



**BERKELEY PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES**

**SPECIAL MEETING AGENDA**

**CENTRAL LIBRARY MEETING ROOM  
2090 KITTREDGE STREET, 3<sup>RD</sup> FLOOR**

**TUESDAY, JUNE 10, 2008  
5:00 P.M.**

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 May 14, 2008 regular meeting**  
Recommendation: Approve the minutes of the May 14, 2008 regular meeting of the Board of Library Trustees.
- B. Approve minutes of May 20, 2008 special meeting**  
Recommendation: Approve the minutes of the May 20, 2008 special meeting of the Board of Library Trustees.
- C. Increase Director's Expenditure Authority for Service Contracts to \$50,000**  
Recommendation: Adopt the resolution increasing the Director of Library Services' expenditure authority to approve service contracts up to \$50,000.
- D. FY2009 Friends of the Library's Grant Award**  
Recommendation: Adopt the resolution accepting the FY2009 grant award from the Friends of the Berkeley Public Library in the amount of \$84,259.
- E. After-Hours Events at the Central Library**  
Recommendation: Adopt the resolution authorizing two after-hours events be held at the Central Library on June 22 and 28, 2008.
- F. Resolution of Recognition for Retiring Berkeley Public Library Staff**  
Recommendation: Adopt the resolution recognizing retiring Berkeley Public Library staff.
- G. Resolution of Recognition for Rory Root**  
Recommendation: Adopt the resolution recognizing Rory Root for his contributions to the Berkeley Public Library and the Berkeley community.
- H. Berkeley City Council Support of SB 1516 (Simitian) Library Bonds (To Be Delivered)**  
Recommendation: Adopt the resolution requesting the Berkeley City Council send a letter of support for Senator Simitian's Library Bond Bill SB 1516, which would support library construction throughout the state of California if passed by the voters in 2010.

**III. ACTION CALENDAR**

**A. Possible Library Bond Measure Status**

Recommendation: Discussion and update on the status of the possible library bond measure for the November 2008 election ballot.

**IV. PRESENTATIONS**

- A. 2008 Quilt Show and Reception** – by Tara Rivera, North Branch Manager, and Debbie Carton, Teen Librarian

**V. 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. Branch Libraries Master Facilities Plan Update** (To Be Delivered)
- C. Library Strategic Plan Update Report**
- D. Informational Update on the Library's Privacy Policy**
- E. Berkeley Public Library Administrative Regulations**
- F. "Green Libraries" San Francisco Public Library / Library Journal Seminar**
- G. June 2008 Monthly Report from Library Director Donna Corbeil**
- H. Library events:** Flyers and press releases for various Library programs

**VI. AGENDA BUILDING**

Next regular meeting will be held at 7:00 p.m. on Wednesday, July 9, 2008 at the **Claremont Branch Library, 2940 Benvenue Avenue**, Berkeley.

- A. Tracking Chart**

**VII. CLOSED SESSION**

- A. PUBLIC EMPLOYEE DISCIPLINE** (*Pursuant to Government Code §54957*)

**VIII. ADJOURNMENT**

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**Please refrain from wearing scented products at public meetings.**

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

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

I hereby certify that the agenda for this special meeting of the Board of Library Trustees of the City of Berkeley was posted in the display cases located at 2134 Martin Luther King, Jr. Way and in front of the Central Public Library at 2090 Kittredge Street, as well as on the Berkeley Public Library's website on June 6, 2008.



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

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

**Berkeley Public Library  
Board of Library Trustees**

Regular Meeting  
May 14, 2008

MINUTES  
7:00 p.m.

South Branch Library  
1901 Russell Street

<b>PRELIMINARY MATTERS</b>
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**A. Call to Order**

The regular meeting of May 14, 2008 was called to order at 7:04 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; and Alisa Furuzawa, Administrative Secretary

**B. Public Comments**

No public comments.

**C. Approval of Agenda**

Trustee Moore asked that Action Item "C," *Recommendation to the City Council on the FY2009 Library Tax Rate*, be moved to the Consent Calendar for approval.

**R08-40 Moved by Trustee Moore, seconded by Trustee Kupfer, to approve the amended agenda.**  
Motion passed unanimously.

<b>CONSENT CALENDAR</b>
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**R08-41 Moved by Trustee Kupfer, seconded by Trustee Moore, to approve the amended Consent Calendar.** Motion passed unanimously.

**R08-42 Approved the minutes of the April 9, 2008 regular meeting of the Board of Library Trustees.**

**R08-43 Approved the minutes of the April 23, 2008 special meeting of the Board of Library Trustees.**

**R08-44 Adopted 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.**

**R08-45 Adopted the 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.**

**Action Item "C" moved to the Consent Calendar.**

**R08-46 Adopted 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, based on the per capita personal income growth factor of 4.29% for the state of California.**

<b>ACTION CALENDAR</b>
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**A. Draft Branch Libraries Master Facilities Plan – presented by Noll & Tam Architects**

Matthew Wadlund, Noll & Tam Architects (NTA), gave a presentation on the draft Branch Facilities Master Plan that was distributed to the Board at the beginning of the meeting. The studies found that

the branch buildings suffer from excessive deferred maintenance. In the case of South Branch, it was found that a complete tear down and rebuild would be more cost effective than a renovation due to seismic issues.

NTA finished the building evaluations and moved into the concept phase. They took the ideas gathered from professionals and Library staff to create bubble diagrams that lay out the possibilities. Next steps include a cost estimator be brought in to calculate estimated costs for renovating each of the branches.

For North Branch it was determined that there was not adequate space within the existing building. Two additions were considered, one larger than the other. It wasn't viable to just renovate the building since even more space would be taken up in order to achieve ADA compliance. The new addition would contain staff areas and the older section would all be public library space.

The West Branch options included the Prop 14 layout (bring the old building forward and add a second-floor addition) or a single-story addition to the current building.

Claremont is the largest branch and works fairly well as it is now. There are not many options to expand since the physical building is extended close to the property line. The layout of the building may be rearranged to work better, e.g., the meeting room removed since it encroaches onto the public space and is not highly used. The only building expansion considered was a small entryway addition, approximately 100K sq. ft. that would open up the bottleneck occurring at the entrance to the building.

The first option for South Branch was to keep the front portion of the building and rebuild the remaining portion and the second option was to tear down the entire building and start from scratch. Noll & Tam suggested the Tool Library be more integrated with the Library and possibly have the tools become more visible, i.e., using an open glass wall that would display the tools. A firm was also brought in to x-ray the walls of South Branch. During their exam of the building they found there is inadequate seismic reinforcement in the walls.

Final cost estimates will be compiled prior to finalizing the Master Facilities Plan. An Executive Summary also needs to be done and will be included in the final version. The Board was asked to get any comments regarding the Plan to the Director within the next ten business days. The Board thanked Noll & Tam Architects for their efforts on this project.

#### B. Possible Bond Measure for the November 2008 Ballot

During the previous Library Board meeting there was a discussion regarding the second supplementary poll the City Council is conducting on a few measures, the Library Bond, Park and Recreation Pools Bond, and Fire Safety Tax. A summary paragraph will be relayed that gives background information on the issue (i.e., disrepair of branches, seismic and structural improvements, and ADA improvements) and then follow-up questions will be asked to retrieve the respondent's opinions. The first polled question would be regarding a \$26M bond, with an average cost of \$33 per year for the average assessed value of \$330K. If the answer is "no" a follow-up question regarding an \$18M bond would be asked, which equals \$23 per year for an average assessed value home.

The Board wants to ensure that the Library Measure be placed independently on the ballot and not be linked to another measure. This needs to be voiced when recommending its placement to the City Council.

Some trustees expressed support for recommending to the City Council that they place the Library Bond on the November 2008 ballot, even without the results of the supplementary survey. The first survey showed that voters were at 58%, 10% less than needed to attain the two-thirds vote for passage of a bond measure. With the support, time and energy from the unions, library employees, Library Foundation, and Friends, the additional percentage vote could be attained with campaigning

from all sides. It is expected that this election will bring out a record numbers of voters, including those who don't normally vote, and this could work in favor of the library.

The Board reflected that it has considered the issue for the past six months and now knows that there are serious structural issues and ADA non-compliance issues that must be addressed. Deferring improvements to the branch libraries is not an option; the work must get done because they are not safe and are not capable of supporting the modern services they should. In addition, the Library/City might be left open to lawsuits due to the ADA and structural issues if they do not move forward with remedying these problems.

