 Broad-way, Oakland. www.cwc-berkeley.com

Houdini Magic Weekend at Playland-Not-At-The-Beach Sat. and Sun. from 10 a.m. to 5 p.m. at 10979 San Pablo Ave., El Cerrito. Cost is \$10-\$15. 932-8966. www.playland-notat-the-beach.org

Socio-Religious Analysis A Socio-Religious Analysis A theological education workshop for laypersons from 9 a.m. to 2 p.m. at Pacific School of reli-gion, 1798 Scenic Ave. 849-8239. Creating Jewish Home Tradi-tions for Young Children at 10:30 a.m. at Jewish Gateways, 409 Liberty St., El Cerrito. RSVP to rabbibridget@jewishgate-ways.org

Free Garden Tours at Regional Parks Botanic Gar-

And the second s

Lawn Bowling on the green at the corner of Acton St. and Bancroft Way every Wed. and Sat. at 10 a.m. for ages 12 and 'up. Wear flat soled shoes, no heels. Free lessons. 841-2174.

SUNDAY, NOV. 22

Nature, News and Nosh Enjoy a cup of coffee or cocoa while getting the latest news on wildlife sightings and native plants in the park, at 10 a.m. at Tiden Nature Center, Tilden Park. 544-2233.

Lake Merritt Neighbors Organized for Peace Peace walk around the lake every Sun. "Thangs Taken" Rethinking Thanksgiving hosted by Ariel Luckey at 7 p.m. at La Peña. Cost is \$10-\$25. 849-2568. Meet at 3 p.m. at the colon-nade at the NE end of the lake. 763-8712. Imno4p.org www.lapena.org

"Daybreak: Undoing the Tibetan Buddhism "Path of Liberation" lecture series begins with "Traveling the Path to Liberation" by Jack Petranker Imperial Presidency & Form-ing a More Perfect Union" with author David Swanson at 7:30 p.m. at Berkeley Fellowship of

at 6 p.m. at the Tibetan Nying-ma Institute, 1815 Highland Pl. 809-1000.

ONGOING

Food Donations for the Homeless and Hungry From Nov. 17 to Nov. 25 please drop off food donations to Berkeley Food & Housing Project at 2362 Bancroft Way. We will make Thanksgiving food boxes so no one goes without plenty on Thanksgiving Day. Contact Wanda Williams at 649-4965, ext. 506. wwilliams@bfhp.org

Volunteers Neede for United Way's Earn It! Keep It! Save Way's Earn It! Keep It: save It! The Bay Area's largest, free tax-assistance program, is now recruiting volunteers to serve as greeters, language interpreters and tax preparers for the 2010 tax season. Training begins in November and free tax sites November, and free tax sites will open in late January. No previous tax preparation experi-ence is necessary. There is a special need for volunteers who can speak Spanish. Register at www.earnitkeepitsaveit.org 800-358-8832.

One Warm Coat Drive Donate outwear including rain coats in all shapes and sizes at the Bay Street Management Office, below AMC Theaters. www.OneWarmCoat.org

CITY MEETINGS

City of Berkeley Watershed Management Plan A public meeting to discuss the goals and objectives of the plan, Thurs, Nov. 12, at 6:30 p.m. at the South Berkeley Senior Cen-ter, 2939 Ellis St. 981-6418.

Commission on Early Child-hood Education meets Thurs Nov. 12, at 7 p.m., at the North Berkeley Senior Center. s Thurs., 981-5410.

Community Health Commis-sion meets Thurs., Nov. 12, at 6:30 p.m., at the North Berke-ley Senior Center. *981-5356*.

Zoning Adjustments Board meets Thurs., Nov. 12, at 7 p.m., in City Council Chambers. 981-7430.

City Council meets Tues., Nov. 17, at 7 p.m in City Council Chambers. 981-6900.

Civic Arts Commission meets Wed., Nov. 18, at 6:30 p.m. at the North Berkeley Senior Cen-ter. 981-7533.

Planning Commission meets Wed., Nov. 18, at 7 p.m., at the North Berkeley Senior Center. 981-7416.

Police Review Commission meets Wed., Nov. 18, at the South Berkeley Senior Center, 981-4950.



To: All City Boards and Commissions

From: Phil Kamlarz, City Manager

Submitted by: Mary Kay Clunies-Ross, City Manager's Office

Subject: Preparations for Census 2010

INTRODUCTION

Every 10 years, the U.S. Census Bureau does a headcount of everyone living in all the 50 states, Washington D.C., Puerto Rico and the Island Areas. The next census occurs in 2010, and getting an accurate picture of our community is vitally important to the City.

In Fiscal Year 2010 alone, more than \$4.6 million in federal aid will flow through the City of Berkeley and into our community. Schools depend on population-based funding, and political boundaries from the City to Congress are also census-based.

In light of the census' importance to the City and the community, work has begun to encourage a high rate of return for census forms, with a special focus on what the Census Bureau has identified as "Hard To Count" communities.

In order to get a more accurate count, the City of Berkeley is working with the U.S. Census Bureau, Alameda County, the University of California Berkeley, and many local organizations and service agencies. The goals are to:

- 1. Increase awareness of the importance of the census in all Berkeley communities and neighborhoods by working with community leaders and organizations;
- 2. Provide logistical support to the Census Bureau, especially for the count of those in group quarters such as dorms, homeless shelters, and assisted-living facilities;
- 3. Increase the response rate of Berkeley residents, thereby gaining a more accurate picture of our diverse community.

CURRENT SITUATION AND ITS EFFECTS

Berkeley's response rate for the 2000 census was 70 percent. Only two Alameda County cities had lower response rates: Oakland (65 percent return) and Emeryville (59 percent). The low response rate had an impact on City residents in a variety of ways, since insufficient and inaccurate data has the potential to impact state and federal funding, emergency preparedness, City planning, and health and human services.

To increase our response rate and the quality of census data, the City is working with other local government agencies and has formed a community-based team, known as a Complete Count Committee. Extensive research has shown that "Hard To Count"

communities (such as students, immigrants, minority groups and homeless residents) are more likely to fill out census forms when they hear from their own leaders and organizations. City staff is working with those organizations to identify barriers to census response, and strategies to overcome those barriers. The City is also working with students and administrators at the University of California Berkeley to increase census awareness and ensure an accurate count of on-campus residents.

BACKGROUND

More than \$300 billion in federal funding is distributed every year, based on census population data. Funding comes to Berkeley in a variety of ways:

- Every year, millions of dollars in federal aid flows into and through the City of Berkeley in the form of affordable housing support, Community Development Block Grants, road construction funds, and emergency food and shelter grants;
- An accurate picture of the population is essential to many City services, including city planning, emergency preparedness, and public health services;
- Schools depend on federal money that is distributed on formulas based on population, including Title 1 funding and special education funding; and
- The information we gather from the census is used to draw fair political boundaries and to guarantee fair representation in Congress.

The U.S. Census Bureau is launching an intensive campaign to encourage all residents to fill out their census forms when they arrive in the mail in March 2010. Census forms that are mailed in provide more accurate data than is received when a census-taker must go out to residents. However, census staff will be in neighborhoods across the country from approximately May-August of 2010 to gather information from residents who have not yet returned their forms.

Different than the Census in 2000, all residents will get a "short form," which consists of 7-10 questions about each person's name, sex, age, date of birth, race, ethnicity, relationship and housing tenure (how long they've lived at that address). It does not ask for citizenship status. To improve the rate of return further, questionnaires will be available in multiple languages.

