



# BERKELEY PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES

REGULAR MEETING  
JANUARY 9, 2008

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. **Approval of Agenda**

## II. PRESENTATIONS

- A. **Ed Roberts Campus / Southwest Berkeley Library Needs Assessment**
  - 1. HTA presentation and explanation of maps and phone survey, City of Berkeley population and other relevant statistics – by Dave Fogarty, Office of Economic Development
- B. **Oral Update Report on the Art & Music Division's programs and activities** – by Jane Scantlebury, Supervising Librarian

## 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 12, 2007 regular meeting**  
Recommendation: Approve the minutes of the December 12, 2007 regular meeting of the Board of Library Trustees.
- B. **Administrative Regulation: Reserving Library Materials and the Discontinuation of Penalty Fine for Non-pickup of Reserved Items**  
Recommendation: Adopt the resolution 1) adopting the Administrative Regulation regarding reserving library materials and 2) discontinuing the \$1.00 penalty fine for non-pickup of reserved items.
- C. **Administrative Regulation: Non-Commercial Photography and Filming in the Library**  
Recommendation: Adopt the resolution adopting the Administrative Regulation establishing Berkeley Public Library policy regarding non-commercial photography and filming, and the parameters under which it may make take place in Library facilities.
- D. **Opening the Central Library and All Branches One Hour Late**  
Recommendation: Adopt the resolution authorizing the Central Library and all Branches open one hour late on February 29, May 30, August 29 and October 31, 2008 to allow adequate time for the quarterly all-staff meetings.
- E. **California State Library 2007/08 California Library Literacy Services Award**  
Recommendation: Adopt the resolution accepting the grant funds, in the amount of \$66,762, from the California State Library for the 2007/07 California Library Literacy Services Award.
- F. **Landscape Maintenance Service Contract with Freitas Landscape & Maintenance**  
Recommendation: Adopt a resolution authorizing the Director of Library Services to negotiate and execute a 3-year contract with Freitas Landscape & Maintenance for the provision of landscape maintenance services for all branches of the Berkeley Public Library for the period of January 10, 2008 through January 10, 2011 in a total amount not to exceed \$72,000.

#### IV. ACTION CALENDAR

**A. Library Strategic Planning Timeline and Process**

Recommendation: Adopt the resolution approving the timeline and scope of work to conduct the Library Strategic Plan and discuss the planning process.

#### V. INFORMATION REPORTS

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

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

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

**C. Status report from the Berkeley Public Library Facilities Master Plan Advisory Committee on December 2007 activities**

**D. January 2008 Monthly Report from Library Director Donna Corbeil**

**E. Library events:** Flyers and press releases for various Library programs

#### VI. AGENDA BUILDING

Next regular meeting will be held at 7:00 p.m. on Wednesday, February 13, 2008 at the **Central Library, 2090 Kittredge Street**, Berkeley.

**A. Tracking Chart**

#### VII. CLOSED SESSION

**A. Public Employee Performance Evaluation** (*Pursuant to Government Code Section 54957*)

Title of position being evaluated: Director of Library Services

The Board of Library Trustees will recess into closed session to conduct a public employee performance evaluation.

#### 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 January 4, 2008.



//s//

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

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

Berkeley Public Library  
Board of Library Trustees

Regular Meeting  
December 12, 2007

MINUTES  
7:00 p.m.

South Branch Library  
1901 Russell Street

PRELIMINARY MATTERS

**A. Call to Order**

The regular meeting of December 12, 2007 was called to order at 7:03 p.m.

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

**Absent:** None

**Also present:** Director of Library Services Donna Corbeil and Deputy Director of Library Services  
Douglas Smith

**B. Public Comments**

1. Gabriel Many spoke about the "No Trespassing" signs that are located on the front doors of the South Branch Library.

**C. Approval of Agenda**

**R07-120 Moved by Trustee Moore, seconded by Trustee Lee, to approve the agenda. Motion passed unanimously.**

CONSENT CALENDAR

Consent Item "B" was moved to the Action Calendar for discussion.

Information Item "C" was moved to the Action Calendar for discussion.

**R07-121 Moved by Trustee Moore, seconded by Trustee Lee, to approve the amended Consent Calendar. Motion passed unanimously.**

**R07-122 Approved the minutes of the November 14, 2007 regular meeting.**

**R07-123 Adopted the resolution approving the requirement for children to be at least five years old, with the signed permission of a parent or guardian, to receive a library card at the Berkeley Public Library.**

**R07-124 Adopted the resolution approving the arrangement in preparation for the sixth annual Authors Dinner to be held on Saturday, February 9, 2008.**

**R07-125 Adopted the resolution authorizing the Director of Library Services to sign and execute a Side Letter Agreement with Service Employees International Union (SEIU) to recognize SEIU 1021 as the sole and exclusive representative for employees assigned to representation units currently represented by SEIU Local 790, Local 535, and Part-Time Recreation Leaders Association/SEIU535.**

ACTION CALENDAR

**Consent Item "B" moved to the Action Calendar for discussion**

Administrative Regulation to Regulate the Use of Security Cameras or Video Monitors

The cameras are already in place at Central and may, in the future, be placed in the branches. Developing criteria for the future could also include the branches. The cameras are not monitored live all the time, but it is useful to have the cameras when there are deliveries at the back door or when, in the event of an incident, staff is able to go back into the video and retrieve a photo to identify a subject.

General Services manages the security staff and the actual server for the cameras is located in the locked Maintenance Office. Video is automatically taped and stored on the server for 30 days. Selected staffmembers are able to view the cameras live from their desk.

The Board commented that this Policy should be tied into the Privacy Policy and asked that a staff recommendation on the procedures for use of the cameras, along with numbers of instances, be brought back to the Board for further consideration. More information was requested on the assessment of the need, the justification for having camera monitors and the value the security provided by the cameras. The next report should have some information on why there are no security cameras in the branches.

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

Following adoption of the Policy and Rules of Conduct a set of procedures will be put together by Library staff. These procedures will lay out courses of action that a staff member can take when the Rules of Conduct are not being followed and the consequences for patrons of these actions.

The Berkeley Public Library is considered a limited public forum, which means that the facilities are a public place but all activities that may be appropriate in other public places are not necessarily allowed in the Library.

Under the second section of the *Rules of Conduct*, bullet number four, the word "comfort" should be removed since it is subjective and can be interpreted ambiguously.

**R07-126 Moved by Trustee Moore, seconded by Trustee Kupfer, to adopt the amended resolution adopting the *Administrative Regulation: Posting and Enforcing Rules of Conduct for Visitors to All Library Buildings* and the revised *Berkeley Public Library Rules of Conduct*. Motion passed unanimously.**

B. FY08 Adopted Budget – 1<sup>st</sup> Quarter Update and Amendment to FY08 Appropriations

Expenditures for the first quarter are on target. The year-to-date expenditures reflect contractual agreements. These are automatically encumbered once a contract is approved. Charges are drawn each month as appropriate from a lump sum that is encumbered in the beginning of the year for items such as PG&E.

The City Council had an informational report on the City's 1<sup>st</sup> quarter budget, which is on the City website. The Director will e-mail the URL for this report to the Board members for their review.

**R07-127 Moved by Trustee Moore, seconded by Trustee Kupfer, to adopt the resolution amending the FY08 Adopted Budget based upon recommended re-appropriation of FY07 funding in the amount of \$45,000. Motion passed unanimously.**

C. Selection of Trustee to attend the 4x2 Committee meeting on January 2, 2008

The second attendee of the 4x2 Committee meeting rotates between the remaining Trustees. The 4x2 Committee is made up of members from each of the following organizations: Friends of the Berkeley Public Library, Berkeley Public Library Foundation, Board of Library Trustees and Berkeley Public Library staff. The Board sees no need to review this item for each quarterly meeting of the 4 x 2 Committee. The decision on which Trustee attends will be based on who is available.

Trustee Kupfer volunteered to attend the January 2, 2008 meeting. Future attendance will be confirmed by an e-mail sent out by the Director.

The resolution was modified to read "Trustee Kupfer is assigned to attend the next meeting of the 4x2 Committee on January 2, 2008 and attendance at all subsequent meetings will be determined by the initiative of the Director of Library Services."

- R07-128 Moved by Trustee Moore, seconded by Trustee Golphin, to adopt the amended resolution selecting Trustee Kupfer to attend the next meeting of the 4x2 Committee on January 2, 2008 and BOLT attendance at all subsequent meetings be determined by the initiative of the Director of Library Services. Motion passed unanimously.**

**D. Discussion and Direction on the Process for Conducting the Director of Library Services' Annual Personnel Evaluation**

Typically in the past a subcommittee was formed, made up of two Trustees, to conduct an evaluation of the Director and then the evaluation was brought back to the Board for a full discussion in a Closed Session. Part of the evaluation process may include interviews with staff, which would be limited to a management and union representative, the City (City Manager or City Attorney), the Friends of the Berkeley Public Library and the Berkeley Public Library Foundation. The union representative should be designated by the union.

Trustees Kupfer and Powell volunteered to sit on the subcommittee for conducting the evaluation of the Director. The goals and objectives that were initially discussed with the Director last January were reviewed and any additional items were solicited. The Director will give a short self-evaluation for the Board to consider as part of the process.

In order to assist in determining a salary increase during the evaluation process it was suggested that salary information be attained for the various other department heads within the City for reference. The Board asked the Director to also include her salary expectation in her self-evaluation.

Correction was made to the item that the salary range given in the report is semi-monthly.