- R08-47**     **Moved by Trustee Lee, seconded by Trustee Moore, to recommend to the Berkeley City Council that a \$26M Library Bond be placed on the November 2008 ballot and the Board of Library Trustees will begin to lobby the City Council and community for support immediately.** Motion passed unanimously.

D. Proposed FY2009 Berkeley Public Library Mid-Biennial Budget

The FY08-09 budget was adopted in March 2008. Since then Library staff has been working on position control, making sure each line item is correct and the personnel budget is accurate. Staff has also made suggestions on the proposed budget, which has been helpful in the process. The proposed budget reflects reductions in the adopted budget that minimize the long-term shortfalls.

Last year the Board asked the Director to look into creating a reserve fund for this year's budget. A policy to support this reserve fund may be discussed further in the future after the shortfall has been addressed.

- R08-48**     **Moved by Trustee Moore, seconded by Trustee Lee, to adopt the resolution approving the FY2009 Proposed Mid-Biennial Budget as presented.** Motion passed unanimously.

<b>INFORMATION REPORTS</b>
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A. Report from the library employees and unions, discussion of staff issues

Andrea Moss spoke on behalf of the union, relaying workers' concerns about how Library services and programs may be affected by the loss of staff positions. She also expressed her personal opinion about the Branch remodeling plan.

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

The following programs and items from the Director's report were highlighted:

- Reference is offering a new program in conjunction with Oprah's online program that allows participants to interact live with others and the Oprah Center.
- Alan Bern and Debbie Carton coordinated a Malcolm X reading in the front of Central.
- The Board was encouraged to write the Senate Subcommittee about the proposed State Library Bond. The Board asked that an item be agendaized recommending the City Council write a letter to the Subcommittee in support of this bond.
- Library staff was thanked for bringing back the Quilt Show at North Branch this year.

<b>AGENDA BUILDING</b>
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The Board asked the Director to research the process and restrictions for a campaign committee to work on gathering support for the November bond measure.

- **May 20, 2008 Special Meeting**
  - Discussion of next steps to gather support for the Library Bond Measure
- **June Regular Meeting**
  - Increase the Director's expenditure authority for services to \$50,000

<b>ADJOURNMENT</b>
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**R08-49**      **Moved by Trustee Lee, seconded by Trustee Kupfer, to adjourn the regular meeting at 9:08 p.m.** Motion passed unanimously.

**Berkeley Public Library  
Board of Library Trustees**

**Special Meeting  
May 20, 2008**

**MINUTES  
4:30 p.m.**

**South Branch Library  
1901 Russell Street**

<b>PRELIMINARY MATTERS</b>
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**A. Call to Order**

The special meeting of May 20, 2008 was called to order at 4:49 p.m.

**Present:** Trustees Carolyn Henry-Golphin, Ying Lee, and Therese Powell

**Absent:** Trustees Susan Kupfer and Darryl Moore

**Also present:** Donna Corbeil, Director of Library Services; Douglas Smith, Deputy Director of Library Services; and Alisa Furuzawa, Administrative Secretary

**B. Public Comments**

- Roxanne Figueroa, representing the Berkeley Public Library Foundation, commended the Trustees and Library staff for taking the lead in the Facilities Master Plan and bringing the needs of the branches to the attention of the City Council and Berkeley community.

**C. Approval of Agenda**

**R08-50 Moved by Trustee Lee, seconded by Trustee Golphin, to approve the agenda.** Motion passed unanimously.

<b>ACTION CALENDAR</b>
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**A. Discussion of City's Supplemental Voter Survey Results and a \$26M Neighborhood Library Bond Measure for the November 4, 2008 General Municipal Election**

There was concern expressed over the results of the supplemental survey conducted by the City Council. Although the results were not as favorable as desired, the Trustees reiterated their commitment to campaign for the bond measure and stated that the message needs to be put out there, informing citizens about the importance of our libraries and the number of defects found in the buildings.

Trustees and Amy Roth, President of the Friends of the Berkeley Public Library, commented that libraries are an important part of the community and need to be updated in order to meet the technology demands of the younger generations. During times of economic recession the library also serves as a resource for free services and programs that the community may not be able to get or can't afford elsewhere. The neighborhood libraries are at the core of what the library-system is all about and maintaining the physical structure is essential to providing a safe environment for patrons.

Trustees noted that the other items being considered for the ballot are the fire tax and the warm water pool bond measure. A lower amount for a library bond may be considered by the City Council, which may be more palatable for citizens but would also limit the number of improvements that could be made. The Board will urge the City Council to approve the full \$26M bond measure, to be placed on the ballot, although some observed that a lower amount might be better than nothing at all. Neutral, factual information needs to be put together for the public, along with information on the library's role during recessionary times and economic downturns. The Trustees requested that the Director develop factual information about the neighborhood branches.

Library/City-resources cannot be used for campaigning. The Trustees asked the Director to research the limitations and restrictions regarding political campaigning. It was suggested that a professional campaign manager be hired to head it. During the last vote the library could not afford one and the Board believes it would be highly beneficial this time around. More information will be gathered and discussed once the City Council decides on which measures are put forward.

<b>ADJOURNMENT</b>
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**R08-51**      **Moved by Trustee Lee, seconded by Trustee Golphin, to adjourn the regular meeting at 5:32 p.m. Motion passed unanimously.**





## BERKELEY PUBLIC LIBRARY

### CONSENT CALENDAR

June 10, 2008

**TO:** Board of Library Trustees

**FROM:** Dennis Dang, Administrative Services Manager

**SUBJECT:** INCREASE THE DIRECTOR OF LIBRARY SERVICES' AUTHORITY FOR SERVICE CONTRACTS

### RECOMMENDATION

Adopt a resolution to amend the Berkeley Public Library Administrative Regulation 3.4, Purchasing Policy and Purchasing Manual, to increase the Library Director's expenditure authority for services from \$25,000 to \$50,000.

### FISCAL IMPACT

The primary fiscal impact of this recommendation will be to increase efficiency in managing contracts, which is expected to result in savings for the staff in terms of improved staff productivity and improved timeliness in completing and approving contracts to meet the needs of the library.

### BACKGROUND

The Purchasing Policy & Purchasing Manual (AR Number 3.4) adopted by the Board of Library Trustees on September 1, 2007 "ensure(s) that the Berkeley Public Library receives the most favorable price, quality and/or service available for all purchases whenever feasible and in accordance with the adopted budget." Section IV, Approval Limits states, "approval by the Board of Library trustees is required for purchases of services over \$25,000 and supplies over \$50,000, as established by Resolution R07-10."

During its May 14, 2008 regular meeting, the Board of Library Trustees adopted the FY09 budget which included funds for services, materials and supplies. At this meeting Trustee Moore requested the Director bring a resolution for discussion and possible approval increasing the current expenditure authority to the new limit recently set for the City Manager. In preparation for this authority limit, City staff researched the thresholds for local jurisdictions in the Bay Area. The current Library expenditure authority limits were set to reflect those of the City Manager, and, as these have changed, it is appropriate to consider an equivalent increase for the Library Director.

### CURRENT SITUATION AND ITS EFFECTS

Currently, the Director may authorize the purchase of services not exceeding \$25,000 and the Board of Library Trustees authorizes expenditures or contracts for services exceeding this



amount. Currently, Library staff prepares a BOLT report for all contracts for services that exceed this threshold of \$25,000. Recently, the City Manager's service expenditure authority was increased from \$25,000 to \$50,000, due to the following changing conditions: "Inflation and general increases in the cost of services deem it prudent to establish an authority level consistent with our budget and that of comparable municipalities in the Bay Area. Reducing the time requirement for staff to produce and record City Council reports for relatively low dollar services."

#### FUTURE ACTION

No further action is required.

#### Attachments:

1. Resolution
2. AR 3.4: Purchasing Policy & Purchasing Manual (Red-lined)

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

**INCREASE THE DIRECTOR OF LIBRARY SERVICES' AUTHORITY OVER SERVICE CONTRACTS**

WHEREAS, the Board of Library Trustees adopted Administrative Regulation 3.4, Purchasing Policy & Purchasing Manual, on September 1, 2007, which authorized the Director of Library Services to approve purchases for services up to \$25,000; and

WHEREAS, the Board of Library Trustees approved the FY2009 budget on May 14, 2008, which included funds for services, materials, and supplies; and

WHEREAS, the Berkeley City Council recently increased the City Manager's authority to approve service payments up to \$50,000 after researching comparable municipalities in the Bay Area; and

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

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to amend the Berkeley Pubic Library Administrative Regulation 3.4, Purchasing Policy and Purchasing Manual, to increase the Director of Library Services' expenditure authority for services to \$50,000.

