



BERKELEY PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES

REGULAR MEETING
MAY 14, 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. 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 April 9, 2008 regular meeting**
Recommendation: Approve the minutes of the April 9, 2008 regular meeting of the Board of Library Trustees.
- B. **Approve minutes of April 23, 2008 special meeting**
Recommendation: Approve the minutes of the April 23, 2008 special meeting of the Board of Library Trustees.
- C. **Beneficiary Gift from the Trust Estate of Joyce C. Book for \$70,000**
Recommendation: Adopt the resolution accepting the donation of \$70,000 from the Trust Estate of Joyce C. Book and approve depositing these funds into the Berkeley Public Library, Library Gift Fund, for allocation and expenditure in the future.
- D. **Purchase Authority to Approve Payments to Agnitsch Electric Company**
Recommendation: Adopt a resolution authorizing the Director of Library Services to approve payments to Agnitsch Electric Company, a vendor specializing in electrical services, in excess of her delegated spending authority.

III. ACTION CALENDAR

- A. **Draft Branch Libraries Master Facilities Plan** – presented by Noll & Tam Architects
(No written report)
Recommendation: Discussion and adoption of a resolution approving the draft Branch Libraries Master Facilities Plan.
- B. **Possible Bond Measure for the November 2008 Ballot**
Recommendation: Continue discussion regarding the possibility of placing a bond measure on the November 2008 ballot for renovations to the branch libraries.
- C. **Recommendation to the City Council on the FY2009 Library Tax Rate**
Recommendation: Adopt the resolution recommending the Berkeley City Council set the FY2009 tax rate for the Library Services Tax at \$0.1569 (15.69 cents) per square foot for dwelling units and \$0.2374 (23.74 cents) per square foot for industrial, commercial, and institutional buildings.
- D. **Proposed FY2009 Berkeley Public Library Mid-Biennial Budget**
Recommendation: Adopt a resolution approving the FY 2009 Proposed Mid-Biennial Budget as presented.

IV. INFORMATION REPORTS

- A. Report from library employees and unions, discussion of staff issues**
(No written report)
 - 1. Comments / responses to reports and issues addressed in packet.
- B. 2008 Public Library Association Annual Conference Summary and Highlights**
- C. Internet Use and Request to Put Filters on Public Internet Access**
- D. The Director of Library Services' Letter Responding to Elaine Green**
- E. May 2008 Monthly Report from Library Director Donna Corbeil**
 - 1. Library Development
 - 2. Professional Activities
 - 3. Programs, Services and Collections
 - 4. Personnel
- F. Library events:** Flyers and press releases for various Library programs

V. AGENDA BUILDING

Next regular meeting will be held at 7:00 p.m. on Wednesday, June 11, 2008 at the **Claremont Branch Library, 2940 Benvenue Avenue**, Berkeley.

- A. Tracking Chart**

VI. ADJOURNMENT

Please refrain from wearing scented products at public meetings.

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

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

I hereby certify that the agenda for this regular 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 May 9, 2008.



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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
April 9, 2008

MINUTES
7:00 p.m.

South Branch Library
1901 Russell Street

PRELIMINARY MATTERS

A. Call to Order

The regular meeting of April 9, 2008 was called to order at 7:05 p.m.

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

Absent: None

Also present: Donna Corbeil, Director of Library Services; Douglas Smith, Deputy Director of Library Services; Alisa Furuzawa, Administrative Secretary; and Shani Leonards, Supervising Reference Librarian

B. Public Comments

1. Jane Welford spoke about the possible move of the South Branch to the Ed Roberts Campus (ERC) and the signatures that were gathered from citizens against the move. She also expressed concern over the Library staff that are retiring and may not be replaced.
2. Elaine Green spoke on the signatures gathered against the move to ERC and asked the Board to address the issue.
3. Reed Schmidt, on behalf of the Berkeley Public Library Foundation, reported that the Foundation is currently working on its budget and is interested in funding one time capital projects as they did last year. He also stated that the day marked the anniversary of the oldest publicly funded library in 1883.
4. Pamela Satterwhite expressed concern over how some in the community feel about the South Branch site and the attachment the neighborhood has to it.

C. Approval of Agenda

Trustee Powell asked that Information Item "A" be heard prior to the Action Calendar and Information Item "C" be discussed first on the Information Calendar.

R08-29 Moved by Trustee Kupfer, seconded by Trustee Moore, to approve the amended agenda.
Motion passed unanimously.

PRESENTATIONS

A. Oral Update Report on the Reference Division's programs and activities – by Shani Leonards

The Reference Desk is a very busy public service desk that answers difficult reference questions, almost 60,000 questions answered over the past nine months. Questions are answered in person, during online chats and over the telephone. The Reference staff participates in a national campaign that provides 24-hour reference answers in an online chat forum. The demand for staff help is high and the Reference Division has many highly skilled staff.

The Reference Division has introduced several new programs over the past year:

- a basic computer skills class on Thursdays that is very popular with those who are brand new to computers; approximately 15 people attend each session;
- a small business counseling with a retired CEO from a major company who comes in once a week for one-on-one, one-hour counseling sessions, by appointment;
- City of Berkeley Rent Board counseling once a month;
- a ten-week authors series on Oprah's latest book effort;

- Café Literario, which is a Spanish program, by Connie Reyes, Reference Librarian, who selects books, and a San Francisco Public Library staff person, who moderates. This program has been so popular that Reference has asked for additional funding from the Friends of the Berkeley Public Library;
- many Chinese-language programs done by Amy Kuo, Reference Librarian. One is a series of Asian-language films that she will, again, begin showing next month; and
- a number of authors' programs, reading from recently published work.

The Reference Division currently has computer docent volunteers who assist with answering computer questions around the terminals. The Reference Division also plans on starting a new volunteer program to index all of the obituaries from the *Berkeley Gazette*. The Reference staff handles many obituary requests; completing this project will allow them to have a much more functional index.

Some of the challenges the Reference Division deals with include:

- space layout of the building is challenging because there are no sight lines from the Reference Desk to large areas of the floor;
- the community is diverse and it can be difficult when there are very different people working in a small space together, e.g., computer terminals; and
- the location of the Reference Desk, on the second floor of the Central Library, can be challenging to find.

CONSENT CALENDAR

Trustee Lee asked that Consent Item "A" be moved from the Consent Calendar for discussion.

- R08-30** Moved by Trustee Moore, seconded by Trustee Kupfer, to approve the amended Consent Calendar. Motion passed unanimously.
- R08-31** Adopted the resolution authorizing the closure of the Tool Lending Library from April 28 to May 10, 2008 for annual tool maintenance and reopening on May 12, 2008.
- R08-32** Adopted the resolution recognizing Miles Karpilow, who passed away on March 6, 2008, and his contributions to the Berkeley Public Library and the Berkeley community.
- R08-33** Adopted the resolution recommending the City Council place the Gann Override Measure on the November 2008 ballot reauthorizing the City to spend the proceeds of the Library Relief Tax that was approved by voters in 1988.

Consent Items Moved for Discussion

- A. Approve minutes of March 12, 2008 regular meeting

Trustee Lee was not in attendance at the March 12, 2008 meeting and the minutes should be corrected to reflect that.

- R08-34** Moved by Trustee Lee, seconded by Trustee Moore, to approve the amended minutes of the March 12, 2008 regular meeting of the Board of Library Trustees. Motion passed unanimously.

INFORMATION REPORTS

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

No report was given.

ACTION CALENDAR

A. Berkeley Public Library Strategic Plan Update

The Strategic Plan process is progressing and the first round of community forums has occurred at each of the branch locations, which was combined with the Branch Facilities Master Plan. Discussions began with using the Public Library Association model for public libraries, which includes eighteen service points (e.g., celebrate diversity). During the forums staff also gathered what is important and specific to the community at-large. Library staff had hoped for more attendance and participation at these forums. Paper and online surveys have also gone out to gather input on library services. The surveys are being promoted vigorously at each of the branch locations; volunteers will be distributing them at tables outside of the library; staff is finding ways to distribute them online; and, the Rent Board has a link to the survey on its website.

Staff has met with the Hatchuel, Tabernik & Associates, the consultant who worked on the Southwest Berkeley Needs Assessment, to make use of the survey data they collected for the assessment in order to enhance the information received so far. There will be six Library staff focus groups held to inform staff of the process and to gather staff perspective on Library services.

A draft Strategic Plan may be brought before the Board for consideration during its July regular meeting. Once approved the work to begin implementing the Strategic Plan can begin and monthly updates will be brought to the Board.

Trustee Kupfer asked that the second "WHEREAS" clause be removed from the resolution.

- R08-35** **Moved by Trustee Golphin, seconded by Trustee Kupfer, to adopt the amended resolution approving the ongoing timeline of the three-year Library Strategic Plan, including scheduling a work session to review the Strategic Plan and take action at a meeting in July 2008.** Motion passed unanimously.

B. Berkeley Public Library Work Plan and Priorities

The Board reviewed the list of Library Projects, which is a living document that evolves as projects begin and end. Trustee Powell prepared a possible list of priorities to consider, which was compared to last year's list of priorities. The trustees discussed which priorities they wanted to carry forward and added ones that were not previously on the list.

- R08-36** **Moved by Trustee Moore, seconded by Trustee Kupfer, to adopt the resolution approving the FY2008-09 Library Work Plan as amended and designated priorities as follows:**
- 1. Complete two studies for services and facilities, including community engagement, and integrate into an action plan.**
 - 2. Research ways to maximize the effectiveness of providing public hours at all the Branches and the Tool Library.**
 - 3. Continue to identify and explore the needs of underserved communities in Berkeley for library services and pursue opportunities for extending library services beyond the Library's physical facilities.**
 - 4. Address the needs of the Branches for repairs and capital improvements, pursuing creative alternatives for financing.**

Motion passed unanimously.

INFORMATION REPORTS (cont'd)

As requested, Information Item "C" was discussed at the beginning of the Information Calendar.

C. Discussion of a possible bond measure for the November 2008 ballot, including the March 25, 2008 City Council bond discussion

The City Council conducted a Work Session on possible bond measures being considered for the November 2008 ballot. Library staff made a presentation to the City Council on the needs of the Branch Libraries, along with a four-page memo that detailed the needs of the four neighborhood

branches. The City Council considered all of the possible combinations and discussed each as stand-alone measures. A survey poll has started to gather information on which measures would be successful on the upcoming ballot. A subcommittee of Councilmembers was also formed to formulate questions that would be included as part of the poll. Results from the poll should be available by the City Council meeting on May 6, 2008.

The Board may also convene a Special Meeting to address this issue. There may also be a Closed Session of the Board on April 23, 2008.

Trustee Kupfer excused herself from the meeting at 9:32 p.m.

The Information Calendar was continued and the remaining items discussed.

B. FY 2009 Library Budget Update on Capital Improvement Projects

The Director will be asking for \$25,000 for capital projects for FY2009 and any additional items would be brought back before the Board for approval. If there are any carryover funds from FY2008 the Director may come back to ask the Board to use the money to fund one-time capital improvement projects.

This item will be discussed further once the Berkeley Public Library Foundation identifies which capital projects they are interested in funding.

D. April 2008 Monthly Report from Library Director Donna Corbeil

Trustee Powell said that she would be forwarding this report to the City Council for information as they consider possible bond measures.

AGENDA BUILDING

- **May Regular Meeting**
 - Proposed FY2009 budget
 - Response to the citizens who have concerns regarding the South Branch Library
- **June Regular Meeting**
 - Retirement resolutions

The Board asked for the Director to arrange a reception for all of the Library staff who are planning to retire this June.

The Board asked that, in the future, the Tool Library close for maintenance during the winter months and not during the busy spring time.

ADJOURNMENT

R08-37 Moved by Trustee Moore, seconded by Trustee Golphin, to adjourn the regular meeting at 9:54 p.m. Motion passed unanimously.

**Berkeley Public Library
Board of Library Trustees**

Special Meeting
April 23, 2008

MINUTES
5:00 p.m.

Central Public Library
2090 Kittredge Street

A. Call to Order

The special meeting of April 23, 2008 was called to order at 5:05 p.m.

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

Absent: None

Also present: Donna Corbeil, Director of Library Services; Douglas Smith, Deputy Director of Library Services; Alisa Furuzawa, Administrative Secretary; and David Hodgkins, Director of Human Resources, City of Berkeley

B. Public Comments

1. Roxanne Figueroa, representing the Berkeley Public Library Foundation, commended the Board and Library staff for bringing to the forefront the value of the libraries and importance of addressing the needs of our ailing library branches to the attention of the City Council. She also spoke on behalf of herself regarding the survey results and, although it came short of the two-thirds needed, she viewed it was a promising favorable percentage when you consider the variables involved.
2. Abigail Franklin, Berkeley Public Library Foundation Liaison, expressed the Foundation's eagerness to work with the Board on the branch improvements and bond measure issue.

The Board of Library Trustees convened into Closed Session.

CLOSED SESSION

- A. Conference with Labor Negotiator (Pursuant to Government Code Section 54957.6)
 Unions: Service Employees Union International, Local 1021 (Legacy 535)
 City Negotiator: David W. Hodgkins, Director of Human Resources

The Board of Library Trustees convened back into Open Session at 6:08 p.m.

ACTION CALENDAR

- A. Voter Survey Results and Ballot Measure for the November 2007 Election

The City conducted a voter survey, which the Library participated in and questions were asked regarding the possible bond measure to improve the Library's branches. All of the questions received at least a 50% or more favorable rating, but none received the necessary 67% (two-thirds) rating. The survey showed that a majority of citizens was most supportive of seismic improvements being done to the branches. While looking at the results, trustees recognized that these were cold calls, the respondents had no background information regarding the issues, and the questions did not differentiate between the branches and Central.

The consultant who worked on the polling survey reported that, with a vigorous campaign, a measure's passing percentage could move up 10% although it may prove difficult since there are multiple measures being put forward. The City Council contemplated having combined measures be placed on the ballot (e.g., Library Bond and Recreation Improvement Bond), but have since seemed to dismiss the idea.

The first polling survey considered a \$26M library bond, which would equate to \$33 per year for an average house. Trustees understood that there is the possibility of lowering the amount of the bond, but this would mean the entire four branches would not be funded, or only portions of the projects

would occur, or ways to cut costs would need to be found. A threshold for the proposed bond was identified by the Branch Facilities Master Plan consultant to be between \$18M and \$26M.

The City Council is going forward with a second polling survey. The City Council will be approving the second survey on May 6, 2008 which will be more specific to the Library issue and explore the specifics of each possible bond measure. The Library has supporters, but it will take an enthusiastic campaign effort from everyone (Foundation, Friends, Board and Library staff) to inform the community about the serious structural problems and needs of the branches. It may be beneficial to phrase outgoing information on the bond as a cost per house instead of as a multi-million dollar bond.

R08-38 Moved by Trustee Moore, seconded by Trustee Lee, to authorize the Director of Library Services to work with the City Manager on the wording for the second polling survey that would benefit our neighborhood branches campaign. Motion passed unanimously.

The Board asked that the introductory paragraph that will be drafted for the second survey be distributed for public information as an informational piece. The Trustees will be forwarding possible questions to be included on the survey to Ms. Corbeil by the end of the following week.

ADJOURNMENT

The next regular meeting of the Board of Library Trustees will be on May 14, 2008 at the South Branch Library, 1901 Russell Street, Berkeley.

R08-39 Moved by Trustee Moore, seconded by Trustee Kupfer, to adjourn the regular meeting at 7:07 p.m. Motion passed unanimously.



BERKELEY PUBLIC LIBRARY

CONSENT CALENDAR

May 14, 2008

TO: Board of Library Trustees

FROM: Donna Corbeil, Director of Library Services

SUBJECT: BENEFICIARY GIFT FROM THE TRUST ESTATE OF JOYCE C. BOOK FOR \$70,000

RECOMMENDATION

Adopt the resolution accepting the current donation of \$70,000 from the Trust Estate of Joyce C. Book and approve depositing these and any residual funds into the Berkeley Public Library, Library Gift Fund, for allocation and expenditure in the future.

FISCAL IMPACT

This report has a beneficial fiscal impact on the Berkeley Public Library's Gift Fund.

BACKGROUND

On April 10, 2008 the Law Offices of Bonnie K. Bishop, acting as Trustee in the Trust Estate of Joyce C. Books, notified the Director of Library Services that Ms. Book had named the Berkeley Public Library as the primary beneficiary of her trust estate. Included with this letter was a check for \$70,000, which represents the bulk of the trust estate. The balance will be distributed following the final closure of her estate, which may be up to \$12,000.

CURRENT SITUATION AND ITS EFFECTS

Library staff will attempt to research Ms. Book's connection with the community of Berkeley and the Berkeley Public Library. A press release will be prepared to acknowledge the gift publicly once the final payment is received to ensure the whole gift is acknowledged publicly.

The gift will be included in the Library budget report, Revenue, Library Gift Funds, and will be available for allocation in the next budget cycle, FY 2009.

FUTURE ACTION

No further action is required.

