BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

REGULAR MEETING	AGENDA	SOUTH BRANCH LIBRARY
JUNE 13, 2007	7:00 P.M.	1901 RUSSELL STREET

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

I.   **CALL TO ORDER**

II. **PUBLIC COMMENTS (7:00 – 7:30 p.m.)**
     (Proposed 30-minute time limit, with speakers allowed 3 minutes each)

III. **APPROVAL OF AGENDA**

IV. **CONSENT CALENDAR**

   A.   Approve minutes of April 18, 2007 regular meeting.

   B.   Approve minutes of May 9, 2007 special meeting

   C.   Authorization to open the Central Library and all branches one hour late to allow adequate time for the all-staff meetings on September 21 and November 30, 2007

V.   **REPORTS FOR DISCUSSION AND POSSIBLE ACTION**

   A.   Submission of Proposed FY 2008 and FY 2009 Berkeley Public Library Budget for discussion and adoption

   B.   Discussion and adoption of proposal to develop a Library Work Plan for FY2008 and FY2009

   C.   Contract with Checkpoint Systems, Inc. for the provision of maintenance services for the Express Check System

VI. **REPORTS FOR INFORMATION**

   A.   Report from Library employees and unions, discussion of staff issues (15 minutes)

      1.   Comments / responses to reports and issues addressed in packet, including the proposed budget for FY2008 and FY2009.

   B.   Berkeley Public Library's South Berkeley Community's Library Needs and Ed Roberts Campus (ERC) Discussion Group Report

   C.   Staff report on the Innovative User's Group (IUG) Conference held May 14-17, 2007

   D.   Report from staff on Information Technology related public service initiatives in progress or currently completed

   E.   June 2007 Monthly Report from Library Director Donna Corbeil

      1.   *Library development*

         a. *Update on Trustee vacancy*

      2.   *Professional activities*

      3.   *Programs, services and collections*

      4.   *Personnel*

F.   Report on the RFID Self-Check/Checkpoint Staff Task Force (oral report)

G.   Report on Library staff training and development activities for FY2007 and FY2008

H.   Report on the Book Expo America held May 31 – June 3, 2007

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

VII.   AGENDA BUILDING

Next regular meeting will be held at 7:00 p.m. on Wednesday, July 11, 2007 at the South Branch Library, 1901 Russell Street, Berkeley.

A.   Tracking Chart

VIII.   ADJOURN

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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 8, 2007.

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

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

Regular Meeting	Minutes	South Branch Library
April 18, 2007	7:00 p.m.	1901 Russell Street

I.   CALL TO ORDER

The regular meeting of April 18, 2007 was called to order at 7:03 p.m.

Present: Trustees Laura Anderson, Susan Kupfer, Ying Lee, Darryl Moore, and Terry Powell
Absent: None
Also present: Director of Library Services Donna Corbeil, Acting Deputy Director Linda Perkins, Library Financial Manager Beverli Marshall, and Administrative Secretary Alisa Somera

II.   PUBLIC COMMENTS

There were four speakers:

1.   Reed Schmidt, with the Berkeley Public Library Foundation, announced that the Foundation Board voted to commit $50,000 to three capital projects that were listed in the Director's budget.
2.   Public comment period and also the trustee selection process.
3.   Deadline set for potential Board trustees selection.
4.   Cost of RFID.

III.   APPROVAL OF AGENDA

Trustee Powell suggested that they adjourn the meeting in honor of Library Workers, being that it is National Library Workers Week.

R07-29   **Moved by Trustee Lee, seconded by Trustee Powell, to approve the agenda.** Motion carried unanimously.

IV.   CONSENT CALENDAR

Trustee Powell wanted to approve the Consent Calendar, but wanted the minutes changed prior to approving the minutes.

R07-30   **Moved by Trustee Powell, seconded by Trustee Moore, to approve the Consent Calendar as amended.** Motion carried unanimously.

Trustee Powell had a comment about the March 21st minutes. She wanted to change the wording in the last sentence in the fourth paragraph of Discussion Item V.B to read "…to assist the Director in forming the budget <u>and</u> work plan <u>to reflect these key issues for the upcoming year</u>."

R07-31   **Approved the amended minutes of the March 21, 2007 regular meeting.**

R07-32   **Adoption of the resolution authorizing the Director of Library Services to accept the FY2006/2007 grant funds awarded by the California Library Literacy Services Grant Program in the amount of $62,141, to apply for the FY2007/2008 Grant for approximately $62,000, and to accept the amount when awarded.**

V.   REPORTS FOR DISCUSSION AND POSSIBLE ACTION

A.   <u>Discussion from the Ad Hoc Committee on the process and criteria to appoint Board of Library trustees (oral report)</u>

Trustees Kupfer and Lee reported on the Ad Hoc Committee meeting that took place on Tuesday, April 17, 2007. They met for approximately an hour and a half and discussed the three items on the agenda. The Committee consists of two Councilmembers (Kriss Worthington and Betty Olds) and two Trustees. The purpose of the Committee is to develop a process going forward for the appointment of library trustees.

The group reviewed the existing criteria for library trustees. This discussion led to comments on the criteria with recommended additions, corrections, and revisions. The second item was the timeline for the appointment of trustees. The basis for this discussion was the timeline used for the last vacant position which outlined a five-month period that began with the advertisement of the vacancy at a Board meeting. The third item was whether there should be separate, additional, and/or different criteria for a reappointment of a sitting trustee. The Committee then divided into two sub-committees. The first sub-committee was Trustees Lee and Kupfer who will be looking at the criteria for appointment and reappointment of trustees. Councilmembers Worthington and Olds will make up the second sub-committee and will focus on the timeline for the process.

The next meeting of the Ad Hoc Committee was scheduled for May 1, 2007 at 5:30 p.m. at the South Branch Library and draft documents were to be available for review the week prior to the meeting. The public was encouraged to attend the meeting and speak on the criteria, process and the draft documents. Once the Committee reaches its recommendations these will be reviewed both bodies, the City Council and the Board of Library Trustees, for acceptance.

There was a suggestion that the terms of each trustee be placed on the website showing when they were appointed, when they are eligible for a reappointment, and when each Trustee's term ends.

Trustee Kupfer recused herself and handed the meeting over to the Vice-Chair, Trustee Powell.

> B. Discussion and recommendation to the City Council on appointment of trustee to serve a four-year term commencing on May 14, 2007 to include recommending reappointment of Trustee Susan Kupfer or appointment of other applicant

Discussion of past policy and practices of the Board and how reappointments were previously addressed.

In the past a sitting trustee who was willing and interested in continuing for a second term, and who had been productive and useful, would serve a second term. When a trustee had completed their eight years, then the announcement of vacancy would be issued and a different process would occur to look for a new candidate.

There was a discussion on the different timelines for reappointments and appointments. For reappointments the timeline was not as clear. When it is a new vacancy the process began well in advance in order to get a healthy number of applicants.

R07-33   **Moved by Trustee Moore, seconded by Trustee Anderson, to recommend to the City Council the reappointment of Trustee Kupfer to a second term.** Motion carried by the following vote:

Ayes: Trustees Anderson, Moore, and Powell
Noes: Trustee Lee
Absent: None
Abstentions: Trustee Kupfer

> C. Preliminary budget presentation and follow-up on the budget workshop in preparation for approval of the FY2008/09 Library budget

The written report was reviewed and discussed, including highlighting the timeline that is included in the report, which gives an overview on the budget workshops so far and has the public budget

hearing added. The year-to-date third quarter expenditures is also included, along with some information on the revenues to-date.

The California Personal Income Growth Figure (PIG) for 2007/2008, according to the Department of Finance is projected at 4.42%. Last year's figure was 3.96%. The estimated CPI is 3.2%, but the final figure won't be announced until mid-May although there is no indication that the figure will increase beyond that.

R07-34 **Moved by Trustee Lee, and seconded by Trustee Powell, to direct the Library Director to explore what the budget will allow in terms of increasing the Library's open hours and what the most desirable hours would be, within the proposed future budget.** Motion passed unanimously.

The first closing of the fiscal year will not occur until late-July or early-August, when final figures will be available. Staff reported that, based on figures through the third quarter, they anticipate expending 95% of non-personnel costs and 63% for personnel costs, which had a target of 77.2%, resulting in a carry forward from personnel. The Board commended the additional detail in the services and contracts section of the YTD expenditures.

> D. Adopt a resolution to approve conducting a public hearing to discuss the FY2008 & 2009 Library budget on May 9, 2007

Discussion of the May 9th budget public hearing to include, what format to follow, and what handouts they would like to see included in the packet.

The following documents and information will be included:

1. Budgetary information
2. Spreadsheet for 2006 actuals
3. 2007 budget
4. 2007 adjusted budget
5. 2008/2009 projected budget (something similar to the budget forecast spreadsheet format)
6. Pie charts showing the percentages of the budget (i.e. personnel, benefits, etc.)
7. A piece on the book fund or materials fund, perhaps a longitudinal showing what it's been.
8. Proposed major projects, expansions, and project-based descriptions.

Staff will provide a brief presentation on the proposed budget with discussion on revenues, but the bulk of the time will be dedicated to hearing public comment and the community's thoughts on the budget. Documents will be available to the public prior to the meeting and posted to the website.

R07-35 **Moved by Trustee Moore, seconded by Trustee Lee, to instruct the Director of Library Services to organize a Public Hearing to be conducted by the Board of Library Trustees at which the FY2008 and 2009 biennial Berkeley Public Library budget will be discussed during a special meeting to be held on May 9, 2007 at the West Berkeley Senior Center.** Motion passed unanimously.

> **VI.** **REPORTS FOR INFORMATION**
>
> > A. Report from library employees and unions, discussion of staff issues
> >
> > > 1. Comments / responses to reports in packet and recent processes taking place at the Library

Andrea Segall introduced herself as speaking on behalf of SEIU 1021. She started by thanking the Library Foundation and Friends for the beautiful flowers that were sent to the Central Library and all the branches for National Library Workers Week.

Paid tribute to Kurt Vonnegut who died recently. He was a great champion of intellectual freedom and a great champion of library workers.

She then read an excerpt from his last book *A Man Without A Country*.

In the spirit of Mr. Vonnegut who was encouraged by his uncle to say when things are going well, she had five positive things on behalf of the library workers and SEIU that she wanted to mention. First, she wanted to commend the process for hiring the Deputy Director. The staff panel was very representative and the reception, which gave staff the opportunity to meet candidates, was appreciated.

Second, she thanked Library Administration for the Oil on the Water Workshops.

Thirdly, there was an issue during the previous budget workshop on a position that was to be eliminated. Administration agreed to discuss it with staff before making the decision.

Fourthly, the Checkpoint RFID Task Force that was formed has been anticipated for quite awhile. They are pleased with the composition of the group.

Finally, she complimented the Administrative staff who has been doing a wonderful job. She wanted to thank them for handling a lot of the union concerns, particularly Jenifer Shurson who has been working hard to fill vacancies and has done this in a fair, professional, and prompt manner.

Ms. Segall did want to add that there is still a lot of work to be done and it will take time to work through all of the issues.

B. Berkeley Public Library's South Berkeley Community's Library Needs and Ed Roberts Campus (ERC) Discussion Group Report

Rev. Williams of A.M.E. has agreed to host the meeting and welcome participants to the June 9th event.

C. April 2007 from Library Director Donna Corbeil

1. *Personnel*

Ms. Corbeil announced the selection of Jason "Jay" Dickinson for the General Services Manager position. The process was similar to the Deputy Director process, but did not have the "meet-and-greet" aspect. There were three panels: executive panel, management panel, and a staff panel. There were three finalists who were asked back for a second interview with her and the new Deputy Director. Mr. Dickinson is currently working at the San Francisco State University Library and has more than ten years experience in both public and academic libraries. He previously worked at the San Jose joint library and was there during the merger of the two systems. He has a lot of experience working with complex urban libraries and the staff looks forward to him joining the team.

Ms. Corbeil also spoke briefly on the new Deputy Director, Douglas Smith. He is currently in charge of the main branch of the Oakland Public Library. He lives in Berkeley and attended UC Berkeley. He has had many different positions in Oakland and brings a breadth of knowledge of libraries. There was also a very strong pool for this position and she believes he will be a great asset to the Berkeley library.

2. *Library Development*

Staff announced that the Space and Cost Analysis RFP has closed and they had five bidders. There is a review panel that will be looking at the bids and they will be interviewing the top two. Listed the members of this panel: Paul Church, a City of Berkeley Public Works employee, who is also the ADA coordinator for the City; Deborah Chernin who is a Principal Planner for the City of Berkeley and is familiar with these types of proposals; Chris Adams with the Foundation; and Beverli Marshall.

The Board requested the Self-Check\Checkpoint RFID Task Force bring their findings to the Board for information or consideration.

  D. Update on the proposed stucco repairs at the Central Library

Ms. Corbeil informed the Board that large equipment is placed at the back of the Central building, in order to conduct testing related to the Arntz Builders lawsuit. The insurance company has agreed to pay for the testing, but payment of the repairs has not yet been determined.

  E. Information regarding presentation by Stephen Abram on the future of libraries, i.e. Library 2.0

VII.   AGENDA BUILDING

✓ Report from the Friends of the Berkeley Public Library
✓ Budget Hearing Meeting at the West Berkeley Senior Center on May 9, 2007 at 7:00 p.m.
✓ Regular Meeting on May 16, 2007 at 7:00 p.m.
✓ Trustee Moore suggested that the Board request the City Attorney write a report on her legal opinion on how the public comment period should be handled. During previous meetings it was recommended that the Board request the City Attorney to attend the meeting and give an oral report.

VIII.   ADJOURNMENT IN HONOR OF LIBRARY WORKERS AND KURT VONNEGUT, JR.

R07-36   **Moved by Trustee Powell, seconded by Trustee Moore, to adjourn the meeting at 8:51 p.m.** Motion carried unanimously.

Special Meeting	Minutes	West Berkeley Senior Center
May 9, 2007	7:00 p.m.	1900 Sixth Street

I. CALL TO ORDER

The special meeting of May 9, 2007 was called to order at 7:03 p.m.

Present: Trustees Laura Anderson, Susan Kupfer, Ying Lee, Darryl Moore, and Terry Powell
Absent: None
Also present: Director of Library Services Donna Corbeil, Library Financial Manager Beverli
Marshall, and Administrative Secretary Alisa Somera

II. APPROVAL OF AGENDA

R07-37 **Moved by Trustee Powell, seconded by Trustee Moore, to approve the agenda.** Motion carried
unanimously.

III. ACTION CALENDAR – PUBLIC HEARING

A. FY2008 & FY2009 biennial budget presentation

Staff gave a power point presentation on the FY2008 and FY2009 budget, with printed copies
available for the public.
Projected Revenue for FY2008 assume a 4.42% personal income growth increase. Projected
revenue from the State Library is an estimate as the State has not yet adopted their budget. Not
reflected in the library's FY08 budget is a $66,000 anticipated grant the Friends and a $50,000 grant
from the Foundation.

There has been a significant increase in the fund balance for FY07 primarily due to the hiring freeze
and the expenditure freeze on non-personnel. FY2006 is closer to an actual representation of the
day-to-day operational budget.

There are assumptions and uncertainties built into the Library budget, including: continued personal
income growth rate increases;   State budget allocations for Direct and Inter-Library Loan
reimbursement funds; annual grants from the Friends of the Berkeley Public Library and the Library
Foundation; negotiated COLAs that are less than the PIG rate; and minimum medical insurance
premium increases.

The budget memorandum to be delivered was distributed, "FY2008 Library Budget Development."

B. PUBLIC COMMENTS

There were four speakers during the Budget Public Hearing period:

1. Support of the memorandum in the packet from the union requesting Library hours not be
    extended unless there is adequate staff coverage. Concern over the amount of money spent
    on RFID maintenance, materials, installation, and the contract itself.
2. Amount of money the Berkeley Public Library spends on books and materials, concerned that
    Berkeley spends about 7%.
3. Concern regarding enough library workers.
4. Support of the speakers before and thanked the Board for increasing the budget at the Tool
    Lending Library.
5. Request to explain the personal income growth.

Trustees Discussed:

1. Explore possibility of developing a reserve of 6% or an amount that would be justifiable.

2. Under Library Tax Projections, COLAs, a notation be made that, until the contracts have been negotiated, it is not known what, if any, percentages beyond 2008 will be given.

3. A synopsis of the City Manager's budget workshop that took place on May 8, 2007 cautioning rising health care costs and unanticipated labor costs will affect the future budget. The City Manager cautioned the Council on spending money that will have long-term impacts, (e.g. hiring numerous people).

* * Five Minute Recess * *

V. THE MEETING WAS CALLED BACK TO ORDER

Trustee Kupfer reopened the meeting by congratulating and welcoming Doug Smith as the new Deputy Director. She also wanted to thank Linda Perkins for her acting capacity over the last year as Deputy Director.

Trustee Moore acknowledged the reappointment of Trustee Kupfer and congratulated her on an honor well deserved.

VI. PUBLIC COMMENT

There was one speaker.

VII. CONSENT CALENDAR

Trustee Lee requested that the April 18, 2007 minutes, Consent item "A," be moved from the Consent Calendar for discussion.

Trustee Anderson requested that Consent items "J" and "K" be moved from the Consent Calendar for discussion.

R07-38   **Moved by Trustee Lee, seconded by Trustee Moore, to approve the Consent Calendar as amended.** Motion carried unanimously.

R07-39   **Approval of the resolution of appreciation for Linda Perkins for her service as Acting Deputy Director from July 9, 2006 through May 5, 2007.**

R07-40   **Approval of the resolution of appreciation for Elizabeth Overmyer for her nearly 12 years of service to the Berkeley Public Library.**

R07-41   **Approval of the Request for Leave of Absence without pay for Library Specialist from May 20, 2007 to August 20, 2007.**

R07-42   **Adoption of the resolution authorizing the Director of Library Services to enter into a purchase agreement with EBSCO Subscription Services for the provision of periodical subscriptions to the Berkeley Public Library for the period of January 1, 2008 through December 31, 2008 in an amount not to exceed $120,000.**

R07-43   **Adoption of the resolution recommending that the Berkeley City Council set the FY2008 tax rate for the Library Services Tax at $0.1505 (15.05 cents) per square foot for dwelling units and $0.2190 (21.90 cents) per square foot for industrial, commercial, and institutional buildings.**

R07-44   **Adoption of the resolution authorizing the Director of Library Services to approve payments to vendors, per Attachment A, for materials and supplies purchased in accordance with the Fiscal Year 2007 adjusted budget.**

R07-45 **Adoption of the resolution authorizing the Director of Library Services to enter into an agreement with Innovative Interfaces, Inc. for the provision of hardware and software maintenance services for the Library's circulation system for the period of July 1, 2007 through June 30, 2008 in a total amount not to exceed $65,000.**

R07-46 **Adoption of the resolution authorizing the Director of Library Services to apply for LSTA grant funds for continuation of the Early Literacy for Families (ELF) California State Library Services grant program in the amount of $17,870 for FY2007/2008, and to accept the grant if awarded.**

Consent Items Moved for Discussion

A. Approve minutes of April 18, 2007 meeting

The approval of the April 18, 2007 minutes was deferred to the next Board of Library Trustees meeting.

J. Amend the Board of Library Trustees 2007 regular meeting schedule

There was discussion regarding taking a recess in the month of August and changing the regular meeting date to the 2nd Wednesday of the month. The reason for requesting a recess in August is that all 48 City Commissions take a recess in August, with the City Council also taking half of July off. In addition, the Board canceled the May 16th and August meetings. September 12th is Rosh Hashanah so the September meeting will remain on September 19th. The remaining 2007 regular meetings will be on: June 13th, July 11th, September 19th, October 10th, November 14th, and December 12th.

There was discussion on a draft timeline, relative to filling the upcoming BOLT vacancy. The timeline for finding a new Trustee could still meet the October deadline with an August recess, though it may still require Trustees involvement outside of the regular meeting depending on the number of applications received.

R07-47 **Moved by Trustee Lee, seconded by Trustee Moore, to approve the amended resolution amending the Board of Library Trustees 2007 regular meeting schedule.** Motion passed unanimously.

K. Contract with Hatchuel Tabernik and Associates (HTA) for consulting services to complete a needs assessment related to proving Southwest Berkeley library service needs

HTA was forwarded a copy of the RFP, but due to the short turnaround time, although they were interested they did not submit a proposal. If an RFP is sent out for bids and no proposals are received, then the City allows departments to contact a potential contractor and negotiate directly with them since the public process has already been satisfied.

The resolution authorizes a not-to-exceed $30,000 to be negotiated. The contract is funded by the Workforce Housing Grant, the Library has limited resources between this contract and the other consulting work being done by Noll & Tam and has a goal for the combination of the contracts not to exceed $50,000.

R07-48 **Moved by Trustee Powell, seconded by Trustee Anderson, to adopt the resolution authorizing the Director of Library Services to negotiate a scope of service, execute a contract, and any amendments with Hatchuel Tabernik and Associates (HTA) for the provision of planning consultant services for determining the library service needs of Southwest Berkeley in an amount not to exceed $30,000 for the period of May 10, 2007 to December 31, 2007.** Motion passed unanimously.

VIII. REPORTS FOR DISCUSSION AND POSSIBLE ACTION

A. Ad Hoc Committee for Sunshining the selection of Trustees for the Berkeley Public Library

Trustee Kupfer and Lee reported on the Ad Hoc Committee's discussion of two documents. The Committee did not vote on a final list of criteria, but instead amalgamated the comments into one document. At the Ad Hoc committee meeting there was also discussion of a timeline and the proposed process, which included public comment on various aspects but did not include a final decision. All documents that the Committee finalizes will need to go back to both bodies, the Council and BOLT, for final vote. The process proposed before the Committee included a six month timeline; the Board does not have six months before the upcoming vacancy must be filled. A modified process was discussed that would include outreach to the community. The Board reviewed the "Responsibilities of the Berkeley Public Library Board of Library Trustees" document and noted their recommended changes.