- R07-129 Moved by Trustee Moore, seconded by Trustee Lee, to adopt the amended resolution designating Trustees Kupfer and Powell as the subcommittee to conduct an evaluation of the Director with the possibility of a Closed Session to discuss her performance evaluation sometime in January-February 2008. Motion passed unanimously.**

**Information Item "C" moved to the Action Calendar for discussion**

**Library's Response to the City of Berkeley Work Force Report Regarding Training, Recruitment and Staff Development**

The City's HR department used the SMSA figures to measure whether or not the desirable diversity of staff is being reached. The makeup of the community should be reflected in the diversity of staff. The Board requested that an item be added to a future agenda to come up with a process to expand the applicant pool to include a greater number of minorities and develop a diversity policy for Board consideration. This item should be placed on the Tracking Chart for further investigation in the future.

The Deputy Director has implemented an intern program working with San Jose State University to recruit students who are in a library program. BPL also has intern programs that recruit high school-age students to work at the library. Trustee Moore requested that Library staff form a committee to focus on how to expand the diversity pool through both staff development and recruitment.

- R07-130 Moved by Trustee Moore, seconded by Trustee Kupfer, to request the Director come back to the Board with recommendations to increase the applicant pool and ensure that diversity is of the utmost importance. Motion passed unanimously.**

## INFORMATION REPORTS

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

No report given.

B. 2008 Board of Library Trustees meeting schedule and location update

The 2008 Board meeting schedule was modified, as per the Board's request, to have four of the regular meetings at the other branches. A request was made to post the schedule on the Library web site.

C. Library's response to the City of Berkeley Work Force Report regarding training, recruitment and staff development

Moved to the Action Calendar for discussion.

D. Report from Trustee Ying Lee on the 2007 California Library Association Annual Conference in Long Beach, CA: October 26 – 29, 2007

E. Report on options for the Board of Library Trustee's selection process in electing a Chairperson and Vice-Chairperson

It has been the practice for the election of Chair/Vice-Chair to occur in October each year, with terms beginning in November. In order to solidify a process for the future, recommendations were discussed. Nominations for potential Chairperson/Vice-Chairperson will be made one month prior to the appointments in October, with nominations taken in September and from the floor in October.

F. Status report from the ERC/Southwest Berkeley Library Needs Discussion Group on October – November 2007 activities

G. December 2007 Monthly Report from the Library Director Donna Corbeil

The Board asked the Director to look into whether the Board of Library Trustees, or the Berkeley City Council, could/should send a letter to the State Legislator regarding cuts to PLF and TBR.

The Board requested that a brief oral report be given to the City Council in 2008 on the final Annual Report that has been completed and printed.

The first Advisory Committee meeting for the Berkeley Library Master Facilities Plan will be held on Friday, December 14, 2007. There are a number of community representatives that have responded and will be participating in the Committee. (List attached.)

## AGENDA BUILDING

- January meeting:
  - Letter from Board of Library Trustees or Berkeley City Council to the State Legislator regarding the budget cuts to PLF and TBR.
  - Removal of non-pickup fine for reserved items and a Holds Policy
  - Library Facilities Master Plan Monthly Report

## ADJOURNMENT

**R07-131 Moved by Trustee Powell, seconded by Trustee Moore, to adjourn the meeting at 9:27 p.m.**  
Motion passed unanimously.



## BERKELEY PUBLIC LIBRARY

### CONSENT CALENDAR

January 9, 2008

**TO:** Board of Library Trustees

**FROM:** Jay Dickinson, Circulation Services Manager

**SUBJECT:** ADMINISTRATIVE REGULATION: RESERVING LIBRARY MATERIALS AND THE DISCONTINUATION OF PENALTY FINE FOR NON-PICKUP OF RESERVED ITEMS

### RECOMMENDATION

Adopt the resolution 1) adopting the Administrative Regulation regarding reserving library materials and 2) discontinuing the \$1.00 penalty fine for non-pickup of reserved items.

### FISCAL IMPACT

An average of \$180 in non-pickup fees is assessed weekly system-wide. However, since it is common practice to waive these fines when disputed, and since they are disputed quite often, a final fiscal impact is difficult to assess. With a conservative estimate that 40% of non-pickup fines are waived, the actual fiscal impact is approximately \$5,600 annually in lost revenue.

There are uncalculated offsets to these projected losses: 1) Staff-patron discussions to consider waiver of these fines uses valuable staff time; 2) All fines assessed for non-pickup of holds are manually entered by staff into the system, in contrast to late fees or similar penalties, which are automatically assessed. Thus some portion of costly staff time is used each day to discuss or record the non-pickup of reserved items fees. Discontinuing this fee will result in allowing staff to dedicate this time to other tasks.

### BACKGROUND

The ability to request that a specific title be held for a patron at a preferred branch has become a common practice in most public Libraries. Library patrons with an active Berkeley Public Library card can place a hold on any circulating item in the catalog themselves from inside the library via the catalog or remotely via the library's web site, which is available at all times. On-shelf holds (also known as reserved items) have been available to BPL patrons for more than fifteen years. Initially, patrons were charged \$0.50 for each hold placed. This practice required a staff member to actually place the hold in order to collect the charge. This practice was discontinued in January 2002. Holds have been free to the public since that time.

Initially, patrons were informed by mail that the item they reserved was available to be picked up. In 2001, this was expanded to include the preferred options of e-mail notification or automated telephone noticing, greatly reducing the cost of postage.



The \$1.00 cancellation fee was initiated when the maximum amount of holds a patron could place was raised from 10 to 15 in May 2004 in an effort to discourage patrons from placing holds that they either could not pick up, or chose not to pick up, at the time of fulfillment.

The holds option is quite popular, even though it requires a fair amount of staff time. The current hold counts are as follows (numbers compiled on 12/17/07):

*Items on Hold shelf system-wide: **1,168***

*Bibliographic level holds (holds on items currently circulating or otherwise unavailable): **8,001***

*Item level holds (holds on items that are available, and therefore require processing): **3,073***

Although there are slight variances, these numbers accurately represent the numbers of reserves active on any given day. Additional possible changes to improve the overall functioning of the holds system are being investigated by Library staff since its popularity has increased over the years.

#### CURRENT SITUATION AND ITS EFFECTS

The penalty fine of \$1.00 currently assessed for non-pickup of reserves is often disputed by patrons. Due to limitations of the Millennium software, reserves that expire due to non-pickup and those that are manually cancelled are indistinguishable on the daily "Hold Shelf Action List" (a report produced by Millennium to alert staff of reserves that should be removed from the hold shelf). Since they are indistinguishable, fines are sometimes mistakenly assessed to patrons who do not meet the proper criteria.

These fines are commonly waived since there is no reliable method to confirm their legitimacy. As noted under *Fiscal Impact*, staff must manually record these fees since they are not automatically generated in the system and likewise must manually waive fines.

#### FUTURE ACTION

Authorization to proceed with the discontinuation of the non-pickup of holds fine will result in implementation on January 15, 2008. Notices will be posted immediately at the Central Library and all Branches to notify patrons of this change.

#### Attachments:

1. Resolution
  - a. Administrative Regulation: Requesting Library Materials
2. BOLT Agenda Item: *Charging for "Holds" not picked up* dtd May 6, 2004



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

**DISCONTINUATION OF PENALTY FINE FOR NON-PICKUP OF RESERVED ITEMS**

WHEREAS, on shelf holds have been available to Berkeley Public Library patrons for more than fifteen years; and

WHEREAS, when the maximum amount of holds a patron could place was raised from 10 to 15 in May 2004 a \$1.00 penalty fine was initiated for non-pickup of reserved items; and

WHEREAS, the holds option has become a popular service used by patrons system-wide; and

WHEREAS, these fines are often disputed and it is common practice to waive these fines when disputed since there is no reliable method to confirm the legitimacy of the fines due to a number of factors.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to adopt the Administrative Regulation regarding requesting library materials.

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Board of Library Trustees of the City of Berkeley to approve the discontinuation of the \$1.00 penalty fine for non-pickup of reserved items, also known as holds, beginning on January 15, 2008.

**BERKELEY PUBLIC LIBRARY  
ADMINISTRATIVE REGULATIONS**

A.R. Number:	--
ORIGINAL DATE:	--
BOLT Resolution #:	
REVISED DATE:	
PAGE:	1 of 1

**SUBJECT: Requesting Library Materials**

## **I. PURPOSE**

The Berkeley Public Library will provide a service whereby patrons can request materials currently checked out to another borrower or on the shelves.

Utilizing the Library's automation system requested material will be captured, an electronic hold queue maintained and patron notification managed. The purpose of the service includes:

- To increase the use of the collection by providing a mechanism by which library card holders can place a reserve on popular titles or items currently checked out thus equalizing access to the collection. Previous to this service patrons would need to come in and search the shelves repeatedly until the item they wanted was available.
- As a collection management tool the list of titles on reserve and the number of people waiting alert staff to a possible need for additional copies.

One of the Library's goals is to fully utilize the potential of Innovative, the Library's Integrated Library System, to increase service to patrons. The holds or reserve system is a basic module in the software, which makes this a routine and mechanized task.

## **II. POLICY**

Staff will develop borrower policies and internal procedures for implementation of this service. The procedures include managing the module in the online library system and producing relevant reports; intra-branch delivery; and patron notification. Borrower policies include limits on the number of active reserves an individual card holder can have at one time; the types or categories of materials that can be reserved; fees and fines related to placing and/or not canceling an active hold, the period of time an item will be held for a patron, and methods of notification.

Staff will also develop guidelines with directions for patrons regarding the service, including how to place a reserve themselves from the Library website.

Procedures will be periodically assessed, and necessary adjustments will be made to accomplish efficient and effective operations related to this service and to accommodate software changes and upgrades. Specific policy changes, such as an adjustment to limits and fine and fee changes, will be brought to the Board of Library Trustees.