**BERKELEY PUBLIC LIBRARY  
ADMINISTRATIVE REGULATIONS**

A.R. Number:	3.4
ORIGINAL DATE:	8/2/07
BOLT Resolution #:	R07-74
Implementation Date:	8/1/07
Revised Date:	<b><u>6/10/08</u></b>
Page:	1 of 3

**SUBJECT: Purchasing Policy & Purchasing Manual**

## **I. PURPOSE**

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

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

## **II. POLICY**

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

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

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

**A.R. NUMBER: 3.4**

shall number and register the same in a book kept for that purpose. Contracts over \$25,000 may be reviewed by City Attorney's Office.

7. If requested by the Board, the Director of library Services will forward the scope of services, deliverables and schedule as an information agenda item during the RFP or specification process.

**III. DEFINITIONS**

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

**IV. APPROVAL LIMITS**

Approval by the Board of Library Trustees is required for purchases of services over **\$50,000, as established by Resolution R08-??**, and supplies over \$50,000, as established by Resolution R07-10. Purchases are to be for no more than one year, with a three-year maximum for contract renewals.

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



## **BERKELEY PUBLIC LIBRARY**

### **CONSENT CALENDAR**

June 10, 2008

**TO:** Board of Library Trustees

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

**SUBJECT:** FY2009 FRIENDS OF THE LIBRARY'S GRANT AWARD

### **RECOMMENDATION**

Adopt the resolution accepting the FY2009 grant award from the Friends of the Berkeley Public Library in the amount of \$84,259.

### **FISCAL IMPACT**

This grant award will be deposited into the Library's Gift Fund to fund specific programs that were requested by each division, which alleviates some of the burden on the Library Tax Fund that would otherwise need to fund these programs.

### **BACKGROUND**

At the beginning of each fiscal year, Library staff submits their grant fund requests to the Friends of the Berkeley Public Library for certain programs they anticipate holding during that year. The Friends Board then reviews the requests made and either grants, denies or alters the award amount.

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

Various Library divisions and staff submitted their requests to the Friends at beginning of the calendar year. At a meeting of the Friends Board they approved each of the grant funds requested, totaling \$84,259. The breakdown of this award, along with the requesting division, is attached to this report for information.

### **FUTURE ACTION**

No further action is required.

Attachments:

1. Resolution
2. FY2009 Friends Grant Request

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

**FY2009 FRIENDS OF THE BERKELEY PUBLIC LIBRARY GRANT AWARD ACCEPTANCE**

WHEREAS, each year the Berkeley Public Library staff puts together requests to the Friends of the Berkeley Public Library to fund certain programs and services for the upcoming fiscal year; and

WHEREAS, the Friends of the Berkeley Public Library approved the FY2009 grant awards as requested by Library staff during their Board meeting.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to accept the grant funds from the Friends of the Berkeley Public Library in the amount of \$84,259.

# 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	
<b>TOTALS</b>		<b>\$ 84,259</b>			





## BERKELEY PUBLIC LIBRARY

### CONSENT CALENDAR

June 10, 2008

**TO:** Board of Library Trustees  
**FROM:** Donna Corbeil, Director of Library Services  
**SUBJECT:** AFTER-HOURS EVENTS AT THE CENTRAL LIBRARY

### RECOMMENDATION

Adopt the resolution authorizing two after-hours events be held at the Central Library on June 22 and 28, 2008.

### FISCAL IMPACT

This report will have no fiscal impacts.

### BACKGROUND

There have been occasions in the past when the Library has been approached to hold an after-hours event, indirectly related to the Library, within one of the branch library buildings. The Library does not have a specific policy or procedures for these after-hours events. Library staff will be coming back in the future for the Board to approve a policy that will set a precedence for how these situations are handled.

### CURRENT SITUATION AND ITS EFFECTS

Bob Baty, Building Maintenance Supervisor, will be retiring at the end of June 2008 and has requested to hold a retirement reception within the Central Library on Saturday, June 28, 2008 after regular library hours. Security and cleanup for this event will be paid for by Mr. Baty.

Earlier this month, Dory Ehrlich, a former Berkeley Public Library employee who last worked for the City of Berkeley Fire Department, passed away. Her husband, Paul Gruber, a Library employee who recently retired, requested that a memorial service be held at the Central Library on Sunday, June 22, 2008.

### FUTURE ACTION

No further action is required.

Attachments:

1. Resolution

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

**AFTER HOURS EVENTS AT THE CENTRAL LIBRARY**

WHEREAS, the Berkeley Public Library does not currently have a policy for handling requests for after-hours events within the Library buildings; and

WHEREAS, two separate parties have requested events be held within the Central Library after closing hours during the month of June 2008.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to authorize Bob Baty's retirement event be held after closing hours at the Central Library on Saturday, June 28, 2008.

BE IT FURTHER RESOLVED by the Board of Library Trustees of the City of Berkeley to authorize the memorial service for Dory Ehrlich be held after closing hours at the Central Library on Sunday, June 22, 2008,

**RESOLUTION NO.: R08-\_\_****THE BOARD OF LIBRARY TRUSTEES EXPRESSES ITS GRATITUDE TO THOSE  
EMPLOYEES UPON THEIR RETIREMENT FROM THE BERKELEY PUBLIC  
LIBRARY DURING THE 2007-2008 FISCAL YEAR**

WHEREAS, Paul Gruber served as Library Assistant since July of 2000 and, having come to Berkeley Public Library as a Library Aide in August of 1996, he was consistently described by supervisors as self-sufficient, productive, with a calm and pleasant demeanor. Paul recently retired from his position as a Library Assistant in General Services in order to spend more time with his family; and

WHEREAS, Bob Baty served as Building Maintenance Supervisor since April of 1989; and, having come to us from 7 years as a Maintenance Mechanic from Public Works, one could assume he had the skills of the trade, but we quickly learned that he possessed the temperament as well. Bob has been involved in multiple projects, including the renovation and construction of a number of Berkeley Public Library facilities, and has managed to remain cooperative and light-spirited. He and his crew of two have made our buildings safer and equally attractive; and

WHEREAS, Bob Saunderson served as Librarian since October of 1980; and having come to us from the University of California's Doe Library, he began his career at the Berkeley Public Library as a Library Aide. Bob weathered the droughts and downsizings in the late '70s to reemerge as a Library Technician. He was ultimately promoted to Librarian and has not left the Reference Division since. His knowledge and humor have been a great asset to the institution; and

WHEREAS, Andrea Segall served as Librarian since April of 1990; and as an Art & Music Librarian she produced admirable displays, and made great contributions to collection development and programming. Her involvement in Art Librarians Society (ARLIS) of Northern California and Visible Resources Association (VRA) greatly helped the Art & Music staff to remain current in their field. She has also worked tirelessly as a representative of SEIU Local 535. We hope to continue her positive work long after she has gone; and

WHEREAS, Trarie Kottkamp served as Library Services Manager since March of 1990; and having received her MSLS from the University of Illinois, along with having worked for a time as the Technical Services Administrator at the Phoenix Public Library, she was more than qualified for her current position as Manager of the Technical Services Division which houses Berkeley Public Library's Cataloging, Order and Processing units; and

WHEREAS, Marcia Alpert served as Supervising Library Assistant since July of 2006; and, having joined the Berkeley Public Library as a Library Aide in April of 1993, she climbed her way through levels of the organization, all the while continuing her personal work as an artist/illustrator. For the last two years she has supervised the Processing Unit of the Technical Services Division; and

WHEREAS, Vi Dyas served as Librarian since July of 2000; and, having come to Berkeley Public Library after working 25 years in Berkeley's City Manager's Office and Health and Human Services while also pursuing her MLIS, came well prepared to meet the challenges and opportunities of Teen/Reference Librarian. She has been active not only in organizations like Bay Area Youth Architects and the American Library Association's Young Adult Library Services Association, but she has also become a recognizable figure through her efforts with teens in our South Berkeley communities.