The Committee never got to the discussion of *Considerations in reappointment* and so that section was not considered. Since this does not apply for the upcoming vacancy, which is a new appointment, it will be removed from the criteria posted on the City website.

R07-49   **Moved by Trustee Moore, seconded by Trustee Powell, to adopt, Attachment 7 of item VIII.B, the *Responsibilities of the Berkeley Public Library Board of Library Trustees* as amended and revised (attached).** Motion passed unanimously.

        B.   Begin recruitment process to fill vacancy on Board of Library Trustees created by Trustee Laura Anderson's term end of October 1, 2007

A draft timeline for the upcoming vacancy was discussed.

It was agreed that the Library will issue the public announcement and solicitation for applications by May 15th; this would allow six weeks for the promotion process. Applications would be accepted up until July 1st. There will be an open house at one of the branches where Board members will be available to answer questions about the role of a Library Trustee.

With the application deadline being July 1st and depending on how many applications are received, a special meeting may need to be convened. If a special meeting is necessary then it would be on July 12th, the day after the regular meeting. A decision would then need to be made in Closed Session during a special meeting on July 18th or possibly July 25th.

R07-50   **Moved by Trustee Powell, seconded by Trustee Kupfer, to adopt the revised timeline to fill the vacancy on the Board of Library Trustees created by Trustee Laura Anderson's term end of October 1, 2007.** Motion passed unanimously.

        C.   Discussion and possible action based on the comments made during the May 9, 2007 Public Hearing on the FY2008 & FY2009 biennial budget

1. The Director should report back in the fall on the possibility of expanding hours. This would allow enough time for staff to develop budget figures prior to coming up with a proposal.

2. Overall support for increasing the budget for the Tool Lending Library. The budget increase will allow replacement of worn tools and the purchase of new tools throughout the year.

3. Support of the youth enrollee program, student employees who work in the Library for eight hours per week. There are a total of five youth enrollees, one at each branch and one at Central. Many of the past youth enrollees have become Library Aides or Library Assistants.

4. On page 2 of the budget memo handed out, development of a Library Work Plan is proposed. Other departments are creating these Work Plans, which capture special projects and initiatives. A draft Work Plan will be brought to the June meeting showing some of the activities and cost related to the budget priorities the Board has adopted. A Work Plan will give the Board a better sense of the issues and allow them to give staff guidance on prioritizing them once the budget is approved.

      IX.   **REPORTS FOR INFORMATION**

          A.   <u>Report from library employees and unions, discussion of staff issues</u>

          B.   <u>Report from the ERC / Southwest Berkeley Discussion Group on April 2007 activities</u>

On June 9th there will be a community meeting at St. Paul African Methodist Episcopal Church (A.M.E.) to discuss the possible relocation of the South Branch Library to the Ed Roberts Campus and identifying library needs of Southwest Berkeley.

          C.   <u>Report on California's Library Legislative Day 2007</u>

          D.   <u>FY07 Annual Budget Update – 3rd Quarter</u>

          E.   <u>May 2007 Monthly Report from Library Director Donna Corbeil</u>
1. *Personnel*
2. *Library Development*
3. *Professional Activities*
4. *Programs, Services and Collections*

      X.   **AGENDA BUILDING**

No discussion.

      XI.   **ADJOURNMENT**

R07-51   **Moved by Trustee Moore, seconded by Trustee Powell, to adjourn the meeting at 9:51 p.m.** Motion carried unanimously.

Responsibilities of the Berkeley Public Library Board of Library Trustees

"There is not such a cradle of democracy upon the earth as the Free Public Library, this republic of letters, where neither rank, office, nor wealth receives the slightest consideration." – Andrew Carnegie

Overview
The Berkeley Public Library Board of Trustees provides a liaison between the general public and the library. The Library Board has the legal authority and responsibility to see that the library is well-managed, and that it operates in accordance with the Berkeley City Charter (Article VII, Section 30) as well as with policies established by the Board itself.

Legal Authorities and Responsibilities
Appointment of the Library Director: Trustees select and appoint the Director of the Library. They delegate to the Director the authority needed to ensure effective planning and managing of the day-to-day operations.

Policy formulation: The Director and appropriate staff assist the Trustees in developing policies to ensure that the organization is sound and can respond to the needs of the public. This includes determining fines and fees, setting or changing hours of service, approving and affirming principles used to guide collection development, and making final decisions regarding personnel actions involving grievances or the Skelly process.

Planning and Budget Review: The Trustees are involved in both short- and long-range planning; they are the managing agents of the Library Fund and are participants in the annual budget review and approval process.

Role as liaison between the general public and the Library
It is the responsibility of the Library Board to represent the Berkeley community to the library by mixing with many segments and interests in the community and attending meetings of other groups; to serve as library advocates, bringing library awareness to the citizens; to explain the library and its usefulness to individuals, groups and to the political structure; to respond to questions and comments positively, accurately, and convincingly; to organize support for the library, its plans, its programs, and its growth.

General Qualifications
- Demonstrated interest in and enthusiasm for the library (preferably a regular library user)
- Readiness to devote time and effort
- An open mind coupled with respect for the opinion of others and, a steadfast belief in intellectual freedom and privacy.
- Ability to plan creatively.
- Courage to withstand pressures and resist influences based on prejudice
- Ability to analyze the business and administrative procedures, and to be part of the accountability process to the public and provide oversight.
- Possession of common sense
- Reflects the diversity of the Berkeley community.
- Experience with books and libraries
- Willing and able to work with management, staff and the union.

Practical background and/or direct experience in one or more of these areas is desirable:
- Involvement in community organizations
- An understanding of local government operations, of public boards, and commissions
- An interest in long-range planning
- Personal experience in one or more of these areas:
    - ✓ Education
    - ✓ Architecture/Construction
    - ✓ Accounting/Finance
    - ✓ Business

- ✓ Personnel management
- ✓ Technology
- ✓ Law/Government
- ✓ Humanities
- ✓ The Arts

Availability and openness to the public.

BERKELEY PUBLIC LIBRARY

TO: Board of Library Trustees

FROM: Donna Corbeil, Director of Library Services

SUBJECT: Authorization to open the Central Library and all branches one hour late to allow adequate time for the all-staff meetings on September 21 and November 30, 2007

RECOMMENDATION

Adopt the resolution authorizing the Director of Library Services to open the Central Library and all branches one hour later on September 21 and November 30, 2007 to allow adequate time for the quarterly all-staff meetings.

FISCAL IMPACT

This report will have no fiscal impacts.

BACKGROUND

The Library has held quarterly all staff meetings for many years. These traditionally take place on the first Friday of the designated month from 8:30 a.m. to 9:30 a.m. In some years these meetings have expanded to monthly, for example in 2003 to discuss library budget issues. Generally, four times a year is adequate for the general announcements and topics to be covered with special meetings held as needed to discuss specific issues or timely topics. The meetings are held at the Central Library in the meeting room in order to accommodate the greatest number of employees.

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

There is a precedent for closing the library to facilitate staff attendance at internal meetings. In October 2002, in preparation for the development of BPL's 5-Year Plan, the Board authorized the closure of Central and all branch libraries for one day from 10:00 AM to 2:00 PM so all staff could attend a meeting with the consultant on that project. On March 4, 2005 the Library closed all day to allow all staff to attend an off-site Staff Development Day event held at St. John's Presbyterian Church. This event included speakers on intellectual freedom, confidentiality and change in libraries.

Standing items currently on the all staff meeting agenda include:

- Announcement and introduction of new staff

- Recognition of service dates or anniversaries and service pin distribution

- Announcements (e.g. director search, service changes, facility project updates, training, policy changes, budget update)

- Presentation by staff or guest on topic relevant to all (e.g. representative from city emergency services, fire extinguisher demonstration, safety related issue, conflict management, Link+, computer and technology upgrades, committee reports)

While these meetings are convened by the Director of Library Services, it is an opportunity for staff to speak to each other about special projects, services and other relevant issues. These all-staff meetings allow the Director and management the opportunity to hand out staff awards, announce updates, and communicate pertinent information to all Library personnel. By extending the length of the meetings and closing the library for one hour on the mornings of the meetings, greater staff participation is anticipated and more in-depth topics can be covered with ample time for discussion.

CURRENT SITUATION AND ITS EFFECTS

In the past, all-staff meetings have been held from 8:30 to 9:30 a.m. prior to the Library opening, allowing 30 minutes for preparation to open the Branches and Central Library at 10:00 a.m. Branch staffs have had an even shorter period of time to rush back to the branches and open on time or they regretfully had to forego the meeting or leave early. With only an hour available, the presentations and announcements have sometimes been rushed and necessary details have not always been relayed. If the Board authorizes the Library to open an hour late it will allow for additional time to hold a more productive meeting and provide ample time for Library staff to prepare for opening.

FUTURE ACTION

The Director will report to the Board at the December 2007 meeting on the outcome of this change. No future action is required.

Attachments:
1. Resolution

RESOLUTION NO.: R07-___

AUTHORIZATION TO OPEN THE CENTRAL LIBRARY AND ALL BRANCHES ONE HOUR LATE ON SEPTEMBER 21 AND NOVEMBER 30, 2007 TO ACCOMMODATE THE ALL-STAFF MEETINGS

WHEREAS, it has been the practice for many years for the Director of Library Services to convene quarterly meetings of all Library staff, including branch staffs, on the first Friday of the designated month from 8:30 to 9:30 a.m.; and

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

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

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

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to authorize the Director of Library Services to open the Central Library and all branches one hour late on September 21, 2007 and November 30, 2007 in order to accommodate the all-staff meetings and allow adequate time for Library staff to open the libraries.

BERKELEY PUBLIC LIBRARY

TO: Board of Library Trustees

FROM: Donna Corbeil, Director of Library Services

SUBJECT: FY2008 & FY2009 Proposed Budget Overview

INTRODUCTION

The documents included in this agenda packet represent the culmination of the previous months budget workshops conducted as part of Board meetings and the work of staff throughout this period to respond to these discussions.

The proposed FY08 & 09 budgets are balanced. They incorporate public comment, staff input and Board discussion. The proposed expenditures are sustainable so that both short-term and long range goals can be addressed within the constraints of anticipated revenue over the next five years, reflecting the structural constraints and opportunities of the budget on both the revenue and expenditure side. In preparing the budget, staff attempted to balance personnel and non-personnel needs and expenditures. This included a careful consideration of unmet facility projects, i.e. deferred capital, maintenance and infrastructure needs. While doing so we remained conscious of the need to allow for funds to directly address unforeseen emergencies, new opportunities, projects, and initiatives, such as participation in the Ed Roberts Campus project and the results of union negotiations.

PROPOSED BUDGET

The memo, "Submission of Proposed FY08 & FY09 BPL Budgets for Discussion and Adoption", from the Finance Manager, provides an overview of the fiscal impact of the proposed budget on all funds and describes the current fiscal situation. Including:
- Set of budget documents detailing proposed revenues and expenditures for all funds
- Annual commitment from the Friends of the Library
- Financial Commitment from the Library Foundation
- Baseline personnel budget reconciliations
- Organizational charts and position summary charts

BUDGET MODIFICATIONS

Staff is recommending modifications that would reduce the Library Tax personnel budget by the amount of $112,184 for FY08 and FY09, respectively and reduce the all other funds personnel budget by $5,980 in FY 08 and FY09, respectively. The non-personnel budget modifications total $185,000 in FY08 and $60,000 in FY09. These recommendations reflect a favoring of one-time over ongoing expenditures.

Since bringing a draft list of recommended changes to the March 21, 2007 and May 9, 2007 Board meetings staff has refined the list of recommended budget modifications for your review.

Personnel Modifications as reflected in the 6/1/07 chart (changes to the 4/27/07 proposal):
- (#2 on 4/27/07 chart) The Supervising Librarian position in the Reference Department has been withdrawn from the recommended changes and will be filled once a certified list is available.

- Replacing the above item as #2 on the 6/1/07 chart is the deletion of the vacant Supervising Librarian position in the Children's Room of Central. This position was added to replace the Senior Librarian position when that classification was being phased out of other units. The Children's Services Manager prefers to keep the Senior Librarian position over the Supervising Librarian position. Both positions are currently vacant.

- (#3 on 4/27/07 chart) After careful review of the position counts by location it was determined that the .375 FTE Library Aide position at Claremont, was part of the baseline prior to FY07. The position will be retained and filled.

- (#12 on 4/27/07 chart) Given the uncertainty of the State budget and lack of guarantee of ongoing grant funds staff at the literacy program have recommended that a permanent position not be created at this time. No staff will be negatively impacted by this decision.

Non-Personnel Modifications (changes to the 3/15/07 proposal):
The May 9, 2007 list of non-personnel modifications reflected the budget status at that time. Further analysis shows a larger fund balance in FY08 than anticipated. (The reasons for this will be discussed later in this memo.) As a result additional one-time expenditures previously included as "items not recommended at this time" are now included in the recommended category.

New recommendations -
[From the "Items not recommended at this time" section - 3/15/07 chart]:
- (#2 on 6/1/07 chart, # 8 on 3/15/07 list) Expand the concept of creating an annual report to include development of graphics standards for other public relations materials and collateral. This will give all material from BPL a consistent look and identity but also assist staff in creating this type of information efficiently and easily.

- (#3 on 6/1/07 list, #9 on 3/15/07 list) Hire a consultant to conduct space planning evaluations of the branches to respond to workflow and ergonomic issues.

- (#7 on 6/1/07 list, #11 on 3/15/07 list) Hire a consultant to assist staff in conducting a master facility plan. The funding of this project was brought to the Library Foundation Board for consideration. The Foundation Board choose to not fund this study.

From the June 1, 2007 chart (new):
- #6 Build or renovate network access closets/space. As the project to upgrade the network speed in the branches moves forward it has become evident that space for this equipment that is secure and meets installation requirements will need to be identified. This is a placeholder until actual estimates are obtained.

- #8 Upgrade various Innovative software modules. It became evident from the staff's attendance at the Innovative Users Group conference (report in packet) that the library may want to consider purchasing several of the new modules related to workflow and public access.

- #10 Add line item for FF&E at branches. In the past few years the amount of money available to replace worn and broken equipment and to add new furnishings has all but been eliminated from the budget. This will create a fund to use for these items. Branch heads have identified a need for shelving, multimedia storage, signage, interior lighting, public computer workstation furniture and staff seating, etc.

LIBRARY BUDGET RESERVE

The "Library Tax Fund: 5-Year Fund Analysis", 5/25/07 report includes a line item of a 1% annual reserve. This is for demonstration purposes only and is not an actual reserve. The Board has discussed the possibility of starting a reserve fund but no commitment has been made at this time. Last May, in conversation with staff a replacement fund to respond to emergency needs, unplanned maintenance or capital improvements was considered. This discussion was in response to the City's decision to not renew its earthquake insurance, which would have covered the library. The Board could decide to start with a small reserve set aside each year to have funds available to respond to unforeseen fiscal needs. If so directed, the staff would add this amount to the budget and reflect it in subsequent fiscal documents.

FUND BALANCE

The Library's five year projections will reflect a larger fund balance than anticipated earlier this year. This is due to several factors. While staff worked diligently to fill all vacant positions many positions remained unfilled or were only recently filled. As the "Salaries & Benefits" line of the "Y-T-D Expenditure Details for All Funds: FY 07" report reflects, and as I discussed in my April budget report, expended % did not meet the targeted percentages. In addition, the city closed the ordering system approximately a month earlier this year than previous fiscal years, resulting in funds allocated for projects not being fully expended. A report on these projects and the resultant carry forward requests will be brought forward in July. Staff anticipates that in FY08 and FY09 the percent of funds expended will more closely match our targeted amounts. Once all encumbered funds are expended and the final closeout reports are available staff will bring the Board final figures, most likely in September.

PLANNING

A draft Library Work Plan is included as a separate item for discussion. This proposal will initiate a process which will elicit specific tasks and activities for FY08 adopted priorities and identified projects. The result will be to directly relate all projects and initiatives to funding and/or workload. The Board may also want to consider developing relevant service-level performance measures in the future. The adoption of these two fiscal management tools, Performance Measures and an annual Library Work Plan would provide a robust framework for budget development and management.

BERKELEY PUBLIC LIBRARY

TO: Board of Library Trustees

FROM: Beverli A. Marshall, Finance Manager

THROUGH: Donna Corbeil, Director of Library Services

SUBJECT: Submission of Proposed FY 2008 and FY 2009 Berkeley Public Library Budget for Discussion and Adoption

RECOMMENDATION

Adopt a resolution approving the FY 2008 and FY 2009 Proposed Budget as presented, accept the FY 2008 grant award from the Friends of the Berkeley Public Library in the amount of $86,688 and accept the donation from the Berkeley Public Library Foundation in the amount of $53,000.

FISCAL IMPACT OF RECOMMENDATION

The total proposed budget for FY08 and FY09 are $15,437,876 and $14,787,635 respectively, and include expenditures from all funding sources. The implications of the proposed budgets on the various fund balances are as follows.

Library Tax

If adopted by Council, the proposed increase to the Library Tax rate will result in revenue of $13.4 million, which includes approximately $250,000 in fines and fees. The proposed budget of $14,403,326 in FY08 and $14,469,006 in FY09 will result in a fund balance through FY11. 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 will have significant impacts on the fund balance.

Gift Fund

The Gift Fund remains healthy with a projected fund balance of approximately $857,000 by the end of FY07. The majority of the fund is committed to children's materials. The Friends of the Berkeley Public Library has notified the Berkeley Public Library that it has awarded $86,688 under the FY08 grant application to support programs. The Berkeley Public Library Foundation has committed $53,000 to pay for capital improvements and deferred maintenance projects at the branches. The FY08 and FY09 proposed budgets appropriates $952,448 and $25,000 respectively to fully appropriate the gift fund, which will enable staff to expend the gifts as originally intended, primarily on library materials in Children's Services.

Other Funds

The anticipated revenue from the California State Library is approximately $291,000 from the Public Library Fund, the California Library Literacy Services grant and the Direct and Inter-Library Loan programs. The FY08 and FY09 Proposed Budget appropriate $270,736 each year

for expenditures. Expenditures in these funds are intended to result in minimal or no fund balance (break even).

CURRENT SITUATION

Budget Priorities

At the March 21, 2007, Board of Library Trustees meeting, the Trustees adopted five budget priorities.

The proposed FY08 and FY09 budget provide funding that address these identified priorities and other Library needs identified throughout the budget process, including meetings with staff and the union.

Expenditures

The proposed budget recommendations correct errors in the baseline position control, provides funding for one-time planning and network upgrades, address ongoing operational needs and starts the process for analyzing services and programs, which is critical in determining the Library's ability to expand hours in the future. The attached recommendations have no negative impact on service levels or operations.

Revenue

The City Manager will be submitting a recommendation to the City Council at the June 26, 2007 meeting to adopt an increase in the Library Tax rate for FY08 of 4.42%, based on the California Personal Income Growth. The result will be an increase in revenue of approximately $430,000, which is included in the FY08 Proposed Budget.

Anticipated Carryover

Several of the projects identified for FY07 were not able to be encumbered due to the cutoff off for purchase orders in mid-May. At this time, it is anticipated that the Library will be asking the Board to carry over approximately $63,000 from FY07 funds to upgrade the restroom at North Branch, replace the carpeting at West Branch and to finish the replacement of the roof at West Branch.

ALTERNATIVE ACTIONS

No alternative actions are proposed at this time.

FUTURE ACTION

The Library will report the adopted budget to the City Manager's Office for inclusion in the comprehensive budget for the City.

Attachments:
    Resolution
    1. Baseline Budget by Fund
    2. Personnel Budget Modifications
    3. Non-Personnel Budget Modifications
    4. Library Tax Fund 5-Year Forecast
    5. Gift Fund 5-Year Forecast
    6. All Other Funds 5-Year Forecast
    7. Berkeley Public Library Organization Chart

8. FY08 Position Summary by Division
9. FY08 Position Summary by Classification
10. Letter of commitment from Berkeley Public Library Foundation
11. Friends of the Berkeley Public Library FY08 Grant Award
12. Capital Improvement Projects for FY08
13. FY08 Budget Timeline: Revised 5/31/07

RESOLUTION NO.: 07-___

APPROVE THE FY 2008 AND FY 2009 PROPOSED BUDGETS AS PRESENTED, ACCEPT THE FY 2008 GRANT AWARD FROM THE FRIENDS OF THE BERKELEY PUBLIC LIBRARY IN THE AMOUNT OF $86,688 AND ACCEPT THE DONATION FROM THE BERKELEY PUBLIC LIBRARY FOUNDATION IN THE AMOUNT OF $53,000

WHEREAS, on March 21, 2007, the Board of Library Trustees adopted budget priorities for FY 2008 and FY 2009; and

WHEREAS, the Director of Library Services worked with all divisions and branches of the Berkeley Public Library to identify needs for the FY 2008 and FY 2009 budget periods; 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 budget; and

WHEREAS, the Board of Library Trustees must adopt a budget no later than June 30, 2007; and

WHEREAS, the Director of Library Services and the Finance Manager have submitted balanced budgets for FY 2008 and FY 2009 to the Board of Library Trustees for their approval; and

WHEREAS the Friends of the Berkeley Public Library have notified the Library that they awarded $86,688 through the FY 2008 grant process; and

WHEREAS the Berkeley Public Library Foundation has notified the Library that it will be donating $53,000 towards capital improvements in FY 2008.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley approving the FY 2008 and FY 2009 proposed budgets as presented, accept the FY 2008 grant award from the Friends of the Berkeley Public Library in the amount of $86,688 and accept the donation from the Berkeley Public Library Foundation in the amount of $53,000.