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

## VII.A.7

## MEMORANDUM

**TO:** Jackie Griffin, Library Director  
**FROM:** Mark A. Marrow, General Services Manager  
**DATE:** May 6, 2004  
**SUBJECT:** Charging for 'Holds' not picked up

It is the recommendation of the Circulation Policy and Procedure committee and the System-wide Supervising Library Assistants group that the Board of Library Trustees consider a \$1.00 fee for each item on reserve not picked up by library users.

In fiscal year 2001-2002, 41931 holds were placed on library items. According to circulation staff at Central and the branches, approximately 5 to 10% of all of the holds during this period were not picked up by library users. For fiscal year 2001-2002, if using the 10% figure, amounts to about 4193 items not picked up. As a result, these items lost circulation (sitting on hold for 10 days), had to be reprocessed for another patron (once again on hold for 10 days), and/or reprocessed for shelving. Taking in to account the salaries and time involved of the library assistants and library aides who process reserved items the Library lost a substantial amount of work related resources.

In fiscal year 2002-2003 the number of items placed on hold increased by 61% over the previous year to 68049. This current fiscal year's total (as of April) is 80032 items placed on hold. A 10% non-pick up rate amounts to 8003 items.

Please understand that we are not attempting to reduce the number of reserves placed, the increase is a good thing, but to reduce the number of items not picked up and to increase the number of items circulated.



## BERKELEY PUBLIC LIBRARY

### CONSENT CALENDAR

January 9, 2008

**To:** Board of Library Trustees

**From:** Douglas Smith, Deputy Director of Library Services

**Subject:** ADMINISTRATIVE REGULATION: NON-COMMERCIAL PHOTOGRAPHY AND FILMING IN THE LIBRARY

### RECOMMENDATION

Adopt the attached Administrative Regulation establishing a Berkeley Public Library policy regarding noncommercial photography and filming, and the parameters under which it may make take place, at Berkeley Public Library facilities.

### FISCAL IMPACT

This report has no fiscal impacts.

### BACKGROUND

The Berkeley Public Library and its facilities are part of the public environment and are destinations for many Berkeley residents as well as visitors from other cities. In the course of using the Library, some patrons may wish to photograph or videotape to obtain a personal record of their visit. The first priority of the Library staff is to provide services in accordance with the Library Mission Statement. Many public libraries nationwide have developed policies establishing the conditions under which such noncommercial photography or videography may take place, while preserving the rights of Library patrons to use, and staff to provide, these important and fundamental services.

### CURRENT SITUATION AND ITS EFFECTS

The City of Berkeley Film Office has developed detailed guidelines that commercial photographers, filmmakers, and videographers are required to follow when City properties are used for commercial projects. The Berkeley Public Library has in the past on occasion worked with the Film Office and followed these guidelines when approached by commercial media producers. However, the Library has not had an established policy governing noncommercial photography and filming. As a result the Library staff has been without consistent guidelines to respond to situations when a Library patron wishes to photograph or videotape, or when amateur or nonprofit filmmakers ask to use Library facilities as a setting for a project.

### FUTURE ACTION

No future action is required.

Attachments:

1. Resolution
  - a. Administrative Regulation: Noncommercial Photography and Filming Policy

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

**ADOPTION OF THE ADMINISTRATIVE REGULATION ESTABLISHING BERKELEY PUBLIC LIBRARY POLICY REGARDING NONCOMMERCIAL PHOTOGRAPHY AND FILMING**

WHEREAS, there are times when visitors to the Berkeley Public Library wish to photograph or videotape within the Library's facilities; and

WHEREAS, in order to have consistent guidelines to deal with situations when people want to photograph or videotape, Library staff need a policy; and

WHEREAS, the City of Berkeley Film Office has separate guidelines to deal with commercial photographers, filmmakers and videographers.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to adopt the attached Administrative Regulation establishing the Berkeley Public Library's policy regarding noncommercial photography and filming.

**BERKELEY PUBLIC LIBRARY  
ADMINISTRATIVE REGULATIONS**

A.R. Number:	
ORIGINAL DATE:	
BOLT Resolution #:	
REVISED DATE:	
PAGE:	1 of 2

**SUBJECT: Noncommercial photography and filming policy**

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**I. PURPOSE**

The purpose of this administrative regulation is to set forth a photography policy addressing the parameters under which noncommercial photography and filming may take place in Library facilities while preserving the rights of Library users to use Library services.

**II. POLICY**

It is the Berkeley Public Library's most significant priority to provide library services to the community in accordance with the values described in the Library's Mission Statement, and to enable Library users to use those services while having a safe experience at the Library. To achieve this, the following rules apply to photography and filming in Library facilities:

Amateur photography: The public areas in Berkeley Public Library facilities are part of the public environment and, therefore, casual noncommercial photography intended to record a visit is permitted, provided that such photography does not interfere in any way with Library operations or capture identifiable likenesses of individuals without their permission. Individuals who photograph or film must honor requests from individuals who do not wish to be included in any photography. Photos of minors are prohibited without the permission of their parent or legal guardian. Individuals wishing to take photographs or film of Library buildings and/or inanimate objects for personal use may do so without special permission, as long as no additional equipment such as supplemental lighting is used. Nonprofit filming projects that require special equipment, staff involvement, or after-hours access, should be referred to the Library's Neighborhood Services Manager or, in the case of the Central Library, the Deputy Director of Library Services.

Research photography: Permission is required to take photographs of special collections such as the Berkeley History Room Collection, the Art/Music clipping files, etc. Individuals interested in research photography must first obtain permission from the Supervising Librarian overseeing the specific Library unit.

Commercial photography: Individuals or organizations seeking to do photography or filming for commercial purposes are referred to the Berkeley Film Office and its policies (510-549-7040, <filmberkeley.com>.)

Media Photography: Staff are directed to notify the Community Relations Librarian, or the Director of Library Services, when news media are in Library facilities, or have requested use of Library facilities for photography or filming activity.

**Reviewed by:**

\_\_\_\_\_  
Director of Library Services

\_\_\_\_\_  
Date

**Approved by:**

\_\_\_\_\_  
Chair, Board of Library Trustees

\_\_\_\_\_  
Date



## BERKELEY PUBLIC LIBRARY

### CONSENT CALENDAR

January 9, 2008

**TO:** Board of Library Trustees

**FROM:** Donna Corbeil, 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 IN 2008

### RECOMMENDATION

Adopt the resolution authorizing the Director of Library Services to open the Central Library and all branches one hour later on February 29, May 30, August 29, and October 31, 2008 to allow adequate time for the quarterly 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 to 9:30 a.m. prior to the Library opening, allowing 30 minutes for preparation to open the Branches and Central Library at 10:00 a.m. Branch staffs have had an even shorter period of time to rush back to the Branches and open on time or they regretfully had to forego the meeting or leave early. With only an hour available, the presentations and announcements have sometimes been rushed and necessary details have not always been relayed.

All 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 flex their work schedule to take off time during that work week. Employees who work less than full-time and who are not scheduled to work may add the appropriate amount of time to their time cards that week if their time cards cannot be adjusted. Intermittent staff is not paid to attend these meetings. These practices would continue.

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

- Announcement and introduction of new staff
- Recognition of service dates or anniversaries and service pin distribution





- Announcements (e.g. director search, service changes, facility project updates, training, policy changes, budget update)
- Presentation by staff or guest on topic relevant to all (e.g., representative from city emergency services, fire extinguisher demonstration, safety related issue, conflict management, Link+, computer and technology upgrades, committee reports)

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 to all Library personnel. By extending the length of the meetings and closing the library for one hour on the mornings of the meetings, greater staff participation is anticipated and more in-depth topics can be covered with ample time for discussion.

#### CURRENT SITUATION AND ITS EFFECTS

At the June 13, 2007 BOLT meeting, at the request of the Director of Library Services, the Board authorized the Library to open an hour later on September 21 and November 30, 2007 to allow for additional time to hold more productive meetings and provide ample time for Library staff to prepare for opening. This change has provided effective and productive meetings, with adequate time for Library staff to prepare for opening. The extended meetings have proven advantageous, allowing time for an in-depth discussion of policy implementation, for example, the recent Internet use changes. 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 staff.

#### FUTURE ACTION

No future action is required.

Attachments:

1. Resolution

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

**AUTHORIZATION TO OPEN THE CENTRAL LIBRARY AND ALL BRANCHES ONE HOUR LATE TO ALLOW ADEQUATE TIME FOR ALL-STAFF MEETINGS IN 2008**

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 first Friday of the designated month from 8:30 to 9:30 a.m.; and

WHEREAS, these meetings allow staff to speak to each other about special projects, services and other relevant issues and provide the Director and managers the opportunity to announce and introduce new staff, distribute service pins for service dates or anniversaries, and communicate pertinent information to all Library personnel; and

WHEREAS, past meetings have been scheduled for one hour, which has not been an adequate allotment of time to relay all details and information; and

WHEREAS, branch staff members have not had sufficient time to return to their individual branches to open on time and have subsequently had to forego the meeting or leave early; and

WHEREAS, extending the meetings and opening all library locations one hour late encourages greater staff participation and more in-depth coverage of topics; and

WHEREAS, during the regular meeting on June 13, 2007, the Board of Library Trustees authorized the Library to open one hour late on September 21 and November 30, 2007 for the all-staff meetings; and

WHEREAS, this change 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 February 29, May 30, August 29, and October 31, 2008 in order to accommodate the all-staff meetings and allow adequate time for Library staff to open the libraries.



## BERKELEY PUBLIC LIBRARY

### CONSENT CALENDAR

January 9, 2008

**TO:** Board of Library Trustees

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

**SUBJECT:** CALIFORNIA STATE LIBRARY 2007/08 CALIFORNIA LIBRARY LITERACY SERVICES AWARD

### RECOMMENDATION

Adopt the attached resolution authorizing the Director of Library Services to accept and expend grant funds in the amount of \$66,762 for FY2007/2008 from the CLLS grant program.

