



BERKELEY PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES

REGULAR MEETING
FEBRUARY 11, 2009

AGENDA
7:00 P.M.

SOUTH BRANCH LIBRARY
1901 RUSSELL STREET

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

I. PRELIMINARY MATTERS

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

II. TRUSTEE VACANCY

- A. **Interviews for Upcoming vacancy on the Board of Library Trustees**
Trustees will conduct interviews during this meeting of candidates for the upcoming vacancy on the Board of Library Trustees in order for the Trustees to make a recommendation to the City Council. Packets of the candidate applications will be available for review by the public at the meeting.
- B. **Discussion and recommendation to City Council for trustee appointment effective March 23, 2009**
Recommendation: Discussion of candidates interviewed, vote by the Board on which one to recommend, and direct staff to send name of recommended candidate to the City Council for appointment.

III. CONSENT CALENDAR

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

- A. **Approve minutes of December 17, 2008 Special Meeting**
Recommendation: Approve the minutes of the December 17, 2008 special meeting of the Board of Library Trustees.
- B. **Approve minutes of January 14, 2009 Meeting**
Recommendation: Approve the minutes of the January 14, 2009 meeting of the Board of Library Trustees.
- C. **Branch Library Bond, Measure FF Program Schedule and Budget**
Recommendation: Adopt a resolution approving the budget for the \$26M Library bond program and the project schedule.

D. Policy on Library Card Patron Types

Recommendation: Adopt a resolution adopting a policy to define Berkeley Public Library card patron types, their circulation limits and exemptions, and patron eligibility for the various Patron Types.

E. Salary Increase for the Director of Library Services

Recommendation: Adopt the resolution approving a 4% salary increase for the Director of Library Services based on the personnel evaluation conducted on January 14, 2009.

IV. INFORMATION REPORTS

A. Library Budget Update

Discussion of the fiscal year 2010 and 2011 Library budget; budget development calendar; and mid-year 2009 budget status report.

B. Update on the Branch Bond Program

Information on status of Request for Proposals process; engaging a consultant, and communication plans.

C. February 2009 Monthly Report from Library Director Donna Corbeil

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

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

V. AGENDA BUILDING

Next regular meeting will be held at 7:00 p.m. on Wednesday, March 11, 2009 at the **South Branch Library, 1901 Russell Street**, Berkeley.

VI. ADJOURNMENT

Please refrain from wearing scented products at public meetings.

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

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

I hereby certify that the agenda for this special meeting of the Board of Library Trustees of the City of Berkeley was posted in the display cases located at 2134 Martin Luther King, Jr. Way and in front of the Central Public Library at 2090 Kittredge Street, as well as on the Berkeley Public Library's website on February 6, 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.



BERKELEY PUBLIC LIBRARY

ACTION CALENDAR

February 11, 2009

To: Board of Library Trustees

From: Donna Corbeil, Director of Library Services

Subject: Discussion and recommendation to the City Council on appointment of trustee to serve a four-year term commencing March 23, 2009, to fill vacancy left by Ying Lee's end of term.

RECOMMENDATION

Discussion of candidates interviewed and adopt a resolution naming the recommended candidate to the City Council for appointment.

FISCAL IMPACT

There is no fiscal impact for the item.

BACKGROUND

The Board of Library Trustees consists of five members appointed by the City Council upon recommendation of the Board of Library Trustees. Board members are appointed for terms of four years, serve without compensation, and must be Berkeley residents.

Trustee Ying Lee's first four year term will end on March 22, 2009. Trustee Lee has indicated she does not want to be considered for a second term. The process for replacement is for the Board to promote the vacancy, interview candidates and choose an individual to recommend to the City Council for appointment from the applicants. The appointment will be for the period ending March 22, 2013.

FISCAL IMPACT

There is no fiscal impact.

CURRENT SITUATION AND ITS EFFECTS

The process and criteria related to the search for a replacement began in October 2008 to ensure an appointment was made prior to March 22, 2009. The following timeline reflects the process used for this appointment.

DATE

October 14, 2008

ACTION

Board reviews and approves vacancy announcement & related documents

November & December	Recruitment and Advertisement
December 2008	Special meeting of the Board, Open House
January / February 2009	Interviews and Recommendation
March 10, 2009	City Council meeting to approve the consent item to appoint the recommended candidate
March 22, 2009	Trustee Lee's term expires
March 23, 2009	New trustee takes office
April 8, 2009	New Trustee's first meeting as a Board member

RECRUITMENT

The current boards and commission page of the city's website gives general information on commission vacancies and specific information for the Board of Library Trustees, including BOLT Application, Supplemental Questionnaire, meeting times, minutes and a link to the Library's website. In addition, the Board's mission and the following charter citations are listed with full text. In addition, the Library placed a paid advertisement in *The Monthly* (magazine), posted flyers and distributed information regarding the upcoming vacancy.

FUTURE ACTION

There is no action required.

ATTACHMENTS:

A. Resolution

RESOLUTION NO. R09

**RECOMMENDATION TO THE CITY COUNCIL OF THE CITY OF BERKELEY REGARDING
THE PREFERRED CANDIDATE TO FILL THE UPCOMING VACANCY ON MARCH 23,
2009 ON THE BOARD OF LIBRARY TRUSTEES**

WHEREAS, Trustee Ying Lee's first term will expire on March 22, 2009; and

WHEREAS, during the October 14, 2008 regular meeting of the Board of Library Trustees, the Board instructed staff to begin solicitation for applications to fill the upcoming vacancy and issue public announcements; and

WHEREAS, the Board of Library Trustees held an open house on December 9, 2008 to promote the vacancy and to answer questions from interested parties; and

WHEREAS, the City Clerk's Office of the City of Berkeley received eleven (11) applications from interested parties; and

WHEREAS, the Board of Library Trustees interviewed five of the applicants during the regular meeting on January 14, 2009 and the remaining six applicants at the regular meeting on February 11, 2009.

NOW, THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley recommends to the City Council of the City of Berkeley that the preferred candidate, _____, be appointed to the Board of Library Trustees beginning March 23, 2009.

ADOPTED by the Board of Library Trustees of the City of Berkeley during a regular meeting held on February 11, 2009.

**Berkeley Public Library
Board of Library Trustees**

**Special Meeting
December 17, 2008**

**MINUTES
7:00 p.m.**

**South Branch Library
1901-Russell-Street**

PRELIMINARY MATTERS

A. Call to Order

The regular meeting of December 17, 2008 was called to order at 7:00 p.m.

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

Absent: None

Also present: Donna Corbeil, Director of Library Services; Alan Bern, Community Relations Librarian; Suzanne Olawski, Library Services Manager; Dennis Dang, Administrative Services Manager; Alicia Abramson, Manager Library Information Technology, and Colleen Fawley Library Specialist II, Outreach Services

B. Public Comments None.

C. Report from Union and Employees None.

R08-105 Moved by Trustee Kupfer seconded by Trustee Lee, to approve the agenda. Motion passed unanimously.

