BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

REGULAR MEETING AGENDA

SEPTEMBER 10, 2008
6:00 P.M.

South Branch Library, 1901 Russell Street

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

I.   PRELIMINARY MATTERS

A.   Call to Order

B.   Public Comments
(Proposed 30-minute time limit, with speakers allowed 3 minutes each)

C.   Approval of Agenda

II.   CLOSED SESSION (Beginning at 6:00 p.m.)

A.   Conference with Labor Negotiator *(Pursuant to Government Code Section §54957.6)*
Unions: Service Employees Union International, Local 1021 (Legacy Local 535 and Legacy Local 790)
City Negotiator: David Hodgkins, Director of Human Resources

III.   PRELIMINARY MATTERS (cont'd)

D.   Public Comments
(Proposed 30-minute time limit, with speakers allowed 3 minutes each)

IV.   PRESENTATIONS

A.   Oral Update Report on the Special Services programs and activities – by Alan Bern, Community Relations Librarian

V.   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 July 9, 2008 regular meeting
Recommendation: Approve the minutes of the July 9, 2008 regular meeting of the Board of Library Trustees.

B.   Berkeley Public Library Administrative Regulations
Recommendation: Adopt the resolution approving specific Administrative Regulations for the Berkeley Public Library.

C.   Authorize the Director of Library Services to Sign the Memorandum Agreement with Service Employees International Union (SEIU) 1021
Recommendation: Adopt the resolution authorizing the Director of Library Services to sign the Memorandum Agreement between the City of Berkeley and Service Employees International (SEIU) 1021 for the period covering July 1, 2008 through June 30, 2012.

D.   Janitorial Services Contract with Universal Building Services
Recommendation: Adopt the resolution authorizing the Director of Library Services to enter into the existing City of Berkeley janitorial services contract with Universal Building Services (contract no. 7676, City Council accepted June 17, 2008, Resolution No. 64,092-N.S.) effective

October 1, 2008 through June 30, 2011 for an amount not to exceed $175,000 annually with the option to extend for two additional 12-month periods at $200,000 per period.

VI.   ACTION CALENDAR

A.   Chairperson and Vice-Chairperson Nominations
Recommendation: Discussion and nominations for the upcoming vote for Chairperson and Vice-Chairperson at the October 8, 2008 regular meeting.

B.   Berkeley Public Library Strategic Plan
Recommendation: Discussion and adoption of the Berkeley Public Library Strategic Plan.

C.   FY 2009 Budget Amendment
Recommendation: Adopt a resolution amending the FY 2009 Adopted Budget based upon recommended re-appropriation of committed FY 2008 funding and other recommended adjustments authorized since May 14, 2008 and totaling $295,452, adopting an Amended FY 09 Library budget of $15,654,017.

VII.   INFORMATION REPORTS

A.   Oral Report from library employees and unions, discussion of staff issues
1.   Comments / responses to reports and issues addressed in packet.

B.   2008 American Libraries Association (ALA) Annual Conference Report – by Library Staff

C.   Public Comment Period During Board of Library Trustees Meetings

D.   FY2008 Annual Budget Update: 4th Quarter and Year-End Report

E.   Report on Instituting New Fee for Library Meeting Room /Electronic Classroom Use

F.   FY2008/09 Library Work Plan Update

G.   September 2008 Monthly Report from Library Director Donna Corbeil

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

VIII. AGENDA BUILDING

Next regular meeting will be held at 7:00 p.m. on Wednesday, October 8, 2008 at the **North Branch Library, 1170 The Alameda**, Berkeley.

A.   Tracking Chart

IX.   ADJOURNMENT

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Please refrain from wearing scented products at public meetings.

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

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

I hereby certify that the agenda for this regular meeting of the Board of Library Trustees of the City of Berkeley was posted in the display cases located at 2134 Martin Luther King, Jr. Way and in front of the Central Public Library at 2090 Kittredge Street, as well as on the Berkeley Public Library's website on September 5, 2008.

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

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

Berkeley Public Library
Board of Library Trustees

Regular Meeting	**MINUTES**	**Claremont Branch**
July 9, 2008	**7:00 p.m.**	**2940 Benvenue Avenue**

PRELIMINARY MATTERS

A. Call to Order

The regular meeting of July 9, 2008 was called to order at 7:12 p.m.

Present: Trustees Carolyn Henry-Golphin, Susan Kupfer, Ying Lee, Therese Powell, and Darryl Moore
Absent: None
Also present: Donna Corbeil, Director of Library Services; Douglas Smith, Deputy Director of Library Services; Alisa Furuzawa, Administrative Secretary; and Karen Joseph-Smith, Claremont Branch Manager

B. Public Comments

1. Abigail Franklin, representing the Berkeley Public Library Foundation, spoke on how excited the Foundation is to see the Library Bond Measure go forward. There are restrictions on how much the Foundation can contribute financially as an organization, but they are looking into forming a committee that will focus on raising funds for the campaign.
2. Nancy Cross spoke regarding her support of the Library and commented on the Strategic Plan.

C. Approval of Agenda

R08-65 **Moved by Trustee Kupfer, seconded by Trustee Lee, to approve the -agenda.** Motion passed unanimously.

WORKSHOP

A. Call to Order

Doug Smith presented a Power Point presentation (Attachment 1) on the Strategic Plan process and gave an update on the findings. The Strategic Plan gathered information from the community and Library staff to come up with goals that provide strategic initiatives for the next three years.

The Library survey that was conducted gathered close to 1,000 responses, which were distributed electronically and in paper form. These surveys gathered information on demographics, current library use, and interest in services and programs. The top uses of the Library were found to: 1) borrow library materials; 2) pick up books from another library; 3) sit and read; 4) explore a personal interest; and, 5) use the library's webpage.

The most popular materials by adults were non-fiction, fiction, best sellers & new books, DVDs and reference materials. For teens the most popular were recreational reading, magazines, and audiovisual materials. Children preferred recreational reading, preschool, and homework materials. The programs of most interest to those surveyed were the cultural programs, life issues, hobbies or special interests, adult book discussions, highlighting of different cultures, and history.

After review of the responses and considering the results of the study, the priority library services that the respondents would like to see emphasized were: early literacy; reading/viewing/listening for pleasure; providing a welcoming, safe, comfortable environment; life-long learning and satisfying curiosity; reference and getting facts fast; and public access computers.

Representatives from Hatchuel Tabernik & Associates also gave a brief presentation on their findings during the Southwest Berkeley Needs Assessment that was conducted last year. These findings were discussed as they are relevant to the Strategic Plan findings and how they may be integrated with the final plan. The overall usage and the demographics in the underserved communities were reviewed and broken into postal zip codes that fell into those Berkeley neighborhoods. HTA also went over the reasons for not using the library that were found and investigated during their study.

The four strategic goals that were derived from the priority services are:
1) Expedite the delivery of the most popular services and materials;
2) Create welcoming, safe, comfortable library environments;
3) Create a broader base of habitual library users; and
4) Expand programming for adults.

Each of the resulting goals was reviewed for initiatives and service responses. The next step of the process would include staff development of action items and activities that are based upon each goal and initiative. Once this is completed, staff will work on defining outcome measures for these action items. Target focus groups would then be compiled to confirm the value of the activities according to population type (e.g., teens, seniors).

Library staff will be coming back to the Board during their regular September meeting to discuss the outcomes of the next steps and present the final draft for approval.

CONSENT CALENDAR

R08-66   **Moved by Trustee Kupfer, seconded by Trustee Lee, to approve the Consent Calendar as presented.** Motion passed unanimously.

R08-67   **Approved the minutes of the June 10, 2008 special meeting of the Board of Library Trustees.**

R08-68   **Adopted the resolution authorizing the Director of Library Services to negotiate and enter into a service agreement, and any amendments, with 3M Library Systems for the provision of maintenance services on the express checkout system for the period of July 10, 2008 through June 30, 2011, in the amount of $32,000 for a one-year contract, with a maximum for the three-year period of $96,000.**

R08-69   **Adopted the resolution authorizing the Director of Library Services to enter into an agreement with Innovative Interfaces, Inc. for the provision of hardware and software maintenance services for the Library's circulation system for the period of July 1, 2008 through June 30, 2009 in a total amount not to exceed $90,000.**

R08-70   **Adopted the resolution authorizing the Director of Library Services to enter into a purchase agreement amendment and approve payments to Securitas Security Services USA, Inc. for the provision of security services, begun September 30, 2005, through September 30, 2008 in a total amount not to exceed $360,000.**

R08-71   **Adopted the resolution authorizing the Director of Library Services to enter into purchase agreements and approve payments to the specified vendors for services, materials, and supplies that exceed her delegated spending authority of $50,000.**

R08-72   **Adopted the resolution accepting the FY2009 donation from the Berkeley Public Library Foundation in the amount of $50,000 and the allocation of these funds to be used for capital improvements.**

ACTION CALENDAR

A. Berkeley Public Library Branch Facilities Master Plan

There was additional information included in Volume I that was originally left out. Some inconsistencies were noted in the cost estimates and staff said they would be fixed prior to

finalization. The fireplace restorations were questioned since one of the Library's goals is to achieve energy efficiency and support better air quality.

The Director and Chairperson will work on finalizing the Facilities Master Plan with some minor changes.

R08-73   **Moved by Trustee Moore, seconded by Trustee Lee, to adopt the resolution approving the final Branch Library Facilities Master Plan report developed by the consultant Noll and Tam Architects in collaboration with Library staff.** Motion passed unanimously.

PRESENTATIONS

A. Update Report on Claremont Branch's Programs and Activities (by Karen Joseph-Smith, Claremont Branch Manager)

Karen Joseph-Smith introduced herself and welcomed everyone to the Claremont Branch. In the last three years the Claremont Branch has gone from circulating 12,000 items per month to 20,000 items per month. This could be a result of patrons using the library differently, e.g., borrowing of materials from other branches and libraries. Patrons are always anxiously awaiting their hold materials and LinkPlus items. There is also a larger percentage of circulation among their non-print materials, such as the DVD and audio book collections. The children's collection makes up 45% of their overall circulation; parents come in two or three times a week for new children's books. One of Claremont's regular patrons wrote an article for *Mothering* magazine on using the library for homeschooled children. The people in the Claremont community really value their library.

Claremont has had many very successful programs this year, including a non-fiction reading group that consisted of a several senior citizens. Claremont would like to reach out to seniors and begin holding programs that are directed to the boomers.

Claremont now has three new Library Aides and also a Teen Librarian that is new to Claremont but not new to the Berkeley Public Library. The two Karens at Claremont, Karen Joseph-Smith and Karen Soe-Lai, have been with the Library for 13 years each.

The self-checkout machines have allowed staff to become much more efficient at the Circulation Desk.

INFORMATION REPORTS

A. Status Update on the Library Bond Measure for the November 2008 General Election Ballot

Placement of the Library Bond Measure was passed unanimously by the City Council at their last meeting. The final ballot arguments will have to be prepared and staff will prepare information for the public.

B. Oral Update on the 2008 American Libraries Association (ALA) Annual Conference held in Anaheim, CA from June 26 – July 1, 2008 (by Trustees Powell and Moore)

This was Trustee Moore's second ALA conference, during which he attended some great sessions that were very informative. One of these programs was "Shift Happens" and discussed how libraries have to shift their priorities. He also attended the President's program and another on LGBT.

Trustee Powell attended the ULC pre-conference institute on the future of libraries and how it must compete with online resources. She also attended an advocacy institute during which a speaker said she calls her City Council members once a month and always gives them a book when she sees them. Trustee Powell also attended a panel discussion of Spokane mothers who spoke about how they advocate for the library and another session that discussed marketing by the San Francisco Friend's Director.

Trustee Powell encouraged the Board and the Library to become more active in the Urban Libraries Council (ULC). ULC is an active and impressive group of Library people and BPL would benefit by becoming more integrated with them.

C. July 2008 Monthly Report from Library Director Donna Corbeil

The Board thanked the Director for her excellent report.

D. Library Events

AGENDA BUILDING

- **September 10, 2008 Regular Meeting**
  - o   Strategic Plan Approval
  - o   American Libraries Association (ALA) Annual Conference Report by Library Staff
  - o   FY2008 Budget Update Report
  - o   Union Contract Outcomes and Budget Impact
  - o   Public Comment Discussion

Trustee Moore expressed interest in the Library holding a workshop on LGBT.

ADJOURNMENT

R08-74   **Moved by Trustee Lee, seconded by Trustee Golphin, to adjourn the regular meeting at 9:03 p.m.** Motion passed unanimously.

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Attachments:
1.   Strategic Plan Power Point Presentation

Berkeley Public Library
Strategic Plan

2008 - 2011

Background and Purpose
Berkeley Public Library Planning Efforts

Branch Library Master Facilities Plan
- Evaluate the capacity of the branch libraries to meet current and future library service needs of Berkeley residents
- Provide alternatives for enhancing facilities

Strategic Plan
- Builds on work from 2002-2004 in defining priorities
- Consistent with the City's and Library's mission statements
- Value and purpose
  - Converts community input on priority services into goals
  - Provides goals and strategic initiatives for the next three years
  - Guides in the allocation of resources to deliver achieve the strategic initiatives

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Methodology

Maximized community and staff input (1,900+)
- Berkeley demographics
- Berkeley Public Library use statistics
- Review of other studies
  - Collection Development Processes
  - UC Berkeley Market Research Study on teen use of libraries
  - Branch Library Master Facilities Plan
  - Customer Satisfaction Survey
- Staff Participation
  - Steering Committee
  - Focus groups
- Southwest Berkeley Study by Hatchuel Tabernik & Associates (HTA)
- Library Survey

Library Survey

- Widely publicized
  - Available in paper copy and electronic version
  - 930 valid responses
- Gathered information on demographics, current library use, priorities for service, interest in library programs
- Represented all geographic areas of the City
- Represented users of all Berkeley libraries
- Strong information from adults
- Limited input from non-users

Survey Results:
Use of the Library

1. Borrow library materials

2. Pick up books from another library

3. Sit and read

4. Explore a personal interest

5. Use library's webpage

Survey Results:
Most Popular Materials

Adults: non-fiction, fiction, best sellers & new books, DVDs, reference

Teens: recreational reading, magazines, audiovisual

Children: recreational reading, preschool, homework materials

Survey Results:
Programs of Interest (30% +)

Cultural programs

Life issues

Hobbies or special interests

Adult book discussions

Highlighting different cultures

History

Survey Results
Priority Service Responses

Public Library Association's *Strategic Planning for Results*

Priority Library service responses to be emphasized in
Berkeley libraries
  – Early literacy
  – Reading/viewing/listening for pleasure
  – Providing a welcoming, safe, comfortable environment
  – Life-long learning; satisfying curiosity
  – Reference; getting facts fast
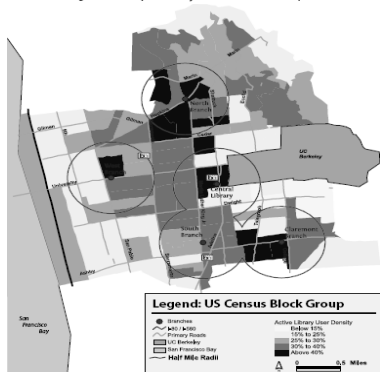 – Public access computers

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Berkeley Public Library

**Community Assessment of
Unmet Library Needs**
Southwest Berkeley

Data Summary

o Survey Demographics

o Library Use

o Reasons for not using the Library

o Services of Interest

Total Regular Users of the Berkeley Public Library System
As a Percentage of Total Population by US Census Block Group

**Survey Demographics
Neighborhood Boundaries**

Survey Demographics Respondents
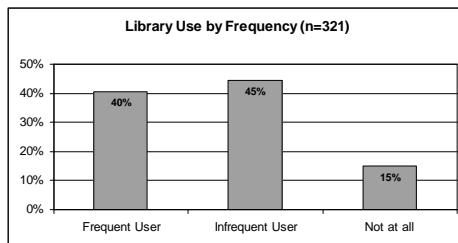
327 Survey Responses

- 150 from Phone Surveys
- 55 from Web Surveys
- 122 from Library Surveys and Community Interviews
  - San Pablo Park
  - Over 60 Clinic
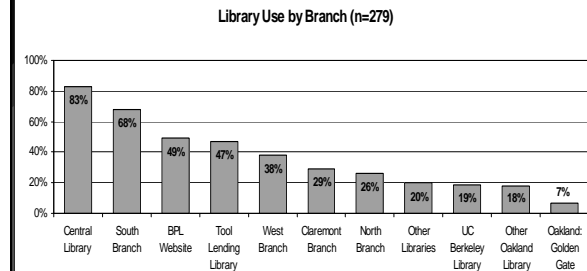 - Berkeley High

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Survey Demographics

- **Zip Codes:** 72% live in 94702 and 94703
- **Gender:** 61% female, 34% male

Age Rage		Ethnicity	
18 years or under	12%	White	56%
19-25 years old	3%	African-American	16%
26-40 years old	19%	Other	10%
41-64 years old	48%	Latino	6%
65 years and over	13%	Multi-racial	6%
No Answer	5%	Asian/Pac. Islander	4%
		Native American	2%

Library Use
Frequency of Use

Library Use by Frequency (n=321)

Library Use

Library Use by Branch (n=279)

Library Use

Library Use by Branch (n=279)

Library Use

Berkeley Public Library close to home by usage

**Library Use
Services**

In the past year you have used this service? (n=278)
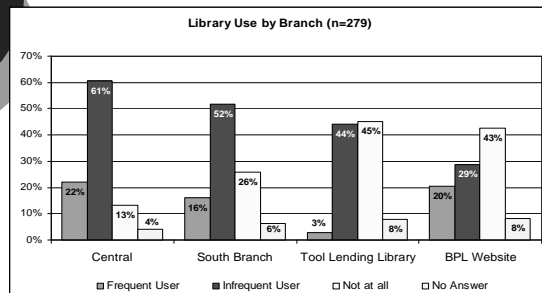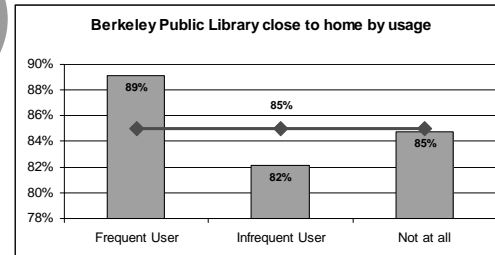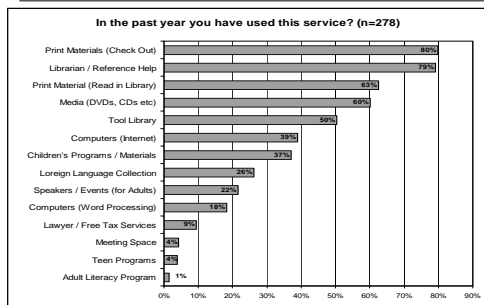
**Library Use
Awareness of Non- Library Users**
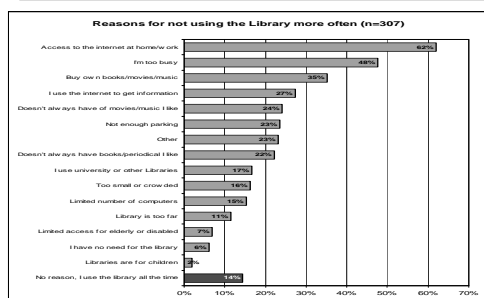
Are you aware of this service? (n=35)

Reasons for not Using the Library

Reasons for not using the Library more often (n=307)

Reasons for not Using the Library by Ethnicity

Reasons for not using the library more often by Ethnicity

Reasons for not Using the Library by Ethnicity
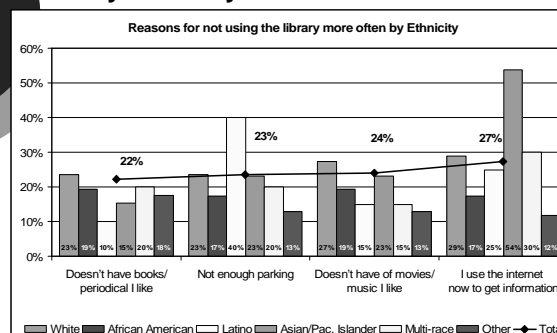
Reasons for not using the library more often by Ethnicity
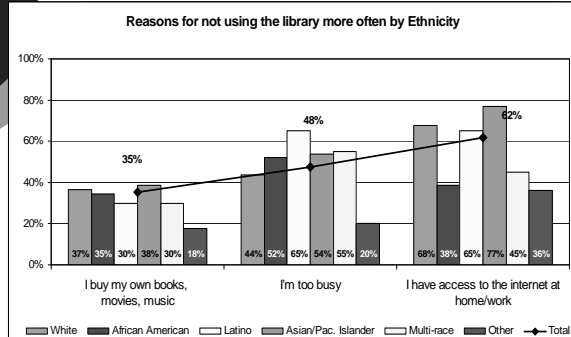
Reasons for not Using the Library by Age

○ **26-64 year olds** reflected the top reasons overall, i.e., having access to the internet, being too busy, and buying their own books and music.

○ **Youth (especially 19-24)** reported being too busy, using the internet to research and find information, and to a lesser degree, that the library did not have music and movies they like.

○ **Seniors (65 +)** had far fewer reasons than other age groups across the board.