### FISCAL IMPACTS

In April 2007 the Board of Library Trustees approved Library staff's request to apply for California State Library FY2007/2008 CLLS Adult Literacy and Families for Literacy Funding. On November 9, 2007 the California State Library informed the Library of the final grant award of \$66,762 for FY2007/2008. The awarded amount \$66,762 was greater than the anticipated amount of \$62,000 given in the April report to BOLT.

This annual grant provides baseline amounts for CLLS approved programs, including Adult Literacy and Families for Literacy, which reflects the importance of each library having enough funds to provide at least a minimum level of local literacy staffing and service. The amount of funding is determined by a CLLS funding formula based on: a per capita amount per adult learner served at the Berkeley Public Library in the previous fiscal year and a match on local funds raised and expended for adult literacy services—reflecting a commitment to a continuing State/Local partnership, and to provide an incentive for increased local support for adult literacy.

### BACKGROUND

The Berkeley READS program was seeded in 1987 with CLLS funding and has continued to receive this grant on a fiscal year schedule. Since the beginning of fiscal year 2005/06 with an increase in the number of students served, CLLS funding has been dedicated to adult and family literacy staffing positions including: Family Literacy Coordinator; Computer Lab Coordinator; Drop-In/Outreach Tutor; Small-Group Instructor; Student Advocate/Learner-on-Staff; and a Tutor Trainer. The amount of CLLS grant funding increased in FY2006/07 and again in FY 2007/08 reflects the increase in client population.



### CURRENT SITUATION AND ITS EFFECTS

The CLLS grant for FY2007/2008 will be dedicated to funding six part-time, hourly staff positions, which provide direct-client service in meeting the needs of the 200+ Berkeley READS adult and family literacy students and those of community outreach partner sites. For FY2007/08, three additional staff positions will be sponsored by AmeriCorps and Cal-Works Federal Work/Study Program. In addition to the grant, operational expenses are supported by the Library Tax and supplemented by donations from private individuals and groups such as the Friends of the Library.

### FUTURE ACTION

No future action is necessary.

Attachments:

1. Resolution

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

**AUTHORIZING THE LIBRARY SERVICES DIRECTOR TO ACCEPT GRANT FUNDS IN THE  
AMOUNT OF \$66,762 FOR FY2007/2008 FROM THE CALIFORNIA LIBRARY LITERACY  
SERVICES (CLLS) GRANT PROGRAM**

WHEREAS, the California Library Literacy Services (CLLS) Grant Program seeded the Berkeley READS adult and family literacy program in 1987; and

WHEREAS, the CLLS program has continued to fund the literacy program through an annual grant; and

WHEREAS, the grant amount is determined by a CLLS funding formula and is available to those libraries which reflect a commitment to a continued State/Local partnership and support for adult literacy; and

WHEREAS, the CLLS program awarded the Berkeley Public Library a total of \$66,672 for FY2007/2008; and

WHEREAS, in April 2007 the Board of Library Trustees authorized Library staff to apply and accept grant fund for approximately \$62,000; and

WHEREAS, the awarded amount of \$66,762 was greater than the anticipated amount approved by the Board.

NOW, THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley hereby authorizes the Director of Library Services to accept the FY2007/2008 grant funds awarded by the California Library Literacy Services Grant Program in the amount of \$66,762.



## BERKELEY PUBLIC LIBRARY

### CONSENT CALENDAR

January 9, 2008

**TO:** Board of Library Trustees

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

**SUBJECT:** LANDSCAPE MAINTENANCE SERVICE CONTRACT WITH FREITAS  
LANDSCAPE & MAINTENANCE

### RECOMMENDATION

Adopt a resolution authorizing the Director of Library Services to negotiate and execute a contract and any amendments with Freitas Landscape & Maintenance for the provision of landscape maintenance services for the branches of the Berkeley Public Library for the period of January 10, 2008 through January 10, 2011 in a total amount not to exceed \$72,000.

### FISCAL IMPACT

The total cost of the contract will not exceed \$72,000 over 3 years, or \$1,898 per month for the first year, for service to all five sites. Funds were allocated at the December 12, 2007 BOLT meeting to cover expenses related to these services for FY07/08.

### BACKGROUND

A .50 FTE Landscape Gardner was added to the FY07/08 budget under Personnel Budget Modifications at an estimated cost of \$47,887 annually. Prior to the current fiscal year Library operations staff was doing this work. The duties associated with the maintenance of library grounds are outside the scope of Library staffs' job description. It was also having a negative impact on their ability to complete other Operation division duties. It was the intent of the Library to fill this need with a civil service position, but without Parks & Recreation Department supervision, the Library was unable to do so. The Library branches have a variety of ground needs, a list of which is attached. This work is essential to ensuring the safety of grounds and the esthetic value of each location.

### CURRENT SITUATION AND ITS EFFECTS

The final approved FY08 Budget included a .50 FTE Landscape Gardner position. Subsequently, the Library learned that this position would need to be directly supervised by a Senior Landscape Gardner Supervisor. After discussions with the Recreation and Parks Department it became evident that they will not be able to take on this responsibility and the cost associated with an additional worker, such as purchasing needed tools and a vehicle. The Library is in the process of soliciting bids for landscape services at the five library locations. In the interim, Freitas Landscaping is working on a month-to-month basis providing basic services.



Library staff solicited bids from six local firms for landscape maintenance services; two were received despite an extension of ten days. The difference in the bid amounts from the two responses received was significant with the second vendors bid more than double that of Freitas Landscape and Maintenance at \$4,672 per month. All vendors doing business with the City (Library) are required to certify that they will comply with the standard contract requirements, among these are: the living wage ordinance, insurance endorsements, equal benefits ordinance and workers' compensation. Given the limited number of firms interested in bidding on the proposal and staff experience with the recommended firm, we are recommending a three-year contract. An adjustment to the budget will be brought forward as part of the FY09 budget planning process to include ongoing funding in the Operations budget for this contract.

#### FUTURE ACTION

No future action is needed.

#### Attachments:

1. Resolution
2. List of duties

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

**LANDSCAPE MAINTENANCE SERVICE CONTRACT WITH FREITAS LANDSCAPE & MAINTENANCE**

WHEREAS, the final approved FY2007/2008 Budget included funding for a 0.50 FTE Landscape Gardner position, which will not be filled; and

WHEREAS, in the interim, Freitas Landscape & Maintenance has been working on a month-to-month basis providing basic landscaping services; and

WHEREAS, the Library solicited bids from local firms for landscape maintenance services for the Central Library and all Branches, resulting in two bids being received; and

WHEREAS, given the limited number of firms interested and staff's experiences with the recommended firm, Library staff recommends going forward with a contract with Freitas Landscape & Maintenance.

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to authorize the Director of Library Services to negotiate and execute a 3-year contract and any amendments with Freitas Landscape & Maintenance for the provision of landscape maintenance services for the branches of the Berkeley Public Library for the period of January 10, 2008 through January 10, 2011 in a total amount not to exceed \$72,000.



## **LIST OF DUTIES**

### **Watering**

1. Water lawns (grass), trees, shrubs, ground covers, flowers and bedding plants not watered by automatic sprinkling devices once per week manually.
2. Any trees, shrubs, problem areas, dry spots, etc., will be given additional deep watering once per month.
3. Paved surfaces, sidewalks, courts, stairs, etc., are to be washed down when surfaces are dirty, except for the Central Library areas which will be washed down by Library Building Maintenance staff.
4. Above area all subject to drought water use conditions, rules and regulations.

### **Mowing and Grooming of Lawns**

1. Lawns to be mowed and edged, grass to be trimmed around the sprinkler heads, poles, trees or any other objects once per week.

### **Grooming of ground cover, shrub areas**

1. Ground covers such as ivy, etc., are to be edged and kept within bounds a minimum of once per month. These plants must not be allowed to grow on fences and walls of library buildings or on to adjacent property.
2. Irrigation heads are to be kept free of encroaching plants, dirt and other debris.
3. Pruning of shrubs, trees and vines is to be done at the proper time, according to the species, and, otherwise, these are to be kept neat and trimmed at all times. Shrubs, trees and vines bordering any thoroughfare, stairway, pathway, driveway, sidewalk, parking lot, etc. are to be kept neatly trimmed and pruned at all times to prevent any encroachment on neighboring property.
4. Hedges are to be kept trimmed and kept neat at all times.

### **Bedding Plants**

1. All existing plant beds are to be kept well cultivated and weeded, including spading, hoeing and raking.
2. All existing bedding plants are to be hand-watered once a week unless watered by automatic sprinklers. Bedding plants are to be fertilized as necessary (weather permitting), dead headed at proper intervals and pruned as necessary. All bedding plants are to be kept neat and trimmed.

### **Fertilization**

1. Lawns are to be fertilized in the fall after the first rains and with quantities of fertilizer sufficient to maintain good

growth and color. Lawns are to be fertilized a minimum of once every three months.

2. Shrub and ground covers to be fertilized in the fall after the first rains with a complete fertilizer, or with a specific fertilizer, or with a specific fertilizer as required by the plants (e.g. ericaceous plants) at proper times. General fertilized applicants to be made a minimum of once every four months.
3. Fertilizer to be provided by contractor. Written notice should be sent to Library Administration stating that the fertilizer has been applied.

**Pest and Disease Control**

1. Chemicals must be furnished by the contractor. Before any chemicals or spray can be used, MSDS sheet must be submitted to:

Berkeley Public Library  
Attention: Bob Baty, Building Maintenance Supervisor  
2090 Kittredge Street  
Berkeley, CA 94704

Also, any chemical must be approved by the City of Berkeley before said chemical can be used on City/Library property.