Berkeley Public Library
Proposed Budget by Fund

	FY08 Revenue	FY08 Baseline	FY08 Proposed	FY09 Revenue	FY09 Baseline	FY09 Proposed
Library Tax	$ 13,462,469	$ 14,452,434	$ 14,525,250	$ 13,990,847	$ 14,548,114	$ 14,495,930
State Library - DL & ILL	$ 175,000	$ 85,566	$ 139,586	$ 175,000	$ 87,685	$ 141,705
State Library - CLLS	$ -	$ -	$ 64,000	$ -	$ -	$ 64,000
State Library - PLF	$ 61,000	$ 61,000	$ 61,000	$ 61,000	$ 61,000	$ 61,000
Library Gift Fund	$ -	$ 528,562	$ 668,250	$ -	$ -	$ 25,000
TOTAL BUDGET	$ 13,698,469	$ 15,127,562	$ 15,458,086	$ 14,226,847	$ 14,696,799	$ 14,787,635

Personnel Budget Modifications

Proposed Budget Modifications	Division or Unit	Impacts	F/V/H	FY08 FTE	FY08 Amount	FY09 FTE	FY09 Amount
LIBRARY TAX FUND							
1 Eliminate Library Assistant positions (1.00, .85 FTE)	Children's Services	Positions were supposed to be eliminated in the FY07 budget	V	(1.85)	$ (116,335)	(1.85)	$ (116,335)
2 Eliminate Supervising Librarian	Children's Services	Position has been in budget for 2 year but never filled	V	(1.00)	$ (113,014)	(1.00)	$ (113,014)
3 Eliminate .50 FTE Library Aide position	Claremont	Position added to the baseline in error	V	(0.50)	$ (25,901)	(0.50)	$ (25,901)
4 Add Landscape Gardener	Facilities	Allow Building Maintenance Mechanics to focus on facilities maintenance		0.50	$ 47,887	0.50	$ 47,887
5 Reclassify three (3) Library Specialist I positions (1.00, .80, and .50 FTE) to Library Specialist II	Special Services, Art & Music	Pending approval of desk audit results			$ 15,204		$ 15,204
6 Add .50 Library Specialist II	Special Services	Volunteer Coordinator was incorrectly eliminated from the baseline		0.50	$ 39,366	0.50	$ 39,366
7 Add three .20 FTE Youth Enrollee positions @ Central	Teen Services	Expand popular and successful teen employment program		0.60	$ 10,608	0.60	$ 10,608
8 Increase Hourly Staff line item	various	Address ongoing cost of Sunday hours using intermittent staff and Add Pay hours for existing staff			$ 30,000		$ 30,000
Total Library Tax Fund				**(1.75)**	**$ (112,184)**	**(1.75)**	**$ (112,184)**

*F=Filled position; V=Vacant position; H=Hourly position

Proposed Budget Modifications	Division or Unit	Impacts	F/V/H	FY08 FTE	FY08 Amount	FY09 FTE	FY09 Amount
ALL OTHER FUNDS							
9 Increase Direct and Inter-Library Loans revenue	Circulation Services	Revenue from the DL and ILL programs has increased; revenue to offset increased delivery and mailing costs			$ (60,000)		$ (60,000)
10 Add .75 Central Services Aide	Circulation Services	Provide delivery services on Saturday and second delivery Tuesday - Friday		0.75	$ 54,020		$ 54,020
Total All Other Funds				**0.75**	**$ (5,980)**	**$ -**	**$ (5,980)**

Non-Personnel Budget Modifications

Attachment 3

	Proposed Budget Modifications	Division or Unit	Impacts	FY08 Amount	FY09 Amount
LIBRARY TAX FUND					
1	Hire a consultant to conduct a Strategic Plan (one-time expense)	Administration	Meet with staff and community to discuss and set goals for Library services over the next 3 to 5 years	$ 10,000	$ -
2	Hire consultant to create and design annual report and other collateral materials (one-time expense)	Administration	To better publicize Berkeley Public Library activities	$ 10,000	$ -
3	Hire consultant to conduct space planning evaluation of branches (one-time expense)	Administration	To find ways to better utilize the limited space and improve ergonomics of workspaces at the branches	$ 5,000	$ -
4	Public Printer/Copier Contract (one-time expense)	Circulation Services	Anticipate that most of the cost will be born through associated revenue, but there might be start-up costs.	$ 5,000	$ -
5	Increase materials budget	Collection Management	Materials continue to increase in cost, which means the Library cannot afford to replace missing and worn items	$ 50,000	$ 50,000
6	Build or renovate network access closets/space	Facilities	Meet equipment storage and access requirements for high speed Internet access at the Branches	$ 10,000	$ -
7	Hire a consultant to conduct a Facilities Master Plan	Facilities	Identify key areas of capital improvements and establish a planned deferred maintenance program	$ -	$ -
8	Upgrade various Innovative software modules to most current versions	Information Technology	Many of the software modules that the Library currently has installed are out of date; updated versions will be more efficient, including Innovative Interfaces, Helpdesk management software, etc.	$ 50,000	$ -
9	New network equipment	Information Technology	Meet equipment and power requirements for high speed Internet access at the Branches	$ 35,000	$ -
10	Add line items for Furniture, Fixtures and Equipment at branches	North, South, West, Claremont	$2,500 per each branch to purchase new or replacement furniture, fixtures and equipment as needed for branches.	$ 10,000	$ 10,000
11	Increase materials budget for Tool Lending Library	South	Materials budget has been restricted by fees & fines revenue, which is no longer sufficient to support the replacement and repair of materials	$ 5,000	$ 5,000
12	Increase fines & fees for Tool Lending Library	South	While other fines and fees have been increased, the TLL fines & fees have had no increases in 5 years; increased revenue will offset increase in materials cost	$ (5,000)	$ (5,000)
Total All Library Tax Fund				**185,000**	**$ 60,000**

6/1/07

Proposed Budget Modifications	Division or Unit	Impacts	FY08 Amount	FY09 Amount
ALL OTHER FUNDS				
13 Increase baseline for special programs	various	Friends of the Berkeley Public Library grant award	$ 86,688	$ -
14 Grant Revenue	various	Friends of the Berkeley Public Library grant award	$ (86,688)	
15 Grant Revenue	Facilities	Berkeley Public Library Foundation grant	$ (53,000)	
16 Capital improvements	Facilities	Berkeley Public Library Foundation grant	$ 53,000	$ -
Total All Other Funds			$ -	$ -

6/1/07

BERKELEY PUBLIC LIBRARY
LIBRARY TAX FUND: 5-YEAR FUND ANALYSIS

	FY 2006 ACTUALS	FY 2007 ADOPTED	FY 2007 ADJUSTED	FY 2007 ACTUALS	FY 2007 PROJECTED	FY 2008 PROPOSED	FY 2009 PROPOSED	FY 2010 PROJECTED	FY 2011 PROJECTED
Beginning Fund Balance	1,747,407	1,508,800	1,508,800	1,508,800	1,508,800	1,984,840	1,021,799	491,456	521,779
Revenues									
Library Tax	$12,167,897	12,650,325	12,650,325	10,266,794	$12,635,351	13,203,469	13,731,847	14,281,121	14,852,366
Grants	-1,400	0	73,500	74,000	74,000	0	0	0	0
Fines/Fees	272,069	260,000	260,000	216,451	272,305	251,000	251,000	251,000	251,000
Donations/Private	10,927	0	0	7,705	8,000	8,000	8,000	8,000	8,000
Miscellaneous Revenues	748	2,000	2,000	12	18				
TOTAL REVENUE:	$12,450,241	$12,912,325	$12,985,825	$10,564,962	$12,989,674	$13,462,469	$13,990,847	$14,540,121	$15,111,366
Expenditures									
Operations									
Personnel	9,786,811	10,971,098	10,920,276	8,138,095	9,828,248	11,466,101	11,566,981	11,566,981	11,566,981
Non-Personnel	1,527,336	1,598,959	1,885,730	912,307	1,199,769	1,669,776	1,669,576	1,729,576	1,729,576
Library Materials	1,057,158	977,121	1,025,457	880,901	1,025,457	1,007,121	1,007,121	1,007,121	1,007,121
RFID Loan Repayment	111,392	119,337	127,280	111,391	111,391	111,392	111,392		
Computer & Software Purchase	141,427	100,000	216,791	213,183	215,000	115,000	110,000	100,000	100,000
CIP	0	100,000	100,000	69,852	70,000	50,000	50,000	100,000	100,000
Subtotal:	12,624,124	13,866,515	14,275,534	10,325,729	12,449,865	14,419,390	14,515,070	14,503,678	14,503,678
Charges From Other Depts									
Subtotal:	64,724	68,740	68,740	43,882	63,769	6,120	6,120	6,120	6,120
TOTAL EXPENDITURES:	$12,688,848	$13,935,255	$14,344,274	$10,369,611	$12,513,634	$14,425,510	$14,521,190	$14,509,798	$14,509,798
Projected Surplus/(Shortfall) {Rev - Exp}	$ (238,607)	$(1,022,930)	$(1,358,449)	$ 195,351	$ 476,040	$ (963,041)	$ (530,343)	$ 30,323	601,568
GROSS FUND BALANCE {Bal + Rev - Exp}	$ 1,508,800	$ 485,870	$ 150,351	$ 1,704,151	$ 1,984,840	$ 1,021,799	$ 491,456	$ 521,779	$ 1,123,346
Budget Recommendations						$ 72,816	$ (52,184)	$ (52,184)	$ (52,184)
3% Personnel COLA							$ 344,167	$ 347,193	$ 347,193
Revised Gross Fund Balance {Gross Fund Balance - Budget Recommendations and Adjustments}	$ 1,508,800	$ 485,870	$ 150,351	$ 1,704,151	$ 1,984,840	$ 948,983	$ 126,657	$ (138,029)	$ 168,530
Annual Committed Reserve (1% of annual Tax Revenue)	$ -	$ -	$ -	$ -	$ -	$ 132,035	$ 137,318	$ 142,811	$ 148,524
Uncommitted Fund Balance	$ -	$ -	$ -	$ -	$ -	$ 816,948	$ (10,661)	$ (280,840)	$ 20,006

Assumptions:

Tax Rate Increase: 4.42% for FY08; 4% FY09 forward

COLA: 4.8% FY08; 0% FY09 forward (pending contract negotiations)

Rev: 5/25/07

BERKELEY PUBLIC LIBRARY
GIFT FUND: 5-YEAR FUND ANALYSIS

Attachment 5

	FY 2006 ACTUALS	FY 2007 ADOPTED	FY 2007 ADJUSTED	FY 2007 ACTUALS	FY 2007 PROJECTED	FY 2008 PROPOSED	FY 2009 PROJECTED	FY 2010 PROJECTED	FY 2011 PROJECTED
Beginning Fund Balance	828,446	853,678	853,678	853,678	853,678	857,626	338,854	333,854	318,854
Revenues									
Friends of Library Grant	76,405	75,000	88,050	88,050	88,050	66,478			
B P L Foundation	137,538		100,000	100,000	100,000	53,000			
Donations/Private				9,858	9,908				
Miscellaneous Revenues	11,422								
Interest	35,719	25,610	25,610	34,877	41,852	30,000	20,000	10,000	10,000
TOTAL REVENUE:	$261,084	$100,610	$213,660	$232,785	$239,810	$149,478	$20,000	$10,000	$10,000
Expenditures									
Operations									
Personnel	28,883	0	0	1,590	1,967	0			
Non-Personnel	93,549	72,300	306,993	157,592	189,110	214,487	5,000	5,000	5,000
Library Materials	113,420	300,000	212,565	30,341	36,409	453,763	20,000	20,000	10,000
Computer Hardware/Software									
CIP		40,000	40,000	8,376	8,376	0			
Subtotal:	235,852	412,300	559,558	197,899	235,862	668,250	25,000	25,000	15,000
TOTAL EXPENDITURES:	$235,852	$412,300	$559,558	$197,899	$235,862	$668,250	$25,000	$25,000	$15,000
Projected Surplus/Shortfall (Rev - Exp)	25,232	(311,690)	(345,898)	34,886	3,948	(518,772)	(5,000)	(15,000)	(5,000)
GROSS FUND BALANCE (Bal + Rev - Exp)	853,678	541,988	507,780	888,564	857,626	338,854	333,854	318,854	313,854

Assumptions:

BERKELEY PUBLIC LIBRARY
ALL OTHER FUNDS: 5-YEAR FUND ANALYSIS

	FY 2006 ACTUALS	FY 2007 ADOPTED	FY 2007 ADJUSTED	FY 2007 ACTUALS	FY 2007 PROJECTED	FY 2008 PROJECTED	FY 2009 PROJECTED	FY 2010 PROJECTED	FY 2011 PROJECTED
Beginning Fund Balance	**-5,523**	**130,722**	**130,722**	**130,722**	**130,722**	**196,676**	**219,420**	**242,164**	**264,908**
Revenues									
Public Library Fund (SB 358)*	41,051	41,000	60,590	60,839	60,839	60,839	60,839	60,839	60,839
Library Literacy Services*	47,018	47,018	62,141	62,141	62,141	42,141	42,141	42,141	42,141
Direct Loan Program	119,308	113,000	113,000	179,446	179,446	185,000	185,000	185,000	185,000
Inter-Library Loan Program	2,086	2,000	2,000	4,697	6,262	3,500	3,500	3,500	3,500
Miscellaneous Grant Revenue	31,357	0	6,980	6,980	6,980	2,000	2,000	2,000	2,000
TOTAL REVENUE:	**$240,820**	**$203,018**	**$244,711**	**$314,103**	**$315,669**	**$293,480**	**$293,480**	**$293,480**	**$293,480**
Expenditures									
Operations									
Personnel	45,389	105,664	140,664	130,629	153,890	110,736	110,736	110,736	110,736
Non-Personnel	10,280	55,000	64,590	50,133	60,160	100,000	100,000	100,000	100,000
Library Materials	48,906	41,000	41,000	35,665	35,665	60,000	60,000	60,000	60,000
Subtotal:	**104,575**	**201,664**	**246,254**	**216,427**	**249,715**	**270,736**	**270,736**	**270,736**	**270,736**
TOTAL EXPENDITURES:	**$104,575**	**$201,664**	**$246,254**	**$216,427**	**$249,715**	**$270,736**	**$270,736**	**$270,736**	**$270,736**
Projected Surplus/Shortfall (Rev - Exp)	**136,245**	**1,354**	**(1,543)**	**97,676**	**65,954**	**22,744**	**22,744**	**22,744**	**22,744**
GROSS FUND BALANCE (Bal + Rev - Exp)	**$ 130,722**	**$ 132,076**	**$ 129,179**	**$ 228,398**	**$ 196,676**	**$ 219,420**	**$ 242,164**	**$ 264,908**	**$ 287,652**
Budget Recommendations	$ -	$ -	$ -	$ -	$ -	$ 54,020	$ 54,020	$ 54,020	$ 54,020
3% Personnel COLA							$ 3,322	$ 3,422	$ 3,524
{Gross Fund Balance - Budget Recommendations and Adjustments}						$ 165,400	$ 130,802	$ 96,104	$ 61,304

Assumptions:

COLA: 4.8% FY08; 0% FY09 Forward (pending contract negotiations)

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

Berkeley Public Library
All Divisions
124.835 Total FTE

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                        Director of Library Services
                               1.00 FTE
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Administrative Secretary
1.00 FTE

Deputy Director of Library Services
1.00 FTE

Library Special Services Coordinator
1.00 FTE

Collection Management
1.60 FTE

Administrative Services
6.00 FTE

Branch Services
30.855 FTE

Under Deputy Director of Library Services:

Children's Services
10.325 FTE

Circulation Services
23.305 FTE

Information Technology
5.00 FTE

Technical Services
15.50 FTE

Volunteer Services
.50 FTE

Literacy Programs
2.50 FTE

Art & Music
6.55 FTE

Reference
9.90 FTE

Under Collection Management:

Teen Services
4.80 FTE

Outreach Coordinator
1.00 FTE

Under Administrative Services:

Facilities Management
3.00 FTE

Under Branch Services:

Claremont Branch
7.45 FTE

West Branch
6.325 FTE

South Branch
6.325 FTE

Tool Lending Library
2.13 FTE

North Branch
8.625 FTE

Berkeley Public Library
Administration Division
6.00 Total FTE

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                                    ┌─────────────────────┐
                                    │   Finance Manager   │
   ┌ ─ ─ ─ ─ ─ ─ ─ ┐                │      1.00 FTE       │
   │  Facilities   │────────────────┤                     │
   └ ─ ─ ─ ─ ─ ─ ─ ┘                └──────────┬──────────┘
                              ┌────────────────┴────────────────┐
                    ┌─────────────────────┐         ┌─────────────────────┐
                    │  Accounting Office  │         │    Assoc. Human     │
                    │ Specialist Supervisor│         │  Resources Analyst  │
                    │      1.00 FTE       │         │      1.00 FTE       │
                    └──────────┬──────────┘         └─────────────────────┘
                               │
                    ┌─────────────────────┐
                    │ Office Specialist II│
                    │      1.00 FTE       │
                    └─────────────────────┘

                    ┌─────────────────────┐
                    │  Accounting Office  │
                    │    Specialist III   │
                    │      1.00 FTE       │
                    └─────────────────────┘

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                    │ Office Specialist II│
                    │      1.00 FTE       │
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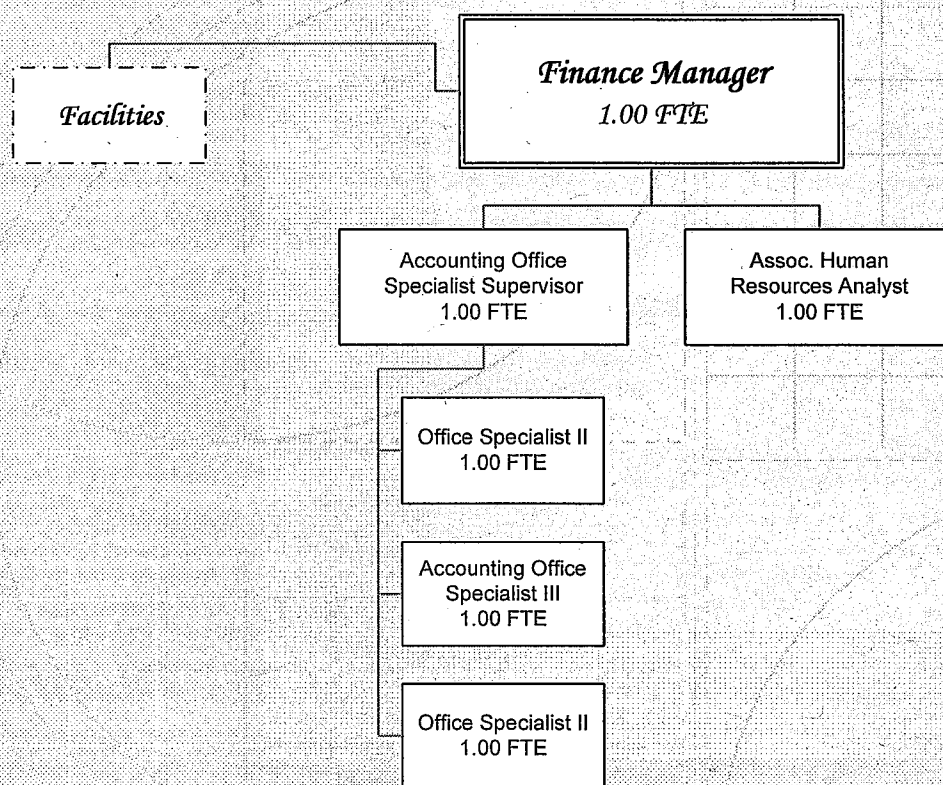
Berkeley Public Library
Information Technology Division
5.00 Total FTE

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                    Library Network Administrator
                             1.00 FTE
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| Information Systems Specialist 1.00 FTE | Information Systems Specialist 1.00 FTE | Information Systems Specialist 1.00 FTE | Librarian II 1.00 FTE |
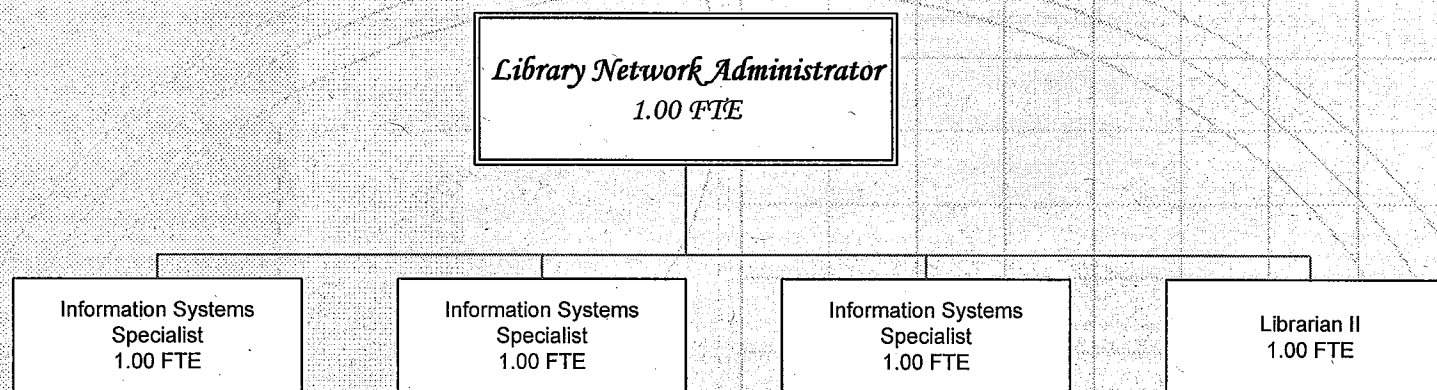
Berkeley Public Library
Facilities Management Division
3.00 Total FTE