Attachments:

1. Resolution

RESOLUTION NO.: 08-__

BENEFICIARY GIFT FROM THE TRUST ESTATE OF JOYCE C. BOOK FOR \$70,000

WHEREAS, on April 10, 2008 the Law Offices of Bonnie K. Bishop, acting as Trustee in the Trust Estate of Joyce C. Books, notified the Director of Library Services that Ms. Book had named the Berkeley Public Library as the primary beneficiary of her trust estate; and

WHEREAS, Ms. Joyce C. Book passed away in February 2007; and

WHEREAS, a check for \$70,000.00 was enclosed with the April 10, 2008 letter, which represents the bulk of the trust estate; and

WHEREAS, upon completion of the administration of this trust estate the final distribution of her trust will be forwarded to the Library; and

WHEREAS, Library staff will research Ms. Book's connection with the community of Berkeley and the Berkeley Public Library before publicly acknowledging the gift; and

WHEREAS, this gift will be included in the Library budget report, Revenue, Library Gift Funds, and will be available for allocation in the next budget cycle,

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to accept the donation of \$70,000.00 from the trust estate of Joyce C. Book.

BE IT FURTHER RESOLVED, by the Board of Library Trustees of the City of Berkeley to approve depositing these and any residual funds in the Berkeley Public Library, Library Gift Fund, for allocation and expenditure in the future.

BE IT FURTHER RESOLVED by the Board of Library Trustees of the City of Berkeley to publicly acknowledge Ms. Book's generosity to the Berkeley Public.



BERKELEY PUBLIC LIBRARY

CONSENT CALENDAR

May 14, 2008

TO: Board of Library Trustees

FROM: Donna Corbeil, Director of Library Services

SUBJECT: PURCHASE AUTHORITY TO APPROVE PAYMENTS TO AGNTISCH ELECTRIC COMPANY

RECOMMENDATION

Adopt a resolution authorizing the Director of Library Services to approve payments to Agntisch Electric Company, a vendor specializing in electrical services, in excess of her delegated spending authority.

FISCAL IMPACT

The total cost of the expenditures for this vendor will be approximately \$54,000 for FY2008 and is included in the adopted FY2008 budget. No additional appropriation is necessary.

BACKGROUND

On January 17, 2007, the Board of Library Trustees authorized the Director of Library Services to enter into purchase agreements for services up to \$25,000 and materials and supplies up to \$50,000 (Resolution No. 07-08). On June 13, 2007 the Board of adopted the FY2008 budget (Resolution No. 07-57), which included funds for services, materials and supplies. On July 18, 2007 the Board authorized the Director to enter into certain purchase agreements with specific vendors whose payments would exceed her delegated spending authority (Resolution No. 07-63).

CURRENT SITUATION AND ITS EFFECTS

The Library's IT Division has been working to upgrade all of the Branch facilities with high speed internet access. Upon inspection of the branch sites it was found that the West and Claremont Branches required trenching repair to install the underground conduits to reach from the AT&T utility box in the sidewalk to inside the branch buildings.

During the West Branch refreshment project the trenching repair work was completed and the underground conduits were installed. The cost for trenching West Branch came to a total of \$32,217.42. The IT Division is now ready to begin the preparations for installing high speed internet access at the Claremont Branch. The estimated cost for Claremont is expected to be \$23,000, bringing the total to approximately \$55,000.



FUTURE ACTION

No further action is required.

Attachments:

1. Resolution

RESOLUTION NO.: 08-____

PURCHASE AUTHORITY TO APPROVE PAYMENTS TO AGNTISCH ELECTRIC COMPANY

WHEREAS, on January 17, 2007 the Board of Library Trustees authorized the Director of Library Services to enter into purchase agreements for services up to \$25,000 and materials and supplies up to \$50,000; and

WHEREAS, on June 13, 2007 the Board of Library Trustees adopted the FY2008 budget that included funds for services, materials and supplies; and

WHEREAS, the Library's IT Division has been working to upgrade all of the Branch facilities with high speed internet access; and

WHEREAS, the West and Claremont Branches required trenching repair work to install conduits that reach from the AT&T utility box in the sidewalk to the Branch buildings; and

WHEREAS, the anticipated cost of both projects is expected to exceed the Director's authorized spending authority.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to authorize the Director of Library Services to approve payments to Agntisch Electric Company in excess of her delegated spending authority.

Berkeley Public Library

Neighborhood Libraries Bond Measure

Objectives:

- To update the four neighborhood branches including the Tool Lending Library to current code standards in all pertinent areas, including structural, mechanical, electrical, architectural finishes, hazardous materials, ADA compliance
- To improve seismic safety, make the neighborhood branches fully accessible to people with disabilities, improve energy efficiency and increase space for seating, computers, programming and collections
- To construct and/or renovate the neighborhood library branches to meet current and future service needs

Neighborhood Libraries: This measure would significantly improve all four neighborhood library branches and the Tool Lending Library. A 2008 Master Plan Facilities Study has identified that Berkeley's four neighborhood library branches, (three of which were built in the 20's or 30's) are in physical disrepair, unable to fully function, and have not been renovated since the early 1970s. A \$26 Million bond measure would address seismic safety, accessibility, and the need for expanded space for services in the neighborhood libraries. Completing this work would bring the buildings up to current code standards; meet seismic requirements; make all of the branches fully accessible to Berkeley's diverse population; provide environmentally sustainable "green" operations; and create adequate space for the Tool Library, and the adult literacy program, *Berkeley Reads*.

Program Name	Description	One-Time Funding (\$)
Claremont Branch	The historical and functional aspects of the branch would benefit from a renovation and completion of full lobby space though a minor expansion.	7,300sf / \$4.2m (renovate existing) 7,440sf / \$4.3m (small addition)
North Branch	Two options for modest additions to the rear of the building are proposed, the larger-size addition would allow for library programming space and quiet reading areas.	7,590sf / \$5.6m (one story addition) 8,640sf / \$6.3m (one story addition)
South Branch	This branch has serious structural defects that would make it susceptible to significant damage during a major seismic event. Further, its infrastructure systems – electrical, mechanical, and telecommunications - are not constructed to adapt to current needs and the space lacks adequate flexibility.	6,730sf / \$5.1m (one story addition) 8,000sf / \$5.8m (new building)
South Branch-Tool Lending Library	This facility is in dire need of additional space to store, display and repair the tools it loans. The construction of a new building would allow the development of a branch to meet the community's library needs and would significantly improve the tool library operation.	750sf 1,000sf (space/costs included in South Branch figures)
West Branch	The building has some structural and infrastructure damage that need attention. In addition, the Literacy office is severely constrained for a highly successful program, competing with branch community programming space. The additional square footage would provide more space for the growing <i>Berkeley Reads</i> program as well as branch programming space.	8660sf / \$6.3m (one story addition) 14,600sf / \$10.7m (two story addition)
Total		\$21,200,000 - \$27,100,000

Bond amount: 26 million
Annual cost to homeowner: \$33.00/year (average assessed-value of \$330,500) for a set period



BERKELEY PUBLIC LIBRARY

ACTION CALENDAR

May 14, 2008

To: Board of Library Trustees

From: Dennis Dang, Administrative Services Manager

Subject: RECOMMENDATION TO CITY COUNCIL ON FY 2009 LIBRARY TAX RATE

RECOMMENDATION

Adopt a resolution to recommend that the Berkeley City Council set the FY 2009 tax rate for the Library Services Tax at \$0.1569 (15.69 cents) per square foot for dwelling units and \$0.2374 (23.74 cents) per square foot for industrial, commercial, and institutional buildings, based on the per capita personal income growth factor of 4.29% for the state of California.

FISCAL IMPACT OF RECOMMENDATION

The total revenue generated by the Library Tax in FY08 is expected to be approximately \$13,520,415 (*net of Alameda County billing and collection fees*). It is estimated that the tax will cost residential taxpayers no more than the following average amounts during Fiscal Year 2009:

<u>Square Feet</u>	<u>Annual Tax</u>	
	<u>FY09</u>	<u>FY08</u>
1,200	\$188.22	\$180.48
1,500	\$235.28	\$225.60
1,900	\$298.02	\$285.76
3,000	\$470.56	\$451.20
3,900	\$611.72	\$586.56
10,000	\$1,568.52	\$1,504.00

It is estimated that the cost of the tax for a 1,500 square foot commercial establishment will increase from \$341.40 in FY08 to \$356.05 in FY09.

BACKGROUND

The Central library and neighborhood branch libraries receive approximately 95% of their 2008 fiscal year funding through a citywide special tax (referred to as the Library



Relief Act of 1980) of \$0.1504 per square foot on all improvements to residential real property in the City of Berkeley, and \$0.2276 per square foot on all improvements to industrial, commercial, and institutional real property. The purpose of this voter-approved tax is to provide a stable revenue source to assure the provision of Library services at the level which permits library operations six days a week at branch libraries, seven days a week at the Central Library, and which permits the purchase of library materials at levels which are commensurate with the libraries' hours of service, staffing and patron needs.

CURRENT SITUATION

Currently, the Berkeley's Library Tax raises approximately \$12.9 million per year and is indexed to the greater of either the consumer price index in the immediate San Francisco Bay Area or per capita personal income growth in California. The Director of Library Services recommends that the Board of Library Trustees recommend that the City Council adjust the tax rate by the 4.29% increase in the per capita personal income growth factor in California, which is greater than the estimated 4.0% increase in the San Francisco Bay Area Consumer Price Index (actual rate not available until mid-May). This results in a rate increase from \$0.1504 in FY08 to \$0.1569 in FY09 on residential property and from \$0.2276 in FY08 to \$0.2374 in FY09 on industrial, commercial, and institutional property.

ALTERNATIVE ACTIONS

The alternative of adopting a rate increase for FY09 based on the Consumer Price Index would not be fiscally sound, as indicated above, due to increased cost factors for wages and materials in the FY 2009 Library budget. The proposed increase to the Library Tax would result in an increase of approximately \$550,000 over FY08 projects revenues.

FUTURE ACTION

The Board's recommendation will be forwarded to the City's Director of Finance so that it can be included in the submittal to the City Council for action.

Attachments:

1. Resolution

RESOLUTION NO.: R08-__

RECOMMEND THAT THE BERKELEY CITY COUNCIL SET THE FY 2009 TAX RATE FOR THE LIBRARY SERVICES TAX AT \$0.1569 (15.69 CENTS) PER SQUARE FOOT FOR DWELLING UNITS AND \$0.2374 (23.74 CENTS) PER SQUARE FOOT FOR INDUSTRIAL, COMMERCIAL, AND INSTITUTIONAL BUILDINGS, BASED ON THE PER CAPITA PERSONAL INCOME GROWTH FACTOR OF 4.29% FOR THE STATE OF CALIFORNIA

WHEREAS, each year the City Council adopts an ordinance to establish the rate for the Library Services Tax, which supports the Library's operations; and

WHEREAS, the increase is based on the greater of either the San Francisco Bay Area Consumer Price Index or the per capita Personal Income Growth in California; and

WHEREAS, the Board of Library Trustees makes a recommendation to the City Council each year on the adoption of a tax rate for Library Services, with a potential increase in the Library Services Tax rate based on the greater of either the Consumer Price Index for the San Francisco Bay Area or the per capita Personal Income Growth for the state of California; and

WHEREAS, the California Personal Income Growth has been established as 4.29%, which is greater than and the San Francisco Bay Area Consumer Price Index which is estimated to be at 4.0%.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to recommend that the Berkeley City Council set the FY 2009 tax rate for the Library Services Tax at \$0.1569 (15.69 cents) per square foot for dwelling units and \$0.2374 (23.74 cents) per square foot for industrial, commercial, and institutional buildings, based on the per capita personal income growth factor of 4.29% for the state of California.



BERKELEY PUBLIC LIBRARY

ACTION CALENDAR

May 14, 2008

TO: Board of Library Trustees
FROM: Donna Corbeil, Director of Library Services
SUBJECT: Proposed FY 2009 Berkeley Public Library Budget

RECOMMENDATION

Adopt a resolution approving the FY 2009 Proposed Budget of \$15,582,423 as presented. The staff has presented a grant fund request to the Friends of the Berkeley Public Library (Attachment A) for \$84,259, the final discussion and approval (second reading) is expected at the Friends Board meeting on May 21, 2008. The annual donation from the Berkeley Public Library Foundation to the Library has not been determined as of this date. Both grant requests will be brought forward for acceptance once they are finalized.

FISCAL IMPACT OF RECOMMENDATION

The total proposed FY09 budget, 5-Year Fund Analysis, (Attachment B), with all recommended reductions and changes adopted will create a balanced budget in FY09 and position the Library to better manage fluctuations in expenditures and revenue in the future. The 5-Year Fund Analysis (Attachment C), without reductions, will result in a deficit situation of approximately \$260,000 in FY09 with greater shortfalls in succeeding fiscal years. The implications of the proposed budgets on the various fund balances are as follows:

Library Tax

If adopted by the City Council, the proposed increase to the Library Tax rate, of 4.29%, will result in revenues of \$13,520,415, an increase of approximately \$550,000 over FY 08 projected revenues. For subsequent budget cycles, a 4% annual Library Tax increase is assumed for planning purposes; the actual rate adopted will significantly impact revenues. The Library expects to collect approximately \$250,000 in fines and fees during the year, which will add to total discretionary revenues. The proposed FY09 budget (expenditures) of \$14,464,162 will leave a fund balance of approximately \$288,000; the fund balance is expected to be depleted in FY 2010 given current projections. However, it must be noted that the current contracts with SEIU Local 535, SEIU Local 790 and PEU Local One end as of June 28, 2008 and any new cost of living adjustments or changes in benefits may have significant impacts on the Library's personnel budget. For planning purposes only, a 3% annual COLA is factored in. Once agreements are finalized by the City Council the 5-Year Fund Analysis will be recalculated accordingly.

Gift and Other Funds

This category includes grants from the Friends of the Berkeley Public Library, the Berkeley Public Library Foundation, the California State Library and other sources. Individual gifts, donations of products and services, estate awards and trusts are included in this category. A summary of donations and gifts received in FY 08 is attached (Attachment D).



The proposed budget allocation appropriates \$50,000 specifically for library materials in Children's Services to mitigate the material budget reduction. FY 08 gift fund expenditures proposed for carry forward, as of 3rd quarter equal \$834,796. FY 08 adjusted budget gift funds totaling \$1,119,555 were allocated in the FY 08 budget. Carrying these funds forward will allow staff to fulfill grant obligations and to complete projects begun in FY 08.

In addition, the anticipated revenue from the California State Library allocations for Public Library Fund (PLF) and the Direct and Inter-Library Loan programs are expected to be reduced once the State of California budget is finalized this summer. While part of the allocation from the State Library, a significant reduction in the California Library Literacy Services grant award is not expected. The annual grants from the Library Foundation and Friends of the Library will be finalized and brought forward in June 2008; these are traditionally non-discretionary. Grant awards are for specific projects or uses and do not contribute to the discretionary budget in that they cannot be allocated for uses not approved by the granting organization without their approval.

CURRENT SITUATION

Budget Priorities

At the April 9, 2008 Board of Library Trustees meeting, the Trustees adopted four budget priorities (Attachment E). The proposed FY09 budget provides funding to address staff identified projects; Board identified priorities; and other Library needs identified throughout the budget process to be reflected in the Library Work Plan to be implemented within the confines of the Library's revenues.

Expenditures

The proposed budget recommendations correct errors in baseline position control; provide funding for one-time projects; and address ongoing operational needs. The attached recommendations (Attachment F) include reductions in personnel and non-personnel areas that will require adjustments in workflow and implementation of new reporting structures as detailed in the Library Organization Chart (Attachment G); no negative impact on public service hours are expected. The adjusted fiscal impact of the budget change modifications introduced at the March 12, 2008 BOLT meeting are detailed in Attachment F, with one exception, the Library Aide changes to Technical Services has been withdrawn.

Revenue

We anticipate the City Manager will be submitting a recommendation to the City Council at the May 20, 2008 meeting, following Board approval, to adopt an increase in the Library Tax rate for FY09. The result will be an increase in revenue of approximately \$550,000, which is factored into the FY09 Proposed Budget.

Anticipated Carryover

With the reductions to the baseline FY 09 budget a balance of approximately \$288,000 is anticipated. In this scenario it is projected that the fund balance will be exhausted by FY 2010. The final fund balance for FY 08 will be known following completion of year end closing, the 4th Quarter and Year-End Report for the 2008 fiscal year will be included in the September 2008 agenda.

Capital Improvement Projects (CIP)

The April 9, 2008 BOLT Informational Item on Capital Projects included recommendations related to short- and long-term planning and a preliminary list of capital projects identified by



staff for consideration in FY2009. At that time staff recommended: a study of the public areas of the Central Library by a professional consultant to determine if any efficiency in layout could be made to improve service delivery; development of a signage program for the branches and Central to improve way-finding by visitors; and development of a blueprint for identifying, prioritizing and funding critical capital projects and improvements. The Branch Library Master Facilities Plan, upon completion will identify facility priorities, some of which will need immediate attention. Staff recommends that \$25,000 for Capital Improvement Projects be authorized in the proposed Library budget for FY09. An informational report on actual projects to-be-completed will be discussed at a future Board meeting.

ALTERNATIVE ACTIONS

No alternative actions are proposed at this time.