**Services of Interest
Library Users**

What services would you like to see expanded? (n=240)

- Print Materials — 45%
- Media (DVDs, CDs etc) — 34%
- Tool Library — 33%
- Children's Programs / Materials — 28%
- Computers (Internet) — 25%
- Events for Adults — 15%
- Reference Librarian — 14%
- Teen Programs — 13%
- Lawyer / Free Tax Services — 9%
- Computers (Word Processing) — 8%
- Foreign Language Collection — 7%
- Adult Literacy Program — 7%
- Meeting Space — 3%

**Services of Interest
Non-Library Users**

Would you use this service (n=35)

- Print Materials (Check Out) — 94%
- Librarian /Reference Help — 89%
- Events /Speakers (for Adults) — 83%
- Media (DVDs, CDs etc) — 83%
- Tool Library — 71%
- Lawyer /Free Tax Services — 69%
- Print Materials (Read in Library) — 60%
- Foreign Language Collection — 54%
- Meeting Space — 51%
- Services for Persons with Disabilities — 49%
- Computers (Internet) — 46%
- Children's Programs — 37%
- Adult Literacy Program — 37%
- Computers (Word Processing) — 31%
- Teen Program — 29%

Questions

4 Strategic Goals Derived from Priority Services

1. Expedite the delivery of the most popular services and materials
2. Create welcoming, safe, comfortable library environments
3. Create a broader base of habitual library users
4. Expand Programming for Adults

1: Expedite the delivery of the most popular services and materials

Initiatives:
– Expedite the delivery and check out of popular materials
– Expand successful early literacy program

Service responses:
– Reading/viewing/listening for pleasure
– Lifelong learning
– Early literacy

2: Create welcoming, safe, comfortable library environments

Initiatives:
– Move the Branch Library Master Facilities Plan forward to provide space needed at branches for enhancing services
– Develop plans for a "community branch" environment within Central
– Coordinate service to teens with the YMCA, Berkeley High School and other community partners
– Develop a security plan to provide safer environments in library facilities

Service responses:
– Provide a welcoming, safe, comfortable environment
– Public access computers

3 Create a broader base of habitual library users

Initiatives:
- Develop a multi-faceted plan for promoting the resources the library has purchased on behalf of Berkeley residents
- Package and market the library's resources for targeted audiences
- Review the library's web site for patron-friendliness, navigability, and its capacity to support an online community for enhanced communication with Berkeley residents

Service responses:
   All, since this engages new users

4: Expand Programming for Adults

Initiatives:
- Develop and publicize high quality programs for adults
- Develop the Central Library as a destination point, particularly in conjunction with the "Arts District"

Service responses:
- Lifelong learning
- Reading/viewing/listening for pleasure

Next Steps

1. BOLT work session and discussion (tonight)
2. Revision of draft plan per July 9th discussion
3. Staff development of action items/activities based upon each proposed goal and strategic initiative
4. Defining outcome measures for staff-developed activities
5. Conduct targeted focus groups among certain populations (e.g. teens, seniors, etc.) to confirm value of proposed activities
6. Update BOLT at Sept. meeting; discussion and review of Strategic Plan for approval

Questions

BERKELEY PUBLIC LIBRARY

TO: Board of Library Trustees

FROM: Douglas Smith, Deputy Director

SUBJECT: BERKELEY PUBLIC LIBRARY ADMINISTRATIVE REGULATIONS

RECOMMENDATION

Adopt the resolution approving the following Berkeley Public Library Administrative Regulations:
- AR 1.8: Posting on Official Bulletin Boards
- AR 4.1: Telephone System Changes and New Installations
- AR 7.4: Lease / Rental of Vehicles
- AR 7.5: Use of Bicycles on Library Business

FISCAL IMPACT

This report will have no fiscal impacts.

BACKGROUND

The Berkeley Public Library is not automatically obliged to adhere to the City of Berkeley's Administrative Regulations. The Board of Library Trustees may set policies and regulations governing Library operations for the Berkeley Public Library. Such policies should be formally adopted by the Board by resolution.

CURRENT SITUATION AND ITS EFFECTS

Administrative Regulation 1.8: Posting on Official Bulletin Boards is necessary to facilitate the Library's posting of items on bulletin boards when required by law or when beneficial to the public and staff.

Administrative Regulation 4.1: Telephone System Changes and New Installations outlines the correct procedures when it is necessary to change the telephone system or install new telephones. These changes and additions must be coordinated with the appropriate departments(s) and telephone company to allow efficient workflow and expedite communication.

Administrative Regulation 7.4: Lease / Rental of Vehicles establishes the policy and procedures for leasing and renting vehicles that are acquired for long periods of time to perform Library business. Vehicles are leased through the City of Berkeley's Public Works Department or through the City's Carshare fleet unless it is determined that the existing vehicles are functionally inadequate or not cost effective and available.

Administrative Regulation 7.5: Use of Bicycles on Library Business establishes criteria and procedures for the use of bicycles for Library business. The Library allows bicycles to be used when it is beneficial to the Library in terms of time-saving or when appropriate. The City of Berkeley's administrative regulation on this subject shall be followed by the Library in terms of procedures.

FUTURE ACTION

No future action is anticipated at this time.

Attachments:
1. Resolution
    a. AR 1.8: Posting on Official Bulletin Boards
    b. AR 4.1: Telephone System Changes and New Installations
    c. AR 7.4: Lease / Rental of Vehicles
    d. AR 7.5: Use of Bicycles on Library Business

RESOLUTION NO.: 08-__

BERKELEY PUBLIC LIBRARY ADMINISTRATIVE REGULATIONS

WHEREAS, the Berkeley Public Library is not automatically obliged to adhere to the City of Berkeley's Administrative Regulations; and

WHEREAS, the Board of Library Trustees may set policies and regulations governing Library operations for the Berkeley Public Library and policies should be formally adopted by the Board by resolution.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to adopt the attached Administrative Regulation concerning posting on official bulletin boards.

BE IT FURTHER RESOLVED by the Board of Library Trustees of the City of Berkeley to adopt the attached Administrative Regulation concerning making changes to the existing telephone system or installing new telephones.

BE IT FURTHER RESOLVED by the Board of Library Trustees of the City of Berkeley to adopt the attached Administrative Regulation concerning the leasing and renting of vehicles needed to perform Library business for long periods of time.

BE IT FURTHER RESOLVED by the Board of Library Trustees of the City of Berkeley to adopt the attached Administrative Regulation concerning the use of bicycles during official Library business, including the use of City Fleet Bicycles.

A.R. Number:	1.8
ORIGINAL DATE:	--
BOLT Resolution #:	--
REVISED DATE:	n/a
PAGE:	1 of 1

BERKELEY PUBLIC LIBRARY
ADMINISTRATIVE REGULATIONS

SUBJECT: Posting on Official Bulletin Boards

I.   PURPOSE

The purpose of this regulation is to facilitate the Library's posting of those items for which public posting is required by law and other items for which public notices would be beneficial to citizens and employees.

II.   POLICY

It is the policy of the Berkeley Public Library to post notices of Board of Library Trustees meetings as required by the Brown Act. The Library shall maintain official bulletin boards for the purpose of these postings at each of its locations. In addition the Library receives notices of City Council meetings, Board and Commission meetings and retains them in an area accessible to the public. The latest City Council agenda is kept at the Central Library Reference Desk.

The official bulletin boards are not open to the general public and is not to be used for the posting of political campaign material.

PROCEDURES

The Library's Administrative Office is responsible for posting and removing Board of Library Trustee agendas, notices of adjournment, and notices of meeting cancellations in a time and manner consistent with the Brown Act.

To assist in the orderly maintenance of the bulletin boards, all posted notices are to be removed when the notice is no longer required.

Reviewed by:	Director of Library Services	Date
Approved by:	Chair, Board of Library Trustees	Date

BERKELEY PUBLIC LIBRARY
ADMINISTRATIVE REGULATIONS

A.R. Number:	**4.1**
ORIGINAL DATE:	--
BOLT Resolution #:	--
REVISED DATE:	n/a
PAGE:	1 of 1

SUBJECT: Telephone System Changes and New Installations

I.   PURPOSE

The purpose of this Administrative Regulation is to outline the correct procedures to make changes to the telephone system or to install new telephones.

II.   POLICY

It is the policy of the Library to coordinate all telephone-related changes and contact with the telephone company through the Information Technology Division (IT) to ensure efficient workflow and expedite communications between the Library and the telephone company.

PROCEDURES

The Library Information Technology Help Desk should be contacted before any telephone system changes are authorized. IT staff will consult with the requesting department to determine the most efficient telephone system to meet the needs of the department.

After the system changes have been designed, the requesting department should prepare and submit a work order through the Library's online utility Track-It outlining the changes requested. Upon approval by the Library Information Systems Administrator and the Director of Library Services, the IT Division will coordinate the work with all concerned parties, including the telephone company and other contractors when necessary.

Reviewed by:		
	Director of Library Services	Date
Approved by:		
	Chair, Board of Library Trustees	Date

A.R. Number:	7.4
ORIGINAL DATE:	--
BOLT Resolution #:	--
REVISED DATE:	n/a
PAGE:	1 of 1

BERKELEY PUBLIC LIBRARY
ADMINISTRATIVE REGULATIONS

SUBJECT: Lease / Rental of Vehicles

I.   PURPOSE

The purpose of this regulation is to establish the policy and procedures for leasing and renting vehicles that are needed for long periods of time to perform Library business.

II.   POLICY

It is the policy of the Board of Library Trustees to require the Director of Library Services to procure leased vehicles through the Department of Public Works or through the City's Carshare fleet. Library staff will not lease or rent vehicles directly from outside vendors, unless the City Carshare vehicles or existing fleet vehicles are determined to be functionally inadequate and/or are not cost effective and available.

PROCEDURES

1. Library staff is required to rent a City Carshare fleet vehicle or pool vehicle for short periods of time, especially if it is more cost effective than renting from an outside vendor.

2. For leasing vehicles over a long period of time (where use of carshare is not advised), the Director of Library Services should notify the Board of Library Trustees requesting permission to lease the appropriate vehicle.

3. The Director of Library Services will secure multiple estimates of costs prior to budgeting for any project where the vehicles may be needed.

Reviewed by: _____

Director of Library Services   Date

Approved by: _____

Chair, Board of Library Trustees   Date

A.R. Number:	7.5
ORIGINAL DATE:	--
BOLT Resolution #:	--
REVISED DATE:	n/a
PAGE:	1 of 1

BERKELEY PUBLIC LIBRARY
ADMINISTRATIVE REGULATIONS

SUBJECT: Use of Bicycles on Library Business

I.   PURPOSE

The purpose of this regulation is to establish criteria and procedures for the use of bicycles on Library business, including use of City Fleet Bicycles.

II.   POLICY

It is the policy of the Berkeley Public Library to allow the use of bicycles to conduct Library business in situations where it is beneficial to the Library in terms of time saving or otherwise deemed appropriate by the Director of Library Services. Likewise, the Library discourages the use of single-occupant automobiles when the use of alternate transportation is available and feasible.

PROCEDURES

Library staff shall follow the procedures outlined in City of Berkeley Administrative Regulation 7.5, *Use of Bicycles on City Business*.

PERMITTED USES

The City's fleet bikes may only be used by authorized users and only for the following purposes:
- Trips between City work sites;
- Field work; or
- Commute between work site and either Center Street Garage, Ashby BART Station or North Berkeley BART station. Bicycles may be stored over night and over weekends in the se1f storage bike lockers at the BART stations. This use is subject to the discretion of the Site Coordinator.

Use of the fleet bikes is a privilege that may be revoked by the Director of Library Services or by a rider's supervisor.

RESPONSIBILITIES

The Library is responsible for the following:
- Approving requests for authorization, which are then submitted to the Occupational Health and Safety Coordinator in the Human Resources Department (HR);
- Assuring that each user has a helmet and reflective vest on hand; and
- Paying for fleet bicycle repairs/replacement caused by users' negligence.

Users are responsible for the following:

- Complying with City of Berkeley Administrative Regulation 7.5 on *Use of Bicycles on City Business.* This includes completion of a bicycle safety quiz, filing an application with the Occupational Health and Safety Coordinator and using the safety equipment, including a helmet that fits properly (helmets cannot be shared);
- Arranging for the use of a bicycle with the site coordinator;
- Returning the bicycle on time to the designated location;
- Notifying the Site Coordinator if the bike/equipment needs repairs or equipment is missing; and
- If the bike breaks down in the field, the user may either take it directly to the maintenance vendor (with approval of the Site Coordinator) or return it to the location where it is normally stored.

Reviewed by: _____

Director of Library Services   Date

Approved by: _____

Chair, Board of Library Trustees   Date

BERKELEY PUBLIC LIBRARY

TO: Board of Library Trustees

FROM: Donna Corbeil, Director of Library Services

SUBJECT: AUTHORIZE THE DIRECTOR OF LIBRARY SERVICES TO SIGN THE MEMORANDUM AGREEMENT WITH SERVICE EMPLOYEES INTERNATIONAL UNION (SEIU) 1021

RECOMMENDATION

Adopt a resolution authorizing the Director of Library Services to sign the *Memorandum Agreement* between the City of Berkeley and Service Employees International Union (SEIU) 1021, covering July 1, 2008 through June 30, 2012, after Berkeley City Council approval which is expected on September 16, 2008.

FISCAL IMPACT

The fiscal impacts of the Memorandum Agreement will be discussed in detail with the Board of Library Trustees in a separate report.

BACKGROUND

Under the City Charter, Section 30, the Library Board of Trustees has the authority to manage the Library and to appoint, discipline and dismiss all officers and employees of the Library. The respective roles of the City Council and Board of Library Trustees are each the "governing body" for labor negotiations with respect to particular employment areas, including union negotiations. At the January 17, 2007 Board meeting a resolution was adopted authorizing the Director of Library Services to negotiate with the various collective bargaining units on ongoing issues. Signing the Memorandum Agreement is beyond the scope of authority given at that time.

CURRENT SITUATION AND ITS EFFECTS

The previous Memorandum Agreement between the City of Berkeley and Service Employees International Union (SEIU) Local 535 expired on June 28, 2008. On December 12, 2007, by Resolution No. 07-25, the Board authorized the Director of Library Services to sign and execute a Side Letter recognizing SEIU Local 1021 as the exclusive representative of employees formerly represented by SEIU Local 790, SEIU Local 535, and the Part-Time Recreation Leaders Association.

Over the past several months, City of Berkeley and SEIU 1021 representatives have been involved in negotiating the proposed Memorandum Agreement that will cover the period of July 1, 2008 through June 30, 2012. The City of Berkeley City Council is expected to approve the new Memorandum Agreement in September 2008. In order to allow prompt execution of the Memorandum Agreement, the Board must give authority to the Director of Library Services to sign the Agreement prior to the City Council's approval, which is expected on September 16, 2008, since it will occur before the regular Board of Library Trustees meeting in October.

FUTURE ACTION

No further action is required.

Attachment:
1. Resolution

RESOLUTION NO.: 08-___

AUTHORIZING THE DIRECTOR OF LIBRARY SERVICES TO SIGN THE MEMORANDUM AGREEMENT BETWEEN THE CITY OF BERKELEY AND SERVICE EMPLOYEES INTERNATIONAL UNION (SEIU) LOCAL 1021 FOR THE PERIOD OF JULY 1, 2008 THROUGH JUNE 30, 2012

WHEREAS, under City Charter, Section 30, the Board of Library Trustees has the authority to manage the Library and to appoint, discipline and dismiss all officers and employees of the Library and is the "governing body" for labor negotiations; and

WHEREAS, City of Berkeley and Service Employees International Union 1021 representatives have negotiated a Memorandum Agreement covering the period of July 1, 2008 through June 30, 2012; and

WHEREAS, at the regular meeting of the Board of Library Trustees on January 17, 2007 the Board adopted a resolution authorizing the Director of Library Services to negotiate with collective bargaining units on issues; and

WHEREAS, the Memorandum Agreement between the City of Berkeley and Service Employees International Union (SEIU) 1021 is beyond the scope of authority previously given to the Director of Library Services; and

WHEREAS, the City of Berkeley City Council is expected to approve the Memorandum Agreement in September 2008.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to authorize the Director of Library Services to sign and execute the Memorandum Agreement between the City of Berkeley and Service Employees International Union (SEIU) 1021, covering July 1, 2008 through June 30, 2012, after Berkeley City Council approval which is expected on September 16, 2008.

BERKELEY PUBLIC LIBRARY

CONSENT CALENDAR
September 10, 2008

TO: Board of Library Trustees

FROM: Dennis Dang, Library Administrative Manager

SUBJECT: JANITORIAL SERVICES CONTRACT WITH UNIVERSAL BUILDING
SERVICES

RECOMMENDATION

Adopt a resolution authorizing the Director of Library Services to enter into the existing City of Berkeley janitorial services contract with Universal Building Services (contract no. 7676, City Council accepted June 17, 2008, Resolution No. 64,092-N.S.) effective October 1, 2008 through June 30, 2011 for an amount not to exceed $175,000 annually with the option to extend for two additional 12-month periods at $200,000 per period.

FISCAL IMPACTS OF RECOMMENDATION

The Library as a party to the existing City contract will benefit from the competitive per unit labor costs procured by the City of Berkeley through economies of scale savings achieved in the citywide contract with Universal Building Services.

The annual cost for janitorial services has been appropriated in the FY09 budget at $175,000.

CURRENT SITUATION AND ITS EFFECTS

Township Building Services has been providing janitorial services to the Central Library and all branch locations since October 1, 2006. The current one-year contract extension is set to expire September 30, 2008. Service performance recently has been mixed as cleaning schedules such as floor waxing have been missed, public and private stairwells left unswept, and waste receptacles not emptied.

BACKGROUND

To date, at the expiration of any contract the Library has been solely responsible for initiating an RFP, selecting a vendor, and awarding a contract. However, in this instance the Library was approached by a member of the City's contract staff to explore the Library's interest in becoming a party to the City's contract as a means to capture savings resulting from the issuance of a city-wide contract. Consequent to this offer the Library did negotiate a fixed price agreement up to June 30, 2011 with Universal Building Services for janitorial services at all existing library locations.

Prior to awarding this city-wide contract to Universal Building Services the City did circulate an RFP and subsequently evaluated five vendors: East Bay Building Services, Universal Building Services, Hernandez Cleaning Services, WWC Services, and Township Building Services. Universal Building Services was selected based upon a determination of best value.

Universal Building Services was a past servicer of janitorial duties with the Library and is understood to have performed satisfactorily.

ALTERNATIVE ACTIONS

Temporarily extend existing contract with Township Building Services upon expiration and execute procedures to effect a new contract.

FUTURE ACTION

No future action is anticipated at this time.

Attachments:
1. Resolution

RESOLUTION NO.: R08-__

JANITORIAL SERVICES CONTRACT WITH UNIVERSAL BUILDING SERVICES

WHEREAS, Township Building Services has been providing janitorial services to the Central Library and all branch locations since October 1, 2006 and their current contract is set to expire on September 30, 2008; and

WHEREAS, the City of Berkeley's contract staff solicited the Library's interest in becoming a party to the City's contract with Universal Building Services as a means to capture savings that result from the issuance of a City-wide contract; and

WHEREAS, Library staff has negotiated a fixed price agreement with Universal Building Services up to June 30, 2011 for all existing library locations.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to authorize the Director of Library Services to enter into the existing City of Berkeley janitorial services contract with Universal Building Services (contract no. 7676, City Council accepted June 17, 2008, Resolution No. 64,092-N.S) effective October 1, 2008 through June 30, 2011 for an amount not to exceed $175,000 annually.

BE IT FURTHER RESOLVED by the Board of Library Trustees of the City of Berkeley to authorize the options to extend for two additional 12-month periods at $200,000 per period.

BERKELEY PUBLIC LIBRARY

TO: Board of Library Trustees

FROM: Donna Corbeil, Director of Library Services

SUBJECT: DISCUSSION AND NOMINATIONS FOR THE SELECTION OF BOARD CHAIRPERSON (PRESIDENT) AND VICE-CHAIRPERSON (VICE-PRESIDENT)

INTRODUCTION

Each year the Board of Library Trustees elects Officers for a one-year term. Following discussion, the Board will nominate Trustees to sit as Chairperson and Vice-Chairperson, for the term commencing at the November meeting of the Board of Library Trustees, for a one-year term.

FISCAL IMPACT

This report will have no fiscal impacts.

BACKGROUND

Each year the Board of Library Trustees appoints a Trustee to sit as Chairperson and a second Trustee to sit as Vice-Chairperson for the following year. *Section 3.04 City of Berkeley Municipal Code, Board of Library Trustees* (Attachment 1) specifies that each year the Board of Library Trustees shall elect one of its members president and another vice president for a term of one year at the first meeting of the board in October of each year.

CURRENT SITUATION AND ITS EFFECTS

For the past ten-months, Trustee Terry Powell has sat as the Chairperson for the Board of Library Trustees and Trustee Darryl Moore held the post of Vice-Chairperson. The previous year Trustee Powell was Vice-Chairperson.   At the November 14, 2007 Board meeting, nominations were made from the floor; a unanimous vote resulted in the election of Chair Powell and Vice-Chair Moore, per Resolutions R07-115 and R07-116 respectively. Appointments were made effective immediately, with the gavel handed from Chair Kupfer to Chair Powell. The term set at that time was for one year, from November 14, 2007 until the time of election in 2008.

Following last year's process, the Board asked that alternative methods for selection be brought forward for consideration.

The City of Berkeley Commissioners' Manual: Background Information Rules and Procedures *(May 6, 2008),* Chapter II, Section C, Commission Organization (Pgs 23-25, Attachment 2) the

method for elections is not given, but it does state, "The results of the vote should be publicly announced and the vote recorded in the minutes."