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              │ Building Maintenance  │
              │      Supervisor       │
              │       1.00 FTE        │
              └───────────┬───────────┘
              ┌───────────┴───────────┐
    ┌─────────────────┐     ┌─────────────────┐
    │ Building Maint. │     │ Building Maint. │
    │    Mechanic     │     │    Mechanic     │
    │    1.00 FTE     │     │    1.00 FTE     │
    └─────────────────┘     └─────────────────┘
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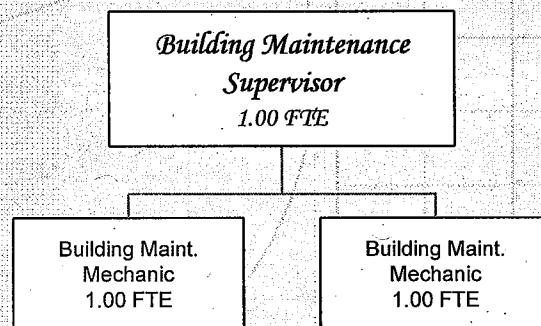
Berkeley Public Library
Circulation Services Division
23.305 Total FTE

Circulation Services Manager
1.00 FTE

Supervising Library Asst.
1.00 FTE

- Library Assistant — 1.00 FTE
- Library Aide — .375 FTE
- Library Aide — .50 FTE
- Library Assistant — .50 FTE
- Library Assistant — .50 FTE
- Library Assistant — .50 FTE
- Library Aide — .55 FTE
- Library Assistant — .50 FTE
- Library Aide — .375 FTE
- Library Aide — .375 FTE

Library Specialist I
1.00 FTE

Library Specialist I
1.00 FTE

Supervising Library Asst.
1.00 FTE

- Library Assistant — 1.00 FTE
- Library Assistant — .75 FTE
- Library Assistant — .50 FTE
- Library Assistant — .50 FTE
- Library Aide — .50 FTE
- Library Aide — .63 FTE
- Library Aide — .375 FTE
- Library Aide — .50 FTE
- Library Aide — .375 FTE
- Library Aide — .375 FTE

Central Services Aide
1.00 FTE

Central Services Aide
.75 FTE

Supervising Library Asst.
1.00 FTE

- Library Assistant — .50 FTE
- Library Assistant — .50 FTE
- Library Assistant — .75 FTE
- Library Assistant — .50 FTE
- Library Aide — .50 FTE
- Library Assistant — .50 FTE
- Library Aide — .375 FTE
- Library Aide — .50 FTE
- Library Aide — .375 FTE
- Library Aide — .375 FTE

5/25/07

Berkeley Public Library
Children's Services Division
10.325 Total FTE

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                          ┌─────────────────────────┐
  ┌──────────────┐        │ Library Services Manager │
  │ Senior Librarian │────│       1.00 FTE           │
  │   1.00 FTE       │    └─────────────────────────┘
  └──────────────┘
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| Librarian I .50 FTE | Librarian II .50 FTE | Librarian II 1.00 FTE | Librarian II .80 FTE | Librarian II .60 FTE | Library Specialist II .80 FTE | Supervising Library Asst. 1.00 FTE |

Under Supervising Library Asst. 1.00 FTE:

- Library Aide .50 FTE
- Library Assistant .50 FTE
- Library Aide .50 FTE
- Library Aide .375 FTE
- Library Aide .375 FTE
- Library Aide .50 FTE
- Library Aide .375 FTE

Berkeley Public Library
Adult Services Division
18.95 Total FTE

Library Services Manager
1.00 FTE

Reference
8.90 FTE

Art & Music
6.55 FTE

Reference	Art & Music
Supervising Librarian 1.00 FTE	**Supervising Librarian** 1.00 FTE

Reference:

Library Specialist II .50 FTE	Librarian II .50 FTE
Librarian II .80 FTE	Library Assistant .50 FTE
Librarian II .70 FTE	Librarian II 1.00 FTE
Library Specialist II .50 FTE	Librarian II .50 FTE
Librarian II 1.00 FTE	Library Specialist II .90 FTE
	Librarian II 1.00 FTE

Art & Music:

Librarian II .50 FTE	Librarian II .50 FTE
Librarian II 1.00 FTE	Librarian II .50 FTE
Library Specialist I .50 FTE	Library Specialist I .80 FTE
Library Aide .50 FTE	Library Aide .50 FTE
Library Aide .375 FTE	Library Aide .375 FTE

5/25/07

Berkeley Public Library
Berkeley Reads
2.50 Total FTE

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│   Library Literacy      │
│  Program Coordinator    │
│      1.00 FTE           │
└─────────────────────────┘
            │
    ┌───────────────────┐
    │ Library Specialist I │
    │     1.00 FTE        │
    └───────────────────┘

    ┌───────────────────┐
    │ Library Assistant   │
    │     .50 FTE         │
    └───────────────────┘
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Berkeley Public Library
North Branch
8.625 Total FTE

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                        │   Supervising Librarian  │
                        │         1.00 FTE         │
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Library Specialist II .50 FTE	Library Specialist II .50 FTE	Library Specialist II .80 FTE	Librarian II 1.00 FTE	Supervising Library Asst. 1.00 FTE

Under Supervising Library Asst. 1.00 FTE:

Library Assistant .50 FTE	Library Assistant .50 FTE
Library Aide .50 FTE	Library Assistant .50 FTE
Library Aide .375 FTE	Library Aide .375 FTE
Library Aide .50 FTE	Library Aide .375 FTE
Youth Enrollee .20 FTE	

Berkeley Public Library
South Branch / Tool Lending
8.455 Total FTE

Supervising Librarian
1.00 FTE

Supervising Library Assistant
1.00 FTE

Librarian II
1.00 FTE

Library Specialist I
.50 FTE

Library Specialist II
.50 FTE

Tool Lending Program
2.13 FTE

Library Assistant
.50 FTE

Library Assistant
.50 FTE

Library Aide
.375 FTE

Library Aide
.375 FTE

Library Aide
.375 FTE

Youth Enrollee
.20 FTE

Tool Lending Specialist
.50 FTE

Tool Lending Specialist
.50 FTE

Tool Lending Specialist
.63 FTE

Tool Lending Specialist
.50 FTE

Berkeley Public Library
West Branch
6.325 Total FTE

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                    │  Supervising Librarian  │
                    │        1.00 FTE         │
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Supervising Library Asst. 1.00 FTE	Library Specialist II .50 FTE	Library Specialist II .50 FTE	Librarian II 1.00 FTE

Library Assistant .50 FTE	Library Assistant .50 FTE

Library Aide .375 FTE	Library Aide .375 FTE

Library Aide .375 FTE	Youth Enrollee .20 FTE

Berkeley Public Library
Claremont Branch
7.45 Total FTE

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                    Supervising Librarian
                         1.00 FTE
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| Supervising Library Asst. 1.00 FTE | Librarian II 1.00 FTE | Library Specialist II .75 FTE | Library Specialist II .50 FTE | Library Specialist II .50 FTE |

Under Supervising Library Asst. 1.00 FTE:

Youth Enrollee .20 FTE	Library Aide .375 FTE
Library Aide .375 FTE	Library Assistant .50 FTE
Library Aide .375 FTE	Library Assistant .50 FTE
Library Aide .375 FTE	Library Aide .375 FTE

5/25/07

Berkeley Public Library
Collection Management, Teen Services & Outreach
6.40 Total FTE

Library Services Manager
1.00 FTE

Teen Programs
4.60 FTE

Library Specialist I
1.00 FTE

Library Assistant
.60 FTE

Librarian II
1.00 FTE

Librarian II
1.00 FTE

Librarian II
1.00 FTE

Librarian II
1.00 FTE

Youth Enrollee
.20 FTE

Youth Enrollee
.20 FTE

Youth Enrollee
.20 FTE

Youth Enrollee
.20 FTE

Berkeley Public Library
Technical Services Division
15.50 Total FTE

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                        │  Library Services Manager │
                        │        1.00 FTE          │
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Processing & Mending 4.00 FTE	Cataloguing 6.00 FTE	Order Unit 4.50 FTE

Processing & Mending branch:

- Supervising Library Assistant — 1.00 FTE
  - Library Assistant — .50 FTE
  - Library Assistant — .50 FTE
  - Library Aide — .375 FTE
  - Library Aide — .50 FTE
  - Library Aide — .375 FTE
  - Library Aide — .375 FTE
  - Library Aide — ..375 FTE

Cataloguing branch:

- Supervising Librarian — 1.00 FTE
  - Librarian II — 1.00 FTE
  - Librarian II — 1.00 FTE
  - Library Assistant — .50 FTE
  - Librarian II — 1.00 FTE
  - Library Assistant — .50 FTE
  - Library Specialist II — 1.00 FTE

Order Unit branch:

- Library Specialist II — 1.00 FTE
- Sup. Library Asst. — 1.00 FTE
  - Library Assistant — .50 FTE
  - Library Assistant — 1.00 FTE
- Library Specialist II — 1.00 FTE

FY08 Position Summary
By Division

	FY03 Adopted	FY04 Adopted	FY05 Adopted	FY06 Adopted	FY07 Adopted	FY08 Baseline	FY08 Proposed
Career Employees:							
Administration Division							
Acctg Office Specialist Supervisor	-	-	-	1.00	1.00	1.00	1.00
Accounting Office Specialist III	1.00	1.00	1.00	1.00	1.00	2.00	2.00
Administrative Secretary	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Associate Management Analyst	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Deputy Director of Library Services	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Director of Library Services	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Dept. Administrative Officer	1.00	1.00	-	-	-	-	-
Library Financial Manager	-	-	1.00	1.00	1.00	1.00	1.00
Office Specialist II	2.00	1.50	1.50	2.00	2.00	1.00	1.00
	8.00	7.50	7.50	9.00	9.00	9.00	9.00
Facilities Management Division							
Building Maintenance Mechanic	1.50	2.00	2.00	2.00	2.00	2.00	2.00
Building Maintenance Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Library Building Project Manager	1.00	1.00	1.00	1.00	-	-	-
	3.50	4.00	4.00	4.00	3.00	3.00	3.00
Information Technology Division							
Automation Librarian	-	-	-	1.00	-	-	-
Information Systems Specialist	2.00	2.00	2.00	3.00	3.00	3.00	3.00
Information Systems Support Tech	1.00	1.00	1.00	-	-	-	-
Librarian II	-	-	-	-	1.00	1.00	1.00
Library Network Administrator	1.00	1.00	1.00	1.00	1.00	1.00	1.00
	4.00	4.00	4.00	5.00	5.00	5.00	5.00
Circulation Services Division							
Central Library Circulation Supervisor	1.00	1.00	1.00	-	-	-	-
Central Services Aide	-	-	-	1.00	1.00	1.00	1.75
Circulation Services Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Library Specialist I	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Library Aide	11.93	11.43	7.305	5.93	7.055	7.055	7.055
Library Assistant	10.38	7.50	8.06	8.06	8.50	8.50	8.50
Supervising Library Assistant	3.00	3.00	3.00	3.00	3.00	3.00	3.00
	29.31	25.93	22.365	20.99	22.555	22.555	23.305
Children's Services Division							
Librarian I/II	1.60	2.40	2.60	2.40	3.40	3.40	3.40
Library Aide	1.625	1.625	2.25	2.25	2.625	2.625	2.625
Library Assistant	2.35	2.35	2.35	1.35	1.35	2.35	0.50
Library Services Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Library Specialist II	0.80	0.80	0.80	0.80	0.80	0.80	0.80
Senior Librarian	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Supervising Librarian	-	-		1.00	1.00	1.00	-
Supervising Library Assistant	1.00	1.00	1.00	1.00	1.00	1.00	1.00
	9.375	10.175	11.00	10.80	12.175	13.175	10.325
Adult Services Division							
Librarian I/II	8.53	6.73	7.40	7.90	8.00	8.00	8.00
Library Aide	-	-	-	1.375	1.75	1.75	1.75

Berkeley Public Library
FY08 Position Summary
By Division

	FY03 Adopted	FY04 Adopted	FY05 Adopted	FY06 Adopted	FY07 Adopted	FY08 Baseline	FY08 Proposed
Library Assistant	0.63	0.63	0.50	0.50	0.50	0.50	0.50
Library Services Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Library Specialist I	1.30	1.30	1.30	1.30	1.30	1.30	1.30
Library Specialist II	2.70	2.70	1.90	1.90	1.90	1.90	1.90
Office Specialist II	0.50	-	-	-	-	-	-
Senior Librarian	1.90	1.90	0.90	-	-	-	-
Supervising Library Assistant	0.75	1.00	1.00	-	-	-	-
Supervising Librarian	1.00	1.00	1.00	2.00	2.00	2.00	2.00
	18.31	16.26	15.00	15.975	16.45	16.45	16.45
Literacy Programs							
Library Literacy Program Coordinator	-	-	-	1.00	1.00	1.00	1.00
Library Assistant	-	-	-	0.50	0.50	0.50	0.50
Library Specialist I	-	-	-	1.00	1.00	1.00	1.00
	-	-	-	2.50	2.50	2.50	2.50
Teen Services Division							
Librarian I/II	-	-	-	4.00	4.00	4.00	4.00
Branch Services							
Library Services Manager	1.00	1.00	-	-	-	-	-
North Branch							
Librarian I/II	2.50	2.50	2.00	1.00	1.50	1.00	1.00
Library Aide	1.625	1.625	2.375	2.375	2.00	2.125	2.125
Library Assistant	2.50	2.50	2.00	1.50	1.50	1.50	1.50
Library Specialist II	-	-	0.80	1.80	1.80	1.80	1.80
Supervising Librarian	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Supervising Library Assistant	1.00	1.00	1.00	1.00	1.00	1.00	1.00
	8.625	8.625	9.175	8.675	8.800	8.425	8.425
South Branch							
Librarian I/II	3.00	3.00	2.00	1.00	1.50	1.00	1.00
Library Aide	1.125	1.125	1.125	1.125	1.125	1.125	1.125
Library Assistant	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Library Specialist II	-	-	-	1.00	1.00	1.00	1.00
Supervising Librarian	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Supervising Library Assistant	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Tool Lending Specialist	2.00	2.13	2.13	2.13	2.13	-	-
	9.125	9.255	8.255	8.255	8.755	6.125	6.125
West Branch							
Librarian I/II	2.00	2.50	2.00	1.00	1.50	1.00	1.00
Library Aide	1.125	1.125	1.125	1.125	1.125	1.125	1.125
Library Assistant	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Library Literacy Program Coordinator	1.00	1.00	1.00	-	-	-	-
Library Specialist I	1.00	1.00	1.00	-	-	-	-
Library Specialist II	-	-	-	1.00	1.00	1.00	1.00
Supervising Librarian	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Supervising Library Assistant	1.00	1.00	1.00	1.00	1.00	1.00	1.00
	8.125	8.625	8.125	6.125	6.625	6.125	6.125

Berkeley Public Library
FY08 Position Summary
By Division

	FY03 Adopted	FY04 Adopted	FY05 Adopted	FY06 Adopted	FY07 Adopted	FY08 Baseline	FY08 Proposed
Claremont Branch							
Librarian I/II	2.00	2.00	2.00	1.00	1.50	1.00	1.00
Library Aide	1.625	1.625	1.50	1.50	1.50	2.00	1.50
Library Assistant	1.50	1.50	1.50	1.00	1.00	1.00	1.00
Library Specialist II	-	-	-	1.75	1.75	1.75	1.75
Supervising Librarian	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Supervising Library Assistant	1.00	1.00	1.00	1.00	1.00	1.00	1.00
	7.125	7.125	7.00	7.25	7.75	7.75	7.25
Tool Lending Library							
Tool Lending Specialist	-	-	-	-	-	2.13	2.13
Special Services Division							
Library Special Services Coordinator	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Library Specialist I	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Library Specialist II	-	-	0.50	0.50	0.50	-	0.50
	2.00	2.00	2.50	2.50	2.50	2.00	2.50
Collection Development Division							
Library Assistant	-	-	0.55	0.55	0.60	0.60	0.60
Library Services Manager	-	-	1.00	1.00	1.00	1.00	1.00
	-	-	1.55	1.55	1.60	1.60	1.60
Technical Services Division							
Librarian I/II	3.00	3.00	3.00	3.00	3.00	3.00	3.00
Library Aide	1.25	1.25	1.25	1.25	2.00	2.00	2.00
Library Assistant	5.90	5.75	5.00	5.50	3.50	3.50	3.50
Library Services Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Library Specialist II	1.60	1.75	1.75	1.00	3.00	3.00	3.00
Senior Librarian	-	1.00	1.00	-	-	-	-
Supervising Librarian	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Supervising Library Assistant	1.00	1.00	1.00	2.00	2.00	2.00	2.00
	14.75	15.75	15.00	14.75	15.50	15.50	15.50
Total Career Employees	**123.245**	**120.245**	**115.470**	**121.370**	**126.210**	**125.335**	**123.235**
Hourly Employees:							
Library Assistant	0.85	0.85					
Librarian I/II	0.80	0.80					
Youth Enrollee	1.00	1.00	1.00	1.00	1.00	1.00	1.60
	2.65	*2.65*	*1.00*	*1.00*	*1.00*	*1.00*	*1.60*
Total Library Services	**125.895**	**122.895**	**116.470**	**122.370**	**127.210**	**126.335**	**124.835**

Note: Hours of Operation at the Branches and Central were reduced effective July 1, 2004 (FY05).

Berkeley Public Library
FY08 Position Summary
By Classification

	FY03 Adopted	FY04 Adopted	FY05 Adopted	FY06 Adopted	FY07 Adopted	FY08 Baseline	FY08 Proposed
Accounting Office Specialist III	1.00	1.00	1.00	1.00	1.00	2.00	2.00
Acctg Office Specialist Supervisor	-	-	-	1.00	1.00	1.00	1.00
Administrative Secretary	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Associate Management Analyst	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Automation Librarian	-	-	-	1.00	-	-	-
Building Maintenance Mechanic	1.50	2.00	2.00	2.00	2.00	2.00	2.00
Building Maintenance Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Central Library Circulation Supervisor	1.00	1.00	1.00	-	-	-	-
Central Services Aide	-	-	-	1.00	1.00	1.00	1.75
Circulation Services Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Dept. Administrative Officer	1.00	1.00	-	-	-	-	-
Deputy Director of Library Services	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Director of Library Services	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Information Systems Specialist	2.00	2.00	2.00	3.00	3.00	3.00	3.00
Information Systems Support Tech	1.00	1.00	1.00	-	-	-	-
Librarian I/II	23.43	22.93	21.00	21.30	25.40	23.40	23.40
Library Aide	20.31	19.81	16.93	16.93	19.18	19.81	19.31
Library Assistant	26.11	23.08	21.96	20.96	19.45	20.45	18.60
Library Building Project Manager	1.00	1.00	1.00	1.00	-	-	-
Library Financial Manager	-	-	1.00	1.00	1.00	1.00	1.00
Library Literacy Program Coordinator	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Library Network Administrator	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Library Services Manager	4.00	4.00	4.00	4.00	4.00	4.00	4.00
Library Special Services Coordinator	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Library Specialist I	5.30	5.30	5.30	5.30	5.30	5.30	5.30
Library Specialist II	5.10	5.25	5.75	9.75	11.75	11.25	11.75

Berkeley Public Library
FY08 Position Summary
By Classification

	FY03 Adopted	FY04 Adopted	FY05 Adopted	FY06 Adopted	FY07 Adopted	FY08 Baseline	FY08 Proposed
Office Specialist II	2.50	1.50	1.50	2.00	2.00	1.00	1.00
Senior Librarian	2.90	3.90	2.90	1.00	1.00	1.00	1.00
Supervising Librarian	6.00	6.00	6.00	8.00	8.00	8.00	7.00
Supervising Library Assistant	9.75	10.00	10.00	10.00	10.00	10.00	10.00
Tool Lending Specialist	2.00	2.13	2.13	2.13	2.13	2.13	2.13
Youth Enrollee	1.00	1.00	1.00	1.00	1.00	1.00	1.60
	125.895	**122.895**	**116.470**	**122.370**	**127.210**	**126.335**	**124.835**

5/25/07
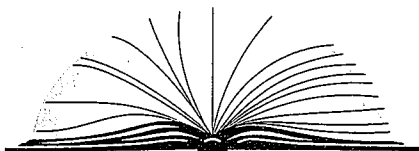
BERKELEY ■ PUBLIC ■ LIBRARY ■ FOUNDATION
2090 Kittredge Street • Berkeley, California 94704
Telephone 510.981.6115 • Facsimile 510.981.6191
info@bplf.org • http://www.bplf.org

May 24, 2007

Donna Corbeil
Director of Library Services
Berkeley Public Library
2090 Kittredge Street
Berkeley, CA 94704

RE: Financial Commitment to BPL for FY 2008

Dear Donna Corbeil,
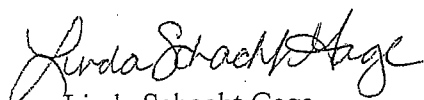
In keeping with our mission to support our community's knowledge and learning by enhancing library facilities, programs and services, the Library Foundation recently voted to support the following three capital projects identified by the Berkeley Public Library in its preliminary budget during Fiscal Year 2008:

North Branch carpeting	$22,000
South Branch restroom	8,000
West Branch circulation desk	23,000
Total	$53,000

The three projects are located at three branches that need capital improvements. Moreover, they are physical improvements within the interior of the library buildings. The Library Foundation has made a commitment to fund these three projects, or if these capital improvements are not approved by the Board of Library Trustees, to fund projects of a similar nature for $53,000.

While the Library Foundation awaits the opportunity to support larger scale renovations of our branch libraries, we are happy to provide these funds to improve the existing conditions of our branches to enable the Library to better serve the Berkeley community.