NOW, THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley expresses its deep appreciation and gratitude to all those employees for more than 125 cumulative years of service.

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

**IN RECOGNITION OF RORY ROOT**

WHEREAS, Rory Root, the owner of Berkeley book store, *Comic Relief*, died on Monday, May 19, 2008 at the age of 50; and

WHEREAS, Rory, as a child, read his way through all of the then-tiny Rockridge (Oakland Public Library) branch collection, beginning with the children's books and through his adulthood into the adult books; and

WHEREAS, Rory widely discussed his devotion to public libraries and often expressed his appreciation for the branch librarian at Rockridge who steered his reading and sent him discarded science-fiction titles when he moved to the rural Sierras (he discovered interlibrary loaning at an age when most kids don't appreciate it); and

WHEREAS, over the past 20 years Rory conducted business with public and school libraries in terms of comics and graphic novels, along with stocking and selling professional library science books relevant to the format and its genres at this store; and

WHEREAS, Rory demonstrated his commitment to diversity by providing speakers, programs, stock selections and promoting new talent that included LGBT, African-American, Asian and Asian-American, European, and religious creators and books for all ages; and

WHEREAS, Rory always supported local talent, such as Jason Shiga and Ariel Schrag, whose comics are now published by a mainstream publisher that is gracing her with a 10-year anniversary republication of her comics first stocked by Rory when Ariel was only a student at Berkeley High School; and

WHEREAS, Rory hired locally and diversely, including the children of at least three Berkeley Public Library staff members and former Berkeley Public Library student workers; and

WHEREAS, Rory was a mentor to many, a model business owner, a community member, an asset to the booksellers' community, and an active member of the Downtown Berkeley Association and the downtown Berkeley community; and

WHEREAS, Rory always saw the library as the place where readers are created and as a way to ensure that booksellers will have new generations of customers.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to recognize Rory Root for his contributions to the Berkeley Public Library and the Berkeley community.



## **BERKELEY PUBLIC LIBRARY**

### **ACTION CALENDAR**

June 10, 2008

**TO:** Board of Library Trustees  
**FROM:** Donna Corbeil, Director of Library Services  
**SUBJECT:** POSSIBLE LIBRARY BOND MEASURE STATUS

### **RECOMMENDATION**

Discussion and update on the status of the possible library bond measure for the November 2008 election ballot.

#### Attachments:

1. Resolution
2. BPL Facilities Master Plan Executive Report

**Board of Library Trustees  
Resolution No.: 08-\_\_**

**RECOMMENDATION TO PLACE A LIBRARY IMPROVEMENT BOND MEASURE  
FOR \$18.9M ON THE NOVEMBER 2008 GENERAL ELECTION BALLOT**

WHEREAS, upon the completion of a 20-year feasibility study in 2008, the Branch Library Master Facilities Plan found the four neighborhood branches and the Tool Library to have serious defects in the areas of seismic and structural systems, energy efficiency, ADA compliance, space constraints and work flow; and

WHEREAS, the physical condition of the facilities requires action by the Board of Library Trustees to address life-safety and deferred maintenance; and

WHEREAS, the Board finds the South Branch has serious structural defects and inadequate infrastructure systems for current needs and the Tool Library is in dire need of additional space to store, display and repair the tools it loans; and

WHEREAS, the Board finds the North Branch is undersized for the needs of the community, is not ADA accessible, and lacks the infrastructure to meet current and future technology needs; and

WHEREAS, the Board finds the West Branch, which houses Berkeley Reads, the library's adult literacy program, to be in need of structural and infrastructure improvement; and

WHEREAS, the Claremont Branch requires renovations to improve the historical and functional aspects of the facility; and

WHEREAS, the current deficiencies in programmatic space requirements, deferred maintenance, structural seismic retrofitting and provisions for physically disabled access were documented in the 1996 Berkeley Branch Libraries Feasibility Study; and

WHEREAS, Berkeley Municipal code section 3.04.090(e) authorizes the Board of Library Trustees (BOLT) "to recommend to the City Council... the erection, rental or acquisition of such building or buildings, room or rooms as may be necessary when, in [BOLT's] judgment, a suitable building, or portion thereof, has not been provided by the council"; and

WHEREAS, on May 14, 2008, the Board of Library Trustees approved a recommendation to the Berkeley City Council to place a Library bond measure on the November 2008 election ballot to fund seismic, ADA and space improvements at the four neighborhood branches of the Berkeley Public Library; and

WHEREAS, the Board appreciates the many needs of the City and the current economic climate and hence recommends a fiscally prudent facility plan to enhance and preserve Berkeley's branch libraries so they can offer safe, accessible, free and available materials and services to residents in the neighborhoods now and for future generations.



NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to request the Berkeley City Council place on the November 2008 general election ballot a library improvement bond measure that, if passed, would provide \$18.9 million to finance seismic and disabled access improvements and expand program areas at neighborhood branch libraries.





# Berkeley Public Library Branch Libraries Facilities Master Plan Executive Report

*June 5, 2008*



Noll & Tam Architects  
729 Heinz Avenue #7  
Berkeley, CA 94710

The four branches of the Berkeley Public Library (BPL) are over-crowded and in serious need of upgrades to the building's structural, envelope and building systems. Current deficiencies include programmatic and service space requirements as well as deferred maintenance, structural seismic retrofitting and provisions for physically disabled access.

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

Findings and recommendations reached benefited from inclusive participation, community outreach and planning. Teams of expert consultants visited and examined each branch. Community surveys and branch community meetings solicited input from patrons. Library staff provided invaluable empirical input. A BLMFP Advisory Board participated in visioning workshops to stimulate discussion and exchange idea. And finally the Board of Trustees provided sanguine discussion and direction.

Recommendations developed for each branch were based on balanced consideration for all branches and the role of the Central Library. Programmatic improvements to the branches reflect the current over-crowded conditions of all the branches as well as the need to update the library staff's ability to effectively function and serve library patrons. Recommendations for construction, project schedules, construction costs, and overall project cost are based on planning and phasing scenarios for the library system as a whole.

Total project costs for all the branches total \$18.9 million escalated to the beginning of scheduled construction. It is import to note that these are total project costs, rather than construction costs only. Furniture, Fixtures, and Equipment (FF&E) costs are not included in the total project final cost.

### North Branch

- 5,390 sf existing, 500 sf to be demolished
- Newly constructed addition of 1,800 sf<sup>1</sup>
- Proposed Library of 6,690 sf total
- Restore and highlight existing historic features
- Seismic upgrade for existing structure
- ADA compliance for existing building and site
- Mechanical / Electrical / Telecommunication upgrade

Renovation	4,890 sf	\$2,322,750
New Construction	1,800 sf	\$990,000
Contingency & Escalation <sup>2</sup>		\$628,224
Subtotal	6,690 sf	\$3,940,974
Project Costs <sup>4</sup>	31%	\$1,217,882
Total		\$5,158,856
Furniture, Fixtures and Equipment		\$511,899

### West Branch

- 6,230 sf existing, 4,130 sf to be demolished
- Newly constructed addition of 4,500 sf<sup>1</sup>
- Proposed Library of 6,600 sf total
- Restore and highlight existing historic features
- Seismic upgrade for existing structure
- ADA Compliance for existing building
- Mechanical / Electrical / Telecommunication upgrade

Renovation	2,100 sf	\$1,176,000
New Construction	4,500 sf	\$2,250,000
Contingency & Escalation <sup>3</sup>		\$886,365
Subtotal	6,600 sf	\$4,312,365
Project Costs <sup>4</sup>	31%	\$1,325,586
Total		\$5,637,951
Furniture, Fixtures and Equipment		\$513,545

### South Branch and Tool Library

- 5,030 sf existing Library and Tool Library
- Proposed newly constructed Library and Tool Library<sup>1</sup> of 6,700 sf
- Serious structural deficiencies make renovation difficult, unattractive, and uneconomical
- More efficient and cost effective to build new
- Demolish existing Library and Tool Library

New Construction	6,700 sf	\$3,350,000
Contingency & Escalation <sup>2</sup>		\$666,143
Subtotal	6,700 sf	\$4,016,143
Project Costs <sup>4</sup>	31%	\$1,239,681
Total		\$5,255,825
Furniture, Fixtures and Equipment		\$513,462