PRESENTATIONS

Ms Olawski introduced Ms Fawley, Outreach Specialist for the Library. The main part of the job is to provide services to those that are unable to come to the library, including bringing library material to the person. Referrals come from others that are using the program's services, information on the library website and other service agency providers. The process starts with a staff person interviewing the patron over the phone about their needs. For home or institutional visits, staff will select titles within genres or bring specific items requested; deliver material to senior centers, such as Helios Court and Strawberry Canyon facilities; and presentation to residents. A person's disability or inability to make it to the library does not have to be permanent (i.e. women bed bound during pregnancy). Staff and volunteers visit and provide programs to nursing care facilities, examples of include storytelling, reading short stories aloud and poetry reading. There seem to be commonalities in the type of stories enjoyed by many people. In the last six-month period, January through July 31, 2008 staff reached 228 individuals.

Staff delivers discarded magazines and books to care facilities and homeless centers. These materials may be direct donations to the Library's outreach program or from the Friends of the Library. First ½ of this year, delivered 3,931 library items, including books, audio books, DVDs and magazines; 786 gift items (books/magazines); total over 7,000 items picked up and delivered. Currently, four volunteers assist with providing services; they mostly assist with the programming at group facilities. Ms Fawley is involved with special projects such as the Library's strategic plan and other library efforts. Ms Fawley read a section of a poem, Beyond the Years by Mr. Dunbar. Questions asked by the Trustees were how is the program promoted, staff responded one way is to be sure all library staff are aware of the program by speaking about it at library meetings etc., library flyers and handouts, and meet with Meals on Wheels staff. Comments by the trustees: seems like a great opportunity for volunteering in the library. Suggestion that senior advocacy group (SAG) at the St. Paul church be approached, seem like commonalities.

CONSENT CALENDAR

R08-106 Moved by Trustee Kupfer, seconded by Trustee Lee, to approve the Consent Calendar as presented. Motion passed unanimously

- R08-107** Approved the minutes of the November 12, 2008 regular meeting of the Board of Library Trustees.
- R08-108** Adopted the resolution approving the revised Berkeley Public Library Privacy Policy.
- R08-109** Adopt the resolution authorizing the Central Library and all the Branches to open one hour late on January 30, May 29, July 31, and October 30, 2009 to allow adequate time for the quarterly all-staff meetings.
- R08-110** Adopt the resolution approving the arrangements in preparation for the seventh annual Authors Dinner to be held on Saturday, February 7, 2009 at the Central Library.

ACTION CALENDAR

A. Discussion and Possible Action on Branch Renovation Program Implementation Plan

To-be-delivered documents distributed, draft timelines for North and South Branch projects with details related to contractual aspects and template for request for proposals that City uses.

Discussion of Trustee role in selection of design firms ensued, including proposal to create selection teams (subcommittee) including members of the public with trustees and staff. Trustee Powell suggested alternative of open board interviews for selection of architect and inclusive process for selecting design features, such as teachers, someone from ADA community, Friends and Foundations. Trustee Kupfer expressed that she felt board had responsibility to have role in selection of architect and agreed with concept of community partnership and involvement into design itself. Trustee Kupfer asked if vision was part of selection process, especially for new construction and that firms should bring experience relevant to uniqueness or similarities between projects, as appropriate. Trustee Kupfer agreed all trustees should be involved in selection. Trustee Moore clarified that board is not interested in subcommittee process for selections. Trustee Kupfer would like wording to include all trustees interested in process and/or available would attend. Trustee Moore stated subcommittee process more efficient for many reasons and that if it was not the chosen method then all five Trustees should be present, the board should select the option of subcommittee or whole board.

Agreement reached that would be board noticed meeting for selection of short-listed firms, Trustee Moore wanted captured for the record he felt should be a full quorum of board present for interviews and selection. Trustees agreed that interviews and selection at same meeting. The staff would bring contract to future meeting after negotiation takes place. Trustee Lee expressed agreement that important all trustees part of process because it is so important to their role.

Some concern expressed about the aggressive timeline, would like adequate time to complete process. Leave open option for special meeting for interviewing and decision making so do not have to try to fit it all into regular BOLT meetings, staff will bring approvals to board when ready. Revised draft schedule will be included in the RFP. Trustee Powell suggested developing a few criteria to use in RFP, to help keep focused on priorities.

Discussion of options to include for South branch RFP, board would like both options (renovation and expansion or replacement with new) in RFP so design firm addresses both and board will have greater information to make a decision. Facility plan used cost estimate for new replacement library. Trustee Powell suggested select architect and include in scope of services exploration of (undefined) options. Board agreed to RFP process vs. qualifications element as first phase (RFQ) and then selection from this list. Trustee Lee asked for clarification on selection, would it be one process for each project or would the board select one architect for all four projects. Trustee Moore, clarified that he understood each branch would undergo an independent design team selection process. Trustee Powell suggested that Claremont and West RFP process might be done differently but it is not necessary to identify this now.

Trustee Lee suggested we contact University of California, Berkeley Architectural Department regarding projects and encourage involvement by staff and students. The entire academic faculty is encouraged to work on this type of project as part of their academic responsibility.

Brief discussion of chart of possible service continuity options during closures. Informational item only with no decisions or recommendations made. This item will be included on future agendas. Trustee Powell clarified that board did not discuss specific options during bond discussion.

No action taken.

B. Board of Library Trustee Budget Priorities for FY 2010 & 2011

Staff handed out budget binder for coming 2-year budget cycle, including budget discussion schedule.

Trustee Powell suggested priorities: implementation of BLMFP; implementation of Strategic Plan; development of reserve account; and research and report on evolving self-check technologies. Trustee Lee expressed agreement with inclusion of self-check options into priorities. Trustee Moore brought forward priority of implementation of approved branch bond / Measure FF.

Trustee Kupfer asked about other unexpected budget issues, such as the Cal-PERS increases expected by 2011 of 5-12% (2-years in arrears) due to falling investment valuation and that we address long-term operational budget first. Trustee Kupfer felt 1st priority of implementing bond is fine with the long-term operational budget and "maximizing effectiveness" as agreeable.

1. Confirm the stability of the operating budget and plan for what is on the horizon operationally, to include establishing / maintaining a balanced budget
2. Implement bond measure and peripheral costs related to implementation
3. Implement strategic plan – maximize effectiveness of services with focus on current clientele
4. research and report on evolving self-check technologies
5. Adopt policy to establish a reserve fund

Trustee Moore suggested we not put them in priority order but consider them all equally important as we move forward. The board discussed possible goals and asked that a resolution approving priorities for the fiscal year 2010 and 2011 Library budget be included on the January calendar. No action taken, decision deferred until January 2009 meeting.