**Leaf Fall and Litter**

1. Leaves and other vegetative matter (e.g. fruits, seed pods, etc.) that normally are shed by ornamentals, are to be cleaned up once per week. Flower beds are to be raked weekly of leaf fall and litter.
2. Litter, broken glass, paper, cans, bottles and other similar materials are to be cleaned up weekly.

**Weeds**

1. Lawns weeds to be removed from grass weekly.
2. Weeds in shrubs borders, tree walls, ground cover areas to be removed by hand pulling.
3. A reasonable weed control program to be initiated so that the landscaping is kept reasonably free from weeds.

**Patio Areas**

1. Sweep and wash surfaces, including benches at South and West branches.



## **BERKELEY PUBLIC LIBRARY**

### **ACTION CALENDAR**

January 9, 2008

**TO:** Board of Library Trustees  
**FROM:** Douglas Smith, Deputy Director of Library Services  
**SUBJECT:** LIBRARY STRATEGIC PLANNING TIMELINE AND PROCESS

#### **RECOMMENDATION:**

Adopt the resolution approving the timeline and scope of work to conduct the Library Strategic Plan and discuss the planning process.

#### **FISCAL IMPACT**

No fiscal impact during fiscal year 2007-2008, any impact in future fiscal years will be included in appropriate budget discussions, presentations and workshops.

#### **BACKGROUND**

In 2002-2004, the Berkeley Public Library began a strategic planning process which incorporated an ambitious community planning effort, coordinated by an outside consultant in collaboration with a large number of Library staff. From this, vision statements and needs statements were developed, and a series of staff planning meetings took place in which specific goals were written. A draft 5-year plan was authored by Library managers but was not brought before the Board of Library Trustees. No strategic planning activity has taken place in the period since 2004.

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

Although the Berkeley Public Library has been offering an effective and diverse array of library services to the community, it has for many years been doing so without a defined plan of service. Therefore the Library has lacked the ability to demonstrate to taxpayers, stakeholders, and the Board of Library Trustees that it has established realistic goals and objectives consistent with its mission and has achieved progress toward them in a defined time frame. Similarly, the lack of a strategic plan and concomitant key service priorities has made it difficult to confirm that the most effective use is being made of the Library's resources. Library staff will work with a consultant to revive and streamline the strategic planning process and to create a new draft strategic plan to bring to the Board by the end of the 2007-2008 fiscal year.

The anticipated timeline and process being proposed is as follows:



- Convene a steering committee of Library staff from different service areas and classifications to guide the process, plan staff input, design community meetings, and develop a survey instrument. (January)
- Prepare a summary of planning work done in 2002-4 and indicate what has already been accomplished (late January)
- Deploy a public survey via the Library web site and paper copies at Library branches (late February)
- Conduct community meetings to review prior work; get additional input on priority goals and objectives (early March)
- Conduct staff focus groups to review the prior work and community input. (late March)
- Hold Management Team focus group to review digest of community/staff input (late March)
- Prepare a written Draft Strategic Plan with priorities, from which more detailed goals and objectives can be developed by staff (early April).
- Bring the Draft Strategic Plan to the Board of Library Trustees for discussion, review and approval by the end of the fiscal year.

#### FUTURE ACTION

Regular updates will be brought to the Board as Information Reports at its March, April, and May meetings, in anticipation of bringing a final Draft Strategic Plan to the Board for review, discussion and approval at the June 11, 2008 meeting. Discussions of the Plan will also be included in any Board workshops relating to the budgets of each of the upcoming three fiscal years.

#### Attachments:

1. Resolution

**RESOLUTION NO.: R07-\_\_\_\_**

**APPROVAL OF THE LIBRARY STRATEGIC PLANNING TIMELINE AND PROCESS**

WHEREAS, in 2002-2004 the Berkeley Public Library began a strategic planning process that developed vision and needs statements and specific goals were written; and

WHEREAS, a draft 5-year plan was authored but never approved by the Board of Library Trustees; and

WHEREAS, since 2004 no strategic planning activity has occurred, although the Library continues to offer an effective and diverse array of library services, the Library lacks the ability to demonstrate that it has established realistic goals and objectives and has achieved progress towards them within a defined time frame; and

WHEREAS, Library staff will work with a consultant to revive and streamline the strategic planning process and create a new draft strategic plan for the Board to consider.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to approve the timeline and scope of work to conduct the Library Strategic Plan.

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## BERKELEY PUBLIC LIBRARY

### INFORMATION CALENDAR

January 9, 2008

**TO:** Board of Library Trustees

**FROM:** Therese Powell, Board of Library Trustee  
Ying Lee, Board of Library Trustee

**SUBJECT:** STATUS REPORT FROM THE ERC / SOUTHWEST BERKELEY LIBRARY  
NEEDS DISCUSSION GROUP ON DECEMBER 2007 ACTIVITIES

### BACKGROUND

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

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

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

- (1) Further investigate library needs of the South and Southwest Berkeley communities, with specific outreach to leaders and active members of those communities.
  - (2) Continue to investigate the Ed Roberts Campus possibility for South Branch.
  - (3) Develop additional information on a bookmobile, primarily for Southwest Berkeley, given the interest of the Berkeley Public Library Foundation and the possibility of collaborating with the City of Emeryville and its School District and, perhaps, others.
- At the January 9, 2008, BOLT meeting there will be a Hatchuel Tabernik & Associates (HTA) presentation and explanation of demographic Berkeley maps and an update on the phone survey portion of the Community Assessment, a Staff report on City of Berkeley Population, and other relevant statistics and survey information. See January 9, 2008, BOLT Discussion Item, BERKELEY PUBLIC LIBRARY SOUTHWEST BERKELEY LIBRARY SERVICE NEEDS ASSESSMENT UPDATE & PRESENTATION.
  - At the Berkeley Public Library's South Berkeley Community's Library Needs and Ed Roberts Campus (ERC) Discussion Group Report meeting of December 13, 2007, the Group



decided to meet and create a flow-chart of possibilities for the ERC opportunity and its effects on services and programs of the Berkeley Public Library, especially of the South Branch, so that it can be interfaced with the findings of both the Library Facilities Master Plan and HTA's Community Assessment of Unmet Library Needs of Southwest Berkeley for the Berkeley Public Library. The report from the creation of this flow-chart will be given at the February 13, 2008, BOLT meeting.

- Bookmobile. The Group discussed a bookmobile used in Memphis and Trustee Powell will get more information for us. Donna Corbeil supplied an article about Memphis Public Library and Information Center's (MPLIC) 40-foot InfoBUS, which, among other activities and services, "visits neighborhoods with high immigrant populations to offer library services and help with assimilation." MPLIC was "One of five libraries honored by the federal Institute of Museum and Library Services (IMLS)," in part, for its work with the InfoBUS. (*Library Hotline*, Nov. 12, 2007; pp. 4-5)



## BERKELEY PUBLIC LIBRARY

### INFORMATION CALENDAR

January 9, 2008

**TO:** Board of Library Trustees

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

**SUBJECT:** STATUS REPORT ON THE DEVELOPMENT OF A BRANCH LIBRARY FACILITIES MASTER PLAN IN FY08

### INTRODUCTION

The purpose of this report is to provide an update on staff's efforts, the work of the community advisory group and those of the consultant Noll and Tam Architects on the development of a Branch Library Facilities Master Plan.

### FISCAL IMPACT

There is no direct fiscal impact from this report.

### BACKGROUND

#### *Master Facilities Plan*

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

The Branch Library Master Facilities Plan (LMFP) project is a physical evaluation of the four Berkeley Public Library branches and the tool library to assess their feasibility to serve the community, both now and into the future. The goal of the project is to develop pertinent facility information and knowledge that will provide the vitality of library services in Berkeley's neighborhoods; assist the Board of Library Trustees in strategic decision-making regarding facility expenditures; and set a course for the future. Once completed, the LMFP will be a significant asset in long-range planning.

#### *Advisory Group*

At the November 14, 2007 Board meeting the Director was authorized to set up an advisory group with Library staff, representation from the Berkeley Public Library Foundation, representatives from the Friends of the Berkeley Public Library, two members of the Board of Library Trustees and a person(s) to represent the disability community, and other community





members. This group will meet with the Director of Library Services, two Trustees and staff assigned to the project to provide on-going community input and guidance to shape the plan and assist with community outreach.

Members of the advisory group will work with the selected architects, library staff and the Board of Library Trustees to engage the community in the assessment. Representatives from various community groups were invited to join and to assist Library staff in engaging the community and soliciting neighborhood involvement and participation in the process. This will ensure that the resulting Plan meets the community's needs for Library services in facilities that are safe, modern and can meet the challenges of the future.

### CURRENT SITUATION AND ITS EFFECTS

The attached documents reflect the work of the committee and staff to date:

- Branch Library Master Facilities Plan Advisory Committee Meeting, December 14, 2007, minutes
- List of BLMFP Advisory Committee Members
- LMFP Project: Draft Timeline
- Needs Assessment Documents: Patron Survey and Use Patterns

### FUTURE ACTION

A status report on the work of the Advisory Group and staff work with the architects will be included monthly on the Board of Library Trustee agenda. The Board of Library Trustees' February meeting will be held at the Central Library, this would be an ideal opportunity for Noll & Tam to give a presentation on their findings to date, to discuss the project timeline and staff efforts. This will also give the public a chance to speak to the process and findings to date.

The next meeting of the Advisory Group will be on Thursday, February 7, 2008 at 10:30 a.m. at the Central Library.

