



BERKELEY PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES

REGULAR MEETING
JULY 8, 2009

AGENDA
7:00 P.M.

SOUTH BRANCH
1901 RUSSELL STREET

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

I. PRELIMINARY MATTERS

- A. **Call to Order**
- B. **Public Comments (7:00 – 7:30 p.m.)**
(Proposed 30-minute time limit, with speakers allowed 3 minutes each)
- C. **Report from library employees and unions, discussion of staff issues**
Comments / responses to reports and issues addressed in packet.
- D. **Report from Board of Library Trustees**
- E. **Approval of Agenda**

II. PRESENTATIONS

- A. **Volunteer Services Report – Patricia Nagamoto**

III. CONSENT CALENDAR

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

- A. **Approve minutes of June 10, 2009 Regular Meeting**
Recommendation: Approve the minutes of the June 10, 2009 regular meeting of the Board of Library Trustees.
- B. **FY2010 Purchase Authority for Services, Materials, and Supplies that Exceed the Director of Library Services' Authority**
Recommendation: Adopt the resolution authorizing the Director of Library Services to enter into purchase agreements and approve payments to the specified vendors (PG&E, AT&T, BWI/Book Wholesales, Baker & Taylor, Midwest Tape, EBSCO Subscription Services, Gale Group, Midwest Library Service, CA State Board Of Equalization, and Office Depot) for services, materials and supplies that exceed her delegated spending authority of \$50,000.
- C. **Contract: Page + Moris LLC For Central Library Space Planning Study**
Recommendation: Adopt a resolution authorizing the Director of Library services to amend the value of contract no. 7807 with Page + Moris LLC for the provision of space planning services for the period July 1, 2009 through June 30, 2010 by an increase of \$1,500 for a total contract amount not to exceed \$51,500.
- D. **Library Records Retention Schedule (Revise October 2007 version)**
Recommendation: Adopt a resolution approving the amendment of the General Records Schedule items pertaining to the Library and approve sending these recommendations to the Office of the City Clerk for City Council consideration.
- E. **Revision of Unit Designation for Library Classification Represented by Local One to Unit M (Management)**
Recommendation: Adopt a resolution requesting the City Manager, on behalf of the Library Director, petition the Personnel Board and recommend that it revise the unit designation for the Library classifications of Library Services Manager, Circulation Services Manager and Library Information Systems Administrator from Unit P-1

(Professional) to unit M (Management), to reflect the management level roles they fulfill within the library.

IV. INFORMATION REPORTS

A. Update on the Branch Bond Program

Discussion of staff report on status of implementation of the Measure FF branch improvement program, to include update on Request for Proposals, schedule, and budget

B. July 2009 Monthly Report from Library Director Donna Corbeil

- Library Development
- Professional Activities
- Programs, Services and Collections
- Personnel

C. Library events: Calendar of events and press releases for various Library programs are posted at <http://www.berkeleypubliclibrary.org>

V. AGENDA BUILDING

Next regular meeting will be held at 7:00 p.m. on Wednesday, September 9, 2009 at the **South Branch Library, 1901 Russell Street, Berkeley.**

VI. ADJOURNMENT

Please refrain from wearing scented products at public meetings.

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

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

I hereby certify that the agenda for this special meeting of the Board of Library Trustees of the City of Berkeley was posted in the display cases located at 2134 Martin Luther King, Jr. Way and in front of the Central Public Library at 2090 Kittredge Street, as well as on the Berkeley Public Library's website on July 2, 2009.



//s//

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

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

COMMUNICATIONS

Action on Communications is limited to referral to staff or Trustee for investigation and/or recommendations.

- A. **Judy Nakadegawa** - RFID
- B. **Ruth Bird** - RFID
- C. **Therese Powell** - Resignation

**Berkeley Public Library
Board of Library Trustees**

**Regular Meeting
June 10, 2009**

**MINUTES
6:00 p.m.**

**South Branch Library
1901 Russell Street**

WORKSHOP SESSION ON PROPOSED BUDGET

A. Call to Order

The special meeting of June 10, 2009 was called to order at 6:05 p.m.

Present: Trustees Winston Burton, Carolyn Henry-Golphin, Susan Kupfer, Darryl Moore, and Therese Powell.

Trustee Kupfer arrived at 6:10 PM.

Trustee Burton arrived at 6:14 PM.

Absent: None

Also present: Donna Corbeil, Director of Library Services; Doug Smith, Deputy Director; Dennis Dang, Library Administrative Manager; Alan Bern, Special Services; Eve Franklin, Administrative Secretary; Jenifer Shurson, Assoc Human Res Analyst; Linda Perkins, Library Services Manager; Megan McArdle, Library Services Manager; Jay Dickinson, Circulations Services Manager; Alicia Abramson, Library Information Systems Administrator.

B. Public Comments

1. Nancy Delaney spoke in favor of replacing RFID system with Barcode system.
2. Gene Bernardi provided a copy of correspondence (attachment 1) dated June 10, 2009 regarding alternative to RFID and requested Board include in budget.
3. Zanne Joi spoke in favor of replacing RFID with a barcode system.
4. Peter Warfield urged the Board to seriously consider replacing the current RFID system with a barcode system.
5. Ying Yee recognized the work done by citizens to test and review RFID and self-check system. Why have we kept RFID? It is expensive and doesn't work. Primarily it was supposed to be a self-checking system that would reduce work injuries; it hasn't done that. It was supposed to allow tracking of materials. It was supposed to allow for checkout of multiple items at the same time and has not been able to do so. Given the track record and expense of RFID why not move to a barcode system.
6. Phyllis Olin – spoke in favor of replacing RFID with a barcode system.

C. Presentation on Proposed FY 2010 and 2011 Biennial Library Budget

1. A copy of the budget presentation was distributed (attachment 2.)
2. No action taken.

D. Discussion – none.

E. Adjourn 7:15

I. PRELIMINARY MATTERS

A. Call to Order

The special meeting of June 10, 2009 was called to order at 7:15 PM.

Present: Trustees Winston Burton, Carolyn Henry-Golphin, Susan Kupfer, Darryl Moore, and Therese Powell.

Absent: None

Also present: Donna Corbeil, Director of Library Services; Doug Smith, Deputy Director; Dennis Dang, Library Administrative Manager; Alan Bern, Special Services; Eve Franklin, Administrative Secretary

B. Public Comments

1. Phoebe Sorgen provided a copy of correspondence dated June 10, 2009 (attachment 3) requesting cost-benefit analysis for RFID/Bar code and EM strips; comparing maintaining the current RFID system, replacing it with another RFID system, returning to previous barcode for self check out and EM strips for security system or returning to previous barcode system and leaving security gates in place.
2. Jerry Long, Berkeley Public Library Foundation – The Foundation had hired a consultant, Lauren McRae to work on FFE campaign. The Foundation sent out a mid-year appeal featuring the adopt-a-book program. Good response has been received so far.
3. Peter Warfield – spoke about budget concerns. Expressed concerns about reductions in materials budget. Distressed to hear that ILL is being dropped. Reiterated request for Board to review facts about alternative systems for checkout and security.
4. Nancy Delaney spoke in favor of replacing RFID with barcode.

C. Report from Union and Employees – none.

D. Report from Board of Library Trustees – none.

E. Approval of Agenda

R09-48 Moved by Trustee Kupfer, seconded by Trustee Henry-Golphin, to approve the agenda as presented. Motion passed unanimously.

II. CONSENT CALENDAR

R09-49 Moved by Trustee Powell, seconded by Trustee Burton, to approve the consent calendar as presented Motion passed unanimously.

A. Approve minutes of May 20, 2009 Special Meeting

Trustee Burton requested change from “Loni Hancock and Nancy Skinner” to “Loni Hancock’s and Nancy Skinner’s staff.”

R09-50 Moved by Trustee Powell, seconded by Trustee Burton, to approve the minutes of the May 20, 2009 special meeting of the Board of Library Trustees as corrected. Motion passed unanimously.

B. Contract: Architectural Resources Group, Inc. for architectural services for the renovation and expansion of the North Branch Library

Trustee Powell requested correction in the Resolution Title, change “Architectural Design Group” to “Architectural Resources Group.”

R09-51 Moved by Trustee Powell, seconded by Trustee Burton, to adopt a resolution to recommend City Council approve execution of a contract and any amendments with Architectural Resources Group (ARG) to provide architectural and engineering services for the North Branch Library renovation and expansion project in an amount not to exceed \$682,950 for all services and reimbursable expenses for the period June 30, 2009 through December 31, 2011. Motion passed unanimously.

C. Adopt a resolution of appreciation for Amy Roth, President, Friends of the Berkeley Public Library
Trustee Powell acknowledged the efforts of Amy Roth during her tenure.

R09-52 Moved by Trustee Powell, seconded by Trustee Burton, to adopt the resolution of appreciation for Amy Roth, President, Friends of the Berkeley Public Library. Motion passed unanimously.

D. Contract: Securitas Security Services USA, Inc.

The City of Berkeley is in the process of doing an RFP for security services and has asked the Library to participate in order to gain cost savings. The City of Berkeley asked the Library to extend their current security contract for a few months so they could complete the RFP process.

Trustee Powell reminded the Board that contracts should be limited to 3 years in length.

R09-53 Moved by Trustee Powell, seconded by Trustee Burton, to adopt a resolution authorizing the Director of Library Services to amend the contract with Securitas for the provision of security services for the period July 1, 2009 through September 30, 2009 in a total amount not to exceed \$30,000. Motion passed unanimously.

E. Recommendation to the City Council on the FY 2010 Library Tax Rate

Trustee Powell requested a change in the recommendation under Background. Change "at levels which are commensurate with the libraries' hours of service, staffing and patron needs" to "at levels which are commensurate with the libraries' patron needs."

R09-54 Moved by Trustee Powell, seconded by Trustee Burton, to adopt a resolution recommending the Berkeley City Council set the FY2010 tax rate for the Library Services Tax at \$0.1582 (15.82 cents) per square foot for dwelling units and \$0.2393 (23.93 cents) per square foot for industrial, commercial, and institutional buildings. Motion passed unanimously.

III. ACTION CALENDAR

A. A. Proposed FY 2010 and FY 2011 Berkeley Public Library Biennial Budget

Director Kupfer requested a revision to the resolution to separate Operations funds and Measure FF Bond Renovation funds.

Change "WHEREAS the proposed biennial budget for fiscal years 2010 of \$24,272,898 and 2011 of \$27,728,098 will create a balanced budget." to

"WHEREAS the proposed Berkeley Public Library biennial budgets for operations and programs for fiscal years 2010 of \$14,388,293 and 2011 of \$14,684,487 will create a balanced budget; and

WHEREAS the proposed Berkeley Public Library biennial budget for the Measure FF Neighborhood Branch Libraries Improvement Project is appropriated authorized expenditures for fiscal years 2010 of \$9,884,605 and 2011 of \$13,043,612; and"

R09-55 Moved by Trustee Kupfer, seconded by Trustee Henry-Golphin, to adopt a resolution approving the Proposed FY 2010 and FY 2011 Berkeley Public Library Budget as amended. Motion passed unanimously.

IV. INFORMATION REPORTS

A. Update on Parcel Based Special Taxes, Fees and Assessments Audit - Discussion of June 2, 2009 City Council Information Calendar status report. Director Corbeil provided copy of the auditors report from 2005. Library tax is considered a special tax. Large non-

profits were exempted from paying special taxes in the 1980's. In order to require large non-profits to pay the special tax, the City would have to take it to the voters to ask them to require large non-profits to pay special taxes. The City of Berkeley Finance Department is doing an analysis and will come back to the Board in July or September with projections on how much the library could receive if these large non-profits were required to pay library tax.

B. Update on the Branch Bond Program

Design team proposals are due by Tuesday, June 23, 2009. Meeting dates have been set for firm interviews and selection. West Branch Interviews will be held on Friday, July 17th. Claremont Branch Interviews will be held on Tuesday, July 21st. Final Selections will be made on Wednesday, July 22nd.

C. June 2009 Monthly Report from Library Director Donna Corbeil

- Library Development
- Professional Activities
- Programs, Services and Collections
- Personnel

D. Library events: Calendar of events and press releases for various Library programs are posted at <http://www.berkeleypubliclibrary.org>.

V. AGENDA BUILDING

- A.** The next regular meeting will be held on July 8, 2009 at the South Branch Library, 1901 Russell Street.

- B.** Special Library Tax analysis.

- C.** Volunteer Coordinator report.

VI. ADJOURNMENT

R09-56 Moved by Trustee Powell, seconded by Trustee Burton, to adjourn the regular meeting of the board at 8:00 PM. Motion passed unanimously.

SuperBOLD
(Berkeleyans Organizing for Library Defense)

June 10, 2009

Chair Moore and Board of Library Trustees
Berkeley Public Library
2090 Kittredge Street
Berkeley, CA 94704

Dear Chair Moore and Library Trustees,

SuperBOLD has visited the main and all branch libraries of the Berkeley Public Library and determined that the security gates are seriously dysfunctional. We found the gates functioned sporadically, at best, and consequently their value is as a psychological deterrent.

Therefore, you may conclude, you don't need to buy new gates to go with a brand new barcode system; just continue to use the current security gates as a deterrent in conjunction with new barcode self-checkout machines. Below is a redo, omitting the security gates and their shipping and maintenance costs, of the attached "Summary of... Quote from... (L.A.T.)".

11 self-check machines (includes 1 spare)	@	\$10,498.00 each	\$115,478
Installation 10 self-check machines	@	254.00 each	2,540
Library Staff training			2,796
Shipping (11 items)	@	299.00	3,289
3 years maintenance (If pay for 2 years, 1 st year is free)			<u>40,328</u>
			\$164,431

Conclusion: Installing a new barcode self-checkout system would cost \$164,431 with 3 years maintenance, an amount less than the current contract for \$168,915 with 3M for maintenance only, (no new equipment) of the existing aging RFID system.