FUTURE ACTION

Once approved by the Board of Library Trustees, the Library Director will report the adopted budget to the City Manager's Office for inclusion in the comprehensive budget for the City.

Attachments:

Resolution

- A. Friends of the Berkeley Public Library FY09 Grant Request
- B. 5-Year Fund Analysis (Proposed FY09 budget)
- C. 5-Year Fund Analysis (baseline without modifications)
- D. FY08 Gift / Donation Report
- E. Adopted Board of Library Trustees Adopted Budget Priorities (April 9, 2008, Board of Library Trustees meeting)
- F. Budget Modifications
- G. Berkeley Public Library Organization Chart - FY09
- H. FY09 Position Summary by Classification
- I. 5-Year Fund Analysis (All Other Funds)

RESOLUTION NO.: R08-__

APPROVE THE FY 2009 PROPOSED BUDGET AS PRESENTED

WHEREAS, on April 9, 2008, the Board of Library Trustees adopted budget priorities for FY 2009; and

WHEREAS, the Director of Library Services worked with all divisions and branches of the Berkeley Public Library to identify needs for FY 2009 budget period; and

WHEREAS, at the May 9, 2007, special meeting of the Board of Library Trustees, the Library held a public hearing to present and discuss the FY 08 and FY09 budget; and

WHEREAS, the Board of Library Trustees must adopt a budget no later than June 30, 2008 for the 2009 fiscal year; and

WHEREAS, the Director of Library Services and the Administrative Services Manager have submitted a balanced budget for FY 2009 that positions the Library to meet fiscal challenges in the next four year period as detailed in the Five-Year Projections to the Board of Library Trustees for their approval; and

WHEREAS, the proposed Library Budget for FY 09 of \$15,582,423, which includes \$283,465 for all other funds and a FY 08 gift fund rollover of \$834,796, will create a balanced budget.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to approve the FY 2009 Proposed Budget as presented.

Attachment A

**FRIENDS OF THE BERKELEY PUBLIC LIBRARY
Grant Funding Requests**

Period: July 1, 2008 - June 30, 2009

	DIVISION / PROGRAM	AMOUNT REQUESTED	EXPENDITURE CATEGORIES		
			Salaries & Benefits	Services & Contracts	Supplies
1	Administration: Staff Unity Project	\$ 240	\$ 200	\$ 40	
2	Art & Music	\$ 16,600	\$ 6,400	\$ 7,800	\$ 2,400
3	Berkeley READS - Literacy Program	\$ 4,600	\$ -	\$ 800	\$ 3,800
4	Collection Development	\$ 2,500	\$ -	\$ 2,500	\$ -
5	Children's Services	\$ 37,950	\$ 500	\$ 26,600	\$ 10,850
6	Reference	\$ 7,300	\$ 700	\$ 4,200	\$ 2,400
7	Teen Services	\$ 5,000	\$ -	\$ 1,000	\$ 4,000
8	Training Development Team	\$ 1,000	\$ -	\$ -	\$ 1,000
9	Volunteer Services	\$ 1,609	\$ -	\$ 497	\$ 1,112
10	Claremont Branch Lectures / Panel Discussions	\$ 1,000	\$ 800	\$ 200	
11	North Branch Book Club / Knitting Hour / General	\$ 3,460	\$ -	\$ -	\$ 3,460
12	South Branch / Tool Lending Library	\$ 3,000	\$ 1,000	\$ 2,000	
TOTALS		\$ 84,259			

Attachment B

**BERKELEY PUBLIC LIBRARY
LIBRARY TAX FUND (301): 5-YEAR ANALYSIS
With Reductions to Current Status**

	FY 2007 FINAL	FY 2008 ADOPTED	FY 2008 ADJUSTED	FY 2008 PROJECTED	FY 2009 PROJECTED	FY 2010 PROJECTED	FY 2011 PROJECTED	FY 2012 PROJECTED
Beginning Fund Balance	\$ 1,508,800	\$ 1,261,323	\$ 1,261,323	\$ 1,261,323	\$ 860,134	\$ 288,387	\$ -	\$ -
Revenues								
Library Tax	\$ 12,415,484	\$ 13,209,469	\$ 13,209,469	\$ 12,964,248	\$ 13,520,415	\$ 14,061,231	\$ 14,623,680	\$ 15,208,628
Grants (PLF)	74,500		7,000	41,000	70,000	70,000	70,000	70,000
Fines/Fees	270,123	251,000	251,000	251,000	250,000	250,000	250,000	250,000
Donations/Private Contributions	8,577							
Miscellaneous Revenue / Interest	6,108	2,000	2,000	25,000	2,000	4,000	2,000	2,000
Childrens Gift Fund (306)					50,000			
TOTAL REVENUE:	\$ 12,774,792	\$ 13,462,469	\$ 13,469,469	\$ 13,281,248	\$ 13,892,415	\$ 14,385,231	\$ 14,945,680	\$ 15,530,628
Expenditures								
Operations								
Personnel	\$ 10,231,377	\$ 11,272,418	\$ 11,272,418	\$ 10,463,134	\$ 11,505,222	\$ 11,850,378	\$ 12,205,890	\$ 12,572,066
Non-Personnel	1,605,188	1,809,776	1,788,077	1,730,615	1,785,940	1,845,940	1,845,940	1,845,940
Library Materials	953,347	1,057,121	1,057,121	1,057,121	948,121	1,007,121	1,007,121	1,007,121
RFID Loan Repayment	111,392	111,392	119,335	119,335	114,316			
Computer & Software Purchase	24,364	115,000	179,659	179,659	65,000	65,000	65,000	65,000
CIP	32,412	50,000	116,993	116,993	25,000	25,000	25,000	25,000
Subtotal:	\$ 12,958,080	\$ 14,415,707	\$ 14,533,603	\$ 13,666,857	\$ 14,443,599	\$ 14,793,439	\$ 15,148,951	\$ 15,515,127
Charges From Other Depts								
Finance - Billing	\$ 13,367	\$ 9,786	\$ 9,786	\$ 8,060	\$ 12,182	\$ 12,547	\$ 12,924	\$ 13,311
Facilities - Toxics		8,086	8,086	7,520	8,381	8,633	8,892	9,158
Interfund Transfers	50,822							
Subtotal:	\$ 64,189	\$ 17,872	\$ 17,872	\$ 15,580	\$ 20,563	\$ 21,180	\$ 21,815	\$ 22,470
TOTAL EXPENDITURES:	\$ 13,022,269	\$ 14,433,579	\$ 14,551,475	\$ 13,682,437	\$ 14,464,162	\$ 14,814,619	\$ 15,170,766	\$ 15,537,597
Projected Surplus/(Shortfall) {Rev - Exp}	\$ (247,477)	\$ (971,110)	\$ (1,082,006)	\$ (401,189)	\$ (571,747)	\$ (429,388)	\$ (225,085)	\$ (6,969)
GROSS FUND BALANCE {Bal + Rev - Exp}	\$ 1,261,323	\$ 290,213	\$ 179,317	\$ 860,134	\$ 288,387	\$ (141,000)	\$ (225,085)	\$ (6,969)
Budget Recommendations								
Revised Gross Fund Balance {Gross Fund Balance - Budget Recommendations and Adjustments}	\$ 1,261,323	\$ 290,213	\$ 179,317	\$ 860,134	\$ 288,387	\$ (141,000)	\$ (225,085)	\$ (6,969)
Annual Committed Reserve (1% of annual Tax Revenue)	\$ -	\$ 132,095	\$ 132,095	\$ 129,642	\$ 135,204	\$ 140,612	\$ 146,237	\$ 456,259
Uncommitted Fund Balance	\$ -	\$ 158,118	\$ 47,222	\$ 730,492	\$ 153,183	\$ (281,613)	\$ (371,322)	\$ (463,228)

Assumptions:

Tax Rate Increase: 4.42% for FY08; 4.29% for FY09; and 4.0% forward

COLA: 4.8% FY08; 3% FY09 forward (pending contract negotiations)

Attachment C

**BERKELEY PUBLIC LIBRARY
LIBRARY TAX FUND (301): 5-YEAR ANALYSIS
No Reductions to Current Status**

	FY 2007 FINAL	FY 2008 ADOPTED	FY 2008 ADJUSTED	FY 2008 PROJECTED	FY 2009 PROJECTED	FY 2010 PROJECTED	FY 2011 PROJECTED	FY 2012 PROJECTED
Beginning Fund Balance	\$ 1,508,800	\$ 1,261,323	\$ 1,261,323	\$ 1,261,323	\$ 860,134	\$ -	\$ -	\$ -
Revenues								
Library Tax	\$ 12,415,484	\$ 13,209,469	\$ 13,209,469	\$ 12,964,248	\$ 13,520,415	\$ 14,061,231	\$ 14,623,680	\$ 15,208,628
Grants (PLF)	74,500		7,000	41,000	70,000	70,000	70,000	70,000
Fines/Fees	270,123	251,000	251,000	251,000	250,000	250,000	250,000	250,000
Donations/Private Contributions	8,577							
Miscellaneous Revenue / Interest	6,108	2,000	2,000	25,000	2,000	2,000	2,000	2,000
TOTAL REVENUE:	\$ 12,774,792	\$ 13,462,469	\$ 13,469,469	\$ 13,281,248	\$ 13,842,415	\$ 14,383,231	\$ 14,945,680	\$ 15,530,628
Expenditures								
Operations								
Personnel	\$ 10,231,377	\$ 11,272,418	\$ 11,272,418	\$ 10,463,134	\$ 11,856,940	\$ 12,212,648	\$ 12,579,028	\$ 12,956,399
Non-Personnel	1,605,188	1,809,776	1,788,077	1,730,615	1,724,776	1,784,776	1,784,776	1,784,776
Library Materials	953,347	1,057,121	1,057,121	1,057,121	1,088,121	1,007,121	1,007,121	1,007,121
RFID Loan Repayment	111,392	111,392	119,335	119,335	111,192			
Computer & Software Purchase	24,364	115,000	179,659	179,659	110,000	100,000	100,000	100,000
CIP	32,412	50,000	116,993	116,993	50,000	50,000	100,000	100,000
Subtotal:	\$ 12,958,080	\$ 14,415,707	\$ 14,533,603	\$ 13,666,857	\$ 14,941,029	\$ 15,154,545	\$ 15,570,925	\$ 15,948,296
Charges From Other Depts								
Finance - Billing	\$ 13,367	\$ 9,786	\$ 9,786	\$ 8,060	\$ 12,182	\$ 12,547	\$ 12,924	\$ 13,311
Facilities - Toxics		8,086	8,086	7,520	8,381	8,633	8,892	9,158
Interfund Transfers	50,822							
Subtotal:	\$ 64,189	\$ 17,872	\$ 17,872	\$ 15,580	\$ 20,563	\$ 21,180	\$ 21,815	\$ 22,470
TOTAL EXPENDITURES:	\$ 13,022,269	\$ 14,433,579	\$ 14,551,475	\$ 13,682,437	\$ 14,961,592	\$ 15,175,725	\$ 15,592,740	\$ 15,970,765
Projected Surplus/(Shortfall) {Rev - Exp}	\$ (247,477)	\$ (971,110)	\$ (1,082,006)	\$ (401,189)	\$ (1,119,177)	\$ (792,494)	\$ (647,059)	\$ (440,138)
GROSS FUND BALANCE {Bal + Rev - Exp}	\$ 1,261,323	\$ 290,213	\$ 179,317	\$ 860,134	\$ (259,043)	\$ (792,494)	\$ (647,059)	\$ (440,138)
Budget Recommendations								
Revised Gross Fund Balance {Gross Fund Balance - Budget Recommendations and Adjustments}	\$ 1,261,323	\$ 290,213	\$ 179,317	\$ 860,134	\$ (259,043)	\$ (792,494)	\$ (647,059)	\$ (440,138)
Annual Committed Reserve (1% of annual Tax Revenue)	\$ -	\$ 132,095	\$ 132,095	\$ 129,642	\$ 135,204	\$ 140,612	\$ 146,237	\$ 456,259
Uncommitted Fund Balance	\$ -	\$ 158,118	\$ 47,222	\$ 730,492	\$ (394,247)	\$ (933,106)	\$ (793,296)	\$ (896,396)

Assumptions:

Tax Rate Increase: 4.42% for FY08; 4.29% for FY09; and 4.0% forward

COLA: 4.8% FY08; 3% FY09 forward (pending contract negotiations)

BERKELEY PUBLIC LIBRARY
RECEIVED GIFT AND DONATIONS IN FY08 (306)

Gfits from Foundations:

Friends of BPL	\$86,988
BPL Foundation	78,500
	<u>\$165,488</u>

Gfits from Individuals:

N. and L. Milleron	\$20
A. Epstein	100
L. Solomon	100
J. Davidoff	10
C. Hecker	50
W. Hoben and L. Huang	50
Estate of K, Shrader	25,115
Estate of J. Book	70,000
Total from Individuals	<u>\$95,445</u>

Gifts from Corporations:

Cody's Books	Gift (\$500 certificate value)
The Bodyshop	Gift (product items)
Rose Garden Inn	Gift (overnight certificate - 2 qty)
Candy Bouquet	Gift (candy basket)
Branding Boulevard	Gift (fancy bag)
Skates on the Bay Restaurant	Gift (\$25 certificate value - 2 qty)
Peet's Coffee & Tea	Gift (certicate 1-lb coffee - 3 qty)
Sam's Café Kabob	Gift (certificate sandwich wrap - 2 qty)
Berkeley Art Center	Gift (1-year membership)

**BERKELEY PUBLIC LIBRARY PRIORITIES
FY2009**

1. Complete two studies for services and facilities, including community engagement, and integrate into an action plan.
2. Research ways to maximize the effectiveness of providing public hours at all the Branches and the Tool Library.
3. Continue to identify and explore the needs of underserved communities in Berkeley for library services and pursue opportunities for extending library services beyond the Library's physical facilities.
4. Address the needs of the Branches for repairs and capital improvements, pursuing creative alternatives for financing.

Proposed Budget Modifications

Personnel

Category	Net Additions	Net Savings
Personnel		351,718
Contract / Professional services	54,888	
Subtotal		296,830

UNIT	POSITION(S)	STATUS	FTE	Net Additions	Net Savings
Facilities	Landscape Gardner	vacant	-0.5		48,700
Collection management	Lib Svc Manager	vacant	-1		135,264
Collection management	Senior Librarian	New	1	97,398	
Technical services	Librarian II	vacant	-1		100,380
Administration	Interns, Central	New	4	8,338	
Technical services	Library Assistant	vacant	-0.5		35,955
Teen Services	Librarian II	Retirement 6.30	-1		117,395
Teen Services	Senior Librarian	New	1.0	97,398	
Central, Reference	Librarian II	Retirement 6.30	1.0		106,914
COLA (3%)					10,244
				203,134	554,852
Net Change					351,718

Position Control Corrections:

Adjust all personnel position entries to adjust for incorrect rate of pay, eliminate duplicate entries and remove unauthorized – unfilled positions. This process resulted in the addition of \$348,141 to the budget, deletions totaling \$273,059 and a net increase in the personnel budget of \$75,082. These net additions are applied to the baseline and proposed FY 09 personnel budget.

Non-Personnel

Category	Net Additions	Net Savings
Cell phones / PDA service		6,050
Supplies / Equipment		11,075
Operational / Staff Development		32,520
Collection materials and supplies*		147,879
Computers / technology		6,200
Loan repayment (calc. final payment)	3,124	
Subtotal		200,600

*Gift funds offset a portion of the reduction.