#### Attachments:

1. Minutes from the 12/14/07 Meeting of the Advisory Committee
2. List of Advisory Committee Members
3. Timeline (12.31.07)
4. Patron Survey



## Branch Library Master Facilities Plan Advisory Committee Meeting

### MINUTES

3:00 - 4:30 p.m.  
2090 Kittredge Street, 4<sup>th</sup> floor

**DECEMBER 14, 2007**

Central Library  
Children's Story Room

#### **1. Welcome and Introductions**

Donna Corbeil, Director of Library Services, and Suzanne Olawski, Neighborhood Services Manager, introduced themselves. Trustees Susan Kupfer and Carolyn Henry Golphin will be sitting on the Committee as liaisons for the Board of Library Trustees, but were not in attendance for this meeting.

#### **2. Agenda Review and Approval**

The agenda and overall structure of the meeting was reviewed.

#### **3. Project Overview**

The Board of Library Trustees is the governing body for the Library. In discussing the project's initiation it was important to staff and BOLT that the work being done was shared throughout the community and that the public had an opportunity to give input. An Advisory Committee was formed as a way to do this and to receive feedback from representatives of outside organizations. It is currently anticipated that the Committee will meet no more than three or four times during the next year.

When the RFP was released there were three firms who responded and submitted proposals. Noll & Tam came out as the preferred candidate because of their understanding of the project and they captured what the Library was looking for in conducting a study that was a collaboration with library users and stakeholders.

Matt Wadlund spoke on how Noll & Tam plans on handling the project. An evaluation will first be done by a consultant team that will include an engineer, a plumbing engineer, and a hazmat person among others. This team will spend a half day at each of the four branches and write up an evaluation of each. A baseline will be done that will lay out what it will take to get each building up to basic standards – seismic, ADA and hazmat.

The second part of Noll & Tam's charge is to explore the possibilities for each branch, which is the portion that the community will be the most interested in. These potential changes include whether the building could be expanded, renovated or replaced, depending on its unique needs. Each option that is chosen will have cost estimates done.

#### **4. Proposed Project Timeline**

A draft timeline was distributed for discussion. Each of the Advisory Committee meetings are benchmarks during the process and as each step is accomplished a draft will be brought before the Committee for discussion before moving forward with the next. Noll & Tam will be focused on the facilities portion of the plan and the Library will be focusing on the needs assessment of the communities of each branch.

Each of the branch assessments will start with a review of old documents related to that site. A review of these documents should give the consultant team an idea of where the deficiencies and opportunities lie by the time they do their onsite visits. All branch heads will also be present to give their accounts of the buildings and how they function during day-to-day operations. The branch heads have already been asked to meet with their staffs to gather a list of day-to-day issues they experience with the building. Further outside research would then be conducted and reports written for each site, which should take a few weeks to accomplish.

The goal of this Plan is to make a structural assessment of each facility and look at the larger picture of what is needed. There may be more work required for some of the branches than others due to their age and deficiencies.

There has been a lot of discussion about the South Branch and its possible move to the Ed Roberts Campus. This study will allow the Library to find out whether an expansion of the existing building is structurally feasible.

There is also a separate consultant who is researching the library needs of southwest Berkeley. That research may tie in to this project if a need is found in that portion of the city and there are recommendations to address it.

*What type of analyses has been done on branch usage? Peak usage? Demographic usage?*

- The City has some demographic information for each community, which could be brought back for the Committee. The West Branch project also produced a lot of analysis and survey information that could be looked at.

While the consultants are working on their portion the Library will begin work on the needs assessments, which will include a survey. Some of the issues that could be a part of the needs assessment may include computer usage, a possible computer center, layout issues and functionality of space. This will allow the public to give their input on their branch and how it is functioning for them.

In regards to the Southwest Berkeley Needs Assessment, there is currently a survey that is being conducted by UC Berkeley interns that has been extended through the end of the month. They have been doing verbal surveys at each branch, there are survey boxes and it can also be completed on the BPL website.

*Suggestions:*

- Plans and elevations of the existing buildings should be put on display for the public to see.
- The public should be asked what things they've seen at other libraries which they wished to see here.
- Put together a community forum
- Send out e-mail notifications about the survey to all patrons with e-mail addresses on file.
- Have the survey period span at least two weeks
- Make sure the survey is provided at the Central Library also.
- Have information and surveys at the Friends of the Library bookstore.
- Make sure to get feedback from young adults. Online may be a better way to engage them and get their thoughts.
- Have the Children's librarians do a program to collect ideas from children about how they envision their ideal library.

- The disabled community has a listserv that Paul Church said he would utilize to get the word out to those who subscribe to it.
- John Selawsky will try and get information disseminated by the School District through the E-Tree.

Donna Corbeil will e-mail the survey out to the Committee once it is drafted. Any comments should be given to her as soon as possible afterwards.

The second portion of the Plan will include a meeting of the Committee around mid-March to present the concepts. The Committee will be discussing and recommending which options should be explored at each branch to be included in the final report. The options will be influenced by the baseline for each facility.

## **5. Ideas on how to share information with public and gather community input**

- In order to get public support for this project we may want to look at how public support was sought during the Central Library's renovations.
- One of the large misconceptions heard is that the Library may be considering moving all services out of the current South Branch building. If it is decided to participate in ERC project, some services may move and new services, such as those targeting commuters may emerge. It is important to stress that the Library will consider other library centered uses for the building (e.g. expand the Tool Library) if a portion of the current services are relocated from the South Branch.

## **6. Agenda Building**

At the next meeting the Committee will review the survey results, staff recommendations and possibly the initial study results from the facility assessments. The Committee will also discuss ways to generate interest in the project and keep the public informed about the process.

The Board of Library Trustees' February meeting will be held at the Central Library with Noll & Tam giving a presentation on their findings so far. This will also give the public a chance to speak about what they would like to see at their branch and what will be recommended to the Board.

There could also be community meetings in March at the branches to get input from the community around those particular branches.

The next meeting will be held on Thursday, February 7, 2008 from 10:30 a.m. – 12:00 noon.

## **7. Adjourn**

### **Members in Attendance**

Donna Corbeil, Director of the Berkeley Public Library  
Suzanne Olawski, Neighborhood Services Manager, Berkeley Public Library  
Abigail Franklin, Berkeley Public Library Foundation  
Toby Lawson, Berkeley Public Library Foundation  
Ray Shiflett, Friends of the Berkeley Public Library  
Judy Brown, Berkeley READS  
Sima Tawakoli, Berkeley READS  
Rev. Allen Williams, St. Paul AME Church  
Kit Ratcliff, The Ratcliff Architects

Susan Henderson, Disability Rights Education & Defense Fund  
Paul Church, City of Berkeley ADA Coordinator  
Carmella Rejwan, Architect, City of Berkeley  
Jennifer Ma, Downtown Berkeley YMCA  
Diane Davenport, Friends of the Berkeley Public Library  
Burton Edwards, Siegel & Strain Architects  
John Selawsky, President, Berkeley Unified School District Board of Education  
Matthew Wadlund, Noll & Tam Architects

# BERKELEY PUBLIC LIBRARY MASTER FACILITIES PLAN ADVISORY COMMITTEE

Attachment 2

LAST NAME	FIRST NAME	POSITION	ORGANIZATION
Brown	Judy	Volunteer Tutor	Berkeley READS
Church	Paul	City ADA Coordinator	City of Berkeley
Corbeil	Donna	Director of Library Services	Berkeley Public Library
Davenport	Diane	Board Member	Friends of the Berkeley Public Library
Edwards	Burton	Architect	Seigel & Strain
Franklin	Abigail	Board Member	Berkeley Public Library Foundation
Gardner	Barry	Resident & Tenant Council President	Harriet Tubman Terrace
Henderson	Susan	Managing Director	Disability Rights Education & Defense Fund
Henry Golphin	Carolyn	Board of Library Trustee	Berkeley Public Library
Kupfer	Susan	Board of Library Trustee	Berkeley Public Library
Lawson	Toby	Board Member	Berkeley Public Library Foundation
Ma	Jennifer	Teen Educational Programs Director	Downtown Berkeley YMCA
Noll	Christopher	Principal	Noll & Tam Architects
Olawski	Suzanne	Neighborhood Services Manager	Berkeley Public Library
Ratcliff	Kit	President	The Ratcliff Architects
Rejwan	Carmella	Public Works Department	City of Berkeley
Selawsky	John	School Director	Berkeley Unified School District
Shiflett	Ray	Board Member	Friends of the Berkeley Public Library
Tawakoli	Sima		Berkeley READS
Wadlund	Matthew	Consultant	Noll & Tam Architects
Williams	Allen	Pastor	St. Paul AME Church

December 31, 2007

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**Wednesday - December 5, 2007**

Meeting with Noll & Tam, Architects and Planners, firm chosen to conduct feasibility studies of branches (will not include Central) and develop a 20-year Library Facilities Master Plan.

Noll & Tam will:

- Assess the physical ability of the branch libraries to serve the needs of the community
- Examine the potential of existing facilities to meet future facility use needs

Noll & Tam to produce a current condition assessment report including but not limited to:

- Seismic risk
- Structural deficiencies
- Accessibility
- HVAC
- Environmental hazards
- Safety
- Historical significance
- Technology operations

Noll & Tam will note improvement and expansion possibilities

Library will create/administer survey and conduct community needs assessments

**Friday - December 14, 2007**

Master Facilities Plan Advisory Committee Meeting, Library representatives includes:

- Donna Corbeil (BPL), Suzanne Olawski (BPL), Carolyn Henry Golphin (BOLT), Susan Kupfer (BOLT)

**Wednesday & Friday - January 9 & 10, 2008**

Noll & Tam to visit branches to conduct current facilities conditions assessments:

- Branch head, Bob Baty, Suzanne Olawski present at each location to provide history, input, feedback and pre-prepared branch staff input report
- Two branches per day
- Up to four hours per location
  - North: Wednesday, January 9, 2008 – 8 am – 12 pm
  - South: Wednesday, January 9, 2008 – 1 pm – 5 pm
  - West: Friday, January 11, 2008 – 8 am – 12 pm
  - Claremont: Friday, January 11, 2008 – 1 pm – 5 pm

**Week of January 9 – 30, 2008 (approximate dates)**

## Library Master Facilities Plan: Working Draft Timeline

December 31, 2007

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Library will survey patrons as to:

- branch needs assessment
- spatial functionality and valuation
- desired program elements

**Thursday - February 7, 2008 / 10:30 am – 12:00 pm @ Central Library**

MFP Advisory Committee Meeting

- Library to present community survey results and staff input
- Noll & Tam initial assessment report of branches
- MFP Advisory Committee to discuss and recommend possible options for branches

**Wednesday - February 13, 2008 (BOLT meeting @ Central)**

Noll & Tam to present findings, options, recommendations to BOLT and MFP Advisory Committee. Open forum for public input/discussion. BOLT to give next step directions to Noll & Tam for further options details, i.e., building expansions, renovations, modification, etc.