Individual answers to the census form are strictly confidential. It is illegal for the Census Bureau, or any of its employees, to share personal information with any other government agency. Census workers must pass security and employment reference checks and are subject to a \$250,000 fine and/or a 5-year prison term for sharing any information that could identify a respondent or household.

For more information about the City's efforts, go to <u>www.CityofBerkeley.info/census</u>.

<u>CONTACT PERSON</u> Joe Lee, Census Coordinator, (510) 981-7028

- Census 2010 Form (page 1)
 Census-Dependent Funding for the City of Berkeley

Fold line → I

	U.S. DEPARTMENT OF COMMERCE For all the people at this address. your answers are protected by law.
Use a blue or black pen. Start here The Census must count every person living in the United States on April 1, 2010. Before you answer Question 1, count the people living in this house, apartment, or mobile home using our guidelines. • Count all people, including babies, who live and sleep here most of the time. The Census Bureau also conducts counts in institutions and other places, so: • Do not count anyone living away either at college or in the Armed Forces. • Do not count anyone in a nursing home, jail, prison, detention facility, etc., on April 1, 2010. • Leave these people off your form, even if they will return to live here after they leave college, the nursing home, the military, jail, etc. Otherwise, they may be counted twice. The Census must also include people without a permanent place to stay, so: • If someone who has no permanent place to stay is staying here on April 1, 2010, count that person. Otherwise, he or she may be missed in the census. 1. How many people were living or staying in this house, apartment, or mobile home on April 1, 2010?	 5. Please provide information for each person living here. Start with a person living here who owns or rents this house, apartment, or mobil home. If the owner or renter lives somewhere else, start with any aduliving here. This will be Person 1. What is Person 1's name? Print name below. Last Name First Name Mil 6. What is Person 1's sex? Mark X ONE box. Male Fernale 7. What is Person 1's age and what is Person 1's date of birth? Please report babies as age 0 when the child is less than 1 year old. Print numbers in boxes. Age on April 1, 2010 Month Mort Please answer BOTH Question 8 about Hispanic origin and Question 9 about rate. For this census, Hispanic origins are not racee 8. Is Person 1 of Hispanic, Latino, or Spanish origin? No, not of Hispanic, Latino, or Spanish origin Yes, Ouban Yes, Nemcan, Mexican Am., Chicano Yes, Ouban Yes, Nemcan, Mexican Am., Spanish origin — Print origin, for example regentinean, Colombian, Dominican, Nearaguan, Sahadoran, Spaniard, and so on. 7
Number of people = 2. Were there any <u>additional people staying here</u> April 1, 2010 that you <u>did not include</u> in Question 1? Mark I all that apply. Children, such as newborn babies or tester children Relatives, such as adult children, cousins, or in-laws Nonrelatives, such as roommates or live-in baby sitters People staying here temporarily No additional people 3. Is this house, apartment, or mobile home — Mark I ONE box. Owned by you or someone in this household with a mortgage or loan? Include home equity loans. Ouvned by you or someone in this household free and clear (without a mortgage or loan)? Rented? Occupied without payment of rent? 4. What is your telephone number? We may call if we don't understand an answer. Area Code + Number OMB No. 0607-0919-C: Approval Expires 12/31/2011. Form D-61 (1/152000)	 9. What is Person 1's race? Mark x one or more boxes. White Black, African Am., or Negro American Indian or Alaska Native — Print name of enrolled or principal tribe. Asian Indian Japanese Native Hawaiian Chinese Korean Guamanian or Chamorro Filipino Vietnamese Samoan Other Asian — Print race, for example, Hmong, Laotian, Thai, Pakistani, Cambodian, and so on. x Some other race — Print race. x In college housing In college housing In a nursing home or second residence For another reason It more people were counted in Question 1, continue with Person 2.

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D-61- Prints Pantone PROCESS CYAN (10%, 20%, 25%, 50% and 100%) D-61- Base prints in BLACK I ← Fold Line



2010 CENSUS

CENSUS-DEPENDENT FUNDING FOR THE CITY OF BERKELEY



Every year, the federal government uses census data to distribute \$300 billion dollars in funding for a variety of programs, including social and health services, roads and transportation, and education. Census results are also used by states, counties and other agencies to distribute funds according to where the need is the greatest.

This fact sheet contains examples of some of the census-dependent funding that the City of Berkeley receives. Some of the grants, such as Community Development Block Grants (CDBG) go directly to community agencies, while other grants fund City programs such as those in Public Health.

Aid for Housing and Community Agencies

For the fiscal year that begins July 1, 2009, Berkeley will receive about \$4.6 million for housing and community agencies—and that's just in one year.

- HOME funds will provide <u>\$1.2 million</u> for rehabilitation or construction of affordable housing;
- CDBG funds will provide <u>\$3.2 million</u> for housing, facilities improvements, and community services; and
- Emergency food and shelter grants (ESG) will provide about <u>\$143,000</u> for shelter, homeless services, homeless facilities rehab and homelessness prevention.

Road Construction and Transportation

The Public Works Department receives population-based grants for street and storm drain improvements, transportation-related projects, and recycling programs. These grants don't necessarily pay for a whole project, but they are an important part of the funding picture.

- Millions of dollars for street and storm drain improvements that reduce flooding and make our streets cleaner and safer;
- Transportation projects that reduce air pollution, such as grants for bike parking and Bike Boulevard signs; the Construction of the Bicycle/Pedestrian Bridge over I-80 and the Bike Boulevard extension through West Berkeley; the City's annual the Bicycle/Pedestrian Safety Education Program; and The development of the City's Bicycle and Pedestrian Plans.
- The Solid Waste and Recycling Division also receives population-based grants. For example, county grants totaling \$1.2 million since 1995 have helped pay for recycling public education and outreach, carts and bins, and construction materials while state grants have provided about \$420,000 since 1995 for school assemblies, litter/recycling cans for parks, and recycling carts and bins.

Public Safety

A variety of public safety grants are also distributed based on population. For example:

- The State Supplemental Law Enforcement Services Fund (aka Citizens Options for Public Safety, or COPS) provides every California city at least \$100,000 and often more, based on population. In recent years, Berkeley has received as much as \$205,000. The funds from this grant are used for "front-line municipal police services," including community crime prevention and juvenile justice programs. The Police Department funds a juvenile bureau counselor and police aides from these funds.
- JAG (Justice Administration Grant) is a federal program based on population and crime rate. Berkeley's last three grant allocations have been \$67,366, \$18,746, and \$69,374. The funds from this source pay police officer overtime for directed patrol, party patrol, and other violence suppression efforts.
- The JAG Recovery Act grant, which is distributed through Alameda County, for this year is \$285,168. The JAG Recovery Act funds will continue to cover overtime costs for employees assigned to crime and violence suppression activities, as well as the costs for training, equipment and other technologies associated with criminal investigations.

Public Health

Census data help us understand our community's health and how to improve it. Census information is used to study illness and disease so that we can find the right ways to help residents live healthy lives. Having an accurate picture of the community also helps us see how different segments of the population have different health problems. With this information, we can work to make sure that everyone in Berkeley has the same opportunity to live a long, healthy life.

As a local health jurisdiction, the Public Health Division's state and federal funding is <u>all</u> dependent on census data. Here are Public Health's four main program areas:

- Chronic Disease Prevention, which addresses conditions such as high blood pressure, heart disease and asthma;
- Youth Development, which includes programs such as the Vera Casey Teen Parenting Program and the health clinics at B-Tech and Berkeley High School;
- Maternal and Child Health, which includes services to ensure healthy pregnancies and other assistance for low-income, pregnant women and low-income children under the age of five
- Public Health Preparedness and Communicable Disease Control, which works on community response to communicable diseases and personal preparedness for a variety of diseases, including HIV/AIDS and pandemic flu.