C. Authorization to Contract with 3M

Discussion of options available to maintenance services for Checkpoint brand hardware and software with 3M. Trustee Lee asked if the priority from the previous agenda item would give a timeline for finding an alternative option. Trustee Lee has concerns regarding cost projections of continuing and that of returning to barcode and wondered if the return to barcode is a simplified less expensive solution to be considered during difficult economic times. Trustee Moore mentioned that security is an issue with only barcodes. Trustee Kupfer expressed her respect for the city's policy but recognized that international firms may have a difficult time adhering to the requirements. The system we have is working and the public seems satisfied with the results. The Peace and Justice Commission (PJC) will be meeting on January 5th at 7 p.m., the Chair, Trustee Moore asked if any trustee was willing to attend. Trustee Lee will attend and Trustee Powell volunteered to attend this meeting. Trustee Powell reported that she attended a portion of the PJC subcommittee meeting and the discussion that occurred there, including a review of options to the current system.

Statement by Trustee Lee: I want to differentiate my position on the PJC inquiry and decision from that of other trustees. I really feel members of public have a right to ask questions and whether we can answer them in a timely manner or not is something else. The Commission (PJC) in trying to make their decision need to have all the information they think they need in order to deliberate the question and come to a conclusion. Certainly members of the public have a right to ask how city funds are spent and why.

R08-111 Moved by Trustee Kupfer, seconded by Trustee Henry-Golphin, to adopt the resolution authorizing the Director of Library Services: (1) to seek required waiver of the Nuclear Free Disclosure Declarations and,

(2) upon obtaining this waiver, to enter into an agreement with 3M for a term of three years with the option of two one-year extensions of an amount not to exceed \$56,305 annually for three years, \$59,200 at year four, and \$63,000 at year five. Motion passed, Trustee Lee opposed, Trustees Henry-Golphin, Kupfer, Moore and Powell voted in favor.

INFORMATION REPORTS

A. Update on Process to Fill Vacancy on the Board of Library Trustees

The special meeting of the Board of library Trustees was called to order at 6:00 PM and adjourned at 8:00 PM. Director Corbeil reported that all of the Trustees attended the Special Meeting of BOLT scheduled for December 9, 2008. Approximately 12 people attended the meeting, which included introductions by the Trustees and their background. A packet including information on the library was available to attendees. No action was taken. Trustee Moore asked to confirm the discussion and decision must be made in open session and requested confirmation that decision must be made in open meeting. Trustee Powell asked if there would be a shortlist if a large number of applicants applied, it was agreed a "reasonable" number of applicants to be interviewed.

B. FY 2010 & 2011 Biennial Budget Development Report

More detail provided at future meetings.

C. Library Strategic Plan 2008-2011 timeline and Activities Update

No discussion.

D. Public Comment Period at Board of Library Trustees Meetings

E. December 2008 Monthly Report from Library Director - Donna Corbeil

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

AGENDA BUILDING

- **January 2008 Regular Meeting**
 - Trustee selection timeline and secure council agenda date (March 10th placeholder)
 - Discuss and adopt budget priorities
 - Trustee reports as standing item back for possible approval
 - List of libraries in area to tour and possible group tour
 - Closed session for personnel review

ADJOURNMENT

R08-112 Moved by Trustee Powell, seconded by Trustee Kupfer, to adjourn the Special meeting at 9:08 p.m. Motion passed unanimously.

Berkeley Public Library
Board of Library Trustees

Regular Meeting
January 14, 2009

MINUTES
7:00 p.m.

South Branch Library
1901-Russell-Street

PRELIMINARY MATTERS

A. Call to Order

The regular meeting of January 14, 2008 was called to order at 7:00 p.m.

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

Absent: None

Also present: Donna Corbeil, Director of Library Services; Doug Smith, Deputy Director; Alan Bern, Community Relations Librarian

B. Public Comments Abigail Franklin, Library Foundation board member spoke about branch bond (FF&E) capital campaign efforts and excitement of moving forward with \$3M effort; authors dinner on February 7th, thanked board for use of Central for this event; and adopt-a-book campaign that recently launched. Expressed thanks for considering approval of office space lease agreement and hoped board would approve.

C. Report from Union and Employees None.

R09-01 Moved by Trustee Lee seconded by Trustee Kupfer, to approve the agenda. Motion passed unanimously.

CONSENT CALENDAR

R09-02 Moved by Trustee Lee, seconded by Trustee Kupfer, to approve the Consent Calendar as presented with the removal of the approval of the December 17, 2008 Special Meeting minutes per Trustee Lee's request. Motion passed unanimously

R09-03 Adopt the resolution authorizing the closure of the Tool Lending Library from March 15 through March 28, 2009 for annual tool maintenance and reopening on March 31, 2009.

R09-04 Adopt a resolution authorizing the addition to the Board of Library Trustee meeting agenda format an opportunity for trustees to report.

R09-05 Adopt a resolution expressing gratitude to the two employees retiring in December 2008, Claudia Morrow after serving as a Children's Librarian since 1991 and Jerry Keller, after serving as a Library Assistant since 1988.

R09-06 Adopt a resolution authorizing a License Agreement between the Library and Foundation for the use of office space in the Central Library for the period December 31, 2008 through January 1, 2012.

R09-07 Adopt a resolution authorizing the extension of the License Agreement between the Library and Friends for the use of office space and used bookstore in the Central Library for the period December 31, 2008 through January 1, 2012.

INTERVIEWS

Trustees interviewed five candidates for the upcoming Board of Library Trustee vacancy beginning March 23, 2009. Additional interviews will be conducted during the February 11, 2009 board meeting, following the interviews the applicants will be discussed and the candidates ranked. The Board of Library Trustees will make a recommendation to be forwarded to the City Council for consideration at the March 10, 2009 meeting. The Chair reviewed process, recruitment closed with eleven applicants to be considered. The chair asked the trustees and staff to introduce themselves prior to beginning the interviews. Trustees asked a series of questions in round-robin manner of each candidate. The final candidate was interviewed after the Action Item.

ACTION CALENDAR

R09-08 Adopt a resolution approving priorities for the fiscal year 2010 and 2011 Library budget.

A. Board of Library Trustee Budget Priorities for FY 2010 & 2011

Continuation of discussion from December 17, 2008 board meeting on this subject. Trustee Powell asked for clarification on priority related to implement Strategic Plan from December meeting and spoke on including a goal related to self-check and interoperability requirements of system. Trustee Kupfer spoke to our ability to address goals in plan during and in spite of constrained budget times.