**Thursday - March 13 or 20, 2008 / 10:30 am – 12:00 pm @ Central**

MFP Advisory Committee Meeting

- Noll & Tam to present final draft report for discussion
- Possible community meetings at the branches throughout month
- Community outreach
- Public reviews/input

**Wednesday - April 9, 2008 (BOLT meeting)**

Noll & Tam to present revised (final) report to BOLT and MFP Advisory Committee. Final project discussions

**Wednesday - May 14, 2008 (BOLT meeting)**

Noll & Tam to present final options report and facilities plan to BOLT and MFP Advisory Committee. BOLT to make decision on how to proceed with Facility Master Plan process



# DRAFT

## Berkeley Public Library – Facilities Master Plan Survey

Please take a moment to answer a few questions about our branches

### 1. How often do you use the Berkeley Public Library?

<input type="checkbox"/> At least once a week	<input type="checkbox"/> Once every three weeks	<input type="checkbox"/> Once a month	<input type="checkbox"/> Once a year	<input type="checkbox"/> Rarely
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### 2. Besides the branch you are visiting, which other BPL branches do you visit

<input type="checkbox"/> North	<input type="checkbox"/> West	<input type="checkbox"/> Literacy	<input type="checkbox"/> South	<input type="checkbox"/> Tool	<input type="checkbox"/> Claremont
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### 3. Please tell us what you think of this library facility. Please rank 1-5

	Poor	Adequate	Good	Very Good	Excellent
a. Condition of the outside of the library	1	2	3	4	5
b. Condition of the inside of the library	1	2	3	4	5
c. Ease of access entering the building	1	2	3	4	5
d. Ease of access inside the library	1	2	3	4	5
e. Layout and arrangements	1	2	3	4	5
f. Signs and signage	1	2	3	4	5
g. Provision of seating and tables	1	2	3	4	5
h. Time waiting for service	1	2	3	4	5
i. Comfort	1	2	3	4	5
j. Lighting	1	2	3	4	5
k. Temperature	1	2	3	4	5
l. Acoustics	1	2	3	4	5

### 4. Please rate the following in terms of importance to you in a library building

	Not Important	Somewhat Important	Important	Very Important	Mandatory
a. Quiet Study Rooms					
b. Community meeting room					
c. Space for programs					
d. More computers					
e. Computer lab					
f. Separate reading room					
g. More materials (shelving)					
h. More convenient services (material returns/check outs)					
i. Other:					

### 5. What is your age group

<input type="checkbox"/> 11 and under	<input type="checkbox"/> 12-17	<input type="checkbox"/> 18-29	<input type="checkbox"/> 30-44	<input type="checkbox"/> 45-57	<input type="checkbox"/> 58-69	<input type="checkbox"/> 70+
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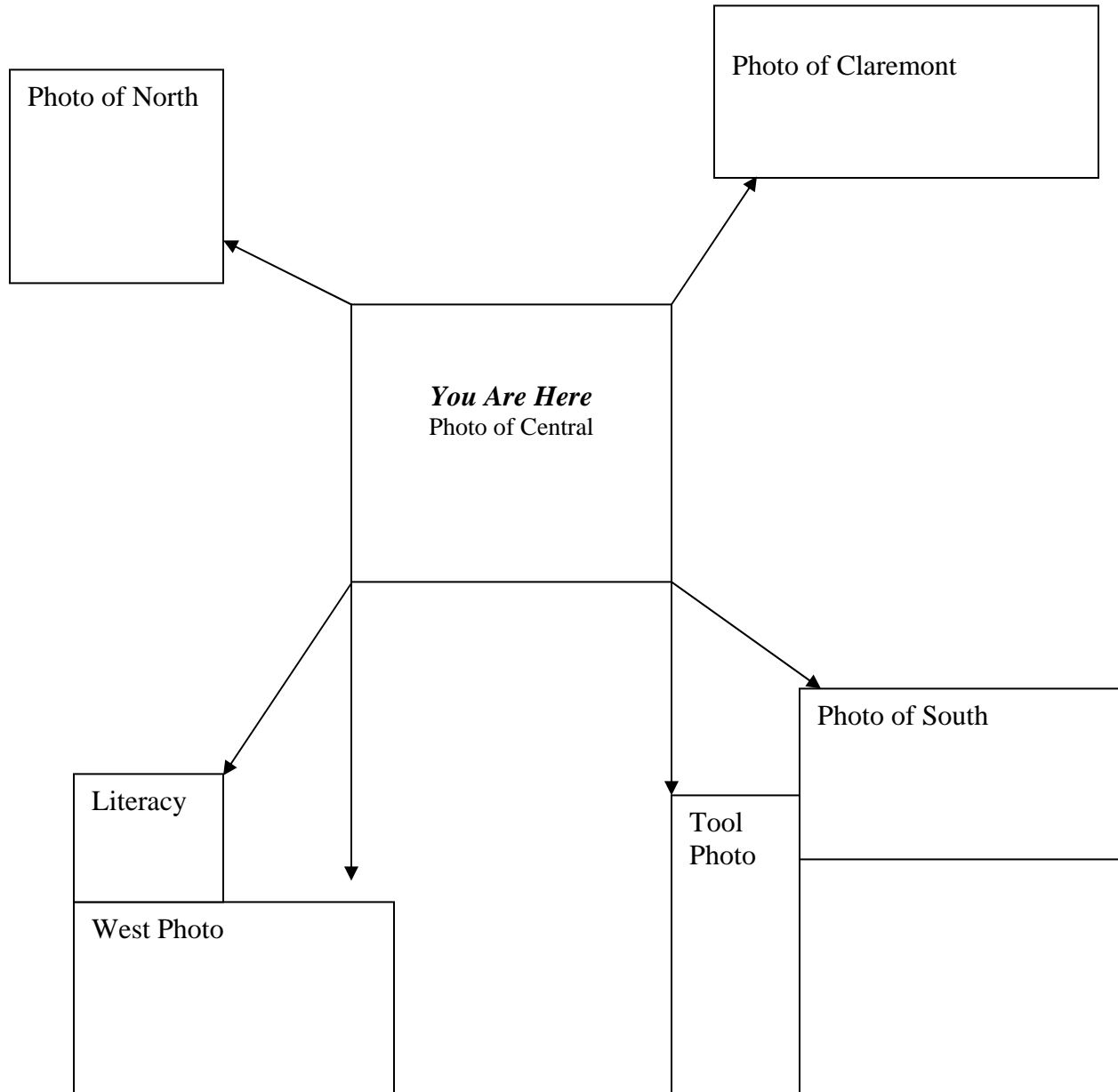
# DRAFT

## Berkeley Public Library – Facilities Master Plan Survey

Please take a moment to answer a few questions about our branches

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**Place a dot on all the other Berkeley Public Library branches you have used (visited) in the past three weeks.**





## BERKELEY PUBLIC LIBRARY

### INFORMATION CALENDAR

January 9, 2008

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

### INTRODUCTION

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

### FISCAL IMPACT

This report will have no fiscal impacts.

### PERSONNEL

A summary of the positions filled and lists developed in the last month is attached.

### LIBRARY DEVELOPMENT

#### *Self-Check / RFID Task Force*

The task force, formed in April 2007, is beginning to wind down. At the last meeting the group discussed its charge and believes it has completed much of the work it set out to accomplish. General Services' staff will continue to work with the appropriate vendors on any issues related to equipment and the ergonomic subcommittee will continue to discuss staff concerns in this area as they arise. Among their accomplishments is extensive work on the donut issue, resulting in the elimination of these from material processing and a short term project to remove them from all recently purchased media. A public survey was conducted with 260 responses, resulting in many positive comments and good feedback. A focus group of users was gathered in December to discuss in-depth usability issues, again with valuable insights gained. Some of the comments and staff observations from this focus group of five library users were:

- They were relatively technology proficient with using the self-check machine and seemed to be able to problem solve through most issues;
- There was agreement that the majority of the problems with the stations were with multimedia, especially CDs. Many people could check out media, but found unlocking to be an intermittent problem;
- The group agreed that the staging and placement of the machines could be improved;
- Would like a children's checkout station that was on a low table;
- Would like the checkout station display to have English as the default with the option of picking Spanish; and
- Would like to be able to access their library account at the self check station.



## PROFESSIONAL ACTIVITIES

The California Library Association and California School Library Association will partner again in 2008 to offer two opportunities to meet with State Legislators to discuss library funding, services, needs and opportunities. "Day in the District" provides an opportunity to meet with Legislators and their staff in their local offices and inform them about the important role libraries play in the lives of their constituents. "Day in the District" is the perfect opportunity to introduce them to all of the great things your library is doing and help ensure their support. "Day in the District" meetings with State Legislators will take place on Friday, January 25th and Friday, February 1st. Library Legislative Day will be held this year on Wednesday, April 16th, 2008. Sponsored by the California Library Association (CLA), the California School Library Association (CSLA), and the California Association of Library Trustees and Commissioners (CALTAC), Library Legislative Day is an opportunity for library staff and supporters to meet with your state Legislators and/or their staffs in their Capitol offices.