Sincerely,



Gene Bernardi
SuperBOLD (Berkeleyans Organizing for Library Defense)

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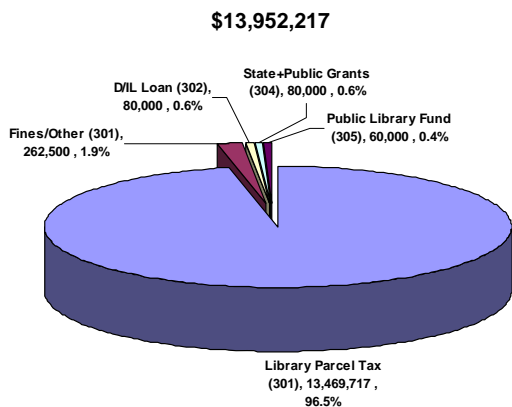
FY 2010 and FY 2011 Biennial Library Budget

Workshop
June 10, 2009

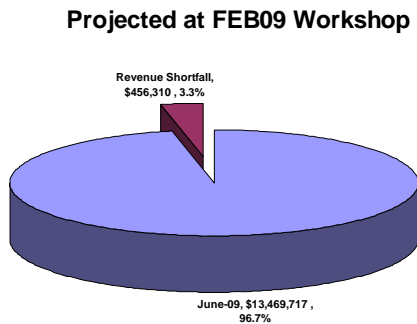
Revenues - Overview

- Library Tax in FY10=0.8015%
- State Funding and Public Grants
- Grants: Library Foundation & Friends of the Library
- Other Funds: donations, fines & fees, etc.
- Carry Forward Balance
- Five-year Projections

Projected Revenue FY10 (6/09)

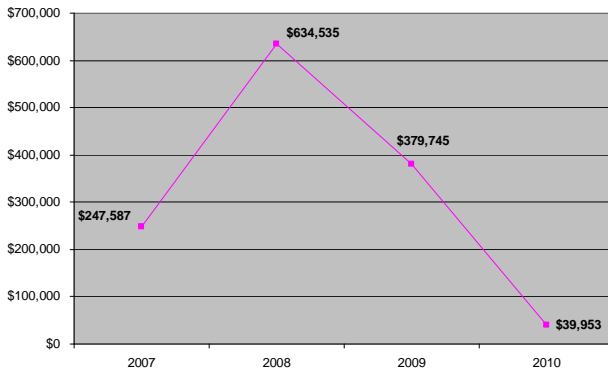


Library Parcel Tax Receipts = \$13,926,027



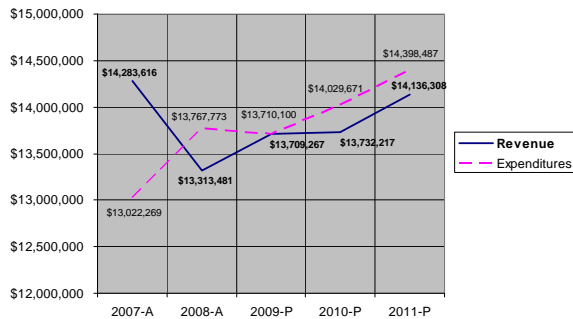
Library Parcel Tax Receipts

Year-over-Year Change



Library Tax Fund (301)

Revenue and Expenses

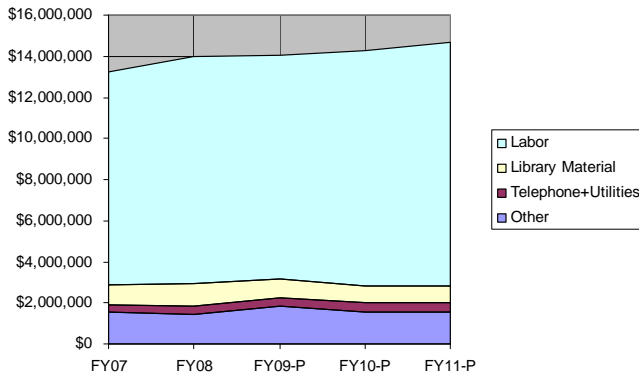


Expenditures

- Baseline Budget
- Structural Deficit
- BOLT Budget Priorities
- Library Work Plan
- Opportunity to Amend Appropriated Budget in FY 2010

Expenditures FY07 thru FY08

All Funds except Gift and Branch Renovation



Response to Budget Impacts

- Non-personnel changes i.e. contracts, CIP, dues & fees, loan, other
- Training / staff development – approximately \$31,000.00 reduction

Response to Budget Impacts

Personnel Reductions in Operations, Administration and Technical Services

- Examine Internal Procedures
- Focus on Essential Services of the Unit
- Adapt in Short-term
- Explore Long-term Solutions

Response to Budget Impacts

- Personnel Changes to Children's, Circulation, Reference/Berkeley Information Network (BIN)
 - Service Impacts of Reductions
 - Mitigating Actions Taken

Response to Budget Impacts

- Materials Budget Reduction - \$125K in FY10 & FY11 to \$816K
- Computer Replacement Budget Reduced by \$10K in FY10 & FY11
- Funds to Address Self-check / Materials Security System Priority \$20-25K

Voluntary Time Off (VTO)

- Goal: To Reduce Vacation Payout Liability and Generate Salary Savings
- Employee Options; Paid Leave, Unpaid Leave, Report to Work
- Salary Savings for Library, Difficult to Quantify

Summary of FY 2010 and FY 2011 Library Biennial Budget

- Proposed Service Impacts Mitigated by Identification of Core/Essential Services, Redesign of Internal Procedures, Elimination of Nonessential Tasks
- All Funds in Balance
- Foundation Grants Directed to Branch FF&E
- FY11 Tax Receipts Projection at 3.0%
- CA Budget Undetermined
- Branch Renovation Program in Development
- Biennial Budget may be Amended.



to BOLT: Cost benefit analysis request for Library RFID/Bar code & EM strips

From: Phoebe Anne Sorgen



PAST DUE
☺

Subject: to BOLT: Cost benefit analysis request for Library RFID/Bar code & EM strips

Date: Jun 10, 2009 1:22 PM

From: phoebe

Subject: to BOLT: Cost benefit analysis request for Library RFID/Bar
code & EM strips

Date: June 9, 2009 6:01:55 PM PDT

To: director@berkeleypubliclibrary.org

Dear Trustees of the Berkeley Public Library:

Thank you so much for your dedicated work on behalf of the Berkeley
Public Library. The BPL is a treasure!

I value the Nuclear Free Berkeley Act too and, as a Berkeley taxpayer,
I am also concerned about costs, so please help ensure that there is a
detailed, publicly available BPL cost benefit analysis comparing:

1. maintaining the RFID system that only 3M inc. can service
2. replacing it with another RFID system
3. returning to the previous combination of bar code for self service
check out and electromagnetic (EM) metal strips for security
(Determined thieves can outwit any system. It is easier to remove or

thwart an RFID chip than an EM strip. I would also like to see an approximation of the amount of lost materials over the past 7 or so years. Though it would be too burdensome to catalogue inventory, is there any way to compare approximate security effectiveness such as an record of reserved materials that never turned up pre and post RFID?)

4. returning to the previous bar code system for self service check out and leaving in place current security gates [[with power turned off]] to give the appearance that we have a secure system, which would continue being somewhat of a deterrent to theft. (Many gates are not operating currently.)

Most library materials already have bar codes, strips, and tags, so such a comparison would, of course, include only the cost of additional equipment and supplies that need to be purchased, as well as installation costs, maintenance estimates etc. According to the library report, a barcode maintenance contract would be approximately \$28,000 per year, versus \$70,000 per year for an RFID maintenance contract. Over five years that could save taxpayers \$250,000!

According to the library report, the RFID self checkout machines will soon need replacement, so why not replace them with barcode self checkout machines that are less expensive and that require less expensive maintenance, especially since the security aspect of RFID malfunctions so frequently?

In this letter, I am not representing any of the various organizations

I know to be interested. I do not wish to needlessly burden library staff with this suggestion, but I believe many Berkeley taxpayers would be interested in a clear, detailed cost benefit analysis!

Communication could clear up much confusion around this topic. We do not wish to be difficult. We are simply baffled by the reasoning behind the previous library director's contract that locked the BPL into a proprietary system resulting in expensive maintenance by a corporate conglomerate (3M) that has engaged in nuclear work. We want our taxes, instead, going to Berkeley Public Library books, audio-visuals, and staff.

Tattle tapes (brand name for electromagnetic metal security strips) are made by 3M. I hope option 3 above is not being ruled out on those grounds. A Google search reveals that generic EM security strips are also available and that they are interoperable, so the 3M strips already attached would not have to be removed, nor would additional 3M strips need to be purchased. For example:

<http://www.libraryadvantage.com/product-details.html>

"Compatible with 3M or other electromagnetic security systems"

1000 cost \$130 with one-sided adhesive for books/magazines 6.5 inch strip

\$130 with two-sided adhesive

\$110 for audio/visual

free shipping

Generic, NOT made by 3M per a May 14, 2009 phone call (888-408-9169.)

These could be installed by volunteers going to the shelves and looking at the date stamp on books that were acquired in the past 4 years, because books acquired prior to RFID already have the strips.

If it turns out that there really is no acceptable alternative to the

3M security strips, I believe an NFBA waiver, if required for such supplies, would be warranted and quickly forthcoming, especially because it would not involve contracting with 3M. Waivers are often granted if there is no reasonable alternative and considering quantifiable additional costs. As you know, the EM strips and bar codes combined cost only a fraction of what the RFID chips cost. Each RFID chip adds approx \$1 for each item added to the library, versus about 10-15 cents for a magnetic strip.

Takoma Park, NY, Boulder, Hawaii County, Davis, and many municipalities in the UK all became Nuclear Free Zones in the early 1980's before Berkeley did. Unfortunately, the nuclear threat is still important more than two decades later, as I am sure you are aware. In my opinion, the intent of Berkeley's Nuclear Free Act is to take a stand that benefits public safety without overly burdening taxpayers or dedicated public servants. I have faith that an effective system will be chosen that is acceptable to most Berkeleyans, that honors both the BPL and the NFBA, that is cost effective, and that does not burden the taxpayers with another malfunctioning, proprietary system that lacks interoperability.

Again, I am so very grateful for your patience, understanding, expertise, and hard work on behalf of the Berkeley Public Library.

Sincerely,



Phoebe Sorgen, writing only on my own behalf



BERKELEY PUBLIC LIBRARY

CONSENT CALENDAR

July 8, 2009

TO: Board of Library Trustees

FROM: Dennis Dang, Administrative Services Manager

SUBJECT: FY10 PURCHASE AUTHORIZATION IN EXCESS OF DIRECTOR OF LIBRARY SERVICES' GRANTED AUTHORITY FOR UTILITY, TELEPHONE AND INTRANET/INTERNET SERVICES, LIBRARY MATERIALS, TAXES DUE, AND OFFICE SUPPLIES FROM VENDORS: PG&E, AT&T, BWI/BOOK WHOLESALERS, BAKER & TAYLOR, MIDWEST TAPE, EBSCO SUBSCRIPTION SERVICES, GALE GROUP, MIDWEST LIBRARY SERVICE, CA STATE BOARD OF EQUALIZATION, AND OFFICE DEPOT

RECOMMENDATION

Adopt the resolution authorizing the Director of Library Services to enter into purchase agreements and approve payments to the specified vendors for utility, telephone and intranet/internet services, library materials, state taxes, and office supplies that exceed her delegated spending authority of \$50,000.

FISCAL IMPACT

The total cost of the expenditures for these vendors is projected at \$1,081,000 and is included in the adopted fiscal year 2010 budget. No additional appropriation is necessary.

BACKGROUND

By authorization of the Board of Library Trustees on June 10, 2008, the Director of Library Services may currently enter into purchase agreements for services, materials, and supplies up to \$50,000. On June 10, 2009, the Board adopted the FY10 Budget, which included funds for services, materials, and supplies.

CURRENT SITUATION

Commencing July 1, 2009, the Library will begin processing purchase requisitions for services, materials, and supplies to support Library operations. Using FYTD-09 expenditure levels as a guide, purchases with several vendors are expected to exceed the purchasing authority delegated to the Director of Library Services by the Board of Library Trustees. Under current rules, the Director must receive Board approval for any purchase in excess of the authorized spending limit for any vendor once that vendor's cumulative fiscal year purchases exceed the authorized spending limit.

ALTERNATIVE ACTIONS

The alternative considered is to enter into initial purchase agreements not to exceed the Director's authority and return to the Board per purchase once cumulative purchases exceed the granted authority. It is the Administrative Services Manager's recommendation that the Director of Library Services be granted increased spending authority for the specified vendors – per Attachment A – during FY10. This request is consistent with purchasing best practices.

FUTURE ACTION

No future action is necessary.



Attachments:

1. Resolution
2. FY10 Authorization for Purchase of Services, Materials and Supplies from Specified Vendors



**BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

Attachment 1

RESOLUTION NO.: R09-60

AUTHORIZING THE DIRECTOR OF LIBRARY SERVICES TO EXECUTE FISCAL YEAR 2010 PURCHASE AGREEMENTS AND PAYMENT APPROVALS IN EXCESS OF THE GRANTED AUTHORITY TO THE SPECIFIED VENDORS (PG&E, AT&T, BWI/BOOK WHOLESALERS, BAKER & TAYLOR, MIDWEST TAPE, EBSCO SUBSCRIPTION SERVICES, GALE GROUP, MIDWEST LIBRARY SERVICE, CA STATE BOARD OF EQUALIZATION, AND OFFICE DEPOT) FOR UTILITY, TELEPHONE AND INTRANET/ INTERNET SERVICES, LIBRARY MATERIALS, TAXES DUE, AND OFFICE SUPPLIES PER ATTACHMENT 2

WHEREAS, the Board of Library Trustees on January 17, 2007 adopted Resolution R07-10 authorizing the Director of Library Services to enter into purchase orders for materials up to \$50,000, and

WHEREAS, the Board of Library Trustees on June 10, 2008 adopted Resolution R08-56 authorizing the Director of Library Services to enter into purchase orders for services up to \$50,000, and

WHEREAS, the Board of Library Trustees on June 10, 2009 adapted Resolution R09-55 adopted an annual budget for Fiscal Years 2010 and 2011 that included expenditures for services, materials and supplies; and

WHEREAS, the Berkeley Public Library purchases services, materials and supplies in accordance with the adopted budge and utilizing purchasing best practices.

NOW THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley authorizes the Director of Library Services to execute Fiscal Year 2010 purchase agreements and payment approvals to vendors, per Attachment 2, for services, materials, and supplies in excess of her delegated spending authority.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on July 8, 2009 by the following vote:

AYES:
NOES:
ABSENT:
ABSTENTIONS:

Darryl Moore, Chairperson

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

BERKELEY PUBLIC LIBRARY		
FY10 - SERVICES, MATERIALS, & SUPPLIES > \$50K		
Library Operations		
Company	Service	Est. FY10
Pacific Gas & Electric Co	Utilities	\$261,000
BWI / Book Wholesales, Inc.	Library Materials	150,000
Baker & Taylor, Inc.	Library Materials	150,000
AT&T	Telephone, Intranet, Internet	115,000
Midwest Tape	Library Materials	100,000
EBSCO Subscription Service	Library Materials	80,000
CA State Board of Equalization	Taxes	60,000
Gale Group	Library Materials	55,000
Midwest Library Service	Library Materials	55,000
Office Depot	Office Supplies	55,000
Total		\$1,081,000



BERKELEY PUBLIC LIBRARY

CONSENT CALENDAR

July 8, 2009

TO: Board of Library Trustees
FROM: Douglas Smith, Deputy Director of Library Services
SUBJECT: CONTRACT: PAGE + MORIS LLC FOR CENTRAL LIBRARY SPACE PLANNING STUDY

RECOMMENDATION

Adopt a resolution authorizing the Director of Library services to amend the value of contract no. 7807 with Page + Moris LLC for the provision of space planning services for the period July 1, 2009 through June 30, 2010 by an increase of \$1,500 for a total contract amount not to exceed \$51,500.

BACKGROUND

The Central Library is a treasured landmark in a city of many distinctive and historic features. The community has demonstrated its love of the facility in the form of steadily increasing visitor and circulation counts, and through both quantitative and qualitative feedback collected by Library staff. This report provides an update and summary of the space planning project staff has undertaken to enhance patron experience and to optimize the investment the Berkeley community has made in its downtown public library.

The Berkeley Public Library's Central Library reopened after its renovation and expansion in April 2002. The successful project to upgrade Berkeley's Central Library was catalyzed by successful passage of a bond measure, Measure S, in November 1996, followed by several years of planning and construction over the subsequent eight years. Since reopening, the Central Library has become a much-acclaimed and beloved downtown destination, heavily used by the community and regular users numbering in the hundreds of thousands. Although in the seven and a half years since reopening various onetime changes have been made to the location of some minor collections, the layout of the interior space of the Central Library remains essentially unchanged from what was developed a decade ago under the pressures of a tight construction timeline and patron expectations that differs from that of today.