The Trustee Tool Kit for Library Leadership (California Association of Library Trustees and Commissioners, 1998 Edition), Chapter 4, Effective Board Organization, (Pgs 29-33, Attachment 3) references adhering to the organizations bylaws and holding elections, but does not detail the methods available.

Last December the following was also shared with the Board: according to Roberts Rules of Order, 10th Edition, Section 46, Nominations and Elections, "…the methods of nomination are: (a) by the chair; (b) from the floor (sometimes called "open nominations"); (c) by a committee; (d) by ballot; (e) by mail; and (f) by petition." Furthermore, "If no method of nominating has been specified in the bylaws and if the assembly has adopted no rule on the subject, any member can make a motion prescribing the method."

RECOMMENDED FUTURE ACTION

Place an action item on the October agenda announcing the vote and election of the Board of Library Trustee Chairperson and Vice-Chairperson for the period commencing November 12, 2008 through November 11, 2009. Follow a process whereby nominations are made from the floor, or through "open nomination," at the September meeting, voting occurs at the October meeting, with the announcement by the standing Chair of the election results at the October meeting, and the terms of Chair and Vice-Chair commencing with the November meeting each year, per Berkeley Municipal Code Chapter 3.04.

Attachments:
1. *Section 3.04 City of Berkeley Municipal Code, Board of Library Trustees*
2. The City of Berkeley Commissioners' Manual: Background Information Rules and Procedures *(May 6, 2008),* Chapter II, Section C, Commission Organization
3. California Association of Library Trustees and Commissioners (1998 Edition), Chapter 4, Effective Board Organization

Chapter 3.04
Chapter 3.04
BOARD OF LIBRARY TRUSTEES*

*For Charter provisions concerning library trustees, see Charter § 30.

Section 3.04.010 Composition--Term of office.
 The Board of Library Trustees shall consist of five members, as provided in Section 30 of the Charter, to be appointed by the City Council. All library trustees shall serve without compensation. The term of office of the members of the board shall be four (4) years. The term of office of the members of the board first appointed shall commence upon September 7, 1939, and the members so appointed shall so classify themselves by lot that one non-City Councilmember trustee shall go out of office on the first Monday of July 1940, one non-City Councilmember trustee shall go out of office on the first Monday of July 1941, one non-City Councilmember trustee shall go out of office on the first Monday of July 1942, and one non-City Councilmember trustee shall go out of office on the first Monday of July 1943. Notwithstanding any other provision in this chapter, beginning on July 2, 1984, the library trustee appointed from the City Council shall go out of office on the first day of December 1987 unless earlier terminated as hereinafter provided. Thereafter, the term of the councilmember trustee shall expire on the first day of December of the year of expiration of the City Councilmember's term on the City Council unless earlier terminated as hereinafter provided.

The members appointed to the board as in this section provided shall be subject to removal from the board at the pleasure of the City Council, prior to the expiration of the term for which they were appointed.[1] Vacancies on the Board of Library Trustees from whatever cause, except temporary vacancies as hereinafter provided, shall be filled by the City Council for the unexpired term. Each member of the board shall serve until his successor is appointed and qualified. A majority vote of all the members of the City Council shall be required to appoint a member to the board, or to fill any vacancy thereon, or to remove any member from the board prior to the expiration of his term of office.[1] (Ord. 6144A-NS § 1, 1992: Ord. 5921-NS § 1, 1989: Ord. 5582-NS § 1, 1983: Ord. 3739-NS (part), 1960: Ord. 2459-NS (part), 1941: Ord. 2278-NS § 1, 1939)

[1]
The last two paragraphs of § 3.04.010 were inadvertently omitted from a prior codification of this code due to
a clerical error that occurred in 1992. This section was corrected in February, 2006.

Section 3.04.040 Organization of board.
The Board of Library Trustees shall organize by electing one of its members president and one of its members vice president, who shall hold office for one year, and until their successors are elected unless their terms as a member of said board expire sooner. The president and vice-president shall be elected at the first meeting of the board in October of each year. The Director of Library Services shall be ex officio secretary of the board and as such secretary shall keep a full account of all receipts and expenditures, and a record and full minutes of all proceedings of the board. (Ord. 6154-NS § 2, 1992: Ord. 3853-NS (part), 1962: Ord. 2278- NS § 2, 1939)

Section 3.04.050 Control and management authority--Meetings--Library defined.
 A. The Board of Library Trustees shall have control and management of the Berkeley Public Library, including all branch libraries, and the use of the word "library" hereafter in this chapter shall mean the

Berkeley Public Library and all branch libraries in the City. The board shall hold regular meetings at least once a month, at such time and place as they may fix by resolution.

B. Special meetings may be called at any time by the president or by any three trustees, by written notice served upon each member at least twenty-four hours before the time specified for the proposed meeting, or at any time by the president with the written consent of all the members. The notice of the special meeting shall specify the time and place of the special meeting and the business to be transacted. No other business shall be considered at the meeting. The notice shall be served, personally or by mail, at least twenty-four hours before the meeting in those communications media organizations requesting notice in writing. (Ord. 4861-NS § 1, 1976: Ord. 2278-NS § 3, 1939)

Section 3.04.060 Tax levy for library expenditures.
The City Council shall, at the request of the Board of Library Trustees, in making the annual tax levy and as a part thereof, levy a tax for the purpose of maintaining such library, paying all salaries and wages, and purchasing books, journals, periodicals and other supplies, and such other expenditures as are necessary to properly operate the libraries. (Ord. 2278-NS § 4, 1939)

Section 3.04.070 Library fund--Created--Disposition.
There is created a fund to be known as the "library fund," which shall be kept separate and apart from other funds. All money or revenue collected or received for library purposes, whether by taxation, gift, devise, bequest or otherwise, shall be paid into the City treasury and deposited in said fund, and is to be used and applied only for the purpose herein authorized; provided, however, if the payment into the City treasury of any money or property derived by donation or bequest be inconsistent with the terms of such donation or bequest, the Board of Trustees shall provide for the safety and preservation of the same and the application thereof to the use of such library in accordance with the terms and conditions of such donation or bequest. (Ord. 2278- NS § 5, 1939)

Section 3.04.080 Library property to vest in City when.
The title to all property, real and personal, now owned or hereafter acquired by purchase, donation, bequest or otherwise for the purpose of such library, when not inconsistent with the terms of its acquisition, shall vest in and be and remain in the City, and, in the name of said City, may be sued for and defended by action at law, or otherwise. (Ord. 2278-NS § 6, 1939)

Section 3.04.090 Powers and duties.
The Board of Library Trustees, by a majority vote of all its members, as herein provided, to be recorded in the minutes with the ayes and noes at length whenever there is a division, shall have power:

A. To make and enforce all rules, regulations and bylaws necessary for the administration, government and protection of such library, and all property belonging thereto or that may be loaned, devised, bequeathed or donated to the same;

B. To administer any trust declared or created for such library and to provide memorial tablets and niches to perpetuate the memory of those persons who may make valuable donations thereto;

C. To purchase necessary books, journals, publications and other supplies and personal property;

D. To appoint officers and employees of the library, either full-time or part-time, as may be necessary to adequately conduct the business of the library, said officers and employees to hold office at the pleasure of the board; to fix the salaries and wages thereof within the salary ranges established by resolution of the City Council, and to prescribe the duties and powers of such officers and employees;

E. To recommend to the City Council the purchase or lease of real property and the erection, rental or acquisition of such building or buildings, room or rooms as may be necessary when, in its judgment, a suitable building, or portion thereof, has not been provided by the council;

F. To do and perform any and all other acts and things necessary or proper to carry out the provisions of this chapter. (Ord. 3639-NS (part), 1958: Ord. 2278-NS § 8, 1939)

Section 3.04.100 Reports required.
The Board of Library Trustees shall, on or before the last day of July in each year, make a report to the City Council, giving the condition of the library on the thirtieth day of June preceding, together with a summary of their proceedings for the year then ended, and shall make such other reports and furnish such information as may be requested by the City Council from time to time. (Ord. 2278-NS § 9, 1939)

(BMC 3.80). If you already occupy an elected or appointed office other than a city board or commission, and you are applying for appointment to a city board or commission, you should seek the City Attorney's advice as to whether the two offices may be deemed incompatible.

4) Incompatible Activities for Compensation

Government Code Section 1126 prohibits a public official from engaging in activities for compensation which are incompatible with their public office. If you are engaged in compensated activities which may be incompatible with your duties as a commissioner, please consult the City Attorney.

5) State Mandated Ethics Training

Assembly Bill 1234 passed in 2005 requires all local officials that are compensated for their service or reimbursed for their expenses to complete ethics training on a biennial basis. In Berkeley, the officials that fall under this requirement are listed below.

Mayor and City Council
Rent Board Commissioners
Board of Library Trustees
Human Welfare and Community Action Commissioners
Police Review Commissioners
Mental Health Commissioners

These officials will receive a notice from the City Clerk advising them of the required training. The training may be completed on the Fair political Practices Commission web site. The training must be completed within one year of the date of appointment and every two years thereafter. A certification of completion must be filed with the City Clerk. For more information, please contact the City Clerk Department.

C. COMMISSION ORGANIZATION

1) Election of Officers and Term of Office

Unless otherwise provided by ordinance[3], the chairperson and vice chairperson are elected by the majority of the commission for a one-year term and hold office until their successors are elected or until their terms as members of the commission expire. No commissioner shall serve as chairperson for more than two consecutive years. The annual election of commission officers should occur during the month of February. The results of the vote should be publicly announced and the vote recorded in the minutes.

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[3] Election of Officers to the Police Review Commission, Board of Library Trustees and Landmarks Preservation Commission are regulated by Berkeley Municipal Code Sections 3.32.050 3.04.040, and 3.24.030 respectively.

If an established election schedule has been set for the election of officers, any variation from that schedule results in a vacancy or interim period, not an extended term for the officer. Terms of office for officers are determined by the date the election regularly occurs, not by the date is may have actually occurred.

2) Mandatory Annual Training for Officers (Resolution No. 60,531-N.S.)

Chairpersons and vice chairpersons are required to complete mandatory annual training on: a) the parliamentary procedure of conducting and presiding over meetings according to the Brown Act and City policy; b) the role of the commission and its organization; and c) the commission's relationship to the City Council, the City Manager, the secretary, other commissions, outside agencies, and the general public.

Resolution No. 63,876–N.S. was adopted by council to implement video training for commissioners to satisfy the requirements of Resolution No. 60,531-N.S.

The chairperson or vice chairperson may view, in its entirety, a training video obtained from the City Clerk Department or the training video for this purpose posted on the City Clerk web site. Upon completion, the chairperson or vice chairperson must file with the City Clerk an Affirmation of Completion.

The training video must be viewed and the Affirmation of Completion must filed with the City Clerk no later than 60 calendar days from the date of election as chairperson or vice chairperson. Failure to complete the video training and file the Affirmation of Completion within 60 days of election will result in the immediate forfeiture of the position of chairperson or vice chairperson.

While not mandatory for commissioners other than the chair and vice-chair, completion of Commissioner Training is encouraged for all commissioners.

3) Duties of Officers

The chairperson, or in her/his absence, the vice chairperson, performs the following duties:

- Presides at all meetings of the commission and ensures that the work of the commission is accomplished. To this end the chairperson must exert sufficient control of the meeting to eliminate irrelevant, repetitious or otherwise unproductive discussion. At the same time the chairperson must ensure that all viewpoints are heard and are considered in a fair and impartial manner.

- Appoints commission members to temporary subcommittees subject to the approval of the commission.

- Approves the agenda prior to distribution.

- Signs correspondence on behalf of the commission.

- Represents the commission before the City Council with the approval of the commission.

- Approves and signs commission reports to Council as prepared by the secretary.

- Performs other duties necessary or customary to the office.

4) Transfer of Chair

In the absence of the chairperson or his/her inability to act, the vice chairperson presides in place of the chairperson. In the event of the absence or the inability to act of both the chairperson and the vice chairperson, the remaining members elect one of their members to act as temporary chairperson.

If a chairperson or vice chairperson is terminated for any reason, the office is vacated and the rules for transfer would apply. If the officer is reappointed she or he shall not resume the office and must be re-elected to the office by the majority of the membership.

5) Temporary Subcommittees (Resolution No. 61,312-N.S.)

From time to time the commission or the chairperson, with the confirmation of the commission, may appoint several of its members but fewer than the existing quorum of the present body to serve as a temporary subcommittee. Only commission members may become members of the subcommittee, however, the commission may seek input and advice from the community. Subcommittees must be reviewed annually by the commission to determine if the subcommittee is to continue. Please consult the City Attorney's Brown Act check list and Council resolution attached as an appendix to the Commissioner's Manual for noticing and agenda requirements applicable to subcommittees.

Subcommittees make recommendations only to the parent commission. Subcommittee recommendations must be adopted by the parent commission before they can be forwarded to Council. A subcommittee may not represent the parent commission before the Council or other bodies unless it has first received the authorization of the parent commission to do so.

Subcommittees shall conduct their meetings in public and in accessible locations except where the City Manager has determined that such a meeting would be authorized by law to be held in closed session. Agendas for subcommittee meetings are required by the Brown Act to be posted the same as the agendas for commission meetings. Staff is not required to attend or take minutes at meetings of subcommittees.

Chapter 4.
Effective Board Organization

Any library board must function effectively itself before the taxpaying public will judge it capable to serve as administrator or advisor for the complex, big community business that is today's public library. Ideally, trustees provide representation for the varied group interests in the community. But each trustee's commitment to put service to the total community above any group interest is a vital prerequisite for effective library board organization and operation. To serve effectively as an official public body, the trustees must organize themselves so they can function smoothly and professionally as a group, all working knowledgeably and confidently within clear and agreed upon operational procedures. The library board must be prepared to devote its time and attention to the primary reason for its existence—administering or advising to provide library service matching the public's needs.

Attributes of Responsible Trustees

The following attributes are the ideal qualities that can help the trustee keep the library a top priority in the community:

1. Trustees are believers in libraries and library service.
2. Trustees are library users.
3. Trustees are public relations experts promoting the public's awareness of public library services.
4. Trustees are informed persons, especially as to how the library functions.
5. Trustees are idealists, who insist on high standards.
6. Trustees, in spite of being dreamers, are also realists, knowing that not everyone in the community has or even wants a library card.
7. Trustees are evaluators, constantly asking, "Is this good enough?"

8. Trustees are joiners, goers, high energy people, and supporters of causes, especially of library causes.
9. Trustees are community representatives and must keep informed about the community.
10. Trustees are Politicians ... with a capital "P!" They must know the environment for getting things done.
11. Trustees are advocates for libraries.
12 Trustees are concerned about what services the library can provide for the community.

Inherent in these attributes is a readiness to devote time and effort to the duties of trusteeship.

Essentials for Effective Board Organization

Through time and experience, public boards, corporate business, and civic organization boards have found that certain tools make the difference between commendable effectiveness and counterproductivity. Each of these tools works for both advisory and administrative library boards:

1. Trustee Manual for each trustee
2. Board bylaws
3. Board operating policy
4. Clearly defined board officer duties
5. Provision for committees with clearly defined roles and procedures
6. Board records/board minutes file
7. Conduct-of-public-meeting procedure with an advance, written agenda for each meeting
8. A code of parliamentary procedure
9. Board goals and objectives
10. New board member orientation program
11. Board member continuing education program
12. Board education and library resource file

13. Clearly defined policies for working relationships with key individuals and groups such as library director, library foundations, Friends of the Library.

14. Public and community relations and library advocacy program

Importance of Trustee Manual for Each Trustee

A well-organized Trustee Manual for each trustee is a valuable tool for smooth board operation and knowledgeable participation by all. One copy kept by the chairperson or secretary does not permit each trustee to use it for quick reference either during an at home study period in preparation for a meeting or during a meeting. Copies for new trustees should be reviewed during the orientation meeting to expedite effective participation in board meetings.

A board may want to produce its own manual relevant to its local operation. However, every Trustee Manual should contain key information including: the enabling legislation establishing the local board and its authority; legal duties of each trustee; board bylaws and policies, goals and objectives; current board members and terms of office; current board officers, committees, and responsibilities; a clear definition of the duties of the library director, and a clear definition of the role of trustees in relationship to that of the library director; library mission statement, current library goals and objectives; and library operating policies.

Individual boards may feel it important to include other information. Depending on individual board choice as well as the scope of library operations, some boards have relatively simple manuals while others have compiled complex ones.

It is important to have an established policy for an annual review and update of the Trustee Manual by the entire board or by a special committee created for that purpose.

Necessity for Board Bylaws

All boards should have written bylaws to control their own affairs. Bylaws are the internal rules that establish board structure, organization, and operational procedures. They should be

thoughtfully developed and adopted by a two-thirds vote after advance public notice and opportunity for comment. Review by the jurisdiction's legal counsel before adoption is wise. Some library board bylaws are required by law to be approved by the governing body of the jurisdiction.

Bylaws are essential management tools, making it possible for the board to carry out its legally mandated functions efficiently, expeditiously, democratically and provide a way to inform the public of its standard operating procedure. Failure of a board to establish written bylaws (operating instead through informal and customary practices) can result in misinterpretations and disagreements, time-consuming meetings, legal errors, and even lawsuits. The laws providing for the establishment of library boards also establish their functions; however, generally these laws are phrased in broad terms, leaving detailed organization and procedures to be developed by the boards.

As an official public body, the library board is expected to have such rules established for orderly, public meetings. California's Ralph M. Brown Act, enacted to insure such open, public meetings, states that a public body "must provide by resolution, bylaw or rule, as appropriate to that body, for the time of holding regular meetings."

A copy of the bylaws should be available to the public and on file with the clerk of the jurisdiction. The existence of written bylaws is a board defense against liability.

Library board bylaws typically provide for:

1. Regular meetings open to public: Date and time; place; other requirements including advance written agenda and advance public notice.

2. Special meetings open to public: Method for calling; other requirements including advance written agenda and advance public notice.

3. Quorum: What constitutes a quorum.

4. Member attendance policy: Provision for excused absences; any attendance enforcement provisions for unexcused absences (in accord with jurisdiction appointive authority).

5. Board officers: Titles; duties and powers: terms of office.

6. Election procedure: Nomination, election date and process; procedure for filling vacancies during term.

7. Standing committees: Title and function; member selection procedure, duties, and reporting procedure.

8. Special committees: Member selection procedure, duties, and reporting procedure.

9. Conduct of board meetings: Responsibility for advance written agenda; procedure for placing items on agenda; order of business; statement of authority for parliamentary procedure (such as the current edition of **Robert's Rules of Order Newly Revised** or other board-accepted authority); provision for public comment (written or oral). It may be helpful for the preparer of the agenda to allocate a time frame for each agenda item, as well as to indicate action items.

10. Budget: Procedure for preparation and timetable.

11. Required reports: Definition; procedure for preparation and any approval procedure; dates due.

12. Bylaws and operating policies: Procedure for adoption; frequency of review; amendment procedure; fulfilling public notice requirements.

Bylaws should be subject to regular review, and amendment, if needed, in order to improve constantly the board's self-management and efficiency.

Need for Board Officers with Clearly Defined Duties

All library boards recognize the need for officers with clearly defined duties and powers for each office, all in writing and well understood by everyone.

Library boards traditionally elect the following officers:

1. Chairperson or President

2. Vice-Chairperson or Vice-President

3. Secretary (sometimes the library director, by agreement with the board, may serve; or the governing body of the jurisdiction may provide secretarial service)

Provision for Committees with Clearly Defined Roles and Procedures

Some library boards use committees; some do not. There are considerations to be given both for and against the committee system.

Those favoring committees feel: 1) committees can save the total board discussion time at meetings because a committee can investigate and thoroughly discuss any issue, then present all the pros and cons plus written recommendations (if requested) to the total board for its decision; 2) committees can help board members to develop more in-depth expertise in specific issues; 3) committees may be a way to involve all Board members, plus other community members, and tap expertise, such as Friends of the Library.

Those who oppose committees feel: 1) committees are a time-consuming approach to what can just as effectively or more quickly be done by the entire board, especially if the board itself is small; 2) committees can become another burden for the board chairperson and board to work with and work through; 3) committees may become cliques that, in effect, manage the board, possessive of their areas of focus with a tendency to override any and all other board members' expertise.

Clearly defined committee roles and procedures should be included in the bylaws. Committees are advisory, unless other powers are specifically delegated by the total board. Committees do not vote to adopt and/or to commit the board, the library, or the governmental jurisdiction to any action or policy. Neither do they act as spokespersons for the board, nor take any other independent action unless authorized in advance by the total board. Written committee reports should be distributed before a board meeting to permit member study.

Necessity of Board Records and Minutes File

A complete and accurate file of board minutes, including supporting material and other important documents and correspondence, is necessary for any public body and recommended for board operational effectiveness. The records also are

crucial for legal purposes (especially to lessen trustees' legal liability) and for future board reference.

The records need to be readily available to all board members in the library or library office, not kept in the home of the chairperson or secretary. Public records must be available to the public.

Requirement of Advance, Written Agenda

According to the Brown Act, the agenda must be available to the public at least 72 hours before a regular board or commission meeting, and at least 24 hours in advance of a special meeting. Be sure the board or commission members receive the agenda in time to give adequate consideration to each item. The agenda should specify the time and location of the regular meeting and be posted in a location that is freely accessible to members of the public.

Responsibility for Preparing Agenda

Responsibility for preparing the agenda is a most important responsibility. Generally, the agenda is prepared by the chairperson, or at least has the approval of the chairperson. The chairperson's advance consultation with the library director, or perhaps preparation of the agenda in consultation with the library director, contributes to a healthy working relationship.