Sincerely,

Linda Schacht Gage
President, BPLF Board

Roxanne Figueroa
Executive Director

Friends of the Berkeley Public Library
FY08 Grant Award

Period: 7/1/07 - 6/30/08

Division/Program	Total	Expenditure Categories		
		SALARIES & BENEFITS	SERVICES & CONTRACTS	SUPPLIES
Children's Programs	$ 33,425	$ 500	$ 23,500	$ 9,425
Central Art & Music	$ 17,848	$ 5,238	$ 5,850	$ 6,760
Central Reference Programs	$ 8,300	$ -	$ 5,050	$ 3,250
Berkeley Information Network (BIN)	$ 400	$ -	$ 400	$ -
Berkeley READS	$ 3,600	$ -	$ -	$ 3,600
Teen Services Programs	$ 6,700	$ -	$ 1,500	$ 5,200
North Branch Book Club	$ 2,800	$ -	$ -	$ 2,800
South Branch Children's Area Furniture replacement	$ 2,615	$ -	$ -	$ 2,615
West Branch Programs	$ 600		$ 300	$ 300
Claremont Non-Fiction Book Club	$ 2,000	$ 500	$ 500	$ 1,000
Community Relations Programs	$ 2,250	$ -	$ 2,250	$ -
Volunteer Program	$ 1,350	$ -	$ -	$ 1,350
Collection Management & Promotion	$ 4,800	$ -	$ 4,000	$ 800
Total Grant Request	**$ 86,688**	**$ 6,238**	**$ 43,350**	**$ 37,100**

BERKELEY PUBLIC LIBRARY
Capital Improvement Projects
FY08 and FY09

Project	FY 08	FY 09	Funding Source
South Branch Restroom	$ 8,000		Foundation
North Branch Restroom	$ 10,000		Library Tax (FY07 Carryover)
West Branch Carpeting	$ 33,000		Library Tax (FY07 Carryover)
West Branch Roof	$ 20,000		Library Tax (FY07 Carryover)
West Branch Circulation Desk	$ 23,000		Foundation
Claremont Branch HVAC System		$ 50,000	Library Tax
North Branch Carpeting	$ 22,000		Foundation
Facilities Master Plan	$ 30,000		Library Tax
	$ 146,000	$ 50,000	

BERKELEY PUBLIC LIBRARY
FY08 Budget Timeline: Revised 5/31/07

Date	Item	Documents
January 17, 2007	FY07 Annual Budget Update - 2nd Quarter	1. Y-T-D Expenditure Details: FY07 as of 12/29/06 2. Library Tax Fund: 5-Year Fund Analysis (1/10/07) 3. Gift Fund: 5-Year Fund Analysis (12/29/06) 4. All Other Funds: 5-Year Fund Analysis (12/29/06)
February 21, 2007	Budget Workshop in Preparation for Development and Approval of the FY08 Library Budget	FY2008 Budget Binder 1. Y-T-D Exenditure Details: FY07 as of 2/9/07 2. Expenditure Category Descriptions 3. Pie Chart: FY07 Adjusted Budget 4. Pie Chart: FY07 Materials Allocation 5. Pie Chart: FY07 Revenue 6. Pie Chart: FY08 Revenue 7. Library Tax Fund: 5-Year Fund Analysis (2/13/07) 8. Gift Fund: 5-Year Fund Analysis (2/12/07) 9. All Other Funds: 5-Year Fund Analysis (2/12/07) 10. FY08 Position Summary by Classification (2/12/07) 11. FY08 Position Summary (12/29/06) 12. FY08 Baseline Organizational Charts
March 14, 2007	Supplemental Budget Meeting, if necessary	**Canceled**
March 21, 2007	FY08 Baseline Budget and preliminary proposed changes; personnel expenditures; adopt priorities	1. Y-T-D Expenditure Details: FY07 as of 3/9/07 2. Organizational Chart Narrative 3. Capital Improvements 4. Library Tax Fund: 5-Year Fund Analysis (3/12/07) 5. Personnel Budget Modifications (3/15/07) 6. Non-Personnel Budget Modifications (3/15/07) 7. Friends of BPL: FY08 Grant Request Summary
April 18, 2007	FY07 Budget Update Report - 3rd Quarter FY08 Proposed Budget submission and discussion	1. Y-T-D Expenditure Details: FY07 as of 3/30/07
May 9, 2007	Public Hearing on the budget Adoption of Library Tax Rate Recommendation	1. Personnel Budget Modifications 2. Non-Personnel Budget Modifications

Date	Item	Documents
May 16, 2007	Presentation of FY08 and FY09 Proposed Budget	**Canceled**
June 13, 2007	Presentation of FY08 and FY09 Proposed Budget	1. Baseline Budget by Fund 2. Personnel Budget Modifications 3. Non-Personnel Budget Modifications 4. Library Tax Fund: 5-Year Fund Analysis 5. Gift Fund: 5-Year Fund Analysis 6. All Other Funds: 5-Year Fund Analysis 7. Organizational Charts: FY08 Proposed 8. FY08 Position Summary by Division 9. FY08 Position Summary by Classification 10. FY08 Proposed Organizational Charts 11. BPL Foundation Letter of Commitment 12. Friends of BPL FY08 Grant Award 13. Capital Improvement Projects for FY08
July 11, 2007		TBD
August 16, 2006	FY07 Budget Update Report - First Closing	Canceled
September 19, 2006	FY07 Budget Update Report - First Closing Submit Amendment to FY08 Adopted Budget	1. Carryover Request
October 10, 2006	FY08 Budget Update Report - 1st Quarter	
November 14, 2006		
December 12, 2006		

BERKELEY PUBLIC LIBRARY

TO: Board of Library Trustees

FROM: Donna Corbeil, Director of Library Services

SUBJECT: Discussion and adoption of proposal to develop a Library Work Plan for FY2008 and FY2009

INTRODUCTION

The purpose of this report is to provide introductory information regarding the development of a Library Work Plan beginning with FY08.

FISCAL IMPACT

There is no fiscal impact from this report. However, the process in which a work plan is developed may lead to the identification of budgetary needs and have workload impact.

BACKGROUND

As part of the City's annual budget process staff develops a citywide work plan, the priorities of which are integrated with the annual budget following Council review. This discussion usually begins in March culminating in a chapter, Work Plan, in the Proposed Biennial Budget. At this initial session on planning with Council, staff:

- Presents information on priorities and integration of these with the budget.
- Presents information on previous years work plan priorities, including completed and discontinued projects.
- Reviews capacity of the organization to take on new projects and how to balance new work as it arises with existing priorities.
- Clarifies the status and scope of both new priority projects and existing projects within the 2-year budget cycle.

Like other City agencies the vast majority of work at the Library can be described as baseline service delivery. The 90% baseline, 10% special projects composition used by the City accurately reflects library operations in most years. A Library example of a special project would be the Central library expansion, which represented a significant project over multiple fiscal years. Baseline work represents what we consider as basic services, such as opening the library the prescribed hours per week, providing reference services, purchasing materials for use by the public, children's programming, etc.

The City's work plan focuses on high priority time specific projects that accomplish specific goals through concentrated efforts. The city uses the following definition to categorize activities

as a "project": *Projects have a desired objective, take concentrated resources and effort to achieve, and have a beginning and end.* Throughout the year as projects develop they are planned and budgeted for within the current year's budget or incorporated into future fiscal cycles, such as capital repairs. Regardless, all projects require resources; these may be within the scope of the budget and staff capacity or not, in which case additional resources may be needed to complete them.

The Library can adopt an abbreviated version of the larger City process that includes some of the key concepts and components. The process should begin earlier in the annual budget process but we can get started now and continue to revise our draft work plan as the fiscal year unfolds. The general process is as follows: identify emerging priority projects and resource needs, evaluate work load and committed resources, then revise work plan and reallocate resources. I have adjusted the steps in the city process to better fit the Library operating and governing structure and the role of the Board.

Step 1: Library staff collects and consider requests for proposed projects from a variety of sources: legislative/municipal mandates, Board of Library Trustees, public interest, grant opportunities, professional literature and conferences, formal planning process (strategic and/or facility planning), and input from library staff.

Step 2: Library staff identifies those projects that are most critical and identify resources, capacity, timelines, and personnel required to complete the work.

Step 3: Library management team reviews and develops recommendations for the Library Work Plan projects. Board of Library Trustees reviews and adjusts projects to meet priorities. A lead staff person is identified for each project.

Step 4: Library Board adopts Work Plan Priority Projects as a component of the budget workshop and annual budget adoption. Periodic reviews and progress reports of projects in the work plan will be given to coincide with ongoing budget reviews. Discuss and adjust to balance emerging priorities.

CURRENT SITUATION AND ITS EFFECTS

The Board has developed budget priorities for FY08 as part of the budget workshop process over the last few months. In June a recommended final budget will be discussed and adopted. This budget represents both baseline and special projects and the identified resources to date for each category.

Attached is a draft spreadsheet of projects identified by the Board in meetings throughout the last year, as well as the adopted FY08 budget priorities and staff identified projects to date. Developing a comprehensive list of projects as early in FY08 as possible is advised. For each project identified, a separate one-page project work sheet will be developed that includes a brief description, comments, deliverables or the various steps required to complete the project, detailed timeline, status, budget information and the lead person and/or team.

FUTURE ACTION

If adopted the worksheet and project spreadsheet will be used to capture new projects and to report on approved projects throughout the fiscal year. Once fully integrated into the budget

process, the work plan will align the work of the Library with the priorities of the Board. It will also provide a context for any new projects that come to fruition throughout the budget discussions and throughout the year. This process will ensure new projects carefully consider existing staffing, commitments already on the table, and adequate resources to complete the work. The Board may wish to adopt a priority designation for the projects added to the work plan as the City Council has done. They use the designations of critical initiative (CI), special project (SP), and department project (DP) to further focus resources. This could be considered at a later time.

Attachments:
1. Spreadsheet of current Library projects
2. Examples of Work Plan Project Work Sheet

Library Projects

	Project Title	Source	Lead	Budget	Timeline
1	Ars & Policy review and implementation	Staff	Smith & Marshall		
2	Privacy Policy	Board	A. Abramson	$5,000 Consultant	
3	Trustee vacancy	Board			Complete by 10/1/07
4	Increase hours of operation at branches	Board			
5	Explore South Branch to ERC	Discussion Group		$25,000 N&T Consultants	
6	WiFi at Central & Branches	Staff	A. Abramson		
7	Facility/Service planning w/ public		D. Corbeil		
8	Study Southwest Berkeley needs	Staff		$25,000 HTA Consultants	
9	Annual Report			$2,000	
10					
11					
12					

EXAMPLE

Work Plan Project Work Sheet

Title: Moving South Branch to ERC
Lead: BOLT Discussion Group, Director & Staff ERC/South West
                Berkeley work group

Description:
Investigate the potential move of the South Branch to the planned ERC facility.
Explore service needs of community and complete cost analysis.

Comments:
Staff group working with BOLT discussion group to assess costs, feasibility and
service needs. ERC project ground breaking delayed to Fall 2008.

Budget:
$25,000 grant for consultants in FY07

Deliverables

Step	Detail	Status
cost estimating	Hire Noll & Tam to assist with developing bubble diagrams and get professional cost estimates on construction	Architect met with staff/discussion group May 5/10/07, next mtg 5/17/07 of staff group
Hold community forum	Event planned for June 9, 2007 at AME	Advertising and outreach underway
Presentation to BOLT	Tentatively scheduled for July	

EXAMPLE

Wireless Computer Access

Work Plan Project Work Sheet

Title: Implement Wireless Computer Access
Lead: Alicia Abramson

Description:
Implement wireless access at all Berkeley Public Library locations.

Comments:
Wireless access is one of the most frequently requested services by the public.

Budget:
$25,000 for equipment in FY07
Up to $10,000 for additional equipment in FY08

Deliverables

Step	Detail	Status
Wireless site survey & equipment needs assessment, solicit bids and select system	IT staff performed initial site survey and equipment needs assessment, received bids and ordered equipment	Complete 5/07
Equipment configuration & installation	Install wiring to locations where Wireless Access Points will be located, work with Library Maintenance to mount access points, configure controller and security policies.	Central 6/07 Branches 7/07 – 9/07
Test equipment	Test for wireless coverage, modify AP locations as necessary	
Document, publicize, launch service	Create basic user guide, educate Public Service staff, publicize to public	Central 7/07 Branches individually throughout July – Sept 2007

BERKELEY PUBLIC LIBRARY

TO: Board of Library Trustees

FROM: Douglas Smith, Deputy Director of Library Services

SUBJECT: Contract with Checkpoint Systems, Inc. for the Provision of Maintenance Services for the Express Check System

RECOMMENDATION

Adopt a resolution authorizing the Director of Library Services to negotiate and enter into a service contract and any amendments with Checkpoint Systems, Inc. for the provision of maintenance services on the express checkout system for the period of July 1, 2007 through June 30, 2008, in an amount not to exceed $32,000.

FISCAL IMPACT OF RECOMMENDATION

The cost of the contract is in the FY08 Proposed Budget presented to the Board of Library Trustees on June 13, 2007.

CURRENT SITUATION

Checkpoint Systems, Inc. has submitted a quote for maintenance services, with pricing reflecting the number and types of hardware and software components of the express checkout system.

The Checkpoint Systems maintenance agreement provides for telephone consultations for all service needs; trained service representatives will respond and provide onsite service of equipment and staff training when needed; where feasible, equipment will be upgraded and modernized at no additional charge; and ports checked for wear and replaced without charge on an exchange basis. A Checkpoint representative will engage in bi-monthly conference calls with Library staff for ongoing monitoring of the Library's satisfaction with system performance and to ensure service needs are being met.

The quote provided for provides covering one (1), three (3) and five (5) year periods. The pricing is based on a flat annual rate which takes into account the number and types of hardware and software components of the Library's express checkout system. If the Library were to commit to a three (3) year contract, it would save 12% off of the proposed annual rate. A commitment to a five (5) year contract would result in a 20% discount. The cost of the contracts would be split into equal annual payments during the contract term. At the end of the contract, the Library will evaluate the services received and determine if a new contract would be appropriate. Based on this information, it is recommended that we enter into a one-year contract at this time.

The cost of a one year contract is $32,000.

BACKGROUND

Checkpoint Systems, Inc. is the sole source for providing maintenance services on the express checkout system for both hardware and software. The Berkeley Public Library relies on Checkpoint Systems, Inc. to provide service for both the software and hardware purchased for the express checkout system used at all branches. This includes the RFID programmers, readers, gates and inventory wands. Currently, maintenance is being provided by Checkpoint on an as-needed basis and charged at an hourly rate.

The Director and management team have been working with Checkpoint to ensure that all current equipment is functional and operational and to resolve problems with the equipment promptly. To address ongoing service needs, the Library has implemented bi-monthly conference calls between Checkpoint representatives and the Circulation Services Manager, Technical Services Manager and Deputy Director. In addition, Checkpoint will train key Library personnel within the next 30 days to conduct routine cleaning and servicing of self-check equipment to reduce down-time of the equipment.

The cost of the maintenance contract is in addition to the $60,000 in the FY08 Proposed Budget for ongoing supplies (tags, donut tags, and labels).

ALTERNATE ACTION CONSIDERED

The alternative to entering into the maintenance contract on this basis is to continue to pay for repair service as needed at an hourly rate. This option would not include replacement of a major component or entire piece of equipment, should it fail. A maintenance contract ensures that all upgrades (including software upgrades) and replacements of equipment are covered for a flat annual fee.

FUTURE ACTION

The contract will need to be reviewed next year.

CONTACT PERSON

Beverli Marshall, Finance Manager

Attachments:
Resolution
1. Checkserv Maintenance Agreement Quote

RESOLUTION NO.: 07-___

AUTHORIZE DIRECTOR OF LIBRARY SERVICES TO NEGOTIATE AND ENTER INTO A SERVICE CONTRACT AND ANY AMENDMENTS WITH CHECKPOINT SYSTEMS, INC. FOR THE PROVISION OF MAINTENANCE SERVICES ON THE EXPRESS CHECKOUT SYSTEM FOR THE PERIOD OF JULY 1, 2007 THROUGH JUNE 30, 2008, IN AN AMOUNT NOT TO EXCEED $32,000

WHEREAS, on April 14, 2004, the Board of Library Trustees adopted a resolution authorizing the Director of Library Services to enter into a contract to purchase the express checkout and RFID system; and

WHEREAS, in December 2005 the Berkeley Public Library implemented the express checkout system; and

WHEREAS, on December 31, 2006, the warranty for the software and hardware purchased under the initial contract expired; and

WHEREAS, failure to enter into a omnibus services contract with this sole source vendor will result in increased cost to support the express checkout system at a hourly service rate, plus parts; and

WHEREAS, the cost of the annual maintenance contract is provided for in the FY08 Proposed Budget.

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to authorize the Director of Library Services to negotiate and enter into a service contract and any amendments with Checkpoint Systems, Inc. for the provision of maintenance services on the express checkout system for the period of July 1, 2007 through June 30, 2008, in an amount not to exceed $32,000. A record signature copy of said contract and amendments to be on file in the Office of the City Clerk.

Berkeley
Customer# 11131
Checkserv Maintenance Agreement Quote
Effective Dates:

Customer #	Customer	Tagpads	Security Controller	Security Gates (LRR)	Unlocking Station (DVD Box)	Programming Pads(NCP)	Server	Inventory Wands	Self Checkout	Cost Per Site	Discounted Cost Per Site	Start Date	End Date
11131-0006	North Branch	3	1	2	2	1		1	2	$ 5,900.00	$ 4,425.00		
11131-0004	South Branch	2	1	4	2	1		1	2	$ 6,400.00	$ 4,800.00		
11131-0003	West Branch	2	1	2	2	1		1	2	$ 5,650.00	$ 4,237.50		
11131-0005	Claremont Branch	2	1	2	2	1		1	2	$ 5,650.00	$ 4,237.50		
11131-0000	Central Branch	7		6	6	8	1	2	6	$ 19,550.00	$ 14,662.50		
TOTAL											$ 32,362.50		

BERKELEY PUBLIC LIBRARY

TO: Board of Library Trustees

FROM: Ying Lee, Board of Library Trustee
             Terry Powell, Board of Library Trustee

SUBJECT: Berkeley Public Library's South Berkeley Community's Library Needs and Ed Roberts Campus (ERC) Discussion Group Report

BACKGROUND

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

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

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

   (1) Further investigate library needs of the South and Southwest Berkeley communities, with specific outreach to leaders and active members.
   (2) Continue to investigate the Ed Roberts Campus possibility for South Branch.
   (3) Develop additional information on a bookmobile, primarily for Southwest Berkeley, given the interest of the Berkeley Public Library Foundation and the possibility of a collaboration with the City of Emeryville and its School District and, perhaps, others.

UPDATE OF MEETINGS OF ED ROBERTS CAMPUS DISCUSSION GROUP AND IDEAS THAT SURFACED

   • The Discussion Group has been informed by ERC partners that at 50% completion of construction documents, there is a larger deficit in budget than previously thought, which has set back groundbreaking approximately one year. The City of Berkeley will not offer a loan, but talks are still going on with congressional representatives about more help, including possible tax credits for low income areas. The ERC still has space to lease or sell in its building, and from the City of Berkeley they continue to be most positive about the Berkeley Public Library being a partner or tenant. Donna pointed out that general study of

needs for all branches has become even more important now that ERC and the possible move of South Branch are postponed.

- Ying Lee has reserved the St. Paul African Methodist Episcopal Church (A.M.E.) at 2024 Ashby Avenue in Berkeley for a *Community Forum on Improving Library Services in South Berkeley* on Saturday, June 9, 2007 from10:30 a.m. to noon. The Community is invited to a public discussion of possible future directions for library services in South Berkeley and the possible relocation of South Branch to the Ed Roberts Campus, hosted by the Berkeley Public Library.

- From the Discussion Group, Terry Powell and Roxanne Figueroa will create a poster for the Community Forum. The summarized content: a) history of former facilities (which include at least one site very close to proposed ERC); b) condition of present facility ; and c) the ERC proposal (which will be prepared by the ERC partners).   Photos will be taken of the South Branch by a professional photographer. They will work with staff members to find some historic photos and a volunteer designer to produce the poster. All will be digital and the poster images can be used for future publications if necessary.

- Alan has taken the lead in outreach and promotion by phoning and emailing those involved in the first community assessment completed by HTA and other community leaders and representatives of neighborhood groups in South and Southwest Berkeley. He has gotten flyers and press releases out to both press and individuals in the Discussion Group and Staff Committee for distribution.

- Donna reported on the status of the two RFPs; the RFP for study of Southwest Berkeley did not draw any applicants. Donna and Alan will meet with HTA representatives to negotiate a contract with them as is allowed by law. The Discussion Group participated in the Staff Committee meeting with Matt Wadlund of Noll & Tam; Matt was formerly involved in the ERC project and asked the Staff Committee to answer some basic questions about space and program in several proposed new branch spaces at ERC.

NEXT STEPS

- Hold the June 9th Community Meeting
- Discuss with Michael Caplan the South Berkeley funds that may (or may not) be available to the library.
- Continue to explore possibility of borrowing funds for ERC.
- Follow up with Foundation when appropriate - theirs was a vote of support, but not a pledge until BOLT decides next moves.
- Roxanne Figueroa, Executive Director of the Foundation, set up a tour of Mission Bay Branch in SF for Wednesday, May 30th at 5:00 p.m. She will set up tours of other similar facilities in the Bay Area for the Discussion Group and BPL staff to attend, including Glen Park Branch in SF and Chavez Branch in Oakland.
- After election in June, Emeryville Exploration Group (Susan Kupfer, Laura Anderson, Donna Corbeil, and Alan Bern) will meet with Josh Simon, School Director of the Emeryville Unified School District, to discuss the possibilities of future collaborations, in terms of library services, between the two cities. Ja-Lih Lee, Supervising Librarian - Children's Services, Oakland Public Library (OPL), has been invited to participate since OPL presently has a contract that offers public library service to Emeryville residents.