Summary of Modifications:

Personnel	\$296,830
Non-personnel	\$200,600
Total	\$497,430

	FY08 Projected	FY09 Baseline
Personnel	10,463,134	11,856,940
Non Personnel	1,730,615	1,724,776
Total Expenditures	13,682,437	14,961,592
Revenues	13,281,248	13,842,415

	FY08 Projected	FY09 Proposed
Personnel	10,463,134	11,505,222
Non Personnel	1,730,615	1,785,940
Total Expenditures	13,682,437	14,464,162
Revenues	13,281,248	13,892,415*

*\$50,000 gift funds

Berkeley Public Library

All Divisions

120.360 Total FTE

Director of Library Services

1.00 FTE

Library Svc Mgr
Teen Svc/Coll Dev
1.00 FTE
To be Cut

**Deputy Director of
Library Services**

1.00 FTE

Administrative
Secretary
1.00 FTE

Library Special
Services Coordinator
1.00 FTE

Tech Services
Collection Mgmt.
15.225 FTE

Administrative
Services
6.00 FTE

Information
Technology
5.00 FTE

Facilities
Management
3.00 FTE

Art & Music
6.55 FTE

Circulation Services
23.305 FTE

Reference
7.90 FTE

Volunteer Services
.50 FTE

Neighborhood
Services
34.555 FTE

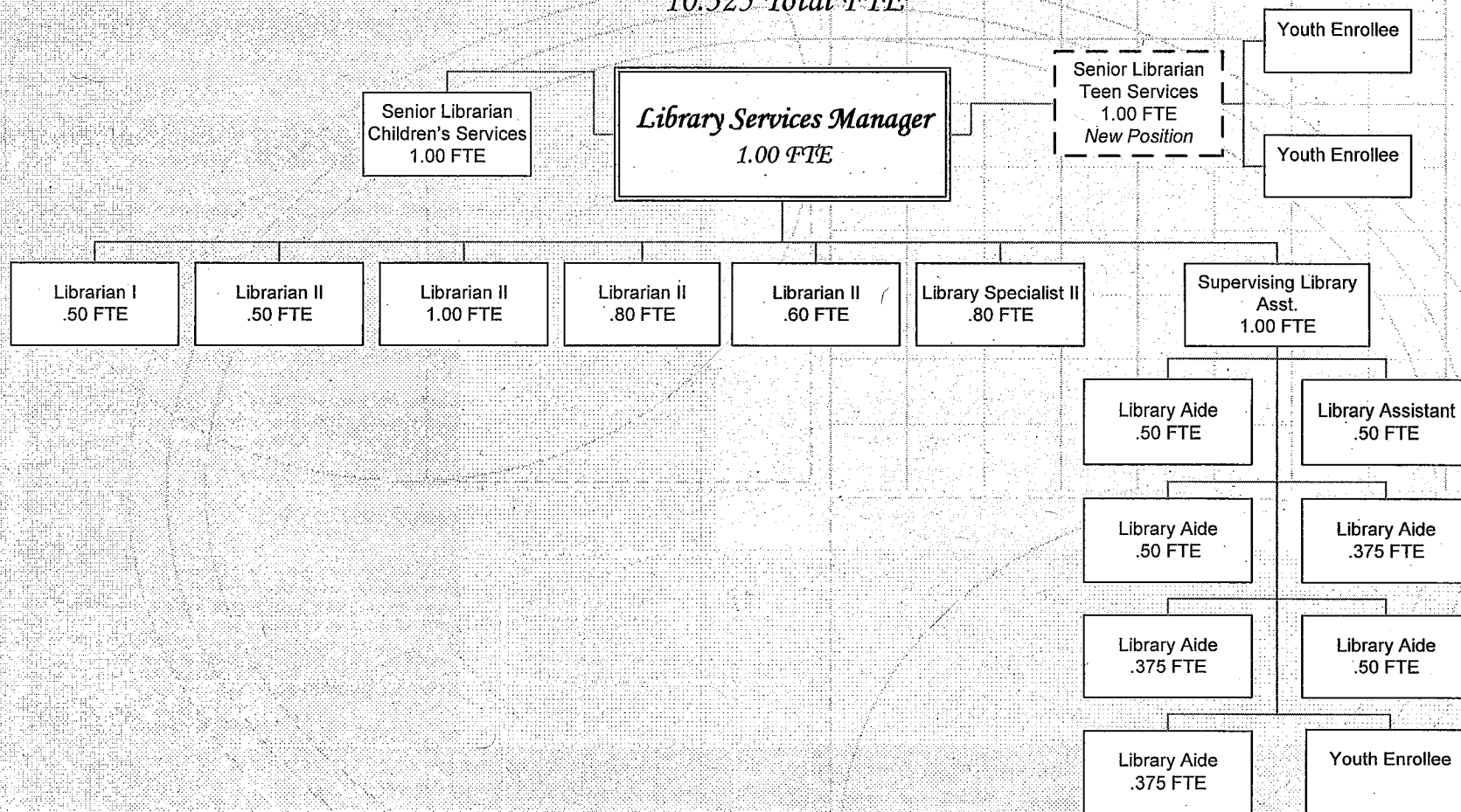
Children's Services
10.325 FTE

Teen Services
4.00 FTE

Berkeley Public Library

Children's & Teen Services Division

10.325 Total FTE

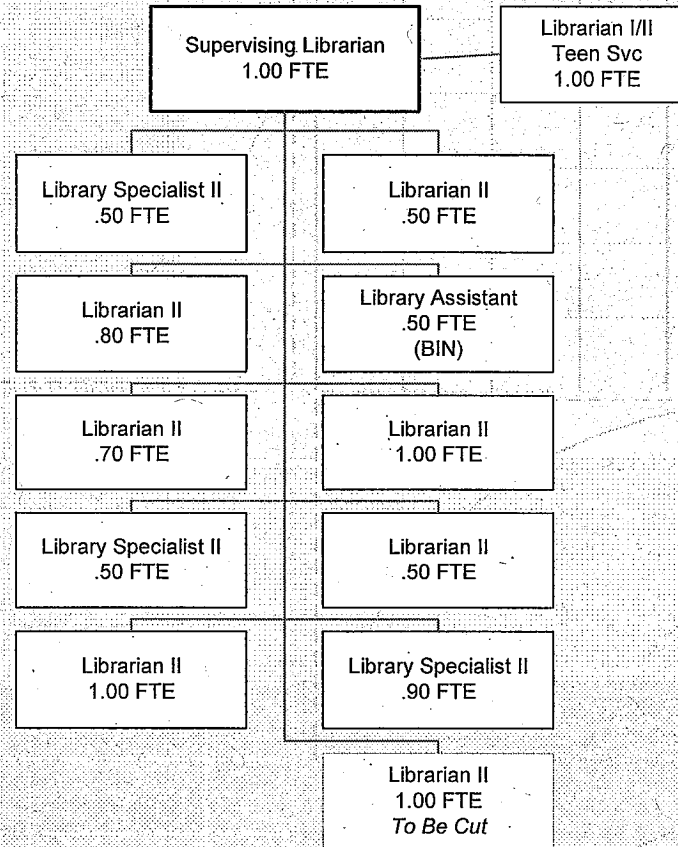


Berkeley Public Library

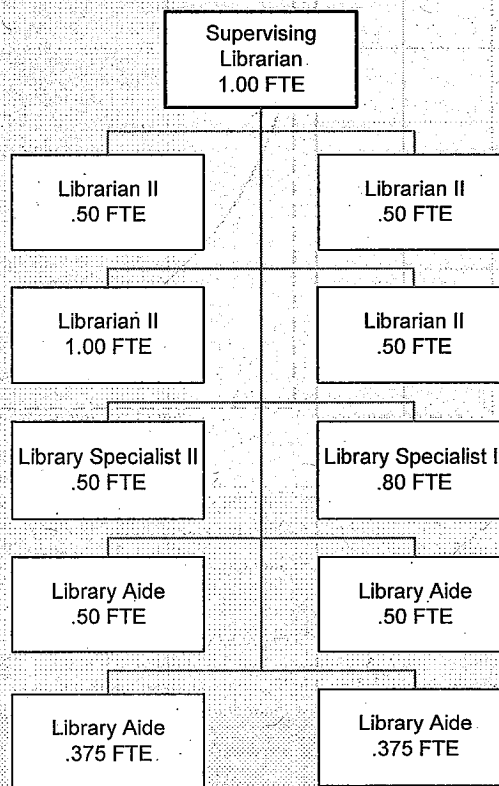
Central Library

Reference

7.90 Total FTE



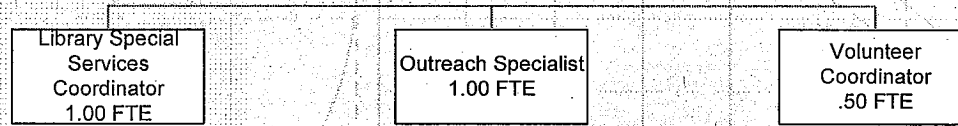
Berkeley Public Library
Central Library
Art & Music
6.55 Total FTE