### Claremont Branch

- 7,300 sf existing Library to be renovated
- Restore and highlight existing historic features
- Seismic upgrade for existing structure
- ADA Compliance for entire building and site
- Mechanical / Electrical / Telecommunication upgrade

Renovation	7,300 sf	\$1,752,000
Contingency & Escalation <sup>3</sup>		\$469,409
Subtotal		\$2,221,409
Project Costs <sup>4</sup>	30%	\$669,209
Total		\$2,890,618
Furniture, Fixtures and Equipment		\$512,701

#### Notes

1. New construction assume compliance with all codes and regulations.

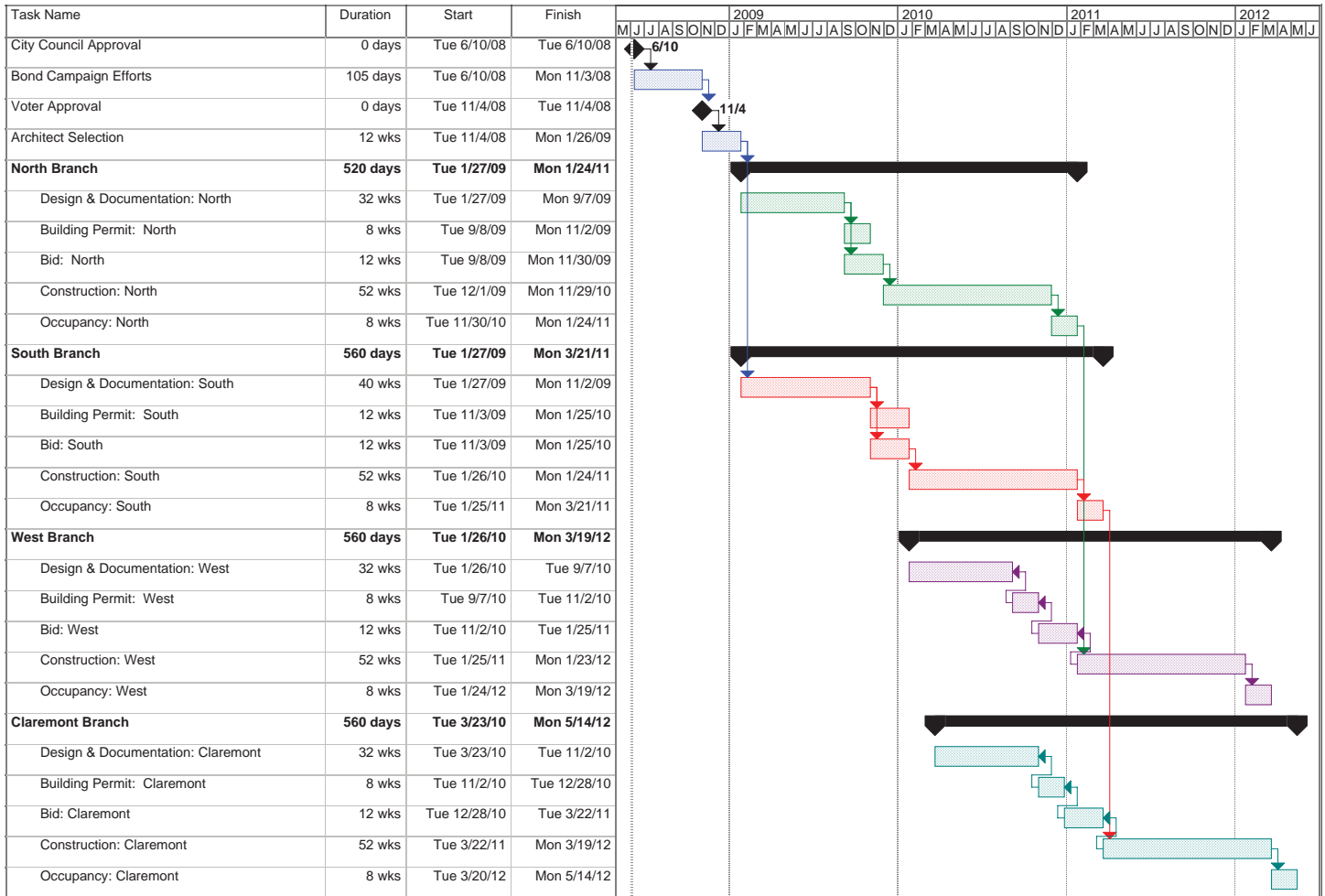
2. Assumes 12/1/2009 for start of construction.

3. Assumes 1/25/2011 for start of construction.

4 Fees includes design permit, management, construction, utility, inspection, etc.

All Branch Total	\$18,943,249
Furniture, Fixtures and Equipment Total	\$2,051,607

## Executive Summary Project Schedule







## **BERKELEY PUBLIC LIBRARY**

### **INFORMATION CALENDAR**

June 10, 2008

TO: Board of Library Trustees

FROM: Douglas Smith, Deputy Director of Library Services

SUBJECT: LIBRARY STRATEGIC PLANNING UPDATE

### **BACKGROUND**

In 2002-2004, the Berkeley Public Library began a strategic planning process coordinated by an outside consultant and Library staff. Although that process was not completed, under the new Director of Library Services staff has renewed the planning endeavor by starting a three year services planning effort in conjunction with the concurrent Branch Master Facilities Planning process.

Recently, the Public Library Association published Public Library Service Responses 2007, the result of work done by public librarians nationwide to develop primary service roles or priorities for public libraries in a common vocabulary for use by librarians and trustees to identify service priorities for their libraries. Since the beginning of the current calendar year, Library staff has been working with consultant Leslie Nordby to create a new draft strategic plan, using the PLA service responses as a framework, which will be brought to the Board for review, discussion, and approval at the Board's July meeting.

### **FISCAL IMPACT**

There is no fiscal impact during FY08-09 and any impact in future fiscal years will be included in appropriate budget discussions, presentations and workshops.

At its January 2008 meeting, the Board of Library Trustees approved the proposed timeline and scope of work to conduct the Library Strategic Plan and discussed the planning process. The Deputy Director convened a committee of Library staff members representing various areas of the Library's organization. To date, the group has worked on the following aspects of the strategic planning process:

- Reviewed and assessed the completion of the objectives from the 2002-04 planning process and found that over 70% of the then-proposed service objectives had been fulfilled or partially completed in the intervening period.
- Partnered with Market Research faculty and students from UC Berkeley Extension to conduct two focus groups with teen library users to hear from teens about their service preferences.



- Scheduled and held five public community meetings at each Library location in March, during which the PLA service responses framework was presented and public comment was solicited.
- Developed a survey instrument designed to measure Library usage, user demographics, and the relative importance of the primary service roles, which was distributed in electronic and paper formats citywide. 930 survey responses were collected during a six-week period this spring. Combined with the responses that Hatchuel Tabernik Associates (HTA) collected in late 2007 regarding library services to Southwest Berkeley, information from a total of 1257 survey respondents went into the compiling of service priorities.
- Paper surveys were distributed to: All Berkeley Public Library branches, all service desks at the Central Library, all Library public programs between March 25 and May 5, the YMCA downtown, the Berkeley Rent Stabilization Board offices, the Berkeley High School Health Center, the Strawberry Creek Lodge senior residences, three Headstart sites, the Bahia after school program, and all Berkeley READS literacy program tutor trainings. In addition to prominent placement on the Library web site, electronic links to the survey were distributed to: Berkeley Unified School District PTA e-trees, the Berkeley High incoming freshmen e-tree, the Central Berkeley Neighborhood Association email list, and City Council member email lists. Summaries and analysis of the survey results were written and distributed to the strategic planning steering committee and the Library's management team.
- Staff met with consulting firm HTA to review the qualitative data from the community forums, and to discuss how the quantitative results of HTA's assessment of the library service needs of the southwest Berkeley region can inform the service plan for the entire citywide service area and its population.
- Conducted six separate focus groups with Library staff working in all work units to review the prior work and community input, and solicit staff ideas.
- Prepared a written draft Strategic Plan with service priorities, from which more detailed activities will be developed by staff. This draft was reviewed and revised following work sessions with the staff steering committee and the Library management team.

### FUTURE ACTION

The draft Strategic Plan will be posted in June to the Library's web site to solicit public comment and review in advance of the Board's July work session. At the Board's July meeting, Library staff will bring the plan before the Board of Library Trustees for review and discussion. Staff anticipates receiving direction from the Trustees as it relates to setting future direction and library policy, in order to move to the next stage of planning.