Since the gala reopening in April 2002, a comprehensive evaluation of the floor plan, patron wayfinding, furniture layout, placement of shelving, public access computers, and service points has yet to be undertaken. Feedback from Library users, both informal and through surveys instruments such as that used in 2008 for the Strategic Plan, as

well as collection use statistics and staff observation have demonstrated a need to assess ways to ensure the best and most efficient use of the valued resource that is the Central Library and the space contained within its architectural program.

In 2008 the Library Board of Trustees approved a Strategic Plan that establishes the foundation for the provision of Library services to the community. Foundational principles identified in the Plan which relate directly to the Central Library include:

- Berkeley residents visit the Central Library to have quick and easy access to the wide variety of materials and information they need from their Library.
- The Central Library is a community destination, where citizens seek a welcoming, safe, functional, and comfortable environment, and within which collections are accessible, service points are user-friendly, navigation is uncomplicated.
- The Library provides lifelong learning and learning support—opportunities for self-directed learning and connections to formal learning programs through its multifaceted collections, dedicated spaces, and skilled staff.
- Patrons look to the Central Library's electronic resources, in particular its public access computers, as a means of quick and convenient access to online information and communications, and to bridge the digital divide caused by economic disparities in the community.
- The Library is viewed as an important resource for youth services, and a hub of activity for children, teens, and their guardians.

The strategic planning process included community surveys, focus groups, public forums, and staff work sessions. It was with these principles in mind that the decision to begin a customer improvements study was made by Library management.

In November 2008 the Library entered into a contract with the Library consulting firm Page and Moris LLC to conduct a usability study of the Central Library's first three floors (excluding the 4th floor Children's Library and the 5th floor Art and Music Room) that encompasses seating, public spaces, and library service and patron behavior patterns. The relationship between collections, the placement of collections, and storage capacity of collections upon service efficiency and functionality by user and staff were all examined. A steering committee of Central Library staff from a variety of classifications and work assignments launched the project, and a public survey was conducted, specifically assessing service and space needs. Two public focus groups (one of which was exclusively teens), and staff focus groups were held. Working with the committee, the Page and Moris team developed and refined floor plan proposals over a series of work sessions. In March, April and May of this year the Library's Deputy Director led presentations of the ongoing space planning developments to the Library Council and Library Management Team.

CURRENT SITUATION AND ITS EFFECTS

Cost estimates are to be secured for the whole project, including what construction is proposed, the costs of moving portions of the collection, and estimated soft costs. The next activity to be scheduled is a public workshop in late 2009, in which a presentation of the space planning study and the suggested layout schemes will be made by the project consultants and members of the staff steering committee. Further public

comment will be encouraged, and it is hoped that members of the Board of Trustees will attend.

Data from this upcoming phase of public input will be incorporated into the development of specific layouts. A report on the project, with possible future actions, will be presented to the Board of Library Trustees at a future meeting.

FISCAL IMPACT

The Berkeley Public Library entered into a contract with Page + Moris on November 24, 2008 authorized by BOLT Resolution R08-98 of November 12, 2008 in an amount not to exceed \$50,000. In order to determine the magnitude of the recommendations proposed by the consultant a cost estimator is to be enlisted. This preliminary estimating work is judged essential in determining the viability of the project, and whether phasing of the most essential aspects is feasible. In addition, staff recommends that the consultant assist in a community workshop and a presentation to the Board later this fiscal year.

FUTURE ACTION

None

Attachments:

1. Resolution



RESOLUTION NO.: R09-61

**AUTHORIZE THE DIRECTOR OF LIBRARY SERVICES TO EXECUTE A
CONTRACT AMENDMENT AND APPROVE PAYMENTS WITH PAGE & MORIS
LLC FOR THE PROVISION OF SPACE PLANNING SERVICES FROM JULY 1,
2009 THROUGH JUNE 30, 2010 BY AN INCREASE OF \$1,500 FOR A TOTAL
CONTRACT AMOUNT NOT TO EXCEED \$51,500.**

WHEREAS, the firm of PAGE & MORIS LLC was selected in a competitive process to provide consultant services in an amount not to exceed \$50,000 for the period November 14, 2008 through June 30, 2009 to evaluate in consultation with staff select public areas in the Central Library, including furniture layout and type, public computer placement, shelving, traffic flow and way-finding; and

WHEREAS, the contract with Page & Moris was set to expire on June 30, 2009 and has been extended until June 30, 2010 to allow for the completion of activities included in the current scope of work; and

WHEREAS, additional activities associated with the continuation and enhancement of the project are recommended by staff but are not included in the current scope of services and budget; and

WHEREAS, Library staff recommends the consultant perform additional activities to include gathering community feedback on recommendations to layout changes, shelving arrangements, type and placement of furniture and service points.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to authorize the Director of Library Services to execute a contract amendment and approve payments with Page + Moris LLC for the provision of space planning services from July 9, 2009 through June 30, 2010 by an increase of \$1,500 for a total contract amount not to exceed \$51,500.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on July 8, 2009 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Darryl Moore, Chairperson

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



BERKELEY PUBLIC LIBRARY

CONSENT CALENDAR

July 8, 2009

TO: Board of Library Trustees
FROM: Donna Corbeil, Director of Library Services
SUBJECT: LIBRARY RECORDS RETENTION SCHEDULE

RECOMMENDATION

Adopt a resolution approving the amendment of the General Records Schedule items pertaining to the Library as detailed below and approve sending these recommendations to the Office of the City Clerk for City Council consideration.

FISCAL IMPACT

This report will have no fiscal impacts.

BACKGROUND

The City of Berkeley General Records Schedule (GRS) details the management and storage of administrative records for all Departments, Boards and Commissions, including the Library. Within the schedule are items unique to the Library. On occasion the Library has requested the City make changes to those items unique to the Library that are included in the master record management schedule. The Board has passed the following resolutions related to records management:

- Resolution 76-045: "In accordance with specific schedule of destruction, destruction of official records that include purchase orders, payroll cards, sick leave records, receipts for books lost and paid for, cash receipts and vouchers."
- Resolution 77-056: "Authorized destruction of official records including vouchers dating from August 1959 to December 1969."
- Resolution 00-37: "Request to Approve Changes to Library's Schedule of Record Retention".
- Resolution 07-98: "Amendment of the general records schedule items"

CURRENT SITUATION AND ITS EFFECTS

The Library currently follows the record retention policy for financial and general records as set forth by the Office of the City Clerk Records Center Procedures, dated 11/12/03 which includes the Records Management Manual and records retention schedule. The record management guidelines and schedule covers administrative records; budget documents; citizen complaints; contracts and leases; correspondence and memos regarding policies, programs and services; financial reports; grant related documents; publications and reports; manuals; personnel records; and organizational charts. Included in the general schedule are the retention requirements for city wide boards and commissions, including agendas, resolutions, minutes, attendance records and tapes. It is not necessary for the Board of Library Trustees to adopt a schedule for the latter records as they are covered by the General Records Schedule (GRS) items 2000 through 2025.



The citywide general schedule was last revised in June 2003. The Library last made recommended changes to the schedule in 2007.

Library staff requests the following recommendations be approved for submission to the City for inclusion in the next update to the GRS:

Item No. LIBR102 NEW	Cash Receipts	Add item. Include Daily deposit of monies from Library. Media Code to state paper, Retain in office 2 year, storage 5 years, Destroy after 7 years, Vital records Y, Historic record N.
Item No. LIBR104	Circulation Statistical Reports	Change Vital Record to N, change Statutory Reference to California State Library annual public library survey.
Item No. LIBR112 NEW	Employee Personnel Files	Add item. Include Personnel Action/Information forms used to create/change information in the personnel records of individual. Employee's information regarding hiring, Termination, transfer, Performance evaluations, pay grade, position/job title, leaves of absence, name changes, and Similar actions. Media Code to state paper. Retain in office after termination plus 1 year, Storage 4 years, Destroy after termination plus 5 years, Vital records Y, Historic record N, Statutory reference GC 34090. GC 6250, Dept. Policy

FUTURE ACTION

Recommended changes that are adopted by the Board will be sent to the Office of the City Clerk for inclusion in the consent calendar item on the upcoming July 14, 2009 City Council meeting for approval.

Attachments:

1. Resolution
2. General Records Retention Schedule – revised February, 2003 (11 pages)
3. Library Records Retention Schedule – revised June, 2009 (1 page)



**BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

Attachment 1

RESOLUTION NO.: 09-62

**APPROVAL OF THE AMENDMENT OF THE GENERAL RECORDS SCHEDULE ITEMS
PERTAINING TO THE LIBRARY AND APPROVAL TO SEND THESE RECOMMENDATIONS
TO THE OFFICE OF THE CITY CLERK FOR CITY COUNCIL CONSIDERATION**

WHEREAS, the City of Berkeley General Records Schedule (GRS) details the management and storage of administrative records for all Departments, Boards and Commissions; and

WHEREAS, in the past the Library has requested that the City makes changes to the items specific and unique to the Library within the GRS; and

WHEREAS, the Office of the City Clerk has requested each department to review the GRS and recommend changes to its current guidelines; and

WHEREAS, Library staff has reviewed these guidelines and compiled a list of recommended changes for submission to the Office of the City Clerk for inclusion in the next update to the GRS.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to approve the amendments to the General Records Schedule items pertaining to the Library.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on July 8, 2009 by the following vote:

AYES:

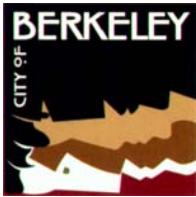
NOES:

ABSENT:

ABSTENTIONS:

Darryl Moore, Chairperson

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



City of Berkeley
 Records Management Program
 2180 Milvia Street
 Berkeley, CA 94704

RECORDS RETENTION SCHEDULE – LIBRARY

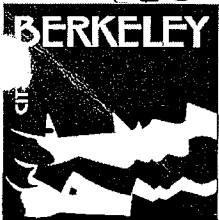
DEPARTMENT DIRECTOR	CITY ATTORNEY	CITY CLERK

ITEM NO.	RECORD SERIES TITLE/SUBTITLE AND DESCRIPTION (IF APPLICABLE)	MEDIA CODE	RETAIN IN OFFICE	STORAGE	DESTROY	VITAL RECORD	HISTORIC RECORD	STATUTORY REFERENCE
LIBR100								
	Borrower Registration Records Records documenting the registration of authorized borrowers	Electronic	US	-	US	Y	N	Dept. Policy
LIBR102	Cash Receipts Daily deposit of monies from Library	Paper	2	5	7	Y	N	Dept. Policy
LIBR103	Circulation Records Records documenting the circulation of library materials to individual borrowers	Electronic	US	-	US	Y	N	Dept. Policy
LIBR104	Circulation Statistical Reports	Paper	PERM	-	PERM	N	Y	This item refers to the California State Library annual public library survey.
LIBR105	Library Catalog	Electronic	US	-	US	Y	N	Dept. Policy
LIBR106	Overdue Records Library fines information	Electronic	5	-	5	N	Y	This item refers to library fine information for accounts unsettled over \$50.
LIBR107	Overdue Records Library fines information	Electronic	3	-	3	N	Y	Fine information for accounts unsettled under \$50.
LIBR112	Employee Personnel Files Includes Personnel Action/Information forms used to create/change information in the personnel records of individual. Employee's information regarding hiring, termination, transfer, performance evaluations, pay grade, position/job title, leaves of absence, name changes, and similar actions	Paper	AT+1	4	AT+5	Y	N	GC 34090, GC 6250, Dept. Policy

Retention Codes

AA = After Audit ACT = Active AE = After Expiration APO = After Payoff AS = After Settlement

AV = Administrative Value
AT = After Termination
CL = Close/Completion
MAX = Maximum
CYE = Current Year End
PERM = Permanent
EL = Election
US = Until Superseded
FYE = Fiscal Year End



Records Retention Schedule (NEW)

ment Program
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DEPARTMENT	DIVISION	SECTION
General Records Schedule	All Departments including Mayor/Council	
DEPARTMENT DIRECTOR	CITY ATTORNEY	CITY CLERK
Not Applicable		

Approvals (Signature and Date)

ITEM NO.	RECORD SERIES TITLE/SUBTITLE AND DESCRIPTION IF APPLICABLE	MEDIA CODE	DEPT OF RECORD	RECORD COPY	OFFICE	STORAGE	DESTROY	VITAL RECORD	HISTORIC RECORD	STATUTORY REFERENCE
1000	ADMINISTRATION									
1005	Auto Allowance	Paper	GRS	N	2	-	2	N	N	GC 34090
1010	Budget Documentation - Department Work Papers Records used exclusively for the preparation of budgets; including budget requests, justification statements, and similar documents.	Paper, Electronic	GRS	N	FYE+2	-	FYE+2	N	N	GC 34090
1011	Budget Documentation Fund Encumbrance and Expenditure Reports Status report showing expenditures and encumbrances against a budget i.e., Budget Performance Report	Paper, Electronic	GRS	N	FYE+2	-	FYE+2	N	N	GC 34090
1015	Certificates and Licenses Certificates, licenses, or permits required for employees to qualify for or remain eligible to hold a position requiring certification or licensing. (*Unless specified otherwise on a specific department schedule.)	Paper	GRS	Y	US+5*	-	US+5*	N	N	GC 34090
1020	Citizen Complaints Complaints received from the public by a governing body or any officer or employee relating to City policy. Retention Note: 2-yr. retention applies to complaints of a general nature that do not fall into another complaint category noted in this or another schedule.	Paper, Electronic	GRS	N	AS+2	-	AS+2	N	N	GC 34090

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 CYE = Current Year End
 FYE = Fiscal Year End
 Number = Number of Years
 US = Until Superseded

Department Codes

AUD = Auditor
 CIP = Capital Improvements
 FIRE = Fire & EMS
 HRD = Human Resources
 OED = Economic Development
 PRC = Police Review Commission
 SECY = Board or Commission Secretary
 ATTY = City Attorney
 CLK = City Clerk
 GRS = Common to All Depts.
 IT = Information Technology
 PARK = Parks & Waterfront
 PWKS = Public Works
 BDGT = Budget
 CM = City Manager
 HHS = Health & Human Services
 LIBR = Library
 PLNG = Planning & Development
 RSB = Rent Stabilization Board



Records Retention Schedule

DEPARTMENT	DIVISION	SECTION
General Records Schedule	All Departments including Mayor/Council	
DEPARTMENT DIRECTOR	CITY ATTORNEY	CITY CLERK
Not Applicable		

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Approvals (Signature and Date)