Importance of Adherence to Parliamentary Procedure

A library board's bylaws declare that the board will utilize parliamentary procedure to conduct its meetings. But to do so requires a commitment plus a general understanding of the basics of parliamentary procedure by all. The purpose of parliamentary procedure is to permit the group to transact business speedily and efficiently, assure an orderly meeting, and protect the rights of each individual. The procedure provides a mechanism whereby: 1) only one subject may rightfully claim group attention at one time; 2) every proposal properly presented for consideration is due a free and full debate; and 3) the will of the majority is determined in orderly procedure, while preserving the rights of the minority. While parliamentary

procedure is meant to facilitate meetings, it is not intended to become an obstacle itself.

A current edition of **Robert's Rules of Order Newly Revised** (or the parliamentary source the bylaws cite) should be readily available at each meeting.

Need for Orientation Program for New Trustees

Much already has been said about the importance of a new trustee orientation program. An effective program: 1) begins immediately following appointment or election and before the new trustee attends a library board meeting; 2) immediately provides the new trustee with a copy of the library board's Trustee Manual as a key orientation guide; 3) includes an orientation session; 4) extends beyond the new member's first board meeting.

Early orientation of the new trustee helps the library board keep up its action momentum instead of marking time while the new member struggles to figure everything out alone. It helps prevent misunderstanding that may have long-lasting effects. It means that all board decisions are based on full-member knowledge.

If new trustees are to participate quickly and knowledgeably in decision-making, they need to know before the first board meeting how the board operates; its goals, objectives and policies; what decisions it faces immediately; what and why plans and actions have been formulated in the past; laws affecting both board and library; and resources available. New trustees also need to know the library goals and objectives, organization, and operating policies.

Information concerning the cooperative library system of which the local library is a member is useful. It is important to place the local library in perspective with other libraries, to bring into sharp focus the state and national library picture, and define the challenges all libraries face.

Value of Trustee Continuing Education Program

Job-related continuing education is considered essential today by business and government

executives, educators, and professionals. It is standard practice for library staff members. Formal or informal programs provide updated information and learning opportunities to enhance performance. Such continuing education programs also are invaluable for library trustees who recognize they too have a responsibility: to keep fully apprised of current developments, and constantly to advance their expertise.

A well-organized continuing education program for members, including attendance at conferences, workshops, and seminars, and membership in state and national trustee and library organizations should be standard operating procedure for all library boards. It should be planned for, and budgeted for, when possible.

Significance of Trustee Resource Bookshelf

For members' study as well as for reference, a Trustee Information and Resources Bookshelf should be created in the library in cooperation with the library director. (Trustees also should be alerted to new publications in their field of interest.) Such a bookshelf may also prove useful to members of the local jurisdiction governing body and staff, potential library board members, and others in the community interested in the library. Libraries are always willing to share samples of their bylaws, policy manuals, and other organizational documents.

BERKELEY PUBLIC LIBRARY

TO: Board of Library Trustees

FROM: Douglas Smith, Deputy Director of Library Services

SUBJECT: LIBRARY STRATEGIC PLAN, 2008-2011

RECOMMENDATION

Adopt the resolution approving the *Berkeley Public Library Strategic Plan 2008-2011*.

FISCAL IMPACT

Fiscal impact during FY08-09 will be dependent on the individual activities and services developed by staff. Any impact in future fiscal years will be included in appropriate budget discussions, presentations and workshops.

BACKGROUND

During its January 9, 2008 meeting, by Resolution No. R08-09, the Board of Library Trustees approved the proposed timeline and scope of work to conduct the Library Strategic Plan, and discussed the planning process. The Deputy Director convened a committee of Library staff members representing various areas within the Library's organization to develop the plan working with Library Planning Consultant Leslie Nordby. The committee initiated a community input process involving numerous public meetings, capturing the input of targeted community stakeholders as well as key Library employees. The Board of Library Trustees was updated on the ongoing work of the staff steering committee at its April and June meetings, with particular regard for the community meetings, the service priorities survey, the staff focus groups, and given an anticipated timeline for discussion by the Board. In all, input was gathered from over 1,900 community members during the planning process. A presentation and discussion of the draft Plan took place at a workshop during the Board's July meeting, and in August the draft Plan was again made available to staff and the public for further comment. The changes resulting from the July workshop and additional staff and community input are reflected in the new Plan document.

FUTURE ACTION

Staff anticipates receiving direction from the Trustees as it relates to setting future direction and library policy, in order to move to the next stage of planning. Library staff will identify both current as well as new activities and services that will help to meet the goals and objectives in the Board-approved strategic plan. Discussions of the plan will also be included in any Board workshops relating to the budgets of each of the upcoming three fiscal years.

Attachments:
1. Resolution
2. Berkeley Public Library Strategic Plan 2008-2011 *(To be delivered under separate cover, advanced copies can be requested from the Central Library Administration Office)*

RESOLUTION NO.: 08-__

BERKELEY PUBLIC LIBRARY'S STRATEGIC PLAN 2008-2011

WHEREAS, on January 9, 2008, by Resolution No. 08-09, the Board of Library Trustees approved the timeline and scope of work to conduct the Library Strategic Plan; and

WHEREAS, since that time a Library staff committee was convened to develop the Strategic Plan, along with Library Planning Consultant Leslie Nordby, and community input was solicited during numerous public meetings; and

WHEREAS, a draft Strategic Plan was presented to the Board at its July 9, 2008 meeting and the comments received were implemented into the final draft version.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to approve the Berkeley Public Library's *Strategic Plan 2008-2011*.

BERKELEY PUBLIC LIBRARY

<u>**ACTION CALENDAR**</u>
September 10, 2008

To: Board of Library Trustees

From: Donna Corbeil, Director of Library Services

Subject: AMENDMENT TO FY 2009 ADOPTED BUDGET

<u>RECOMMENDATION</u>

Adopt a resolution amending the FY 2009 Adopted Budget based upon recommended re-appropriation of committed FY 2008 funding and other recommended adjustments authorized since May 14, 2008 and totaling $295,452, adopting an Amended FY 09 Library budget of $15,654,017.

<u>FISCAL IMPACT</u>

On May 14, 2008, the Board of Library Trustees adopted the FY09 Budget, authorizing appropriations of $15,666,682.

The recommended amendments to the FY 09 appropriations primarily involve a realignment of approved expenditures, as well as corrected prior-year carry forward based on the second preliminary closing statements of fiscal year 2008, issued by the City of Berkeley's Finance Department. On a consolidated Funds basis, expenditures have decreased $12,665 due to savings from a decrease in the FY 08 Gift Fund rollover projected in the adopted budget.

The recommendations in this report:

1. Amend and appropriate the final expected FY08 carry forward within all funds and adjust for anticipated balance shortfalls as determined by preliminary closing statements;

2. Include adjustments to funds committed in FY08 for carryover encumbrances of $147,559 and new appropriations totaling $147,893;

3. Meet projected salary and benefit increases for FY 09 in the amount of $181,125;

4. Formalize the adoption of a projected salary savings target for FY 09 of 3%, estimated at $350,590 in savings to the Personnel budget; and

5. Create a balanced FY 09 budget that uses available fund balances thereby relieving the burden on the discretionary Library Tax Fund and ensuring the expenditure of all funding sources.

The FY 2009 budget adjusted appropriation requested totals $15,654,017.

Summary of Recommended Changes:

FUNDS	FY 2009 Adopted	Carryover	New Appropriations	Adjustments	FY 2009 Projected
Library Tax	$14,464,162	126,293	133,465	(83,171)	$14,640,749
Other Funds	$283,465	7,554	74,407	(212,465)	$152,961
Gift Funds	$919,055	13,712	(59,979)	(12,481)	$860,307
TOTAL	$15,666,682	147,559	147,893	(308,117)	$15,654,017

BACKGROUND

Throughout the year, the Library Board takes actions that amend the adopted budget. These may include, but are not limited to, the acceptance of new grants, revisions to existing grants, and adjustments to adopted expenditure authority due to unanticipated needs.

The adopted budget is also amended annually to reflect the re-appropriation of prior-year funds for contractual commitments (i.e. encumbrances) as well as unencumbered carryover of unexpended funds previously authorized for one-time, non-recurring purposes. These budget changes or modifications include re-appropriating FY08 spending authority to FY09 for coverage of commitments entered into in prior years. The Adopted Amended FY 09 Library Budget will be sent to the City's budget office for inclusion in the appropriate City Council Appropriations Ordinance.

Types of Carryover

FY 2009 Encumbrance Carryover, totals $147,559 reflects contractual obligations entered into in Fiscal Year 2008 which had not been paid as of June 30, 2008. Funding for these "encumbered" commitments is brought forward in to the current fiscal year to provide for subsequent payment of these obligations. The FY09 Adjusted Budget currently includes the carry over of FY08 encumbrances.

FY 2009 Unencumbered Rollover, totals $147,893 and reflects the carrying forward of funding authorized by the Board of Library Trustees for specific purposes that had not been expended by year-end. The majority of this carry over is within the discretionary Library Tax Fund.

FY 2009 Other Adjustments total ($308,117) and reflect actions taken by the Board, Library, and/or City since adoption of the FY09 budget as well as adjustments required since budget adoption. These adjustments are within all Funds and reflect appropriation of grant funding and the use of available fund balances.

Below is a summary breakout of the FY08 Unencumbered Carryover, Encumbrance Rollover and the FY09 Adjustments for the Library Tax Fund and all other Funds, including the Gift Fund.

Library Tax

The Library Tax Fund includes carryover requests of $126,293 and other adjustments with a net savings of $83,293 that include the following items:

Carryover $126,293

➢ $46,700 for Township (janitorial services)
➢ $23,000 for Agnitsch (electrical / trenching for high speed connections)
➢ $13,500 for CMTC (workflow analysis)
➢ $12,000 for Marina Mechanical (HVAC systems)
➢ $7,554 for Securitas (security services)
➢ $5,688 for AMS.net (computer hardware)
➢ $4,995 for Critical Solutions (personnel / human resource related services)
➢ $3,796 for Freitas (landscape maintenance)
➢ $2,794 for Leslie Nordby (Strategic Plan consultant)
➢ $1,553 for Unique Management (Collection management services)

   Rollover

   ➢ $47,660 for Personnel Expenditures

Approximately $181,000 in additional funds is needed to cover employee contractual agreement changes to salaries and benefits. A 3% cost of living increase was factored into the FY09 budget projections, assuming an effective date of July 1, 2008 (as reflected in the May 14, 2008, 5-year fund analysis). Subsequent negotiated contractual commitments -- when approved by the City Council -- will include: a 5% COLA (cost of living adjustment) effective September 7, 2008; and part-time employee health coverage benefit increases to 75% City contribution rate for 50% time (20 hours per week) employees and 100% City contribution rate for 75% time (30 hours per week) employees.

The additional fund request of $47,660 is moderated due to an excess of approved personnel costs totaling $133,465 transferred from the Public Library Fund and consolidated into the Library Tax Fund.

   Adjustments ($83,171)

Adjustment savings reflect primarily a transfer of security costs of $55,961 and public copier expenses of $13,500 from the Library Tax Fund into the Public Library Fund.

   ➢ *$350,590 Salary Savings*

The rate of variance between the adjusted personnel budget and actual expenditures over the last four years in the Library have been: 2005 – 3.3%, 2006 – 2.1%, 2007 – 6.5%, and 2008 – 3.8%. The City assumed a 3% salary savings target in preparing the FY 09 general fund budget. A 3% salary savings in the Library for FY09 would result in a savings of approximately $350,590. Following the City's practice is a prudent fiscal measure, which will contribute significantly to balancing the FY09 budget.

Salary savings is defined by the city as, "that percentage or dollar amount of salaries which can be expected to be unspent during the fiscal year due to vacancies and employees receiving less than the top-step pay of the classification". A significant portion of the Library Tax fund balance is attributable to accrued salary savings and benefits. Historically, the Library has fully funded all positions, but rarely are all positions filled at all times due to recruitment efforts, eligibility list development and the general process involved in filling positions. These temporary vacancies create savings, leaving a portion of allocated personnel funding left unspent at year's end.

Other Funds

For the Library, these include the following funding sources: Direct Loan & Inter-Library Loan (302), Literacy Services (304) and the Public Library Fund / PLF (305). Reallocating expenditures from the Library Tax Fund and taking new appropriations within these other Funds will ensure there is no disruption in services, relieve the burden on the Library Tax Fund and ensure the expenditure of all funding sources.

$56,141 Securitas:

Re-appropriate the one-time Library Tax Fund carryover of $7,554 to the Direct Loan and Inter-Library Loan Fund (302); and

Increase the FY09 appropriation for this vendor by $48,587 to the Direct Loan & Inter-Library Loan Fund (302) to cover contract increases for security services. This contract will expire in FY09.

$26,000 Ricoh:

Re-appropriate the Library Tax Fund approved FY09 allocation of $13,500 to the Public Library Fund (305) and;

Increase the FY09 appropriation by $12,500 to the Public Library Fund (305) for unanticipated set-up costs incurred during a vendor change for public copier and printing services.

These recommendations total $82,141 and represent $7,554 in carryover, $61,087 in increased appropriations and $13,500 in realignment of allocations between funds.

Gift Fund

The Library Gift Fund (306) includes monies accumulated through donations from the Berkeley Public Library Foundation, the Friends of the Berkeley Public Library, donations from individuals, the Alice Meyers Trust Fund and Max Delaware Neidorf Fund.

Actual unexpended funds in FY08 were less than projected in the FY09 accepted budget resulting in a reduction to the Gift Fund of $58,748. Significant items to the Gift Fund are as follows:

$64,369 Awarded in FY08 by the Berkeley Public Library Foundation, for capital improvement related projects.

$3,000 Awarded in FY08 by the Foundation to enhance the North Branch materials budget per a donor specified request.

$250 Awarded to the Library to be used to purchase material at the Claremont Branch.

$26,578 Awarded in FY08 by the Friends of the Berkeley Public Library, $10,847 to be expended for projects approved in FY 08 and $15,731 to be applied toward the $84,259 FY09 grant award, thereby reducing the actual FY09 payment to $68,528.

$90,000 from the Alice Meyer Trust Fund, in FY 09 $50,000 was allocated for library materials, this appropriation was mistakenly allocated to the Library Tax Fund, this amended budget will correct and appropriate the allocation to the Gift Fund as originally intended. In addition, staff is requesting a $40,000 allocation as a one-time supplemental appropriation to the Children's Services budget to enhance services and programs.

Changes to the Gift Fund include $774,817 in rollover appropriations of which $90,000 in one-time targeted-use funds are included (see Alice Meyer Fund item above).

FUTURE ACTION

The Library will report the amended budget to the City Manager's Office for inclusion in the amendment to the FY09 Annual Appropriations Ordinance.

Attachment:
1. Resolution
2. Library Tax Fund (301): 5-Year Analysis (Proposed)
3. All Other Funds (302, 304, 305): 5-Year Fund Analysis (Proposed)
4. All Funds (301,302, 304, 305): 5-year Analysis (Proposed)
5. Gift Fund (306): 5-year Analysis (Proposed)

RESOLUTION NO.: R08-__

AMEND THE FISCAL YEAR 2009 ADOPTED BUDGET FOR A TOTAL FISCAL YEAR 2009 AMENDED BUDGET OF $15,654,017

WHEREAS, the Board of Library Trustees approved the FY 2009 Adopted budget authorizing appropriations of $15,666,682 on May 14, 2008; and

WHEREAS, the Adopted Budget must be amended to include adjustments to funds committed in FY08 for carryover encumbrances of $147,559, unencumbered rollover totaling $147,893 in new appropriations, other adjustments totaling $308,117; and meet projected salary and benefit increases for FY 09 in the amount of $181,125; and

WHEREAS, the adoption of a projected salary savings target for FY 09 of 3%, estimated at $350,590 in savings to the Personnel budget; and

WHEREAS, expenditures have decreased $12,665 due to savings from a decrease in the FY 08 Gift Fund rollover projected in the adopted budget; and

WHEREAS, the Board is committed to a balanced FY 2009 budget that uses available fund balances to ensure the expenditure of all funding sources.

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley that the Fiscal Year 2009 Adopted Budget is amended based upon recommended re-appropriation of committed FY 2008 funding and other recommended adjustments authorized since May 14, 2008 and totaling $295,452.

BE IT FURTHER RESOLVED by the Board of Library Trustees of the City of Berkeley to adopt an Amended FY 2009 Library budget of $15,654,017.

BERKELEY PUBLIC LIBRARY
LIBRARY TAX FUND (301): 5-YEAR ANALYSIS (Proposed)

	FY 2008 ADOPTED	FY 2008 ADJUSTED	FY 2008 PROJECTED	FY 2009 ADOPTED	FY 2009 PROJECTED	FY 2010 PROJECTED	FY 2011 PROJECTED	FY 2012 PROJECTED
Beginning Fund Balance	$ 1,261,323	$ 1,261,323	$ 1,261,323	$ 807,031	$ 807,031	$ 289,287	$ 69,350	$ 122,109
Revenues								
Library Tax	$ 13,209,469	$ 13,209,469	$ 13,050,019	$ 13,520,415	$ 13,520,415	$ 14,061,232	$ 14,623,681	$ 15,208,628
Fines/Fees	251,000	251,000	237,411	250,000	250,000	250,000	250,000	250,000
Donations/Private Contributions								
Misc. Revenue / Interest / Refunds	2,000	9,000	26,051	72,000	2,000	2,000	2,000	2,000
TOTAL REVENUE:	$ 13,462,469	$ 13,469,469	$ 13,313,481	$ 13,842,415	$ 13,772,415	$ 14,313,232	$ 14,875,681	$ 15,460,628
Expenditures								
Operations								
Personnel	$ 11,272,418	$ 11,272,418	$ 10,899,624	$ 11,505,222	$ 11,686,347	$ 11,920,074	$ 12,218,076	$ 12,587,062
Non-Personnel	1,749,776	1,855,192	1,511,645	1,785,940	1,822,836	1,845,940	1,845,940	1,845,940
Library Materials	1,057,121	1,078,121	1,071,112	948,121	891,121	1,007,121	1,007,121	1,007,121
RFID Loan Repayment	111,392	116,033	111,392	114,316	117,619			
Computer & Software Purchase	200,000	94,230	84,912	65,000	70,732	65,000	65,000	65,000
CIP	25,000	79,993	77,334	25,000	25,000	25,000	25,000	25,000
Subtotal:	$ 14,415,707	$ 14,495,987	$ 13,756,019	$ 14,443,599	$ 14,613,655	$ 14,863,135	$ 15,161,137	$ 15,530,123
Charges From Other Depts								
Finance - Billing	$ 9,786	$ 9,786	$ 6,045	$ 12,182	$ 12,320	$ 12,566	$ 12,880	$ 13,269
Facilities - Toxics	8,086	8,086	5,709	8,381	14,775	15,070	15,447	15,913
Interfund Transfers								
Subtotal:	$ 17,872	$ 17,872	$ 11,754	$ 20,563	$ 27,094	$ 27,636	$ 28,327	$ 29,183
TOTAL EXPENDITURES:	$ 14,433,579	$ 14,513,859	$ 13,767,773	$ 14,464,162	$ 14,640,749	$ 14,890,771	$ 15,189,464	$ 15,559,305
Labor Vacancy Savings				$ 345,157	$ 350,590	$ 357,602	$ 366,542	$ 377,612
Projected Surplus/(Shortfall) {Rev - Exp + Vacancy}	$ (971,110)	$ (1,044,390)	$ (454,292)	$ (276,590)	$ (517,744)	$ (219,937)	$ 52,759	$ 278,935
GROSS FUND BALANCE {Bal + Rev - Exp + Vacancy}	$ 290,213	$ 216,933	$ 807,031	$ 530,441	$ 289,287	$ 69,350	$ 122,109	$ 401,043
Budget Recommendations								
Revised Gross Fund Balance {Gross Fund Balance - Budget Recommendations and Adjustments}	$ 290,213	$ 216,933	$ 807,031	$ 530,441	$ 289,287	$ 69,350	$ 122,109	$ 401,043

Assumptions: printed: 4-Sep-08

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

COLA: FY08=4.8%; FY09: JUL-AUG=0%, SEP-JUN=5%; FY10=2% w/25-Yr Longevity=3%; FY11: 2.5%; FY12: 2.0%@6-Mn

Medical Insurance (Full Year 2009 basis): 20-29 Hours=75%, 30-40 Hours=100%

Longevity Premium calculated FY10 only, future year percentage increases applied from base of ending FY10 total.

Labor vacancy savings at 3%.

Fund$ data as of 19AUG08. Incorporates, carry-overs, carry-forward, and planned SEP08 budget revisions.