Trustee Kupfer suggested broaden goal of research on self-checks to include evolving changing technologies so that the scope includes exploring a range of opportunities, especially related to renovation of branches. Trustee Lee expressed her support for exploring alternates to current self-check system. Trustee Powell suggested focus on self-check in next year to ensure knowledgeable about issues and options, especially in response to community concerns and limits of proprietary system. Trustee Moore spoke on goal related to reserve fund, suggesting library director consider or review possible establishment based on immediate fiscal climate. Trustee Powell moved to adopt priorities as discussed, with changes. Trustee Moore asked that the adopted priorities be considered biennial, to cover two-year budget period. Motion seconded by Trustee Lee. *Motion passed unanimously.*

INFORMATION REPORTS

- A. Findings from the Central Library main sort room material flow study
- B. January 2009 Monthly Report from Library Director - Donna Corbeil
- C. Library events: Flyers and press releases for various Library programs

AGENDA BUILDING

- **February 2009 Regular Meeting**
 - Library bond update and design selection process
 - Trustee tours of other recently renovated libraries

CLOSED SESSION

Board went into closed session pursuant to Government code Section 54957, to conduct director of library performance evaluation. Moved to convene to closed session by Trustee Lee, seconded by Trustee Powell. Motion passed unanimously.

ADJOURNMENT

R09-09 Moved by Trustee Moore, seconded by Trustee Powell, to adjourn the regular meeting at 11:08 p.m. Motion passed unanimously.

Board of Library Trustees

RESOLUTION NO.: R09

**APPROVAL OF THE BRANCH BOND, MEASURE FF PROGRAM
SCHEDULE AND BUDGET**

WHEREAS, at the July 9, 2008 regular meeting, the Board of Library Trustees adopted resolution R08-73 approving the final Branch Library Facilities Master Plan report, which contained a program schedule and program budget; and

WHEREAS, at the July 9, 2008 regular meeting, the Board of Library Trustees (R08-62) requested the Berkeley City Council place on the November 2008 general election ballot a library improvement bond measure, that, if passed, would provide between \$18.9-\$26 million to finance seismic and disabled access improvements and expand program areas at four neighborhood branch libraries; and

WHEREAS, the City Council adopted a resolution submitting to the Berkeley electorate a measure to issue general obligation bonds not exceeding \$26M to renovate, expand and make seismic and access improvements at four neighborhood branch libraries, which was subsequently approved by the voters in the November 4, 2008 general election; and

WHEREAS, the bonds must be issued by the City Council, the proceeds, allocated for improvements to neighborhood branch libraries, will be administered by the Board of Library Trustees, with annual reporting to the City Council; and

WHEREAS, at the November 12, 2008 regular meeting the Board of Library Trustees approved (R08-103) by resolution the initiation of the project schedule, with the process to select architectural services firms for the North Branch Library and the South Branch Library; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to approve the budget for the \$26M Library bond program (Attachment 1) and the project schedule (Attachment 2).

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on February 11, 2009.

Branch Libraries Facilities Master Plan

Berkeley Public Library

Berkeley, California

All Branches Project Cost Model

June 11, 2008

Final

CONSTRUCTION COSTS	North Branch				West Branch				South Branch / Tool Lending				Claremont Branch				Total
	Quan.	Unit	\$/unit	Total													
1. SITE DEVELOPMENT																	
1.1				\$0				\$0				\$0				\$0	
1.2				\$0				\$0				\$0				\$0	
1.3	0	SF	\$0														
	Subtotal			\$0													
2. BUILDING CONSTRUCTION																	
2.1	4,890	SF	\$550	\$2,689,500	2,100	SF	\$560	\$1,176,000	0	SF	\$0		7,300	SF	\$400	\$2,920,000	
2.2	2,400	SF	\$550	\$1,320,000	6,500	SF	\$550	\$3,575,000	8,200	SF	\$550	\$4,510,000	140	SF	\$750	\$105,000	
	Subtotal			\$4,009,500	Subtotal			\$4,751,000	Subtotal			\$4,510,000	Subtotal			\$3,025,000	
3. ESCALATION / CONTINGENCY																	
3.1			10.0%	\$400,950			10.0%	\$475,100			10.0%	\$451,000			10.0%	\$302,500	
3.2	12/1/09	18	8.8%	\$354,788	1/25/11	32	15.8%	\$748,595	1/26/10	20	9.8%	\$440,615	3/22/11	33	16.7%	\$504,498	
	Subtotal			\$755,738	Subtotal			\$1,223,695	Subtotal			\$891,615	Subtotal			\$806,998	
	Subtotal Construction Costs			\$4,765,238	Subtotal Construction Costs			\$5,974,695	Subtotal Construction Costs			\$5,401,615	Subtotal Construction Costs			\$3,831,998	\$19,973,547
4. SOFT COSTS																	
4.1	13%	of construction		\$619,481	13%	of construction		\$776,710	13%	of construction		\$702,210	13%	of construction		\$498,160	
4.2	LS			\$20,000													
4.3	LS			\$0													
4.4	LS			\$50,000	LS			\$50,000	LS			\$50,000	LS			\$0	
4.5	LS			\$5,000													
4.6	8%	of construction		\$381,219	8%	of construction		\$477,976	8%	of construction		\$432,129	8%	of construction		\$306,560	
4.7	3%	of construction		\$142,957	3%	of construction		\$179,241	3%	of construction		\$162,048	3%	of construction		\$114,960	
4.8	LS			\$0													
4.9	5%	of construction		\$238,262	5%	of construction		\$298,735	5%	of construction		\$270,081	5%	of construction		\$191,600	
	Subtotal			\$1,456,919	Subtotal			\$1,807,662	Subtotal			\$1,641,468	Subtotal			\$1,136,280	\$6,042,329
	SUBTOTAL CONSTRUCTION AND SOFT			\$6,222,157	SUBTOTAL CONSTRUCTION AND SOFT			\$7,782,357	SUBTOTAL CONSTRUCTION AND SOFT			\$7,043,084	SUBTOTAL CONSTRUCTION AND SOFT			\$4,968,278	\$26,015,875
	TARGET BUDGET				TARGET BUDGET				TARGET BUDGET				TARGET BUDGET				\$26,000,000
	Surplus / (Deficit)				Surplus / (Deficit)				Surplus / (Deficit)				Surplus / (Deficit)				(\$15,875)
5. FIXTURES, FURNISHINGS & EQUIPMENT																	
5.1	7,290	SF	\$10	\$72,900	8,600	SF	\$10	\$86,000	8,200	SF	\$10	\$82,000	7,440	SF	\$10	\$74,400	
5.2	7,290	SF	\$30	\$218,700	8,600	SF	\$30	\$258,000	8,200	SF	\$30	\$246,000	7,440	SF	\$30	\$223,200	
5.3	LS			\$30,000													
5.4	35	units	\$2,500	\$87,500													
5.5	LS			\$20,000													
5.6	LS			\$10,000													
5.7	LS			\$10,000													
5.8	12%	of 5.2-5.3		\$29,844	12%	of 5.2-5.3		\$34,560	12%	of 5.2-5.3		\$33,120	12%	of 5.2-5.3		\$30,384	
5.9	1.5%	of construction		\$71,479	1.5%	of construction		\$89,620	1.5%	of construction		\$81,024	1.5%	of construction		\$57,480	
	Subtotal FF&E Costs			\$550,423	Subtotal FF&E Costs			\$625,680	Subtotal FF&E Costs			\$599,644	Subtotal FF&E Costs			\$542,964	\$2,318,711



BERKELEY PUBLIC LIBRARY

CONSENT CALENDAR

February 11, 2009

TO: Board of Library Trustees
FROM: Jay Dickinson, Circulation Services Manager
SUBJECT: LIBRARY CARD PATRON TYPES POLICY

RECOMMENDATION

Adopt a resolution adopting a policy to define Berkeley Public Library card patron types, their circulation limits and exemptions, and patron eligibility for the various Patron Types.