ITEM NO.	RECORD SERIES TITLE/SUBTITLE AND DESCRIPTION IF APPLICABLE	MEDIA CODE	DEPT OF RECORD	RECORD COPY	OFFICE	STORAGE	DESTROY	VITAL RECORD	HISTORIC RECORD	STATUTORY REFERENCE
1025.1	<p>Contracts, Leases, M.O.U.s and Agreements for Services, Equipments, Supplies (Department Originals)</p> <p>Originals of contracts with vendors and consultants - includes related records such as disclosure forms, change orders and term amendments.) Lease, agreement, report, performance bond, correspondence, insurance, etc. relating to negotiation, administration, renewal, or termination of contracts. (See also: other types of contracts in item 1025.2, 1025.3, 1025.4)</p>	Paper	GRS	Y	AE+5	-	AE+5	N	N	GC 34090 CA Opinion 1/3/90
1025.2	<p>Contracts, Leases, M.O.U.s and Agreements which could result in liability to the City in the future</p> <p>a.) Originals of contracts in which the contractor is a health care provider or health clinic that renders professional services.</p> <p>b.) Originals of contracts in which the contractor develops real property, or constructs or provides design consultation or construction management services for improvement to real property. (Includes related records such as disclosure forms, change orders and term amendments.)</p>	Paper	GRS	Y	PERM	-	PERM	N	Y	CA Opinion 1/3/90

Retention Codes	Department Codes
AA = After Audit	AUD = Auditor
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PERM = Permanent	SECY = Board or Commission Secretary
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	HHS = Health & Human Services
	LIBR = Library
	PLNG = Planning & Development
	RSB = Rent Stabilization Board
	ATTY = City Attorney
	CLK = City Clerk
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	IT = Information Technology
	PARK = Parks & Waterfront
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	BHA = Housing Authority
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Records Retention Schedule

DEPARTMENT		DIVISION		SECTION	
General Records Schedule		All Departments including Mayor/Council			
DEPARTMENT DIRECTOR		CITY ATTORNEY		CITY CLERK	
Not Applicable					

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Approvals (Signature and Date)

ITEM NO.	RECORD SERIES TITLE/SUBTITLE AND DESCRIPTION IF APPLICABLE	MEDIA CODE	DEPT OF RECORD	RECORD COPY	OFFICE	STORAGE	DESTROY	VITAL RECORD	HISTORIC RECORD	STATUTORY REFERENCE
1025.3	Contracts, Leases, M.O.U.s and Agreements with Funding Sources from County, State or Federal Government (*Originals of revenue agreements and subcontracts with Community Agencies - destroy 5 years after expiration of contract)	Paper	GRS	Y	AE+5*	-	AE+5*	N	Y	CA Opinion 1/3/90
1025.4	Contracts, Leases, M.O.U.s and Agreements for the sale or purchase of real property (*originals retain 5 years from date of sale or 5 years from fulfillment of conditions, if applicable; if conditions ongoing, retain permanently)	Paper	GRS	Y	AE+5*	-	AE+5*	N	Y	CA Opinion 1/3/90
1030	Correspondence and Internal Memoranda Policy and Program Development Records pertaining to the formulation, planning, modification, implementation, or redefinition of City policies, programs, services, or projects. Retention Note: *Review carefully; some records may merit permanent retention for historical reasons	Paper,	GRS	Y	US+5	-	US+5*	Y	Y	GC 34090(d)
1031	Correspondence and Internal Memoranda Administrative Documents pertaining to or arising from routine administration or operation of City policies, programs, services and projects (includes both incoming and outgoing documents).	Paper,	GRS	Y	CYE+2	-	CYE+2	Y	N	GC 34090(d)

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Records Retention Schedule

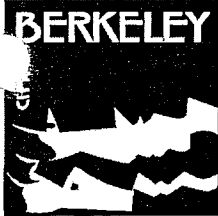
DEPARTMENT	DIVISION	SECTION
General Records Schedule	All Departments including Mayor/Council	
DEPARTMENT DIRECTOR	CITY ATTORNEY	CITY CLERK
Not Applicable		

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Approvals (Signature and Date)

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1032	Correspondence and Internal Memoranda Transitory Routine documents such as letters of transmittal, requests for publications, internal meeting notices, and similar records of a transitory nature.	Paper,	GRS	Y	AV	-	MAX=2	N	N	GC 34090
1033	Correspondence and Internal Memoranda Chronological Files (a.k.a. "Chron" or "Chrono" Files) Copies of correspondence and/or reports arranged in chronological order (by date issued) for quick reference.	Paper,	GRS	Y	AV	-	MAX=5	N	N	GC 34090
1034	Correspondence and Internal Memoranda Library Material Department Reference Library; Books, art, gifts, donations, exhibits, etc.	Paper	GRS	Y	AV	-	AV	N	N	GC 34090
1035	Correspondence and Internal Memoranda Desk Reference Files Copies of reports, clippings, articles, newsletters, research results, and correspondence kept for reference purposes only.	Paper	GRS	Y	AV	-	AV	N	N	GC 34090
1040	Financial Reports - Periodic Monthly, bimonthly, quarterly, or semi-annual financial reporting on accounts, funds, or projects of the city created either for internal use or submission to state agencies, except specific reports of similar types noted in this or other schedules.	Paper	GRS	N	FYE+2	-	FYE+2	N	N	GC 34090

Retention Codes	Department Codes
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Records Retention Schedule

DEPARTMENT	DIVISION	SECTION
General Records Schedule	All Departments including Mayor/Council	
DEPARTMENT DIRECTOR	CITY ATTORNEY	CITY CLERK
Not Applicable		

Approvals (Signature and Date)

ITEM NO.	RECORD SERIES TITLE/SUBTITLE AND DESCRIPTION IF APPLICABLE	MEDIA CODE	DEPT OF RECORD	RECORD COPY	OFFICE	STORAGE	DESTROY	VITAL RECORD	HISTORIC RECORD	STATUTORY REFERENCE
1045	Goals & Objectives Department Performance Measures, Goals and Objectives	Paper	GRS	Y	CYE+2	-	CYE+2	N	N	GC 34090
1050	Minutes (Staff) – Minutes of Internal Staff meetings.	Paper	GRS	Y	AV	-	MAX-2	N	N	GC 34090
1055	News Releases, Newsletters and Press Releases Retention Note: *Review carefully; some records may merit permanent retention for historical reasons.	Paper	GRS	N	CYE+2	-	CYE+2	N	Y*	GC 34090
1060	Organizational Charts (See Bi-Annual Budget for Official Organization Charts)	Paper	GRS	N	US	-	US	N	N	
1065	Photographs, Recordings and Non-textual Media Photographs, scrapbooks, slides, sound recordings, videotapes, posters and other non-textual media that document the history and activities of the City or any of its departments, programs, or projects except such records noted elsewhere in this or other schedules. *Retention Note: Most media of this type must be retained for historical reasons, but latitude is allowed record-keepers in determining to what extent an item documents the history and activities of the City. If it is determined that it does not, it need be kept only as long as administratively valuable.	Photo, Audio, Video	GRS	Y	PERM*	-	PERM*	N	*Y	

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Records Retention Schedule

DEPARTMENT	DIVISION	SECTION
General Records Schedule	All Departments including Mayor/Council	
DEPARTMENT DIRECTOR	CITY ATTORNEY	CITY CLERK
Not Applicable		

ment Program

04

Approvals (Signature and Date)

ITEM NO.	RECORD SERIES TITLE/SUBTITLE AND DESCRIPTION IF APPLICABLE	MEDIA CODE	DEPT OF RECORD	RECORD COPY	OFFICE	STORAGE	DESTROY	VITAL RECORD	HISTORIC RECORD	STATUTORY REFERENCE
1070	Policy and Procedure Documentation Executive orders, directives, manuals, and similar documents that establish and define the policies, procedures, rules and regulations governing the operations or activities of the City as a whole or any of its departments, programs, services, or projects. * Retention Note: One copy retained permanently by issuing department for historical reference.	Paper,	GRS	N	US+5*	-	US+5*	N	Y	
1075	Publications – Promotional and Marketing Materials Pamphlets, reports, studies, proposals, and similar material printed by or for the City or any department, division, or program and distributed, or intended for distribution on request to City staff or to the public Retention Note: Retain one (1) copy permanently for historical reference.*	Paper	GRS	Y	CYE+7	-	CYE+7	N	Y*	
1080	Purchasing Records – Departmental Requisitions	Paper	GRS	N	FYE+2	-	FYE+2	N	N	GC 34090
1081	Purchasing Records – Purchase Orders	Paper	GRS	N	FYE+2	-	FYE+2	N	N	GC 34090
1082	Purchasing Records – Requests for Encumbrance (FN-024)	Paper	GRS	N	FYE+2	-	FYE+2	N	N	GC 34090
1083	Purchasing Records – Warehouse Requisitions	Paper	GRS	N	FYE+2	-	FYE+2	N	N	GC 34090

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Records Retention Schedule

DEPARTMENT	DIVISION	SECTION
General Records Schedule	All Departments including Mayor/Council	
DEPARTMENT DIRECTOR	CITY ATTORNEY	CITY CLERK
Not Applicable		

Approvals (Signature and Date)

ITEM NO.	RECORD SERIES TITLE/SUBTITLE AND DESCRIPTION IF APPLICABLE	MEDIA CODE	DEPT OF RECORD	RECORD COPY	OFFICE	STORAGE	DESTROY	VITAL RECORD	HISTORIC RECORD	STATUTORY REFERENCE
1085	Reports and Studies (Non-Fiscal) - Annual Reports Reports, performance audits, or planning studies submitted to the Council, City Manager, Mayor, or State Agency, on the performance of a department, program, or project, or for planning purposes. Includes those prepared by consultants under contract with the City.	Paper	GRS	Y	PERM	-	PERM	N	Y*	Dept. Policy
1086	Reports and Studies (Non-Fiscal) Reports or studies prepared by order or request of a governing body (as reflected in its minutes), or ordered or requested by a federal or state agency or court.	Paper	GRS	Y	PERM	-	PERM	N	Y*	Dept. Policy
1087	Reports and Studies (Non-Fiscal) Special reports or studies prepared by order or request of the City Manager.	Paper	GRS	Y	5	-	5	N	N	Dept. Policy
1088	Reports and Studies (Non-Fiscal) Routine Monthly, bimonthly, quarterly or semi-annual reports	Paper	GRS	Y	CYE+2	-	CYE+2	N	N	GC 34090
1089	Reports and Studies (Non-Fiscal) - Performance Measures Activity Reports compiled on a periodic basis pertaining to workload measures, time studies, number of public contacts, etc., except specific reports of similar types noted in this or other schedules.	Paper	GRS	Y	CYE+5	-	CYE+5	N	N	GC 34090

Retention Codes		Department Codes	
AA = After Audit	ACT = Active	AUD = Auditor	BDGT = Budget
AE = After Expiration	AS = After Settlement	CIP = Capital Improvements	CM = City Manager
AT = After Termination	AV = Administrative Value	FIRE = Fire & EMS	HHS = Health & Human Services
CL = Close/Completion	CYE = Current Year End	HRD = Human Resources	LIBR = Library
EL = Election	FYE = Fiscal Year End	OED = Economic Development	PLNG = Planning & Development
MAX = Maximum	Number = Number of Years	PRC = Police Review Commission	RSB = Rent Stabilization Board
PERM = Permanent	US = Until Superseded	SECY = Board or Commission Secretary	
		ATTY = City Attorney	BHA = Housing Authority
		CLK = City Clerk	FIN = Finance
		GRS = Common to All Depts.	HOUS = Housing
		IT = Information Technology	MYR = Mayor & Council
		PARK = Parks & Waterfront	POL = Police
		PWKS = Public Works	TRN = Transportation



Records Retention Schedule

DEPARTMENT	DIVISION	SECTION
General Records Schedule	All Departments including Mayor/Council	
DEPARTMENT DIRECTOR	CITY ATTORNEY	CITY CLERK
Not Applicable		

ment Program

04

Approvals (Signature and Date)

ITEM NO.	RECORD SERIES TITLE/SUBTITLE AND DESCRIPTION IF APPLICABLE	MEDIA CODE	DEPT OF RECORD	RECORD COPY	OFFICE	STORAGE	DESTROY	VITAL RECORD	HISTORIC RECORD	STATUTORY REFERENCE
1090	<p>Software Programs Automated software applications and operating system files; including job control language, program listings, source code, procedure manuals, etc. Retain until software has been superseded and all electronic records are transferred to, and are usable in, new software environment, or until there are no electronic records are being retained to meet an approved retention period that requires the original software for access.</p> <p>RETENTION NOTE: If retention of electronic records is extended to meet the requirements of an audit, litigation, open records action, etc. any software program required to retrieve and read the records must be retained for the same period.</p>	Paper,	GRS	Y	US*	-	US*	Y	Y	
1091	Travel Records	Paper,	GRS	N	CYE+2	-	CYE+2	N	N	GC 34090
2000	BOARDS & COMMISSIONS									
2010	Agendas - Boards & Commissions Published Meeting Agendas and/or Notices	Paper,	SECY	Y	CYE+3	5	CYE+8	N	N	GC 34090

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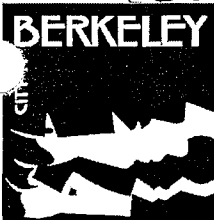
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Records Retention Schedule

DEPARTMENT	DIVISION	SECTION
General Records Schedule	All Departments including Mayor/Council	
DEPARTMENT DIRECTOR	CITY ATTORNEY	CITY CLERK
Not Applicable		

ment Program

04

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2011	Agendas - Boards & Commissions Agenda Packets and Supporting Documentation Retain one copy of each document submitted to a meeting of a governing body for consideration, approval, or action; if such action is reflected in minutes of the meeting. (*Unless specified otherwise on an individual department schedule.)	Paper	SECY	Y	CYE+3*	5*	CYE+8*	N	N	GC 34090
2020	Minutes - Boards and Commissions Official Written Minutes	Paper	SECY	Y	PERM	-	PERM	N	Y	
2021	Minutes - Boards and Commissions Audio and/or Video Tapes of meetings for which written minutes are not prepared	Audio / Video Tapes	SECY	Y	PERM	-	PERM	N	Y	
2022	Minutes - Boards and Commissions Audio and/or Video Tapes of meetings for which written minutes are prepared. *Recycle tapes 90 days after minutes are approved unless maintained for public reference.	Audio / Video Tapes	SECY	Y	90 days*	-	2	N	N	GC 34090
2025	Commissioner Attendance Records	Paper	SECY	Y	10	-	10	N	Y	GC 34090
3000	GRANTS									
3010	Grant Development and Administrative Records Successful grant applications and proposals, and any documentation that modifies the terms of a grant.	Paper	GRS	Y	CL+5	-	CL+5+	N	N	GC 34090.
3011	Grant Development and Administrative Records Financial, performance, and compliance reports submitted to grantor or sub-grantor agencies.	Paper	GRS	Y	CL+5	-	CL+5	N	N	GC 34090.