This fact sheet and more is available online at <u>www.CityofBerkeley.info/census</u>. If you cannot access this web page, please contact Joe Lee at <u>jhlee@cityofberkeley.info</u> or 981-7028

BERKELEY PUBLIC LIBRARY

INFORMATION CALENDAR

December 9, 2009

TO: Board of Library Trustees

FROM: Dennis Dang, Administrative Services Manager

SUBJECT: FY10 – OCTOBER YTD

INTRODUCTION

The national and state economies remain fragile with predictions of an imminent recovery and an end to the recession surfacing. However, as economists debate how vigorous and widespread such a recovery will be, the Library, which has seen increased demand for its services, continues to pursue and implement efficiency and procedural initiatives as its primary response to the needs of its patrons. In this economy, increasing revenues, although acknowledged as another means to sustain Library services, is limited in opportunities as government and private funding sources too adjust to recessionary conditions.

BACKGROUND

The FY10 and FY11 Biennial Budget was developed during a period of high uncertainty and was built consistent with guidelines as provided by the City that took into account fast-changing economic environment. A fundamental goal throughout the process was preserving the long-term fiscal health of the Library through the containment of expenses and the maintenance of revenues.

CURRENT SITUATION AND ITS EFFECTS

Library Tax Fund

The Library Tax Fund includes the revenue for the dedicated library tax, fines and fees and miscellaneous revenue. At the end of October, total Fund expenditures stood at \$4,791,202 or 33.8% of the adjusted total budget. Favorable labor vacancy savings were realized during these four months as expenditures reached \$3,373,446 or 29.2% of the adjusted Labor budget. Non-labor spending totaled \$1,417,756 or 53.3% of the annual adjusted budget of which \$716,643 or 50.5% was due to encumbered funds; such that, actual non-labor spending of \$701,113 was favorable, and comprised only 26.4% of adjusted budgeted funds.

Looking forward, health plan rates for active employees will increase in FY11 – Kaiser HMO up 7.06% and Health Net rising 11.10% – thus, necessitating a future review of labor costs in the FY 2011 budget update to occur in early 2010. Also, the City has requested that projected labor rate increases for the years following the conclusion of the current labor agreements, from fiscal

years 2013 through 2015, be forecasted at a 1% annual increase versus the previously assumed 3%. The City has determined that at 1%, increases to labor costs such as step increases, and medical coverage increases of +10% annually, etc. are adequately addressed. This lower projected labor growth rate favorably impacts the Library's projected annual deficit in the years beyond FY12 as the annual increase to labor costs are materially reduced.

On September 24, the Library was informed that updated gross library FY10 tax revenues of \$13,952,180 were billed to Alameda County due essentially to new construction along the westend of University Avenue, the new Berkeley Bowl West, and housing at the recently opened Oxford Plaza. This favorable increase is reflected in the Fund's 5-year analysis table on a projected net basis of \$13,714,993 under FY 2010 Projected.

As previously discussed with the Board, CalPERS employer rates are scheduled for a major upward adjustment due to the large investment losses sustained over the past two years. While modest investment gains have been realized since the initial forecasts, announced losses for FY09 are currently a little over 31% – including an assumed 7.75% positive rate of return. If returns are less than the projected 7.75% return it is almost certain that employer rates will be adversely impacted. Nonetheless, in an effort to address the shortfall and isolate the FY09 losses, CalPERS is implementing a one-time change to their smoothing methodology affecting rates as of FY12. Consequently, under guidance from the City, the Library is projecting a 1.7% incremental increase of \$213,659 to total labor costs to cover CalPERS expenses in FY12, a 2.6% allowance of \$330,041 for FY13, and a 3.7% rate or \$474,3700 provision for FY14 – projections are included in the 5-year analysis table.

For several years the Library has contemplated establishing a reserve to cover either partially or in full expected and unforeseen expenditure events. In consultation with the City, the Library was advised that doing so could simply be done with the exercised intent to "not access" a predetermined amount of monies in a Fund's balance. At this time, the Library is open to exploring with the Board the establishment of such a reserve and the amount to be deemed inaccessible.

Gift Fund

The Gift Fund includes monies accumulated through the donations from the Berkeley Public Library Foundation, the Friends of the Berkeley Public Library, donations from individuals, the SLM gift fund, the Alice Meyer Trust Fund, and the Max Delaware-Niedorf Fund.

Gift Fund expenditures through October were \$47,391 or 43.1% of the adjusted budget. Of non-labor spending 46.7% was attributable to the Central Library space planning project; with Children's, Art and Music, and Reference programs making up the bulk of the remaining expenditures. Expected revenues were unchanged.

At the October 14, 2009 BOLT meeting Gift Fund expenditure changes were approved increasing appropriations with funding originating from the beginning-year Fund balance of \$875,064. These added appropriations of \$447,055 are intended to support the Central Library space planning project, the Children's collection with funding from the Alice Meyer Gift Trust, general collections with SLM gift funding, as well as various programs and services funded by carryover monies originating from the Friends of the Berkeley Public Library.

All Other Funds

All Other Funds is comprised primarily of funding from California State Library administered programs such as the Public Library Fund, the California Library Literacy Services program, the Library Services and Technology Act, and the Direct Loan and Inter-library programs.

At the end of the fiscal year's first four months, All Other Funds expenditures reached \$97,535 or 35.7% of the adjusted budget; and were primarily made up of expenses related to library literacy instructors, the Tricor delivery service, and maintenance and support of the Innovative Interfaces library software and the public copiers at Central and the branches. Encumbrances comprised 29.5% of the period's expended funds.

Since the close of October, the Library has received notice from the California State Library that funding for the Direct Loan/Inter-library Loan Program remains unchanged from the prior year. However, due to a projected shortfall in funds to provide full reimbursement to all participants, 80% of each quarters' reimbursement payment will be withheld pending the determination of the program's cost at fiscal year end.

Under separate letter, the Library was also notified by the CA State Library that FY10 CA Library Literacy Services funding will be \$47,507 in FY10, a 10% drop from the prior year. To avoid a reduction from current literacy service levels, literacy program expenditures are being monitored in the event that circumstances necessitate a request to the Board for usage of Library Tax Fund monies to cover this shortfall.

Measure FF Fund

At the end of October all of the primary project contracts consisting of the project manager, architects, and program consultants were signed and budgeted at \$4,391,658. The second and final tranche sale of the Measure FF bonds remains on track for issuance late in the fiscal year and is expected to yield just under \$16M. Construction or at least bidding for the North and Claremont Branches is expected to occur at around the same time as the bond sale. The West and South Branches are projected to follow in FY11.

Library VTO

Jenifer Shurson conducted a survey in response to a request by the Board that the Library solicit staff feedback regarding implementation of reduced services days or Voluntary Time Off (VTO) as a cost saving measure. The following is her analysis of the results.

Forty percent of Library staff responded to the survey which addressed staff demographics, financial impact of closures, and opinions about various reduced service models (i.e. partial services). Nearly half of respondents were full-time employees with the majority being assigned to the Central Library. Part-time staff comprised 37% of survey respondents, of which 10% were 15-hr Library Aides.

When presented with the idea of VTO as a tool to reduce operating expenses, 40% of Library staff was opposed, with the remainder being receptive or in support. Attempting to gauge the extent of potential savings to be gained from VTO, respondents expressed no clear leaning toward whether they would likely take time off as paid in the form of vacation, floating holidays, etc., or unpaid, as all presented options scored nearly equally in preference.