Discussions of the Plan will also be included in any Board workshops relating to the budgets of each of the upcoming three fiscal years.

<b>Work Plan #2</b>	<b>Privacy Policy Status</b>
<b>Lead</b>	Alicia Abramson
<b>Description</b>	<p>American Library Association states:</p> <p><i>A privacy policy communicates the library's commitment to protecting users' personally identifiable information. A well-defined privacy policy tells library users how their information is utilized and explains the circumstances under which personally identifiable information might be disclosed.</i></p> <p><i>Libraries need to post privacy policies publicly. Privacy: An Interpretation of the Library Bill of Rights states that, "Users have the right to be informed what policies and procedures govern the amount and retention of personally identifiable information, why that information is necessary for the library, and what the user can do to maintain his or her privacy."</i></p>
<b>Budget</b>	\$7000

<b>Deliverables</b>		
<b>Step</b>	<b>Detail</b>	<b>Status</b>
Hire privacy consultant	Hired Karen Coyle, through BALIS	Completed January 2008
Conduct an audit of current practices regarding collection and retention of personally identifiable Information (PII)	Consultant is reviewing results of existing practices and will identify any areas that require more information.	Completed January 2008
Conduct audit of areas identified by consultant	Provide consultant with requested data to be incorporated into report	May 2008
Review audit findings, consultant report & recommendations	Convene Privacy task force to review audit findings and consultant's recommendations based on current practices & review of applicable laws.	June-July 2008
Draft policy	Task force & consultant to collaborate on draft Policy	July 2008
Final review of draft report & policy	Revise and make final edits to proposed policy and report for BOLT	August 2008
Present policy & report to BOLT		September 2008





## **BERKELEY PUBLIC LIBRARY**

### **INFORMATION CALENDAR**

June 10, 2008

TO: Board of Library Trustees

FROM: Douglas Smith, Deputy Director of Library Services

SUBJECT: BERKELEY PUBLIC LIBRARY ADMINISTRATIVE REGULATIONS

### **BACKGROUND**

The Berkeley City Council adopts policies that affect employees and departments as Administrative Regulations and updates them on a periodic basis. The Board of Library Trustees may do likewise by adopting city regulations or require the Director of Library Services to draft a new Administrative Regulation. The Director of Library Services may submit a new Administrative Regulation for the Board of Library Trustees to consider as need dictates. Through this process, the Library has established some Library-specific Administrative Regulations independently of the City on matters that are specific to the operations and personnel of the Library itself. Examples of these include the Patron Suspension Policy, the Internet Use policy, and the Unattended Children in the Library Policy. Beginning in September 2006 the Board began the process of reviewing, revising and adopting city issued Administrative Regulations.

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

The table of content for the Library' Administrative Regulations (Attachment 1) indicates the corresponding number (same numbering system as the City uses); title; date the regulation was adopted by City Council and the date the Library's version was adopted by the Board of Library Trustees, when applicable. The Office of the City Attorney has advised the Director of Library Services that some of the City of Berkeley Administrative Regulations are considered policy applicable citywide, therefore these policies apply to the Library. As a result, it is not necessary for the Board of Library Trustees to adopt those Administrative Regulations highlighted on the attachment: 1.2, 1.4, 3.6, 3.7, 7.1, 7.2, 8.1, 9.1, and 9.2.

### **FUTURE ACTION**

Adopt a resolution approving all of the Administrative Regulations identified as applicable to the Library as Board approved Library policy, thus allowing the staff to adapt procedures to Library operations. Discussion and adoption of the remaining City AR's 1) not already approved by the Board and not included in the list of those applicable to the Library and 2) inclusion of those the Board would like as Library policy. The Library need not adopt all City Administrative Regulations.

Attachments:

1. BPL Administrative Regulations List



**Berkeley Public Library**  
**ADMINISTRATIVE REGULATIONS**  
**TABLE OF CONTENTS**

<b>AR #</b>	<b>Description</b>	<b>Date Adopted by COB (or last revision)</b>	<b>Date Adopted by Library * (or last revision)</b>
<b>1.0 General</b>			
1.1	Control and Updating of Administrative Regulations	10/11/2005	10/18/2006
1.2	Conflict of Interest Statements	09/09/2005	
1.4	Contact with City Council	09/06/2005	
1.5	Reproduction Services	05/05/2006	n/a
1.6	Mail Services	05/05/2006	n/a
1.7	Inter-Departmental Communications	09/06/2005	n/a
1.8	Procedures for Posting on Official Bulletin Boards	09/06/2005	Yes
1.9	Telephone Use	06/15/2002	Yes
1.11	Rules for Half-Staffing National Flags on City Property	09/06/2005	n/a
1.12	Communications Access	06/15/2002	Yes
1.13	Section 504 / ADA Grievance Procedure	09/06/2005	11/14/2007
1.15	Posting and Enforcing Rules of Conduct for Visitors to All Library Buildings	09/06/2005	12/12/2007
1.16	Grant Applications Policy	06/01/2003	07/18/2007
<b>2.0 Personnel and Payroll</b>			
2.2	Temporary Employment	09/06/2005	Yes
2.3	Performance Evaluation Program	09/06/2005	01/17/2007
2.4	Family Medical Leave Act	09/06/2005	10/18/2006
2.5	Catastrophic Illness or Injury Leave Transfer	09/06/2005	10/18/2006
2.6	Library Property – Issuance and Retrieval	09/06/2005	09/19/2007
2.7	Workers' Compensation Procedures and Responsibilities	06/01/2002	10/18/2006
2.8	Administrative Leave Policy	10/14/2005	09/19/2007
2.9	Outside Employment by Director of Library Services and Deputy Director of Library Services	10/11/2005	01/17/2007
2.10	Outside Employment – All Employees Except the Director of Library Services and Deputy Director of Library Services	11/17/2005	Yes
2.11	Flextime/Alternate Work Schedules Policy and Guidelines	09/06/2005	10/18/2006
2.12	Near Relative Policy	09/09/2005	10/18/2006
2.14	Safe Use of Cellular and Other Wireless Devices	11/10/2005	09/19/2007

<b>3.0 Financial and Purchasing</b>			
3.2	Stipend and Reimbursement in Lieu of Expenses for Board of Library Trustees	10/21/2005	10/24/2007
3.3	Petty Cash Accounts	08/20/2007	10/18/2006
3.4	Purchasing Policy	05/05/2006	08/01/2007
3.5	Disposal of Surplus Property	06/15/2002	09/19/2007
3.6	Audit Reports	06/15/2002	
3.7	Audit Procedures and Requirements	06/15/2002	
3.8	Charges for Library Records, Publications and Meeting Tapes	09/06/2005	01/17/2007
3.9	Payment of Expenses Associated with Attendance at Conferences, Seminars, Workshops and Training Sessions	10/25/2005	10/18/2006
3.10	Moving Expense Reimbursement	10/14/2005	01/17/2007
3.12	Delegation of Authority to Approve Voucher Payments	08/30/2007	10/18/2006
3.13	Procedures for Library Inventory	06/15/2002	Yes
3.14	FN024 Voucher Processing	08/30/2007	09/19/2007
3.15	Write-Off Policy	11/15/2007	01/17/2007
3.17	Fraud, Abuse and Misuse of Library Resources	09/21/2007	10/18/2006
3.18	Establishing and Closing Bank Accounts	05/05/2006	09/19/2007
3.20	Cash Handling Policy and Guidelines	05/05/2006	01/17/2007
3.21	Policy for Hiring Employees Responsible for Cash Handling and Asset Manager	05/05/2006	09/19/2007
<b>4.0 Information and Technology</b>			
4.1	Telephone System Changes and New Installations	06/15/2002	Yes
4.2	Electronic Mail ( <i>New version pending w/ City Attorney</i> )	06/15/2002	Yes
<b>5.0 City Council</b>			
5.1	Procedures and Responsibilities for City Council Agenda Material	06/15/2002	n/a
5.2	Discussions Format for City Council	06/15/2002	n/a
5.3	Public Hearings Held by the City Council	06/15/2002	n/a
<b>6.0 Library Property and Equipment</b>			
6.1	Civic Center Building Protocols and Security	09/06/2005	n/a
6.3	Notification of Discharge of Hazardous Wastes/Proposition 65	09/06/2005	n/a
6.4	Requests for Maintenance / Construction	09/06/2005	n/a
6.6	Policy and Procedures for Negotiating and Preparing Library Lease Agreements – City is Landlord or Tenant	10/14/2005	No

6.7	City Property – Payment of Permit Fees on City Projects	10/21/2005	n/a
<b>7.0 Motor Vehicle Usage and Parking</b>			
7.1	Use of Fleet Vehicles	11/10/2005	
7.2	Use of Private Vehicles	06/15/2002	
7.3	Employee Parking Permits	10/11/2005	Yes
7.4	Lease/Rental of Vehicles	10/11/2005	Yes
7.5	Use of Bicycles on City Business	04/26/2006	Yes
<b>8.0 Legal Matters</b>			
8.1	Procedures for Responding to Subpoenas for Production of Documents	09/06/2005	
<b>9.0 Disaster Preparedness</b>			
9.1	EOC Pager Response System Procedures	10/21/2005	
9.2	Disaster Service Worker	10/21/2005	

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\* A “Yes” or “No” indicates whether Library staff recommends development of a Library policy for discussion and possible adoption by the Board of Library Trustees.