Berkeley Public Library

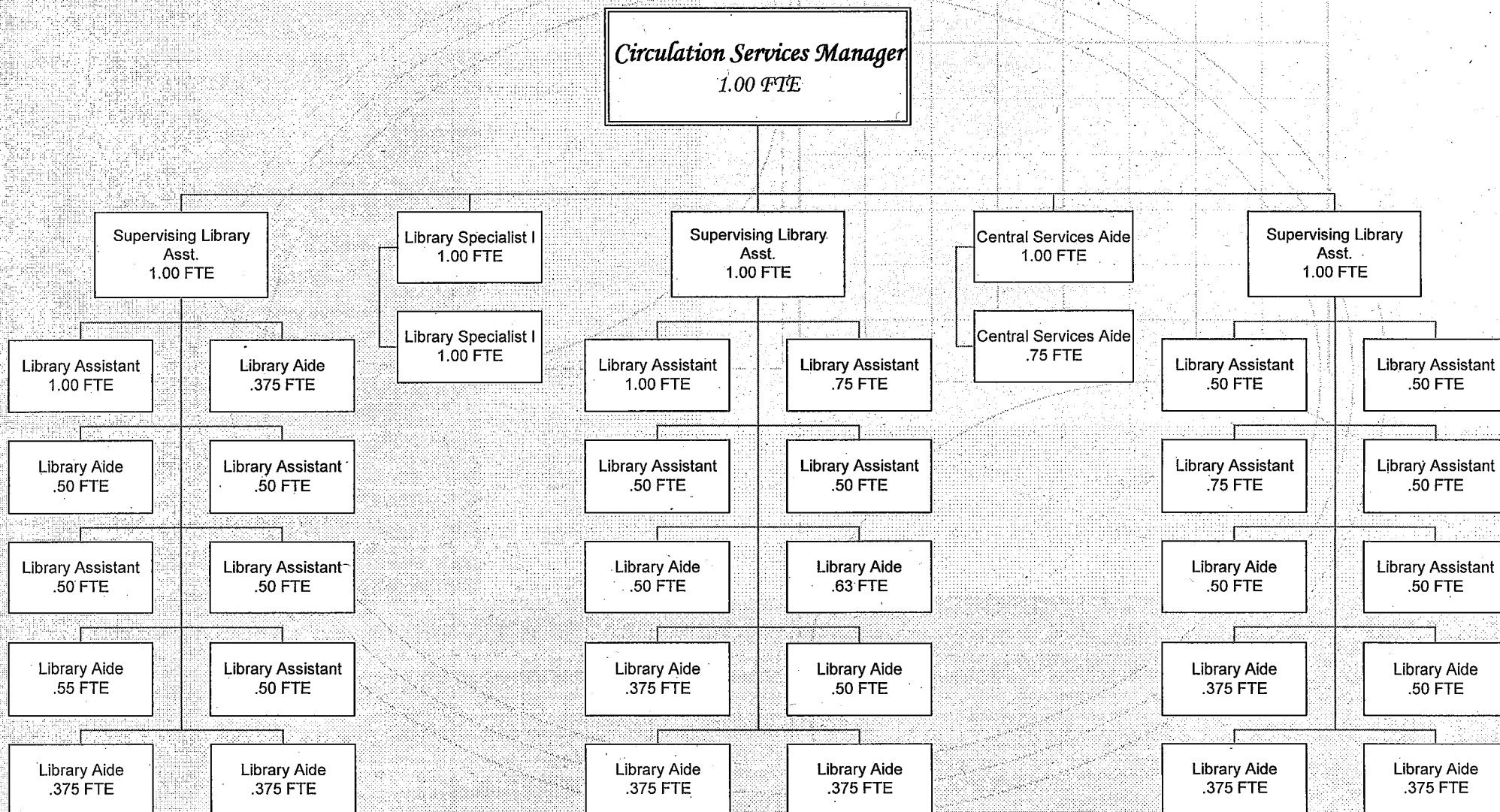
Special Services

2.50 Total FTE



Berkeley Public Library Circulation Services Division

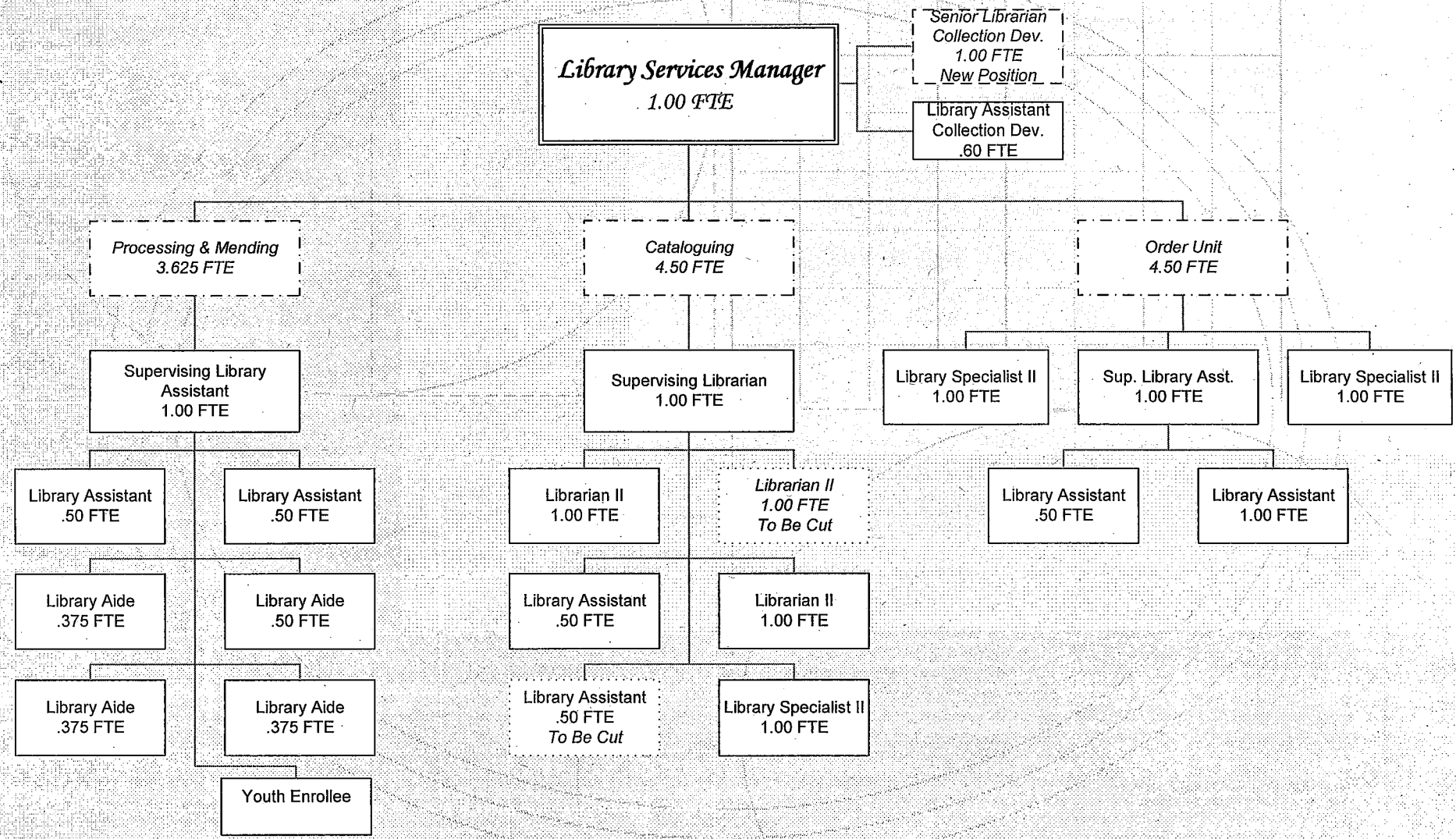
23.305 Total FTE



Berkeley Public Library

Technical Services & Collection Development Division

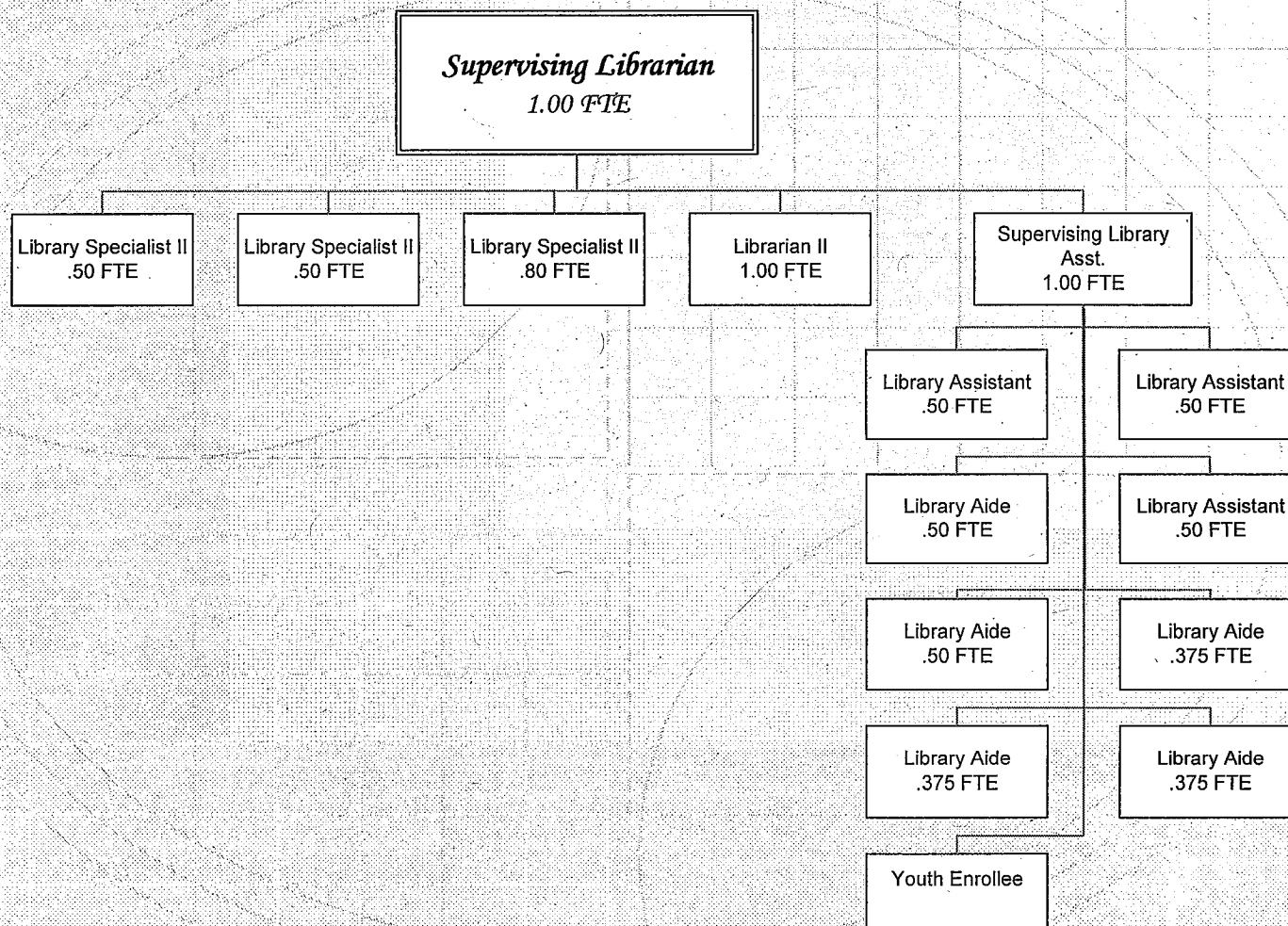
Total FTE 15.225



Berkeley Public Library

North Branch

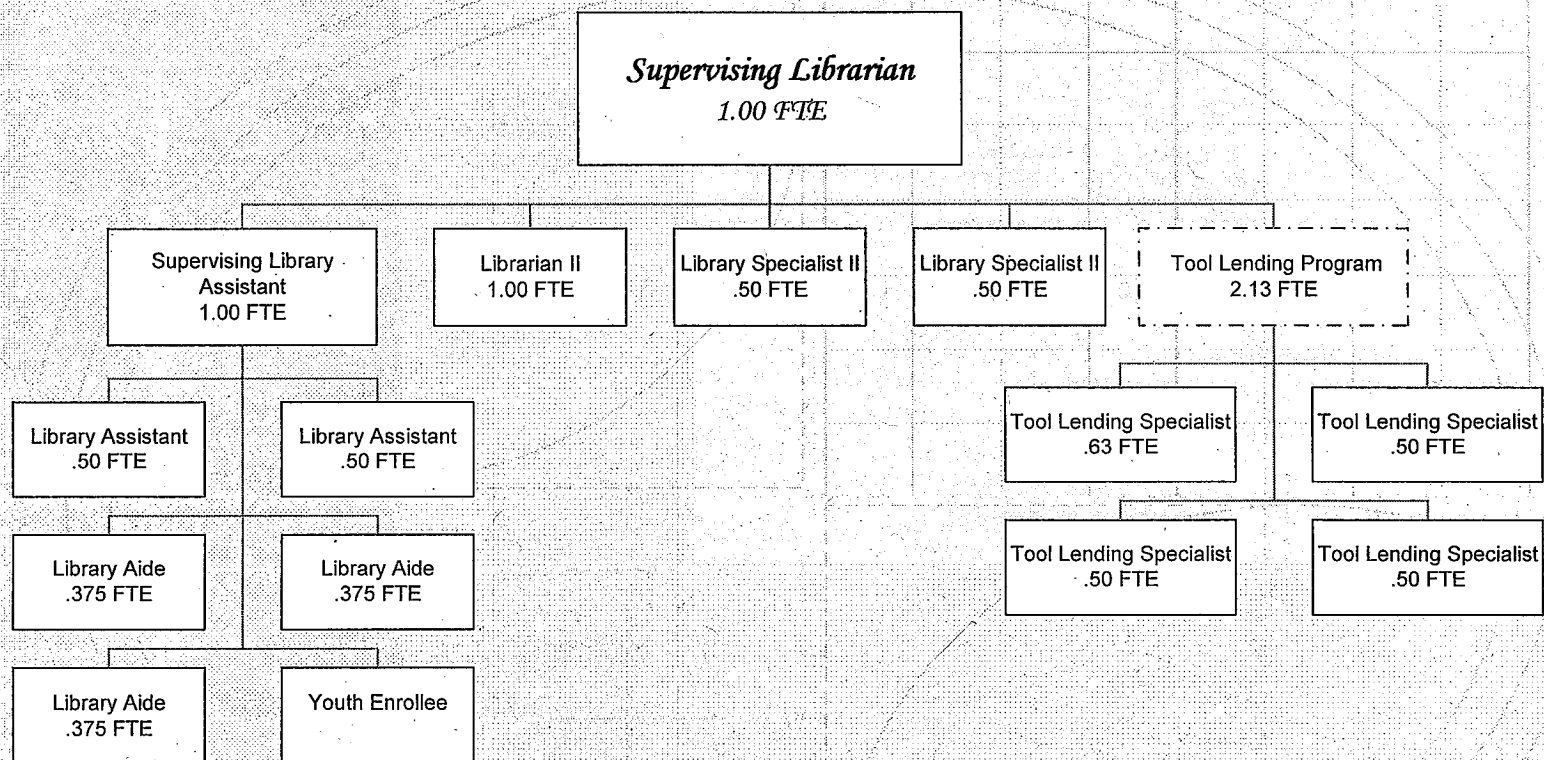
8.44 Total FTE



Berkeley Public Library

South Branch / Tool Lending

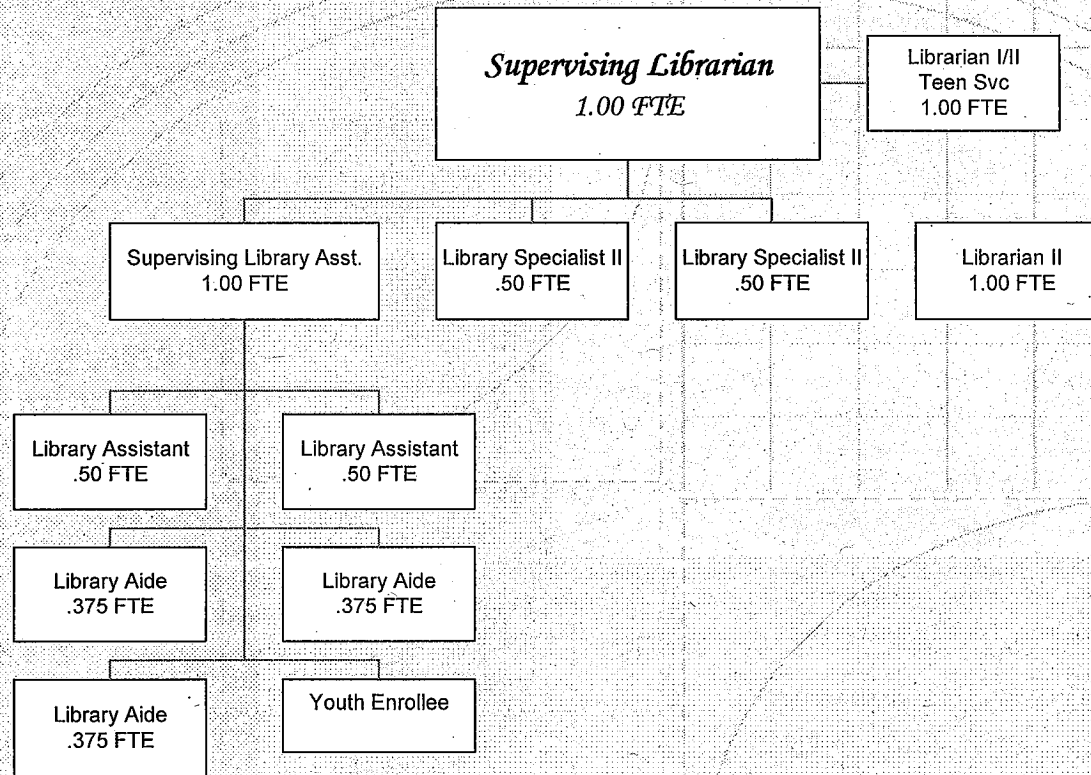
8.27 Total FTE



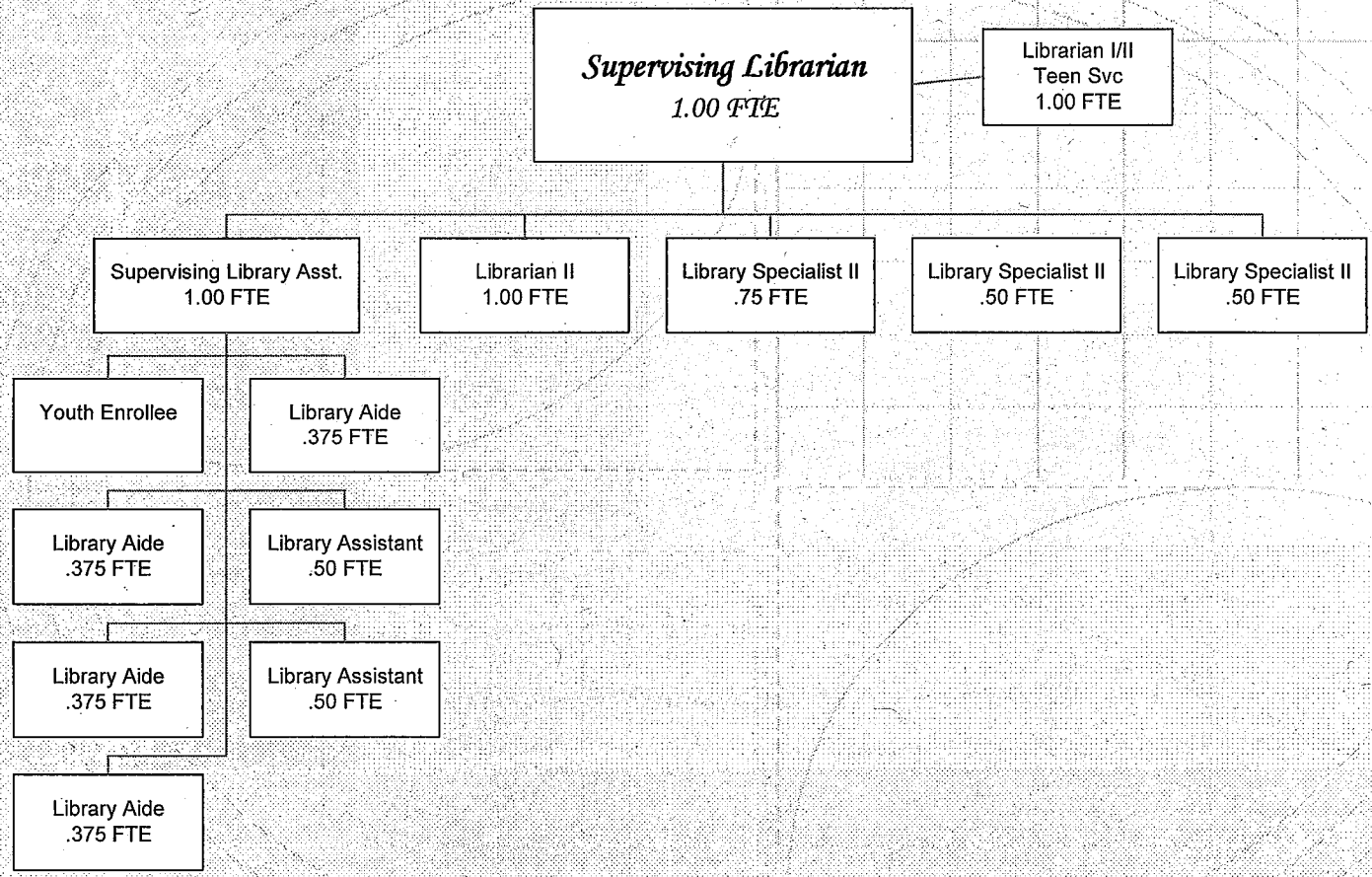
Berkeley Public Library

West Branch

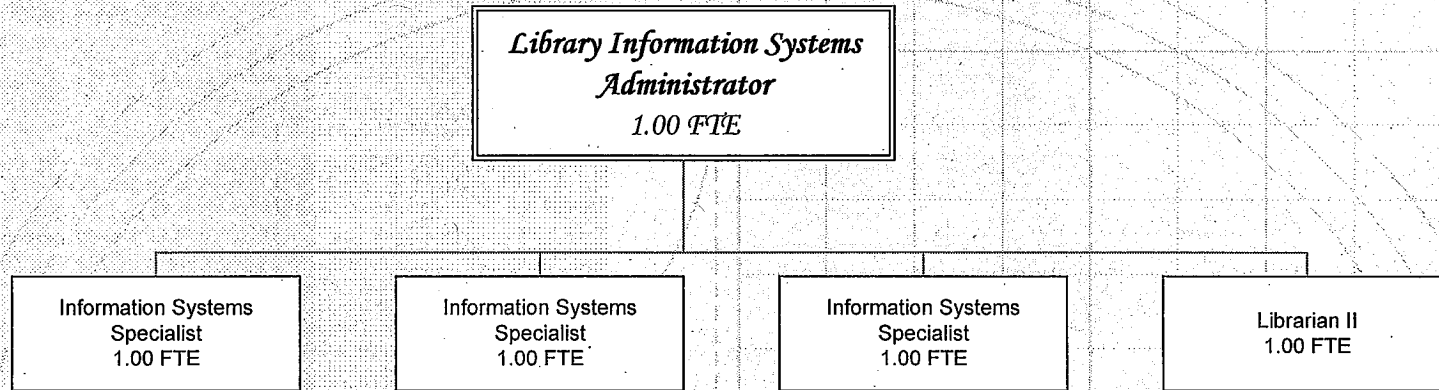
6.15 Total FTE



Berkeley Public Library
Claremont Branch
6.90 Total FTE

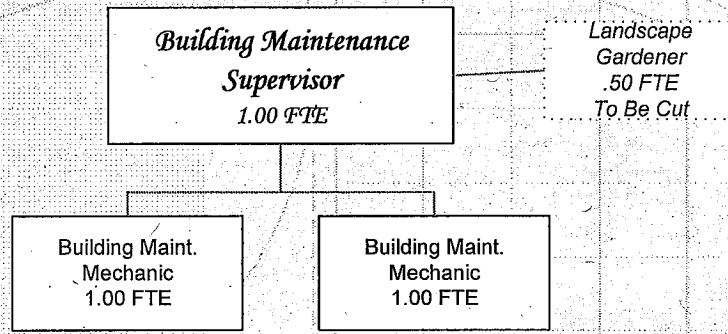


Berkeley Public Library
Information Technology Division
5.00 Total FTE



Berkeley Public Library
Facilities Management Division

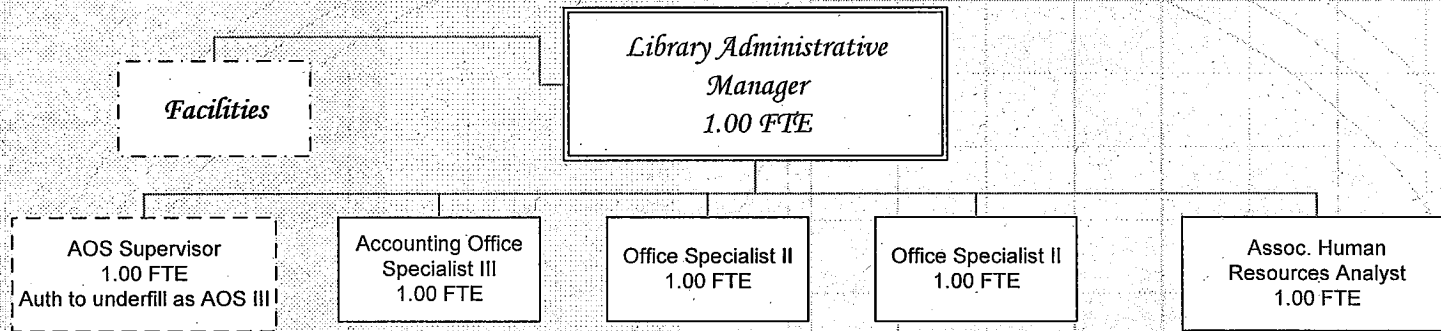
3.00 Total FTE



Berkeley Public Library

Administration Division

6.00 Total FTE



Berkeley Public Library

Berkeley Reads

2.50 Total FTE

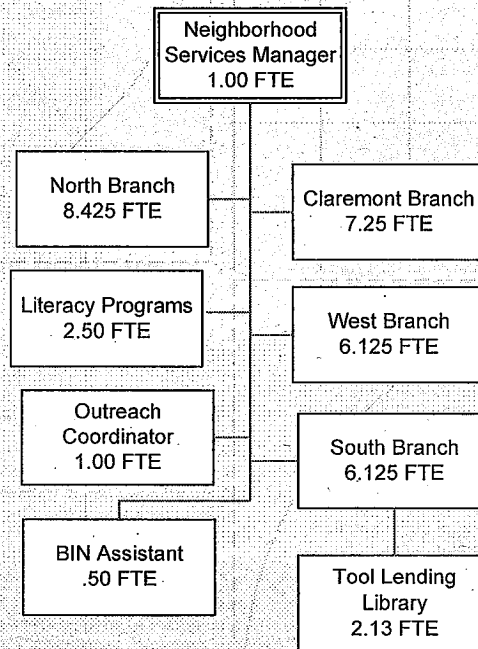
Library Literacy
Program Coordinator
1.00 FTE