Staff was also asked to consider and rate variations of reduced service models including the options of: keeping Central open on VTO but closing the branches, reducing operating hours on VTO days, or offering partial services with limited staffing on reduced service days. None of these options evaluated particularly favorable to staff as most respondents tended to prefer system-wide closures similar to that of holidays. Comments given by those opposed to varying or rotating location closures or limiting operating hours on VTO days expressed a concern that fluctuations in schedules would confuse and frustrate Library patrons. The possibility of remaining open but offering limited or partial services was not generally supported by staff; although, if a partial service model was to be implemented staff results rated the most essential

services to maintain as Information, Reference, and Circulation desk services. Administration, Technical Services/Collection Development and Special Services such as Outreach were considered least essential under this scenario.

In regards to financial hardship, nearly half of respondents stated that VTO would pose a burden to their financial well-being. These results were somewhat surprising given that full-time employees composed almost 50% of survey respondents. If VTO or reduced services days are further explored, consideration might be given to offering staff, specifically part-timers affected by site closures, the option to make up work hours lost at another time during the pay week or pay period; this type of flexibility has been effective in dealing with the negative financial impact on part-time staff receiving pro-rata holiday pay; however, this was not presented as a response option in the survey.

In summary, survey results indicated staff is not receptive to the idea of VTO or reduced services days based on the potential negative impact to their personal finances and the reduction in public services. Nonetheless, 30% of those polled did recognize it as a viable and wise cost saving measure to be considered by the Library.

SUMMARY OF OPERATIONS EXPENSES

Year-to-date October 2009, the Library was informed that the expected tax revenue billed to Alameda County was \$13,714,993, or \$245,276 (+1.82%) higher than budgeted. This was offset modestly by notification from the CA State Library of possible reductions to state funding programs. Expenses are trending lower than expected due to labor vacancy savings and overall cost saving efforts by staff.

The Library, although continuing to operate in deficit using available Fund balances to cover the shortfall between revenues and expenditures for labor and non-labors costs, remains committed to implementing appropriate cost reduction measures and to maintain its revenue sources.

A mid-year report will be presented to the Board in early 2010 whereby the first half of FY10 will be reviewed and the outlook for the remainder of the fiscal year as well as proposed modifications to the adopted FY11 budget will be discussed.

- 1. Expenditure Summary for All Funds: FY10-Q1
- 2. Library Tax Fund: 5-Year Fund Analysis
- 3. Gift Fund: 5-Year Fund Analysis
- 4. All Funds: 5-Year Fund Analysis
- 5. Measure FF Fund: 5-Year Fund Analysis

	EY PUBLIC LIBRARY : EXPENDITURES SEP FY	10					3	25.0%		Attach	lienc I
Berkeley Elmnt-	Public Library System (w/CoB)	Bdgt ORG	Bdgt REV	Actuals+Encu Lib Dscr		Create	Pub Lib	Gift	Mse FF	Astual	% REV
Object	Description	FY10	FY10	301	DL / ILL 302	Grants 304	305 Pub Lib	306	308	Actual FY10	% REV Spent
11-01	Monthly Rated Employees	7,145,245	7,165,473	1,524,870		2,027		1,055		1,527,952	21.3%
11-03	Hourly and Daily Rated Empl	185,604	185,604	31,033		11,812			1,314	44,159	23.8%
11-04	Monthly Rated - Part Benefitted	429,819	429,819	94,761						94,761	22.0%
11-59 11-60	Reg Retro Gross Adjust. Excess Hours Pay			1,424 36,053				176		1,424 36,229	
12-12	General Summer Youth	21,400	21,400	3,670				170		3,670	17.1%
13-01	O/T-Monthly Rated Employee	6,420	6,420	157						157	2.4%
13-05	Holiday Pay	4,815	4,815								
	ersonal Services-Salaries and Wages	7,793,303	7,813,531	1,691,968		13,839		1,231	1,314	1,708,352	21.9%
20-11	Medical Insurance	819,428	819,760	132,577				219		132,796	16.2%
20-12 20-13	Dental Insurance Life Insurance	143,193 8,167	143,291 8,178	22,024 1,284				41 3		22,065 1,287	15.4% 15.7%
20-21	Cash-in-Lieu	128,728	129,642	20,242				24		20,266	15.6%
20-31	Pers/Misc Other	1,874,658	1,878,136	408,268		532		288		409,088	21.8%
20-34	PARS (3.75%)	22,010	22,010	4,575		443		5		5,023	22.8%
20-36	SRIP	300,992	301,483	37,805		69		53		37,927	12.6%
20-40	Medicare Tax	96,709	96,918	22,376		194		17	19	22,606	23.3%
20-63 20-71	Retirement Med: Misc. Emp Medical Trusts Workers Comp: Workers Comp Charges	193,368 195,883	193,580 196,196	41,778 45,823		51 306		28 28	29	41,857 46,186	21.6% 23.5%
20-82	Allowances: Shoes Allowance	1,200	1,200	960		500		20	23	960	80.0%
20-83	Allowances: Tools Allowance	1,000	1,000	800						800	80.0%
20-90	Other Employee Benefits	299,591	300,133	65,600		81		45		65,726	21.9%
20-91	Commuter Check	18,960	18,994	3,893				15		3,908	20.6%
27-20	Fringe Benefits (Budget)	21,481	21,481			=-				010	
20-99	Personal Services-Fringe Benefits Salary Savings	4,125,368 (353,817)	4,132,002 (353,817)	808,005		1,676		766	48	810,495	19.6%
20-99	Personal Services-Employee	(353,817) 11,564,854	(353,817) 11,591,716	2,499,973		15,515		1,997	1,362	2,518,847	21.7%
30-35	Professional: Engnrng & Architecural Svcs	2,652,958	2,878,276	_,,				.,	1,467,950	1,467,950	51.0%
30-38	Professional: Misc Prof Svcs	608,401	1,649,769	138,495		5,711		35,610	1,103,194	1,283,010	77.8%
30-39	Hazardous Materials Handling		4,560								
30-42	Maint Svcs: Office Equip Maint Svcs	32,500	23,000	4,297						4,297	18.7%
30-43 30-44	Maint Svcs: Bldg & Structures Maint Svcs Maint Svcs: Field Equip Maint	135,000 65,950	126,655 65,851	61,133 4,016						61,133 4,016	48.3% 6.1%
30-44	Maint Svcs: Computer Maintenance	10,200	10,600	2,896						2,896	27.3%
30-47	Maint Svcs: Software Maintenance	182,000	182,000	100	24,400					24,500	13.5%
Pu	rchased Professional & Technical Svcs	3,687,009	4,940,711	210,937	24,400	5,711		35,610	2,571,144	2,847,802	57.6%
	Grants & Governmental Payments	5,000	5,000	2,751						2,751	55.0%
40-10	Professional Dues and Fee	23,850	24,300	21,114						21,114	86.9%
40-20 40-31	Insurance Communications: Telephones	575 114,100	575 114,300	110,351						110,351	96.5%
40-33	Communications: Cellular	17,450	17,500	9,250						9,250	52.9%
40-41	Utilities: Water	21,100	20,600	20,600						20,600	100.0%
40-42	Utilities: Gas/Electricity	261,500	261,000	261,000						261,000	100.0%
40-43	Utilities: Refuse	33,912	33,912	5,034						5,034	14.8%
40-50	Printing and Binding	33,850	31,000	5,226				50		5,276	17.0%
40-61 40-62	Travel: Commerical Travel Travel: Meals & Lodging	2,000 3,000	2,000 3,000	1,290						1,290	43.0%
40-63	Travel: Registration/Admin Fees	14,500	14,500	1,200						1,000	6.9%
40-64	Travel: Transportation	1,500	1,500	416						416	27.7%
40-70	Advertising	6,544	12,744	2,251					1,712	3,963	31.1%
40-80	Books and Publications	= 1 0 10	32,600	32,600						32,600	100.0%
40-90	Other Other Purchased Services	51,048 584,929	1,625 571,156	470,132				50	1,712	471,894	82.6%
50-10	Rental of Land/Buildings	500	500	470,132				50	1,712	471,094	02.0 /6
50-20	Rental of Equip/Vehicles	42,500	43,857		20,000		5,790			25,790	58.8%
50-30	Rental of Office Equipment & Furniture	23,500	23,300	8,915						8,915	38.3%
50-40	Rental of Software & Licenses		54	54						54	100.0%
	Rentals / Leases	66,500	67,711	8,969	20,000		5,790			34,759	51.3%
55-11	Mail & Delivery Services Office Supplies	50,500 30,000	50,682 29,074	850 17,646	18,000					18,850 17,646	37.2% 60.7%
55-20	Field Supplies	230,421	29,074	121,676	1,500			99		123,275	56.9%
55-34	Equip & Veh Supp: Spare Replacement Parts	4,425	4,425	1,727						1,727	39.0%
55-50	Food	6,000	11,615	2,981		1,144		175		4,300	37.0%
55-60	Library Materials	816,121	837,758	178,470				2,373		180,843	21.6%
55-70	Misc. Supplies	1,086,967	1,022 1,100,574	136 322,636	1,500	1,144		2,647		136 327,927	13.3% 29.8%
60-20	Outside Janitorial Svcs	175,000	214,418	203,059	1,000	1,144		2,047		203,059	29.8% 94.7%
-	urchased Property Services-Janitorial	175,000	214,418	203,059						203,059	94.7%
65-70	Building	6,835,435	5,782,726	1,740						1,740	0.0%
65-80	Other Infrastructure	103,788									
70.11	Infrastructure	6,939,223	5,782,726	1,740						1,740	0.0%
70-41 70-43	Machinery and Equipment Furniture and Fixtures	12,450 6,000	12,450 20,431	12,313						12,313	60.3%
70-44	Computers & Printers	45,000	48,041	3,041						3,041	6.3%
70-47	Computer Softwares & Lic	20,000	20,000	1,575						1,575	7.9%
L	Property	83,450	100,922	16,929						16,929	16.8%
71-10	Small Equipment	32,000	20,928	2,334						2,334	11.2%
71-43 71-44	Mach & Equip: Furniture And Fixtures Mach & Equip: Computers And Printers	17,500 5,000	27,898 5,227	13,916 323						13,916 323	49.9% 6.2%
71-44	Mach & Equip: Computers And Printers	7,000	7,221	241		170				411	5.7%
<u> </u>	Property Under Cap Limit	61,500	61,274	16,814		170				16,984	27.7%
75-30	Central Duplicating		50	6						6	12.0%
75-35	Mail Services	1,620	1,620	405						405	25.0%
75-50	City Vehicles/Fuel & Main	4,000	4,000	334						334	8.4%
75-60 75-90	City Parking Permits Internal City Training	480 500	480 500								
70-90	Internal Services	6,600	6,650	745						745	11.2%
	Debt Service										
	Balance Sheet Accounts		965,747								
1	Other Expenses	12,746,678	13,867,571	1,255,562	63,900	7,025	5,790	38,307	2,572,856	3,943,440	28.4%