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Records Retention Schedule

DEPARTMENT		DIVISION		SECTION	
General Records Schedule		All Departments including Mayor/Council			
DEPARTMENT DIRECTOR		CITY ATTORNEY		CITY CLERK	
Not Applicable					

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Approvals (Signature and Date)

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3012	Grant Development and Administrative Records Reports, planning memoranda, studies, correspondence, and similar records created for and used in the development of successful grant proposals.	Paper	GRS	Y	CL+5	-	CL+5	N	N	GC 34090.
3013	Grant Development and Administrative Records Records relating to unsuccessful grant proposals.	Paper	GRS	Y	CYE+2	-	CYE+2	N	N	GC 34090.
4000	Personnel & Payroll									
4010	Application for Leave of Absence - Leave Requests	Paper	GRS	N	CYE+2	-	CYE+2	N	N	GC 34090
4020	Employee Time Sheets / Cards - Department Copies (Retain for audit & FEMA Reports)	Paper	GRS	N	2	AA+6	AA+6	Y	Y	GC 34090; 29CFR516.2; IRS Reg. 31.6001-1(e)(z); R&T 19530; LC-1174(d)
4030	Employee Personnel Files (Department copy of Personnel documents, including performance evaluations and goals. HRD retains official record copy of all personnel records.)	Paper	GRS	N	AT	-	AT	N	N	GC 34090; GC 06250
4040	Employee Security Records - Identification and Access Records created to control and monitor the issuance of keys, ID cards, passes, or similar instruments of identification and access to controlled spaces.	Paper	GRS	Y	AE+2	-	AE+2	N	N	GC 34090
4050	Employee Security Records - Parking Records relating to issuance of parking permits.	Paper	GRS	Y	US	-	US	N	N	GC 34090

Retention Codes

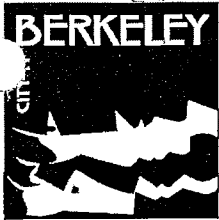
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Records Retention Schedule

DEPARTMENT	DIVISION	SECTION
General Records Schedule	All Departments including Mayor/Council	
DEPARTMENT DIRECTOR	CITY ATTORNEY	CITY CLERK
<i>Not Applicable</i>		

Approvals (Signature and Date)

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4060	Payroll Reports and Related Records	Paper	GRS	N	CYE+2	-	CYE+2	N	N	GC 34090

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BERKELEY PUBLIC LIBRARY

CONSENT CALENDAR

July 8, 2009

To: Board of Library Trustees

From: Donna Corbeil, Director of Library Services

Subject: RECOMMENDATION TO REQUEST THE CITY MANAGER PETITION THE PERSONNEL BOARD TO CHANGE THE REPRESENTATION UNITS FOR LIBRARY SERVICES MANAGER, CIRCULATION SERVICES MANAGER, AND LIBRARY INFORMATION SYSTEMS ADMINISTRATOR FROM PROFESSIONAL (P1) TO MANAGEMENT (M)

RECOMMENDATION

Adopt a resolution requesting the City Manager, on behalf of the Library Director, petition the Personnel Board and recommend that it revise the unit designation for the Library classifications of Library Services Manager, Circulation Services Manager and Library Information Systems Administrator from Unit P-1 (Professional) to unit M (Management), to reflect the management level roles they fulfill within the library.

FISCAL IMPACTS OF RECOMMENDATION

There would be no fiscal impact of this recommendation to the Library.

BACKGROUND

City of Berkeley Resolution No. 43,397 – Rules and Regulations for Administering Employer-Employee Relations, provides the authority for establishing representation units and assigning classifications to those units. Public Employees Union Local One represents professional and management classifications in the Library and City, in accordance with the provisions in the Memorandum of Understanding. There are four representation units within Local One in which classifications are placed under the authority of the Personnel Board:

- M – Management
- M1 – Management (Berkeley Housing Authority)
- P1 – Professional
- P2 – Engineering Paraprofessional

A representation unit consists of a group of job classifications represented by a single labor organization, which are designated by the Personnel Board. When assigning classifications to representation units, staff consider the history of the classifications performing the duties, level and scope of supervision received and exercised, degree of similar qualifications of related classifications, training and skills required to perform the duties of the job, and the job functions. These elements make up what is known as a community of interest, and representation units



contain classifications with those similarities. In accordance with the Employer-Employee Relations Resolution, the City Manager, for reasons related to substantial changes in City functions, organizational structure or job classifications may recommend the Personnel Board modify a representation unit between September 1 and October 31.

The Library Services Manager and Circulation Services Manager classifications have been in Unit P1 (Professional) for many years. At the time, Library classifications represented by Local One were placed in the professional unit as the field of Library Science is considered a professional rather than managerial occupation. The Library Information Systems Administrator (formerly Network Administrator) was exempt from career service until 2007, when it was converted to regular benefit career status and assigned to Unit P1 since that unit contained other Library positions and a similar classification in the Information Technology Department. According to the Meyers-Milias-Brown Act's definition of Professional employee, sec 3705.3, professional employees means employees engaged in work requiring specialized knowledge and skills attained through completion of a recognized course of instruction, including, but not limited to, attorneys, physicians, registered nurses, engineers, architects, teachers, and the various types of physical, chemical, and biological scientists. In contrast a Manager is often defined as the person responsible for planning, directing and monitoring the work of a group of individuals, and directing the work or program of a division/department. A manager typically has the authority to hire, fire or promote employees. A manager collects information about the organization, priorities or elements impacting the department/division or work, and communicates programmatic information to staff.

According to the provisions of the Public Employees Union Local One Memorandum of Understanding, all present and future employees in representation Units P-1 and P-2 are required as a condition of continuing employment, to become and remain members of the union and shall pay Union dues by payroll deduction. All employees in the Management (M) Units can volunteer to become members and pay dues. In accordance with the Meyers-Milias-Brown Act, management employees are not required to join a union or pay an agency shop fee.

CURRENT SITUATION

The Library currently has three (3) Library Services Managers, one (1) Circulation Services Manager and one (1) Library Information Systems Administrator (formerly Network Administrator) all assigned to representation Unit P-1. Since establishment, these classifications have seen revisions including changes to class titles, specifications and salary schedules.

The Library Information Systems Administrator, responsible for all Information Technology related activities and services within the Berkeley Public Library, was established to replace the Network Administrator in October of 2007. The class title and job specification were modified to more accurately reflect the work that was required of the position. In addition to minor changes this revision dictated that the classification was now responsible for directing and evaluating the work of both administrative support and professional staff, and budget development for the Library's Information Technology division.

The Circulation Services Manager position oversees system-wide circulation activities and the General Services division and plans, assigns and evaluates the work of support and supervisory staff. The job specification and salary schedule for the Circulation Services Manager was revised in January of 2009 to better reflect the broad scope of duties covered by this classification. The added responsibilities of budget development, contract generation and oversight of third party security staff were included in the class revision.



The Library Services Manager is considered division head accountable for major system wide programs, services and operations in either the central library or over branch libraries. Incumbents are responsible for planning, budgeting, operations and personnel management over such areas as Technical Services, Collection Development, Children's, Teen, and Branch Services. The Library Service Manager plans, assigns and evaluates the work of both professional, support, and supervisory staff in these areas. Library Services Managers have seen their assignments broaden as the Library's organizational structure has changed with the recent fusion of Teen with Children's Services and Collection Development with Technical Services. The Library Services Manager classification is now responsible for overseeing multiple library divisions.

The Library Information Systems Administrator, Circulation Services Manager and Library Services Manager report to either the Director or Deputy Director of Library Services and have assumed the role of management team member under the Library's current Administration. Each of these positions assigns and evaluates the work of multiple direct reports, collects information about the organization, priorities or elements impacting the department/division or work, and communicates programmatic information to staff, and is responsible for the direction and development or preparation of their divisions' budgets.

These classifications have been in Unit P1 (Professional) and I am recommending placing them in Unit M (Management) because they function as managerial classifications by exercising a considerable amount of discretion and judgment in planning and directing their divisions, and in administering policy. Since only the City Manager or Union may petition the Personnel Board to change the representation unit, the Board of Library Trustees must request the City Manager to petition to modify the bargaining units of these classifications. This request will be sent to the Director of Human Resources for consideration at the September 8, 2009 Personnel Board meeting.

RATIONALE FOR RECOMMENDATION

If the Personnel Board approves the recommended changes to representation unit for the Library Services Manager, Circulation Services Supervisor and Library Information Systems Administrator, these classifications would be reassigned to representation unit M (management). This clearly appears to me a more appropriate representation unit considering the current range of managerial responsibilities assigned to these classifications comparable to other managerial classifications within the City.

ALTERNATIVE ACTIONS CONSIDERED

No alternative action was considered.

FUTURE ACTION

Attachments:

1. Resolution
2. Employer-Employee Relations Resolution
3. Meyers-Milias-Brown Act, Govt Code 3502.5.d
4. Library Services Manager Job Description
5. Circulation Services Manager Job Description
6. Library Information Systems Administrator Job Description



**BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

Attachment 1

RESOLUTION NO.:09-63

REQUEST THE CITY MANAGER PETITION THE PERSONNEL BOARD TO MODIFY THE REPRESENTATION UNITS FOR LIBRARY SERVICES MANAGER, INFORMATION SYSTEMS ADMINISTRATOR AND CIRCULATION SERVICES MANAGER, CLASSIFICATIONS REPRESENTED BY LOCAL ONE, FROM REPRESENTATION UNIT P-1 TO UNIT M (MANAGEMENT)

WHEREAS, the Library Service Manager, Circulation Services Manager and Library Information Systems Administrator classifications, which are Unit P-1 Professional classifications, represented by Local One, unique to the Library; and

WHEREAS, Local One represents professional and management classifications in the library and city; and

WHEREAS, the City of Berkeley Resolution No. 43,397 vests the Personnel Board with the authority to establish representation units and assign classifications to those units; and

WHEREAS, In accordance with the Employer-Employee Relations Resolution, the City Manager, for reasons related to substantial changes in City functions, organizational structure or job classifications may petition the Personnel Board to modify a representation unit between September 1 and October 31; and

WHEREAS, the Library Service Manager, Circulation Services Manager and Library Information Systems Administration function as managerial classifications by exercising a considerable amount of discretion and judgment in planning, directing their divisions, administering policy, developing division budgets, assigning and evaluating the work of professional and support staff, operating as a member of the Library Director's management team; and

WHEREAS, in accordance with the Employer-Employee Relations Resolution only the City Manager or Union may petition the Personnel Board to change the representation units of the Library Service Manager, Circulation Services Manager and Library Information Systems Administrator so that it is reflective of their roles as managers in the Library's organizational structure; and

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Board of Library Trustees of the City of Berkeley that it requests the City Manager on behalf of the Library Director, petition the Personnel Board to modify the representation unit of the Library Service Manager, Circulation Service Manager and Library Information System Administrator from unit P-1 to Unit M.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on July 08, 2009:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Darryl Moore, Chairperson

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

for the specified representation unit.

Section 11. Modification of Designated Representation Unit;
Decertification; Certification of New Employee
Organization.

a. A petition for modification of a designated representation unit, decertification of a recognized employee organization or certification of a new employee organization may be filed with the Director of Personnel during the period from September 1 to October 31 in any year, provided that at the time of such filing one (1) year has elapsed from the date of certification of the recognized employee organization for the representation unit in question.

b. Such petition may be filed by

(1) The recognized employee organization as a disavowal of interest or for modification of the existing representation unit. In the event the petition requests an enlargement of the representation unit, the petition shall be accompanied by authorization cards signed by at least thirty percent (30%) of all employees in the new group proposed to be added; or

(2) Another employee organization, provided the petition is accompanied by authorization cards signed by at least thirty percent (30%) of all employees in the currently designated representation unit; or

(3) Any group of employees consisting of at least thirty percent (30%) of all employees in the representation unit; or

(4) The City Manager for reasons related to substantial changes in City functions, organizational structure, or job classifications.

Relevant section from Meyers-Milias-Brown Act

(c) An employee who is a member of a bona fide religion, body, or sect that has historically held conscientious objections to joining or financially supporting public employee organizations shall not be required to join or financially support a public employee organization as a condition of employment. The employee may be required, in lieu of periodic dues, initiation fees, or agency shop fees, to pay sums equal to the dues, initiation fees, or agency shop fees to a nonreligious, nonlabor charitable fund exempt from taxation under Section 501(c)(3) of the Internal Revenue Code, chosen by the employee from a list of at least three of these funds, designated in a memorandum of understanding between the public agency and the public employee organization, or if the memorandum of understanding fails to designate the funds, then to a fund of that type chosen by the employee. Proof of the payments shall be made on a monthly basis to the public agency as a condition of continued exemption from the requirement of financial support to the public employee organization.

(d) An agency shop provision in a memorandum of understanding that is in effect may be rescinded by a majority vote of all the employees in the unit covered by the memorandum of understanding, provided that: (1) a request for that type of vote is supported by a petition containing the signatures of at least 30 percent of the employees in the unit, (2) the vote is by secret ballot, and (3) the vote may be taken at any time during the term of the memorandum of understanding, but in no event shall there be more than one vote taken during that term. Notwithstanding the above, the public agency and the recognized employee organization may negotiate, and by mutual agreement provide for, an alternative procedure or procedures regarding a vote on an agency shop agreement. The procedures in this subdivision are also applicable to an agency shop agreement placed in effect pursuant to subdivision (b).

(e) An agency shop arrangement shall not apply to management employees.

LIBRARY SERVICES MANAGER

DEFINITION

Under administrative direction, administers specified system wide programs, services and activities of the library; ensures the effective operation of assigned functional services and programs; performs related work as assigned.

CLASS CHARACTERISTICS

The Manager of Library Services is considered a division head accountable for major system wide programs, services and operations in either the central library or over branch libraries. Incumbents are responsible for planning, budgeting, operations and personnel management over such areas as Technical Services, Art and Music, Reference, Young People's, and Branch Libraries. Incumbents participate in a variety of executive and managerial committees and are expected to handle difficult assignments, including program planning and implementation and special projects as assigned. This class is distinguished from Assistant Director of Library Services in that the latter has broader management responsibility for overall library operations and acts in the absence of the Director of Library Services.

Examples of Duties:

The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification, or is similar or closely related to another duty statement.

1. Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the division;
2. Directs the preparation and administration of the division's budget;
3. Plans, organizes, administers, reviews and evaluates the work of professional, technical and office support staff;
4. Plans for and provides in service staff training and professional development of assigned staff;
5. Interprets policies and procedures to assigned staff;
6. Makes recommendations for staff selection and disciplinary actions;

7. Participates on the Management Committee and makes recommendations on major issues affecting the library;
8. Maintains liaison with the Assistant Director to ensure close coordination of library programs;
9. Participates in the review and selection of library book and materials collections and is responsible for their maintenance, evaluation and organization;
10. Develops, recommends and implements administrative procedures;
11. Develops and reviews reports of findings, alternatives and recommendations;
12. Maintains records and prepares a variety of written material including staff reports, memoranda, and correspondence;
13. May represent the Library in meetings with other public agencies, community groups and the public;
14. Performs related work as assigned.

Knowledge and Abilities:

Note: The level and scope of the knowledges and skills listed below are related to job duties as defined under Class Characteristics.

Knowledge of:

1. Principles and practices of library program planning and implementation, systems development and library operational trends and practices;
2. Administrative principles and methods, including goal setting, program development and implementation, and budgetary supervision;
3. Principles and practices of effective employee supervision, including selection, training, work evaluation, and discipline.

Skill in:

1. Planning, organizing, administering, reviewing and evaluating the work of professional, technical and office support staff;
2. Coordinating assigned programs and services with other City

departments and outside agencies;

3. Establishing and maintaining effective working relationships with a variety of individuals, community groups and agency representatives;

4. Preparing clear and concise reports and other written material;

5. Representing the City effectively in meetings with others, including making effective oral presentations;

6. Analyzing complex problems, evaluating alternatives and making creative recommendations;

7. Exercising sound, independent judgment within established guidelines;

8. Working closely with other library management team members and staff to provide comprehensive services to library patrons and solve a broad range of service delivery, programmatic and administrative problems.

Minimum Qualifications:

A TYPICAL WAY OF GAINING THE KNOWLEDGE AND SKILLS OUTLINED ABOVE IS:

Equivalent to graduation from a college or university with a Master's degree in Library Science and five (5) years of experience in the supervision of library programs and services, including at least two (2) years of employee supervisory experience.