Library Specialist I
1.00 FTE

Library Assistant
.50 FTE

Berkeley Public Library
Neighborhood Services Division

Total FTE 34.555



BERKELEY PUBLIC LIBRARY
STAFF POSITION COUNT

8-May-08

Change	FTE		Position	Count*		
	Orig	Prop		Orig	Prop	
-	1.000	1.000	Accntng Office Specialist III	1	1	
-	1.000	1.000	Accntng Office Speci Superv	1	1	
-	1.000	1.000	Administrative Secretary	1	1	
-	1.000	1.000	Assoc Human Res Analyst	1	1	
-	2.000	2.000	Bldng Maint Mechanic	2	2	
-	1.000	1.000	Bldng Maint Superviso	1	1	
-	1.750	1.750	Central Services Aide	2	2	
-	1.000	1.000	Circulation Svcs Manager	1	1	
-	1.000	1.000	Deputy Director of Lib Ser	1	1	
-	1.000	1.000	Director Of Library Services	1	1	
-	3.000	3.000	Info Systems Specialist	3	3	
(0.500)	0.500	-	Landscape Gardener	1		-0.5
-	1.000	1.000	Lib Info Sys Administrator	1	1	
-	1.000	1.000	Lib Literacy Program Coord	1	1	
-	2.300	2.300	Librarian I	3	3	
(3.000)	21.100	18.100	Librarian II	25	22	-3
-	1.000	1.000	Library Admin Manager	1	1	
-	18.925	18.925	Library Aide	45	45	
(0.500)	18.600	18.100	Library Assistant	33	32	-0.5
(1.000)	4.000	3.000	Library Services Manager	4	3	-1
-	1.000	1.000	Library Special Services Coord	1	1	
-	3.000	3.000	Library Specialist I	3	3	
-	14.050	14.050	Library Specialist II	21	21	
-	2.000	2.000	Office Specialist II	2	2	
2.000	1.000	3.000	Senior Librarian	1	3	2
-	7.000	7.000	Supervising Librarian	7	7	
-	10.000	10.000	Supervising Library Assistant	10	10	
-	2.125	2.125	Tool Lending Specialist	4	4	
-	-	-	Youth Enrollee Intern			
(3.000)	123.350	120.350	Berkeley Public Library	178	174	

* Excludes Youth Enrollee Intern from tally count of positions.

BERKELEY PUBLIC LIBRARY
 FY09 - STAFF POSITION TITLE COUNT by DIVISION

Attachment H

8-May-08

Change	FTE		Position	Count*	
	Orig	Prop		Orig	Prop
-	1.000	1.000	Director Of Library Services	1	1
-	1.000	1.000	Deputy Director of Lib Ser	1	1
-	1.000	1.000	Library Admin Manager	1	1
-	1.000	1.000	Library Services Manager	1	1
-	1.000	1.000	Assoc Human Res Analyst	1	1
-	1.000	1.000	Accntng Office Specialist III	1	1
-	1.000	1.000	Accntng Office Speci Superv	1	1
-	1.000	1.000	Administrative Secretary	1	1
-	2.000	2.000	Office Specialist II	2	2
-	10.000	10.000	Administration	10	10
-	1.000	1.000	Lib Info Sys Administrator	1	1
-	1.000	1.000	Librarian II	1	1
-	3.000	3.000	Info Systems Specialist	3	3
-	5.000	5.000	Info Systems	5	5
-	2.000	2.000	Bldng Maint Mechanic	2	2
-	1.000	1.000	Bldng Maint Superviso	1	1
(0.500)	0.500	-	Landscape Gardener	1	
(0.500)	3.500	3.000	Facilities	4	3
-	1.000	1.000	Circulation Svcs Manager	1	1
-	8.500	8.500	Library Assistant	14	14
-	7.050	7.050	Library Aide	16	16
-	2.000	2.000	Library Specialist I	2	2
-	1.750	1.750	Central Services Aide	2	2
-	3.000	3.000	Supervising Library Assistant	3	3
-	23.300	23.300	Circulation	38	38
-	1.000	1.000	Library Services Manager	1	1
-	2.100	2.100	Librarian II	3	3
-	1.300	1.300	Librarian I	2	2
-	1.000	1.000	Senior Librarian	1	1
-	0.500	0.500	Library Assistant	1	1
-	2.625	2.625	Library Aide	6	6
-	-	-	Youth Enrollee Intern		
-	1.000	1.000	Supervising Library Assistant	1	1
-	0.800	0.800	Library Specialist II	1	1
-	10.325	10.325	Childrens Svcs	16	16
-	1.000	1.000	Supervising Librarian	1	1
-	2.500	2.500	Librarian II	4	4
-	1.750	1.750	Library Aide	4	4
-	1.300	1.300	Library Specialist II	2	2
-	6.550	6.550	Art+Music	11	11
-	1.000	1.000	Supervising Librarian	1	1
(1.000)	5.500	4.500	Librarian II	7	6
-	0.500	0.500	Library Assistant	1	1
-	1.900	1.900	Library Specialist II	3	3
(1.000)	8.900	7.900	Reference	12	11
-	1.000	1.000	Lib Literacy Program Coord	1	1
-	0.500	0.500	Library Assistant	1	1
-	1.000	1.000	Library Specialist I	1	1
-	2.500	2.500	Literacy	3	3

* Excludes Youth Enrollee Intern from tally count of positions.

BERKELEY PUBLIC LIBRARY
 FY09 - STAFF POSITION TITLE COUNT by DIVISION

Attachment H

8-May-08

Change	FTE		Position	Count*	
	Orig	Prop		Orig	Prop
-	1.000	1.000	Librarian II	1	1
1.000	-	1.000	Senior Librarian		1
(1.000)	2.000	1.000	Librarian II	2	1
-	1.000	1.000	Librarian I	1	1
-	-	-	Youth Enrollee Intern		
-	4.000	4.000	Teen Programs	4	4
-	1.000	1.000	Supervising Librarian	1	1
-	1.000	1.000	Librarian II	1	1
-	1.500	1.500	Library Assistant	3	3
-	2.125	2.125	Library Aide	5	5
-	-	-	Youth Enrollee Intern		
-	1.000	1.000	Supervising Library Assistant	1	1
-	1.800	1.800	Library Specialist II	3	3
-	8.425	8.425	North Branch	14	14
-	1.000	1.000	Supervising Librarian	1	1
-	1.000	1.000	Librarian II	1	1
-	1.000	1.000	Library Assistant	2	2
-	1.125	1.125	Library Aide	3	3
-	-	-	Youth Enrollee Intern		
-	1.000	1.000	Supervising Library Assistant	1	1
-	1.000	1.000	Library Specialist II	2	2
-	6.125	6.125	South Branch	10	10
-	1.000	1.000	Supervising Librarian	1	1
-	1.000	1.000	Librarian II	1	1
-	1.000	1.000	Library Assistant	2	2
-	1.125	1.125	Library Aide	3	3
-	-	-	Youth Enrollee Intern		
-	1.000	1.000	Supervising Library Assistant	1	1
-	1.000	1.000	Library Specialist II	2	2
-	6.125	6.125	West Branch	10	10
-	1.000	1.000	Supervising Librarian	1	1
-	1.000	1.000	Librarian II	1	1
-	1.000	1.000	Library Assistant	2	2
-	1.500	1.500	Library Aide	4	4
-	-	-	Youth Enrollee Intern		
-	1.000	1.000	Supervising Library Assistant	1	1
-	1.750	1.750	Library Specialist II	3	3
-	7.250	7.250	Claremont Branch	12	12
-	1.000	1.000	Library Special Services Coord	1	1
-	1.500	1.500	Library Specialist II	2	2
-	2.500	2.500	Special Svcs	3	3
-	2.125	2.125	Tool Lending Specialist	4	4
-	2.125	2.125	Tool Lending	4	4

* Excludes Youth Enrollee Intern from tally count of positions.

BERKELEY PUBLIC LIBRARY
 FY09 - STAFF POSITION TITLE COUNT by DIVISION

Attachment H

8-May-08

Change	FTE		Position	Count*	
	Orig	Prop		Orig	Prop
(1.000)	2.000	1.000	Library Services Manager	2	1
-	1.000	1.000	Supervising Librarian	1	1
1.000	-	1.000	Senior Librarian		1
(1.000)	3.000	2.000	Librarian II	3	2
(0.500)	4.100	3.600	Library Assistant	7	6
-	1.625	1.625	Library Aide	4	4
-	-	-	Youth Enrollee Intern		
-	2.000	2.000	Supervising Library Assistant	2	2
-	3.000	3.000	Library Specialist II	3	3
(1.500)	16.725	15.225	Technical Svcs	22	20
(3.000)	123.350	120.350	Berkeley Public Library	178	174

* Excludes Youth Enrollee Intern from tally count of positions.

Attachment I

**BERKELEY PUBLIC LIBRARY
ALL OTHER FUNDS (302/304/305/402/610/651): 5-YEAR FUND ANALYSIS**

	FY 2007 FINAL	FY 2008 ADOPTED	FY 2008 ADJUSTED	FY 2008 PROJECTED	FY 2009 PROJECTED	FY 2010 PROJECTED	FY 2011 PROJECTED	FY 2012 PROJECTED
Beginning Fund Balance	\$ 130,722	\$ 235,339	\$ 235,339	\$ 235,339	\$ 121,637	\$ 2,171	\$ -	\$ -
Revenues								
Public Library Fund (SB 358)*	\$ 60,839	\$ 61,000	\$ 61,000					
Library Literacy Services*	62,141	64,000	83,870	84,645	84,000	84,000	84,000	84,000
Direct & Inter-Library Loan Programs	219,528	175,000	175,000	109,879	80,000	80,000	95,000	95,000
Miscellaneous Grant Revenue	6,980	0	0	0	0	0	0	0
TOTAL REVENUE:	\$ 349,488	\$ 300,000	\$ 319,870	\$ 194,524	\$ 164,000	\$ 164,000	\$ 179,000	\$ 179,000
Expenditures								
Operations								
Personnel	\$ 154,017	\$ 130,532	\$ 130,532	\$ 125,804	\$ 133,465	\$ 137,469	\$ 141,594	\$ 145,841
Non-Personnel	55,189	40,000	151,422	151,422	150,000	150,000	150,000	150,000
Library Materials	35,665	31,000	31,000	31,000	0	0	0	0
CoB General Fund Loan Repayment				0				
TOTAL EXPENDITURES:	\$ 244,871	\$ 201,532	\$ 312,954	\$ 308,226	\$ 283,465	\$ 287,469	\$ 291,594	\$ 295,841
Projected Surplus/Shortfall (Rev - Exp)	\$ 104,617	\$ 98,468	\$ 6,916	\$ (113,702)	\$ (119,465)	\$ (123,469)	\$ (112,594)	\$ (116,841)
GROSS FUND BALANCE (Bal + Rev - Exp)	\$ 235,339	\$ 333,807	\$ 242,255	\$ 121,637	\$ 2,171	\$ (123,469)	\$ (112,594)	\$ (116,841)
Revised Gross Fund Balance (Gross Fund Balance - Budget Recommendations and Adjustments)		\$ 333,807	\$ 242,255	\$ 121,637	\$ 2,171	\$ (123,469)	\$ (112,594)	\$ (116,841)

Notes:

COLA: 4.8% FY08; FY09 through FY12 assumes 3% increase

*California Library Services per capita funds are dependent on Annual State Budget projections

Funds: 302=Direct Loan/Inter-Library Loan; 304=Grants; 304=Library Services and Technology; 402=Job-Housing Balance Grant; 610=Capital Improvement; 651= Measure S



BERKELEY PUBLIC LIBRARY

INFORMATION CALENDAR

May 14, 2008

TO: Board of Library Trustees

FROM: Donna Corbeil, Director of Library Services

SUBJECT: 2008 PUBLIC LIBRARY ASSOCIATION ANNUAL CONFERENCE SUMMARY AND HIGHLIGHTS

INTRODUCTION

The Public Library Association (PLA) annual conference is a professional development event for public librarians, public library workers, trustees, Friends, library vendors and others with an interest in public libraries. The 12th Annual PLA National Conference was held in Minneapolis, Minnesota from March 25 – 29, 2008. The Berkeley Public Library had four staff members attending the conference this year.

REPORTS BY LIBRARY STAFF

Douglas Smith, Deputy Director

The 2008 PLA conference in chilly Minneapolis was for me a full, productive, and entertaining three days.

I spent some time getting to know the local libraries there:

- St. Paul Public Library: On my first day in the Twin Cities I paid a visit to the St. Paul Public Library's Main Library on Rice Park. It's a beautifully restored Italian Renaissance revival building originally constructed in 1915 and renovated in 2000-2002. Inside and out, it's a pristine, museum-like facility with exquisite paneling and a great deal of marble (which makes the public spaces excessively "live" acoustically, and thus rendering it difficult to speak in any voice louder than a whisper without disturbing others). Its layout and floor plan are tied to the old-style service model of multiple service desks, and it's clear that accommodating the need for a large array of public computers was difficult in the existing reading rooms. In speaking with the Librarians there about the deployment of public computers, I learned that they do use Internet filtering software, but was told that nevertheless many users have found ways to access blocked sites.
- Minneapolis Public Library: Neighborhood Services Manager Suzanne Olawski and I also took an impromptu tour of Minneapolis' Central Library, an impressive, beautifully-appointed facility with many appealing examples of building design and library furnishings. This library is truly a civic landmark for the entire metropolitan area, located at one end of the Nicolette Mall and an obvious gathering place for the downtown community, which includes not only the many people who work nearby, but a growing number of newly-arrived residents moving into the new developments along the upper Mississippi. It was funded when local voters approved a \$110M bond measure. The 353,000 sq. ft. facility was



designed by renowned architect Cesar Pelli. Of interest were the excellent sightlines throughout, which were permitted first by the fact that the square footage of the place is simply vast by our standards, and also by the judicious use of lower-profile shelving and collection storage. The teen area (a.k.a. "Teen Central") was a delight, and included a "graffiti room" in which the walls were lined with material that could be drawn all over (but not the furniture, a sign admonished). Upon entering the Children's Library, patrons experience a transformation from the more staid adult sections to a whimsical, colorful, and inspiring architectural setting.

Among the conference sessions I attended:

- *Why We Borrow! Redesigning Libraries by Learning from Successful Retail Practices*
This featured Anne Marie Luthrow from Envirosell Inc., the firm which studies customer behavior and how to present library materials to patrons in ways that encourage them to circulate more. Luthrow worked with co-presenter Lisa Rosenblum of the Hayward Public Library to recreate the public space at Hayward's Main Library. Key lessons were shared about such things as signage (who needs the info, what info do they need, and less is more), floor plans, and how libraries occupy the very enviable position of being the "third place" (after home and work) where people spend time.
- *21st Century Library Design*
A virtual tour of several innovative branch libraries in Midwestern communities featuring playful early literacy centers, dynamic teen spaces, retrofitting with green design elements, and thoughtful uses of self-check systems and roving reference service models.
- *Dewey or Don't We*
Staff from the Maricopa County Library presented their Perry Branch, a new community library in a relatively new suburb, in which they abandoned the Dewey Decimal system in favor of a more general subject organization.
- *Ins & Outs of Community Surveys*
This was a valuable step-by-step guide to the design and evaluation of community surveys from two library consultants working specifically in the field of market and community research--a very timely topic for us as we collect our own community data for BPL's strategic plan.
- *Less is More: Vendor Partnerships Re-engineer Collection Development/Technical Services*
Staff of the Brooklyn Public Library presented the story of how they partnered with their vendors to make use of the vendors' strengths, simplify logistics, and clarify workflow.
- *The Central Library: Crown Jewel or Tarnished Tiara?*
Library staff from five different urban libraries discussed recent renovations, new buildings, and service realignments at their Central Branches: Seattle, Vancouver BC, Multnomah County, Cincinnati and Denver.

Suzanne Olawski, Neighborhood Services Manager

Cultural Programs for Libraries: Linking Libraries, Communities, and Culture

This workshop covered accessible program models and new trends in cultural program planning and presentation, including where and how to apply for cultural program funding and find organizations or groups that want to collaborate on programming; learning about model and turnkey program resources available, including reading and discussion programs, traveling



exhibitions, and multi-format literary/humanities programming; and practical tips for planning, audience development, collaborations, marketing, making the case, and fund-raising.