FISCAL IMPACT

None

BACKGROUND

Library policies concerning material borrowing limits, hold limits, circulation periods, and other factors are implemented via Millennium, the Integrated Library System currently in use at Berkeley Public Library. A complex set of tables in the system are programmed with Library defined parameters or limits. These tables include the Library Loan Rule Table, as well as those containing Library defined Patron Types and Item Types. The Loan Rule Determiner Table organizes the interaction of these tables, insuring that each patron is subject to the proper limits where their Patron Type is concerned.

Attachment 2 lists the Patron Types currently in use at BPL, and defines their limits.

CURRENT SITUATION AND ITS EFFECTS

Staff changes over the years have lead to inconsistent database maintenance, and there are some patron accounts that are misrepresented by their Patron Type as a result. Many records with the Children's Patron Type now fit the criteria of the Young Teen Patron Type for instance, since the cardholder's have moved into that age bracket. In addition, there are past employees of the library, and previous Board of Library Trustee members who still have the STAFF/BOLT Patron Type.

The current practices pertaining to the maintenance of the Patron Types have developed over many years since Millennium was initially implemented. A review of the current patron database demonstrates a need for consistent definitions of Patron Types, clarifying their eligibility for assignment to patron accounts, as well as the limits and privileges associated with them. Since it defines the benefits and exemptions of the various library card types, adoption of this policy will promote smoother database maintenance in the future. Adoption of this policy will result in the implementation of the rules as defined and correction of patron records.

FUTURE ACTION

No future action is required.

ATTACHMENTS:

1. Resolution
2. Patron Types Chart
3. Patron Type Eligibility

RESOLUTION NO.: 09

ADOPTION OF POLICY DEFINING BERKELEY PUBLIC LIBRARY CARD PATRON TYPES, THEIR CIRCULATION LIMITS AND EXEMPTIONS, AND PATRON ELIGIBILITY FOR REQUIREMENTS FOR THE VARIOUS TYPES.

WHEREAS, Library policies concerning material borrowing limits, hold limits, circulation periods, and other factors approved by the board are implemented via the library's online automation system, Millennium; and

WHEREAS, policy related to patron use of the collection is captured in these tables, affecting such areas as library loan rules, patron types and material or item types and the interaction of these various tables is managed electronically, insuring that each patron is subject to the proper limits where their Patron Type is concerned; and

WHEREAS, over the years inconsistencies in database maintenance has resulted in some patron account inaccuracies related to their Patron Type; and

WHEREAS, clarifying and correcting these records so that the individuals eligibility for assignment to patron accounts, as well as the limits and privileges associated with them are correct will promote smoother database maintenance in the future.

NOW, THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley adopts the Library Card Patron type policy effective February 12, 2009.

ADOPTED by the Board of Library Trustees of the City of Berkeley during a regular meeting held on February 11, 2009.

	Late fee print and audio/per day	Late fee video/per day	Late fee Link+ / per day	Loan period Print and Audio	Loan period DVD/VHS
Adult	.25	1.00	1.00	21 days	7 days
Adult ADA	.25	1.00	1.00	42 days	14 days
Child	.25	1.00	1.00	21 days	7 days
Child ADA	.25	1.00	1.00	42 days	14 days
Young Teen	.25	1.00	1.00	21 days	7 days
Young Teen ADA	.25	1.00	1.00	42 days	14 days
Teen	.25	1.00	1.00	21 days	7 days
Teen ADA	.25	1.00	1.00	42 days	14 days
Shelter	.25	1.00	1.00	21 days	7 days
Shelter ADA	.25	1.00	1.00	42 days	14 days
Staff/BOLT	n/a	n/a	1.00	21 days	7 days
Staff/BOLT ADA	n/a	n/a	1.00	42 days	14 days
Senior	.10	1.00	1.00	21 days	7 days
Senior ADA	.10	1.00	1.00	42 days	14 days
Temporary Patron	.25	1.00	n/a cannot place Link+ holds	21 days	7 days
Outreach Patron	n/a	n/a	1.00	56 days	14 days

All patron types are limited to 8 audio books, 8 DVD/VHS, 8 Magazines, 8 Music CDs/Tapes.

All patron types are limited to a maximum of 50 items overall, except for Shelter and Temporary Patron cards, which are limited to 3 and 1 respectively.

All patron types are limited to 15 reserves, except for Shelter and Temporary Patron which are limited to 3 and 1 respectively.

All patron types are blocked from circulating items when fines exceed \$10.00.

All patron types are blocked from circulating items when the patron account has a billed, lost, or damaged item.

All patrons are subject to replacement, lost, and damaged bills, and fees associated with them.

Patron Type Eligibility

Adult – All patrons age 18 through 59 who can provide a valid picture ID and proof of California residence at the time of application.

Child – All patrons ages 5 through 11. Card application must signed by parent.

Young Teen – All patrons aged 12 and 13. Card application must be signed by parent.

Teen – All patrons from ages 14 through 17 who can provide a valid picture ID (school IDs are accepted for these patrons).

Outreach – Patrons request this service, and a staff member evaluates their situation. All other requirements are applicable (ID, etc.).

Senior – All patrons aged 60 and older who can provide a valid picture ID, and proof of California residence.

Shelter – All patrons whose primary residence is an established homeless shelter. Must provide a valid picture ID, as well as a signed letter from the shelter affirming residence.

Temporary – Patrons who have a valid ID at time of application, but insufficient proof of California residence. Proof of residence must be presented in 45 days or card is deleted from database.

Staff/Bolt – Current career (part time and full time) employees of Berkeley Public Library, active intermittent employees (those who have worked a shift within the previous one year period), and current members of the Board of Library Trustees.

ADA – All patron types except, "Temporary," can be given an ADA Patron Type designation. All normal criteria listed above apply. In addition, patrons must fill out a form provided by the library, and provide some proof of their disability; a Doctor's note, a handicapped parking placard, etc.

All patrons must be California residents.



BERKELEY PUBLIC LIBRARY

CONSENT CALENDAR

February 11, 2009

TO: Board of Library Trustees
FROM: Therese Powell and Carolyn Henry Golphin, Trustees
SUBJECT: SALARY INCREASE FOR THE DIRECTOR OF LIBRARY SERVICES

RECOMMENDATION

Adopt the resolution approving a 4% salary increase, effective February 11, 2009, for the Director of Library Services based on the personnel evaluation conducted on January 14, 2009.