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BERKELEY PUBLIC LIBRARY
ALL OTHER FUNDS (302, 304, 305): 5-YEAR FUND ANALYSIS (Proposed)

	FY 2008 ADOPTED	FY 2008 ADJUSTED	FY 2008 PROJECTED	FY 2009 ADOPTED	FY 2009 PROJECTED	FY 2010 PROJECTED	FY 2011 PROJECTED	FY 2012 PROJECTED
Beginning Fund Balance	$ 235,339	$ 248,652	$ 248,652	$ 274,976	$ 274,976	$ 356,015	$ 440,015	$ 539,015
Revenues								
Public Library Fund (SB 358)*	$ 61,000	$ 61,000	$ 40,852	$ -	$ 70,000	$ 70,000	$ 70,000	$ 70,000
Library Literacy Services*	64,000	83,870	84,645	84,000	84,000	84,000	84,000	84,000
Direct & Inter-Library Loan Prgrms	175,000	175,000	92,992	80,000	80,000	80,000	95,000	95,000
Miscellaneous Grant Revenue								
TOTAL REVENUE:	$ 300,000	$ 319,870	$ 218,489	$ 164,000	$ 234,000	$ 234,000	$ 249,000	$ 249,000
Expenditures								
Operations								
Personnel	$ 130,532	$ 201,028	$ 141,508	$ 133,465				
Non-Personnel	40,000	96,172	50,657	150,000	121,961	150,000	150,000	150,000
Library Materials	31,000	31,000			31,000			
TOTAL EXPENDITURES:	$ 201,532	$ 328,200	$ 192,165	$ 283,465	$ 152,961	$ 150,000	$ 150,000	$ 150,000
Labor Vacancy Savings				$ 4,004				
Projected Surplus/Shortfall (Rev - Exp)	$ 98,468	$ (8,330)	$ 26,324	$ (115,461)	$ 81,039	$ 84,000	$ 99,000	$ 99,000
GROSS FUND BALANCE (Bal + Rev - Exp)	$ 333,807	$ 240,322	$ 274,976	$ 159,515	$ 356,015	$ 440,015	$ 539,015	$ 638,015
Budget Recommendations								
Revised Gross Fund Balance {Gross Fund Balance - Budget Recommendations and Adjustments}	$ 333,807	$ 240,322	$ 274,976	$ 159,515	$ 356,015	$ 440,015	$ 539,015	$ 638,015

Notes:

printed: 4-Sep-08

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

Funds: 302=Direct Loan/Inter-Library Loan; 304=Grants; 305=Library Services and Technology

Fund$ data as of 19AUG08. Incorporates, carry-overs, carry-forward, and planned SEP08 budget revisions.

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BERKELEY PUBLIC LIBRARY
ALL FUNDS (301, 302, 304, 305): 5-YEAR ANALYSIS (Proposed)

	FY 2008 ADOPTED	FY 2008 ADJUSTED	FY 2008 PROJECTED	FY 2009 ADOPTED	FY 2009 PROJECTED	FY 2010 PROJECTED	FY 2011 PROJECTED	FY 2012 PROJECTED
Library Discretionary Fund (301)	$1,261,323	$1,261,323	$1,261,323					
Direct+Inter-Lib Loan Fund (302)	242,517	242,517	242,517					
Svc & Tech Fund (304)								
Public Library Fund (305)	6,135	6,135	6,135					
Beginning Fund Balance	**$1,509,975**	**$ 1,509,975**	**$ 1,509,975**	**$ 981,771**	**$ 1,108,076**	**$ 671,371**	**$ 535,434**	**$ 687,193**
Revenues								
Library Tax	$ 13,209,469	$ 13,209,469	$ 13,050,019	$ 13,520,415	$ 13,520,415	$ 14,061,232	$ 14,623,681	$ 15,208,628
Grants (PLF)	61,000	68,000	40,852	70,000	70,000	70,000	70,000	70,000
Fines/Fees	251,000	251,000	237,411	250,000	250,000	250,000	250,000	250,000
Library Literacy Services* (304)	64,000	83,870	84,645	84,000	84,000	84,000	84,000	84,000
Direct+Inter-Lib Loan Programs	175,000	175,000	92,992	80,000	80,000	80,000	95,000	95,000
Misc. Revenue / Interest / Refunds	2,000	2,000	26,051	2,000	2,000	2,000	2,000	2,000
TOTAL REVENUE:	**$ 13,762,469**	**$ 13,789,339**	**$ 13,531,970**	**$ 14,006,415**	**$ 14,006,415**	**$ 14,547,232**	**$ 15,124,681**	**$ 15,709,628**
Expenditures								
Operations								
Personnel	$ 11,402,950	$ 11,473,446	$ 11,041,132	$ 11,638,687	$ 11,686,347	$ 11,920,074	$ 12,218,076	$ 12,587,062
Non-Personnel	1,789,776	2,070,209	1,536,233	1,935,940	1,944,797	1,995,940	1,995,940	1,995,940
Library Materials	1,088,121	1,109,121	1,071,112	948,121	922,121	1,007,121	1,007,121	1,007,121
RFID Loan Repayment	111,392	119,336	111,392	114,316	117,619			
Computer & Software Purchase	200,000	99,962	84,912	65,000	70,732	65,000	65,000	65,000
CIP	25,000	79,993	77,334	25,000	25,000	25,000	25,000	25,000
Subtotal:	**$ 14,617,239**	**$ 14,952,067**	**$ 13,922,115**	**$ 14,727,064**	**$ 14,766,616**	**$ 15,013,135**	**$ 15,311,137**	**$ 15,680,123**
Charges From Other Depts								
Finance - Billing	$ 9,786	$ 9,786	$ 6,045	$ 12,182	$ 12,320	$ 12,566	$ 12,880	$ 13,269
Facilities - Toxics	8,086	8,086	5,709	8,381	14,775	15,070	15,447	15,913
Interfund Transfers								
Subtotal:	**$ 17,872**	**$ 17,872**	**$ 11,754**	**$ 20,563**	**$ 27,094**	**$ 27,636**	**$ 28,327**	**$ 29,183**
TOTAL EXPENDITURES:	**$ 14,635,111**	**$ 14,969,939**	**$ 13,933,869**	**$ 14,747,627**	**$ 14,793,710**	**$ 15,040,771**	**$ 15,339,464**	**$ 15,709,305**
Labor Vacancy Savings				$ 349,161	$ 350,590	$ 357,602	$ 366,542	$ 377,612
Projected Surplus/(Shortfall) {Rev - Exp + Vacancy}	$ (872,642)	$ (1,180,600)	$ (401,899)	$ (392,051)	$ (436,705)	$ (135,937)	$ 151,759	$ 377,935
GROSS FUND BALANCE {Bal + Rev - Exp}	**$ 637,333**	**$ 329,375**	**$ 1,108,076**	**$ 589,720**	**$ 671,371**	**$ 535,434**	**$ 687,193**	**$ 1,065,127**
Budget Recommendations								
Revised Gross Fund Balance {Gross Fund Balance - Budget Recommendations and Adjustments}	**$ 637,333**	**$ 329,375**	**$ 1,108,076**	**$ 589,720**	**$ 671,371**	**$ 535,434**	**$ 687,193**	**$ 1,065,127**

Assumptions: printed: 4-Sep-08

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

COLA: FY08=4.8%; FY09: JUL-AUG=0%, SEP-JUN=5%; FY10=2% w/25-Yr Longevity=3%; FY11: 2.5%; FY12: 2.0%@6-Mn

Medical Insurance (Full Year 2009 basis): 20-29 Hours=75%, 30-40 Hours=100%

Longevity Premium calculated FY10 only, future year percentage increases applied from base of ending FY10 total.

Labor vacancy savings at 3%.

Fund$ data as of 19AUG08. Incorporates, carry-overs, carry-forward, and planned SEP08 budget revisions.

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BERKELEY PUBLIC LIBRARY
GIFT FUND (306): 5-YEAR FUND ANALYSIS (Proposed)

	FY2008 ADOPTED	FY 2008 ADJUSTED	FY 2008 PROJECTED	FY 2009 ADOPTED	FY 2009 PROJECTED	FY 2010 PROJECTED	FY 2011 PROJECTED	FY 2012 PROJECTED
Beginning Fund Balance	$ 977,239	$ 977,239	$ 977,239	$ 972,506	$ 972,506	$ 180,727	$ 175,727	$ 170,727
Revenues								
Friends of BPL		$ 300	$ 122,773	$ 84,259	$ 68,528			
BPL Foundation		25,500	81,500					
Donations/Private			107,093					
Interest/Misc. Revenues			45,084			20,000	20,000	20,000
TOTAL REVENUE:	$ -	$ 25,800	$ 356,450	$ 84,259	$ 68,528	$ 20,000	$ 20,000	$ 20,000
Expenditures								
Operations								
Personnel	$ 1,881	$ 8,119	$ 8,221	$ 7,600	$ 5,609			
Non-Personnel	40,100	158,966	59,009	148,878	200,338	5,000	5,000	5,000
Professional Services	40,350	245,546	171,366	125,537	51,809	20,000	20,000	20,000
Library Materials	438,134	618,659	85,527	572,670	538,182			
Computer Hardware/Software		11,690	11,690					
CIP	94,901	94,901	25,370	64,369	64,369			
Subtotal:	$ 615,366	$ 1,137,881	$ 361,183	$ 919,055	$ 860,307	$ 25,000	$ 25,000	$ 25,000
TOTAL EXPENDITURES:	$ 615,366	$ 1,137,881	$ 361,183	$ 919,055	$ 860,307	$ 25,000	$ 25,000	$ 25,000
Projected Surplus / (Deficit) (Rev - Exp)	$ (615,366)	$ (1,112,081)	$ (4,733)	$ (834,796)	$ (791,779)	$ (5,000)	$ (5,000)	$ (5,000)
Other (Balancing to Yr-end)								
GROSS FUND BALANCE (Bal + Rev - Exp)	$ 361,873	$ (134,842)	$ 972,506	$ 137,710	$ 180,727	$ 175,727	$ 170,727	$ 165,727
Contracts								
Noll & Tam Architects (069809)					2,819			
Fusionbox (07LB17 - 071229)					8,000			
Alice Prussin (09LB14 - 073049)					2,893			
Blue-Back Contracts:	$ -	$ -	$ -	$ -	$ 13,712	$ -	$ -	$ -

Notes:

Fund$ data as of 19AUG08. Incorporates, carry-overs, carry-forward, and planned SEP08 budget revisions.

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BERKELEY PUBLIC LIBRARY

TO: Board of Library Trustees

FROM: Donna Corbeil, Director of Library Services

SUBJECT: 2008 AMERICAN LIBRARIES ASSOCIATION (ALA) ANNUAL CONFERENCE REPORT BY LIBRARY STAFF

BACKGROUND

The American Library Association (ALA) is the oldest and largest library association in the world, with more than 65,000 members. Its mission is to promote the highest quality library and information services and public access to information. The organization's annual conference held in Anaheim, California this year had 22,047 librarians, exhibitors and library supporters attend. The 129th ALA Annual Conference was held at the Anaheim Convention Center from June 25 through July 2, 2008. Library supporters participated in more than 300 conference programs, and attended special events featuring a variety of newsmakers and best-selling authors.

The Berkeley Public Library was represented by eight Library staff employees, the Director of Library Services, the Deputy Director and two Trustees.

LIBRARY STAFF REPORTS

MICHELE MCKENZIE (Reference Librarian, A&M): I attended a few ALA conference sessions, explored the exhibition hall and contacted vendors. I appreciated the opportunity to network with other librarians, recruit for our vacant positions at Berkeley Public Library, and learn more about current trends in reference services.   Here are a few highlights:

1) **The Future of Face-to-Face Reference. Is Face-to-face Reference Dying?**
   This session featured examples of two different approaches by academic libraries experimenting with virtual/online reference service. The first was Appalachian State University's "Second Life" style virtual library which, in addition to linking users to a range on online resources, was staffed by librarian avatars. This virtual library was created as a part of a larger interactive online learning environment for students of several programs offered by the university. The second model presented was Ohio State University Library's combination of video kiosks, web calling and e-reference. This example appeared to be a more practical approach for libraries lacking the IT infrastructure and support needed to maintain a proprietary virtual online environment. Their virtual reference solution combined the use of readily available "essentially free" technologies including inexpensive web cams, and SKYPE's free online "video calling" software. The presenters admitted that the responses by both staff and users were mixed and that it was difficult to evaluate effectiveness or user needs in relation to this service.

2) **African Americans in Hollywood: Images, Performers, Films, Filmmakers from 1903 to the Present**
   I was very excited to have an opportunity to attend this session presented by Donald Bogle, noted film historian, and author of several books on African Americans in American film and television. Bogle gave an extremely entertaining and informative presentation complimented by slides of rare film stills and vintage movie posters. At the end of the session he signed copies of the recently updated edition of his book Brown Sugar: Over One Hundred Years of America's Black Female Superstars. Mr. Bogle and I discussed the possibility of having him present an adult program at the Berkeley Public Library in the future.

ALAN BERN (Community Relations Librarian, Special Services): This year's ALA Annual Conference was held in Anaheim, California. The following are highlights of my activities at the Conference:

1) In serving as the current Chair of *Scholarships: Melcher and Bound to Stay Bound Committee* (http://www.pla.org/ala/alsc/awardsscholarships/alscschol/alscscholarship.htm) of ALSC (Association for Library Service to Children), I put forward the notion of more widely publicizing these well-funded scholarships to targeted groups so that we can help to increase the diversity of our profession in the realm of children's librarianship. I was also successful in working with the Committee to change the criteria for these scholarships to include strength in outreach and community connection.

2) The meeting of the LAMA's (Library Administration and Management Association's) **Web Advisory Board** included several Section Webmasters, consultant Brian Gray, and me. We discussed the LAMA Communications Task Force Recommendations for changing the LAMA website (http://www.ala.org/ala/lama/lama.cfm). This is seen as an ongoing process and from our discussion, I would like to suggest one idea that could be interesting to discuss trying on the Berkeley Public Library website: **the spotlighting of different divisions and departments on our library's website on a rotating basis**.

3) I attended a number of fascinating programs, including:
   - Donna Corbeil, Terry Powell, and I attended the **URBAN LIBRARIES COUNCIL's Futures Forum: Fast Forward Conference**. Presenters John Seely Brown (formerly of Xerox Park) Omar Wasow (blackplanet.com), Joseph Janes (University of Washington, Information School), and others discussed **Learning 2.0**. Some new things are going on, especially with the younger deomographic (hence, **Web 2.0**), but they definitely did not agree what they are. More to come, and public libraries need to pay close attention.
   - The Public Libraries Association presented a program on **Branding** by James Keller, formerly from an advertising agency and now with Queens Library. He was a fount of knowledge and great ideas: an example of one idea that re-enforces the direction of our Berkeley Public Library LOOK Committee that is designing a new image for Berkeley Public Library: small program handouts in postcard format displayable in racks.
   - **Digital Storytelling in California**, a report from several California public libraries on the first generation program using Digital Storytelling. What a wonderful variety of successful and moving programs! Under the leadership of Neighborhood Services Manager Suzanne Olawski Berkeley Public Library has applied for a California State Library **Transforming Life After 50** Grant to serve local Boomer populations by using them as resources with the **Center for Digital Storytelling** as our primary partner, http://www.storycenter.org/. We have been given positive feedback and should find out soon about what level of support we have been awarded for our proposed project,

Coming of Age in the Civil Rights Era: Experiencing Berkeley School Desegregation 1964-68.

- Consultant and former school librarian Debbie Abilock (http://noodletools.com/) discussed *Visual Literacy* and the different ways that people learn and perceive. Vitally important for education, but also for public librarianship, especially for, but not limited to, youth services.

- **Your Library, Your Space - Using Research to Make Libraries People Friendly** was about research primarily in Academic Libraries, but we will continue to use similar processes with public and staff with our branch libraries if the bond is successful in the November election.

- **Take Two Aspirin: Helping Public Librarians meet the Demand for Consumer Health Information** was a fascinating presentation on how the National Library of Medicine is helping public libraries offer more complete medical information to patrons.

SANDRA SCHMITZ (Librarian II, Technical Services): During ALA 2008 I attended several presentations on the future of library catalogues. This included presentations on:

1) **Functional Requirements for Bibliographic Records (FRBR), Functional Requirements for Authority Data (FRAD), and Functional Requirements for Subject Authority Records (FRSAR)**, which are collectively the conceptual basis of the new cataloguing rules known as Resource Description and Analysis (RDA), scheduled for publication in 2009; and

2) **Ideas and prospects for the library catalogue of the future.**

One conference speaker called FRBR (along with FRAD and FRSAR) the greatest upheaval in the cataloguing world in the past century. Robert L. Maxwell explains FRBR as:

> "a new model of the bibliographic universe … based on the 'entity-relationship analysis technique'… Now widely used in database design, the model divides a given data universe into specific entities linked by specific relationships." (**FRBR : a guide for the perplexed**. Pp. 1, 7)

The FRBR/FRAD/FRSAR model will address user needs that go beyond traditional catalogue options and will use an information technology-based vocabulary to facilitate communication between library staff and systems designers. The Library of Congress, the National Library of Medicine, and the National Library of Agriculture will test the new model, as reflected in RDA, in late 2009. Implementation is planned for early 2010.

The most interesting session on the future of library catalogues that I attended was a discussion titled "Creating the future of the catalog and of cataloging--and catalogers", with panelists Martha Yee (UCLA Film and Television Archive), Roy Tennant (OCLC), Jennifer Bowen (University of Rochester), Diane Hillmann (Cornell Digital Library Research Group), and Tim Spalding (LibraryThing). Some of their more thought-provoking comments:

- In the past, library users built their workflow around libraries' workflow. In the future, libraries need to build their workflow around their users' workflow. (Roy Tennant)

- Cataloguers of the future will engage in user research and design local applications to improve user services based upon the results of that research. Their challenges will be to keep an open mind, think broadly about possibilities, and present options rather than objections. (Jennifer Bowen)

- Cataloguing compatibility with web standards is essential; libraries cannot play in a vacuum any longer. The challenge for cataloguers will be perceived loss of control over standards development. (Jennifer Bowen)

- Cataloguers of the future will think about descriptive data without preconceptions, consider the entirety of discovery and access issues around a set of materials or a project, consider use and users beyond an individual service, be aware of changing user needs, understand the evolving information environment, work with IT staff, design data that is compatible with other systems, and shift from creating metadata to managing, improving and distributing it. (Diane Hillmann)

- Librarians of the future may work at a more abstract level. (Tim Spalding)

JOSH LACHMAN (Librarian II, South Branch): The ALA conference in Anaheim was a fantastic experience. The conference was supremely well organized with helpful people giving directions and assistance throughout the facilities. The buildings were all near each other and a shuttle service ferried people quickly between the hotels and conference sites that weren't within walking distance.

Every day the ALA published a newspaper that featured articles about programs happening at the conference. Volunteers were handing out copies at the convention center. It was another way to stay in touch with what was going on.

The convention floor featured vendors displaying every kind of product and service that libraries could use. The personnel at these booths worked tirelessly all day long talking with librarians from all over the world. I tried to take at least a brief look at all the booths, but was careful not to get on to mailing lists. The publisher's booths were a great way to view a publisher's books as well as talk to their staff. Many writers and illustrators were signing books, adding to the excitement.

A number of writer's gave inspirational talks, including actress/children's writer Jamie Lee Curtis.

A huge variety of workshops took place throughout the conference. I attended some relating to children's services, workplace issues and many other topics.

LINDA PERKINS (Children's Services Manager / ALSC Divisional Councilor): ALA's 2008 Annual Conference was held in Anaheim, California with 22,047 members and exhibitors attending. This compares to attendances of 28,228 in Washington, D.C. and 16,784 in New Orleans.

Some pioneers in Children's Librarianship would have gasped to have seen their professional descendents navigating Disneyland hotels and meeting colleagues at the statues of "Mickey Mouse" in hotel lobbies. In Anaheim, it's a "mall" (sic) world after all.

ALA Council's business essentially deals with internal ALA issues and with external matters of concern to librarians. ALA is our collective voice on issues that affect the quality of our resources and services. Councilors analyze, discuss, and debate a wide range of topics. My notes will merely highlight a few of those topics but a full account of Council actions can be found at:
www.ala.org/ala/ourassociation/governanceofficeb/council/councilactions/councilactions.cfm

Council Documents are located at:
www.ala.org/ala/ourassociation/governanceofficeb/council/councildocuments/Document_Invent
ory_MW_2008.cfm (scroll downward for Annual documents)

Internally, Council is addressing two major concerns, electronic participation and Council transparency. Janet Swan Hill chairs the "Task Force on Electronic Member Participation (TFOEMP) and plans to report their recommendations to Council at Midwinter 09.

Council also passed a resolution instructing Executive Director Keith Michael Fiels to "explore methods of making Council proceedings transparent to the ALA membership and report back to Council at Midwinter 09." The resolution also cites using "user (membership) input to gauge interest and help guide future efforts in making the business of the Association more visible to the membership."

In post-conference list-serve discussions, Council continues to discuss the conflicting issues of greater membership participation via technology and the association's "open meetings" policy.

ERICA DEAN GLENN (Senior Librarian, Children's Services): I attended a variety of programs, such as Library 2.0 and Children's Services, YA Literature, Graphic Novels and Books on Popular Culture, and Reach Out and Touch Someone: Public and School Libraries Collaborate for Student Success. I also attended Taking Off with Every Child Ready to Read @ Your Library - where Katie Ross of the Kanawha County West Virginia Library System and Saroj Ghoting discussed resources for incorporating early literacy ideas into pre-existing programs and how to highlight the six early literacy skills through storytimes, training of childcare providers, and creating language rich-environments. The Bilingual Mind: How Children Acquire and Use Language. This program's goal was to debunk the myths that surround second language learning. One important point was that reading in their home language counts in terms of literacy development and also that human interaction is critical to learning (rather than learning a language from a video or television).

My one complaint with the conference is that there were so many interesting programs offered, often at the same time. As a result, we were often required to split our time between two programs, sometimes missing the beginning of one and the end of another.

At the exhibit hall, I was able to talk to a couple of people from the T. Barry Brazelton Touchpoints Center about Touchpoints sites in the Bay Area. I also spoke to a company that sells software that allows patrons to write reviews on the books in the OPAC, a small book publisher that in San Francisco that is interested in offering internships to Teens, and discussed Read for the Record with a representative from JumpStart. This program bring daycares into the library with the objective of breaking the record for number of children who have the same book read to them in one day. BPL will be participating in Read for the Record on October 2.