OTHER REQUIREMENTS

Circulation Services Manager

DEFINITION

Under administrative direction, administers the activities of the Circulation Service Section; ensures the effective operation of the assigned functional service and program; performs related work as assigned.

CLASS CHARACTERISTICS

This single position class is accountable for a wide range of circulation services and respective staff. The incumbent is responsible for planning, budgeting, operations and personnel management. Operations and services supervised include inter/intra library loans, shelving, over dues, and public desks providing check out return, registration and information services. In addition to supervisory responsibilities, the incumbent participates in a variety of executive and managerial committees and is expected to provide assistance in program planning and implementation in circulation related areas, and special project assignments. This class is distinguished from Deputy Director of Library Services in that the latter performs professional program development and management requiring library sciences training.

Examples of Duties:

The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification, or is similar or closely related to another duty statement.

1. Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the Circulation Services Section;
2. Directs the preparation and administration of the division's budget;
3. Plans, organizes, assigns, administers, reviews and evaluates the work of supervisory and office support staff;
4. Plans, organizes, assigns the work of the Library's security staff;
5. Assists in the preparation of vendor contracts and maintains relationships with vendors;
6. Plans for and provides in service staff training;

7. Interprets policies and procedures to assigned staff;
8. Makes recommendations for staff selection and disciplinary actions;
9. Participates on the Director's Executive Committee; maintains liaison with the Deputy Director to ensure close coordination of programs and services; develops, revises and implements administrative procedures for assigned areas of responsibility;
10. Directs or personally performs analytical studies; develops and reviews reports of findings, alternatives and recommendations;
11. Maintains records and prepares a variety of written material including staff reports, memoranda, and correspondence;
12. Provides system-wide technical assistance for Circulation-related activities;
13. May represent the Library in meetings with other public agencies, community groups and the public;
14. Performs related work as assigned.

Knowledge and Abilities:

Note: The level and scope of the knowledges and skills listed below are related to job duties as defined under Class Characteristics.

Knowledge of:

1. Principles and practices of library program planning and implementation, systems development and library operational trends and practices;
2. Administrative principles and methods, including budgeting, goals and objectives development, work planning and organization;
3. Principles and practices of effective employee supervision, including selection, training, work evaluation, and discipline;
4. Library circulation program planning and implementation, systems development, and library operational trends and practices.

Ability to:

1. Plan, organize, administer, review and evaluate the work of

supervisory, technical and administrative support staff;

2. Coordinate assigned programs and services with other City departments and outside agencies;
3. Establish and maintain effective working relationships with a variety of individuals, community groups and agency representatives;
4. Prepare clear and concise reports and other written material;
5. Represent the City effectively in meetings with others, including making effective oral presentations;
6. Analyze complex problems, evaluating alternatives and making creative recommendations;
7. Exercise sound, independent judgment within established guidelines; work closely with other library management team members and staff to provide comprehensive services to library patrons and solve a broad range of service delivery, programmatic and administrative problems.

Minimum Qualifications:

A TYPICAL WAY OF GAINING THE REQUIRED KNOWLEDGE AND ABILITIES IS:

Equivalent to graduation from high school and five (5) years of experience in library technical programs, and circulation, including two (2) years of supervising experience at the level of the Central Library Circulation Supervisor. Coursework in public administration, business administration or a closely related field is desirable.

Classification History:

Circulation Services Manager

Classification Code: 1469

Classification Established: 12/1988

Classification Revised: 1/2009

FLSA Status: Exempt

Administrative Leave/Overtime: Administrative Leave

Representation Unit : P-1

Probationary Period: 1 Year

Workers' Compensation Code: 8810

Library Information Systems Administrator

DEFINITION

Under general direction, plans, organizes, directs, evaluates and personally performs a wide-range of activities associated with the operation of the Library's Information Technology (IT) program; and performs related work as assigned.

CLASS CHARACTERISTICS

This single position class is responsible for all IT related activities and services within the Berkeley Public Library, including the configuration, administration and troubleshooting of network infrastructure and software, the On-line Public Access Catalog database and the website, and telecommunications; establishes IT related procedures, standards and protocol; external grant and related resource development; directs and evaluates the activities of professional, technical, or support staff; develops the IT budget; preparation and presentation of IT-related matters to the Board of Library Trustees; and facilitates and serves as lead staff on a variety of IT, Web and Technology governance committees. It is distinguished from the lower-level Senior Information Systems Specialist and Applications Programmer Analyst classes by the breadth of its responsibilities and activities related to the Library's entire IT function. It is further distinguished from the higher-level Supervising Systems Analyst in the City's central IT Department in that the latter is responsible for complex citywide systems and networks and the larger number of subordinate staff required administering these functions.

Examples of Duties:

The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification, or is similar or closely related to another duty statement.

The following list of duties is intended only to describe the various types of work that may be performed, the level of technical complexity of the assignment(s) and is not intended to be an all- inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification, is similar or closely related to another duty statement.

Surveys and analyzes major existing or proposed systems in complex computer network areas; confers with departments to determine system

requirements, functions, procedures, desired results and problem definition;

Conducts feasibility studies and prepares reports of time estimates, personnel requirements, and progress reports on assigned projects; reduces design projects into component analysis tasks and prepares final systems design, specification and documentation;

Prepares and/or modifies complex and extensive computer networks; directs and assists in the testing and debugging of systems; ensures that documentation is complete prior to releasing for operation; personally performs the more difficult aspects of the work;

Selects, directs, assigns and evaluates professional and administrative support staff; plans for and provides in-service staff training; makes recommendations for appointments, promotions, and disciplinary actions;

Coordinates, delegates and follows up on the work of assigned staff to ensure completion; sets work priorities, coordinates and schedules assignments and establishes goals and objectives;

Provides technical guidance; plans, directs and reviews the work of staff members of assigned projects; reviews and evaluates programs, procedures, and forms for uniformity and consistency of format;

Coordinates programming work with City personnel regarding software, machine requirements, and systems related matters;

Monitors changes and developments of the computer network and systems field by attending seminars, conferences and lectures, and by reviewing professional literature; evaluates their application to City activities and recommends implementation;

May coordinate project development and implementation activities with system consultants and contract personnel;

Assists in training subordinate staff members and user personnel; and

Performs related duties as assigned.

Knowledge and Abilities:

Note: The level and scope of the knowledge, skills and abilities listed below are related to job duties as defined under Class Characteristics.

Knowledge of:

Local area and wireless network design and installation, systems analysis principles and techniques;

Computer programming principles, techniques and architecture; procedures for administrative and business applications;

Standard database, word processing, spreadsheet, utilities and similar desktop computer software;

The operation, functions, capabilities and requirements of desktop computer hardware;

Computer troubleshooting principles and practices;

Standard operating systems for servers and desktop computers;

Project planning, prioritizing and scheduling techniques; and

Basic supervisory principles and practices.

Skill in and ability to:

Analyze complex manual procedures and data, and draw logical conclusions in developing new systems and procedures for on-line business data processing applications;

Prepare complete and concise network and personal computer system specifications and documentation;

Investigate proposals for new systems or modifications, and prepare feasibility reports and time and labor estimates; coordinate and control the development and implementation of major system design or modification projects;

Troubleshoot hardware and software problems; make or direct modifications and repairs;

Think logically in symbolic terms and interpret graphic representations of physical processes;

Prepare clear and concise reports;

Plan, organize, assign, direct, review, and evaluate the work of assigned staff;

Establish and maintain effective relationships with those encountered

during the course of work; and

Explain information technology systems and processes to non-technical users.

Minimum Qualifications:

A TYPICAL WAY OF GAINING THE KNOWLEDGE AND SKILLS OUTLINED ABOVE IS: Possession of a Bachelor's degree in information technology, computer science, electrical engineering or a closely related field, and three years of complex network administration, IT systems analysis, or applications programming experience.

OTHER REQUIREMENTS

Must be able to travel to various locations within and outside the City of Berkeley to meet the program needs and to fulfill the job responsibilities. When driving on City business, the incumbent is required to maintain a valid California driver's license and satisfactory driving record.

Classification History:

10/07 - Replacement class for Library Network Administrator (1465)



BERKELEY PUBLIC LIBRARY

INFORMATION CALENDAR

July 8, 2009

TO: Board of Library Trustees

FROM: Donna Corbeil, Director of Library Services

SUBJECT: JULY 2009 MONTHLY BRANCH RENOVATION PROJECT REPORT FROM LIBRARY DIRECTOR

INTRODUCTION

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

FISCAL IMPACT

This report will have no fiscal impacts.

SUMMARY OF WORK

Project Management

We have begun weekly project meetings with Kitchell. These are an opportunity to discuss both specific project issues and the overall branch improvement program. Kickoff meetings with the respective South and North design teams occurred.

Architectural Services

The RFPs for the Claremont and West branches closed on June 23, 2009, we had a good response from the design community. Following the vetting and ranking of the proposals the board will hold interviews and make a final ranking. Also on the 23rd the City Council approved on consent the board recommended contracts with Field Paoli Architects (South Branch) and with Architectural Resources Group (North Branch).

Consultants

The interviews for the technology consulting services will occur this summer; the contract will be brought to the board following negotiations. The library technology consultant will assess existing and anticipate future building technological needs and determine their implications affecting the structure, space, and operation of each building.

Continuity of Services

See Attachment.

WORK ANTICIPATED

Short-term

In the next 60 days: complete contract negotiations with the design firms for West and Claremont; bring to BOLT for approval; City Council approval; then issue notice to proceed. Schedule community meetings for the North and South Branch projects to be held at the respective branch with the architects in attendance.

In the 30 days, with the assistance of Kitchell the Library will issue RFPs for specialty services in the areas of geotechnical investigations and topographic surveys, to be called upon as needed during the design process.

KEY PROJECT ISSUES

None at this time.

REPORTING

Beginning in September, Kitchell will prepare a quarterly report for the Board and Council on the status of the branch improvement program, including updates to the schedule and a budget report.

ATTACHMENTS

Attachment 1: Discussion of Plan for Continuity of Service during Temporary Closures

Discussion of Plan for Continuity of Service during Temporary Closures

Beginning February 2009, the monthly branch library improvement program status reports have included mention of staff research into service options for the periods of temporary closures due to the renovation of the four branches.

ISSUES

In discussions over these last few months the board and staff have identified those issues and assumptions most directly related to planning neighborhood services during temporary closures.

1. Priority to renovate the branches within the period and budget allocated.
2. The scope of work outlined in the Branch Library Master Facility Plan will guide the extent of expansion, renovation and possible replacement.
3. Escalation of the timeline will result in greater cost savings due to the current economic climate and reduce future escalation costs.
4. Escalating the timeline will result in increased overlap of branch closures. Geographic location and neighborhoods served by each branch will be factors in verifying the current project schedule.
5. An effective Communication Plan is developed and implemented to ensure the community is kept informed of service options and timelines through various methods.
6. Services to school age patrons, young children and those less mobile must be part of any plan.
7. Current program budget does not include any costs not directly related to design and construction; modification of project budgets may be required to incorporate additional components.
8. Maintenance of unique city-wide programs during closure, Berkeley Reads and Tool Lending Library, is desired.
9. Reduce actual closure times; consider phasing work in order to keep a portion of the branch open in section of the building not under construction.

SERVICE PLANNING

In developing temporary service plans, other libraries with similar multi-branch programs have considered various options before coming to consensus on what works best for that community and those neighborhoods. Even within the same city there may be different preferences depending on the - who, what, where and when - of library use; the building program schedule and scope; and the resources available. These service related decisions may affect the overall bond program budget or library operational budget; therefore, the earlier decisions are made the better and more stable the respective budgets will stay. If funds are shifted from current allocations to new categories or between categories those monies ideally would be identified as soon as possible to facilitate adequate planning time. Expense examples not included in the current allocation of bond funds are moving collections / equipment out of and then back in to the branches as well as storage of those materials during the closure of each branch.

OPTIONS EXPLORED OR CONSIDERED BY OTHER LIBRARIES

- Bookmobile / mobile services
- Alternate site (storefront, trailer, free spaces)

- Courtesy Shuttle / bus passes
- Community partnerships (recreation centers, churches, YMCA, Senior Centers, local businesses, daycares, etc) as locations to host library programs / events
- Parking Validation (downtown)
- Additional book returns (Off-site or more at open locations)
- Extended hours at open locations
- Automated machines: dispense/holds/media/returns
- Books by mail and / or holds by mail
- Promotional materials that include nearby library locations, directions and hours of service

Most of the options listed have costs associated with them, some more than others.

RECOMMENDATIONS

For general branch services during closure we recommend a plan that does not include alternate / interim spaces or the purchase of a bookmobile because of the capital outlay involved except for the Tool Lending Library and the Berkeley Reads literacy program.

Staff is exploring how we could relocate special collections and / or high demand items (such as movies and audio books) to open facilities to keep them available for circulation.

As part of the communication plan to promote open branches, information will be provided on the availability of transportation, for example bus lines, walk-able and/or bike-able routes. Given that all of the branches are less than two-miles from the Central Library and less so in some cases, such as South which is one-mile from Central, the impact of short-term closures may be more manageable for residents than earlier anticipated (see: **Driving Distances Between Berkeley Public Library Branches**).

PROGRAMMING

Service to the community will focus on providing programming for children and students, assuming most adults have a greater degree of mobility and can travel to alternative branches. To this end, staff will pursue partnerships with neighborhood non-profits, schools and others already serving this population as well as consider other creative approaches. Staff will explore alternate spaces to provide pre-school storytimes, lapsits and toddler times for families and childcare providers and venues for adult programs such as book clubs and author events.

Due to the current fiscal situation, staff recommends service hours at open facilities not be extended to mitigate the closure of branches during FY 2010/2011 budget cycle, with the caveat that this be reconsidered if the libraries operating budget becomes more stable.

RESPONSE TO SURVEY FINDINGS

Patrons were asked to help staff plan for library services during branch closures by completing a short survey asking them to identify their *home* branch where they plan to retrieve their holds, browse for materials, and meet their information needs when their *home* branch is closed for renovation; additionally, they were asked how they would like to receive information from the library about the branch improvement projects. The survey was conducted between June 1 and June 30, 2009 with paper copies distributed and collected at all branches and access available electronically via the library's website.

Survey results indicate that the majority of participants identified North Branch as their home branch library; regardless of home branch, the majority of patrons will pick up their holds at the Central library as well as use Central for their browsing and information needs; and, the majority indicated their preferred means of receiving updates about the branch renovation projects is through email (see: **Branch Renovation Program Survey: Holds and Service** results).

As a result, the Library can better plan for increases in patronage and better predict where to deploy staff of closed branches to be of best assistance. Additionally, the information collected will assist branch supervisors to better prepare for closures by planning for the increased patronage and by making space to accommodate additional reserve materials, where necessary.

TOOL LENDING LIBRARY AND BERKELEY READS ALTERNATE LOCATIONS

The Library is exploring options related to a temporary facility for the Tool Library during the closure for construction of the South Branch site and storage space to hold books removed from the affected Branches and furniture being refinished or held for future use. The range of costs for the current inventory of locations and estimated tenant improvements vary, but spaces are certainly available in the general vicinity of the current operation. As these closures are still away off, the information constitutes an early exploratory scan of the current opportunities.