BERKELEY PUBLIC LIBRARY'S STAFF COMMITTEE

- Following the South Berkeley Community's Library Needs and ERC Discussion Group recognition of the benefits of having a Staff Committee to carry forward the investigation of possibilities for fulfilling the library needs of the South and Southwest Berkeley communities, a Berkeley Public Library Staff Committee has been formed and has continued to meet regularly.

- Members are:
    Jeri Ewart, South Branch, Co-Chair
    Marge Sussman, West Branch, Co-Chair
    Alicia Abramson, IT
    Bob Baty, Maintenance
    Alan Bern, Community Relations
    Hilda Chavez, North Branch
    Donna Corbeil, Director of Library Services
    Vi Dyas, Teen Services, Central and South Branch
    Erica Glenn, Central Children's Library
    Linda Sakamoto-Jahnke, Literacy, West Branch
    Jane Scantlebury, Acting Supervising Librarian, Art & Music
    Alisa Somera, Administration
    Vivian Vigil, North Branch

- The Staff Committee will work with the South Berkeley Community's Library Needs and ERC Discussion Group and Emeryville Exploration Group.

- The Staff Committee continued to:
    1. Determine the borders of Southwest Berkeley; it has been proposed that the borders are: Bay, Emeryville border, Dwight, and Sacramento.
    2. Give feedback to Matt Wadlund of Noll & Tam regarding current and possible space delineations, programs, and services. The tentative date for the Noll & Tam presentation is the July 11, 2007 BOLT meeting.
    3. Help plan and promote the June 9th Community Forum on South Berkeley library needs.

BERKELEY PUBLIC LIBRARY

TO: Board of Library Trustees

FROM: Trarie Kottkamp, Technical Services Manager

SUBJECT: Report on the Innovative User's Group Conference (IUG) May 14-17, 2007

BACKGROUND

The IUG conference is an annual International Conference organized by a committee of Innovative Interfaces, Inc. (III) customers and supported by Innovative, the users conference fees, and a small group of third party library vendors.

The conference is a major training tool for Innovative; it includes demonstration/training sessions on possible problem areas that trainers or the Help Desk have identified over the last year(s) and provides a venue for showing the enhancements or upgrades that will be in the software release being scheduled for the current year (e.g. Release 2007 scheduled for December, 2007) and major new products being developed. Innovative members also do programs showing sophisticated or exemplary ways that they have used one of the III tools or products. Power point documentation is available on the IUG website for most of the sessions for all members to use as guidelines after the program. Training/demonstration/new software info sessions are one hour long and there is a choice of about 13 sessions every hour so attendees are usually able to find sessions throughout the day that they are interested in taking. The conference also allows attendees to meet with other Innovative users (1,700 attended) and check out vendors in the Exhibit Hall whose products mesh with Innovative in a variety of ways.

FISCAL IMPACT

There are no fiscal impacts from this report.

CURRENT SITUATION AND ITS EFFECTS

The Conference was held in San Jose this year, which allowed ten BPL staff members from various departments to attend for periods ranging from half a day to four days. The Innovative integrated library system is used at BPL for all online catalog, circulation, patron registration, reserve items, LINK+ holds, etc., so it's proper use is essential to nearly every library division's work.

REPORTS FROM STAFF WHO ATTENDED

Alicia Abramson (IT Manager): The workshops of most interest to me had to do with improving the Library Catalog for our users. The first was a session on making search widgets, gadgets and browser plug-ins so that users do not always have to come to our web sites to determine if

we have a book, CD or video, almost like integrating the library right into the Web browser. Second was a review of ways that some libraries are making their catalogs do more than just what the vendor currently offers. For example, at the Danbury NY Public Library, the catalog now includes tags and reading recommendations from the Web 2.0 resource "Library Thing" into their catalog search results. The third had to do with redesigning the Web OPAC utilizing the new "Web OPAC Pro" options that Innovative included in the most recent upgrade of the system and, the fourth, on a product Innovative Interfaces is working on that would make the Web OPAC more like Google.

Sam Clemons (GS Supervising Library Assistant): I attended the sessions on collections, circulation updates and navigating the holds maze. The collections session included philosophy of fine collections and how to keep track of fines paid using the fines paid button that go beyond the six months of records we keep. I was also able to meet Unique Collections Personnel and ask questions that can be related directly to patrons that have basically the same questions. The circulations update part were things that we are doing currently in this library system and about some functions that are coming in the future. The holds session was dominated by library systems that are not as advanced as ours, a lot of time was spent on priority paging, which did not seem to be something we are concentrating on at this time.

Francisca Goldsmith (Collection Development/Teen Manager): Francisca attended a dozen sessions during the conference, concentrating for the most part on information about statistics gathering and configuration, as well as managing budgets in III. She also went to sessions on Encore, the new overlay that provides opportunities for users to interact with the library catalog through tagging and other networking options, and Create Lists.

Takeaways for Francisca included her belief that BPL can indeed move to having two budget years appearing in Mil. While the initial set-up would be time-consuming, the benefit to selectors and the Board include much more transparency in how funds are spent year to year. She brought back contact information for staff in libraries where this is done regularly.

Russell Keys (GS Supervising Library Assistant): The two most pertinent sessions that I attended were:
1) Navigating the Holds Maze: This was a very informative session that discussed alternative ways that we could deal with holds. We are currently doing Item Level Holds. This session discussed the use of Title Level Holds. With title level holds, Millennium always checks to see if the pick-up location owns the item and places the hold on a title at that branch. This allows a library to fill holds faster. If the location has no copies available, then it looks system-wide for that title. There are several advantages but also some disadvantages to this system but it is something to think about.
2) Circulation Development Update: This session talked about new circulation features for the upcoming Release 2007

I was also able to talk with some employees of San Jose Public Library during lunch about things going on in their library

Trarie Kottkamp (Technical Services Manager): I concentrated on attending programs showing the best use of Innovative's very sophisticated and powerful Millennium Create List and Statistics programs, programs that I've been using with limited training for years (I was trained originally on the text based system, which is much less powerful/flexible than the current web based system). As a direct result, this last week I was able to produce holding statistics for all five sites in less than four hours. In the past this detailed report has taken me several days to compile and extrapolate. My favorite panel discussion was one that included three Innovative

developers and Anuragh Acharya, Distinguished Engineer from Google. The topic was on where library holdings should appear in "regular" Google displays (as opposed to Google Scholar displays), so that anyone searching for a subject such as "global warming" would find books or electronic serial holdings available at their local libraries, as opposed to merchandise in Amazon, companies that work with products affecting global warming, etc. It was a great opportunity to step out of the "library world" and see the perspective of Mr. Acharya, who while engineering Google's search engines, appears to have a very knowledgeable and pro-library view of the Information world, tempered by the realities of the market place and the existing abilities of search engines and network loads

Shiok Lim (IT Librarian): I would like to highlight three sessions that intrigued me most. They focused on new technologies that were experimented with and implemented within various library settings, such as academic, public and special libraries.

The first session was "Majax –bridging the Millennium catalog and WebBridge," this session showed how to use JavaScript and XML codes to provide direct access to an Innovative Millennium catalog from all pages within an organizations' domain. I would like to utilize this technology within our library Web OPAC module.

The second session was "Making our library services: next generation and how we get there." This session focused on various aspects of better web service-based tools such as tagging, screen scraping, Ajax, and bookmarking on Amazon.com, which redirects to an internal library collection. I would like to experiment with this technology and coding for our library's Web OPAC module.

The third session was "My Millennium". There are so many features that offer and empower our library patrons to better search, store and utilize WebOpac, such as reading history, ratings, renewals, preferred search, alerts, reviewing and many more personalization options in My Millennium. I would like to implement more of these features in our Web OPAC module.

Greg McKean (Cataloging Supervisor): I would say the most useful program I attended was one called "Using Millennium Cataloging and WebWorks Quick Edit to Their Best Advantage: Workflow and Functionality." Two III employees conducted the program.

Not everything that was presented was of relevance to us; however, Rice Majors gave an extended preview of the new printing features that will become available to us in Release 2007, expected in December. We will have greatly increased ability to customize our spine labels according to our specifications. Print templates will be available, allowing a great deal of flexibility in how we display various data elements. We can have as many templates as we want, according to what we're printing. As an example, we could easily set up a template that would print larger font for our large print book collection, something that staff and patrons have requested for years. We had hoped that we could also include the branch location on the spine label, but in the first release, at least, we won't be able to do that without some additional programming.

In addition to the spine labels, which was my main focus during the presentation, Release 2007 also provides the ability to customize purchase orders, routing slips for serials, and hold slips. I know this last feature will be of great interest to circulation staff. As for Cataloging, we expect Release 2007 to help us streamline our workflow by allowing a number of different staff members to send print jobs from their workstations to a centralized printer, rather than limiting the printing to a couple of staff people with attached printers. In addition to benefiting

Cataloging, the improved spine labels should be easier to decipher and thus beneficial both to other staff and to patrons.

Michele McKenzie (Reference Librarian, A&M): I attended three IUG pre-conference sessions and I appreciated the opportunity to network with other users and learn more about Millennium's capabilities. This was my first time attending the conference but I have been using Millennium for several years for circulation, as a cataloger and now as a materials selector. I have led several training sessions at BPL for librarians in the basic use of Create Lists as a tool for collection development.

1) This Ain't My First Rodeo: Using Create Lists and WebManager Reports
This was the most disappointing of the three. The entire presentation only lasted 15 minutes but the presenter did introduce the existence of Create Lists and WebManager Reports to new users. The presenter listed a few of the ways that they use Create Lists and WebManager Reports in their library. Although I learned no real new information about Create Lists, I did learn how WebManager Reports can be used to generate information on acquisitions and circulation statistics. As a librarian at BPL I have only used WebManager Reports to view funds reports. This session motivated me to learn to use WebManager Reports to generate circulation statistics and evaluate the age of the collection.

2) Setting up Your Acquisitions System
When session B2 ended I ducked into this session for the last 45 minutes and I was very glad that I did. This session introduced me to how fund reports function and the range of options available for fiscal close. It was interesting to learn about the variety of ways session attendees have set up fund reports at their libraries and the range of problems they encountered. I have just begun to use this module as a materials selector and because of this session I want to learn more about how the set up of fund codes and reports impacts collection development at our library.

3) Creative Create Lists: Searching for Success
This was a very informative session with a wealth of information about how Create Lists works. The presenter, Elizabeth Thomsen, provided many tips on how to formulate searches in Create Lists. Other particularly useful tips I came away with included: sorting a review file by total checkout to quickly identify zero circ items, appending records to a review file, and looking at a review file in global update as an easy way to identify statistics. Create Lists is a very powerful tool and I hope to attend future sessions by this presenter to learn more. I will definitely share what I learned in this session with my colleagues during future training sessions.

Vijay Nand (GS Supervising Library Assistant): I found this conference very useful both for everyday use and for staff training. Since we will be getting the 2007 update of Millennium, knowing the features beforehand will be an advantage to the Circulation Department.

Bob Saunderson (Reference Librarian): Some people might think that the Innovative Users Group (IUG) Conference is only for folks in IT or cataloging or circulation, but that certainly is not true. While many of the sessions are focused on the technical details of certain Innovative products (such as "Using the XML Harvester to Import Open Archives. . ." and "ERM Coverage Data Harvested from SFX Knowledgebase"), others address public service issues and the "bigger picture." There are many things for the public service librarian to learn, ponder, and discuss. For me, the two most intriguing things were (1) the new Encore product and (2) the relationship between libraries and Google. I also attended a useful session on RSS.

The information on RSS feeds and Create Lists was a bit technical but highly valuable for those working with these tools. Many of us at BPL have already made use of some of the Create List possibilities available through Innovative. The general message is twofold: 1) many, many useful, time-saving, and fun lists can be created; and 2) there is almost always an easier way to do it than the way you did it (or tried to do it). The best software to use (and the most compatible with Innovative is called AutoIt, a freeware Windows automation language that can be used to script most simple Windows-based tasks).

RSS is something we Reference librarians will not have to place on a website, but we should know what it is and how it may benefit library website users. RSS is a set of web feed formats used to publish frequently updated digital content, such as blogs, news feeds, or podcasts. An RSS feed is an excellent way to deliver rapidly changing or frequently updated information. By the way, for most people "RSS" means "Really Simple Syndication," but for others it means "Rich Site Summary" or even "RDF Site Summary." If you want to know more, Northwestern University Library has a good summary at http://www.llrx.com/features/rssforlibrarians.htm

But what I really want to talk about is ENCORE. This is the big new thing coming our way from Innovative. They are really excited about it, and I have to say it looks pretty darn promising. Encore is unlike anything offered to libraries before. It goes beyond the online-catalog model to provide a better patron experience that leverages library content and patron-contributed information. An Encore search begins at the same place a Google or Amazon search begins, that is to say, with virtually no expectations placed upon the user. Incorporating faceted searching, federated search results, tag clouds, and RightResult software, Encore creates a search and discovery experience that they promise will be "appealing, sophisticated, and easy-to-use." These are the key features of Encore:

- Faceted results display for effortless retrieval of complex data sets
- Popular Choices relevant to patron searches
- Real-time holdings and status information for print and eResources
- Patron tagging of collection to facilitate additional access points and community participation
- Latest design techniques including the use of AJAX
- Suggested links to content related to the user's search
- Federated-search results without the need for additional queries or refreshing the Encore screen

Right now Innovative is about nine months into the development and testing of Encore. They have 21 partner libraries (both academic and public) which are testing the functionality of the Encore. So far the feedback has been very positive. Still some things to work on, still lots of testing to do, but all in all Encore looks like a winner.

Some more about Encore:I had the opportunity to talk to Jerry Kline (Innovative CEO) and John McCullough (Encore Sales Manager) about Encore, to ask questions, and to participate in a personal demonstration. Here are some of the things I found out:

- Expect to see Encore released this summer, perhaps as early as July 1.
- They are leaning toward having public library and academic library versions (incorporating user feedback from these two primary sets of users).
- User response has been very positive. Only real complaint has come from "the 80 year old patrons who just want their romance novels." Actually, this is a significant issue.

Many users (especially non-computer oriented public library patrons) do not like and will resist any and all changes they see on the screen. We must move forward, ever mindful that there are some who are quite happy with the way things are. Fortunately, when using Encore the "old look" is only one click away, and patrons will have the option to use the OPAC in the same way they use it now.

- Patrons are going to love the "Did you mean?" feature. Type in "Cheaver, John" (or "John Cheaver") and you will be asked: "Did you mean "John Cheever?" And, if you enter Undeniable Lightness of Being you will be asked: "Did you mean Unbearable Lightness of Being?" And Rebecca of Green Gables" gets "Did you mean Anne of Green Gables?"
- I tested all the features (tagging, faceted results, relevance ranking, best bets) and it all work smoothly. Highly intuitive.
- III would be happy to come to our site and give us a demonstration.

Libraries and Google, Google and Libraries: Some people believe that Google is killing libraries, and if not libraries in total, then certainly reference service in libraries. Robert X. Cringely, keynote speaker and high-tech futurist, and Anurag Acharya, project manager for Google Scholar and Google Books, passionately refuted this point of view. Their message: libraries and librarians are vital, but they must adapt to technological changes and to patron expectations or they will be deemed expendable. According to these two and several others at the conference, the key is to not fight Google, but to join them in the common objective of making information available to people.

Google's mission is simple: all the world's knowledge available to everyone all the time from a single starting place. They are fully aware that they need cooperation from libraries around the world to achieve this goal. Much of the world's knowledge is not available on the open Internet; much of it still resides in printed books and journals. And for many users these resources remain inaccessible without expert (read "librarian") help. Google, with the cooperation of libraries, is addressing this need with Google Books and Google Scholar. These search aides (Google calls them Silos), although still in their early stages of development, are working well and growing quickly. Their aim is to have all libraries feed their data to Google for inclusion in Google platforms.

Several times at the IUG Conference I heard this statement (or something like it): "Users have voted and Google has won. Libraries need to move in that direction." Information seekers want to begin at a point where no expectations are placed upon them. They want to move forward using their own terms, using language that they select. They want to move down a path that seems logical and intuitive, advancing steadily toward information that is suitable for their needs. Anurag summarized this process: "If you link it, they will come."

Dr. Acharya ended his talk with this observation: Libraries see themselves as places with a physical door and/or an electronic door and they say "come through the door" to this place. We need to get beyond this.

Sandy Schmitz (Cataloger): I attended the program "Maximum flotation", presented by John Goodyear, ILS analyst at Multnomah County Library. "Flotation" refers to library collections that "float"—they move from one site to another within a library system, based on where the patron who has checked out the materials elects to return them, rather than "belonging" to one site and being returned there. Multnomah floats their large print book, board book, and audiovisual media collections among their branches. We were shown how they set up their III Float Determiner Table, and Multnomah's Circulation Manager answered questions on how floating materials between branches worked in practice. In their experience, materials did not tend to

migrate to some sites at the expense of other sites. Of the sixteen branches participating in floating collections, all but one or two found that their floating collections remained within 2-3% of the size they had been before floating, and none varied more than 6%. The number of inter-branch deliveries dropped substantially, and their patrons appreciated seeing more "new" materials at their local branches.

Leigh Donley (Cataloger, Technical Services): I attended four programs covering various aspects of Millennium's cataloging module. The two most useful workshops for me were "Mastering Global Update" and "Initial Articles in Millennium". While both programs offered practical tips for optimizing use of Millennium, I found that the most helpful part of program was in the subtext of the workshop on initial articles.

The workshop on initial articles gave a simple, practical strategy for avoiding the problems of patrons missing items in the library's collection by searching for titles beginning with initial articles. The presenters recommended double indexing titles while coding for initial articles in the MARC record 245 field.

However, I think the most useful part of the presentation was the broader perspective on patrons' online searching behavior, provided by Linda Moore, Head of Public Services at Mossey Library, Hillsdale College.

Ms. Moore showed results of a study on patron searching behavior which she'd conducted at Hillsdale College. The essence of her study was that patrons will not necessarily follow searching instructions even when these instructions are readily displayed in the online catalog. Patrons will also give up after three or fewer attempts at searching. Patrons may not be willing or able to consult a librarian for help with searching, so they will subsequently miss titles that the library really does hold.

She believes that instead of trying to educate the patron to use the catalog, the goal of the library should be to create a catalog that can return correct results from searches actually done by the patrons, and to do so in a way consistent with current cataloging standards. She stressed the importance of following standard practices, since libraries increasingly use shared catalog resources.

FUTURE ACTION

No future action is required.

BERKELEY PUBLIC LIBRARY

TO: Board of Library Trustees

FROM: Alicia Abramson, Library Network Administrator

SUBJECT: Report from Staff on Information Technology Related Public Service Initiatives in Progress or Currently Completed

INTRODUCTION

This is a report of significant Information Technology initiatives currently underway or recently completed.

FISCAL IMPACTS

This report has no fiscal impacts.

WIRELESS INTERNET ACCESS

The Library will be implementing a *BlueSocket* Wireless system, currently in use at a number of public libraries throughout the U.S., including Sonoma Public Library, Boston Public Library and Queens Library in New York. The benefits of the *BlueSocket* system include "out-of-the-box" functionality, easy centralized management, strong built-in security controls, and per-user bandwidth management, to assure equitable access for all wireless users.

The Information Technology department is currently on-track to make wireless Internet access available at the Central Library starting in July 2007 and at the Branches later in the summer. To date, site surveys of the Central and Branch Libraries have been conducted to determine minimum equipment needs; wireless Access Point (AP) and controller equipment is on order; and IT staff has provided the equipment vendor with the initial configuration settings needed to add the system to the Library's network.

The Library IT department anticipates that the first phase of this project will be completed by the end of September, 2007. Following the completion of the initial equipment installation and service launch, the IT department will monitor the system and determine if additional wireless access points are needed or if fine tuning of bandwidth allocation or security parameters is needed.

ONLINE FINE PAYMENT AND LIBRARY CARD APPLICATIONS

The Library plans to launch a "Pay your Fines Online" service on June 15, 2007. The "Pay Your Fines Online" service will offer Library users the convenience of paying their fines anytime, from anywhere through their "My Account" page on the Library's Web Catalog.

There will be no fee for using this service and no minimum to the amount of a fine that can be charged. To ensure that the transaction is secure, the Library is utilizing an industry standard "Secure

Sockets Layer" (SSL) certificate that encrypts the transaction data over the Internet. Fines paid through the "Pay Your Fines Online" service will be immediately credited to the patron's Library account, unblocking accounts that have reached the fine maximum so that checkout, renewal and request privileges are instantly reinstated. Patrons will receive an online receipt at the conclusion of the transaction as well as an e-mail receipt if an e-mail address is in their Library record.

Another new feature that we anticipate launching later this summer is an online library card application. This will allow new Library users to quickly enter their information into an online form, either from home or at the Library and simply present ID to Library staff at any location to have their Library card immediately issued. In addition to saving some staff time, and allowing a more streamlined experience for new users, the online Library card application service will help reduce the use of paper in the Library.

WEB SITE REDESIGN

The Library's redesigned Web site went live on Wednesday May 9th. This was a project undertaken by a cross divisional Web Team: Alicia Abramson and Valerie Nelson, Library Information Technology; Elizabeth Overmyer, Children's Services; Kay Finney, Teen Services; Bob Saunderson, Adult Services; and Francisca Goldsmith, Collection Management and Teen Services. In addition to utilizing the services of an outside Web designer, the Web Team worked extensively on the reorganization of the site and development of new features.

The redesigned Web site features include: A quick catalog search option to make getting started with finding books, movies and music faster; an online calendar that allows users to get e-mail reminders of upcoming events and add events to their own electronic calendars; an "RSS" Library Newsfeed (RSS stands for Really Simple Syndication) so users can subscribe to our news updates without visiting the Library Web site to find out what is new; a new "Reading Suggestions" section where library users can get personalized reading recommendations directly from librarians at the Berkeley Public Library; and, a Google powered Web site search engine to make finding information on the Library's Web site easier.