965,747 13,867,571

1,255,562 3,755,535

63,900 63,900

7,025 22,540

5,790 5,790

 38,307
 2,572,856
 3,943,440
 28.4%

 40,304
 2,574,218
 6,462,287
 25.4%

 12,746,678
 13,867,571

 24,311,532
 25,459,287

Other Expenses Berkeley Public Library System (w/CoB)

BERKELEY PUBLIC LIBRARY : EXPENDITURES SEP FY10

3 25.0%

BERKELEY PUBLIC LIBRARY LIBRARY TAX FUND (301): 5-YEAR ANALYSIS

	FY 2009 FINAI	FY 2010 ΔΠΟΡΤΕΠ	FY 2010 AD.IIISTED	FY 2010 PROJECTED	FY 2011 Апортеп	FY 2011 PROJECTED	FY 2012 PROJECTED	FY 2013 PROJECTED	FY 2014 PROJECTED
Beginning Fund Balance	\$ 807,072	\$ 1,102,151	\$ 1,102,151	\$ 1,102,151	\$ 761,112	\$ 874,131	\$ 842,049	\$ 273,766	•
<u>Revenues</u> Library Tax	\$ 13.651.761	\$ 13,469,717	\$ 13,469,717	\$ 13.714.993	\$ 13.873.808	\$ 14,126,443	\$ 14.550.236	\$ 14.986.743	\$ 15.436.346
Fines/Fees	275,241	260,500	260,500	260,500		260,500	260,500	260,500	260,500
Donations/Private Contributions	181								
Misc. Revenue / Interest / Refunds	29,844	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000
TOTAL REVENUE:	\$ 13,957,027	\$ 13,732,217	\$ 13,732,217	\$ 13,977,493	\$ 14,136,308	\$ 14,388,943	\$14,812,736	\$15,249,243	\$15,698,846
Expenditures									
Operations									
Salaries, Wages, Benefits	\$ 11,241,902	\$ 11,868,671	\$ 11,868,671	\$ 11,868,671	\$ 12,202,131	\$ 12,202,131	\$ 12,781,854	\$13,023,918	\$13,295,186
less: Labor Vacancy Savings		353,817	353,817	353,817	365,050	365,050	383,456	390,718	398,856
Personnel	\$ 11,241,902	\$ 11,514,854	\$ 11,514,854	\$ 11,514,854	\$ 11,837,081	\$ 11,837,081	\$ 12,398,399	\$12,633,200	\$ 12,896,330
Non-Personnel	1,409,629	1,657,281	1,754,289	1,754,289	1,662,322	1,662,322	1,901,500	1,901,500	2,051,500
Library Materials (incl Tool Lndng)	819,881	816,121	819,285	819,285	816,121	816,121	975,000	975,000	1,025,000
RFID Loan Repayment	111,392								
Computer & Software Purchase	49,177	65,000	68,041	68,041	65,000	65,000	65,000	65,000	75,000
CIP	17,214	20,000	21,740	21,740	20,000	20,000	20,000	20,000	25,000
Subtotal:	\$ 13,6	\$ 14,073,256	\$ 14,178,209	\$ 14,178,209	\$ 14,400,524	\$ 14,400,524	\$ 15,359,899	\$15,594,700	\$16,072,830
Charges From Other Depts									
Finance - Billing	\$ 7,409		\$ 12,572	\$ 12,572	\$ 12,973	\$ 12,973	\$ 13,365	\$ 13,766	\$ 14,179
Facilities - Admin+Toxics	5,348		14,732	14,732	7,528	7,528	7,755	7,988	8,228
Interfund Transfers									
Subtotal:	\$ 12,757	•	\$ 27,304	\$ 27,304	\$ 20,501	\$ 20,501	\$ 21,120	\$ 21,754	\$ 22,406
TOTAL EXPENDITURES:	\$ 13,661,952	\$ 14,073,256	\$ 14,205,513	\$ 14,205,513	\$ 14,421,025	\$ 14,421,025	\$15,381,019	\$15,616,454	\$ 16,095,237
Projected Surplus/(Shortfall)									
{Rev - Exp}	\$ 732°075	\$ (341,039)	\$ (4/3,296)	(228,020)	\$ (284,717)	<pre>\$ (32,082)</pre>	\$ (568,282)	\$ (367,211)	\$ (396,391)
GROSS FUND BALANCE									
{Bal + Rev - Exp}	\$ 1,102,147	\$ 761,112	\$ 628,855	\$ 874,131	\$ 476,394	\$ 842,049	\$ 273,766	\$ (93,444)	\$ (396,391)
Other	\$ 4								
Revised Gross Fund Balance									
{Gross Fund Balance - Budget									
Recommendations and									
Adjustments}	\$ 1,102,151	\$ 761,112	\$ 628,855	\$ 874,131	\$ 476,394	\$ 842,049	\$ 273,766	ج	•