FISCAL IMPACT

A salary increase will have a slight increase on the personnel budget and can be absorbed with existing resources.

BACKGROUND

On an annual basis, the Board of Library Trustees evaluates the Director of the Library annually; January 10, 2009 marked the two-year anniversary for Ms. Corbeil. The Board of Library Trustees held a Closed Session to discuss her personnel evaluation on January 14, 2009 after the regularly scheduled Board of Library Trustees meeting.

CURRENT SITUATION AND EFFECTS

During the January 14th Closed Session the Board of Library Trustees discussed Ms. Corbeil's performance over the past year as Director of Library Services and agreed that based on her performance a salary increase was appropriate.

FUTURE ACTION

No future action is needed.

Attachments:

1. Resolution

RESOLUTION NO.: R09

SALARY INCREASE FOR THE DIRECTOR OF LIBRARY SERVICES

WHEREAS, Donna Corbeil began her position as the Director of Library Services on January 10, 2007; and

WHEREAS, on January 14, 2009 the Board of Library Trustees held a Closed Session to conduct the personnel evaluation for the Director of Library Services; and

WHEREAS, during that Closed Session the Board of Library Trustees agreed that the Director of Library Services' performance was satisfactory and warranted a salary increase.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley that it hereby approves a salary increase of 4% for the Director of Library Services, effective February 11, 2009.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on February 11, 2009.



BERKELEY PUBLIC LIBRARY

INFORMATION CALENDAR

February 11, 2009

TO: Board of Library Trustees
FROM: Dennis Dang, Library Administrative Manager
SUBJECT: Library Budget Update

INTRODUCTION

The purpose of this report is to summarize mid-year FY2009 results and provide information regarding the development of the biennial budget for fiscal years 2010 and 2011.

FISCAL IMPACT

There is no fiscal impact from this report.

BACKGROUND

Fiscal year 2009 mid-year expenses for all Library Fund groups (Attachments A and B) ended even to budget with total expenses of \$7,164,584. Labor costs were favorable to budget inclusive of position vacancy savings applied in FY09 as hiring was impacted by delays in developing eligibility lists, testing, and candidate selections. Non-labor expenses exceeded budget for the period due to full-year encumbrances for major purchases such as utilities, telephone, and landscaping and security guard services. However, library material expenditures at 33% of budget lagged due to timing of vendor invoices. Revenue for the fiscal year is expected to continue to track close to budget.

Currently, the FY09 year-end projection for the Library Tax Fund estimates a projected surplus of \$136,518 -- increasing the Fund balance to \$943,590.

Preliminary base budget analysis lowered the presumed Bay Area CPI applied to the Library Tax rate from 4% to 3% for fiscal years 2010 through 2012. Personnel costs were updated to align with the FY08 contract settlement and known benefit rate increases; while non-labor costs were projected to remain constant in FY10 and FY11. Subject to these general guidelines, Library Tax Fund expenditures in FY10 are expected to increase 10% over the FY09 projected year-end as labor costs rise 14% and savings are engendered from the termination of the loan for the 2004 self-checkout system purchase. Consequently, the Fund's balance is expected to end the fiscal year at \$497,652 a decline of 47%. In FY11, labor costs are projected to increase 3.2%, and combined with the lowered 3% Library Tax revenue forecast the FY11 year-end Fund balance is projected for a further drop to \$88,605. As currently projected, FY12 will end the year with a deficit of \$326,625; in regards to which the Library will seek to implement additional expense reduction measures compatible with those in place.



CURRENT SITUATION AND ITS EFFECTS

The summary spreadsheet Projects FY 2010 & 2011 (Attachment C) is for Board information. In the future, staff will develop a corresponding sheet that includes a brief description, comments, deliverables of the various steps required to complete the project, detailed timeline, status, budget information, and the lead person and/or team.

The Board approved the Library's FY 2010/11 Biennial Budget priorities (R09-08) on January 14, 2009. Prior to this, at the November 9, 2008 meeting, staff provided as an informational item a status report on the FY 2008-2009 Library priorities.

The attached sheet was revised to reflect the added priorities (January 2009 BOLT) and removes those FY 2009 projects considered completed, integrated into other adopted priorities, or not included in the board priorities for the coming two-year budget cycle, these are:

- Research ways to maximize the effectiveness of providing public hours at all the Branches and the Tool Library – *Ongoing as part of bond program implementation*
- Continue to identify and explore the needs of underserved communities and pursue opportunities for extending library services beyond the Library's physical facilities. *This is incorporated into the Strategic Plan that BOLT approved in Sept. 08. There are a number of specific initiatives within the Plan, which respond to this goal, including coordinating outreach activities, a digital divide initiative, and developing a plan for promoting BPL resources. It's also important to point out that the Library's involvement with Council's Vision 2020 initiative is helping link BPL with the initiative's specific goals of "address barriers to learning", "leverage local resources", and "plan for educational success for all."*
- Address the needs of the Branches for repairs and capital improvements, pursuing creative alternatives for financing. *Bond passed in November 2008 funding Branch renovations.*
- Wireless Inventory Wands / PDA
Staff accomplished their initial goal of training all of the Supervising Library Assistants. In the future, they may be utilized to inventory the Branches prior to the temporary closures for renovations.
- Children's Webpage Design
Design of site is complete, and the final phase of coding and building the actual site is expected to be complete by the end of the fiscal year.
- Annual Report, Graphics and Marketing Design
The annual report for 2008 will be released in early February 2009. The marketing plan, termed 'the look' by staff is ongoing.
- High speed internet at Branches - *completed*

Projects considered ongoing, with no anticipated completion date are not included on the Work Plan in keeping with the definition of projects and ongoing work.



FUTURE ACTION

As budget needs and fiscal projections are still under development, the following budget meeting revisions are recommended:

- The workshop scheduled for Wednesday, February 11th to be rescheduled for Wednesday, February 25th.
- The Library budget update scheduled for Wednesday, April 8th to include a presentation of the proposed biennial budget; and
- the Wednesday, May 13th meeting to involve a final vote on the biennial budget prior to the budget's presentation to the City Council on Tuesday, June 23rd.