Usability testing was completed by randomly chosen members of the public and the Center For Accessible Technology (CforAT) in Berkeley to give the Library Web Team feedback on the accessibility of the site. Staff was given a preview and comment period during which many useful suggestions were made and incorporated into the site. Additionally, we are also conducting an ongoing public user survey to get feedback from the community about what works and doesn't for them on the site. This feedback will be compiled and reviewed on an ongoing basis over the next several weeks to address any significant issues identified by the community.

Future plans for the Web site include hosting a community online discussion forum for the summer "Reading in Common" book selection, developing a "text-only" version of the site for users on slow connections or older computers, translating some parts of the site into different languages spoken in the community, and developing a "Staff Recommendations" blog featuring mini-book reviews by Library staff.

INFORMATION TECHNOLOGY ADVISORY COMMITTEE

In order to have greater staff participation in long-term technology planning and policy, a Library Information Technology Advisory Committee will be convened later this summer. In addition to having input into major technology initiatives, the IT Advisory Committee will also be charged with assisting in the development of a Library-wide staff technology training plan and will also be responsible for periodically reviewing and suggesting revisions to the Library's 3 Year Technology Plan which is on

file with the State of California Library as part of the requirements for being eligible to receive E-Rate (Universal Service) subsidies for telecommunications services.

NEW COMPUTERS IN THE LIBRARY

The Library Information Technology staff has been busy installing new computers for both the public and staff throughout the Library system. This includes 12 additional Public Internet Access computers at the Central Library, 3 additional Public Internet Access computers at West Branch, and 1 Public Internet Access computer at both Claremont and South Branches. These computers were purchased with the Library's Gates Grant renewal funds. These computers are in addition to the previous existing total, bringing the grand total of available Public Internet Access computers to 62.

In addition, IT staff is in the process of upgrading over 50 staff and service desk computers from the original computers installed when the "New Main" branch was opened in 2002. These computers were purchased with the Library's dedicated computer replacement program funds.

E—RATE FUNDING FOR HIGH SPEED INTERNET CONNECTIONS AT BRANCHES

The Berkeley Public Library's application for E-Rate funding to offset the costs of upgrading the 4 Branch libraries to High Speed Fiber Optic Internet connections is still pending with the Universal Service Corporation. At the time this memo was written the USAC Schools and Libraries division had made 4 rounds of funding commitments, but the Berkeley Public Library was not among them.

If the Berkeley Public Library is awarded the funds for this project, the next phase of planning for the High Speed upgrade will begin. This will include preparing each facility's telecommunications closets for new equipment according to the ISP's specifications; purchasing, installing and configuring new network equipment necessary for high-speed connections, and launching and publicizing the service.

CONTACT PERSON

Alicia Abramson, Library Network Administrator   510-981-6131

BERKELEY PUBLIC LIBRARY

TO: Board of Library Trustees

FROM: Donna Corbeil, Director of Library Services

SUBJECT: June 2007 Monthly Report from Library Director Donna Corbeil

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.

LIBRARY DEVELOPMENT

ERC/Southwest Berkeley
- As reported in May there were no responses to the April RFP. HTA has been contacted and contract negotiations are underway. The scope of work is to complete a *Southwest Berkeley Library Needs Assessment.*
- Noll & Tam continues to work with staff on developing scenarios; gathering data related to the cost estimation and preparing for a presentation to the Board in July 2007.

Trustee Vacancy
Following the May Board meeting staff requested the City Clerk post the revised criteria, supplemental questions and application on the City's website. This was done on May 10, 2007. Since this time the announcement has been posted on the Library's website. Press releases were sent beginning on May 14th to local newspapers, media outlets and radio. A flyer was developed which is available at all branches and the Central Library, has been shared with other agencies and will be brought to meetings and outreach events for distribution. In addition, the library will take out paid ads in several local papers beginning with a two week ad in the Daily Planet, followed by the Daily Californian.

An open house has been planned for June 19, 2007 at the West Branch Library. This is an opportunity for interested applicants to hear more about the library, the role of a trustee and to talk to several of the trustees and staff about the library. A packet of relevant information will be assembled for distribution to attendees.

Update on State Library Bond Measure
On May 21, 2007, the Senate Appropriations Committee heard SB 156 by Senator Joe Simitian, which is a $4 billion library construction and renovation bond measure. Due to its enormous fiscal costs, the committee placed the bill on its so-called "suspense file." The "suspense file" is a method by which the committee prioritizes all bills with fiscal implications of $150,000 or greater and decides whether to "hold the bill in committee" or "pass it forward" to the Senate Floor. The date that the bond would appear on the ballot will likely be changed from the February Primary to November 2008. An amendment to set-aside a dollar amount in order to fund the "Outstanding" projects from Cycle 3 is being discussed. CLA and Senator Simitian are scheduling a series of meetings with key leaders and legislators to garner support for the bond and encourage a high dollar amount remain in the bond.

California Library Statistics
The Library Development Services bureau of the California State Library has released the annual "California Library Statistics 2007: FY 2005-2006 from public, academic, special and county law libraries". Over 400 libraries of all types responded to the State's requests for statistical information. I am including a few of the charts as they relate to general trends in the state and the category of libraries of which Berkeley is included.

PROFESSIONAL ACTIVITIES

Grants & Awards
In May the Berkeley Public Library Foundation nominated the Berkeley Reads Program for the Berkeley Community Fund 2007 Organization Award cycle.

The BPL Foundation submitted an application as the fiscal agent for the Library to the UCB, Chancellor's Community Partnership Fund 2007 grant cycle for the project, Revitalization of the Teen Area of the Central Library. Our project partners, in addition to the Foundation will be the Center for Community Innovation (UCB) and Graduate School of Journalism (UCB). The funding requested is $21,131. "Through an innovative partnership with CCI and the J-School, local teens and University students will be exposed to elements of planning, design, journalism, and community building as they transform the Teen Area into a space that will benefit current and future generations of local youth." A special thank you to: Michele Rabkin, Roxanne Figueroa, Linda Schacht Gage and Francisca Goldsmith, for their vision and hard work in preparing this application. Announcement of winners are expected in July.

The Library has submitted an award application for Excellence in Library Service to Young Adults Recognition Project, 2007-2008, the sponsored by Young Adult Library Services Association (YALSA) and the Margaret Edwards Trust. The Library's collaborative work with the Berkeley Unified School District's Vera Casey Program was highlighted.

Training and Staff Development
On May 31, 2007 the BALIS Reference committee presented the half-day program, MySpace is Our Space: Public Libraries' presence on MySpace.com, in the Central Library meeting room. This program was free to all library staff in the bay area.

Members of the Library Safety Committee completed three trainings held for all staff on emergency exiting from the Central Library. A total of 104 staff participated. Dory Ehrlich, from the Office of Emergency Services attended to answer questions on the role of city employees as disaster service workers. A brochure "Did You Know That You Are A Disaster Service Worker?", is attached.

The Director attended the annual Library Issues breakfast on Saturday, May 12th at the Stanford Park Hotel with the keynote speaker Robert (Bob) Martin, former Director of the Institute of Museums and Library Services (IMLS), a federal grant-making agency dedicated to helping libraries and museums. The event was sponsored by PLS, the Peninsular Library System. He spoke on the public value of libraries, and the link between library services and local economic development. He believes libraries have a key role in communities as they provide services related to: early literacy, workforce development (adult literacy), and small business support. According to Dr. Martin, demographics are destiny, which translates for libraries into servicing their unique communities as well as an awareness of larger demographic trends throughout the state and country, such as the increasing age of the general population. Libraries must be aware of and respond to the evolving environments we are a part of, including the increase in new technologies; meeting the demands of the communities we serve with services they want; and continuing to demonstrate the value we provide. Only by thriving will we survive.

The city auditor's office will be providing training for managers and supervisors on "Fraud, Abuse, and Misuse of City Resources" in the next month.

PROGRAMS, SERVICES AND COLLECTIONS

Berkeley READS, in partnership with the BPL Foundation, hosted a Scholastic Literacy Caravan visit on May 22 at the Head Start on 10th Street which is one of their family literacy outreach sites (pictures are attached). Six preschool and toddler classrooms (from three sites) consisting of a total 92 children were scheduled to hear a story time and receive a free book. Staff from Berkeley READS and members of the Foundation and Friends distributed free children's gift bags which included bookmarkers, book lists and a snack. The success of this event was reflected in the positive comments by all those who participated, including the Head Start staff. In response to its popularity, Berkeley READS is scheduling a second Literacy Caravan visit in September at the South Head Start site which will serve 76 children from two sites and 80 children from their Emeryville site (who will take the public bus), and 15 families from two Berkeley family shelters.

The final lecture in the seven week collaborative program between BPL and Berkeley City College ended. This lecture series entitled, Strange Bedfellows: Art and Public Policy in Berkeley—Past, Present, and…Is There a Future?, ran from April 9th through May 21 at the Central Library. The series was well attended by the general public and students and will hopefully be the beginning of a long-term collaboration with the college.

Attachments:
1. Personnel Summary
2. California State Library statistics
3. *Did You Know That You Are A Disaster Service Worker?* brochure
4. Pictures from Literacy Caravan

BPL's Recruitment Timeline

Classification	Posting Date	Closing Date	EXAM Date Tentative	Comments
Library Aide	1/2/2007	2/5/2007	2/15/2007	New List Valid 2/6/07-2/6/08
Administrative Secretary	Berkeley Matters 2/2/07	CLOSED	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 Closed	2nd 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.	New List Valid 4/24/07-4/24/08
Supervising Librarian	3/19/2007	4/16/2007 Closed	Interviews Scheduled for WK Ending 6/22 (Tentatively)	New List Valid 4/24/07-4/24/08
Library Specialist I	5/14/2007	6/11/2007 OPEN		
Library Specialist II	5/14/2007	6/11/2007 OPEN	Panel Examination TBA	
Senior Librarian	6/11/07	7/9/07	Panel Examination TBA	1 Position Available (Children's Div)
*Library Services Manager	6/18/07	7/16/07	Interviews TBA	Recruitment @ ALA's Annual Conference.
Librarian I/II	8/27/07	9/24/07		Lists good through 10/16/07.

*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

Library

Statistics

2007

Fiscal year 2005–2006

from

Public, Academic, Special and County Law Libraries

CALIFORNIA
STATE LIBRARY
FOUNDED 1850

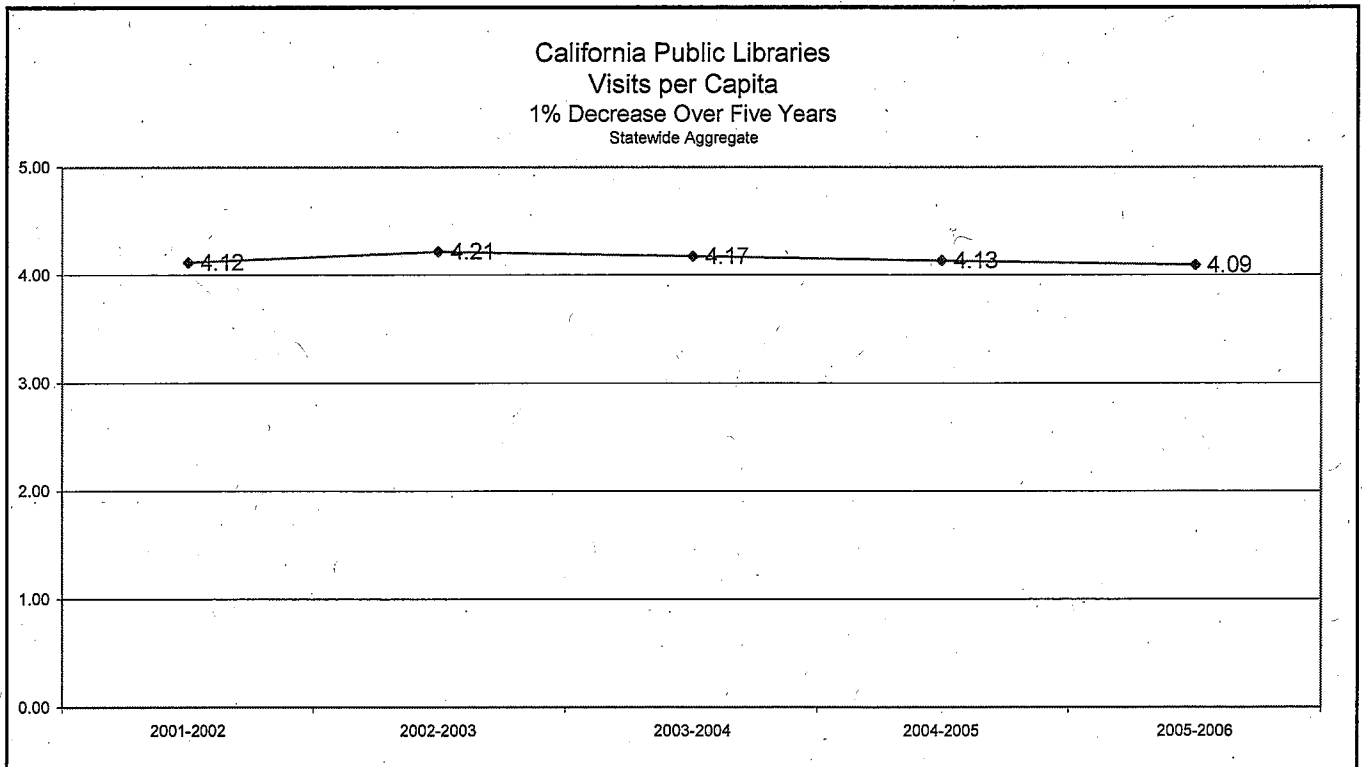Library Development Services Bureau
Sacramento, 2007

Susan Hildreth, State Librarian of California
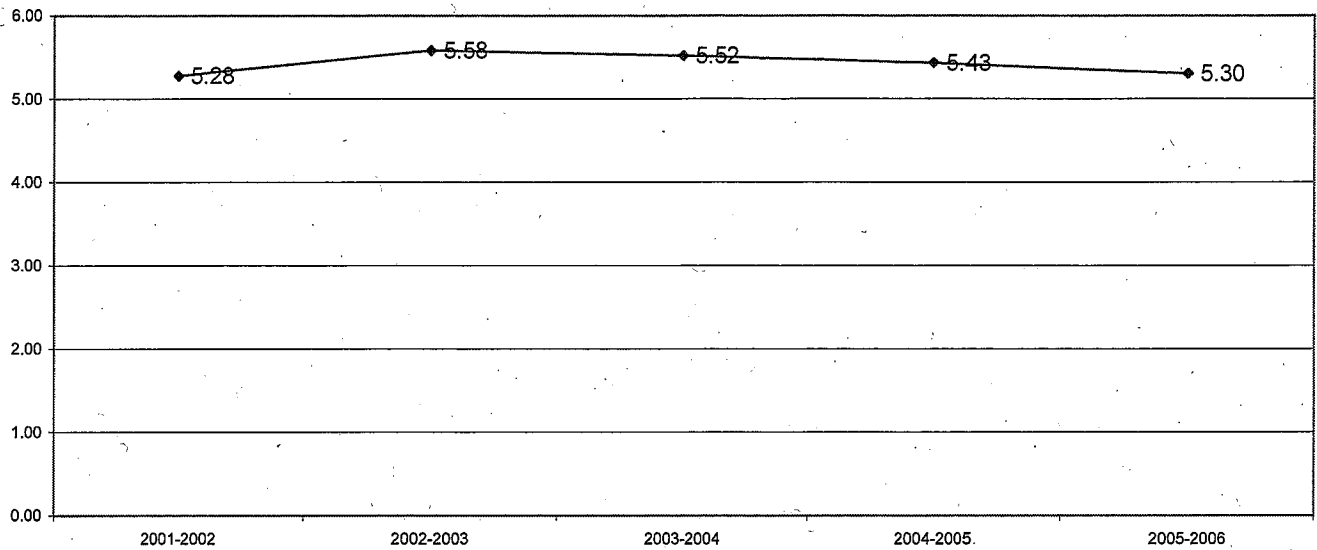
5797-1

Five Year Public Libraries

Trend Charts

The data for each of the charts is generated by summing the item for all responding libraries and then dividing by the sum of the population served for those libraries to obtain the per capita figure. Not all libraries report all items for all years, but the number of non-respondents is relatively small and the per capita approach reduces the influence of the number of respondents, skewing the results.

Each library serves a unique clientele and therefore local trends may vary from the statewide aggregate. The statewide figures are helpful in analyzing broad changes in services and as a background for understanding local experiences.

California Public Libraries
Visits per Capita
1% Decrease Over Five Years
Statewide Aggregate

Year	Value
2001-2002	4.12
2002-2003	4.21
2003-2004	4.17
2004-2005	4.13
2005-2006	4.09

California Public Libraries
Circulation per Capita
1% Increase Over Five Years
Statewide Aggregate

Chart showing Circulation per Capita values: 2001-2002: 5.28, 2002-2003: 5.58, 2003-2004: 5.52, 2004-2005: 5.43, 2005-2006: 5.30

California Public Libraries
Reference Questions per Capita
1.1% Decrease over Five Years
Statewide Aggregate
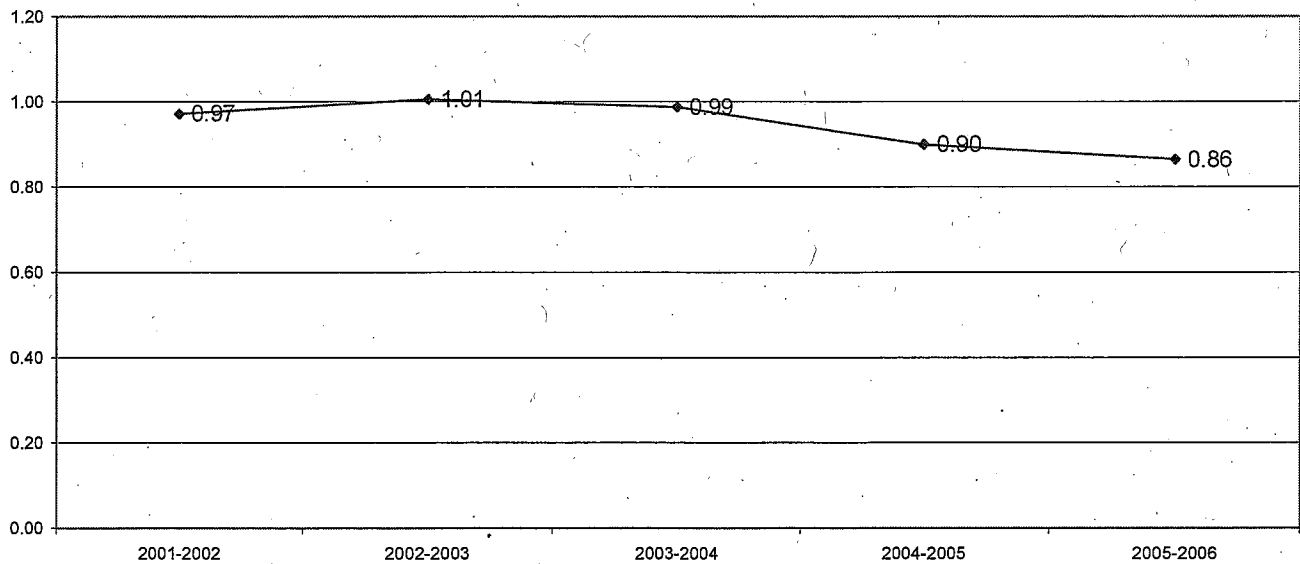
Chart showing Reference Questions per Capita values: 2001-2002: 0.97, 2002-2003: 1.01, 2003-2004: 0.99, 2004-2005: 0.90, 2005-2006: 0.86

Group 3: Libraries with 100,000 - 150,000 population

Library	Population 1/1/2006	Population Age 0-14	Borrowers	Area Sq. Miles	Total Outlets	Total Outlet Sq. Ft	Staff Count	Librarian FTE	Total FTE
Berkeley	105,385	12,115	87,257	10.50	5	292,872	206	35.30	122.37
Burbank	106,879	19,986	161,828	17.10	3	79,190	95	25.62	66.78
Corona	144,661	46,000	102,858	38.00	1	62,300	78	12.80	67.17
Daly City	104,820	19,310	50,514	7.50	4	34,000	52	8.60	29.60
Downey	113,063	26,116	76,147	12.75	1	27,400	53	8.00	30.40
Escondido	140,766	34,281	107,567	36.53	4	57,700	87	14.50	62.80
Fullerton	136,428	26,700	92,483	22.30	3	66,500	110	12.75	41.75
Hayward	146,398	31,022	91,930	55.80	2	33,567	67	13.50	41.45
Humboldt Co	132,526		105,908	3,573.00	12	84,510	29	8.80	28.69
Inglewood	118,112	32,449	79,982	8.85	3	87,160	85	12.61	45.27
Kings Co	147,729	31,574	48,675	1,396.00	7	55,400	21	4.00	15.98
Madera Co	144,396	53,544	52,130	2,145.00	5	43,300	32	3.00	23.00
Marin Co	139,451	25,041	96,640	520.00	12	57,667	112	32.47	90.28
Napa Co	128,455	24,792	53,521	787.00	4	43,710	74	9.80	52.10
Nevada Co	100,066	16,986	64,083	978.00	6	35,733	50	6.60	29.10
Orange	137,801	28,962	74,775	23.54	3	39,561	62	13.45	44.85
Palmdale	141,012	45,406	40,813	103.17	3	23,320	54	7.65	32.90
Pasadena	146,138	26,625	189,507	23.00	10	179,336	145	36.50	119.77
Richmond	103,468	32,399	69,209	55.00	2	31,250	31	12.00	29.80
Roseville	104,655	23,689	36,907	30.92	3	40,300	76	11.25	48.35
Salinas	148,350	44,505	32,487	18.80	3	42,753	20	5.00	18.90
Santa Clara	110,771	18,942	120,809	19.23	2	87,770	134	17.75	71.49
Santa Maria	118,055	36,993	71,865	1,260.00	4	34,147	52	6.00	37.52
Sunnyvale	133,544	23,361	99,545	25.00	1	60,000	134	20.85	58.00
Thousand Oaks	127,644	27,570	118,602	56.00	2	101,000	144	26.25	92.50
Torrance	147,108		128,623	21.00	6	95,704	108	22.00	77.25
Yolo Co	137,372	39,958	82,396	1,023.50	7	52,769	39	11.48	33.33