BERKELEY PUBLIC LIBRARY GIFT FUND (306): 5-YEAR FUND ANALYSIS

20,000 (5,000) PROJECTED PROJECTED PROJECTED PROJECTED 20,000 5,000 20,000 25,000 25,000 477,700 472,700 FY 2014 S S Ś S Ś S (5,000) 20,000 25,000 25,000 20,000 5,000 20,000 477,700 482,700 FY 2013 S S θ S S Ψ 25,000 (5,000) 5,000 20,000 487,700 20,000 20,000 25,000 482,700 FY 2012 S S θ Ś Э θ 112,122 20,000 20,000 40,000 415,578 92,122 20,000 40,000 72,122 487,700 FY 2011 S ഗ Ś S Ś θ S 880,014 92,122 92,122 <mark>92,122</mark> 972,136 ADOPTED FY 2011 S ഗ S δ S θ S PROJECTED 83,075 104,921 559,608 (459,486) 875,064 5,000 3,000 92,122 351,669 100,122 19,943 559,608 415,578 FY 2010 θ S θ ഗ S ഗ Ś S (464,920) 557,042 83,075 104,921 557,042 92,122 17,377 875,064 92,122 351,669 410,144 REVISED FY 2010 S ഗ ഗ Ś Ś S θ S 87,172 87,172 4,950 92,122 28,821 58,351 92,122 880,014 FY 2010 ADOPTED 875,064 S မ δ S δ S S 81,705 (<u>96,995)</u> 48,298 33,407 4,676 16,672 91,625 178,700 178,700 E 875,064 972,060 65,727 FY 2009 FINAL S ഗ ഗ θ Ś Ф S θ TOTAL EXPENDITURES: TOTAL REVENUE: Subtotal: Projected Surplus / (Deficit) (Rev Computer Hardware/Software Other (Balancing to Yr-end) **Beginning Fund Balance GROSS FUND BALANCE** nterest/Misc. Revenues **Professional Services** Donations/Private Library Materials **BPL Foundation** Bal + Rev - Exp) Non-Personnel Friends of BPL Expenditures Operations Personnel Revenues СIР Exp)

Attachment 4

ALL OTHER FUNDS (302, 304, 305): 5-YEAR FUND ANALYSIS **BERKELEY PUBLIC LIBRARY**

		FY 2008	Ĺ	FY 2009	FY 2010	010	FY 2010	Ĺ	FY 2010	FY 2011	ш. —	FY 2011	FY 2012	012	FY 2013	_	FY 2014
		FINAL	"	FINAL	ADOPTED	TED	ADJUSTED	PRO	PROJECTED	ADOPTED		PROJECTED	PROJECTED		PROJECTED		PROJECTED
Beginning Fund Balance	\$	236,189	\$	262,513	21 \$	176,758	\$ 176,758	\$	176,758	\$ 130,258	\$ 8	85,207	\$ 1	19,207 \$	30,197	\$	44,642
Direct Loan/Inter-library Loan (302)		242,517		220,789	18	188,853	188,853		188,853								
Grants (304)		(12,463)		(5,262)		(1,655)	(1,655)	<u> </u>	(1,655)								
Public Library Fund (305)		6,135		46,987	(1)	(10, 440)	(10,440)	((10, 440)								
Revenues																	
Direct & Inter-Library Loan Prgrms	θ	92,992	ω	65,739	۵ م	0,000	\$ 80,000	ю	80,000	\$ 80,000	\$	80,000	\$	75,000 \$	3 75,000	ده	75,000
Literacy Services* & LSTA		84,645		72,202	œ	80,000	80,000		49,632	80,000	0	80,000	S	55,000	60,000	_	60,000
Miscellaneous Grant Revenue																	
Public Library Fund (SB 358)*		40,852		36,329	4	40,000	40,000		40,000	40,000	0	40,000	5	50,000	50,000	_	50,000
Other				20,918	7	20,000	20,000		20,000	20,000	0	20,000					
TOTAL REVENUE:	\$ 0	218,489	÷	195,188	\$ 22	220,000	\$ 220,000	\$	189,632	\$ 220,000	\$ 0	220,000	\$ 18	180,000 \$	3 185,000	\$	185,000
<u>Expenditures</u>																	
Operations																	
Personnel	Ś	141,508	ŝ	138,630	ء \$	0,000	\$ 51,250	Ь	51,250	\$ 50,000	\$	50,000	\$ \$	51,510 \$	53,055	\$	54,647
Non-Personnel		50,657		112,407	21	216,500	229,933		229,933	236,000	0	236,000	1	117,500	117,500	_	125,000
Library Materials				29,906													
			•					-			-			-		-	
TOTAL EXPENDITURES:	<u>ب</u>	192,165	θ	280,943	\$ 26	266,500	\$ 281,183	\$	281,183	\$ 286,000	\$ 0	286,000	\$ 16	169,010 \$	170,555	\$	179,647
Labor Vacancy Savings																	
Projected Surplus/Shortfall																	
(Rev - Exp)	\$	26,324	\$	(85,755)	\$	(46,500)	<mark>\$ (61,183)</mark>) \$	(91,551)	\$ (66,000)) \$	(66,000)	\$	10,990 \$	3 14,445	\$	5,353
GROSS FUND BALANCE																	
(Bal + Rev - Exp)	\$	262,513	\$	176,758	\$ 13	130,258	\$ 115,575	\$	85,207	\$ 64,258	\$	19,207	з З	30,197 \$	\$ 44,642	\$	49,995
							•					•		•			•
Other	L																
Revised Gross Fund Balance																	

Notes: *California Library Services per capita funds are dependent on Annual State Budget project

*California Library Services per capita funds are dependent on Annual State Budget projections Funds: 302=Direct Loan/Inter-Library Loan; 304=Grants & Library Services and Technology; 305=Public Library Fund