Attachments:

A – FYTD 2009 2-Q: Library Tax Fund

B – FY 2009 Year-end Library Funds Projection

C – FY 2010 & 2011 Projects

Library Fund (301)

Library Fund (301)	FY-09 Budget		FIRST QUARTER 2009 (JUL-SEP)			Unspent fav / (unfav)	% Adjstd Bdgt Expended
	Adopted	Adjusted	Actuals	Encumbrances	Total		
Salaried Employees	\$6,827,446	\$6,827,446	\$3,056,506		\$3,056,506	\$3,770,940	45%
Hourly Employees	146,736	146,736	82,756		82,756	63,980	56%
Monthly Rated - Partially Benefitted	401,705	401,705	185,283		185,283	216,422	46%
Misc. Wage Payments			8,193		8,193	(8,193)	
Overtime	10,500	10,500	922		922	9,578	9%
Benefits	3,778,313	3,778,313	1,638,310		1,638,310	2,140,003	43%
Salary Savings		(350,590)				(350,590)	
Salary, Wages & Emp Related	\$11,164,700	\$10,814,110	\$4,971,970		\$4,971,970	\$5,842,140	46%
Professional and Tech Services	\$617,120	\$682,267	\$300,510	\$214,414	\$514,924	\$167,343	75%
Grants and Government Payments	5,000	5,000	2,751		2,751	2,249	55%
Other Purchased Services	512,535	557,485	265,909	199,744	465,653	91,832	84%
Rentals and Leases	25,500	21,331	9,327	7,807	17,134	4,197	80%
Mail and Delivery Services	33,500	33,500	11,824	1,056	12,880	20,620	38%
Supplies	266,740	267,078	83,748	75,142	158,890	108,188	59%
Library Materials	941,121	891,121	406,554	14,070	420,624	470,497	47%
Purchased Property Services	170,000	216,700	63,738	122,963	186,701	29,999	86%
Infrastructure	25,000	25,000				25,000	
Property	83,450	89,344	5,856		5,856	83,488	7%
Property Under Cap Limit	71,500	66,343	15,436	5,768	21,204	45,139	32%
Internal Services	10,517	10,517	1,836		1,836	8,681	17%
Debt Service	114,316	117,619	55,695	55,695	111,390	6,229	95%
Balance Sheet Accounts		371,464				371,464	
Non-Labor Expenses	\$2,876,299	\$3,354,769	\$1,223,184	\$696,659	\$1,919,843	\$1,434,926	57%
Total - BPL	\$14,040,999	\$14,168,879	\$6,195,154	\$696,659	\$6,891,813	\$7,277,066	49%

Data from FUNDS at 10JAN09 (DEC Close).

BERKELEY PUBLIC LIBRARY
LIBRARY FUNDS YEAR-END SUMMARY (300 SERIES)

Attachment B

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FY08 - Ending

	301 Tax	302 DL/ILL	304 Grants	305 PLF	Subtotal BPL	306 Gift	Total BPL
Beginning Balance	\$1,261,323	\$242,517	(\$12,463)	\$6,135	\$1,497,512	\$977,239	\$2,474,751
add:							
Revenue	\$13,313,481	\$92,992	\$84,645	\$40,852	\$13,531,970	\$356,450	\$13,888,420
less:							
Labor	\$10,899,624	\$79,045	\$62,463		\$11,041,132	\$8,221	\$11,049,353
Non-labor	2,856,395	35,675	14,982		\$2,907,052	353,412	\$3,260,464
Non-Library Depts	11,754				\$11,754		\$11,754
Expenditures	\$13,767,773	\$114,720	\$77,445		\$13,959,938	\$361,633	\$14,321,571
Other: Adjstmnt*	41		1		42	4	46
Ending Balance	\$807,072	\$220,789	(\$5,262)	\$46,987	\$1,069,586	\$972,060	\$2,041,646

* Adjustment to CoB year-end fund balance.

FY09 - Projected at Ending 2nd Quarter

	301 Tax	302 DL/ILL	304 Grants	305 PLF	Subtotal BPL	306 Gift	Total BPL
Beginning Balance	\$807,072	\$220,789	(\$5,262)	\$46,987	\$1,069,586	\$972,060	\$2,041,646
add:							
Revenue	\$13,772,415	\$80,000	\$84,000	\$70,000	\$14,006,415	\$68,528	\$14,074,943
less:							
Labor	\$10,681,495	\$77,710	\$57,684		\$10,816,889	\$4,454	\$10,821,343
Non-labor	2,927,308	10,000		142,961	3,080,269	852,707	3,932,976
Non-Library Depts	27,094				27,094		27,094
Expenditures	\$13,635,897	\$87,710	\$57,684	\$142,961	\$13,924,252	\$857,161	\$14,781,413
Ending Balance	\$943,590	\$213,079	\$21,054	(\$25,974)	\$1,151,749	\$183,427	\$1,335,176

** Salary Savings

Library Budget Update

LIBRARY PROJECTS FY 2010 & 2011 (REV 2/09)

	Project Title	Priority	Lead	Budget	Timeline
1	Implement Library Strategic Plan (2009-2012)	CI	Doug Smith	TBD	
2	Implement bond measure and peripheral costs related to implementation	CI	D. Corbeil, S. Olawski, D. Dang	TBD	
3	Research and report on evolving self-check and other technologies	CI	A. Abramson & J. Dickinson	TBD	
4	Consider establishing a library reserve fund	CI	D. Dang & D. Corbeil	TBD	
5	Confirm the stability of the operating budget and plan for what is on the horizon operationally, to include establishing / maintaining a balanced budget	CI	D. Dang & D. Corbeil	TBD	
6	Central Library Layout & Service Improvement Project	DP	Doug Smith &	\$50,000	Phase I - June '09
7	Staff Development / Training Plan	DP	J. Shurson, A. Abramson, & S. Olawski	TBD	April 09

CI = Critical Initiative

SP = Special (Board initiated) Project

DP = Department (Staff initiated) Project



BERKELEY PUBLIC LIBRARY

INFORMATION CALENDAR

February 11, 2009

TO: Board of Library Trustees
FROM: Donna Corbeil, Director of Library Services
SUBJECT: UPDATE ON THE BRANCH RENOVATION PROGRAM

INTRODUCTION

Voters approved the sale of \$26M in bonds to finance the renovation, expansion, and make seismic and access improvements at four neighborhood branch libraries on November 4, 2008.

CURRENT SITUATION AND ITS EFFECTS

Architectural Services for the Renovation and Expansion of the North Branch Library and Architectural Services for the Replacement or Renovation and Expansion of the South Branch Library

The City released two Requests for Proposals (RFP) on January 16, 2009; pre-proposal meetings were held on January 27, 2009; and proposals are due on Thursday February 12, 2009. Following the pre-proposal meeting interested firms submitted questions, these and the corresponding answers are posted on the City of Berkeley website. Submitted proposals for design services for these two projects will be reviewed, rated and ranked based on their qualifications by a committee, which includes members of the community, library consultant, Library and City staff. On Wednesday, March 11, 2009, the board will interview the most qualified finalists for each project and continue deliberations on Friday, March 13, 2009. Staff will prepare a detailed schedule and interview questions.

Project Management and Construction Administration Services

The City released a Request for Proposals (RFP) on January 16, 2009; pre-proposal meeting was held on January 28, 2009; and proposals are due on Thursday February 12, 2009. Following the pre-proposal meeting interested firms submitted questions, these and the corresponding answers are posted on the City of Berkeley website. Submitted proposals for project management services related to the bond program will be reviewed, rated and ranked based on their qualifications by a committee, which includes members of the community, library consultant, Library and City staff. The same group will interview the most qualified finalists for each project. A recommendation for selection will be brought to the board for consideration and approval. To ensure board inclusion in this important decision, the board may want to consider appointing two trustees to participate in the Project Management selection process.