Emphasis was placed on the role of the State Humanities Councils and the ALA Public Programs Office as sources of cultural program planning, funding, and potential exhibits. Dr. Lorienne Roy, President ALA and Native American, gave an interesting presentation on *Attracting New Audiences for Cultural Programming* via an indigenous model of information seeking based on the theory in the book *Look to the Mountain: an ecology of indigenous education* which takes one through the process of discovery: one's true character, heart, and foundation. It was an unique perspective on connecting with cultures other than one's own or those more mainstream. Another emphasis stressed growing a relationship with one's community through knowing its demographics, their varied interests, by building an audience, and partnering with other organizations.

Grants for Libraries

This workshop provided an overview of the grant process and covered the steps for developing a grant project based on community needs, including tips for planning and writing the proposal, locating grant opportunities (government, private, and foundation sources), and submitting the proposal.

Planning and research are paramount to the process and incorporating an outcome based evaluation will provide an assessment of how the project made a difference to those whom attended. A beneficial exercise during this workshop was to act in the role of a grant reviewer and review actual grant submissions to determine how one would allocate monies based on criteria given and the provided submissions.

Why Do We Dewey? Redesigning for a Customer-Centered Experience

This workshop was about creating subject-based neighborhoods and displays that bring together related Dewey areas, resulting in increased book and magazine browsing with visually merchandized sections such as travel, health/fitness, home/garden, or sports and eliminated frustrating library jargon and using everyday language.

The Topeka and Shawnee County Public Library is an individual library, not system, and they chose to undertake this endeavor of redesigning certain nonfiction Dewey ranges to increase circulation of those items. Based loosely on the bookstore model, they created "neighborhoods" by pulling together related materials from different Dewey disciplines but in the same call number range. One created neighborhood focused on Travel. Travel books were shelved/marketed with language phrase books, maps, videos, magazines related to that travel topic, such as Europe. Travel bags were available for circulation in which the above items are carried during the patron's trip. Dewey numbers still were used for classification purposes but many types of stickers were used to denote the new locations of the neighborhood items. Dewey maps/directories were created to help patrons navigate their way through the neighborhoods. They seem to have had some initial success with the concept.

Building a Winning Workplace: Gain Ground, Rebound, Resound

This workshop focused on coaching and personalized strategic management that was useful in healing the Pueblo City-County Library organization and contributed to positive organizational change. The Pueblo City-County Library had experienced severe organization dysfunction and public scandal with two directors who were fired, the forced resignation of the Board of Trustees, and severe staff dissention in 2003 and through their subsequent rebuilding efforts have had resounding success as the top-rated community organization in 2006.



Experiences were shared as to what the environment was like during that timeframe, how staff were pitted against one another but through communication efforts, a director willing to stay on board and work with staff, and an on call psychologist/ facilitator, the library moved ahead to reform to a cohesive environment. Some of the changes included training and development for all staff, a performance appraisal and development system, updated job descriptions, formal compensation review for all positions, and on-going coaching for managers. An open-door environment was established, work rules and policies were updated and made more flexible, and employee teams were formed to assist with information sharing and problem solving. Trust was developed based on communication (shared information, constructive feedback, confidentiality, explained *why*), competence (clear expectations, adaptability, opportunity, training and development), and by keeping agreements (consistency, established boundaries, appropriate delegation, clear expectations).

21st Century Library Design

This workshop was about creating libraries are destinations --the place to be! Various libraries from across the country which created inviting 21st century library environments focusing on user-centered services were showcased. These libraries created playful early literacy centers, dynamic teen spaces, library living room areas, retrofitted with green design elements, and adapted emerging services such as roving reference and self-check.

Some innovative, unique ideas shared included: drive up book drops, food service and healthy vending machines options, multifunctional children's spaces, and a separate teen library (building including computers, homework help center, magazines, and popular materials) next to a neighborhood recreation center. In these facilities, special attention was paid to lighting, layout, and color as well as self services, cross-training, and enhanced customer services (roving reference, phone centers, and virtual).

Building the Library's Future-Facility Master Planning

This workshop reviewed three library case studies exploring visioning for future library facilities within a multi-branch system, creating new system-wide service delivery models, balancing local expectations with system needs, harnessing community and political support and indentifying and enhancing funding opportunities. Included was discussion of customer mapping/planning tools to understand changing community development patterns guide new service areas and new ways of providing service.

Group 4 Architecture, Research + Planning group facilitated and presented during this workshop and representatives from Oakland Public Library, San Jose Public Library, and Sacramento Public Library spoke about their facility planning processes. An overview of the planning process was presented with an emphasis on the *why* --why the need, why plan. For some libraries it was increasing expectations, changing demographics, and others it was aging facilities. Combining the *why* with other future planning (strategic, technology, marketing, etc) results in defined services and facilities plan which provides the umbrella for other planning initiatives. The planning process was outlined as strategic visioning, needs assessment, system design (service models), facility recommendations (types), implementation planning (\$), and participation (community-based vision).

Access Expanded: @ Home Library Services

This workshop explored how four different sized library systems serve their homebound customers. These library systems were based in the Midwest with some having to cover large county areas where getting to a library branch proved difficult for many. Some systems required a doctor's note verifying that the individual was homebound (short-term illness, injury, age related difficulties) or limited in some way from getting to a library (no transportation); others



delivered to whomever requested it because of accessibility difficulties. Generally late fees are waived and there are longer loan periods. Most had special homebound collections (paperbacks and large print) from which materials were chosen instead of from the general collections. Those libraries had paper catalogs of the titles. All used mail bags for their deliveries and pick ups through the USPS with the average cost/bag at \$8.00 each and mail rates averaging \$2.00 for up to 1lb or \$2.50 for up to 2lbs for one-way. One system had 102 homebound patrons and delivered 2,000 books/month and circulated any item in the collection not just books from a special homebound collection. Generally one staff person was devoted to this service and some used volunteers to deliver their materials. Others partnered with social workers, visiting nurses, or Meals on Wheels for alternative delivery means. No one had special insurance associated with the delivery service, especially with volunteers, but some had their volunteers go through background checks.

The Need to Lead

This workshop discussed the unconventional leadership opportunities which exist in every library. Panelists were from the Urban Libraries Council IMLS funded Executive Leadership Institute (ELI) and discussed their experiences in and results from the executive program. Differences were explained between executive coaching (based on job performance/professional development, including measured goals and negotiation skills) and mentoring (informal/personal development). This program prepared the participants to be leaders, perform in lead positions, handle failures, perform with confidence, and development career plans. The panelists were most engaging, honest about their experiences and now serve as department/sections heads as well as library directors.

Karen Joseph-Smith, Claremont Branch Manager

Programs Attended:

1. Book Buzz – Nancy Pearl and publisher' representatives from HarperCollins, Holtzbrinck, Hachette, and Random House discuss the best of upcoming books.
2. Opening General Session , keynote speaker John Wood recounted his experience with Room to Read in the memoir Leaving Microsoft to Change the World (HarperCollins 2006
3. Why Do We Dewey? Redesigning for a Customer-Centered Experience
4. In the Age of the Internet, Who Uses the Public Library? Who Doesn't and Why?
5. Jumpstarting a 105 year-old Community Icon: Bringing a 19th century library into the 21st Century
6. Weeders Attract More Readers
7. Creating Dynamic Library Atmospheres: What We Can Learn from Theater, Retail, Museums, and the Container Store
8. Great Libraries for Dummies! Or Been There, Done That, What Now?
9. When the Story is True: Practicing Nonfiction Readers' Advisory
10. Remote Access: Distant Libraries of the World
11. What's Love Got to Do with It: Romance Fiction authors talk about their own writing and the appeal of the genre to readers.

Remarks:

I thoroughly enjoyed PLA. There were lots of interesting programs. I had trouble choosing which ones to attend. In general, the programs I chose focused collection marketing and reader's advisory, information I can put to direct use at Claremont branch.

That said, one of my favorite programs, "Remote Access: Distant Libraries of the World" was not instructive at all. I would describe it as entertaining and inspiring and very worthwhile. Libraries from around the world were featured, both high tech and low tech. There was a library on a big



boat which cruised the fjords of Norway bringing library service to regions that are difficult to access otherwise. "Library families" were featured from Peru. These families are each assigned tiny libraries which they keep in their homes and distribute, via sturdy legs and strong backs, to people who live in areas which are even more remote. Incidentally, reading groups are the *rage* in rural Peru. The whole community (adults, elders and children) gets together regularly for shared reading. They all like to read the same book at the same time.

My favorite library, however, was in Kenya. It was on a donkey cart, but the cart had solar panels and a satellite dish, so that librarians could bring Internet access to remote villages, provide email service, and answer reference questions!

Other programs of particular interest to me were "Why Do We Dewey?", "When the Story is True: Practicing Nonfiction Readers' Advisory, and "Great Libraries for Dummies! Or Been There, Done That, What Now?" It was also fun to hear about the hot new titles on Nancy Pearl's, "Book Buzz".

"Why Do We Dewey?" was especially interesting. The Topeka and Shawnee County Public Library in Kansas, decided to create something they call "Dewey Neighborhoods". The idea was to create a better browsing experience for patrons and increase circulation in the nonfiction area. "The library world gives us an exact shelf address for each item, while the bookstore world focuses on signage and browsing for marketing. "Dewey Neighborhoods" combine these two approaches. For example, the library might post a big sign over a shelving area which says, "Gardening". In this area the gardening books (635), the landscaping books (712), decks (690), patios (690 or 717) would be shelved together. A Dewey map would allow staff to retrieve materials by Dewey number. In order to facilitate this project, the library also tweaked their assigned Dewey numbers to bring collections closer together. Not all of the nonfiction collections were organized in this fashion, just a few subject areas that were identified as difficult to browse.

I thought this was a creative solution to a perennial problem, but some of the "Dewey neighborhoods" didn't make a lot of sense to me. For example, I don't quite understand why foreign language phrase books should be shelved with the travel collection, but it seems to work for them. The Topeka and Shawnee County Public Library reports that since they implemented "Dewey Neighborhoods" non-fiction circulation has increased substantially.

I attended the program, "When the Story is True: Practicing Nonfiction Readers' Advisor", specifically to get ideas for my non-fiction book club. The panelists discussed narrative nonfiction appeal factors in various subject areas. This was very useful. It allowed me to look at selecting materials through a different lens, as well as giving me fresh ideas for reader's advisory.

All and all PLA was a very worthwhile experience. I regret that I didn't try to go to past conferences. I found the PLA programs much more useful than many at ALA, and the size of the conference less challenging. It was nice to have all the programs at one venue. If one program was not what I expected, I could easily find my way to another program within in a few of minutes.

Tara Rivera, North Branch Manager

Wednesday March 26

Opening General Session with John Wood



John Wood, founder and CEO of Room to Read presented the keynote address at the Opening session. It was very inspiring. He began his career at Microsoft as a high powered VP and while on a vacation to Burma, he wanted to view a village's school library. What he saw was appalling to him: the "library" was just a locked closet with a few books that backpackers had left. None of the books were appropriate for children. Wood asked the headmaster how he could help. The headmaster replied, "when you come back, come with books." And so he did. He quit his job at Microsoft and began Room to Read. The slides of happy children with huge backpacks filled with books were touching. Since its opening in 2000, Room to Read has help open more than 280 schools and 3,600 multi-lingual libraries across the developing world. It is also important to note Room to Read's advocacy towards getting girls to read; the organization supports more than 2,300 girls with long-term scholarships. I really liked how Room to Read solicits the assistance of local authors to write children's books in native languages and about experiences of the local children. Even children write local books (one in particular was amazing!). And the costs of opening a library, creating a book, or even supporting a scholarship is minimal in American dollars (\$25 equals 25 books!). I've checked their website to see if there was a local chapter here in the bay: <http://www.roomtoread.org/index.html>.

Exhibit hall grand opening: wine and cheese! Yum!

Thursday March 27th

Your Fired: When the ideal Candidate becomes the Problem Employee

This was a workshop on how to recognize, minimize, and correct hiring mistakes. The workshop was very helpful in developing a training and evaluation plan for newly hired staff and in helping me identify red flags in new employee's work behavior that can signal long term problem behavior. Basically, to reduce the number of hiring mistakes, supervisors need to be aware BEFORE they hire. Supervisors need to resist common hiring mistakes such as just settling on a candidate and getting a warm body to fill a position. There were tips on types of candidates to avoid: whiny candidates, helpless candidates, candidate who has to be talked into taking the job and the candidate who doesn't commit to pre-employment deadlines. Before you hire, you have to ask: did I review their resume, did you call references that included supervisors and co-workers, did the candidate get to meet their potential coworkers and supervisor? Did you get your employee's feedback on the candidate? It is also important to understand the probationary period and it is during this period that you as a supervisor much give the employee all the tools they need to do the job. The probationary period is also a chance for the employee to ask questions about their job and a chance to improve their job performance. During the probationary period, the employee should be motivated about the job and should be giving the job 100%. The probationary employee is not the problem child. Some common red flags are hired with reservations, not fitting with the department culture, and job issues (eg. Different selection philosophy). In the end, the workshop provided great tips and templates to use in developing a training and evaluation plan. I have great handouts if anyone wants them. I intend to use them with my newest hire.

Everyone is getting Crabbiier

This was a workshop that dealt with work and stress. Stress at work is the number factor for low library staff morale. Techniques were presented for how to deal with stress in the workplace. Some techniques are simplifying by saying no, getting rid of stuff you don't use, organize the stuff that you do use, looking carefully at how you spend your time (does this have to be done at all? Is there an easier way to do this?), recognizing you don't always how to do everything



yourself (you have options), and noting that everything worth doing is NOT doing well. Managing the clock was another technique. For example, keep track of yearly occurrences (they should not be a surprise), taking regular breaks, and noting that everything is going to take longer than you think it should so just plan for it. Prioritizing is yet another technique. I think what I took from this was that there is a difference between **urgent** and **important**. I tend to confuse these two. And finally, planning assists with stress reduction. Acknowledging that no one does better work under pressure is key and understanding that I need both project-based plans and time-based plans are very helpful.

Readers Advisory Toolkit III: Market Driven Readers Advisory

This program gave great up-to-date resources on finding book reviews and current book buzz. There were also tips on promoting the backlist titles (books that are not new) such as including a mix of old and new authors. We also learned how to plan a genre study and how conducting such a study improves staff confidence and morale, and how in-depth study of any genre can lead to connections within the whole collection.

More touring of exhibits. I focused on vendors who specialties were library furnishings.

Friday March 28th

Off Your Seat and On Your Feet! Proactive Reference Customer Service

This program presented a study of roving reference at a medium sized library. The term used was "proactive reference." To improve the quality of service to reference customers at Columbus Metropolitan Library, they removed reference desks, abandoned their chairs, and approached customers before customers approached them. Proactive reference is leading your team to understand and embrace a proactive, hands-on service model that gives individual attention to each customer. The key to making this model work is streamlining services. By doing so, we need to ask "what do we want to be known for?" and "what are our top priorities?" In streamlining all efforts to align with this process, we are committed to stop doing everything that does not add value to the customer and focus on reference service priorities. The behaviors in this model are:

- making the first move and engaging the customer;
- walking customers to the appropriate collection area in every transaction (no pointing!);
- going to where the customers are;
- getting up and out from behind the reference desk and meeting customers on their own terms;
- positioning ourselves strategically to be available at all times on the floor and be a visible presence; and
- using slower customer service periods to complete collection analysis responsibilities.

Of course, guidelines were devised to help staff sell library resources during every transaction for a value-added experience. And there were technical equipment implementations that made the model more successful. At first five libraries in the Columbus system were selected to test new information desk that were specially designed to enable information staff to be proactive and mobile. In the larger facilities, certain departments or areas participated. It was noted that changing the way librarians do reference is a huge undertaking. They admitted that even after the pilot sites received their new equipment they were still struggling with proactive reference behaviors. Feedback from the pilot sites was crucial. I can see this being an effective model in libraries that have a patron-base that is more DIY-like.



Self-tour

In the morning and afternoon, I walked Uptown to the Walker branch of the Hennepin County Library. Located across the street from the old library (which is listed on the National Register of Historic Places and the Minneapolis Heritage Preservation Commission's list of historic places) the current Walker Library was built below ground level to maximize space and conserve energy. A plaza and parking deck are at grade level, and a sunken courtyard brings natural light to the main level underground. It was quite an interesting use of space. On a Friday afternoon, the library was bustling with its Uptown community. And there was an abundance of children using the internet. As far as I could tell the DVDs (there are no VHS), CDs, and audiobooks were extremely popular collections.

I also made my way to Dreamhaven, a comic book and fantasy/horror bookstore. It had the largest collection of horror pulp comics I've ever seen. I even found a comic that had Hitler's brain being put into a zombie so that he could live forever. Dreamhaven also had an amazing selection of community 'zines. I could tell so much about "alternative" Minneapolis by flipping through the works. Of course, there were Neil Gaiman books everywhere (lives near Minneapolis). While the selection was extensive, the customer service left much to be desired. The introverted comic book attendants never ventured from behind the desk to see how puzzled I looked as I tried very hard to figure out what books just came in that week (something that is very easy to do in a space such as Berkeley's Comic Relief). I couldn't help but think about the workings of proactive reference in this store. I intend to put a review on Yelp.