I was happy to join 200 other librarians in volunteering with Libraries Build Communities. This year, with a group of 6 other librarians, I helped clean up Panorama (Santa Ana) Elementary School's Catalog and added information on Accelerated Reader levels to MARC records as well as labeled new books. Librarians from all over the country have volunteered with Libraries Build Communities since its creation at the 2006 Annual Convention in New Orleans, LA.

Two other big highlights of the conference were attending the Many Voices, Many Nations program, where the keynote speaker was Sherman Alexie, author of *The Absolutely True Diary of a Part-Time Indian*, and attending the Caldecott/Newbury Awards Ceremony, where we were treated to marvelous acceptance speeches by Caldecott winner Brian Selznick (*The Invention of Hugo Cabret),* and Newbury winner Laura Amy Schlitz (*Good Masters, Sweet Ladies).*

DOUG SMITH (Deputy Director, Administration): I attended numerous sessions at the Anaheim conference, in addition to taking advantage of the preconference tour of two important new public library facilities: the Cerritos Library and the Santa Monica Central Library. The 88,500 sq. ft. Cerritos Library is memorable to all who visit it. The Children's Library is very inspiring, with an environmental theme governing all its design elements. Most impressive is the 15,000 gallon saltwater aquarium which greets visitors right at the entryway. It is comprised of a mélange of architectural styles in its various sections and is adorned by spectacular glass artwork by Dale Chihuly. Santa Monica opened its 104,000 sq. ft. main facility in 2005. Noted for its environmentally-sustainable design elements (it earned a LEED gold rating from the US Green Buildings Council), it makes use of "paseos" or interior streets-- to direct visitors to major activity centers such as the Teen Lounge, fiction, the Children's Center, new books, and customer service areas.

Of all the many conference sessions I attended, perhaps the best was one presented by OCLC's Cathy De Rosa and Jenny Johnson entitled *From Awareness to Funding: A Study of Library Support in America*. This was a summary of a major study that OCLC undertook for which a report was published in July.

This report (downloadable from www.oclc.org/reports) asks the basic but extremely vital question, "is it possible to change the tide of library funding in America?" Funding for public libraries nationwide has at best been flat over the last 10 years. There has been a very steady decline in the number of operating and bond levies that have been passing in elections over the same period. OCLC was given $1.2M from the Bill & Melinda Gates Foundation to study this question. The results, in brief, showed that there is sufficient but latent (a key word here) opportunity to stem the decline, but competition is intensifying.

Key findings of the quantitative research (8,000 adults were surveyed in communities of varying sizes across the nation):
- A lot of people simply don't know about public libraries and their services.
- Most people claim they will support at the ballot, but fewer are firmly committed (74% say "yes" to library support, but only 37% say "definitely")
- Support is not tied to library usage or visitation (i.e., the "super-supporters" of libraries are not the heaviest users of libraries)
- The public's perception of librarians is highly related to support: valuing the "passionate librarian" is an important predictor of library support.
- Libraries occupy a very clear position in the realm of "purposeful" information providers in citizens' minds, a realm within which it is very difficult to compete (thus libraries should position themselves elsewhere in this continuum)
- One's belief in libraries as a transformational force has a real correlation to the willingness to support library funding
- Elected officials are generally more supportive of libraries
- Increasing library support may not necessarily mean a trade-off with support for other important public services such as police, fire, schools, parks, roads, etc.
- Interestingly, support or nonsupport for library funding is not demographically-driven.

The report discusses in detail the different attributes of the various categories of supporters and non-supporters and, with the use of extensive qualitative research in several communities, teases out what aspects of the story libraries can tell to encourage more of each segment to vote "yes" on library referenda.

Among the messages that make differences are:
- equality of access--libraries represent our core values of equality and freedom

- shared community values: libraries are a focal point for the communities sense of itself
- a "sacred" place: libraries are associated with cherished memories of early learning, parenting, and lifelong learning
- community stature: libraries lend value and stature to a community

Among the messages taken from the qualitative data
- Libraries need to be seen as relevant for citizens of the 21st century, not the past century
- Instill a sense of urgency by putting libraries in a competitive context: competitive for funding
- Libraries must be positioned as a vital, transformational force, both in the community at large as well as in individual lives.

BERKELEY PUBLIC LIBRARY

TO: Board of Library Trustees

FROM: Donna Corbeil, Director of Library Services

SUBJECT: PUBLIC COMMENT AT BOARD OF TRUSTEE MEETINGS

BACKGROUND

The Board of Library Trustees conducts its business meetings under the general guidelines of the City of Berkeley Commissioner's Manual, with the exception of specific guidance proscribed by the City of Berkeley Charter and Berkeley Municipal Code (BMC). Meetings are conducted in accordance with The Brown Act (Government code 54950 et seq.).

Resolution No. 06-03 was unanimously adopted at the January 18, 2006 meeting, the title of the adopted policy, *Library Administrative Regulation 1.1 Public Comment at Board of Library Trustee Meetings* (Attachment 1). If the public would like to speak during the "public comment" section of the meeting, they must write their name (clearly and legibly) and subject on the slips provided, and drop them into the box. The following signage is posted prior to the commencement and during each BOLT meeting:

> *Regular meetings: the public comment session at regular meetings is 30 minutes long. At the beginning of the "Public comment" period, we draw 10 names from the box. Each speaker will be given 3 minutes to speak.*

> *Special Meetings: the public comment session at special meetings is 20 minutes long. We will draw 10 names and each speaker will be given 2 minutes to speak. Comments are confined to the subject matters to be considered at the special meeting.*

FISCAL IMPACT

There are no fiscal impacts from this report.

CURRENT SITUATION AND ITS EFFECTS

The Board has following the 2006 adopted policy since this time. At the June 2008 BOLT meeting, staff was asked to bring information to the Board regarding current policy and practice in the City; these are, *City of Berkeley, Administrative Regulation Number 5.2, formerly 1.2, Format for City Council Workshops or Public Discussions* (Attachment 2)*,* adopted by the Council on June 15, 2002. In addition, posted on the City Council web page is the current public comment procedures which are described as experimental (Attachment 3). Briefly, these

describe opportunities for the public to speak on the consent calendar, informational items, item-by-item comment and public comment on non-agenda matters.

For Council meetings, public comment on non-agenda items occurs twice, before the consent calendar and at the end of the meeting. Previously, comments on non-agenda items were taken only at the end of the meeting. Now, those wishing to speak on a non-agenda item at the beginning of the meeting, prior to consent items, may bid to do so by filling out a comment/speaker card, five are then selected. These five people each have two minutes to speak. Any others wishing to speak on a non-agenda item must wait until the comment period scheduled at end of the agenda.

FUTURE ACTION

No future action is required.

Attachments:
1. Resolution No. 06-03, Adopted as, *Library Administrative Regulation 1.1 Public Comment at Board of Library Trustee Meetings*
2. *City of Berkeley, Administrative Regulation Number 5.2, formerly 1.2, Format for City Council Workshops or Public Discussions*
3. City Council – Public Comment – text from web page on current public comment procedures

VI.   REPORTS RECOMMENDING SPECIFIC ACTION

1.   Resolution to make Public Comment procedures a policy of the Board of Library Trustees

R06-03   Moved by Trustee Powell, seconded by Trustee Lee, to adopt a policy, to be titled Library Administrative Regulation 1.1 "Public Comment at Board of Library Trustee Meetings," that outlines the Board's procedure for handling public comments at all Board meetings, with the addition of a paragraph (after the 2nd paragraph):

"WHEREAS, it will be the policy of the Board of Library Trustees to encourage public communication about the Library's services, programs, and related community issues; and;"

Motion carried unanimously.

VII.   REPORTS FOR DISCUSSION AND POSSIBLE ACTION

1.   Report on formation of committee in response to City Council resolution of Nov. 15, 2005, regarding library labor-management committee

The charge of the committee is to consider library issues and recommend solutions. The committee will meet weekly and report monthly to the Board and quarterly to the City Council.

Committee members will be: Aayan Gates-Williams, Lisa Hesselgesser, Andrea Segall, Anne-Marie Miller, Mark Marrow, Linda Perkins, and Vivian Pisano (chair).

Trustee Kupfer will call a meeting of the committee the week of January 30th. Trustee Powell asked that a memo be sent to City Council notifying them of the formation of the committee, its charge and its plans. Trustee Kupfer agreed to write the memo.

2.   Follow-up and Carryover Process and Tracking Chart for Board Issues

3.   Report from Library employees and unions, discussion of process to share staff issues with Board of Library Trustees

Local 535 asked that the union's comments be included in the minutes. Trustee Powell noted that the Board minutes are action minutes.

Trustees Kupfer and Lee asked that the union representatives present a written report in time to be included in the agenda packet.

4.   Director's Report

a.   Hiring report

b.   News report

c.   Privacy Audit Committee - Timeline
Trustee Powell asked for a staff report on how the Checkpoint system and the Innovative system communicate.

CITY OF BERKELEY	A.R. NUMBER: 5.2 [Formerly 1.2]
	EFFECTIVE DATE: 1/1/95
ADMINISTRATIVE REGULATIONS	REVISED DATE: 6/15/02
	APPROVED BY CITY MANAGER:
	PAGE 1 OF 2 PAGES

SUBJECT: **Format for City Council Workshops or Public Discussions**

PURPOSE

The purpose of this Administrative Regulation is to outline the process and format which will be used in workshops or public discussions scheduled with the City Council.

POLICY

The City Council must agree to hold a workshop or public discussion and establish the date and time.

Once a workshop or public discussion has been scheduled, the agenda and information to be submitted must be coordinated through the City Manager.

PROCEDURE

The following procedure and format will be followed:

1. A consent calendar may be utilized to obtain Council permission to schedule a workshop or public discussion. Check with the City Clerk for suggested time and date.

2. Once the workshop or public discussion is scheduled all material being developed by the department must be available for review via the standard agenda review process no later than ten calendar days prior to the scheduled workshop or public discussion.

3. Copies of the finalized format and any written material must be provided to the City Clerk eight (8) days prior to the City Council meeting for inclusion on the Council agenda. The format could include a list of speakers, a list of steps designed to structure the event, and/or an assignment of time to each segment listed.

4. The initiating department is responsible for confirming arrangements with any outside speaker listed on the agenda.

5. If any variation from the customary Council-staff seating arrangements is required, the initiating departments shall notify the City Clerk, who will make the necessary arrangements.

SUBJECT: **Format for City Council Workshops or Public Discussions**

FORMAT AT COUNCIL WORKSHOP

1. The City Manager will make the introductory remarks and review the agenda for the evening.

2. Major issues to be discussed will be reviewed by the City Manager's designee or Department Director directly responsible for the workshop.

3. Speaker presentations or public input, if the format calls for public input, occurs next.

4. Feedback from Council on the issue(s).

5. Conclusion and new directions.
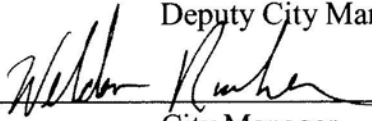
RESPONSIBLE PARTY:
City Clerk

TO BE REVISED:
Every 2 years

Approved by:

_____
Department Director

_____
Deputy City Manager

_____
City Manager

PUBLIC COMMENT

The City Council is currently experimenting with its public comment procedures. The following procedures apply to matters other than public hearings. Persons who wish to speak on matters scheduled for a public hearing must make their comments at the time set aside for the public hearing on the matter.For public hearings, please review the Public Hearings section of this document.

1. Public Comment on Consent Calendar or Information Items. The Council will first determine whether to add to or remove matters on its "Consent Calendar" and whether to move Information Items to Action. Items not removed from the "Consent Calendar" are voted on in one motion as a group. "Information Items" are not discussed or acted upon at the Council meeting unless they are moved to "Action" or "Consent".

The Council will first take public comment on any items that are either on the amended Consent Calendar or the Information Calendar. Each speaker will be entitled to a total of two minutes to speak to any such item. Council will hear from one speaker in support – the Mayor will ask persons in the audience who are also in support to stand to be recognized. The Mayor will then entertain one speaker in opposition and follow the same process as for the speaker in support. If the Mayor determines that there are several persons wishing to speak to the item, the item will be removed from the Consent Calendar and considered at the end of the agenda. The Mayor retains the ability to limit the number of speakers speaking on a subject depending upon the number of speakers and the number of items on the Council agenda that night.

After hearing from public speakers, any Councilmember may move any additional Information or Consent item to "Action." Following this, the Council will vote on the items remaining on the Consent Calendar as a group.

2. Item by Item Comment. The public may comment on each remaining item on the Council Agenda as it is taken up, unless that speaker has already addressed that item during a prior period of public comment at that meeting. Each speaker may speak for up to two minutes. The Mayor retains the authority to limit the total public comment time allocated to an item or to persons representing a particular side of an issue, depending on the length of the Council Agenda and the number of potential speakers.

3. Public Comment on Non Agenda Matters. At the end of the agenda, members of the public may speak to any matter not on the Council Agenda, for a period not to exceed two minutes per speaker. The Mayor retains the authority to limit the number of speakers by subject. The Mayor will generally request that public members wishing to speak, line up at the podium to be recognized and to determine the number of citizens interested in speaking at that time. Each speaker will be entitled to speak for two minutes each. The Brown Act prohibits the Council from discussing or taking action on an issue raised during Public Comment, unless it is specifically listed on the agenda. However, the Council may refer a matter to the City Manager.

BERKELEY PUBLIC LIBRARY

INFORMATION CALENDAR
September 10, 2008

TO: Board of Library Trustees

FROM: Dennis Dang, Library Services Administrative Manager

SUBJECT: FY08 Annual Budget Update: 4th Quarter and Year-End Report

INTRODUCTION

The purpose of this report is to provide ongoing information regarding the status of the Library's finances.

FISCAL IMPACT

There is no fiscal impact from this report.

BACKGROUND

The Library has several revenue sources that fund its day-to-day operations. The largest revenue source is the Library Tax, which is generated from a special assessment on local property taxes. The Library also receives annual allocations from the California State Library in the form of the Public Library Fund (per capita based formula), the California Library Literacy Services program (per capita based formula), Inter-Library Loan, and Direct Loan. In addition, the Library receives donations and gifts from the Friends of the Berkeley Public Library, the Berkeley Public Library Foundation and individual contributions.

CURRENT SITUATION AND ITS EFFECTS

The adjusted budget for FY08 for all funds was $16,030,837 and for total revenue was $13,852,569. There was a shortfall of $155,988 from the expected Library Tax Fund revenue. Annual fiscal year projections through 2012 are based on several factors: 1) a consistent tax base increase of 4%; and 2) COLAs consistent with JUN-08 union negotiated terms. Changes in these factors affect the Funds' forecasts.

1. Library Tax Fund

    The Library Tax Fund includes the revenue from the dedicated library tax, fines and fees charged to patrons, and miscellaneous revenue. The total revenue from the dedicated Library Tax in FY08 was $13,050,019 and $263,096 from fines, fees and miscellaneous revenue sources. The Library receives periodic payments from the County Assessor's Office for the Library Tax, with the largest payments in FY08 received in September, February, April and June. The revenue stream received from fines, fees and miscellaneous revenue sources is more consistent throughout the year.

Personnel expenditures at year-end are $10,911,378 or 94.9% of the adjusted budget; while non-personnel expenditures are $2,856,395 or 63.0% of the adjusted non-personnel budget.

2. Gift Fund

The projected ending FY08 fund balance at $972,506 is a decrease over the prior year of $4,733. Non-labor expenditures from the Gift Fund totaled $353,412 of which $137,181 was paid-to-date to the office of Noll & Tam for architectural and planning services related to the Branch Facilities Master Plan. In FY09, the Alice Meyer Trust which represents almost 38% of the Gift Fund balance is budgeted to supplement the general library materials budget by $50,000 and is proposed to fund $40,000 of Children's Services library materials.

3. All Other Funds

The Library receives revenue from a variety of sources in addition to the Library Tax Fund and the Gift Fund. The California State Library pays the Berkeley Public Library an annual allocation from the Public Library Fund based on a per capita calculation. The FY08 allocation was $40,852. This money was used to pay for the cost of various online database services.

The Library received an allocation from the State Library for Early Learning, and Literacy programs. The FY08 allocation for both programs totaled $84,645; Berkeley Reads received $64,000 of this total.

On a quarterly basis, the Library receives reimbursements from the State Library for Direct Loan and Inter-Library Loan programs. The revenue from these programs was $92,992. These funds were used to pay for the delivery of library materials between branches and the cost of the Link+ system and related services.

In order to maintain a healthy financial foundation, the Library needs to address its annual operating shortfall, continue to develop new and ongoing funding sources, address short- and long-term facilities issues and maintain the viability and stability of the Library Tax Fund balance.

FUTURE ACTION

The Library Tax Fund has a projected operating deficit of $454,292 for FY08, and anticipated deficits of $517,744 in FY09 and $219,937 in FY10, based on the adopted and projected budgets. Consequently, as the Library Tax Fund is spent down, the Library continues to explore appropriate expenditure reduction measures and additional revenue sources in light of the current economic unease and inflationary environment.

Attachments:

1. Expenditures by Fund: FY08 as of 8/20/08
2. Vendor Expenditures Details: FY08 as of 8/20/08

BPL System (w/CoB)　　　　　Actual Expenditures

Elmnt-Object	Description	Bdgt ORG FY08	Bdgt RVSD FY08	Lib Dscr 301	DL / ILL 302	Grants 304	Gift 306	Job-Hsng 402	Actual FY08	% RVSD Spent
11-01	Monthly Rated Employees	6,962,540	6,968,103	6,461,015	46,167	1,400	680		6,509,262	93.4%
11-02	Wage Continuation Payment			10,000					10,000	
11-03	Hourly and Daily Rated Empl	520,103	263,471	217,009		56,333	5,327		278,669	105.8%
11-04	Monthly Rated - Part Benefitted		327,803	340,898			115		341,013	104.0%
11-42	Terminal Vacation Pay			3,622					3,622	
11-51	Retro Pay No Pers & SRIP			31					31	
11-59	Reg Retro Gross Adjust.			9,120					9,120	
11-60	Excess Hours Pay			148,016			1,061		149,077	
12-12	General Summer Youth	20,000	20,000	17,854					17,854	89.3%
13-01	O/T-Monthly Rated Employee	6,000	6,000	11,615					11,615	193.6%
13-05	Holiday Pay	4,500	4,500	5,034					5,034	111.9%
	Personal Services-Salaries and Wages	**7,513,143**	**7,589,877**	**7,224,214**	**46,167**	**57,733**	**7,183**		**7,335,297**	**96.6%**
	Personal Services-Fringe Benefits	**3,909,560**	**3,909,560**	**3,687,164**	**32,878**	**4,730**	**1,038**		**3,725,810**	**95.3%**
	Personal Services-Employee	**11,422,703**	**11,499,437**	**10,911,378**	**79,045**	**62,463**	**8,221**		**11,061,107**	**96.2%**
30-35	Professional: Engnrng And Architecural Svcs		25,000					25,000	25,000	100.0%
30-36	Professional: Temporary Agency			8,099					8,099	
30-37	Professional: Medical		115	115					115	100.0%
30-38	Professional: Misc Prof Svcs	373,650	703,127	278,311	22,720	1,000	171,816	24,933	498,780	70.9%
30-42	Maint Svcs: Office Equip Maint Svcs	28,500	9,163	2,800					2,800	30.6%
30-43	Maint Svcs: Bldg & Structures Maint Svcs	135,000	125,983	98,403					98,403	78.1%
30-44	Maint Svcs: Field Equip Maint	63,450	34,402	8,724					8,724	25.4%
30-46	Maint Svcs: Computer Maintenance	10,200	10,875	5,000					5,000	46.0%
30-47	Maint Svcs: Software Maintenance	70,000	69,700	69,354					69,354	99.5%
	Purchased Professional & Technical Svcs	**680,800**	**978,365**	**470,806**	**22,720**	**1,000**	**171,816**	**49,933**	**716,275**	**73.2%**
	Grants & Governmental Payments	**5,000**	**5,000**	**2,754**					**2,754**	**55.1%**
40-10	Professional Dues And Fee	32,850	31,406	29,192					29,192	93.0%
40-31	Communications: Telephones	64,100	79,767	67,993					67,993	85.2%
40-33	Communications: Cellular	25,200	25,915	10,099					10,099	39.0%
40-41	Utilities: Water	20,600	21,850	15,565					15,565	71.2%
40-42	Utilities: Gas/Electricity	261,000	287,670	269,674					269,674	93.7%
40-43	Utilities: Refuse	33,912	23,912	17,113					17,113	71.6%
40-50	Printing And Binding	27,850	30,707	23,308		1,974			25,282	82.3%
40-61	Travel: Commerical Travel	7,200	7,362	9,220			162		9,382	127.4%
40-62	Travel: Meals & Lodging	20,000	13,614	21,445			614		22,059	162.0%
40-63	Travel: Registration/Admin Fees	21,000	20,799	17,718		652			18,370	88.3%
40-64	Travel: Transportation	6,704	5,749	3,641					3,641	63.3%
40-70	Advertising	6,544	7,574	5,744					5,744	75.8%
40-80	Books And Publications		100	100					100	100.0%
40-90	Other	2,000	275							
	Other Purchased Services	**528,960**	**556,700**	**490,812**		**2,626**	**776**		**494,214**	**88.8%**
50-10	Rental Of Land/Buildings	500	210	210					210	100.0%
50-20	Rental Of Equip/Vehicles	6,850	19,715	2,475					2,475	12.6%
50-30	Rental Of Office Equipment & Furniture	23,500	20,843	17,299					17,299	83.0%
	Rentals / Leases	**30,850**	**40,768**	**19,984**					**19,984**	**49.0%**
51-10	Postage	32,500	22,500	9,217					9,217	41.0%
51-20	Messenger/Deliver	5,000	12,955		12,955				12,955	100.0%
	Mail Services	**37,500**	**35,455**	**9,217**	**12,955**				**22,172**	**62.5%**
55-11	Office Supplies	28,100	30,004	23,116					23,116	77.0%
55-20	Field Supplies	305,364	340,717	206,511		7,652	13,523		227,686	66.8%
55-33	Equip & Veh Supp: Petroleum, Oil, Lubricant		500	53					53	10.6%
55-34	Equip & Veh Supp: Spare Replacement Parts	5,000	3,000	1,200					1,200	40.0%
55-50	Food	7,500	8,431	5,334			983		6,317	74.9%
55-60	Library Materials	1,526,255	1,727,780	1,071,112			85,527		1,156,639	66.9%
55-70	Misc.	5,000	24,779	1,318		989	6,993		9,300	37.5%
	Supplies	**1,877,219**	**2,135,211**	**1,308,644**		**8,641**	**107,026**		**1,424,311**	**66.7%**
	Purchased Property Services - Janitorial	**150,000**	**169,300**	**164,300**					**164,300**	**97.0%**
	Infrastructure - Building	**119,901**	**174,894**	**77,334**			**25,370**		**102,704**	**58.7%**
70-41	Machinery And Equipment	15,000	6,314	4,462					4,462	70.7%
70-43	Furniture And Fixtures	6,000	48,122	14,614			5,710		20,324	42.2%
70-44	Computers & Printers	110,000	93,534	75,060			11,690		86,750	92.7%
70-47	Computer Softwares & Lic	90,000	12,386	9,852					9,852	79.5%
	Property	**221,000**	**160,356**	**103,988**			**17,400**		**121,388**	**75.7%**
71-10	Small Equipment	26,000	27,789	19,521			85		19,606	70.6%
71-41	Mach & Equip: Machinery And Equipment		6,610	6,091					6,091	92.1%
71-43	Mach & Equip: Furniture And Fixtures	21,115	49,688	5,053		2,715	30,939		38,707	77.9%
71-44	Mach & Equip: Computers And Printers	10,000	31,255	27,996					27,996	89.6%
71-46	Mach & Equip: Photocopiers		600	455					455	75.8%
71-47	Mach & Equip: Software & Licenses		31,879	30,938					30,938	97.0%
	Property Under Cap Limit (<$1,000)	**57,115**	**147,821**	**90,054**		**2,715**	**31,024**		**123,793**	**83.7%**
	Internal Services	**8,037**	**11,497**	**7,110**					**7,110**	**61.8%**
	Debt Service	**111,392**	**116,033**	**111,392**					**111,392**	**96.0%**
	Other Expenses	**3,827,774**	**4,531,400**	**2,856,395**	**35,675**	**14,982**	**353,412**	**49,933**	**3,310,397**	**73.1%**
FY08	**BPL System (w/CoB)**	**15,250,477**	**16,030,837**	**13,767,773**	**114,720**	**77,445**	**361,633**	**49,933**	**14,371,504**	**89.6%**