Other Consultants

As reported in the December 2008 bond report, the Library may contract on an as-needed basis with personnel experienced in all or specific areas of the design – bid – build process in Berkeley, public engagement and city processes, such as plan approval, landmark requirements and environmental review. The Library has engaged Rene Cardinaux AIA, on an hourly basis, in an amount not to exceed the Director's authority to provide services including:

- Assist in selection of firms and consultants;
- Assist with document preparations related to the construction bid phase;
- Assist in negotiating scope of work, assignment of responsibilities, and fees for project contracts;
- Attend public workshops / meetings as requested by Director of Library Services;
- Provide coordination, guidance, and direction between hired consultants and City staff, departments, and organizations;
- Assist in preparing reports for award authorization and project status; and
- Provide other related services as requested by Library Director to implement project goals.

Communication with Public

Staff has engaged a graphic designer to create templates to use throughout the life of the program in updating the public on the status of the program, announce events and encourage participation in public meetings. In addition, the library's website will highlight the bond, with updates posted noticeably on the homepage. Online announcements, paper handouts and press releases are part of the ongoing mechanisms for sharing information on the branch library projects with the public.

FUTURE ACTION

The staff will continue to bring topics related to the branch renovation program to the board, including:

- Architectural design services timeline and details on process related to selection of firms, design development and approval process;
- Service during construction, including options for continuity of service to neighborhoods during branch closure;
- Construction bid process and timeline;
- Logistics of closures, moving out and returning, including community celebrations and communication regarding timelines;
- Fiscal management: bond sales by the City, timeline and expenditure oversight at Library, Board & City level; and
- Board / City structure and role in decision making.

Future agendas will report on actions taken and decisions pending.



BERKELEY PUBLIC LIBRARY

INFORMATION CALENDAR

February 11, 2008

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

There are many exciting conference coming up in the next 12 to 18 months. In January two staff members attended the American Library Associations, Mid-winter conference held in Denver, Colorado.

Megan McArdle, Manager, Collection Development and Technical Services

I am grateful to the library for the opportunity to attend ALA's Midwinter Conference in Denver, CO. One of the main reasons for my attending was to fulfill my duties as chair of the ALA Readers' Advisory Committee. This committee is very focused on a program we will be presenting at the annual conference in Chicago, and did a great deal of planning for that event. I was also honored to be asked to serve on the Louis Shores/Greenwood Publishing Award committee, which is given each year for excellence in book (and other materials) reviewing. In addition to the meetings I was required to attend as part of these committees, I was also pleased to be able to spend some time on the exhibit floor. I met with many publishers, distributors, and vendors, strengthening BPL's already good relationships and learning about new companies that can help us in the future. In particular I was happy to get a demonstration from a new vendor in the downloadable audiobook market, as we are currently looking at our options in this arena. The exhibits and publisher presentations were also a great place to find out about all the exciting books that Berkeley residents will be looking for in the coming book season.

Linda Perkins, Manager, Children's and Teen Services

Key issues:

Electronic participation in ALA- Some key concerns regard the Association's "Open Meeting" policy and the fact that some types of electronic participation would restrict this. There is a general consensus that electronic participation will enable some members to become active members without attending the conference, but the expense of installing current technology is prohibitive. The challenge is making the organization transparent and doing so in a very challenging economic environment.

Much time was also spent on the Consumer Protection (CPSIA) issue. Congress passed legislation that requires testing for lead in all manufacturing for children under the age of 12. Although Congress never intended to include libraries (or schools), libraries would have to have tested all of our holdings by Feb. 10th 2009 or close libraries to all children under the age of 12. On Jan.30th, the Commission extended the requirement for a year. It still looms as impossible task, and ALA's Washington Office continues to lobby for an exemption for school and public libraries.

The Intellectual Freedom Committee developed policies regarding libraries and social networking sites, citing the informational value of such sites and the parental responsibility to restrict their children, if they choose to do so, not libraries.

ALA's Associated Professional Association (APA) has developed competencies for library support staff. This serves as a guideline for community colleges, library and information schools, and other educational agencies to plan their coursework and studies accordingly.

Vision 2020

Deputy Library Director Doug Smith attended the Berkeley Unified School District's January 22 evening meeting at which local parents were updated on the Berkeley Unified School District and City of Berkeley, 2020 Vision for Berkeley's Children and Youth. Superintendent of Schools, William Huyett spoke about the district's strategies for 2009-2010 aimed at eliminating the student achievement gap:

--Continue to build and implement a pre-K comprehensive and aligned system of core curriculum, instruction, assessment and intervention.

--Strengthen the ability of BUSD staff to educate a diverse student body --Partner meaningfully with parents pre-K to 12.

--Prepare preschool children for success in elementary school.

--Attract, support, and retain teachers and administrators of color.

Doug and the Library's manager of services to children and teens, Linda Perkins have already been working with the City of Berkeley's Children and Youth Services Committee to delineate the Library's existing and future engagement with the 2020 Vision's goals.

PROGRAMS, SERVICES AND COLLECTIONS

Friends of the Berkeley Public library

Received proclamation for 10 years, and one million dollars donated to the library from the city council. Council member Maio presented the proclamation to the Friends President, Amy Roth at the bookstore re-opening event of January 21, 2009. The event was well attended and the newly renovated and expanded space reminded many of the old Cody's.

Library Foundation Authors Dinner

The dinner will occur at the Central Library the evening of Saturday, February 7, 2009. This year generous donors gave four tickets on behalf of library staff to attend. Demonstrating again how much patrons appreciate what staff do everyday.

Jazz School Institute

Attachment 2 includes the page describing the library's collaboration with the school. Kudos to Doug Smith and Michelle McKenzie for developing the idea and the placement in the Jazz School Institute catalog.

PERSONNEL

A summary of the positions filled and lists developed in the last month (Attachment 1). The Library held our quarterly all staff meeting on January 30, 2009. Topics covered include the Library's new Facebook account, our updated intranet, the launching of the staff development and training plan by the committee and many other updates. A full meeting which was attended by approximately 60 employees.

ATTACHMENTS:

1. Positions

BPL's Recruitment Timeline

Revised 2/2/09

<i>Classification</i>	<i>Posting Date</i>	<i>Closing Date</i>	<i>EXAM Date Tentative</i>	<i>Comments</i>
Bldg Maint Mech	11/17/08	12/22/08	1/10/09	List Established Interviews Pending
Admin Secretary	10/20/08 <i>CLOSED</i>	11/17/08	12/20/08	Interviews to be held 2/11/09.

***All selections for career positions are made from valid eligible lists throughout the year.**

****Eligible lists may be extended for up to one additional year per Director's discretion.**