In addition to continuing dialog about the value of libraries, we have some exciting topics to discuss with legislators, including: full funding for the Public Library Foundation; full funding for Resource Sharing and Transaction Based Reimbursement; a new Library Construction Bond Act ; and state purchase of electronic resources for school libraries.

## PROGRAMS, SERVICES AND COLLECTIONS

### *Programs*

The Quilt Show 2008 will return to the North Branch on May 1<sup>st</sup> through the 28<sup>th</sup> thanks to the collaborative efforts of Tara Rivera, Debbie Carton, Andrea Segall, Colleen Fawley, Alan Bern, Bob Baty, Claudia Berger (volunteer), Cheryl Palmer (volunteer), and Sue Fox (volunteer), among others. More information will be forthcoming. The team has plans well underway and is excited to be developing a program that can be sustained into the future.

Amy Kuo planned a wonderful seminar on American literature for Saturday, December 15, 2007. Approximately 80+ people attended, "Introduction to 20<sup>th</sup> Century American Fiction", including people from throughout the Bay Area. The focus of the program was an introduction for the Asian community to western literature, culture and tradition. Professor Hsia focused on important American writers of the 20th century, their lives, representative works, and the cinema based on them. Special thanks to the Friends of the Library for their support.

### *Services*

In early December the Library expanded the number of computers available. In addition to doubling the amount of time each computer user may have access to, patrons may reserve up to two hours per day--up to two hours at the Central Library and up to two one-hour computer appointments at two different locations throughout the Library system. Additionally, drop-in use was expanded to 30-minute time-slots at all locations. So far the new procedures and emphasis on library card sign-up is working well. Staff has made an extra effort to guide patrons through the card registration process to ensure everyone that can is given a card and is providing one-on-one assistance to individuals in booking a computer.

### *Facilities*

The South Branch was approached by staff at Rebuilding Together, with an offer to apply for their annual program in which they pick several public building and private properties to spruce up on the last Saturday in April (the 26th), with some prep happening on the previous one or two



Saturdays in April. Final site selection for the April projects takes place on December 21<sup>st</sup>. At that point we would have a more thorough inspection and develop the actual scope of work if selected. If we are selected a detailed list of work will be developed. Among those we would consider are exterior paint on the Russell and MLK facades, masonry repair, interior painting, installing new tile flooring, etc.

#### *Outreach*

Beginning in January, English Literacy classes will be conducted at the West Branch. This is a partnership between Berkeley READS staff and the Berkeley Adult School, which will provide the class instructor, workbooks and software programs. Berkeley READS program is providing the in-kind West Branch meeting room space during the scheduled days of Wednesday evenings from 6:00 – 8:00 p.m. and Saturday mornings from 10:00 – 12:00 p.m. The goal is to continue the class from January until June according to the Adult School semester schedule. If student attendance warrants, the program will continue into the summer or into the fall of 2008. Thank you to Family Literacy Coordinator, Esther Suarez-Burton, who began a discussion with a volunteer tutor who is also an Adult School instructor, leading to the collaboration with the adult school's CBET (Community-Based English Training) Coordinator.

#### Attachments:

1. Personnel Summary
2. Letter from Donna Corbeil to Governor Schwarzenegger dtd November 14, 2007
3. Letter from Governor Schwarzenegger to Donna Corbeil dtd December 5, 2007

## BPL's Recruitment Timeline

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

Services)				10/29/07.
Librarian I/II	10/29/07	11/26/07 <i>CLOSED</i>	Rating Panel to Review Supp Questionnaires 12/13	List should be finalized by end of Dec.
Accounting Office Specialist Sup	11/05/07	11/19/07 <i>CLOSED</i>	HR to administer exam date TBD.	No current list. G. Gonzalez acting AOS Sup.
Central Services Aide	11/05/07	11/19/07 <i>CLOSED</i>	No Exam Required.	Waiting on HR for list. Interviews to follow.
Library Administrative Manager	11/13/07	12/10/07	QAB tent scheduled for mid Jan.	Open until filled.
Library Info Systems Administrator	1/02/07	01/14/07	Pending approval of brochure competitive recruitment to open .	New Classification. Alicia Abramson Current incumbent.
Library Aide	List Extended	List Extended	N/A	Current List Valid 2/6/07-2/6/09

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

**\*\*To be posted @CLA, BALIS, IUG**



BERKELEY PUBLIC LIBRARY

Donna Corbeil  
Director of Library Services

November 14, 2007

The Honorable Arnold Schwarzenegger  
Governor, State of California  
State Capitol  
Sacramento, CA. 95814

Dear Governor Schwarzenegger:

On behalf of the Berkeley Public Library I would like to respectfully express my disappointment with the recent \$14 million reduction you made to library programs. Specifically, your 2007-08 Budget cuts of \$7 million to the Public Library Foundation (PLF) and a \$7 million cut to the Transaction Based Reimbursement (TBR). Your recent cut to this important program, which benefits every public library jurisdiction in California, now brings the baseline for this program down to \$14 million.

The PLF money that Berkeley Public Library receives is used to fund reading programs, allow for the purchase of books and research materials, and provide electronic resources critical to students and others in the community. Due to your recent cut to the PLF our library will be reducing our material budget and will have to reduce newspaper and magazine subscriptions.

My second concern is your \$7 million cut to the Transaction Based Reimbursement program. As a relatively small library we rely on cooperative borrowing of resources. Both "Direct loan" and Inter-library loan services are heavily used in Berkeley. Finally, I hope that as you develop your 2008-09 January Budget, you give full consideration to the restoration of the \$14 million in combined reductions to the Public Library Foundation and Transaction Based Reimbursement.

Thank you for your respectful consideration.

Sincerely,

Donna Corbeil  
Director of Library Services





OFFICE OF THE GOVERNOR

December 5, 2007

RECEIVED  
DEC 10 2007  
Berkeley Public Library

Ms. Donna Corbeil  
Berkeley Public Library  
2090 Kittredge  
Berkeley, California 94704

Dear Ms. Corbeil,

Thank you for writing about funding the Public Library Foundation program (PLF) and the Transaction-Based Reimbursement program (TBR). I welcome input from Californians like you who are on the frontlines of this issue at the local level.

I am committed to enacting a state budget that is fiscally responsible, pays down debt, and funds necessary programs and services for the people of California. Our funding decisions are often tough ones, especially since more than 90 percent of our budget is already spoken for by mandated programs. Our enacted budget created a \$4.1 billion reserve and paid down our debt without raising taxes. It was a difficult decision to suspend funding increases for the PLF and the TBR, but I appreciate your sharing your thoughts about it with me.

As I look forward to my 2008-09 budget proposal, I will keep your views on this very important issue in mind.

Thanks again for writing in to share your views. I appreciate your involvement in issues affecting California's future.

Sincerely,

A handwritten signature in black ink, reading "Arnold Schwarzenegger".

Arnold Schwarzenegger

## *Board of Library Trustees Tracking Chart*

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

<i>Date</i>	<i>Requested By</i>	<i>Person Assigned</i>	<i>Deadline</i>	<i>Status</i>	<i>Item</i>
10/18/2006	Trustee Powell	Trustees Powell and Lee		Ongoing	Further explore needs of South Berkeley community and investigate potential Ed Roberts Campus option.
10/18/2006	Trustees Powell and Lee	Donna Corbeil/Alan Bern	12/6/2006		Report on possible interest in bookmobile by City of Emeryville, and esimated costs of bookmobile.
10/18/2006	Trustee Kupfer	Donna Corbeil/Beverli Marshall			Determine if some part-time positions can be combined into full-time positions.
1/17/2007	Trustee Powell	Trustees, Donna Corbeil		Ongoing	Identify opportunities for Trustees to participate in professional organizations, e.g. ALTA.
4/18/2007	Board of Trustees	Donna Corbeil			Post to website the terms of each Trustee showing when they were appointed, if they are eligible for reappointment, and when it ends.
4/18/2007	Trustee Moore	Donna Corbeil/Trustee Kupfer			Request legal opinoin on public comment period from City Attorney
5/9/2007	Board of Trustees	Donna Corbeil		Included in Work Plan '08	Report on the possibility of expanding hours.
6/13/2007	Trustee Powell	Donna Corbeil			Privacy policy report
8/1/2007	Board of Trustees	Donna Corbeil			Update report on library staff diversity
9/19/2007	Board of Trustees	Board of Trustees	11/14/2007		Bond Measure
10/24/2007	Board of Trustees	Donna Corbeil	4/1/2008		National Library Week Proclamation for City Council adoption
10/24/2007	Board of Trustees	Donna Corbeil	12/12/2007		Donor gift policy

<i>Date</i>	<i>Requested By</i>	<i>Person Assigned</i>	<i>Deadline</i>	<i>Status</i>	<i>Item</i>
12/12/2007	Board of Trustees	Donna Corbeil			Security Cameras Policy be brought back with additional information.
12/12/2007	Board of Trustees	Trustees Kupfer and Powell	2/1/2007		Director of Library Services performamnce evaluation
12/12/2007	Board of Trustees	Donna Corbeil			Process to expand applicant pool to include a greater number of minorities.
12/12/2007	Board of Trustees	Donna Corbeil	1/9/2007		Letter to State Legislator on budget cuts to PLF and TBR.
12/12/2007	Donna Corbeil	Donna Corbeil	1/9/2007		Removal of non-pickup fine for reserved items.