Type	Description	Vendor Name	FY08 Actual
Professional & Technical Services	Professional Services	Noll & Tam Architects	$172,181
	Professional Services	Securitas Security Services	107,966
	Professional Services	Innovative Interfaces Inc	81,412
	Professional Services	OCLC Inc.	32,456
	Professional Services	Freitas Landscape & Maintenance	24,674
	Building / Structures Maintenance	Thyssen Krupp Elevator	21,980
	Building / Structures Maintenance	Marina Mechanical	20,668
	Professional Services	Agnitsch Electric Company	13,607
	Building / Structures Maintenance	Certa Pro Painters	11,593
	Professional Services + Software Maintenance	RSpeed Inc	9,975
	Building / Structures Maintenance	Bay Alarm Company	9,721
	Professional Services + Field Equip. Maintenance	Kray Cabling Inc	9,067
	Professional Services	Unique Management Services	8,467
	Temp Agency Services	Silicon Valley Staffing	8,099
	Professional Services	Ross McDonald Company Inc	7,552
	Building / Structures Maintenance	Kruse Plumbing Heating Cooling	7,383
	Building / Structures Maintenance	Syserco Inc.	7,146
	Computer + Field Equip. Maintenance	AMS.net Inc	6,851
	Building / Structures Maintenance	Honeywell Inc.	5,059
	Professional Services	Accutite Environmental Engineering	4,933
	Professional Services	CMTC CA Manuf Tech Consultling	4,500
	Office Equipment Maintenance	BMI Imaging Systems Inc	4,080
	Software Maintenance	The Active Network Inc	3,600
	Professional Services	Rutherford & Chekene	3,084
	Building / Structures Maintenance	McQuay Services	2,904
	Building / Structures Maintenance	Orkin Exterminating	2,752
	Professional Services	Sphinx Graphics	2,677
	Professional Services	Liu Consulting Inc	2,400
	Field Equip. Maintenance	NLE	2,366
	Professional Services	Leslie Nordby	2,206
	Professional Services	Lawrence Hall of Science	2,100
	Professional Services	International Contact Inc	2,015
	Professional Services	National City Public Library	2,000
	Professional Services	Peninsula Library System	2,000
		Other*	54,009
Purchased Professional & Technical Services		**Subtotal**	**$663,483**
Other Purchased Services	Utilities	Pacific Gas & Electric Co	$270,749
	Telephones + Internet + Intranet	AT&T	68,405
	Dues and Fees	Bay Area Library & Info. System	17,622
	Travel: Registration Transportation, & Lodging	Wells Fargo Bank, N.A.	16,353
	Utilities	EBMUD	15,565
	Printing and Binding Services	Copy Central -Shattuck	8,614
	Dues and Fees	Urban Libraries Council	7,775
	Cellular	Nextel Communications-Airtime	7,302
	Printing and Binding Services	Dean's Signs	5,518
	Conference & Administration Fees	Innovative Interfaces Inc	2,850
	Printing and Binding Services	Roger Dunn Printing Inc	2,820
	Cellular	Cingular Wireless	2,784
	Dues and Fees + Advertising	California Library Association	2,200
	Conference & Administration Fees	Peninsula Library System	1,990
	Advertising	Berkeley Daily Planet	1,945
	Dues and Fees	Booklist On Line	1,920
		Other*	42,991
Other Purchased Services		**Subtotal**	**$477,401**
Rentals / Leases		Pitney Bowes	$11,913
		Sharp Electronics Corporation	6,095
		US Bancorp (Pinnacle)	1,766
Rentals / Leases		**Subtotal**	**$19,774**
Mail Services		Tricor America Inc	$12,955
		Pitney Bowes	8,504
		Other*	714
Mail Services		**Subtotal**	**$22,172**

Type	Description	Vendor Name	FY08 Actual
Supplies + Library Materials	Library Materials	BWI/Book Wholesalers Inc	$224,897
	Library Materials	Baker & Taylor Inc	143,127
	Library Materials	EBSCO Subscription Service	88,391
	Library Materials	Midwest Tape	81,033
	Library Materials	State Board of Equalization	72,163
	Field Supplies	3M / Checkpoint Systems Inc	61,144
	Library Materials	Midwest Library Service	57,266
	Library Materials	Thomson Gale	46,466
	Office + Field Supplies	Office Depot	34,760
	Library Materials	Califa Group	33,806
	Library Materials	Gale Group	25,400
	Library Materials	Recorded Books, Llc.	24,905
	Library Materials	Proquest Llc	24,607
	Library Materials	Bay Area Library & Info. System	24,295
	Library Materials	National Archive Publishing Co	21,946
	Library Materials	Tutor.com Inc	18,500
	Library Materials	Universal Building Service	17,925
	Library Materials	Music Library Service Company	17,703
	Library Materials	BBC Audiobooks America	16,133
	Library Materials	Random House Inc	16,130
	Library Materials	Bowker	15,207
	Library Materials	InfoUSA Marketing Inc	13,700
	Library Materials	NOLO	12,075
	Library Materials	Oxford University Press Inc	12,030
	Field + Office Supplies	Brodart Co	10,061
		Other*	332,984
Supplies + Library Materials		**Subtotal**	**$1,446,653**
Janitorial Servicing		Township Building Services	$164,300
Janitorial Servicing		**Subtotal**	**$164,300**
Building		Anderson Carpet & Linoleum	$38,264
		Caldwell-Roland Roofing	39,070
		Ross McDonald Company Inc	25,370
Building		**Subtotal**	**$102,704**
Property	Computer Equip	Dell Marketing L.P.	$47,410
	Computer Equip + Software & Licenses	AMS.net, Inc	18,262
	Furniture & Fixtures	Ross McDonald Company Inc	15,700
	Computer Equip	AWE	11,690
	Computer Equip + Software & Licenses	CDW Government Inc	8,680
		Other*	20,586
Property		**Subtotal**	**$122,327**
Property < $1,000	Computer Equip + Software & Licenses	MTM Technologies	$26,787
	Furniture & Fixtures	Ross McDonald Company Inc	21,304
	Small Equip + Computer Equip + Software & Licenses	CDW Government Inc	19,684
	Software + Licenses	RSpeed Inc	10,625
	Small Equip + Machinery	Tech Depot	7,949
	Small Equip + Furniture & Fixtures	Demco	5,251
	Furniture & Fixtures	Interior Motions	5,212
	Small Equip + Furniture & Fixtures	Office Depot	4,942
	Computer Equip	NLE	4,388
		Other*	17,808
Property Under Cap Limit (< $1,000)		**Subtotal**	**$123,950**
Debt Service		National City Commercial Capital	$111,391
Debt Service		**Subtotal**	**$111,391**
Other Accounts		**Miscellaneous Purchases**	**$22,954**
FY08 - Vendor Purchases		**Total**	**$3,277,110**

* "Other" aggregates all individual vendor purchases that are less than the preceding specified dollar amount

Data from Fund$ as of 20AUG08

BERKELEY PUBLIC LIBRARY

INFORMATION CALENDAR
September 10, 2008

TO: Board of Library Trustees

FROM: Dennis Dang, Library Administrative Manager

SUBJECT: REPORT ON INSTITUTING NEW FEE FOR LIBRARY MEETING ROOM / ELECTRONIC CLASSROOM USE

INTRODUCTION

The purpose of this report is to provide information regarding meeting room and computer classroom usage fees imposed by various library systems.

FISCAL IMPACT

There is no fiscal impact from this report.

BACKGROUND

Consistent with its role as a community resource the Library maintains a no-fee open access policy to both non-profit and for-profit groups and organizations for the use of Central and Branch meeting rooms and the Central electronic computer classroom – public access to the electronic computer classroom is presently closed to outside groups pending an update of room use rules.

Meetings are required to be open to the public except for activities related to Library training, and must be free of solicitation or sale of any product or service. Admission fees and donations are prohibited when using a meeting room, but permitted in the electronic classroom on a nominal basis for purposes of partial instruction cost recovery. Resolution of multiple requests for a particular room and time are determined by the Library according to a group's non-profit/for-profit status or public/private sector affiliation, as well as service to the community.

From September 2007 through August 2008 the Central Library hosted approximately 90 groups – non-affiliated with the Library or the City of Berkeley – in its community meeting room.

CURRENT SITUATION AND ITS EFFECTS

In response to a request by the Board to explore possible revenue enhancement activities a survey of meeting room policies of six Bay Area public library systems as well as that of the City of Los Angeles was conducted. Findings of the survey indicated that the open access policy

currently in effect at the Library stand in contrast to the more restrictive policies in place at all other surveyed systems. The San Francisco Public Library, which was similar to Berkeley in not assessing fees for room usage, was unlike Berkeley in that usage was limited to parties possessing city residency or are city-based. Other systems tended to impose access restrictions based on various formulas of group type and service to the surrounding community with waivers in most cases to library and government users. These formulas included usage fees either on a standard per hour basis as employed at San Jose where a library card in good standing was required, or more commonly on a sliding scale based on group type or room size as employed in Contra Costa County, Solano County, Oakland, and Los Angeles, where the fee may escalate up to $3,000 for a 4-hour time block.

Other common miscellaneous fees assessed included reservation deposits, set-up and cleaning fees, library attendant fees for groups that were deemed to require the availability of library staff, and guard service fees for events outside of a facility's operating hours.

Public usage of computer classrooms when available was much more limited than that of meeting rooms due to the equipment provided and the level of support entailed. For example, San Francisco allowed public usage of its room only for programs sponsored by SFPL; while in the City of Alameda usage requires that requests be granted by the Library Director. The New York Public library system has several computer rooms available for public group use that start at a fee of $850 for two hours up to $1,740 for eight hours, with a personnel support fee of $150 per hour-1 hour minimum. The Cerritos Library in Southern California makes available their Hi-Tech Training Room for $50 per hour-4 hour minimum, and requires a deposit of $500.

<u>FUTURE ACTION</u>

Library administration continues to closely monitor the financial status of the organization and at this time based on current meeting room usage views the assessment of user fees to the meeting and computer rooms as not likely to be an important source of revenue generation but perhaps as an important offset to hosting costs. Should a policy change to room use be undertaken, consideration of imposing a city-based or residency requirement and/or library card affiliation status may be desirable, especially with respect to the computer classroom and the equipment contained therein.

Attachments:
1. Rules and Regulations for Use of Library Grounds, Buildings and Equipment for Meetings and Other Events (approved by BOLT on July 13, 2005)
2. Electronic Classroom Policy (approved by BOLT on November 8, 2000)
3. Application for Use of Meeting Room
4. Library Meeting Rooms – Cost and Fee Comparison Chart

Berkeley Public Library

Rules and Regulations for Use of Library Grounds, Buildings and Equipment for Meetings and Other Events
(See links at end of statement for information and application forms.)

Policy Statement

The Berkeley Public Library provides meeting rooms for the instructional, recreational, and research needs of the Library and its patrons and the local community. Groups and organizations may use meeting rooms when they are not needed for activities sponsored by the Library. No group can use the meeting rooms in a way that would be disruptive. Permission to use the meeting rooms does not imply Library endorsement of the goals, policies or activities of any group or organization. The Library reserves the right to revoke permission previously granted if deemed necessary.

Information regarding the policy for use of a Library Meeting Room will be available to the public and posted on the Library's web site.

Criteria on size, priorities in event scheduling, and resource requirements are discussed in the following paragraphs.

Eligibility

1. Permission to use the Library's meeting rooms may be granted to non-profit civic, cultural, or educational organizations or to City or governmental agencies, departments or commissions.

2. Any group or organization applying for the rooms must sign a statement that their organization does not discriminate in membership, or in service provision, on the basis of race, creed, color, religion, political affiliation, gender, sexual orientation, national origin, or disability, or in employment on a basis prohibited by California law.

Issuance of Permits

3. Requests for use of the meeting rooms will be made available on the Library's web site and at the Library information desk, and will be approved by the Library Director or an authorized representative according to the following priorities:
    a. Library sponsored or related meetings, programs, etc.,
    b. Government agency sponsored programs serving the Berkeley community,
    c. Non-profit public and/or social service organizations.
    d. For-profit entities offering a free, open-to-the-public event (e.g. job fair, training event, educational series).

4. The Director of Library Services or an authorized representative, e.g. the Deputy Director, Library Manager, or Branch Librarian, has authority to issue permits for the use of Library buildings, or grounds.

Berkeley Public Library   Page 2
Rules and Regulations for Use of Library Grounds,
Buildings and Equipment for Meetings and Other Events

5.   An authorized representative of the organization should submit the request at least two weeks in advance on an official application form. This policy does not guarantee the applicant the facility or the time requested. Official request forms for meeting room use may be submitted online.

6.   Permits may be issued for up to three consecutive months. Renewal applications can be submitted at the end of the three-month period, but prior use of meeting rooms does not entitle applicants to future use. Generally, meeting room use is limited to once a month. These restrictions do not apply to Library functions.

Conditions of Use

7.   Permits are issued for specific hours and dates. When the authorized function is over, program organizers are responsible for vacating the facilities.

8.   The meeting rooms may only be used during the following Library's open hours. Thirty minutes before closing the meeting room should be cleared, with all furniture replaced as required.   Please see attached list of the Library's open hours.

9.   Due to fire codes, the room capacity may not be exceeded.

10. Permits for use of Library facilities for meetings shall be granted only on condition that meetings are open to the public unless they are for Library training purposes. The Library reserves the right of library staff to monitor any meetings held in its facilities (except lawful executive sessions of government bodies).   A list of all meetings booked may be posted in a public area in the Library and on the Library's web site.

11. The following are not allowed in Library meeting rooms:

     a.   Fees: No group using the facilities may charge a fee or ask for donations. The facilities will not be available for fund-raising events, except when the objective is related directly to the improvement of the Library. The Director of Library Services may approve the use of meeting rooms when an accredited public educational institution or professional organization must charge tuition for specific Library-related training courses.

     b.   Sales: No items or services may be sold or advertised, except for Library sponsored programs in which titles by a featured speaker/performer may be offered for sale by the speaker/performer or by the Friends of the Berkeley Public Library, the Berkeley Public Library Foundation or a book-seller acting on behalf of either of those organization). The speaker/performer must notify the Library when planning to offer titles for sale. In all cases, the speaker/performer or his/her representative collects payment, not library staff. The exception is made because many of these works are published by small

Berkeley Public Library   Page 3
Rules and Regulations for Use of Library Grounds,
Buildings and Equipment for Meetings and Other Events

presses or are locally produced and it is a service to library patrons to make them available.

c.   Smoking: Smoking or burning of items (incense, candles, etc.) is prohibited. In compliance with Section 13119 of the Health and Safety Code all decorations must be flame proofed.

12.   Each group using Library property is responsible for the condition of the room. Damage to Library property will be paid for by the organization booking the room.

13.   Groups are responsible for setting up the meeting room for their own use and must leave the room in the same condition in which it was found, including the placement of chairs and tables.

14.   Groups and organizations shall arrange for and provide their own special equipment needs, such as overhead projectors, slide projectors, etc.

15.   The individual responsible for the meeting room reservation must notify the Library of meeting cancellations. Failure to do so may result in loss of meeting room privileges.

Revocation of Permits

16.   Permits may be revoked by the Library whenever the use of Library facilities and equipment interferes with regular Library use, whenever regulations have been violated, and/or whenever a reallocation of authorized hours is necessary to provide equitable access by all applicants for space.

Review

17.   This policy regarding the use of Library grounds, buildings, and equipment for meetings and other events will be reviewed every three years by the Board of Library Trustees

Meeting Room Information
Meeting Room Application
Library Hours

Approved by the Board of Library Trustees
on December 12, 2001.
Revised and approved on July 13, 2005.

Berkeley Public Library
Electronic Classroom Policy

Policy Statement

The Berkeley Public Library provides an Electronic Classroom for the instructional and research needs of the Library and its patrons. It is the policy of the Berkeley Public Library to allow the use of the Electronic Classroom by groups and organizations when the facility is not needed for activities sponsored in whole or in part by the Library. No group will be permitted use of the Electronic Classroom if that usage would be disruptive of the programs and activities of the Library. Permission to use the Electronic Classroom does not imply Library endorsement of the goals, policies or activities of any group or organization. The Library reserves the right to revoke permission previously granted if it deems appropriate.

Eligibility

1.   Permission to use the Library's Electronic Classroom may be granted to a non-profit civic, cultural, or educational organization or to a City or other governmental agency, department or commission.

2.   The Library may grant priority for use of its Electronic Classroom first to groups and organizations affiliated with the Library, second to community-based non-profit groups and third to city, county, state or federal governmental agencies.

3.   Any group or organization applying for the room must be able to sign a statement that their organization does not discriminate in membership, or in service provision, on the basis of race, creed, color, religion, political affiliation, gender, sexual orientation, national origin, or disability, or in employment on any basis prohibited by California law.

4.   Any group or organization applying for use of the Electronic Classroom will be responsible for the replacement of any damaged equipment, furnishings or facility that results from its use or occupancy of the Electronic Classroom. Replacement costs will include staff time as well as equipment or furnishing costs. The primary contact, authorized contact and instructor must sign this responsibility agreement (*see* Application for Use of Electronic Classroom Form).

Rules and Restrictions

5.   Library Personnel in charge of the Electronic Classroom have authority over the use of the room. Applications for use should be addressed to Library Administration. This policy does not guarantee any applicant the right to use the facility at the time requested. The Library reserves the right of the Director of Library Services to overrule any grant, denial or modification of permission to use the Electronic Classroom, in order to further the operations and purposes of the Library.

6.   The Electronic Classroom shall be available only during the regular business hours of the Library.

7.   The "teacher" or person in charge during any classes given in the Electronic Classroom must schedule a one-hour orientation of the classroom with the Library before giving any classes.

8.   The Library reserves the right to attend any class held in the Electronic Classroom.

9.   The Library can impose reasonable conditions for the use of its Electronic Classroom to ensure that public or private property is not damaged through use of its facilities, and to ensure that the safety, welfare and comfort of the public is not disturbed. The use of the classroom must not disturb the normal activities of the Library. Illegal activities shall not be permitted in the classroom or on Library premises, and any such activity will result in immediate eviction and denial of future use of the Library's classroom to groups or individuals violating this policy.