Sites are being explored by Berkeley Reads library staff for the continuation of literacy services to the west Berkeley community during the West Branch closure for renovations. Staff is working with current literacy community partners looking into possible service spaces for student tutoring, new client intake and the family literacy program. Berkeley Reads will continue their presence at the Central library as well as have satellite locations at some of the open or re-opened renovated Berkeley Public Library branches.

COMMUNICATION PLAN

At a future meeting adopt and implement a comprehensive communication plan to promote and increase awareness about the branch improvement program, providing project stakeholders and the branch communities at-large with timely information and progress updates. The plan will include identified communication opportunities, methods, timeframes and audiences as well as serve as a public relations guide for promotional materials.

Driving Distances Between Berkeley Public Library Branches


	From Central to	From Claremont to	From North to	From South to	From West to
Central		1.9	1.6	1.0	1.9
Claremont	1.9		3.2	1.1	3.1
North	1.5	3.4		2.1	2.7
South	1.0	1.3	2.1		2.3
West	1.5	3.3	2.0	2.0	

Note: Distances were calculated using Google Maps suggested routes. Sometimes the reverse direction uses a different route and results in a different distance.

Branch Renovation Program Survey: Holds and Service Results

CLAREMONT BRANCH is Home Branch

BPL Branch Renovation Project - June 2009

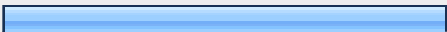


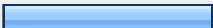




1. Please identify your home branch library. Please select one branch.			
		Response Percent	Response Count
Central		0.0%	0
Claremont		100.0%	22
North		0.0%	0
South		0.0%	0
West		0.0%	0
	<i>answered question</i>		22
	<i>skipped question</i>		0

2. Where will you pick up your reserves when your home branch is closed for renovation? Please mark all branches you will visit to pick up your holds.						
	Central	Claremont	North	South	West	Response Count
North Branch Closed	33.3% (1)	66.7% (2)	0.0% (0)	0.0% (0)	33.3% (1)	3
South Branch Closed	50.0% (1)	100.0% (2)	0.0% (0)	0.0% (0)	0.0% (0)	2
West Branch Closed	50.0% (1)	50.0% (1)	0.0% (0)	50.0% (1)	0.0% (0)	2
Claremont Branch Closed	63.6% (14)	0.0% (0)	18.2% (4)	40.9% (9)	9.1% (2)	22
	<i>answered question</i>					22
	<i>skipped question</i>					0

Branch Renovation Program Survey: Holds and Service Results

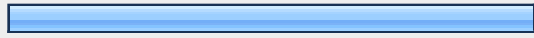



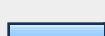
CLAREMONT BRANCH is Home Branch

3. Which libraries will you use for your browsing and information needs when your BPL home branch is closed for renovation? Mark all that apply.

		Response Percent	Response Count
Central		68.2%	15
Claremont		9.1%	2
North		27.3%	6
South		31.8%	7
West		9.1%	2
Albany		9.1%	2
Kensington		0.0%	0
Rockridge		36.4%	8
Golden Gate		0.0%	0
Temescal		13.6%	3
		<i>answered question</i>	22
		<i>skipped question</i>	0

Branch Renovation Program Survey: Holds and Service Results

CLAREMONT BRANCH is Home Branch

4. How would you like to receive updates about the branch renovation project from the Library?			Response Percent	Response Count
e-Mail			81.0%	17
Flyers			4.8%	1
Library Newsletter			4.8%	1
Library Website			28.6%	6
Branch Project Site Information Board			14.3%	3
Other (please specify)				1
			answered question	21
			skipped question	1

5. If you would like to receive updates about the branch renovation project via email, please provide your email address in the space below.			Response Count
			14
			answered question
			14
			skipped question
			8

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Branch Renovation Program Survey: Holds and Service Results

NORTH BRANCH is Home Branch

BPL Branch Renovation Project - June 2009

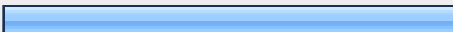
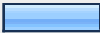

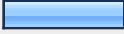
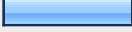





1. Please identify your home branch library. Please select one branch.			
		Response Percent	Response Count
Central	<input type="checkbox"/>	5.1%	11
Claremont	<input type="checkbox"/>	10.2%	22
North	<input checked="" type="checkbox"/>	53.0%	114
South	<input type="checkbox"/>	14.4%	31
West	<input type="checkbox"/>	17.2%	37
<i>answered question</i>			215
<i>skipped question</i>			3

2. Where will you pick up your reserves when your home branch is closed for renovation? Please mark all branches you will visit to pick up your holds.						
	Central	Claremont	North	South	West	Response Count
North Branch Closed	66.9% (87)	13.1% (17)	6.2% (8)	16.9% (22)	28.5% (37)	130
South Branch Closed	66.7% (42)	15.9% (10)	22.2% (14)	11.1% (7)	25.4% (16)	63
West Branch Closed	71.2% (42)	5.1% (3)	39.0% (23)	15.3% (9)	11.9% (7)	59
Claremont Branch Closed	62.1% (36)	3.4% (2)	29.3% (17)	29.3% (17)	5.2% (3)	58
<i>answered question</i>						200
<i>skipped question</i>						18

Branch Renovation Program Survey: Holds and Service Results




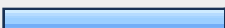

NORTH BRANCH is Home Branch

3. Which libraries will you use for your browsing and information needs when your BPL home branch is closed for renovation? Mark all that apply.

		Response Percent	Response Count
Central		69.3%	140
Claremont		14.4%	29
North		15.3%	31
South		18.3%	37
West		19.3%	39
Albany		37.6%	76
Kensington		6.9%	14
Rockridge		6.4%	13
Golden Gate		3.0%	6
Temescal		5.0%	10
		<i>answered question</i>	202
		<i>skipped question</i>	16

Branch Renovation Program Survey: Holds and Service Results

NORTH BRANCH is Home Branch

4. How would you like to receive updates about the branch renovation project from the Library?			Response Percent	Response Count
e-Mail			78.5%	157
Flyers			9.0%	18
Library Newsletter			8.0%	16
Library Website			34.0%	68
Branch Project Site Information Board			7.5%	15
Other (please specify)				5
			<i>answered question</i>	200
			<i>skipped question</i>	18


5. If you would like to receive updates about the branch renovation project via email, please provide your email address in the space below.			Response Count
			133
			<i>answered question</i>
			133
			<i>skipped question</i>
			85

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Branch Renovation Program Survey: Holds and Service Results

SOUTH BRANCH is Home Branch

BPL Branch Renovation Project - June 2009

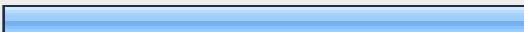
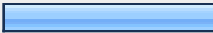

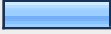
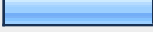



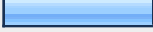
1. Please identify your home branch library. Please select one branch.			
		Response Percent	Response Count
Central		0.0%	0
Claremont		0.0%	0
North		0.0%	0
South		100.0%	31
West		0.0%	0
	<i>answered question</i>		31
	<i>skipped question</i>		0

2. Where will you pick up your reserves when your home branch is closed for renovation? Please mark all branches you will visit to pick up your holds.						
	Central	Claremont	North	South	West	Response Count
North Branch Closed	28.6% (2)	14.3% (1)	0.0% (0)	85.7% (6)	14.3% (1)	7
South Branch Closed	82.1% (23)	28.6% (8)	17.9% (5)	17.9% (5)	21.4% (6)	28
West Branch Closed	100.0% (3)	0.0% (0)	0.0% (0)	0.0% (0)	66.7% (2)	3
Claremont Branch Closed	54.5% (6)	18.2% (2)	9.1% (1)	72.7% (8)	0.0% (0)	11
	<i>answered question</i>					30
	<i>skipped question</i>					1

Branch Renovation Program Survey: Holds and Service Results






SOUTH BRANCH is Home Branch

3. Which libraries will you use for your browsing and information needs when your BPL home branch is closed for renovation? Mark all that apply.

		Response Percent	Response Count
Central		80.6%	25
Claremont		32.3%	10
North		25.8%	8
South		16.1%	5
West		22.6%	7
Albany		9.7%	3
Kensington		0.0%	0
Rockridge		9.7%	3
Golden Gate		9.7%	3
Temescal		22.6%	7
		<i>answered question</i>	31
		<i>skipped question</i>	0

Branch Renovation Program Survey: Holds and Service Results

SOUTH BRANCH is Home Branch

4. How would you like to receive updates about the branch renovation project from the Library?			Response Percent	Response Count
e-Mail			75.9%	22
Flyers			20.7%	6
Library Newsletter			10.3%	3
Library Website			34.5%	10
Branch Project Site Information Board			13.8%	4
Other (please specify)				2
			<i>answered question</i>	29
			<i>skipped question</i>	2


5. If you would like to receive updates about the branch renovation project via email, please provide your email address in the space below.			Response Count
			19
			<i>answered question</i>
			<i>skipped question</i>
			19
			12

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Branch Renovation Program Survey: Holds and Service Results

WEST BRANCH is Home Branch

BPL Branch Renovation Project - June 2009

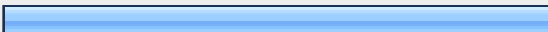


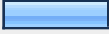



1. Please identify your home branch library. Please select one branch.			
		Response Percent	Response Count
Central		0.0%	0
Claremont		0.0%	0
North		0.0%	0
South		0.0%	0
West		100.0%	37
	<i>answered question</i>		37
	<i>skipped question</i>		0

2. Where will you pick up your reserves when your home branch is closed for renovation? Please mark all branches you will visit to pick up your holds.						
	Central	Claremont	North	South	West	Response Count
North Branch Closed	55.6% (5)	0.0% (0)	33.3% (3)	0.0% (0)	44.4% (4)	9
South Branch Closed	50.0% (4)	0.0% (0)	25.0% (2)	0.0% (0)	37.5% (3)	8
West Branch Closed	78.8% (26)	6.1% (2)	33.3% (11)	24.2% (8)	12.1% (4)	33
Claremont Branch Closed	66.7% (4)	0.0% (0)	50.0% (3)	0.0% (0)	0.0% (0)	6
	<i>answered question</i>					35
	<i>skipped question</i>					2

Branch Renovation Program Survey: Holds and Service Results

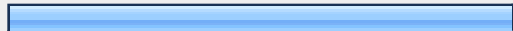


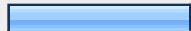

WEST BRANCH is Home Branch

3. Which libraries will you use for your browsing and information needs when your BPL home branch is closed for renovation? Mark all that apply.

		Response Percent	Response Count
Central		84.4%	27
Claremont		12.5%	4
North		31.3%	10
South		15.6%	5
West		6.3%	2
Albany		31.3%	10
Kensington		0.0%	0
Rockridge		0.0%	0
Golden Gate		6.3%	2
Temescal		0.0%	0
		<i>answered question</i>	32
		<i>skipped question</i>	5

Branch Renovation Program Survey: Holds and Service Results

WEST BRANCH is Home Branch

4. How would you like to receive updates about the branch renovation project from the Library?			Response Percent	Response Count
e-Mail			77.8%	28
Flyers			8.3%	3
Library Newsletter			2.8%	1
Library Website			27.8%	10
Branch Project Site Information Board			2.8%	1
Other (please specify)				1
			<i>answered question</i>	36
			<i>skipped question</i>	1

5. If you would like to receive updates about the branch renovation project via email, please provide your email address in the space below.			Response Count
			23
			<i>answered question</i>
			23
			<i>skipped question</i>
			14

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BERKELEY PUBLIC LIBRARY

INFORMATION CALENDAR

July 8, 2009

TO: Board of Library Trustees
FROM: Donna Corbeil, Director of Library Services
SUBJECT: JULY 2009 MONTHLY REPORT FROM LIBRARY DIRECTOR

INTRODUCTION

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

FISCAL IMPACT

This report will have no fiscal impacts.

LIBRARY DEVELOPMENT

All Staff Meeting

The Library holds all staff meetings on the fifth Fridays throughout the year. On the morning of Friday, July 31, 2009, from 8:30 a.m. to 10:00 a.m. the Library will hold our next all staff meeting. The majority of the meeting will be devoted to training on the library's privacy policy among other topics.

PROGRAMS, SERVICES AND COLLECTIONS

Friends of the Library Luncheon

The Friends of the Berkeley Public Library annual luncheon meeting was held on Wednesday June 17, 2009 at noon at the Northbrae Community Church, located at 941 The Alameda, Berkeley. At the meeting, the membership elected the Board of Directors, the incoming Board President is Diane Davenport. This was Amy Roth's final meeting as President; her involvement in the organization began 14 years ago. Under her leadership the Friends thrived, among the many accomplishments are the new bookstore, hitting the \$1M mark of donations to the library and support of Measure FF. I presented her with a gift bag, which included the Board's Resolution recognizing her years of dedication and service in support of the Berkeley Public Library. There was a very nice tribute to her for her many contributions.

The featured speaker was a local historian, Trish Hawthorne. Ms Hawthorne's lecture focused on the North and South Branch and was fascinating, full of wonderful gems of historical facts and accompanying slides of historic photos highlighting the architectural history of the library.

It was also a good opportunity to introduce the North and South Branch Architect and project management teams for the Library Branch Improvement Program.

Amy Kuo, Librarian in the Central Library's reference section has been providing well-attended programs for a while now and she gets lots of wonderful press, just not always in English. See the link below, which is in Chinese. In fact, there have been reporters who cover every event she's held, she's featured on page B6 of this paper (in Chinese):
<http://74.208.100.139/wjepaperlogin/showpaperfull.aspx?20090612b>

Holiday Closure

The Library will be closed on July 3 (Friday) the observed city holiday and the 4th (the actual holiday). To help our users during this time and to help with the anticipate backlog of returns we advertised the following in the preceding two weeks:

Please Return Your Library Materials, Books, CDs, DVDs, cassettes, videos, and other materials After Library Holidays

- *Fines will not accrue, and you will get two days beyond the closure for free to read, listen, or watch. Excellent!*
- *It takes us longer to get materials back on the shelf if they are returned all at once. Help us by returning the day after.*
- *For more information, call 981-6100 or 548-1240 (TTY).*

Now we can all stay home for the holidays!

*Please return library materials **AFTER** the holidays, so that Berkeley Public Library employees can stay home for the holidays too.*

By avoiding a backlog, you'll also be helping us return materials to the shelf faster.

PERSONNEL

As a follow-up to the VTO discussion at the June meeting, approximately 59% of staff work Part-time.

Jody Bush recently died; she was a past Deputy Director. A service will be planned for her later in the year.