Group 3: Libraries with 100,000 - 150,000 population

Library	Volumes Added	Titles Added	Book Vol's Held	Document Units	Microfilm Reels	Other Microform	Audio	Video	Periodicals
Berkeley	31,541	13,087	434,570		16,961	14,470	41,629	26,911	1,478
Burbank	31,134	10,616	385,336		3,862	9,000	20,463	24,544	331
Corona	10,401	8,675	153,994		2,137	14,000	5,390	6,958	247
Daly City	10,122	4,487	168,110	-	2,413		9,060	12,474	287
Downey	18,400	17,310	117,913	2,652	2,093	1,450	3,428	4,043	236
Escondido	11,283	11,075	338,387	754	4,035	35,268	5,311	37,108	400
Fullerton			275,000				14,000	12,500	289
Hayward	16,715	10,415	137,508				8,864	15,897	461
Humboldt Co	15,784	7,390	303,030	2,016	4,038	41,880	9,168	9,078	563
Inglewood	11,050	7,551	470,306		6,777	62,244	8,065	7,809	1,033
Kings Co	8,058	1,210	181,542		1,435	6,066	869	1,706	339
Madera Co	28,739	10,995	263,256	541	657	10	10,062	3,472	255
Marin Co	36,308	14,523	421,768		8,329	362	22,926	26,447	1,737
Napa Co	20,197	15,415	198,651		2,464		8,310	10,405	393
Nevada Co	21,728	9,821	186,614		1,189	1,369	13,411	12,797	522
Orange	14,411	6,885	221,165		3,937	10,550	12,521	11,975	177
Palmdale	16,041	8,023	133,513	322	1,024	24,035	4,823	4,337	367
Pasadena	33,446		795,379	313,257	14,507	151,700	24,598	7,618	1,018
Richmond	5,025	3,582	244,377		8,436		3,746	9,385	484
Roseville	32,363	21,570	134,573	373	3,170		5,628	7,409	339
Salinas	636	386	194,536		7,830	24,004	8,575	8,005	42
Santa Clara	38,276	18,901	348,566		5,562	8,584	17,555	27,517	762
Santa Maria	18,158	17,032	214,982	6,943	1,330		10,971	14,292	402
Sunnyvale	28,457	14,747	247,794	5,083	6,510		18,782	23,347	447
Thousand Oaks	33,374	19,365	352,790	263	5,019	303,177	20,916	30,714	615
Torrance	28,507	12,744	528,141	4,237	7,441	186,201	31,518	21,959	906
Yolo Co	14,914	13,660	317,192		717		11,518	17,900	444

Group 3: Libraries with 100,000 - 150,000 population

Library	Hours Annual	Total Circulation	Circ Per Capita	Reference	Ref per Capita	ILL Lent	ILL From	Library Attendance
Berkeley	12,168	1,545,578	14.67	587,482	5.57	1,497	763	1,227,339
Burbank	8,086	1,310,629	12.26	308,414	2.89	237	131	1,071,628
Corona	2,797	693,450	4.79	86,596	0.60	333	127	529,725
Daly City	7,942	591,336	5.64	44,356	0.42	28,326	34,009	497,332
Downey	2,912	427,054	3.78	59,735	0.53	3,665	3,901	371,445
Escondido	5,110	833,410	5.92	305,187	2.17	44	381	816,798
Fullerton	3,150	914,666	6.70	80,153	0.59	300	225	496,481
Hayward	4,678	727,500	4.97	114,610	0.78	4,382	3,612	542,501
Humboldt Co	13,112	585,470	4.42	37,227	0.28	1,385	932	546,000
Inglewood	5,602	243,967	2.07	81,328	0.69	2	6	292,932
Kings Co	11,358	155,708	1.05	37,372	0.25	9,907	7,127	117,345
Madera Co	8,736	342,863	2.37	31,055	0.22	22,677	10,826	238,553
Marin Co	21,164	1,388,556	9.96	147,791	1.06	49,627	55,655	1,060,031
Napa Co	8,164	728,390	5.67	62,796	0.49	60,689	85,300	403,380
Nevada Co	11,232	652,321	6.52	116,221	1.16	595	1,211	481,086
Orange	5,714	436,106	3.16	44,790	0.33	87	99	246,550
Palmdale	5,356	414,399	2.94	64,385	0.46	185	224	328,490
Pasadena	22,078	1,713,928	11.73	358,918	2.46	26,365	28,635	1,226,762
Richmond	1,248	139,097	1.34	26,430	0.26	960	486	161,650
Roseville	5,405	628,248	6.00	47,583	0.45	398	67	457,632
Salinas	1,629	216,721	1.46	21,055	0.14			119,076
Santa Clara	5,439	2,657,430	23.99	138,706	1.25	6,166	5,602	1,293,827
Santa Maria	7,497	481,768	4.08	93,108	0.79	62,464	83	448,333
Sunnyvale	3,403	1,891,080	14.16	176,402	1.32	2,071	677	723,731
Thousand Oaks	5,750	1,478,000	11.58	156,634	1.23	177	151	596,179
Torrance	14,189	1,147,146	7.80	298,364	2.03	68	447	745,378
Yolo Co	11,325	894,010	6.51	59,794	0.44	1,380	98	547,761

Public Libraries-Comparisons

Group 3: Libraries with 100,000 - 150,000 population

Library	Local Income Per Capita	Child Matr Exp Per Cap	Serv. Area Per Outlet	Book Volumes Held/Capita	Hours Open/100 Pop.	Pop Served/FTE Staff	Circulation Per Hour
Berkeley	115.43	2.07	2.10	4.12	11.55	861	127
Burbank	49.46	0.87	5.70	3.61	7.57	1,600	162
Corona	18.78	0.55	38.00	1.06	1.93	2,154	248
Daly City	29.47	0.77	1.88	1.60	7.58	3,541	74
Downey	18.79	0.61	12.75	1.04	2.58	3,719	147
Escondido	23.93	0.44	9.13	2.40	3.63	2,241	163
Fullerton	24.65	0.68	7.43	2.02	2.31	3,268	290
Hayward	24.52	0.70	27.90	0.94	3.20	3,532	156
Humboldt Co	14.09	0.55	297.75	2.29	9.89	4,619	45
Inglewood	23.58	0.50	2.95	3.98	4.74	2,609	44
Kings Co	9.18	0.14	199.43	1.23	7.69	9,245	14
Madera Co	8.09	0.18	429.00	1.82	6.05	6,278	39
Marin Co	67.18	1.07	43.33	3.02	15.18	1,545	66
Napa Co	41.73	0.69	196.75	1.55	6.36	2,466	89
Nevada Co	22.58	0.24	163.00	1.86	11.22	3,439	58
Orange	26.47	0.67	7.85	1.60	4.15	3,072	76
Palmdale	15.99	0.59	34.39	0.95	3.80	4,286	77
Pasadena	72.93	1.15	2.30	5.44	15.11	1,220	78
Richmond	34.89	0.20	27.50	2.36	1.21	3,472	111
Roseville	35.27	0.82	10.31	1.29	5.16	2,165	116
Salinas	3.37		6.27	1.31	1.10	7,849	133
Santa Clara	58.99	2.27	9.62	3.15	4.91	1,549	489
Santa Maria	14.49	0.15	315.00	1.82	6.35	3,146	64
Sunnyvale	51.21	0.86	25.00	1.86	2.55	2,302	556
Thousand Oaks	47.52	1.08	28.00	2.76	4.50	1,380	257
Torrance	46.15	0.85	3.50	3.59	9.65	1,904	81
Yolo Co	23.23	0.55	146.21	2.31	8.24	4,122	79

Employees who do not have a specific predefined disaster assignment will be asked to perform appropriate duties as assigned when they report. Some typical, but important, disaster duties might be as follows:

- Answering telephones
- Running messages
- Delivering supplies
- Rendering first aid
- Helping in an emergency shelter
- Guiding visiting workers around the city
- Being an interpreter
- Managing volunteers
- Monitoring news reports
- Re-shelving library books
- Picking up tree limbs
- Staffing barricades
- Filling sandbags
- Cooking, etc.

All City departments are working on Departmental Disaster Procedures that will include identifying staff for disaster service roles. Take stock of any special talents or skills you may have – even those beyond your present job requirements *("I'm a part-time administrative assistant, but I can speak Spanish and have disaster first aid training...")* – and help your department identify the best role for you.

WHAT YOU CAN DO NOW:

- Prepare yourself and your family so you can fulfill your City

responsibility in the next disaster with a minimum of worry.

- Talk with your supervisor or department head about reporting procedures and your specific disaster responsibilities.

- In the event that it is not safe for you to travel back to Berkeley after a disaster, consider volunteering your services in the City where you live. (Inquire with the Office of Emergency Services in your own community for more information.) (Also refer to A.R. 9.2.)

- Sign up for disaster preparedness training classes (see Community Emergency Response Training Schedule for description and dates).

IN THE CITY'S DISASTER PLAN

My disaster service role is:
_____

My disaster reporting place is:
_____

Important phone numbers are:
_____

DID YOU KNOW THAT YOU ARE A DISASTER SERVICE WORKER?

Attachment 3

PEOPLE TURN TO GOVERNMENT FOR HELP, and

because you're a City employee – that means you. All government employees are *disaster service workers* by State law (California Government Code, Title 1, Div. 4, Ch. 8, Sec. 3100, 3101). This means that in addition to your everyday duties, you have the added responsibility of helping throughout any disaster. Also refer to A.R. 9.2.

Disasters such as earthquakes can strike Berkeley suddenly and without warning, while you're on the job or after work. As a City employee, your preparation beforehand – at work <u>and</u> at home – will enable you to perform your disaster service role most effectively.

If a disaster strikes while you're at work, you will be expected to remain on duty for disaster service until you're dismissed or relieved. Every attempt possible will be made by the City to assist you in communicating with your family.

If a disaster strikes while you're at home, first take care of your family and make sure they are safe. Then if you have a specific disaster assignment, report back to your normal duty station if it is safe to do so, or to the City's Emergency Operations Center (EOC) if you have a pre-assigned role there, or

listen to the radio (to KCBS-740AM or KGO-810AM or to 1610AM if you're in town) for more information and instructions.

You will be paid your normal salary while performing disaster work in accordance with the terms of your union contract. However, in order for the City to collect this money from the State, you must carefully account for (1) what kind of disaster work you did, (2) the hours you spent doing it, and (3) exactly where you did it. Forms will be provided so that you can report this information in writing to your supervisor at the end of each workday.

BEFORE THE NEXT DISASTER:

Read the following checklist. Find out how well prepared you are for disaster service.

☐ *Do you have a home and family disaster plan?*
One of your first concerns will be for your family. You may wonder, "Where are they?" or "Are they alright?" Since you don't know where you will be, you must decide now what actions each family member will take and how the family will be reunited.

☐ *Do you have a long-distance telephone contact?*
If your family cannot get back together, they can check in by telephone. Local

lines may be jammed, so long distance lines are the most reliable.

☐ *Have you minimized earthquake hazards at home and work?*

Be on the lookout for things around you that could fall and hurt someone in an earthquake. Make sure your house is properly bolted to its foundation. Anchor tall furniture, equipment, shelving, etc.

☐ *Do you know disaster first aid?*

In a disaster, emergency medical services will be quickly overwhelmed. Your knowledge and skills may make the difference between life and death for your neighbors or co-workers. Always remember to <u>carry</u> a 5-day supply of any critical medication.

☐ *Do you have an earthquake kit for home and work?*
Comfortable shoes and warm clothes are essential. Bottled water, high energy snacks and other preserved foods are good to keep handy.

☐ *What's my role as a Disaster Service Worker?*
During a disaster, some departments will respond in their traditional roles (such as police and fire). Other departments may be required to perform their day-to-day tasks, as well as other duties to support the activities of the City's EOC.

Scholastic Literacy Caravan Visit

May 22, 2007

BERKELEY PUBLIC LIBRARY

TO: Board of Library Trustees

FROM: Donna Corbeil, Director of Library Services

SUBJECT: Report on Library Staff Training and Development Activities in FY07 and FY08

INTRODUCTION

The library has historically maintained a line item in the budget to support staff attendance at training, workshops and conferences related to professional development. In some cases attendance may be a requirement for job performance. Generally, funds are expended to support local travel and registration. Overnight accommodation is reimbursed when required. Members of the Board of Library Trustee's training and conference attendance expenses related to their role as Trustees are covered by the training budget.

FISCAL IMPACT

There is no fiscal impact from this report.

BACKGROUND

The training budget line item includes registration, meals, travel mileage and hotel and airfare, if it is a multi-day event outside of the area. Staff may request reimbursement for mileage for a variety of circumstances, travel to and from meetings, outreach, workshops, etc.

Staff attendance at conferences and participation in workshops and classes is critical to the mission of the Library. Only by ensuring staff has the opportunity to fully develop their skills and stay current on trends and product updates will we be able to operate as efficiently and as effectively as possible. On a personal scale, staff's individual participation and achievements in the profession contribute to their positive morale and ongoing commitment, with the side benefit of reflecting positively on BPL as a progressive and supportive employer.

CURRENT SITUATION AND ITS EFFECTS

All staff is encouraged to attend training classes, workshops and conferences related to their job and continuing education in the general field of library science or their particular area of expertise. With the advent of the Internet, there are also web casts and online courses sponsored by the California State Library and other Library related professional organizations, such as ALA and its affiliates, including the Public Library Association. More locally, programs and events are sponsored by the regional library system BALIS (Bay Area Library Information Services) and the California Library Association, the latter of which holds an annual conference.

Staff may also attend events sponsored by the major library vendors; this includes Innovative Interfaces Inc., which annually holds a Directors Forum and a Users Group conference to showcase changes in the field and new products.

One heavily used source of library specific training classes is provided by Infopeople. This is a federally-funded grant project, created in 1999, administered by the California State Library and funded by the Library Services and Technology Act (LSTA). They contract with experts in the library and related fields to offer workshops open to all members of the California library community. For convenience they are held at libraries throughout the state or libraries can contract directly with Infopeople to have a workshop held at their site for their staff only. The Library did this the last year; the full day class, "Oil on Waters" was offered four times at the Central Library for Berkeley Public Library staff only.

A partial list of classes that staff attended in FY06/07 includes:
- Coaching: Building a Performance Culture at your Library
- Using Electronic Databases with Teens (online course)
- Web 2.0: Searching Innovations
- Customer Service in a Self-Check World
- My Space is Our Space: Public Libraries' Presence on MySpace.com
- Library Services for Older Adults
- Association of Children's Librarians of Northern California
- Metadata Standards and Applications: an ALCTS/Library of Congress Workshop
- Bay Area Workshop for Library Support Staff
- Developing Spanish and Latino Interest Collections Using the Web, Online and Print (online course)
- Communication In Today's Diverse World
- Managing and Maintaining Win2k3 Servers

Two major conferences are planned for FY06/07, the annual American Library Association (ALA) conference planned for June 2007 and ALA's mid-winter conference, which was held in Seattle in January. To ensure everyone interested has an equal opportunity to attend staff was sent a conference attendance interest form in January 2007. A total of 21 staff responded, some with multiple requests for the conferences listed below and other events. As new employees are oriented they will be offered the same opportunity to request conference attendance. Training opportunities are regularly advertised via the e-mail to all staff and posted on the intranet.

In the next fiscal cycle there are the usual conferences and one additional major event, the PLA Conference which is held every two years. Also of note is the 2008 ALA conference, which will be held in California making it more likely and cost effective for more staff to attend.

The FY07/08 conferences are:
- American Library Association - 2007 Annual Conference, Washington, D.C., **June 21-27, 2007** (while occurring in FY07 most of the reimbursements for hotels and food will come from the FY08 budget)
- 6th National Conference of African American Librarians (ALA) – Fort Worth, Texas – **August 2-5, 2007**
- Internet Librarians Annual conference - **October 2007**, Monterey, CA
- California Library Association Annual Conference - **October 26-29, 2007**, Long Beach
- American Library Association - 2008 Midwinter, Philadelphia - **January 11-16, 2008**
- Public Library Association - 2008 National Conference (every 2 years) - **March 25-29, 2008**, Minneapolis, Minnesota

- American Library Association - 2008 Annual Conference - **June 26 to July 2, 2008**, Anaheim, CA 2007 (while occurring in FY08 most of the reimbursements for hotels and food will come from the FY09 budget)

When approved to attend a conference, staff is given a set amount to cover costs and paid release time for those days they would normally be scheduled to work. After returning, staff is expected to make a written report and may be asked to report orally to their work group or at a staff meeting, depending on the topic of the event.

In FY07, $56,915 was appropriated for all travel and training related expenses. As of May 16, 2007, $35,879 was expended. The same budget amount is planned for this coming FY. It is expected that the percentage of funds spent will near 90% by the close of the FY. With the number of new staff and all of the training and conference opportunities identified in the coming fiscal year, we expect to fully expend the funds allocated in FY08.

The Library's I.T. manager recommends we maintain a separate line item for that departments staff training given their specific needs. The skills needed to support, maintain and improve library systems, implement new technologies and stay current on changes in software and hardware requires staff to attend training that is more expensive and specialized than the general library focused classes. A budget of $12,000 for I.T. staff training and development will be included in the FY08 Library Information Technology budget.

FUTURE ACTION
No action is needed.

BERKELEY PUBLIC LIBRARY

TO: Board of Library Trustees

FROM: Francisca Goldsmith, Collection Management Manager

SUBJECT: Book Expo America Report: May 31-June 3, 2007

BACKGROUND

Book Expo (BEA) is the annual trade show of the American Book Publishers Association. In the past decade, librarians working with book collections for adults have found it to be the premier venue in which to learn about publication plans for the upcoming year. Programming at BEA targeting librarians includes panel discussions and readings by new authors, as well as the opportunity to hold process discussions with both major and small book publishers.

FISCAL IMPACT

There are no fiscal impacts from this report.

CURRENT SITUATION AND ITS EFFECTS

The day previous to the opening of BEA is the occasion for the annual Audio Publishers Association Conference (APAC), held in the same city and generally the same venue as BEA. This year's events were held at the Javits Center in New York City, NY. Those in attendance included 4,000 publishers, plus publishing staff, and 1,700 librarians.

A. APAC
Among the issues addressed by speakers and panels at APAC:
- continuing discussion of the Digital Rights Management (DRM) issue
- a detailed report from the Consumer Electronics Association on new industry standards

B. BEA
It was informative to hear the analysis one major publisher had drawn from *LJ*'s annual public library report on collections. This publisher, herself a librarian and previous book review editor at *LJ*, had analyzed this year's *LJ* stats (2/15/07) and undertaken telephone interviews with 70% of the libraries listed in the article. Among her findings:
- Circulation is rising in libraries where adult fiction collections are growing
- Public libraries are driving interest in their collections through effective use of their web sites
- The ability to place on shelf holds remotely is the most effective and popular service offered by public libraries
- Library web-based readers advisory constructs bring librarians into closer contact with their publics than do their other services

- Of the 100 best (per *LJ*) libraries in the nation, 80% spend 14-15% of their operating budgets on materials
- 70% of those materials budgets are spent on books
- Best sellers do not form the core of any library's spending and public library users do not look to public libraries for best sellers as much as they do for supplements to these (such as the author's earlier works)

FUTURE ACTION

No future action is required.

Board of Library Trustees Tracking Chart

ID	Date	Requested By	Person Assigned	Deadline	Status	Item
1	11/9/2005	Trustees	Donna Corbeil	1/18/2006	Compilation completed; analysis begun	Analysis of Library Board Charter
7	11/9/2005	Trustees	AR Committee	1/18/2006	In process	Administrative Regulations for Library
9	11/9/2005	Trustees	Alicia Abramson	3/15/2006		Establish agenda calendar for Board items
14	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
37	3/15/2006	Trustee Lee	Donna Corbeil	7/21/2006	In process	Status of Quilt Show
42	4/19/2006	Trustee Lee	Donna Corbeil	5/17/2006	In process	Would like to see profile of benefits offered by other cities
43	4/19/2006	Trustee Powell	Alicia Abramson			Wishlist for staffing and equipment
45	5/10/2006	Turstee Moore	Management			Would like to hear regular reports from each library department at BOLT meetings.
49	5/17/2006	Trustee Moore	Beverli Marshall	7/19/2006		Form committee to look at the impacts of the FY07 budget adoptions.
52	6/21/2006	Trustee Powell				Report or outline on how Board budget policies are to be implemented.
62	7/19/2006	Trustee Moore	Trustees and Donna Corbeil	10/18/2006		Role of the Board

ID	Date	Requested By	Person Assigned	Deadline	Status	Item
70	9/26/2006	Trustee Powell	Donna Corbeil			List of deferred maintenance items.
72	10/18/2006	Trustee Powell	Trustees Powell and Lee		Ongoing	Further explore needs of South Berkeley community and investigate potential Ed Roberts Campus option.
73	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.
75	10/18/2006	Trustee Kupfer	Donna Corbeil/Beverli Marshall			Determine if some part-time positions can be combined into full-time positions.
76	12/6/2006	Trustee Powell	Beverli Marshall			Quarterly reports on extra intermittent hours
77	1/17/2007	Trustee Kupfer	Alicia Abramson	3/31/2007		Possibility of implementing WiFi
78	1/17/2007	Trustee Powell	Trustees, Donna Corbeil			Identify opportunities for Trustees to participate in professional organizations, e.g. ALTA.