BERKELEY PUBLIC LIBRARY

INFORMATION CALENDAR

May 14, 2008

TO: Board of Library Trustees

FROM: Donna Corbeil, Director of Library Services
Alicia Abramson, Library Information Systems Manager

SUBJECT: INTERNET USE AND REQUEST TO PUT FILTERS ON PUBLIC INTERNET ACCESS

BACKGROUND

The Board of Library Trustees approved Resolution 07-106: Adoption of the Internet Use Policy for the Berkeley Public Library on October 24, 2007. This policy established the Library's policy regarding patron responsibilities for content and behavior and affirmed the safeguarding of users' First Amendment rights, intellectual freedom and the library's commitment to equity of access. In addition, in July 2001, the Board of Library Trustees officially adopted the "Library Bill of Rights" by Resolution R01-66 which calls for libraries to "challenge censorship" and to not exclude materials "because of the origin, background, or views of those contributing to their creation." And, finally, in February 2001, the Board of Library Trustees adopted Resolution R01-16 which directed the Director of Library Services to write a letter to Berkeley's legislative representatives to express the Library's opposition to the Internet filtering Bill (AB 151).

FISCAL IMPACT

There are no fiscal impacts from this report.

CURRENT SITUATION AND ITS EFFECTS

In April 2008, the Library Director received correspondence from a patron about the ability of library patrons to access content which may be offensive on the Library's Public Internet computers. In the patron's correspondence were two requests that required a response:

1. That the Library implement Internet filtering to protect minors from inadvertently viewing pornographic images on public computer screens in the Library.
2. That the Library verify that it is in compliance with federal law and is eligible to receive federal E-Rate funds, despite the fact that the Library does not employ filtering software as specified by the Children's Internet Protection Act (CIPA).

In response to the first item, the Library Director followed up with the patron via e-mail, expressing understanding of the patron's concern while explaining the Library's commitment to open access, freedom of information, and the importance of parental guidance and supervision



in children's use of the Library. The Director indicated that Library staff will enforce the *Library Rules of Conduct* when offensive, illegal, or disruptive behavior takes place in any Library facility. In regards to children, the Director noted that there are separate sections for children at all facilities where the focus is on age appropriate library resources and activities.

In regards to the second request, we have determined that the Berkeley Public Library is in compliance with FCC rules on CIPA. The Federal Communications Commission's online publication on CIPA states (<http://www.fcc.gov/cgb/consumerfacts/cipa.html>):

CIPA does not affect E-rate funding for schools and libraries receiving discounts only for telecommunications, such as telephone service.

The Berkeley Public Library only applies for and only receives E-Rate subsidies for services as defined in the Universal Service Corporation's "eligible services list" in the telecommunications category (<http://www.usac.org/sl/tools/eligible-services-list.aspx>). Additionally, in order to receive these subsidies, the library must file Form 486 with the Universal Service Corporation, which administers the E-Rate subsidy program. Form 486 requires the following certification:

[T]he Children's Internet Protection Act, as codified at 47 U.S.C. 254(h) and (I) does not apply because the recipient(s) of this service represented in the Funding Request Number(s) on this Form 486 is (are) receiving discount services only for telecommunications services.

For Fiscal Year 2008-2009, the library applied for E-Rate subsidies for \$74,748 in telecommunications services and received a discount award of \$44,849. For fiscal year 2008-2009 the library estimated our Internet connectivity charges to be \$19,896. Because the Berkeley Public Library does not filter, this amount is ineligible to receive E-Rate discounts. If the library did filter, the library would have received an additional \$11,938 in E-Rate subsidies.

For Fiscal Year 2009-2010, the library applied for E-Rate subsidies for \$ 79,035 in telecommunications services for which we are still waiting an award decision. For fiscal year 2009-2010, the library's ineligible Internet connectivity costs are estimated at \$19,896. Because the Berkeley Public Library does not filter, this amount is ineligible to receive E-Rate discounts. If the library did filter, the library would be eligible to receive an additional \$11,938 in E-Rate subsidies.

FUTURE ACTION

No future action is required.

Sent by e-mail (savesobranh@yahoo.com)

May 5, 2008

Elaine Green
Save Our Library

Dear Ms. Green:

Thank you for including the Board of Library Trustees as a recipient of the letter you sent to Councilmember Anderson in August of 2007. Since this time the Board and Library staff have continued to investigate the condition of all of the library branches as part of a Branch Library Master Facility Planning effort. As part of these discussions and in connection with exploring the Library needs of the Southwest Berkeley community, the board has considered many options.

The architectural firm hired to complete the study, Noll and Tam Architects, in collaboration with Library staff, has given periodic reports to BOLT and made presentations at meetings held in the branches to hear public comment. The final report is expected in June 2008. The Board has not formally recommended that the location of the South Branch Library be moved. The Facility study will be making recommendations regarding how to address the serious seismic issues of the South Branch facility.

Thank you for your interest. Please feel free to contact me directly if I can be of any assistance.

Sincerely,

Donna Corbeil
Director of Library Services

cc: Board of Library Trustees
Councilmember Max Anderson, Berkeley City Council



BERKELEY PUBLIC LIBRARY

INFORMATION CALENDAR

May 14, 2008

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

INTRODUCTION

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

FISCAL IMPACT

This report will have no fiscal impacts.

PERSONNEL

Per the Board's request, a reception to honor and acknowledge the years of service of retiring Berkeley Public Library staff will be held on Wednesday, June 25th at 5:00 p.m. All Library staff, Friends of the Library, Board members and Library Foundation Board members have been invited to the Trustee sponsored event.

Personnel Changes

The Berkeley Public Library is pleased to announce the James Eyman has started work as our new IT Librarian on April 23, 2008. James comes to us having worked a number of years at Cal Berkeley and is eager to start sharing his knowledge with BPL staff and patrons.

A detailed chart showing current vacancies and the status of recruitment efforts is attached.

Years of Service Awards

Once a month, the City Manager holds a "Years of Service" awards event to acknowledge the longevity of City employees. For the month of April 2008 the following employees were recognized:

- Evelyn Gahtan, Reference (55 Years)
- Marcia Alpert, Technical Services (15 Years)

LIBRARY DEVELOPMENT

Thanks to Suzanne Olawski for all of her efforts and involvement in planning two special library professional events. On Tuesday, April 22nd, BPL was the host site for the 11th Annual Support Staff and Paraprofessional Conference sponsored by the Greater Bay Area Staff Development Committee and BALIS. Over 80 Bay Area library employees attended the conference to listen



to Jenifer Grady, Director, ALA Allied Professional Association, talk about paraprofessional certification. The conference featured two panels which discussed the role of technology in library work as well as communication between classifications as collaboration and not combat. Jay Dickinson, BPL General Services Manager, served on the technology panel.

On Thursday, May 1, 2008, BPL was the host site for the Greater Bay Area Staff Development Committee and BALIS sponsored workshop, *We Recommend: A Readers' Advisory Workshop with Duncan Smith, creator of Novelist*. About 100 Bay Area librarians attended the workshop to learn more about readers' advisory and refresh their skills in this art. It was an engaging presentation with a lot of audience interaction. After the workshop, Will Martson, BPL Teen Librarian, led a tour of the BPL Central branch to visiting librarians from Sacramento, Contra Costa County, and San Jose.

Several weeks ago the Senate Education Committee took testimony on SB 1516 by Senator Joe Simitian. The measure, which is sponsored by CLA, seeks to place a \$4 billion library construction and renovation bond measure on the November 2010 ballot. The Senate Education Committee took up all of the items on their "suspense file" and voted, on a strong bi-partisan vote of 8 "ayes" to 1 "no" to pass the bill out of committee. SB 1516 was scheduled to be heard in the Senate Appropriations Committee on Monday, April 28. Due to the substantial costs involved with any bond measure, it is assumed that SB 1516 would be sent to the Senate Appropriations "suspense file." The measure would then sit in the "suspense file" until late May, when leadership and the committee Chair and Vice Chair prioritize these measures and send them to the Senate Floor for a vote or hold them in committee. Please take a moment to write the members of the Senate Appropriations Committee (you will have until mid-May to send your letters, list and contact information is Attachment 2), and encourage their support of SB 1516-Simitian.

PROGRAMS, SERVICES AND COLLECTIONS

Programs

National Library Week celebrations included a variety of events, with a kickoff reading of the works of Cesar Chavez outside the entrance to the Central Library on April 14th.

The Library held a Volunteer Appreciation Luncheon on April 30 in the Central Library meeting room. Patricia Nagamoto, the Volunteer Coordinator for the Library, is responsible for organizing and planning the successful event, which included lunch, performers and an opportunity for all library staff to share cake with the volunteers and mingle. The Friends of the Library generously provided the funds that allowed the event to occur.

Services / Grants

Berkeley Public Library is a member of the Foundation Center Cooperating Collections Network, effective May 2008. The Central Library Reference Department staff applied for membership in March 2008; notification of our acceptance was in April. The Foundation Center supports a network of more than 360 Cooperating collections across the country, which makes information relevant to grant seekers available to the public. Membership fees are \$995 annually; in return, we would receive approximately \$4,000 worth of reference materials for the Central Library and a subscription to the Foundation Center's online databases.



FACILITIES

Central

Installation of the Goodnight Moon House, donated by Cody's bookstore upon their move to downtown, was completed. This unique mini-playhouse was spruced up by the Operations staff prior to its reassembly and now resides in the children's room on the 4th floor for the enjoyment of another generation of children.

The Library will purchase a modified networked printer table and supply cabinet for the public area at the Central Library that will be ADA accessible. We greatly appreciate the assistance of Paul Church from the City of Berkeley in helping us with the custom design and in contributing the funds, \$11,500 to make the actual purchase.

Branches

On Saturday, April 26, 2008, about 20 volunteers from Rebuilding Together, Booz Allen Hamilton, and Andersen Flooring donated their time and materials to improve the South Branch interior and exterior. Painting included the Russell Street and MLK facades and trim, the meeting room walls and trim, and the staff office area. South staff and the Tool Lending Specialists assisted with this project and the site now is much brighter and inviting. Both staff and patrons are appreciative of the improvements as well as this *gift* to the community. Thank you to Jeri, Bob, Suzanne and Doug for all of their efforts to make this happen.

Library Operations staff has installed new Bike Racks at Claremont and North branches.

Attachments:

1. Personnel Summary
2. California State Senate, Appropriations Committee Addresses

BPL's Recruitment Timeline

Revised 5/6/08

<i>Classification</i>	<i>Posting Date</i>	<i>Closing Date</i>	<i>EXAM Date Tentative</i>	<i>Comments</i>
Library Specialist II	6/30/08	7/28/08	Supp Questionnaires rated by panel.	
TS/Coll Dev Manager	6/16/08	7/14/08	Supp Questionnaires rated by panel.	
Senior Librarian	6/16/08	7/14/08	Supp Questionnaires rated by panel.	
Supervising Library Assistant	4/14/08 <i>Now Open</i>	5/12/08	Supplemental Questionnaires rated by panel.	List to be established 1 st wk of June
Building Maintenance Supervisor	4/14/08 <i>Now Open</i>	5/12/08	Exam to be held Mid may (<i>promotional</i>)	List to be established 1 st wk of June
Librarian I/II	10/29/07	11/26/07 <i>CLOSED</i>	Interviews for IT Librarian completed.	James Eyman selected. Start date: 4/23/08
Accounting Office Specialist Sup	11/05/07	11/19/07 <i>CLOSED</i>	Interviews to be held 4/2/08.	Auth to underfill as AOS III
Central Services Aide	11/05/07 Re-opened	3/3/08 <i>CLOSED</i>	Second round of selection interviews to be held approx. 3/18	Taoufik Abalil selected. Start date: 4/6/08
Library Aide	3/10/08	3/31/08 <i>CLOSED</i>	Exam to be held Mid April	New List to be established by 1 st wk of May
Library Administrative Manager	11/13/07	3/1/08 <i>CLOSED</i>	Selections Interviews held 2/25. (4 candidates)	Dennis Dang selected. Start date: 3/24
Library Info Systems Administrator	1/02/07	01/14/07 <i>CLOSED</i>	Interviews held mid Feb.	Alicia Abramson Selected.
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 <i>Closed</i>	2 nd Round of Interviews held 4/12/07.	Jason Dickinson selected. Start Date: 05/21/07
*Deputy Director	2/5/2007	3/5/2007	Interviews held 3/29. [3 Panels, 30 min Reception, Tour of Central & 2 Branches]	Douglas Smith selected. Start Date: 05/14/07

Library Assistant	2/26/2007	04/02/2007 Closed	Exam held 4/18/2007.	List Extended Thru 4/24/09
Supervising Librarian	3/19/2007	4/16/2007 Closed	Interviews Scheduled for WK Ending 6/22	List Extended Thru 4/27/09
Library Specialist I	5/14/2007	6/11/2007 CLOSED	Apps screened. Questionnaires to be rated. Selection interviews to follow.	Sam Zhang selected for GS.
Library Specialist II	5/14/2007	6/11/2007 CLOSED	Apps screened. Questionnaires to be rated. Selection Interviews to follow.	Pat Nagamoto selected for Vol Coord. Lisa Hesselgesser for Spec II @ West. Richard Brooks selected for Spec II @ North
Senior Librarian	6/17/07	7/16/07 CLOSED	Panel Examination Completed	Erica Glenn selected for Children's
*Library Services Manager (Neighborhood Services)	6/25/07	7/23/07 CLOSED	Interviews Completed	Suzanne Olawski selected. DOE 10/29/07.

***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**

California State Senate – Appropriations Committee

The Honorable Tom Torlakson
California State Senate
Chair, Appropriations Committee
State Capitol, Room 5050
Sacramento, CA 95814

The Honorable Sheila Kuehl
California State Senate
Appropriations Committee
State Capitol, Room 5108
Sacramento, CA 95814

The Honorable Dave Cox
California State Senate
Vice Chair, Appropriations Committee
State Capitol, Room 2068
Sacramento, CA 95814

The Honorable Jenny Oropeza
California State Senate
Appropriations Committee
State Capitol, Room 4074
Sacramento, CA 95814

The Honorable Sam Aanestad
California State Senate
Appropriations Committee
State Capitol, Room 2054
Sacramento, CA 95814

The Honorable Mark Ridley-Thomas
California State Senate
Appropriations Committee
State Capitol, Room 4061
Sacramento, CA 95814

The Honorable Roy Ashburn
California State Senate
Appropriations Committee
State Capitol, Room 3060
Sacramento, CA 95814

The Honorable George Runner
California State Senate
Appropriations Committee
State Capitol, Room 5097
Sacramento, CA 95814

The Honorable Gil Cedillo
California State Senate
Appropriations Committee
State Capitol, Room 5100
Sacramento, CA 95814

The Honorable Joe Simitian
California State Senate
Appropriations Committee
State Capitol, Room 2080
Sacramento, CA 95814

The Honorable Ellen Corbett
California State Senate
Appropriations Committee
State Capitol, Room 3092
Sacramento, CA 95814

The Honorable Mark Wyland
California State Senate
Appropriations Committee
State Capitol, Room 4066
Sacramento, CA 95814

The Honorable Robert Dutton
California State Senate
Appropriations Committee
State Capitol, Room 5094
Sacramento, CA 95814

The Honorable Darrell Steinberg
California State Senate
Appropriations Committee
State Capitol, Room 4035
Sacramento, CA 95814

The Honorable Dean Florez
California State Senate
Appropriations Committee
State Capitol, Room 5061
Sacramento, CA 95814

The Honorable Leland Yee
California State Senate
Appropriations Committee
State Capitol, Room 4048
Sacramento, CA 95814

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
4/19/2006	Trustee Lee	Donna Corbeil	5/17/2006	In process	Would like to see profile of benefits offered by other cities
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
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			Determine if some part-time positions can be combined into full-time positions.
4/18/2007	Trustee Moore	Donna Corbeil/Trustee Kupfer			Request legal opinoin on public comment period from City Attorney
12/12/2007	Board of Trustees	Donna Corbeil			Process to expand applicant pool to include a greater number of minorities.

<i>Date</i>	<i>Requested By</i>	<i>Person Assigned</i>	<i>Deadline</i>	<i>Status</i>	<i>Item</i>
3/12/2008	Board of Trustees	Donna Corbeil and Trustee Powell	5/14/2008		Trustee Powell to work with Ms. Corbeil on information item to City Council on need for bond measure.
4/9/2008	Board of Trustees	Donna Corbeil	5/14/2008		Letter to Elaine Green addressing her concern over South Branch moving to ERC.
4/9/2008	Board of Trustees	BOLT Subcommittee	6/1/2008		Formulate questions to be included in the second polling survey by the City.
4/9/2008	Board of Trustees	Donna Corbeil	7/1/2008		Organize a reception for retiring Library employees.
4/9/2008	Trustee Moore	Donna Corbeil	11/1/2008		Schedule annual maintenance at Tool Library during winter months.
4/23/2008	Board of Trustees	Donna Corbeil	6/1/2008		Use introductory paragraph of second polling survey as an informaton handout for public.