44,642 \$ 49,995 printed: 25-Nov-09

30,197 \$

19,207 \$

64,258 \$

85,207 \$

130,258 \$ 115,575 \$

176,758 \$

262,513 \$

ŝ

{Gross Fund Balance - Budget
Recommendations and
Adjustments}

BERKELEY PUBLIC LIBRARY MEASURE FF FUND (308): 5-YEAR ANALYSIS

	FY2009 FINAL	FY 2010 ADOPTED	FY 2010 ADJUSTED	FY 2010 PROJECTED	FY 2011 ADOPTED	FY 2011 PROJECTED	FY 2012 PROJECTED	FY 2013 PROJECTED	FY 2014 PROJECTED
Beginning Fund Balance		\$ 9,955,299	\$ 9,955,299	\$ 9,955,299	\$ 16,029,015	\$ 14,346,461	\$ 3,095,404	\$ 1,551,404	۔ \$
Revenues Net Bond Proceeds (net of comm) Misc./ Interest	\$ 9,955,299 9,277	\$15,943,320 15,000	\$15,943,320 15,000	\$15,943,320 15,000	10,000	10,000	6,000	1,500	
TOTAL REVENUE:	\$ 9,964,576	\$ 15,958,320	\$ 15,958,320	\$ 15,958,320	\$ 10,000	\$ 10,000	\$ 6,000	\$ 1,500	•
Expenditures Operations Personnel Consultants Building Misc./Utilities/Other Other Infrastructure/Public Art		2,902,958 6,815,435 62,423 103,788		\$ 10,000 4,391,658 6,700,000 465,500	3,804,765 8,924,620 78,318 135,908	\$ 50,000 333,040 9,200,000 578,000 135,908	\$ 70,000 150,000 1,080,000 250,000	\$ 70,000 150,000 1,080,000 250,000 2,904	
TOTAL EXPENDITURES:	\$ 9,277	\$ 9,884,604	\$ 9,884,604	\$ 11,567,158	\$ 12,943,611	\$ 10,296,948	\$ 1,550,000	\$ 1,552,904	\$
Projected Surplus/Shortfall (Rev - Exp)	\$ 9,955,299	\$ 6,073,716	\$ 6,073,716	\$ 4,391,162	\$ (12,933,611)	\$ (10,285,448)	\$ (1,541,900)	\$ (1,549,304)	\$
GROSS FUND BALANCE (Bal + Rev - Exp)	\$ 9,955,299	\$ 9,955,299 \$ 16,029,015 \$ 16,0	\$ 16,029,015	\$ 14,346,461	\$ 3,095,404	\$ 4,059,513	\$ 1,551,404	- \$	۔ \$
Other									
Revised Gross Fund Balance									

25-Nov-09 ı ری ۱ printed: \$ 9,955,299 | \$16,029,015 | \$16,029,015 | \$14,346,461 | \$ 3,095,404 | \$ 4,059,513 | \$ 1,551,404 | \$ {Gross Fund Balance - Budget Revised Gross Fund Balance Recommendations and Adjustments} Notes:

Assumes second series bond sale mid-FY2010



BERKELEY PUBLIC LIBRARY

INFORMATION CALENDAR

December 9, 2009

TO: Board of Library Trustees

FROM: Douglas Smith, Deputy Director of Library Services

SUBJECT: UPDATE ON LIBRARY PARTICIPATION IN THE CITY OF BERKELEY/BERKELEY UNIFIED SCHOOL DISTRICT'S 2020 VISION FOR BERKELEY'S CHILDREN AND YOUTH

FISCAL IMPACT

There is no fiscal impact from this report.

BACKGROUND

In June 2008, the Board of the Berkeley Unified School District and the Berkeley City Council adopted joint resolutions to work together with United in Action, a community-driven multi-ethnic coalition, and key community stakeholders to make educational success, equity, and outcomes for all Berkeley's children and youth a community-wide priority by removing barriers to learning and providing opportunities for all children to succeed. This initiative was given the name 2020 Vision for Berkeley's Children and Youth and affirms: "That all children, regardless of race, ethnicity, and income, who enter Berkeley public schools beginning in 2007 (and remain in the district) will achieve equitable outcomes with no proficiency differences by the time they graduate in June 2020; and that all children born in Berkeley in 2007 and beyond, receive a healthy start and are equally ready to learn and succeed in the Berkeley public schools." Through the resolution, the City Council authorized the City Manager to develop plans and models for internal and cross jurisdictional collaboration to close the achievement gap and thus promote the healthy development of all Berkeley children and youth. The resolution established a planning committee, which developed a framework of eight priority areas within which the goals and objectives of the 2020 Vision can be achieved. The draft recommendations are available online at

http://www.berkeleyalliance.org/cms2/uploads/File/3NOV09_2020VisionDraftRecs.pdf

CURRENT SITUATION AND ITS EFFECTS

Because children, youth and their parents/caregivers are at the center of the Library's mission and form a core user constituency, the Library can play a key role as a partner within this citywide initiative. Library staff participate in regular meetings of the Children and Youth Services Task Force, chaired by Assistant to the City Manager Angela Gallegos-Castillo, and outlined the many roles the Library plays which are relevant to this initiative. The chart *Berkeley Public Library Inventory of Youth Programs and Services* (Attachment 1) delineates how the Library's multifaceted contributions to the lives of Berkeley's children and their families are congruent with many of the eight 2020 Vision strategies for moving forward. This chart also includes a conservative estimate of the portion of the Library budget which youth programs and services comprise, \$1.5M. The Library's current and future activities will most notably play a tangible and positive role in such goals as "Create System of Meaningful Family Partnerships with Schools and City Services", "Enhance Early Interventions Demonstrated to Help Children Enter Kindergarten Prepared for School Success", and "Provide Well-Coordinated and Cross-Jurisdictional Services, Including a Thriving System of Youth Leadership and Employment Opportunities".

While the net reduction in FY 2009 of 1.0 FTE in Central Children's staffing will reduce some staff time devoted to programs, outreach, and service to schools and other groups, staff have identified areas of focus which will both allow the continuation of the Library's role in the lives of Berkeley families while focusing on those areas of greatest need.

Examples of Library activities assisting the 2020 Vision goals are:

- The annual Summer Reading Program regularly reaches well over 1000 young readers. In 2009 1403 kids were enrolled. This annual effort by the Library actively helps children and teens retain and enhance their reading skills while on summer vacation. It attracts children and their families to the Library, while strengthening the Library's role in the community. Numerous studies have demonstrated that children experience learning loss over the summer months, and these losses are much greater for children from lowincome families than they are for other children.
- The Berkeley READS Adult and Family Literacy Program directly serves parents with preschool children with its ongoing Family literacy outreach story-time/book distribution and early literacy workshop sites at all Berkeley Head Start preschools, the Women's Daytime Drop-In Center, the Bahia and Centro Vida programs, the Vera Casey Center Teen Parenting Program and West Berkeley Family Practice Clinic, in addition to their in-house families which include adult literacy parents. They are in ongoing partnership w/ BUSD Afterschool Programs and provide parent literacy workshops/informative literature to elementary schools; their ongoing partnership with Alameda County Even Start/Family Literacy includes direct-client service at host sites such as Rosa Parks Elementary School. Also, in partnership with the Berkeley Adult School, Berkeley READS seeded a community-based English training and family literacy program for parents and their children, providing direct-client service weekly on Wednesday evenings and Saturday mornings at the West Branch Library. Berkeley READS family literacy staff has representation on the City of Berkeley Early Childhood commission, and are community partners with the Mayor's Office / Project Build and Homeless Youth Connect as well as with the YMCA Teen Center Task Force.
- The Library hosts seven "AWE Literacy Stations" at each location, which promotes literacy and school readiness via software designed for very young children of pre-school age.
- Public events geared directly toward encouraging literacy and reading readiness in children ages 0-6.
- The Library annually employs one to two dozen teen student workers each year through the City of Berkeley's Youthworks program and the Library's Youth Enrollee Intern Program, providing meaningful work experience, career exposure, and specialized knowledge/skills.
- Earphone English, a student club sponsored through a partnership with the BUSD, offers middle and high school students a number of opportunities to practice their spoken and aural English skills, including regular visits from the public library's staff, field trips, book discussions, and audiobooks.