## BERKELEY PUBLIC LIBRARY

### INFORMATION CALENDAR

June 10, 2008

**TO:** Board of Library Trustees

**FROM:** Donna Corbeil, Director of Library Services  
Suzanne Olawski, Neighborhood Services Manager

**SUBJECT:** "GREEN LIBRARIES" SAN FRANCISCO PUBLIC LIBRARY / LIBRARY JOURNAL SEMINAR

### SUMMARY

Now in its third year, *Library Journal's* Design Institute program is a one-day think tank that brings librarians together with leading architects, designers and vendors for a day of presentations, interactive discussions and innovative problem-solving on library space, design and construction.

In an increasingly environmentally conscious world, many librarians have already taken steps toward energy conservation and the recycle, repurpose, reuse mantra in their building programs. No one building a new library or renovating an older one can ignore that imperative, and there has been lots of progress since the first libraries started going green.

In a full-day seminar, architects, librarians, product vendors and planners will share the latest developments and options, address concerns about costs, and reveal cutting-edge solutions now being adopted. The day offers a hands-on component too, as librarians and planners break out into smaller groups led by our architect sponsors to focus on specific design challenges based on real-world projects submitted in advance by participant librarians.

Limited to 100 attendees, the seminar is aimed at those who are considering a new building project or renovation, in the fundraising or pre-bond stage, or in the early building process.

### HIGHLIGHTS FROM THE DESIGN INSTITUTE

**Donna Corbeil**, Director of Library Services

*Library Journal* sponsored their third Design Institute, held at the San Francisco Public Library on May 9, 2008. It was a truly inspiring and exciting program. The whole day event, offered an exciting program of speakers with lunch served at the beautiful San Francisco City Hall. The days events, power point presentations and other information is all available on the LJ website at: <http://www.libraryjournal.com/info/CA6531157.html>.

Highlights from Speakers and Panels:

- The most sustainable building is the one you already have



- Daylighting utilizes natural light to control heat loss and gain, help with energy costs, and effectively control the sun. Controllability of systems using sensors helps direct and control the sun.
- New design concepts integrate use of sunlight to illuminate surfaces by controlling reflected light depending on the time of day, weather and seasons.
- Buildings can achieve a balance of light with overhangs and recessed windows; the rule of thumb is: depth (of light) penetrates  $2 \frac{1}{2} X$  as deep as the window is high. The quality of light is as important as the quantity.
- When thinking about what green means take the wide-angle view – sustainability, community, economy, environment and culture. Bring these to design values and incorporate green roofs, clean water run-off use, exceed LEED, harvest daylight, include energy efficiency and aim to reduce energy costs and think about adaptive reuse. The Library is an integral part of the community and a contributor to “community.”
- Strategies for renewable energy include daylighting, under floor air (and wire) distribution, thermal (using earth wells) and embedded energy.
- Think of your project as an opportunity to teach and inform the community about what systems and strategies used in building.
- Be open to opportunities specific to your geographic location to define what green will look like, include partnerships in funding for new technologies, and try new strategies.
- Sustainable design is meeting the needs of the present without compromising the ability of future generations to meet their needs.
- The environmental impact of the building industry is greater than people think.
- The building industry should incorporate passive solar concepts in design supplemented with highly efficient building systems. These systems include water use efficiency, indoor environmental quality, and exterior shading devices. The 2030 challenge is to build in a carbon-neutral way.
- The Library has a role in the community to use these building opportunities as a teaching tool and can do this by collaborating with other city departments and local organizations and corporations. The educational process in the community is ongoing; libraries have a long-term role in promoting communication on global issues.
- Long-term sustainability in design is part of the planning process, long-term savings can be gained in operations, which allows the deferred funding to be used for direct services.
- Other areas of libraries can be green: switch over to green cleaning products and supplies, recycle paper, use native plants in landscaping, change out light fixtures, and use library land as demonstration gardens.
- The full life-cycle costs of equipment and all systems should be considered integral to design.
- The Library could work with other agencies to distribute information on how to do energy retrofit at home, have a kit people pick up at the library, and work with schools to support programs with children.
- Libraries can have a tremendous impact on local “green” initiatives’, the nostalgic view of libraries as holders of history may stop us from being relevant in this area if we are not proactive.

**Suzanne Olawski**, Neighborhood Services Manager

*Library Journal's* 3rd Design Institute was held at San Francisco Public Library (SFPL) on Friday, May 9, 2008 with the theme “Going Green.” *Library Journal's* Design Institute program is a one-day think tank that brings librarians together with leading architects, designers and vendors for a day of presentations, interactive discussions and innovative problem-solving on library space, design and construction. The event itself was preceded by an afternoon touring



the Noe Valley, Mission Bay, and Western Addition SFPL branches, during which *green* and LEED (Leadership in Energy and Environmental Design) building elements were highlighted.

The Institute was a full-day seminar with architects, librarians, product vendors and planners sharing the latest developments, costs, and cutting-edge solutions now being adopted in the field. Breakout sessions in the afternoon provided for smaller group interactions to focus on specific design challenges based on real-world projects submitted in advance by participant librarians, which were led by the seminar’s architect sponsors.

The Institute was limited to 100 attendees and was aimed at those who are considering a new building project or renovation, in the fundraising or pre-bond stage, or in the early building process. There were ample networking opportunities built into the day, which gave participants a chance to speak with one another regarding current and or future building plans. One such opportunity was the catered luncheon held at San Francisco’s beautifully renovated City Hall with guest speaker Jared Blumenfeld, Director, San Francisco Department of the Environment. The department focuses on developing innovative, practical, and wide-ranging environmental programs while fostering information on numerous sustainable practices. His speech focused on the City’s zero waste initiatives, green buildings and neighborhoods, as well as energy efficiency and the role SFPL has in promoting and imparting information about those strategies.

Panel discussions focused on sustainable designs for libraries and communities as well as going green with or without LEED. The architects presented information about lighting options, wind power, and geo-thermal resources in sustainable design. They also discussed renovating existing branches as a *green* element and publicizing the tangible elements of environmental responsiveness when selling *green*. Careful preplanning for LEED elements (points) was stressed as post-production changes to comply with political desired or required LEED standards and certification will raise project costs substantially. Point chasing was discouraged and “low hanging fruit” (easy LEED points) were highlighted and the project “commissioning phase” (someone to test all pieces/parts of the project work together) was stressed.

The seminar ended with an evening reception and the mingling with the architects, vendors, and Library Journal staff. The Institute’s web address is listed above for further information and links to various articles and other related information.



## **BERKELEY PUBLIC LIBRARY**

### **INFORMATION CALENDAR**

June 10, 2008

**TO:** Board of Library Trustees

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

**SUBJECT:** JUNE 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**

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

This month's City-held Year's of Service event included Raffi Gregorian, Office Specialist II in Library Administration, acknowledging and thanking him for 15 years of service with the City.

### **LIBRARY DEVELOPMENT**

#### *Statistics*

The State Library annually publishes California Library Statistics, a compilation of statistical data from public, academic, special, and county law libraries throughout the state. The 2008 statistics, which covers FY 2006-07 is now posted at: [www.library.ca.gov/lds/librarystats.html](http://www.library.ca.gov/lds/librarystats.html).