10.   Groups and organizations which use the Library's Electronic Classroom shall adhere to regulations regarding the number of persons allowed to occupy a room at any given time. The numbers shall not exceed the limit prescribed and posted in that facility. The room shall be left in the same condition in which it was found, including the placement of chairs, tables and equipment. Groups shall be held responsible for any damage to the room, equipment and/or furnishings. Failure to adhere to these conditions may result in loss of future privileges in the use of any Library facility.

11.   No food or drink are allowed in the Electronic Classroom.

12.   No peripheral equipment (e.g. keyboards, speakers, etc.) may be added to or removed from any of the computers without the written permission of the Library.

13.   The Library strongly prefers that no registration fees be charged by groups using the Electronic Classroom and reserves the right to give priority use of the Electronic Classroom to non-profit groups that charge no fees. If a non-profit group normally charges a nominal fee in order to partially recover the costs of giving classes, it may charge such a fee for giving instruction in the Electronic Classroom. The organization must list its proposed registration fee on its application to use the Classroom. At no time may the registration fee charged exceed that charged for a similar class at the Berkeley Adult School.   If nominal fees are charged by a non-profit organization or group they must provide a minimum of 10% of their classroom enrollment at no charge. This may be 10% of each class given by the group or organization, or the group may offer one out of ten classes free of charge.

Application for use of Electronic Classroom

14.   For first-time applicants, written application must be made to the Library at least 20 working days in advance of use. If there is a question about a group or organization's eligibility to use the Electronic Classroom, the Library may ask to

examine the applicant's by-laws or IRS 501 (c) determination letter. Cancellation of reservations must be made at least 24 hours in advance. Other groups and organizations must reserve the Electronic Classroom at least seven days in advance of use. All applications are public documents and shall be available for inspection upon request at the Library.

15.   Permission to groups and organizations using the Electronic Classroom may be granted for multiple classes for a period not to exceed three consecutive months or 20% of the total number of hours that the lab is available to patrons. Renewal applications can be submitted, but prior use of Electronic Classroom does not entitle applicants to future use. This restriction does not apply to Library functions.

16.   The Library reserves the right to revoke or modify permission to use the Electronic Classroom, or to modify conditions imposed on the use of the classroom, in order to adapt to the operational needs of the Library or the priority needs of Library uses cited under section two of this policy. Applications may be denied on the basis of availability of space, frequency of use or requests for space by other groups and organizations.

17.   Denial, grant or modification of an application for use of the Electronic Classroom may be appealed in writing by the applicant or by any person adversely affected by the decision to the Director of Library Services, whose decision shall be final.

18.   The Director of Library Services may authorize additional rules that are consistent with this policy and assist in its implementation.

Approved by the Board of Library Trustees 11/8/00

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Berkeley Public Library
Application for Use of Meeting Room

Meeting Date Requested:	Time Requested: _____ to _____	Attendance Expected:

Meeting Rooms (and capacity)
At the Central Library: ☐ Central Community Meeting Room (110) ☐ Central Electronic Classroom (31)
At the branches: ☐ Claremont (34) ☐ South (53) ☐ West (43)

Describe class or event to be offered and intended audience:

Information On Requesting Organization

Name Of Group	Non-profit: ☐ Yes ☐ No Government: ☐ Yes ☐ No
Primary Contact Person:	Position In Group:
Authorized Person:	Position in Group:
Address, City, State & Zip Code:	

Day Phone:	Evening Phone:	FAX:	E-mail:

Conditions for Use:

_____(*Name of group or organization*):

A. Shall indemnify and save harmless the Library from and against any and all loss, damage, injury, liability, and claim thereof for injury to or death of a person, including employees of the _____ (*group/organization*) activities including, but not limited to use of the City's facilities or equipment, regardless of the negligence of and regardless of whether liability without fault is imposed or sought to be imposed on, Library, except to the extent of such indemnity is void or otherwise unenforceable under applicable law in effect of validly retroactive to the to the date of this agreement and except where such loss, damage, injury, liability or claim is the result of active negligence or willful misconduct of Library and/or is not contributed to by any act of, or by any omission to perform some duty imposed by law or contract on _____ (*group/organization*), its agents or employees.

B. Shall indemnify and hold Library harmless from all loss and liability, including attorney's fees, court costs, litigation expenses and all other liabilities incurred in and about any such claim investigation or defense thereof, which may be entered, incurred or assessed as a result of the foregoing.

C. Will be responsible for any damages, including replacement costs and staff time, sustained by the meeting room, its furnishings or equipment through its occupancy or use.

D. Does not discriminate in membership, or in service provision, on the basis of race, creed, color, religion, political affiliation, gender, sexual orientation, national origin, or disability, or in employment on a basis prohibited by California law.

I certify I have read the Meeting Room Policy, Waiver of Liability, and Conditions of Use and agree to all provisions of the above.

_____   _____
Primary Contact Signature   Date   Authorized Contact Signature   Date
- -

For Library Use: ☐ **Approved**   ☐ **Disapproved**   ☐ **Meeting Room Not Available**

_____   _____
Library Representative's Name   Date

Berkeley Public Library

Please complete the application and return it to the library facility in which you are requesting meeting space. Please complete a form for each meeting time. The addresses for the Central Library and the branches are listed below.

Locations of Meeting Rooms

Central Library, Community Meeting Room, 2090 Kittredge Street, Berkeley, CA 94704
(cross street: Shattuck Avenue)
Contact: Administration
Telephone: 981-6119
There is one large meeting room that will accommodate 110 people.

Central Library, Electronic Classroom, 2090 Kittredge Street, Berkeley, CA 94704
(cross street: Shattuck Avenue)
Contact: Administration
Telephone: 981-6119
This is a teaching/learning classroom that should be used only if computer instruction is part of the program. Currently has 21 computers, which includes an instructor's computer with projection.
Will accommodate 31 people.

Claremont Branch, 2940 Benvenue Avenue, Berkeley, CA 94705
(cross street: Ashby Avenue)
Contact: Karen Joseph-Smith
Telephone: 981-6280
Will accommodate 34 people.

South Branch, 1901 Russell Street, Berkeley, CA 94703
(cross street: M. L. King. Jr. Way)
Contact: Jeri Ewart
Telephone: 981-6260
Will accommodate 53 people.

West Branch, 1125 University Avenue, Berkeley, CA 94702
(cross street: San Pablo Avenue)
Contact: Staff
Telephone: 981-6270
Will accommodate 43 people.

LIBRARY MEETING ROOMS

	Fees				Access	Residency	Set-up/Cleaning	Special
City of Alameda	Free: Library, City, & other Government (unlimited use)	City-based Non-Profit=$15/hr (single use/mnth)	City-based Public=$20/hr (single use/mnth)	Non-Resident & Non-Profit and all Others=$25/hr (single use/mnth)		Preferential	$300>100 people	Self setup and breakdown. Off-hour library attendent fee=$25/hr. No food preparation, nor alcohol.
Berkeley	None				Must open to public (except lib training)	No	No	Self setup and breakdown. No explicit restrictions on food/beverages
Contra Costa County	Free: If open to public and no admission fee		Closed meetings, Admission fee, Soliciting or Selling=$10-$40/hr			No	No	Prepared simple food/beverages only
San Francisco	None				Community meetings must open to public	Residency or Location based	If outside of standard setup and food/bev served	First time applicants must provide info on group as statement of purpose and publication (newsletter, brochure)
Oakland	Free: Library, City, & other Gov, Non-Profit (Lib. Co-sponsored), Non-Profit Community Group of immediate neighbourhood, School-affiliated Parent /Youth Groups	Special Intrst NP: $5-$12.50/hr<4-hrs; $3.75-$10/hr>4-hrs (by location)	All Others: $10-25/hr<4-hrs; $7.50-$20/hr>4-hrs		Special Interest NP pricing prohibits admission charge	No	No	No alcohol
San Jose	Non-Profit Community Groups only $35/hr				Must be open to public	Rep must hold library card in good standing	No, group may choose room setup configuration	Library has an approved caterer
Solano County	Non-Profit =$50<4-hrs; $100>4-hrs		30 capacity room: NP=$15/$30 and $30/$60	30 capacity room: FP=$30/$60 and $70/$140		No	Cleaning Deposit=$25	No restrictions for food/light refreshments. No alcohol.
Los Angeles	Free: Library, City, & other Gov, Educational/Cultural open to Public, Neighbourhood Council, Elected Official hosted and open to Public	Branch=$250 for 4-hrs plus $300 parking	Main=$200 to $3,000 for 4-hrs			No	Yes, if food/bev served	$1M General Liability Insurance required. Caterers provide evidence of Workers Comp Insurance. Off hour events require hiring city employee and security staff.

29-Jul-08

Library's tend to reserve a right to have a priority ranking as to granting access.
Fees basis varies as to criteria: by group type/classification; open/closed to public, soliciting/selling; admission fee, room size, etc.
Food service fees, setup fees, overtime fee in 1-hour blocks, etc.

LIBRARY PROJECTS
FY 2008/09

	Project Title	Priority	Lead	Budget	Timeline
BOLT PRIORITIES					
1	Strategic planning w/ public, staff and BOLT	CI	D. Smith	$10,000	Staff reviewing draft; BOLT discussion in July 2008
2	Hours of operation at branches	CI	D. Corbeil & S. Olawski	TBD	March '08
3	Explore Needs of Underserved Communities	CI	D. Corbeil	TBD	Research during FY2009.
4	Branch Libraries Repairs and Capital Improvements	CI	D. Corbeil & S. Olawski	TBD	Research creative alternatives for funding during FY09.
OTHER PROJECTS					
5	Administrative Regulations & Policy Development	DP	D. Smith, J. Shurson & L. Perkins (J. Dickinson Circ P&P)	None	Ongoing
6	Privacy Policy	SP	A. Abramson	$5,000	Will be presented to BOLT in Oct '08 for approval.
7	High speed internet @ Branches	DP	A. Abramson	$10K-$20K each location	Claremont installation in Sep '08.
8	"The Look" / Signage	SP	"The Look" Committee	$5,000	In progress during FY2009.
9	Children's Webpage Design	DP	L. Perkins	$15,000	Contract signed April '08
10	Central Library Space Planning	DP	D. Smith	$25,000	RFP proposals are due by 8/29
11	Work Flow Analysis	DP	J. Dickinson	$15K-$20K	Report to be completed in September '08.
COMPLETED PROJECTS					
	Library Master Facilities Plan (Branches)				
	WiFi at Central & Branches				
	Intranet Redesign				
	Web Online Public Access Catalog (WebOPAC) Redesign				
	Online Applications				
	Wireless Inventory Wands / PDA				
	Staff Development / Training Plan				
	Teen Webpage				
	Collection Development Policy				

CI = Critical Initiative
SP = Special (Board initiated) Project
DP = Department (Staff initiated) Project

BERKELEY PUBLIC LIBRARY

TO: Board of Library Trustees

FROM: Donna Corbeil, Director of Library Services

SUBJECT: SEPTEMBER 2008 MONTHLY REPORT FROM LIBRARY DIRECTOR

INTRODUCTION

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

FISCAL IMPACT

This report will have no fiscal impacts.

PERSONNEL

A summary of the positions filled and lists developed in the last month is attached. The Library had a booth at the ALA recruitment center at the annual conference in Anaheim, beginning June 26th, to get the word out on our vacancies to the library community.

LIBRARY DEVELOPMENT

BALIS
The efforts toward consolidation continue, the new organization, organized under PLS's JPA, will be called Pacific Library Partnership. The four systems to be combined are Bay Area Library and Information System (BALIS), Monterey Bay Area Cooperative Library System (MOBAC), Peninsula Library System (PLS), and Silicon Valley Library System (SVLSD). A request to the Library of California Board has been submitted and the request for the consolidation to take effect on July 1, 2009 was approved.

State Library Grant Award
In August, staff was notified that the Library will be awarded a *Transforming Life After 50* targeted grant; the level of funding will be determined once the State budget is set. The grant application requested $20,000 in funding. Thank you to Suzanne Olawski, Alan Bern and Jane Scantlebury for preparing this proposal, which will involve collaboration with several other Berkeley groups.

Reference Workshop
Congratulations to Shani Leonards, as the Library representative, on her selection for the *Statewide Reference Think Tank 2008 Challenge,* planned for Pasadena at the end of August

2008. The California State Library is hosting this unique conference to analyze, ponder, imagine, and create transformational scenarios for the future delivery of information services in California. The guides for this mission will be Futurists' Michele Bowman and Sandy Burchstead.

State Assembly Bond Measure
In August, the Assembly Appropriations Committee, the fiscal committee for the Assembly, dispensed with hundreds of pieces of legislation on their so-called "suspense file." Unfortunately, the Assembly Appropriations Committee decided to "hold" SB 1516 by Senator Simitian in committee, rendering the bill dead for the year. SB 1516 is a $4 billion library construction and renovation general obligation bond measure, which if approved by the legislature and the Governor, would have been placed on the November 2010 ballot. However, there is interest in resurrecting this bill in the next legislative session.

PROGRAMS, SERVICES AND COLLECTIONS

Programs
BPL's own Armin Arethna was a guest on KPFA's Morning Show (94.1 FM) on August 5, 2008 for the morning show discussing, "Libraries in the Internet Age: How Has Their Function Changed?" Armin joined KPFA host Philip Maldari and Oakland Public Library's Librarian and author Dorothy Lazard. If you missed it, KPFA does archive the programs on their website: http://kpfa.org/archives/.

Picture Book Lovers
The Children's Librarians have launched a program, "Picture books for the Young and Restless". Every 10 weeks patrons that sign-up will receive an e-mail from the Berkeley Public Library that lists handpicked picture books -- old classics as well as recent favorites. Each picture book has been chosen and annotated especially for this list by a children's librarian working in one of the five locations of the Berkeley Public Library. These picture books are suitable for toddlers and preschoolers. This month's list features titles on food. Through the library's website, patrons can put reserves on these books and have them delivered to any branch of the Berkeley Public Library. Only those that have signed up will receive this email and patrons can unsubscribe at any time.

Branch Facility Master Plan
Copies of the final document have been printed and distributed to all of the members of the Board of Library Trustees, City Council, City Manager's Office, Mayor's Office, BLMFP Advisory Committee members and, of course, all of the branches. Staff has posted the entire document on the library's website. Alan Bern and Suzanne Olawski are working with a graphic designer on creating a summary document, of approximately six-pages, to hand out. This handout will provide the highlighted recommendations for each branch and give a brief overview in an executive summary format. In addition, staff has finalizing dates to hold a meeting at each branch to discuss the Facility Report and Strategic Plan and to answer community questions.

Community Meeting Dates:
Thursday, September 18	6:30-7:30pm	Claremont Branch	2940 Benvenue at Ashby
Thursday, September 25	6:30-7:30pm	West Branch	1125 University at San Pablo
Wednesday, October 1	6:30-7:30pm	North Branch	1170 The Alameda / Hopkins
Thursday, October 2	6:30-7:30pm	South Branch	1901 Russell /MLK Way

Summer Reading Program 2008
See attached report by Linda Perkins, Manager of Children's and Teen Services, on this year's successful event.

Attachments:
1. Letter from Trustee Ying Lee, dated 9/4/08
2. BPL's Recruitment Timeline – as of 8/1/08
3. Summer Reading 2008 Report

September 4, 2008

Members of the Berkeley Board of Library Trustees
Attention: Terry Powell, Chairperson
            Donna Corbeil, Director

Dear Members of the Board,

This is to inform you that I will not be seeking a second term on the Board. I am reminded that the board has been discussing the importance of having adequate lead time, about six months, in searching for and vetting potential candidates. My term ends in March 2009 so this letter meets that preference.

It has been a great pleasure to have a working relationship with the board, the staff as well as the patrons of the library. We are fortunate in having a city that recognizes the importance of a good public library and many who love it; we are blessed in having a staff that is professional as well as loving their work.   It is also a pleasure to recognize again, our wonderful fortune in having a director of the library who is a remarkably effective manager. Director Corbeil has improved employee morale, in a short period of time, so that we have a unified staff and work places that are welcoming in spite of spatial and structural challenges, releasing staff and board energy and interest in tackling branch facility needs as well as service needs. It is also a personal delight to me that the library administration, the board and the union are working well both formally and informally.

There are over six months to serve of my term so this is a notice and not a farewell. I look forward to the next few months as exciting challenges for us to carry our message to Berkeley voters of the importance of maintaining the adequacy of the physical aspects of our branch libraries as we strive to have the best public library.

Sincerely,

Ying Lee

BPL's Recruitment Timeline
Revised 9/4/08

Classification	Posting Date	Closing Date	EXAM Date Tentative	Comments
Library Assistant	9/15/08 *Coming Soon*	10/6/08	10/21/08	
Library Specialist II	7/07/08 *CLOSED*	8/04/08	Supp Questionnaires rated by panel.	List to be established 9/15/08
Library Specialist I	7/07/08 *CLOSED*	8/04/08	Supp Questionnaires rated by panel.	List to be established 9/15/08
Librarian I/II	6/23/08 *CLOSED*	7/21/08	Supp Questionnaires rated by panel.	List valid thru 8/5/09.
TS/Coll Dev Manager	6/16/08 *CLOSED*	7/14/08	Supp Questionnaires rated by panel.	Megan McArdle selected. Start date 9/22/08
Senior Librarian	6/16/08 *CLOSED*	7/14/08	Supp Questionnaires rated by panel.	Interviews conducted 9/3 and 9/5. Selections pending
Supervising Library Assistant	4/14/08	5/12/08 *CLOSED*	Supplemental Questionnaires rated by panel.	Sam Zhang selected.
Building Maintenance Supervisor	4/14/08	5/12/08 *CLOSED*	*No exam (promotional)*	Steve Douglas selected. Start date 8/14/08.
Library Aide	3/10/08	3/31/08 *CLOSED*	Exam to be held Mid April	List valid thru 5/13/09
Accounting Office Specialist Sup	11/05/07	11/19/07 *CLOSED*	Interviews to be held 4/2/08.	Auth to underfill as AOS III
Central Services Aide	11/05/07 *Re-opened*	3/3/08 *CLOSED*	Second round of selection interviews to be held approx. 3/18	Taoufik Abalil selected. Start date: 4/6/08
Library Administrative Manager	11/13/07	3/1/08 *CLOSED*	Selections Interviews held 2/25. (4 candidates)	Dennis Dang selected. Start date: 3/24
Supervising Librarian	3/19/2007	4/16/2007 *Closed*	Interviews Scheduled for WK Ending 6/22	*List Extended Thru 4/27/09*

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

Summer Reading Report

➢ This summer, we had 1,335 kids who enrolled in the summer reading program, with a 52% completion rate – inching up from last year's 49% completion rate. Kids were very excited about the theme this year, which was Catch the Reading Bug – Just a sampling of the programs included visits from the Insect Discovery Lab (who brought huge, live bugs for the kids to hold and learn about), and cool craft programs (making butterfly wings and bug magnets), and a special show by Puppet Art Theater to highlight this theme. We also were lucky enough to have Magic Alex (who now travels the world doing magic shows for Disney), come out to Central and each of the branches. We also collaborated with the Frances Albrier Recreation Center to bring programs to them – Insect Discovery Lab and the wonderful Prescott Circus, a youth circus from East Oakland – these programs at the Center were paid for in part by the Summer Youth Project Grant and of course by our very own Friends of the Berkeley Public Library. Other programs were music by Cotton Candy Express, drumming with DRUMMM, a Family Film Festival, and Randel McGee and his guitar playing dragon Groark.

➢ We had a 76% completion rate at Central for our Student Friends and an overall 72% completion rate for Student Friends systemwide. Our Student Friends are middle school kids who volunteer for 5 hours of their summer to help out at the library – they do things like shelfread, write thank you notes to the companies that donate prizes, and help prepare for programs.

➢ Most popular prize – pass for child and one adult on the Oakland/Alameda Ferry, with Bowling coming in second, but a very pleasant surprise is that our third most popular prize was the free paperback that kids could pick out themselves from a selection of paperbacks we purchased at the beginning of the summer. With all the press about kids not reading, it's very heartening to see that given the choice of all our exciting prizes, that some kids chose the book (and thus reading some more!) as their final prize.

➢ Debbie Carton was also nice enough to share her Peace Day program with the Children's Department on August 6 – Her Teen Playreaders group read Sadako and the Thousand Paper Cranes. Debbie, and Sugene led the audience of 60 in folding paper cranes while hearing the live koto music of Shirley Kazuyo Muramoto and her students. With the help of a group of visiting international school librarians, who also attended the program, we are well on our way to our goal of 1,000 paper cranes to send to Japan.

Board of Library Trustees Tracking Chart

Date	*Requested By*	*Person Assigned*	*Deadline*	*Status*	*Item*
11/9/2005	Trustees	Donna Corbeil	1/18/2006	Compilation completed; analysis begun	Analysis of Library Board Charter
11/9/2005	Trustees	AR Committee	1/18/2006	In process	Administrative Regulations for Library
6/21/2006	Trustee Powell				Report or outline on how Board budget policies are to be implemented.
7/19/2006	Trustee Moore	Trustees and Donna Corbeil	10/18/2006		Role of the Board
10/18/2006	Trustee Kupfer	Donna Corbeil			Determine if some part-time positions can be combined into full-time positions.
4/18/2007	Trustee Moore	Donna Corbeil/Trustee Kupfer			Request legal opinoin on public comment period from City Attorney
12/12/2007	Board of Trustees	Donna Corbeil			Process to expand applicant pool to include a greater number of minorities.
3/12/2008	Board of Trustees	Donna Corbeil and Trustee Powell	5/14/2008		Trustee Powell to work with Ms. Corbeil on information item to City Council on need for bond measure.
5/14/2008	Board of Trustees	Donna Corbeil	5/20/2008		Research campaigning restrictions and guidelines