- BUSD class visits: Every school year the Library is a major presence in the lives of BUSD students. In FY 2009, BPL librarians made many visits to individual classrooms to speak to over 7,200 schoolchildren about reading, and the great things they can find and do at their library. In addition, more than a hundred classes and 2,000 more students came to the five Libraries. Reductions in FTEs in Children's Services will impact the scale of possible outreach in current and future years; however this remains a core area of activity.
- Most fundamentally, Berkeley's five Public Libraries are open 438 hours every week, all year round, to provide support towards all children, youth, and their families and opportunities for educational success. Every day the Library provides the safe and welcoming environment young people need to let their love of learning flourish. These inperson services such as reader's advisory, homework help and the lifelong talents and memories they build have an impact that is both powerful and incalculable.

As the Children and Youth Services Task Force continues to meet, Library staff will participate and be available to assist the process of developing the 2020 Vision implementation strategies and the recommendations to the City Council and BUSD Board.

FUTURE ACTION

No future action is required.

Attachments:

1. Berkeley Public Library Inventory of Youth Programs and Services

Berkeley Public Library – Inventory of Youth Programs & Services (FY 2009) Cumulative budget estimate: \$1.5M

Youth-Serving Program Name	Age-Range (under 24)	Target Issue Area(s)	Program Type	Description	Partners
Reference Services	Birth – 24	Students of all ages: public, private, home- schooled (& teachers), preschoolers (& their parents and caregivers)	Direct Service, education, life skills, health, employment to legal information	Supplements school curriculum Provides ready access to information in a variety of formats for a wide range of ages and abilities.	BUSD, Head Start, Daycare Providers, Lawrence Hall of Science
Reader's Advisory Services	Birth – 18	Literacy and reading skills to comprehension for babies, toddlers and preschoolers. Students in public private, charter and home-schooled settings. Independent studies, summer reading	Direct Service Education – development of reading and other academic skills Outreach, displays, publications	Recommends books and other media appropriate for a wide variety of reading and comprehension levels and interest	BUSD, parents, teachers and tutors
Development to Maintenance of Collections	Birth – 24	Literacy and lifelong learning for babies, toddlers, preschoolers, school-age students in public, private, charter and home-school settings (K-12)	Acquisition, cataloging, processing, inventory, maintenance of print and database (electronic) resources	Provides equal access to resources and materials, especially print materials for Early Literacy and school homework assignments. Provides up-to-date electronic resources for student research and assigned projects.	BUSD, teachers, parents, tutors, Friends of the BPL
Early Literacy via Baby Bounce, Preschool & Toddler Story-Times, Early Learning with Families (ELF)	Birth – 6	Early literacy, reading readiness, school readiness, parent and caregiver education	Direct service outreach, parent education, caregiver education	Introduces language, rhyme, song, and stories for preschool children	Head Start programs, Bahia, daycare providers, preschool, Vera Casey, Black Infant Health Assoc., Friends of the BPL
Book Discussion Programs	9 – 17	Elementary, middle and high school students: from public, private, charter to home-school settings	Direct service, education, social skills	Provides opportunities for students from a wide variety of school settings to read and analyze literature to discuss themes and issues.	BUSD, private schools, Friends of the BPL

Information VI, Item G Attachment #1

Youth-Serving Program Name	Age-Range (under 24)	Target Issue Area(s)	Program Type	Description	Partners
Earphone English	12 - 15	English language learners in BUSD middle to high schools	Direct service, outreach, education	Selects, recommends and introduces audio-books for teen ELL classes. Conducts class book discussions.	BUSD, Friends of the BPL
Vera Casey Collaborative Literacy Program	Repr. Age – 19	Pregnant and parenting teens	Direct service, outreach	Emphasizes literacy skills for mothers via read-aloud sessions and book discussions. Promotes early literacy for infants via story- telling and other activities.	COB Health Division, BUSD, Friends of the BPL
Berkeley Reads Family Literacy Program	Birth – 6	Parents with preschool children	Direct service, outreach, education	Provides reading instruction and tutoring for non-reading adults so they can read to their children to break cycle of illiteracy.	BUSD, COB, Health, Head Start
Internet and WiFi Services	6 – 23	Students without home computers or slow internet connections at home.	Direct service, education	Provide high-speed internet and WiFi access at all five BPL sites; productivity software for employment; databases	COB IT Department, BUSD
Frances Albrier Library	3 – 14	Children in Frances Albrier neighborhood	Outreach	Provides collection of children's books for kids to borrow and return	COB Parks & Recreation
Summer Reading Program	6 - 16	Elementary, middle to high school students from public, private, charter to home-school settings.	Direct service, outreach, education	Promotes to encourage reading during summer to maintain and improve reading skills.	BUSD, COB Parks & Recreation, Pegasus Bookstore, Lawrence Hall of Science, Albany Bowl, Oakland-Albany Ferry, Friends of the BPL, U.C. Berkeley
AWE Literacy Stations	3-7	Preschoolers and children in kindergarten through 2 nd grade	Direct service	Promotes literacy and school readiness via software designed for very young children.	
Class Visits to Library	4 - 18	Students and teachers in public, private and charter schools	Direct service	Provide instruction on how to find materials in libraries, research techniques, use of databases. Promote literacy via book-talks and storytelling	BUSD, private to charter schools, preschools, daycare providers, Head Start, YMCA
Library Visits to Schools	2 – 18	Children in group settings of all kinds	Outreach	Promote literacy, reading and use of libraries for lifelong learning.	BUSD, private and charter schools, Head Start, preschools, BAHIA

Information VI, Item G Attachment #1

Communications Attachment A

11/4/1009 10:20 PM FROM: Fax TC: 8432152 PAGE: 001 OF 002

SuperBOLD Berkeleyans Organizing for Library Defense)

November 5, 2009

Chair Moore and Board of Library Trustees c/o Donna Corbeil, Director, Library Services Central Library 2090 Kittredge Berkeley, California 94704 By email: dcorbeil@ci.berkeley.ca.us, DCorbeil@cityofberkeley.info

Subject: <u>Alternatives to 3M Contract for Materials Security System</u> (RFID) -- Request for BOLT Agenda Item

Dear Chair Moore and Board of Library Trustees:

In accord with Library Director Donna Corbeil's October 1, 2009 letter to Eric Brenman, Secretary to the Peace and Justice Commission (P&J), in which she states, "the next expected report [to the Board] will include a request to initiate a Request for Proposal (RFP) process..." to replace the current materials security system vendor, we ask that this request to initiate an RFP process be placed on the Action Calendar of the November 12 BOLT meeting.

In reviewing Director Corbeil's 10/1/09 letter, and the attached Scope of Services for consultant Karen Coyle, we note that the term of the contract ends December 31, 2009 and prior to that time Ms. Coyle is expected to have drafted requirements for the RFP, developed a report analyzing the costs and benefits of the proposed systems, served as a member of the RFP review committee, and participated in the RFP review and made recommendations. etc.

To facilitate Ms. Coyle's accomplishment of the tasks set out for her and a report by her to the Board prior to the end of the contract term, on December 31, 2009, it appears that the need for Board action to vote to initiate an RFP process is imminent.

It has been about a year since Director Corbeil's request to the P&J that that body advise the City Council to waive the Nuclear Free

Berkeley Act so that the Library could contract with the 3M Company -a company which refused to sign the City's statement that they are not now, and during the term of their contract with the city will not be, involved in the nuclear weapons industry. The P&J denied that request and the City Council reluctantly allowed a two-year contract rather than the three years that the library requested.

We are concerned that the consultant's efforts and progress and proposed RFP have not yet been discussed or approved by the Library Trustees. We ask you to include the RFP process on the November 12, 2009 Agenda so that progress toward finding an alternative to a contract with 3M Company can be publicly reviewed and discussed.

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Sincerely.

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Gene Bernardi SuperBOLD 9 Arden Road Berkeley, CA 94704

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