#### *All-Staff Meeting*

The Library opened late (11:00 a.m.) on Friday, May 30<sup>th</sup> for our all-staff meeting. Among the topics covered were an introduction of new staff members, bid farewell to retiring employees, an overview of several planning efforts currently underway, the Branch Library Master Facilities Plan (Chris Noll attended the meeting) and the Strategic Plan. The I.T. staff presented upgrades to Innovative software. Approximately 70 staff members attended.

#### *BALIS (Bay Area Library and Information System)*

The Administrative Council met on May 16, 2008. We reviewed and approved the System's budget for FY 2008/09 and the FY 2008/09 BALIS Plan of Service. As in past years, BALIS Office staff will be applying for California State Library grants totaling approximately \$170,000 for the various programs and services it provides to members. The current FREE2 marketing campaign is funded by these monies (<http://www.wearefree2.org>). System revenues include grants, workshop fees, interest income and membership fees, the latter accounts for





approximately half of the revenue stream. The meeting schedule for the coming fiscal year was set. An update on the system consolidation plan will be included in the July 18, 2008 meeting agenda.

## PROGRAMS, SERVICES AND COLLECTIONS

### *Programs*

On June 25<sup>th</sup> the Board will hold a celebration to honor seven long-term employees retiring in FY 2008. The event is in the Central Library meeting room at 5:00 pm.

*Catch the Reading Bug*, The Berkeley Public Library's 2008 Summer Reading Program will run from Friday, June 13 through Saturday, August 16. Last year we had over 1,500 children participate in the program, with a 51% rate of completion, and are anticipating at least 1,600 children to participate this summer. Children entering grades 1-8 are invited to participate in the Summer Reading Program and win prizes, but all children are invited to enjoy our performers, craft programs, and Summer Movie Series. Performers this summer include the acclaimed Magic Alex, Puppet Art Theater, presenting "Tommy's Space Bug Adventure," Insect Discovery Lab, and Randel McGee and his guitar playing puppet Groark, just to name a few. With the help of the Northern California Grantmakers' Summer Youth Program Grant, we are also providing 2 programs for the kids at the Frances Albrier Center: the amazing young performers of the Prescott Circus, and the Insect Discovery Lab, which will give the children a hands-on opportunity to learn more about a variety of unusual insects. The children at the Frances Albrier Center will also make trips to the South branch in order to fully participate in the Summer Reading Program. Students entering grades 6-8 can sign up to volunteer at the library as a Student Friend, helping with a variety of projects.

### *Services / Grants*

Alan Bern recently applied for \$13,000 in funding through the BALIS Innovation Grant program for a special project. The Access for People with Visual Disabilities: Libraries at Your Fingertips project, would be done in collaboration with the Oakland Public Library. "The grant would be used to create five- to ten-page booklets of Braille and large-print, accessible library floor plans to promote independent travel and library use by blind and visually-impaired patrons." The first accessible floor plans would be produced for the Oakland Public Library's Main Library in the fall of 2008. In the spring of 2009, the project would expand to include accessible maps for Berkeley Public Library's main library as well. In addition to high contrast, large print, and tactile formats, these inexpensive Braille and large-print booklets could include special optical coding to allow the maps to work with the Pulse digital pen - an innovative tool now being used to provide audio/tactile access to spatial information. The booklets would be produced on heavy paper, and would cost well-under \$1.00 each. The booklets would be free to library users with visual disabilities, and could be distributed at the libraries themselves or mailed free of charge to blind or visually-impaired patrons upon request. This model project might allow blind and visually-impaired library users to navigate around our libraries more comfortably and independently, and has the potential to improve the ability of our public libraries to serve people with visual disabilities."

## FACILITIES

### *Tool Lending Library*

The Tool Lending Library was closed for its two week annual maintenance from April 27<sup>th</sup> through May 12<sup>th</sup> and reopened on Tuesday, May 13<sup>th</sup>. During their closure, the Tool Specialists updated tool item records in the public access catalog making them more accurate; cleaned out and repainted the tool shed and workroom; inventoried all tools; and engraved bits with item



numbers. Further, they replaced the countertop on the repair branch, rebuilt two demolition hammers, changed Rototiller tines, and sharpened or changed the blades on Skilsaws, table saws, and chop saws. New gardening tools were purchased in preparation for the summer season and an end of the year annual new/replacement tool order was completed. Thank you to Jason Armstrong, Adam Broner, Angel Entes, and Robert Young for all of their hard work, not only during this project, but also for making the Tool Lending Library a successful and endeared program.

#### *Central Library*

PG&E has repaired the sidewalk area on Bancroft, dug up in order to provide electrical services to Library Gardens, a condominium complex next to the Library. Following completion of this project the sidewalk area was filled in with asphalt, but it was done poorly and resulted in an uneven surface area with gaps between the patched area and the PG&E electrical vault box. Bob Baty initiated discussions with the PG&E customer service office and given his diligence in this matter, the area is completely repaired and safe for pedestrians and wheel chairs.

#### *General Services*

The General Services staff will be working with the firm, California Manufacturing Technology Consulting on a workflow analysis project. The purpose of the study is to develop information and requirements to use in evaluating potential solutions to address circulation related workflow issues at the Central Library. We will consider possible solutions following the information-gathering phase. The objective of this project is utilize outside expertise to obtain a fact-based analysis and assessment of current circulation related systems, processes and workflow at the Central Library in relation to current and forecast materials flow requirements. The initial step will provide a baseline view and an objective assessment of issues, opportunities, requirements and capabilities, and thereby lay the ground work required to identify, evaluate and develop potential solutions to address circulation related constraints. The project will cost less than \$20,000 and is expected to be completed by early Fall 2008.

#### *North Branch*

A local resident interested in making a substantial donation to improve the entry lobby / entrance area of the North Berkeley Branch Library approached the Library Foundation. After several conversations with the potential donor, we reached an agreement to focus on lighting. As a result, the Foundation has given the Library the seed funds (\$3,000) to hire a consultant to evaluate the possibility of re-creating the historic chandelier that originally graced the lobby area. The firm Alice Prussin Lighting Design will complete the Design Development Phase, which will document the existing lighting and assess current lighting levels. She will propose a lighting design for the area, prepare lighting design plans and fixture specifications; preliminary sketches of special lighting details, including modified or special fixtures; and a cost estimate for the lighting fixture itself. The Foundation will evaluate next steps following the development of 100% Design Development drawings and establishment of the cost, though the donor recommends a localized campaign that would maximize his donation in matching funds.

#### Attachments:

1. Personnel Summary

# BPL's Recruitment Timeline

Revised 6/4/08

<i><b>Classification</b></i>	<i><b>Posting Date</b></i>	<i><b>Closing Date</b></i>	<i><b>EXAM Date Tentative</b></i>	<i><b>Comments</b></i>
Library Specialist II	7/07/08 <i>Coming Soon</i>	8/04/08	Supp Questionnaires rated by panel.	
Librarian I/II	6/23/08 <i>Coming Soon</i>	7/21/08	Supp Questionnaires rated by panel.	Booth Reserved @ ALA's Career Center
TS/Coll Dev Manager	6/16/08 <i>Coming Soon</i>	7/14/08	Supp Questionnaires rated by panel.	Booth Reserved @ ALA's Career Center
Senior Librarian	6/16/08 <i>Coming Soon</i>	7/14/08	Supp Questionnaires rated by panel.	Booth Reserved @ ALA's Career Center
Supervising Library Assistant	4/14/08	5/12/08 <i>CLOSED</i>	Supplemental Questionnaires rated by panel.	Interviews scheduled for 6/19/08
Building Maintenance Supervisor	4/14/08	5/12/08 <i>CLOSED</i>	<i>No exam (promotional)</i>	Interviews scheduled for 6/19/08
Library Aide	3/10/08	3/31/08 <i>CLOSED</i>	Exam to be held Mid April	List valid thru 5/13/09
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 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 <sup>nd</sup> Round of Interviews held 4/12/07.	Jason Dickinson selected. Start Date: 05/21/07
*Deputy Director	2/5/2007	3/5/2007	Interviews held 3/29. [3 Panels, 30 min Reception, Tour of Central & 2 Branches]	Douglas Smith selected. Start Date: 05/14/07

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

## *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
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	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.
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.
5/14/2008	Board of Trustees	Donna Corbeil	5/20/2008		Research campaigning restrictions and guidelines