ATTACHMENTS:

1. J. Bush Obituary

BUSH, Jody

Sunday, June 21, 2009

Jody (Margaret Ann) Bush June 25, 1936-June 14, 2009 Born in Klamath Falls, OR to Fay Cornish and Asahel Bush V, Jody was a member of one of Oregon's pioneer families; the family home is preserved as the Bush House Museum in Salem. She graduated from Palo Alto's School for Girls, Stanford University, and the University of Washington Library School. Beloved mother of Thomas (Marguerite Fields) Pitsenberger and Claire (Martin Jacobs) Pitsenberger and adored grandmother of thirteen; Jody is also survived by her loving partner Ethel Manheimer; several cousins; former husband Larry Pitsenberger and numerous devoted friends and colleagues. Jody was an elegant, refined woman known for her enthusiastic joy in life's bounties. She loved laughter, whimsy, writing limericks, and playing Russian Bank. She treasured justice, freedom, and compassion, and valued courtesy, generosity, and truth. We will miss her wisdom, wit, grace, warm tenderness, and style. As a librarian in Washington, D.C., Providence, R.I, and Berkeley, Jody was passionately committed to providing public service. She helped start a librarians' union, lobbied for disabled access to libraries, championed taking books into prisons for inmates, and established a bookmobile program. She promoted ESL and adult literacy programs, inclusion of gay literature in libraries, and diversity on library staffs. Jody retired as Deputy Director of Berkeley Public Library in 1999, then plunged into an active life of volunteering with Women's Cancer Resource Center, Sutter-VNA Hospice, Berkeley Schools' Writers Room, and the League of Women Voters. A valued contributor, she quickly made new friends. Jody survived esophageal cancer in the late 1990s, but died battling lung and soft tissue cancer. A memorial celebration of Jody's life will be announced. In lieu of flowers, please donate to a charity in support of Jody's beliefs.

<http://sfgate.com/cgi-bin/article.cgi?f=/c/a/2009/06/21/MNBUSHJODY13.DTL>

This article appeared on page Z - 99 of the San Francisco Chronicle

<http://www.sfgate.com/cgi-bin/article.cgi?f=/c/a/2009/06/21/MNBUSHJODY13.DTL&type=printable>



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Counselors Hit Hard by School District Cuts

By RIYA BHATTACHARJEE

Teachers, parents and students packed the City Council chambers Wednesday to ask the Berkeley Board of Education to save high school counseling positions threatened by budget cuts.

The board unanimously approved district Superintendent Bill Huyett's proposed budget reductions, which address the \$4.9 million deficit Berkeley Unified School District is facing in 2009-10 in light of the state budget passed by the Legislature in February. Huyett based his recommendations on advice from his Budget Advisory Committee, which consists of educators and community members.

The district hopes to save \$2.9 million with staff and program cuts, including layoffs for 21 teachers and counselors, and with \$1.1 million in cuts from categorical funds.

The budget also uses the \$800,000 the district received in

Individuals with Disabilities Education Act stimulus funds to help close the deficit.

The proposal does not take into consideration the additional \$4 million gap created by Gov. Arnold Schwarzenegger's subsequent revision of the state budget following the failure of the May 19 special election ballot measures. Huyett told the Daily Planet after the meeting that he plans to present recommendations for a second round of reductions at the June 10 School Board meeting.

"We are obligated to put out a budget that lines up with the one passed in February," Huyett said of the current proposal. "The state Office of Education has not given us direction on what to do about the May revision. Those cuts have not been accounted for."

The superintendent said he was hopeful that the first allocation of \$2.4 million in state stabilization federal stim-

Continued on Page Thirty-Two



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Willard Student Crime Sparks Community Meeting

By RIO BAUCE
Special to the Planet

Last Thursday, the LeConte Neighborhood Association held a meeting together with the Berkeley Police Department and Willard Middle School Safety Officer Andre Kellum to discuss the issue of after-school student vandalism.

Neighbors estimate 10 to 15 incidents of vandalism in the streets surrounding Willard school over the past few months, including smashed windows, knocked-over trash cans and signs, damage to homes, and other behavior problems among students on their way home from school.

However, Berkeley Police Department Community Services Local Area Coordinator Stephen Burcham says very few cases have been reported to police.

"In response to the meeting, we have asked the beat officers to be there around the neighborhood after school to monitor the students," said Burcham.

Neighbor and Berkeley Planning Commissioner Patti Dacey said that officers and neighbors held a discussion about streets that students have been targeting.

"People talked about how students first targeted Stuart," said Dacey. "Now because the residents of Stuart started watching the students, they have been moving to Russell Street. Students are dancing on cars and denting them. So the police have told residents on Russell to keep an eye out and start taking pictures of kids so that vandalism will cease on that street as well."

Karl Reeh, president of the neighborhood association, said communication between the neighbors and the school has been helpful.

"We have talked to the principal, the

vice principal, and the safety officers," said Reeh. "The safety officer has been helpful in identifying the kids who commit these crimes."

Attempts to contact Willard Safety Officer Kellum for this story were unsuccessful.

"I think that everyone in the neighborhood has been affected by the crime of Willard students," said Dacey. "I was threatened by a bunch of kids who I was watching, because I thought they were doing vandalism. So they came up to me and yelled at me. In addition, my neighbor was picking up her kids at Stuart and Telegraph one day. When she came back, her window was smashed, probably by Willard students."

Robert Itherburn, principal at the middle school, said that the actions of certain students in the neighborhood are unacceptable.

"I think that it is appalling," said Principal Itherburn. "We have been in contact with the neighbors and asked them to take pictures of the students when possible. When we can identify the students, that is great. We have a large number of students who walk home, so unless we have specific names, we can't do much."

Kriss Worthington, who represents the Willard neighborhood on the Berkeley City Council, told the Daily Planet that the city is watching the discussion and wants to be part of the solution.

"We want to pay attention to these issues and make sure that the city uses our resources effectively," said Worthington.

Reeh said the meeting was successful.

"Our main goal is to encourage individuals to report crime and go outside around three o'clock to keep an eye on kids," said Reeh. "The police have been cooperating by making rounds after school and monitoring students."

Daily Planet Wins Three East Bay Press Club Awards

Berkeley Daily Planet staffers won three prizes at the 2008 East Bay Press Club Journalism Awards dinner Friday, May 29.

Staff Writer Riya Bhattacharjee won the second place award in the "Profile" category for a story on American Book Award-winning author and UC Berkeley alumni Chitra Banerjee Divakaruni, who returned to the International House, where she stayed during her time as a graduate student, to receive the I-House Alumni of the Year Award last May.

Bhattacharjee took third place in the "Cultural Affairs Reporting" category for a portfolio that covered clashes between the local Tibetan and Chinese communities when the Olympic torch passed through the Bay Area; employee complaints against downtown Berkeley's McDonald's franchise; and allegations of censorship at the Addison Street Windows Gallery.

Justin DeFreitas took first place in the editorial cartooning category for his commentary on Proposition 8. The judges described his work as containing a "simple but powerful message that instantly speaks to the viewer. Timely and wonderfully drawn."

The East Bay Press Club awards are open to entries from individuals whose work has appeared in any publication that covers the East Bay. San Francisco Chronicle staffers—some of whom have left the paper in the recent wave of layoffs and buyouts—had the highest award count at 32, followed by those from MediaNews chain (the Oakland Tribune, the Contra Costa Times, the Hayward Daily Review, the Vacaville Reporter and the Fremont Argus, to name a few) at 28. The East Bay Express won five awards, Oakland Magazine won two, and SF Weekly and Mother Jones each won a single award.

Former Daily Planet reporter and current freelancer John Geluardi won a second place award in the "Long Feature" category for an SF Weekly story examining the inaccuracies regarding Dan White as presented in the film *Milk*. Former Daily Planet reporter Matt Artz won "Best Mainstream Blogger" for his work for the Fremont Argus. The judges described Artz's blog as "a lively chronicle of a local beat that takes the news seriously, but not itself."



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Opinions expressed in Daily Planet commentary and letters to the editor are those of the authors and do not necessarily reflect the views of the Daily Planet or its staff.

COMMENTARY

Library Is Silent on Radio Frequency ID System

By PETER WARFIELD

Dr. Helen Caldicott, the noted author and world acclaimed anti-nuclear activist, will speak in Berkeley this Saturday, June 27, 2009, 7:30 p.m., at a benefit to support SuperBOLD (Berkeleyans Organizing for Library Defense) in its legal challenge of the City Council's waiver of the Nuclear Free Berkeley Act (NFBA) for the Berkeley Public Library.

The waiver allowed the Berkeley Public Library to sign a contract with 3M Company for maintenance of its checkout system. 3M is a corporation that would not sign a standard city form for contractors that they are not now doing "work for nuclear weapons" and will not do so for the life of the contract. SuperBOLD contends that the City Council did not appropriately consider alternatives to the contract, as required by the NFBA.

Dr. Caldicott is the founder of Physicians for Social Responsibility, which won a Nobel Peace Prize, and was herself a Institute named her one of the most influential women of the 20th century. She is the author of seven books, and will speak on "The Relevance of Nuclear Weapons and Nuclear Power to International Relations and the Green Revolution."

SuperBOLD, and others, have some very serious issues with the library's radio frequency identification (RFID) checkout system, but the library administration and the Board of Library Trustees (BOLT) appear determined to bury them in a pall of silence.

On June 10, BOLT held two meetings, a Budget Workshop and a regular meeting, and several members of the public raised concerns about important issues, primarily about the library's privacy-threatening RFID checkout system. But neither the Trustees nor the library administration responded to the comments as they were made or in any discussions about the budget that followed.

Ying Lee, recent former BOLT mem-

ber, made reference to the Commentaries of Peter Warfield and Gene Bernardi, saying she wanted to "recognize the work citizens have done" in revealing problems in the library's RFID system. (See three articles by Bernardi and Warfield in the Berkeley Daily Planet, May 7 and May 14, 2009.) Lee said she recognized that RFID was problematic, but "didn't track it systematically." She said that RFID is "expensive" and "doesn't work." And, she said, there is "no evidence" of RFID reducing repetitive stress injuries (RSIs), as has been repeatedly stated as a reason for installing it. She also pointed out that "multiple [simultaneous] checkouts don't work," referencing another failed promise. "I don't understand why we don't have the barcode," she concluded.

Phyllis Olin, who is President of the Western States Legal Foundation, an anti-nuclear organization, commented that she "second[s] what Ying has said." "It's time to stop throwing good money after bad," Olin said, recommending that the library scrap the existing RFID system.

Gene Bernardi, member of SuperBOLD, presented a quotation from a vendor of self-service checkout systems, showing that a bar code self-checkout system, including a three-year maintenance contract, could be purchased for \$164,431—less than the current two-year contract with 3M Company for maintenance only of the RFID system costing \$168,915.

Phoebe Sorgen, a member of the Peace and Justice Commission, but speaking as an individual, asked the Trustees to prepare a detailed cost benefit analysis of continuation of the existing RFID checkout system as well as use of other vendors and other technology approaches, such as bar codes and magnetic strips as were previously used at the library.

Other members of the public also spoke about their objections to the library contracting with 3M Company.

Neither BOLT nor the library administration responded to these concerns at the time they were stated, or during budget

discussions that followed. The only hint of action on RFID was that the budget for fiscal year 2009-10 and 2010-11 includes \$30,000 for a consultant to "conduct research on the current options available in library security and materials handling systems."

SuperBOLD has a special reason to be disappointed by the library's silence and apparent inaction on RFID because the library director made a commitment in a meeting with SuperBOLD, its attorney Michael Lozeau, and the Acting City Attorney Zach Cowan. The agreement was memorialized in a May 11 letter to SuperBOLD's attorney and signed by Mr. Cowan.

Cowan wrote: "As we discussed, I am writing this letter to confirm the following: Library staff are planning to present a report to the Board of Library Trustees (BOLT) in June concerning general approaches to eliminate any need to contract with the 3M Company for maintenance of the library's RFID system. Library staff hopes—but of course cannot promise—that the BOLT will provide sufficient guidance at that time to enable the preparation of a request for proposals."

Library staff as referenced in the letter means library management, but we saw no report on the agenda, nor was one mentioned at the June BOLT meeting. As of this writing, we are not aware of any additional BOLT meetings in June.

In other actions June 10, BOLT agreed to ask the City Council on June 23 to approve an increase in the Library Services Tax rate of 0.815 percent, based on the Bay Area Consumer Price Index. The library estimated it would receive "an increase in revenue of approximately \$404,091 which is included in the fiscal year 2010 proposed budget.

Yet the library's annual budget for books and materials is dropping precipitously, by \$125,000 for the next two fiscal years, to \$816,000. This represents a 13 percent drop from the current year, and almost 30 percent from the \$1,123,442 materials budget two years ago in fiscal

year 2007-08 as shown in California Library Statistics, which prints self-reported figures.

In another serious service reduction, approved in May, 2009, the library plans to eliminate inter-library loan (ILL) That will cut off library patrons' traditional access to a world of tens of millions of books and other materials in more than 50,000 libraries that co-operatively share books and other materials for the benefit of their patrons. Berkeley also thereby ends its contributions to the system, impoverishing the co-operative library community as well. The LINK+ system is a poor substitute, drawing from only 50 libraries and placing patrons at risk of a huge \$115 fee for lost or damaged books.

The event's sponsoring organizations include Berkeley Women in Black, Central Committee for Conscientious Objectors, Code Pink, Committee to Minimize Toxic Waste, Ecumenical Peace Institute-N. Cal, Grandmothers for Peace, Gray Panthers of Berkeley, Green Party of Alameda county, Library Users Association, Middle East Children's Alliance, Nuclear Information Resource Service, Social Justice Committee of Berkeley Fellowship of Unitarians, War Resisters League-West, Western States Legal Foundation, and Veterans for Peace Chapter 69.

The sooner we can put the library's dysfunctional and maintenance-expensive RFID system and its contract with 3M Company behind us, by substituting a more reliable and less expensive bar code system, the more attention we can pay to the library's core purposes—books and materials, and staff.

Remember to attend the Dr. Caldicott event, Saturday June 27 at 7:30 p.m., Redwood Gardens Community Room, 2951 Derby St. Tickets are available at independent bookstores in Berkeley, Oakland, and San Francisco.

Peter Warfield is executive director of Library Users Association and a member of SuperBOLD.

Communications, Item A

From: judy nakadegawa [<mailto:jnakadegawa@yahoo.com>]
Sent: Sunday, June 07, 2009 12:55 PM
To: Corbeil, Donna
Subject: library checkout

To: the library Board of trustees,

Why don't we have simple Bar Code instead of doubtful RFID?

Judy Nakadegawa

From: Ruth Bird [mailto:rjbtinythings@earthlink.net]
Sent: Monday, June 08, 2009 10:51 PM
To: Corbeil, Donna
Subject: library budget

Dear library board,

Bar code systems are cheaper and safer than radioactive ones. Please be economical and sensible. Thanks.

Ruth Bird

Ruth Bird
rjbtinythings@earthlink.net
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July 2, 2009

Darryl Moore, Chair and Members, Board of Library Trustees,
Berkeley Public Library
2090 Kittredge Street
Berkeley, CA 94704

Dear Chairman Moore and Fellow Board Members,


I have decided to resign, effective Jan 1, 2010, from the Berkeley Board of Library Trustees. This will be one year early in my second 4-year term, and is the result of several considerations and competing commitments.

My role on the Metro Board of the YMCA requires a significant amount of time during the campaign to help renovate a commercial building in downtown Berkeley for a Teen Center, and our youth need this effort to succeed. In addition, my repurposed life, after retirement from a 35+ year career in community affairs, involves out-of-town commitments, more frequent travel, and less available time in Berkeley for civic volunteer efforts.

Most importantly, I have accomplished the primary goal I set for myself when I decided to apply for the role as Board of Library Trustee in 2003: the renovation of our beloved neighborhood library branches. With the passage of the Library's Bond Measure FF in November 2008, and the actions taken during this year 2009 toward implementation, I am proud to have participated in the effort to improve our branches.

I am confident that I will leave the Library with strong leadership both on the Board and with the Director of Library Services.

Sincerely,



Therese Powell, Trustee

cc: Donna Corbeil, Director of Library Services